



# Request for Proposal

Cold Storage Facility Strategic Business Plan

July 2020

Issued by:

Lillooet Agriculture & Food Society (LAFS)

Representative:

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## 1. Introduction & Background

The Lillooet Agriculture & Food Society, a non-profit society supporting local farmers, ranchers and growers, needs a STORAGE FACILITY STRATEGIC BUSINESS PLAN and is accepting proposals in response to this Request for Proposal (this "RFP," or this "Request for Proposal") to find a qualified source to provide a STORAGE FACILITY STRATEGIC BUSINESS PLAN. Our goal with the COLD STORAGE BUSINESS PLAN is to:

Allow stakeholders to align their business activities with the vision of the venture and to set realistic goals, as well as keep them on track and benchmark progress. The plan will allow the business enterprise to adapt quickly to a changing environment, both internally and externally, and overcome potential problems by looking to the future. The business strategy will help build consensus with stakeholders on venture direction, financial projections and building costs.

After the completion of the business plan, stakeholders would leverage this business plan to implement necessary steps and to attract more funders and partners in the enterprise.

The objective of this Request for Proposal is to locate a contractor or professional that will provide the best overall plan to the LILLOOET AGRICULTURE & FOOD SOCIETY. While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Proposal below.

## 2. Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Proposal:

1. First and foremost, only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request for Proposal.
2. Bidders intent on submitting a proposal should so notify the representative identified on the cover page no later than **July 30, 2020**.
3. Bidders must list projects that are similar to this project as part of their response, including references for each. Examples of work should be provided as well.
4. A technical proposal must provide an overview of the proposed solution as well as resumes of all key personnel performing the work. In addition, the technical proposal should provide a proposed schedule and milestones, as applicable.
5. A price proposal must be provided that is not more than 2 pages. This price proposal should indicate the overall fixed price for the project as well as hourly rates and an estimated total number of hours, should the Lillooet Agriculture & Food Society decide to award a contract on an hourly rate basis.
6. Proposals must be signed by a representative that is authorized to commit bidder's company.
7. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
8. Proposals must be received prior to **August 7, 2020** to be considered.
9. Proposals must remain valid for a period of 30 days.
10. The Lillooet Agriculture & Food Society anticipates selecting at least two individuals or firms to have more in-depth discussions with, and will make an award to one of these "down-selected" individuals or firms.

### 3. **Project Description**

The purpose & definition of this project are as follows:

The Lillooet Agriculture and Food Society has identified the need for a large cold/dry storage facility. The COLD STORAGE BUSINESS PLAN will determine the economic viability of building such a facility here in Lillooet. Currently, there is insufficient cold/dry storage space in Lillooet and the surrounding area to meet the needs of the local growers and producers. Farmers and businesses in Lillooet are storing their goods on an ad hoc basis, wherever they can find suitable space in the region. Several farm businesses have expressed interest in having access to a local storage facility.

In 2019, LAFS received funding from the NDIT to complete a Feasibility Study for a multi-use storage facility. The study confirmed the need and viability of the facility and identified several next steps, including:

- Setting up a steering committee made up of members of the LAFS board of directors, potential community partners, and local agri-producers to drive the project to next stages.
- Initiating a strategic business plan as a responsible business roadmap to define next steps and to facilitate attracting other partners and financial investors
- Pitching the project and securing letters of commitment from potential agri-food producers, and distributors that would support the viability of a refrigerated, multi-purpose storage facility in Lillooet.
- Securing and finding support for the facility from potential funding partners, First Nation groups, JAR enterprises, or capital inventors through business development bank. This would involve determining potential facility locations, and if we choose to opt for a new build then developing building engineering design/plans, environmental assessment, by-law compliance for site, and securing any necessary permits.

### 4. **Project Scope**

Acceptance of the work is contingent to the following acceptance criteria:

Completion of a business plan to establish a local cold/dry storage facility for the Lillooet region.

The plan's components to include:

- Industry Background
- Business Purpose, Vision and Mission Statements
- Strategic Analysis
- Business Strategic Options and recommendations
- Short and Long-term SMART Goals
- Implementation Plan including steps and responsibilities
- Success and Performance Measures
- Projected enterprise revenue/expenses and gross profits (for 3-5 years)

5. **RFP & Project Timelines**

The Request for Proposal timeline is as follows:

Request for Proposal Response Due Date	August 7, 2020
Selection of Top Bidders	August 14, 2020
Contract Award / Notification to Unsuccessful Bidders	August 21, 2020

The need-date for project completion (including invoices) is December 10, 2020. Bidders may propose an earlier date.

6. **Budget**

Lillooet Agriculture & Food Society's budget for the project is \$11,000.

7. **Evaluation Factors**

LILLOOET AGRICULTURE & FOOD SOCIETY will rate proposals based on the following factors:

1. Responsiveness to the requirements set forth in this Request for Proposal
2. Relevant past performance/experience
3. Samples of work
4. Technical expertise/experience of bidder and bidder's staff
5. Relevant References

LILLOOET AGRICULTURE & FOOD SOCIETY reserves the right to award to the bidder that presents the best value to the LILLOOET AGRICULTURE & FOOD SOCIETY as determined solely by the LILLOOET AGRICULTURE & FOOD SOCIETY in its absolute discretion.