



Town of Portugal Cove- St. Philip's

Request for Proposal

Storyboard Design and Manufacture Project

RFP # PCSP-EDMC-2022-05

Issue Date: April 27, 2022

Deadline for proposal submissions is Friday, May 20th, 2022 at 2:30pm

The Town of Portugal Cove-St. Philip's is issuing a request for proposals (RFP) from qualified, professional and experienced consultants or consultant firms in historic sites, folklore, cultural spaces, commemorative sites, memorials, and/or writing, for a development plan for storyboards to be placed throughout the Town of Portugal Cove – St. Philip's. The Town requires a consultant to provide the composition of the content of the storyboards, as well as design, manufacture. The consultant should provide a development plan that outlines the timing, anticipated costs, and optional costs for construction and installation.

Proposals should be sent or emailed to:

Town of Portugal Cove – St. Philip's
Attn: Claudine Murray, Town Clerk
1119 Thorburn Road
Portugal Cove – St. Philip's, NL
procurement@pcsp.ca

All bid proposals must be received by 2:30 p.m. on Friday, May 20th, 2022. After which time no further proposals will be accepted, and at which time they will be publicly opened via digital means. Please submit two sealed envelopes (or emailed files) – one with qualifications and a second with pricing information. All proposals must be in separate sealed envelopes (or emailed files) identifying them as "Proponent Name – Qualifications – PCSP-EDMC-2022-05" and "Proponent Name – Cost- PCSP-EDMC-2022-05".

If you have any questions regarding the RFP please contact procurement@pcsp.ca

Introduction

The Town of Portugal Cove – St. Philip's is requesting proposals from qualified proponents to provide the written content, design and composition of the content and manufacture several storyboards for various sites throughout our community. The development plan and should also outline the timing, anticipated costs and optional costs for construction.

Specifications

The proponent will be tasked with:

- a. Creating the written and design content for several storyboards;

- b. Using the provided research materials, as well as researching additional sources to create the content for storyboards on particular subjects related to the Town’s history.
- c. Working with a steering committee to examine options and pricing for the implementation of the plan.

Please provide costings as follows:

1. Cost of providing finished story boards in various formats and means, details as follows,
 - a. What is the cost of manufacturing story boards based on their size, please provide common sizes.
 - b. What is the cost of various mounting methods? Please provide a list of methods with sketches and pictures based on the common sizes of boards as above.
2. Costs of creating and designing story boards based on size as per 1.a. and average hours of work per size of board.

The information provided is the best available at the time proposals are solicited. Proponents shall use the available information as a basis for any proposal. The proponent shall allow for any conditions deemed reasonable and appropriate for the performance of the work as outlined in the Request for Proposal and incorporate such reasonable allowances in the proposal.

Background

The Town of Portugal Cove –St. Philip’s has a number of storyboards that are in need of repair and updating. The Portugal Cove – St. Philip’s Heritage Committee has been researching and gathering material on several topics for additional storyboards to be created and added to our Town.

Form of Proposals

All proposals must be received by 2:30 p.m. on Friday, May 20th, 2022, after which time no further proposals will be accepted, and at which time they will be publicly opened via digital means. Please submit two sealed envelopes (or two emailed files) – one with qualifications and

a second with pricing information. All proposals must be in separate sealed envelopes (or emailed files) identifying them as “Proponent Name – Qualifications – PCSP-EDMC-2022-05” and “Proponent Name – Cost- PCSP-EDMC-2022-05”.

Claudine Murray, Town Clerk
Town of Portugal Cove – St. Philip’s
1119 Thorburn Road
Portugal Cove – St. Philip’s
procurement@pcsp.ca
RFP – Storyboard Design and Manufacture Project
RFP NUMBER – PCSP-EDMC-2022-05

All responses to inquires will be shared with all proponents who have previously obtained the RFP information. It is the proponent’s responsibility to clarify any details prior to submitting a proposal. The Town of Portugal Cove – St. Philip’s will assume no responsibility for any oral instruction or suggestion. Any additional information pertinent to the proposal should be included.

