



## VILLAGE OF GOLD RIVER

# REQUEST FOR PROPOSALS GOLD RIVER MUNICIPAL CAMPGROUND OPERATOR

### Background

The Village of Gold River is seeking Proposals from interested Proponents for the Contract Management of the Gold River Municipal Campground. The Management Contract period will be for the 2017-2018 years (2 years).

The Gold River Municipal Campground is located 5 km from town along the banks of the Gold River. The Campground is a rustic campground and provides rural services including picnic tables and fire pits at each site and pit toilets at locations within the site. There are 20 camp sites and an overflow camping area including a large covered shelter. There is a convenient pull-out boat ramp located at the entrance to the campground.

Duties will include but are not limited to maintenance, collections of fees, and enforcement of campground rules and regulations. The Operator will provide the campground services outlined in the Operating Services Schedule attached as "Appendix A" (and available for review at the Village Office).

### Closing Date and Time

Proposals must be received before **4:00 p.m. Thursday, March 23, 2017**. The Village of Gold River will not accept submissions of any Proposals after the closing date and time. Proposals will not be opened in public.

### Proposal Submission

E-mailed Proposals submitted to [grlplourde@cablerocket.com](mailto:grlplourde@cablerocket.com) **will be** accepted providing they are consolidated into one (1) PDF document (for ease of printing and evaluation).

Proposals may also be mailed or hand delivered to the Village Office at:

**Gold River Municipal Campground Operator RFP**

**Attention: Larry Plourde, CAO**

**PO Box 610 – 499 Muchalat Drive**

**Gold River BC V0P 1G0**

### Proposal Award Procedures

The Village intends to notify the successful Proponent of the award within thirty (30) calendar days of the Proposal closing. The successful Proponent will enter into a contract agreement to proceed with the work.

## **Proposal Contents**

Proposals must include the following components, each in appropriate details:

- A cover letter outlining qualifications/experience of the Proponent, including any previous campground management experience clearly outlined.
- Proponents should include at least two (2 professional references).
- Resumes of the Proponent and any other staff proposed to be working at the site.
- Proposed fee to be returned to the Village (profit share). The fee may be either a fixed amount or a percentage of gross revenue. Payment of fees shall be remitted to the Village at the end of the camping season and no later than December 15<sup>th</sup> in each year.

## **Acceptance or Rejection of a Proposal**

The Village reserves the right to reject any or all Proposals and to waive formalities as the interests of the Village may require without stating reasons.

## **Selection Criteria**

The main areas of consideration in the evaluation process are:

- Similar experience with similar projects;
- RFP submission quality and clarity;
- Ability to meet expectations and requirements of the position;
- Cost.



VILLAGE OF GOLD RIVER  
CAMPGROUND AGREEMENT  
Appendix "A"

**Services to be provided**

The Operator shall provide year round service at the Gold River Municipal Campground including:

- a pre-season checklist in the form attached with a summary of work or repairs the Operator does not consider to be covered under the terms of this Agreement.
- enhancement, management, maintenance and regular safety checks.
- welcome visitors when they arrive and assist them in obtaining information about the surrounding area.
- informing visitors of the facilities and services, provide directions and make them feel welcome by being friendly and courteous.
- assist people during any emergency situation, complaints or problems that may arise.
- the completion of a weekly site inspection form.
- the completion of a user site survey, fees collection and issuance of daily receipts.
- campsite and grounds to be kept clear of litter and debris.
- grass and brush cut to present a clean and neat appearance.
- toilets cleaned, pumped when needed, disinfected and toilet paper supplied.
- all wooden structures repaired, painted and maintained as necessary to be kept safe and operational.
- ensure the campground is operated and maintained in a safe manner.

**Fees Collection**

Visitors camping or parking a vehicle overnight will be charged a fee as proposed by the Operator and approved by Council in each year of this Agreement. The Operator shall have discretion to set a "group rate" discount for special events or groups. All fees will include GST and include a receipt noting nights paid, the site number and vehicle licence number. The fees shall not be set at a rate any higher than those applied for a similar level of service campground by the Provincial Parks Branch unless approved by Village Council.

The fees collected daily (less profit share %) will be retained by the Operator for the total operating and maintenance costs and services provided as outlined in this Agreement. The % of the gross daily fees remitted by the Operator to the Village will be retained by the Village for the sole purpose of future improvement/capital costs at the campground.

**Safety Plan**

The Operator will ensure that during high fire hazards ratings or extreme conditions all campfires in the campsite will be kept at a minimum level or banned if necessary. Notices will also be posted on the main notice boards located in the campground.

The Operator will ensure any identified safety or hazardous conditions are repaired immediately or access is limited to the public until such time as repairs can be undertaken.

The Operator will complete a safety site inspection after any major weather event that occurs.

**Improvements/Capital Projects**

The Operator will provide a summary of proposed Improvements or Capital Expenses not covered under the operating and maintenance expenses to the Village for consideration and approval prior to undertaking any such works or expenditures.