

An aerial photograph showing a winding asphalt road that follows the right-hand shore of a large, turquoise-colored lake. The lake is surrounded by dense, dark green coniferous forests. In the background, rugged mountains rise under a sky filled with soft, white clouds. The overall scene is a scenic, natural landscape.

TĀLTĀN

TAHLTĀN CENTRAL
GOVERNMENT

Request for Proposals (RFP) – Project Manager, Tāltān Signage

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1. INTRODUCTION

The Tahltan Central Government (**TCG**) is seeking proposals from experienced project management consultants to oversee the Tāltān Signage Project (**Signage Project**). This initiative, funded through the Ministry of Tourism, Arts, Culture and Sport's Destination Development Fund (**DDF**), aims to enhance cultural and wayfinding signage across Tahltan Territory.

The Signage Project aims to enhance the visibility and representation of Tahltan heritage and identity across our vast territory, covering roughly 11% of BC. This project seeks to inform visitors and locals alike about the rich cultural history and ongoing presence of the Tahltan people in the region. By considering the placement and development of various types of signage – from interpretive and heritage markers to community and directional signs – this initiative addresses the need for proper cultural representation and education for visitors.

2. OVERVIEW OF REQUIRED SERVICES

Reporting to and working closely with the Signage Steering Committee (**Steering Committee**), the consultant will coordinate all project efforts from initiation through to closure, ensuring that every phase aligns with the project's objectives and complies with the funding requirements. This role includes project planning and reporting, assisting with internal and external communications (as needed), and ensuring compliance with all financial, legal, and reporting standards as stipulated by the funding agreement.

The consultant's services are required to start at the beginning of June 2024 and run through to December 31, 2025, which is the final reporting deadline for the funding agreement. All signs must be installed and the project completed by September 30, 2025.

3. DESCRIPTION OF REQUIRED SERVICES

The consultant's broader responsibility will include:

- a. **Project Planning and Execution:** Crafting and maintaining a work plan that outlines the phased deliverables, from initial assessments and community consultations to the final installation of signage. This plan will consider various signage types, including but not limited to wayfinding, interpretive, place names, and gateway signs.
- b. **Resource and Budget Management:** Allocating and managing resources to prioritize and maximize the number of signs installed by the project's completion date of September 30, 2025. The consultant will detail the costs associated with each type of sign and aid in

prioritizing these as per community feedback and budgetary constraints.

- c. **Stakeholder and Community Engagement:** Where needed, facilitate engagement with community members, Tahltan Elders, the Iskut and Tahltan Bands, and other relevant stakeholders to ensure the project reflects the communities' values and priorities.
- d. **Compliance and Reporting:** Adhering to all legal, financial, and operational requirements set forth by the TCG and the DDF, providing transparent and regular reports on project status.

4. SCOPE OF SERVICES

Under the direction of the Steering Committee, the consultant will execute the following detailed tasks:

- a. **Project Oversight:**
 - i. Collaborate with the Steering Committee to establish a clear work plan, guiding operational tasks and ensuring deadlines are met.
 - ii. Supervise the execution of the project, ensuring all activities conform to the project plan, and are completed on time, within scope, and budget.
 - iii. Conduct periodic reviews and make adjustments to the project plan to address unforeseen challenges or scope changes.
- b. **Community and Stakeholder Engagement:**
 - i. Assist the Steering Committee in facilitating workshops and meetings with community members, elders, the Bands, and relevant stakeholders to gather input and enhance involvement in the project.
 - ii. Help to develop and maintain a communication strategy to keep the community and stakeholders informed about project progress and developments.
- c. **Inventory and Deliverables:**
 - i. Develop a comprehensive inventory and conduct a cost analysis for each type of signage, including wayfinding, place names, interpretive, declaration, gateway, and community signs. Utilize this analysis to guide efficient budget allocation.
 - ii. Define clear and realistic objectives for each signage type, ensuring alignment with community values and overall project goals.
 - iii. Work with stakeholders to prioritize signage based on cultural significance and community impact.
 - iv. Identify and prioritize key deliverables for each type of signage, considering budget constraints and project timelines.