Omissions and Discrepancies

If the proponent finds discrepancies in, or omissions from, the proposal documents or is in doubt of their meaning, they should advise the Town immediately. Responses, if not already addressed in the RFP, will be addressed in the form of addendum if required. No oral interpretations will be effective to modify any provisions of the Proposal, unless an addendum has been issued by the Town Clerk, prior to the advertised close date and time.

Processing of Proposals

On receipt by the Town, of the properly submitted proposals delivered by or on behalf of a proponent, envelopes or email files will be marked as to time and date of receipt and will be retained unopened until the public opening of all proposals at the deadline of Friday, May 20th 2022 at 2:30 p.m.

Town staff may clarify any aspect of a proposal with the proponent at any time after the proposal has been opened. Any such clarification will not alter the proposal or constitute as a negotiation or renegotiation of the proposal. The Town of Portugal Cove – St. Philip’s is not required to clarify any part of a proposal.

Proposals must contain sufficient detail to support the project being proposed. Incomplete submissions may not be considered. Any clarification of a proposal by a proponent shall not be

effective until confirmation has been delivered in writing. In conducting clarification/discussion with proponents, there shall be no disclosure of any information derived from proposals from competing proponents.

The selection committee will first review the qualifications document to determine which proponents meet the qualification requirements. All proponents who are deemed qualified will have their cost document opened and reviewed prior to selection. Any proponents who do not meet the outlined qualification requirements will not have their cost document opened.

Following the selection committees review the selected proposal will be submitted to Council for their review and approval. The successful proponent will be notified after Council approves the submission through a motion of council. The issuance of this RFP in no way implies the Town will proceed with an order or contract. The Town will not reimburse any proponent for any costs incurred in preparing, submitting and presenting a proposal.

The successful proponent shall be required to enter into an agreement with the Town, the execution of which shall be a condition of final and binding acceptance of the preferred proposal, and such agreement shall incorporate the proponent's proposal as performance and implementation criteria.

The proposal submission is irrevocable and open for acceptance by the Town of Portugal Cove – St. Philip's until sixty (60) days after the closing of the proposal.

Scope of Services

The consultant will be tasked to provide an overall development plan for the Town's storyboard Design and Manufacture project that will include:

1. Conduct research on provided topics and provide written content for these topics, interpretation plan and design.
2. Examine costs and options involved with the development of storyboards as outlined in the specifications paragraphs.
3. Meet with a steering committee made up of members from the PSCP Heritage Advisory Committee, and Town staff during the project for input, advice and status reports.
4. Present final plan to the steering committee, PCSP Heritage Advisory Committee, and Town Council.

Reports/Documents Available from the Town to Selected Consultant

From the Town of Portugal Cove- St. Philip's

- Research topics
- Research conducted by Heritage Committee
- PCSP Archives
- Town of Portugal Cove- St. Philip's Municipal Plan
- Community Profile
- Our Heritage Booklet
- Northeast Avalon Regional Tourism Development Plan (2018)
- Portugal Cove – St. Philip's Destination Development Plan (2019)

Contract Value

The value of this contract shall not exceed \$17,000.00 inclusive of HST, in 2022-23 Fiscal Year to 31 March 2023, but could span multiple years.

Proposal Response Format

In order to facilitate the analysis of response to this RFP proponents are required to prepare their proposals in accordance with the instructions outlined in this document.

Proponents whose proposals deviate from these instructions may be considered non-responsive and may be disqualified at the discretion of the Town.

Proposals should be prepared as simply as possible and provide a straight forward, concise description of the proponent's capabilities to satisfy the requirements of the RFP. All parts, pages, figures, and tables must be numbered and labeled clearly. The proposal should be organized into the following major parts:

Document One: Qualification Submittal

- i. **Cover Letter** – The proposal must contain a cover letter which provides an executive summary of the project, the total budget including all professional fees, disbursements and applicable taxes.
- ii. **Company Identification** – The following information will be required,
 - Name and address, phone number, fax number and email address.

