



"Where History Comes Alive"

REQUEST FOR PROPOSAL

Glamping Feasibility Study

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REQUEST FOR PROPOSALS**1. INTRODUCTION AND DEFINITIONS****1.1 Purpose**

The Historic O'Keefe Ranch is recognized as one of the most important remnants of the early ranching industry in the province of British Columbia and the Ranch's historical and cultural significance to the North Okanagan, and indeed to the province, can hardly be overstated. The Ranch was established in 1867 and with its vast holdings continuously operated as a working ranch for nearly a century. During the prime of its operation, the Ranch was the focal point of the cattle empire, the site of the first post office in the Okanagan Valley, and central to much of the activity before the railway and the City of Vernon were established.

O'Keefe Ranch preserves and presents artifacts and documents relating to the history of BC ranching, as well as the history of one of the earliest settler families in the North Okanagan – The O'Keefe family. Preserving and presenting this history allows us to explore larger themes of Canadian history that have had a large impact on the region such as the Gold Rush, the impact of the Canadian Pacific Railway as well as family life in the 1800s.

Glamping, which is a relatively new phenomenon in Canada, has emerged from the adoption of online accommodation providers, like Air B&B and the dramatic demand for campsites in British Columbia. Glamping provides guests with the opportunity to get outside, connect with nature while enjoying some of the comforts of home. Among luxuries like a warm dry bed, guests to the O'Keefe Ranch Glamping accommodations would also have amenities like hot showers, heating and lights and cooking facilities. The Ranch is looking to build Glamping accommodations on site, which would be utilized by tourists, local families and special event guests.

The purpose of this request for proposals ("RFP") is to select a service provider (or service providers) to perform the services ("Services") described in Schedule "A" for the O'Keefe Ranch and Interior Heritage Society ("the Ranch").

1.2 Definitions

In this RFP the following definitions shall apply:

"Board of Directors" - Refers to the Board of Directors of the O'Keefe Ranch & Interior Heritage Society;

"Closing Time" - Refers to the date and time as set out in section 2.1;

"Evaluation Team" - Refers to the "RFP" evaluation team appointed by the "Ranch";

"Operating Agreement" - Means a formal, "Board" approved written contract between the "Ranch" and a "Preferred Proponent" to undertake the "Services" as described in Schedule "A"

"Preferred Proponent(s)" - Means the "Proponent(s)" selected by the "Evaluation Team" to enter into negotiations for a Contract;

“Proponent” - Means an entity that submits a “Proposal”

“Proposal” - Refers to a proposal submitted by a “Proponent” in response to this “RFP” describing the methods and the costs for completing the “Services” as outlined in “Schedule A” as well as the criteria described in Schedule “B”;

“Ranch Representatives” - Refers to the team representing the “Ranch”

“Realty Asset Manager” - Refers to the Realty Asset Manager, or designate, who is authorized in writing to deal with the “Preferred Proponent” on behalf of the “Ranch” in connection with the draft contract, the “Services” and to otherwise make decisions in connection with the “Services”;

“RFP” - Means this Request for Proposals;

“Services” - Has the meaning set out in Schedule “A”;

“Site” - Means the place (s)where the Services are to be performed as set out in Schedule “A-1”; and

“Statement of Departures” - Means Schedule C-1 to the form of “Proposal” attached as Schedule “C”.

2. INSTRUCTIONS TO PROPONENTS

2.1 Content, Closing Time and Address for Proposal Delivery

A “Proposal” should be labelled with the “Proponent’s” name, “RFP” title and directed to the attention of the Finance and Marketing Manager. A “Proposal” should be submitted in the form attached to this “RFP” in Schedule “B”.

The “Proponent” may submit a “Proposal” either by email or in a hard copy, as follows:

(a) Email

If the “Proponent” chooses to submit by email, the “Proponent” should submit the “Proposal” in a single PDF file by email to: finance@okeeferanch.ca which must be received by the “Ranch Representative” on or before: **3:00 p.m., Pacific Standard Time Date: Friday October 18, 2019** (the “Closing Time”). PDF emailed “Proposals” are preferred, and the “Ranch” will confirm receipt of emails. If sending large email attachments, “Proponents” should phone [250-542-7868] to confirm receipt.

A “Proponent” bears all risk that the “Ranch’s” computer equipment functions properly so that the “Proposal” is received on time.