d. Design, Fabrication, and Installation:

- i. Coordinate the design and production stages of signage according to our design goals and standards.
- ii. Secure and manage any contractors associated with the design, fabrication, and installation stages of signage.
- iii. Manage the installation of signage at designated sites across Tahltan Territory, ensuring minimal environmental impact and compliance with local regulations.
- iv. Ensure that the project includes plans for the sustainability and maintenance of signage to preserve the long-term benefits and legacy of the project.

e. Compliance and Reporting:

- i. Organize and lead project status meetings with the Steering Committee and prepare progress reports to keep all parties informed of project advancements and variances.
- ii. Ensure adherence to all financial, legal, and communication standards as required by the DDF.
- iii. Maintain comprehensive records of all project activities, financial transactions, and compliance efforts.

5. PROPOSAL SUBMISSION

Interested individuals are invited to submit their proposals following the instructions provided in this RFP document. Proposals should include:

- a. **Background and Experience:** Detailed description of your qualifications and experience in project management, especially in projects involving signage or similar scopes.
- b. **Project Management Approach:** Your methodology for overseeing the signage project.
- c. **Project Timeline:** A clear timeline with key milestones and expected completion dates.
- d. **Project Cost Breakdown:** Cost estimates for your proposed phases of the project.
- e. **Proposed Retainer Fee Structure:** A breakdown of your fees, either on a per-month or annual basis. Please include and anticipate travel costs to/from Tahltan Territory (Dease Lake) for project-related meetings and engagement (4-6 meetings).
- f. **References:** A list of references from current clients or recent clients (within the past 2 years).

Proponents are requested to submit their proposal in **PDF format** delivered by email to HR@tahtlan.org, with the subject line and any attachments clearly marked with the Proponent's name and the name of the project (Signage Project RFP).

The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent's computer and the TCG's electronic mail system.

6. PROPOSAL DEADLINE

Proposals must be submitted electronically in PDF format by **May 27, 2024**, before noon. Late submissions will not be considered.

7. EVALUATION CRITERIA

The TCG will compare and evaluate all Proposals to determine which is most advantageous to the TCG, using the following criteria which are listed in order of importance:

Criteria	Description	Weight
Project Management Experience	Experience in managing similar infrastructure projects, focusing on projects involving significant stakeholder engagement and cultural sensitivity.	30%
Understanding of Cultural and Local Context	Understanding of Indigenous cultures, ideally in northern British Columbia, and how this understanding will be integrated into the project management process.	20%
Methodology and Project Approach	Approach to planning, executing, and completing the project, including stakeholder engagement, risk management, and compliance with legal and financial requirements.	20%
Budget and Cost Effectiveness	Detailed budget proposal that demonstrates cost-effectiveness and efficient use of resources.	20%
Sustainability and Legacy Planning	Strategy for the sustainability and maintenance of signage to ensure long-term and maximum benefits.	10%

8. NO REPRESENTATION, WARRANTIES, OR AGREEMENT

The TCG shall not be bound by, and the Proponent agrees not to rely upon, any written or verbal statements or representations, including the Contact Person named within the RFP who has sole responsibility for all inquiries. No offer to enter into any contract is made by publication of this RFP, nor is any contract formed upon submission of a response to this RFP by any Proponent, and as such any statements made or information provided by the TCG or any representative thereof, including the Contact Person, are for informational purposes only.

9. NO OBLIGATION TO CONTRACT

The TCG intends, but shall not be required, to enter into negotiations based on the Proposal and the Proposal Price with one or more Proponents with a view to potentially entering into a contract which offers the best value to the TCG.