- The name, title, email and all contact information for the consultant's main representative working on the project.
 - Description of the Business including the type of services provided, total number of employees and head office/branch locations.
- iii. **Project Manager** – This section shall identify the project manager, and any other personnel that will be involved in the project. It shall describe their roles, skills and qualifications.
- iv. **Comprehension** – This section will outline the consultant's understanding of the work being requested and the consultant's vision for the project.
- v. **Methodology** – The proposal must include a section explaining the consultant's planned approach to the project, the specific tasks and deliverables, how stakeholders will be engaged and the project's time frame and milestones.
- vi. **Schedule** – Time management is a critical aspect of this project, the proposal shall outline the activities that will be undertaken in chronological order, outlining each activity, the time frame dedicated to it and the personnel that are assigned to it.
- vii. **Client References** - Include in your proposal a list of three or more customers for whom the proponent has provided similar projects. Information must include the following:
- Name of client, including contact person with phone and email address
 - Description and date of service that the proponent provided
 - Any photos of work provided

Document two: Cost Submittal

- i. **Project Cost** – The proposal must include a detailed project cost summary. The cost should be based on the services required in the Scope of Services which are itemized, with sub-tasks included where necessary.

Not a Tender

This is a Request for Proposal and not an invitation to tender. No contractual, tort or other legal obligations are created or imposed on the Town of Portugal Cove – St. Philip’s, or any other individual, officer or employee of the Town by the Request for Proposal documentation or by submission or consideration on any proposal by the Town.

Evaluation of Proposals

In order to fully explore all available options, creative and imaginative proposals are encouraged. Proponents will be scored on the following evaluation criteria and weighting scale. Proponents must meet all minimum thresholds identified:

	Total Points	Minimum Threshold
Demonstrated understanding of the project and task set	20	12
Expertise of consultant & key personnel	20	12
Proven ability in similar field of project work	20	12
Quality of the methodology and attention to timelines	20	12
Project Cost	20	12

The final score will act as the basis for proponent selection. Proposals will NOT be evaluated solely on cost.

Contract Awarding

Contract awarding is dependent on decisions of the Portugal Cove-St. Philip’s Town Council. The selection committee will be made up from the project steering committee. They will make their recommendations to both Councils for approval.

Indemnity

You warrant and agree to indemnify and hold harmless the Town(s), its officials, officers, employees, agents and authorized representatives from any and all liability, injuries, physical injuries (including those resulting in death), damages, losses, demands, costs, expenses and claims of any kind, including but not limited to legal fees and disbursements, resulting from or relating in any way to the development of this Plan and Evaluation.

Submission

By submitting comments, suggestions, ideas, questions, or other information you irrevocably waive all rights, whether legal or moral, thereto and further grant the Town(s) rights in and to such submissions, which include an unlimited, non-exclusive, irrevocable, royalty-free, right to use, modify, adapt, publish, reproduce, translate, or create derivative works there from.

Provincial Supplier Preference

As required by the Public Procurement Regulations under the Newfoundland and Labrador *Public Procurement Act* (the “Procurement Regulations”), a ten percent (10%) reduction will be applied to the pricing submitted by provincial suppliers for the purposes of evaluating pricing.

A “provincial supplier” is defined in the Procurement Regulations as a supplier of goods, services or public works that has a place of business in the province of Newfoundland and Labrador.

A “place of business” is defined in the Procurement Regulations as an establishment where a supplier regularly conducts its activities on a permanent basis.

Please indicate if you are a Provincial Supplier:

YES NO

The Town may require a bidder to provide information and/or documentation to confirm whether that it is a “provincial supplier”, as defined above.

Disclosure of Information

The financial value of a contract resulting from this procurement process will be publicly released as part of the award notification process.

This procurement process is subject to the Access to Information and Protection of Privacy Act, 2015.

The bidder agrees that any specific information in its bid that may qualify for an exemption from disclosure under subsection 39(1) of the Access to Information and Protection of Privacy Act, 2015 has been identified. If no specific information has been identified it is assumed that,

in the opinion of the bidder, there is no specific information that qualifies for an exemption under subsection 39(1) of the Access to Information and Protection of Privacy Act, 2015.

Right to Cancel

The Town of Portugal Cove – St. Philip’s in its sole discretion reserves the right to cancel this RFP at any point in time until a signed agreement is executed with a successful proponent and the Town of Portugal Cove – St. Philip’s. The Town and its agents will not be held liable for any expenses that may have been incurred by the contractor or its agents or affiliates for this RFP should an agreement not occur.