(b) Hard Copy

If the “Proponent” chooses NOT to submit by email, the “Proponent” should submit one (1) original “Proposal” in a format which reduces paper to the “Ranch” office:

Attention: Tim Gibson, Finance and Marketing Manager
Address: O'Keefe Ranch, Box 955, Vernon BC V1T 6M8

on or before the "Closing Time".

2.2 Late Proposals

"Proposals" submitted after the "Closing Time" will not be accepted or considered. The "Ranch" is not responsible for any delays caused by any delivery, courier or mail service(s) and will not be grounds for an extension of the "Closing Time".

2.3 Amendments to Proposals

"Proposals" may be revised by written amendment, delivered to the location set out in Section 2.1, at any time before the "Closing Time" but not after. An amendment should be signed by an authorized signatory of the "Proponent" in the same manner as provided by Section 3.2. E-mailed amendments are permitted, but such amendment should show only the change to the proposal price(s) and should not disclose the actual proposal price(s). A "Proponent" bears all risk that the Ranch's equipment functions properly so as to facilitate timely delivery of any amendment(s).

2.4 Inquiries

All inquiries related to this "RFP" should be directed to one of the persons named below (the "Ranch Representatives"). Information obtained from any person or source other than the "Ranch Representative" may not be relied upon.

Name: Tim Gibson, Finance and Marketing Manager or
Sherrilee Franks, HR & Operations Manager

Address: PO Box 955, Stn Main, Vernon BC V1H 1W9
Phone: 250-542-7868
Business E-mail: finance@okeeferanch.ca or admin@okeeferanch.ca

Inquiries should be made no later than five (5) business days prior to "Closing Time". The "Ranch" reserves the right not to respond to inquiries made within five (5) business days of the "Closing Time". Inquiries and responses will be recorded and may be distributed to all "Proponents" at the discretion of the "Ranch".

"Proponents" finding discrepancies or omissions in the "Contract" or "RFP" or having doubts as to the meaning or intent of any provision, should immediately notify the "Ranch Representative(s)". If the "Ranch" determines that an amendment is required to this "RFP", the "Ranch Representative" will issue an addendum in accordance with section 2.5. No oral conversation will affect or modify the terms of this "RFP" nor may be relied upon by any "Proponent".

2.5 Addenda

If the "Ranch" determines that an amendment is required to this "RFP", the "Ranch Representatives" will issue a written addendum that will form part of this "RFP" by posting it the RFP page on the O'Keefe Ranch website (<https://okeeferanch.ca/about-us/rfp>)(the "Ranch Website"). No amendment of any kind to the "RFP" is effective unless it is posted in a formal written addendum on

the “Ranch Website”. Upon submitting a “Proposal”, “Proponents” will be deemed to have received notice of all addenda that are posted on the “Ranch Website”.

2.6 Examination of Contract Documents and Site

“Proponents” will be deemed to have carefully examined the “RFP”, including all attached “Schedules”, the “Contract” and the “Site” (as applicable) prior to preparing and submitting a “Proposal” with respect to any and all facts which may influence a “Proposal”.

2.8 Status Inquiries

All inquiries related to the status of this “RFP”, including whether or not a “Contract” has been awarded, should be directed to the “Ranch Website” and not to the “Ranch Representative”.

2.9 Site Tour

A site tour will be scheduled for **Monday September 30 at 9:00 am Pacific Standard Time**.

“Proponents” will have the opportunity to tour the potential Glamping site with the “Ranch Representatives”. No further information other than what is available in the documents that will be provided on the “Ranch’s Website” (as per Schedule “A”) up until “Closing Time” will be distributed. “Proponents” who are interested in attending the “site tour” are asked to notify Tim Gibson, Finance and Marketing Manager by email: finance@okeeferanch.ca no later than **16:00 Pacific Standard Time on Friday September 27, 2019**.

3. PROPOSAL SUBMISSION FORM AND CONTENTS

3.1 Form of Proposal

“Proponents” should complete the form of “Proposal” in the format highlighted in Schedule “C”, including Schedules “C-1” to “C-5”. “Proponents” are encouraged to respond to the items listed in Schedules “C-1” to “C-5” in the order listed.