10. CONTRACT NEGOTIATIONS

A draft contract will be provided by the TCG to the Proponent it selects ("Contract") containing customary terms and conditions. Only upon negotiation, finalization, and due execution and delivery of the Contract will any legally binding contract between the TCG and any Proponent, being the Proponent selected by the TCG, be formed.

11. WAIVER

A Proponent, by submitting a Proposal, agrees that it will not, and hereby expressly waives the right to bring any, action, suit, demand, demand letter, notice, investigation, proceeding, or other claim ("Claim") for any damages, injuries, liabilities, costs, expenses or other losses ("Losses") arising in relation to, resulting from or in any way relating to this RFP or the TCG's evaluation of any Proposal or negotiations with any Proponent, including without limitation any Claim for any compensatory damages, loss of profits, or indirect, exemplary, consequential, special, or punitive damages.

12. CANCELLATION OF RFP

The TCG reserves the right to cancel or terminate this RFP process at any time.

13. MULTIPLE NEGOTIATIONS

The TCG reserves the right to negotiate price, terms, conditions or any matter whatsoever with any one or more Proponents whose Proposal(s), as determined by the TCG, provides good overall value in meeting the requirements set out herein.

14. OWNERSHIP OF PROPOSALS AND CONFIDENTIALITY

- a. Proposals shall become the property of the TCG. The TCG shall not be required to return Proposals. The TCG may reproduce any Proposal for internal use or any other purpose permitted by law. Proposals are subject to disclosure as required by law.
- b. This RFP and all information contained herein are the property of the TCG and are supplied only for the purpose of enabling each Proponent to prepare and submit a Proposal in response thereto.
- c. The information contained or referenced in or appended to the RFP is confidential and not to be disclosed or released by a Proponent for any other use or purpose, and must be returned to the TCG when requested.
- d. Any information that is not common knowledge, and may therefore be considered confidential by the TCG, that is communicated by the TCG to a Proponent during this RFP process or is otherwise acquired in the course of responding to this RFP shall not be used or divulged by the Proponent unless prior approval, in writing, is obtained from TCG.
- e. Without limiting the generality of the foregoing, Proponents who are invited to participate in interviews or any aspect of the RFP process subsequent to submissions of Proposals shall keep confidential all such participation.
- f. All information pertaining to recommendations and information collected and processed for the TCG is for the sole use of the TCG in its sole and unfettered discretion.
- g. The TCG, in its sole and unfettered discretion, may at any time reject any Proposal without further consideration and terminate that Proponent's right to continue in the RFP process in the event of any breach of confidentiality by the Proponent.

15. QUESTIONS AND CLARIFICATIONS

All questions and requests for clarifications regarding this RFP should be submitted in writing to the following person (Contact Person) by Friday, May 22, 2024, at 3:00 pm.

Contact: Alex Buri, TCG Tourism Director

Email: tourismdirector@tahttan.org

The TCG, through the Contact Person, will attempt to promptly respond to all reasonable inquiries provided such information does not give that Proponent a material unfair advantage over other Proponents. Proponents finding discrepancies or omissions in this RFP or having doubts as to the meaning or intent of any provision, should immediately notify the Contact Person.

16. ALTERATION OF RFP

The RFP may be amended only by written addenda issued by the TCG. If the TCG, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all Proponents formally known to the TCG by written addenda hereto, and written notice of such amendment to each such Proponent. Each addendum issued by the TCG is incorporated into and forms part of the RFP.

Proponents are responsible for inquiring with the TCG to ensure they have received all addenda issued by the TCG.

17. ACCEPTANCE OF PROPOSALS

The TCG reserves the right to accept or reject any or all proposals received as a result of this RFP and to negotiate with any qualified consultant.

18. RETAINER AGREEMENT

Upon selection, the consultant will be required to enter into a retainer agreement with the TCG, specifying the terms and conditions of the engagement.

Thank you for your interest in providing your services to the Tahltan Central Government's Signage Project.