3.2 Signature

The legal name and address of the person or firm submitting the “Proposal” should be inserted as described in Schedule “C”. The “Proposal” should be signed by a person authorized to sign on behalf of the “Proponent” and include the following:

(a) If the “Proponent” is a corporation then the full name of the corporation and business number should be included, together with the names of authorized signatories. The “Proposal” should be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the “Proposal” on behalf of the corporation is submitted;

(b) If the “Proponent” is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venturer should be included, and each partner or joint venturer should sign personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture should provide evidence to the satisfaction of the “Ranch” that the person(s) signing have signing authority for the partnership or joint venture). If a partner or joint venturer is a corporation then such corporation should sign as indicated in subsection (a) above; or

(c) If the “Proponent” is an individual, including a sole proprietorship, the name of the individual should be included.

4. EVALUATION AND SELECTION

4.1 Evaluation Team

The evaluation of “Proposals” will be undertaken on behalf of the “Ranch” by the “Evaluation Team”. The “Evaluation Team” reserves the right to consult with others including “Ranch” staff members and third party consultants and references, as determined necessary by the “Evaluation Team”. The “Evaluation Team” will give a written recommendation for the selection of a “Preferred Proponent” or “Preferred Proponents” to the “Board of Directors” for contract approval.

4.2 Evaluation Criteria

The “Evaluation Team” will compare and evaluate all “Proposals” to determine the “Proponent's” strength and ability to provide the “Services” in order to determine the “Proposal” which is most advantageous to the “Ranch”, using the following criteria:

- **Experience, Reputation and Resources:** The “Evaluation Team” will consider the “Proponent's” responses to items in Schedule “C-2”.
- **Technical Expertise:** The “Evaluation Team” will consider the “Proponent's” responses to items in Schedule “C-3” and Schedule “C-4”.
- **Financial:** The “Evaluation Team” will consider the “Proponent's” response to Schedule “C-5”.
- **Statement of Departures:** The Evaluation Team will consider the “Proponent's” response to Schedule “C-1”.

The “Evaluation Team” will not be limited to the criteria referred to above, and the “Evaluation Team” reserves the right to consider other criteria that the team identifies as relevant during the evaluation process. The “Evaluation Team” may apply the evaluation criteria on a comparative basis, evaluating the “Proposals” by comparing one “Proponent's” “Proposal” to another “Proponent's” “Proposal”. All criteria considered will be applied evenly and fairly to all “Proposals”. The “Ranch's” intent is to acquire the solution that provides the best value to the “Ranch” and meets or exceeds the requirements of this “RFP”.

If the “Evaluation Team” selected a “Preferred Proponent”, then it will enter into discussions with the “Preferred Proponent” to clarify any outstanding issues and attempt to finalize a tentative “Contract”, including financial terms. If discussions are successful, the “Evaluation Team” will present the “Contract” to the “Board of Directors” for final approval.

4.3 Discrepancies in Proponent's Financial Proposal

If there are any obvious (easily perceived and clear) discrepancies, errors or omissions in Schedule “C-5” of a “Proposal” (Proponent's Financial Proposal), then the “Ranch” shall be entitled to make obvious corrections, but only if, and to the extent, the corrections are apparent from the “Proposal” as submitted, and in particular:

(a) if there is a discrepancy between a unit price and the extended total, then the lowest price of the two prices shall be deemed to be correct, and corresponding corrections will be made to the extended totals;

(b) if a unit price has been given but the corresponding extended total has been omitted, then the extended total will be calculated from the unit price and the estimated quantity; and

(c) if an extended total has been given but the corresponding unit price has been omitted, then the unit price will be calculated from the extended total and the estimated quantity.

4.4 Litigation

In addition to any other provision of this “RFP”, the “Ranch” may, in its absolute discretion, reject a “Proposal” if the “Proponent”, or any officer or director of the “Proponent” submitting the “Proposal”, is or has been engaged directly or indirectly in a legal action against the “Ranch”, its elected or appointed officers, representatives or employees in relation to any matter, or if the “Ranch” has initiated legal action against any officers or directors of the “Proponent”.

In determining whether or not to reject a “Proposal” under this section, the “Ranch” will consider whether the litigation is likely to affect the “Proponent’s” ability to work with the “Ranch”, its consultants and representatives and whether the “Ranch’s” experience with the “Proponent” indicates that there is a risk the “Ranch” will incur increased staff and legal costs in the administration of the “Contract” if it is awarded to the “Proponent”.

4.5 Additional Information

The “Evaluation Team” may, at its discretion, request clarification or additional information from a “Proponent” with respect to any “Proposal”, and the “Evaluation Team” may make such requests to only selected “Proponents”. The “Evaluation Team” may consider such clarifications or additional information in evaluating a “Proposal”.

4.6 Interviews

The “Evaluation Team” may, at its discretion, invite some or all of the “Proponents” to appear before the “Evaluation Team” to provide clarifications of their “Proposals”. In such event, the “Evaluation Team” will be entitled to consider the answers received in the evaluation process. “Proponent” management and technical personnel will be expected to participate in presentations, demonstrations and/or interviews, which will be made at no cost to the “Ranch”.

All information and documents provided by the “Proponents” or gathered by the “Evaluation Team” during a presentation, demonstration or an interview may be considered by the “Evaluation Team”, which may then revisit and re-evaluate the “Proponent’s” “Proposal” or ranking on the basis of such information and documents.

4.7 Negotiation of Contract and Award

If the “Ranch” selects a “Preferred Proponent” or “Preferred Proponents”, then it may at its discretion and only after approval from the “Board of Directors”:

(a) Enter into a Contract with the “Preferred Proponent(s)”; or

(b) Enter into discussions with the “Preferred Proponent(s)” to attempt to finalize the terms of the “Contract(s)”, including financial terms, and such discussions may include:

- (1) Clarification of any outstanding issues arising from the “Preferred Proponent's” “Proposal”;
- (2) Negotiation of amendments to the departures to the draft “Contract”, if any, proposed by the “Preferred Proponent” as set in Schedule “C-1” to the “Preferred Proponent's” “Proposal”; and
- (3) Negotiation of amendments to the “Preferred Proponent's” price(s) as set out in Schedule “C-5” to the “Preferred Proponent's” “Proposal” and/or scope of “Services” if:
 - (A) The “Preferred Proponent's” financial “Proposal” exceeds the “Ranch's” approved budget, or
 - (B) The “Ranch” reasonably concludes the “Preferred Proponent's” financial proposal includes a price(s) that is unbalanced, or
 - (C) A knowledgeable third party would judge that the “Preferred Proponent's” price(s) materially exceed a fair market price(s) for services similar to the “Services” offered by the “Preferred Proponent” as described in the “Preferred Proponent's Proposal”;or

(c) if at any time the “Ranch” reasonably forms the opinion that a mutually acceptable agreement is not likely to be reached within a reasonable time, the “Ranch” will provide the “Preferred Proponent(s)” with written notice to terminate discussions, in which event the “Ranch” may then either open discussions with another “Proponent” or terminate this “RFP” and retain or obtain the “Services” in some other manner.

“Proposals” should include a list and description of any provisions of the draft “Contract” that are either unacceptable to the “Proponent”; or missing from the draft “Contract” that the “Proponent” would require to be deleted, or amended, or added as the case may be, as a condition of entering into a “Contract”.

5. GENERAL CONDITIONS

5.1 No Ranch Obligation

This “RFP” is not a tender and does not commit the “Ranch” in any way to select a “Preferred Proponent”, or to proceed to negotiations for a “Contract”, or to award any agreement, and the “Ranch” reserves the complete right to at any time reject all “Proposals”, and to terminate this “RFP” process.

5.2 Proponent's Expenses

“Proponents” are solely responsible for their own expenses in preparing, and submitting “Proposals”, and for any meetings, negotiations or discussions with the “Ranch” or its representatives and consultants, relating to or arising from this “RFP”. The “Ranch” and its representatives, agents, consultants and advisors will not be liable to any “Proponent” for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the “Proponent” in preparing and submitting a “Proposal”, or participating in negotiations for a “Contract”, or other activity related to or arising out of this “RFP”.

5.3 No Contract

By submitting a “Proposal” and participating in the process as outlined in this “RFP”, “Proponents” expressly agree that no contract of any kind is formed under, or arises from, this “RFP”, prior to the signing of a formal written “Contract”.

5.4 Conflict of Interest

A “Proponent” shall disclose in its “Proposal” any actual or potential conflicts of interest and existing business relationships it may have with the “Ranch”, its elected or appointed officials or employees. The “Ranch” may rely on such disclosure.

5.4 Solicitation of Board Members, Ranch Staff and Ranch Consultants

“Proponents” and their agents will not contact any members of the “Board of Directors”, “Ranch” staff, “Ranch” consultants or “Ranch” volunteers with respect to this “RFP”. All communication is to be done through the “Ranch Representative” named in section 2.4, at any time prior to the award of a contract or cancellation of this “RFP”.

5.5 Confidentiality

All submissions become the property of the “Ranch” and will not be returned to the “Proponent”. All submissions will be held in confidence by the “Ranch” unless otherwise required by law.

5.6 Reservation of Rights

The Ranch reserves the right, in its sole and absolute discretion, to:

- (a) Amend the scope of “Services”, modify, cancel or suspend the competitive selection process at any time for any reason;
- (b) Accept or reject any “Proposal”, based on the “Evaluation Criteria”;
- (c) Waive a defect or irregularity in a “Proposals”, and accept that “Proposal”;
- (d) Reject or disqualify or not accept any or all “Proposals”, without any obligation, compensation or reimbursement to any “Proponent” or any of its team members;
- (e) Re-advertise for new “Proposals”, or enter into negotiations for the “Services” or for “Services” of a similar nature;
- (f) Make any changes to the terms of the business opportunity described in this “RFP”;
- (g) Negotiate any and all aspects of “Proposals”; and
- (h) Extend, from time to time, and date, time period or deadline provided in this “RFP”, upon written notice to all “Proponents”.

5.7 Acceptance of Proposals

Notwithstanding anything to the contrary contained in the “RFP” or any other document, material or communication:

(a) The “Ranch” will not necessarily accept the “Proposal” with the lowest proposed price, or any “Proposal”, and the “Ranch” reserves the right to reject any and all “Proposals” at any time, or cancel the “RFP” process, without further explanation and to accept any “Proposal” the “Ranch” considers to be in any way advantageous to it. The “Ranch’s” acceptance of any “Proposal” is contingent on having sufficient funding for the solution and a “Contract” with a “Proponent”. “Proposals” containing qualifications will be considered to be non-conforming “Proposals” in that they will fail to conform to the requirements of the “RFP” documents and on that basis they may be disqualified or rejected. Nevertheless, the “Ranch” may waive any non-compliance with the requirements of the “RFP” documents, specifications or any conditions, including, without limitation, the timing of delivery of anything required by these “RFP” documents, and the “Ranch”, at its discretion, may consider non-conforming “Proposals” and accept a non-conforming “Proposal”.

(b) Where the “Ranch” is of the view, in its sole discretion, that there is an ambiguity or other discrepancy which cannot be discerned or resolved from examining the contents of the “Proposal”, then whether or not such an ambiguity or discrepancy actually exists on the face of the “Proposal”, the “Ranch” may, prior to a “Contract” being awarded, solicit clarification from the “Proponent” or accept clarification from the “Proponent” on any aspect of its “Proposal”. Such clarification may include the acceptance of any further documents or information which will then form part of the “Proposal”. The soliciting or accepting of such clarification (whether or not solicited) by the “Ranch” will be without any duty or obligation on the “Ranch” to advise any other “Proponents” or to allow them to vary their Proposed Prices as a result of the acceptance of clarification from any one or more “Proponents” and the “Ranch” will have no liability to any other “Proponent(s)” as a result of such acceptance of clarification.

(c) If the “Ranch” considers that all “Proposals” are priced too high, it may reject them all.

(d) The “Ranch”, prior to awarding of any “Contract”, may negotiate with the “Proponent” presenting the lowest priced “Proposal”, or any “Proponent”, for changes in the solution, the materials, the specifications or any conditions, without having any duty or obligation to advise any other “Proponents” or to allow them to modify their “Proposal”, and the “Ranch” will have no liability to any “Proponent” as a result of such negotiations or modifications.

(e) The “Ranch” and its representatives, agents, consultants and advisors will not be liable to any “Proponent” for any claims, whether for costs, expenses, losses, damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the “Proponent” in preparing and submitting a “Proposal”, or participating in negotiations for a final “Contract”, or other activity related to or arising out of this “RFP”, including in the event the “Ranch” accepts a non-compliant “Proposal” or otherwise breaches the terms of this “RFP”.

(f) A pre-award meeting may be conducted with the preferred “Proponent” prior to award to confirm project details and expectations of the “Ranch”.

(g) “Proponents” are solely responsible for their own expenses in preparing and submitting a “Proposal”, and for any meetings, negotiations or discussions with the “Ranch”, or its representatives and consultants, relating to or arising from the “RFP”. The “Ranch” will not be liable to any “Proponent” for any claims, whether for costs, expenses, losses or damages, or loss of

anticipated profits, incurred by the "Proponent" in preparing and submitting a "Proposal", or participating in negotiations for a contract, or other activity related to or arising out of this "RFP".

SCHEDULE A

Scope of Services

PROJECT TITLE: GLAMPING FEASIBILITY STUDY

1. PURPOSE

Historic O'Keefe Ranch and Interior Heritage Society (the "Ranch") requires an individual or business to provide a feasibility study on the operation of Glamping Accommodations located on site at the "Ranch".

The Respondent should have the following attributes:

- Professionalism;
- Market research skills, expertise and experience;
- Budgeting, cost analysis and financial projection skills, expertise and experience;
- Excellent report writing skills;
- Good communication skills; and
- Previous related experience.

2. SCOPE OF SERVICES

The "Preferred" "Proponent" is expected to provide the following duties and information:

- A. Provide a feasibility study which assesses the "Ranch's" current situation and what measures will be required in order for the "Ranch" to commence implementing the steps required to establish Glamping Accommodations on site. The feasibility study will include the following:
 1. Analysis of how a Glamping Accommodation Project meets the Mission and Vision of the O'Keefe Ranch and Interior Heritage Society;
 2. A market analysis which includes a current market assessment and outlook for the Glamping Accommodation Industry; target market and competitor analysis.
 3. An expected budget for startup costs including timelines of expected expenses. This includes startup costs for year one (1) as well as any possible startup costs which will be phased in for later years such as additional site(s). Start up cost analysis should include the following:
 - a. Assessment of the "Ranch's" current utilities and estimated costs required to ensure the necessary utilities (water, sewer, electrical) are in place to facilitate the construction and operation of a Glamping Accommodation;
 - b. Up-front capital and construction costs, and
 - c. Assessment of the costs associated with the items listed in (5).
 4. A seasonal monthly budget (from May 1 - September 30) for year one [1] and year two [2], and yearly seasonal budget (May 1 - September 30) up to and including year five [5]. The budget should include potential gross revenue as well as operational expenses;

5. Assess the Ranch's current ability to take on a glamping project and include any recommendations on how to overcome any foreseeable barriers. This should include, but are not limited to:
 - a. Current zoning and potential rezoning if needed;
 - b. Restrictions and allowances placed on the Ranch by all governing authorities such as City of Vernon, Township of Spallumcheen, Agricultural Land Reserve, etc.
 - c. Respect of the Okanagan Indian Band land including any requirements such as potential digs;

- B. Present the feasibility study to the Board of Directors at the Board meeting and be available to answer any questions;

3. CONSIDERATIONS TO BE INCLUDED IN GLAMPING

The following are a list of potential amenities or systems which need to be considered. The following list is not a requirement to the feasibility of glamping, but are considerations to be discussed. They are:

- Reservation system;
- Water, sewer and electricity hook-up;
- Wi-Fi and Internet access;
- Washroom & shower facilities;
- Historical tie-in;
- First Nations representation;
- Activity room & conference centre;
- Vehicle parking and ranch access;
- Native gardens and walkways; and,
- Emergency access

SCHEDULE A-1

Aerial Photo of Propose Glamping Site



SCHEDULE A-2

Access to Ranch Information

The "Ranch" has received multiple studies which refer to the concept of glamping onsite. These documents will be accessible to the "Proponent" and are available for review on the "Ranch's" "RFP" portion of the "Ranch's Website" prior to the "Closing Date".

These documents include:

- (a) Land Use Plan, from Oct 2018
- (b) 5 Year Strategic Plan 2018-2022, from April 2018

SCHEDULE B

Form of Proposal

PROJECT TITLE: GLAMPING FEASIBILITY STUDY

Legal Name of Proponent: _____

Contact Person and Title: _____

Business Address: _____

Business Telephone: _____

Business E-Mail Address: _____

TO:

Ranch Representative: Tim Gibson, Finance and Marketing Manager

Address: O'Keefe Ranch, Box 955, STN Main Vernon BC, V1T 6M8

E-mail for PDF Files: finance@okeeferanch.ca

Dear Sir:

1.0 I/We, the undersigned duly authorized representative of the Proponent, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the Ranch Website, and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions attendant to performing the Services, submit this Proposal in response to the RFP.

2.0 I/We confirm that the following schedules are attached to and form a part of this Proposal:
Schedule C-1 – Statement of Departures;
Schedule C-2 – Proponent's Experience, Reputation and Resources;
Schedule C-3 – Proponent's Technical Proposal (Services);
Schedule C-4 – Proponent's Technical Proposal (Time Schedule); and
Schedule C-5 – Proponent's Financial Proposal.

3.0 I/We confirm that this proposal is accurate and true to the best of my/our knowledge.

4.0 I/We confirm that, if I/we am/are awarded a contract, I/we will at all times be the “prime contractor” as provided by the Worker's Compensation Act (British Columbia) with respect to the Services. I/we further confirm that if I/we become aware that another consultant at the place(s) of the Services has been designated as the “prime contractor”, I/we will notify the Ranch immediately, and I/we will indemnify and hold the Ranch harmless against any claims, demands, losses, damages, costs, liabilities or expenses suffered by the Ranch in connection with any failure to so notify the Ranch. I/we will ensure that any independent contractors used by the “prime contractor” to complete the “services” are covered by the Worker's Compensation Act (British Columbia).

This Proposal is submitted this _____ day of _____ [month], _____[year].

I/We have the authority to bind the Proponent.

(Legal Name of Proponent)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

SCHEDULE C-1

Statement of Departures

I/We have reviewed the proposed RFP and described in Schedule A. If requested by the Ranch, I/we would be prepared to enter into a Service Contract, amended by the following departures (list, if any):

Section	Requested Departure(s) / Alternative(s)
_____	_____
_____	_____

Section C - 1.1

The Ranch requires that the successful Proponent have the following in place before commencing the Services:

- (a) WorkSafe BC coverage in good standing and further, if an "Owner Operator" is involved, personal operator protection (P.O.P.) will be provided, WorkSafe BC Number _____;
- (b) Prime Contractor qualified coordinator
 Name: _____
 Contact Number: _____
- (c) Insurance coverage for the amounts of \$5 million liability will be required in the proposed agreement as a minimum, naming the Ranch as additional insured on the Consultants Certificate of Insurance;
- (d) If the Consultant's Goods and Services are subject to GST, the Consultant's GST Number is _____; and
- (e) If the Consultant is a company, the company name indicated above is registered with the Registrar of Companies in the Province of British Columbia, Canada, Incorporation Number _____.

As of the date of this Proposal, we advise that we have the ability to meet all of the above requirements except as follows (list, if any):

Section	Requested Departure(s) / Alternative(s)
_____	_____
_____	_____

Section C - 1.2

I/We offer the following alternates to improve the Services described in the RFP (list, if any):

Section Requested Departure(s) / Alternative(s)

Section C - 1.3

The Proponent acknowledges that the departures it has requested in Sections 1.1, 1.2 and 1.3 of this Schedule C-1 will not form part of the Contract unless and until the Ranch agrees to them in writing by initialing or otherwise specifically consenting in writing to be bound by any of them.

I/We have the authority to bind the Proponent.

(Legal Name of Proponent)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

SCHEDULE C-2

Proponent's Experience, Reputation and Resources

Proponents should provide information on the following (use the spaces provided and/or attach additional pages if necessary):

1. Background, structure of the Proponent and number of years in business;
2. Proponent's relevant experience and qualifications in relation to writing a feasibility study;
3. Proponent's relevant experience and qualifications in relation to completing a market analysis, assessing capital costs and developing start-up and operational budgets;
4. Proponent's references (name and telephone number). The Ranch's preference is to have a minimum of three references.
5. Describe any difficulties or challenges you might anticipate in providing the Services to the Ranch and how you would plan to manage these;

Sub-Contractors

Proponents should provide the following information of all sub-contractors proposed to undertake a portion of the Services (use the spaces provided and/or attach additional pages if necessary):

Name of Sub-Contractor

Portion of Services to Be Subcontracted

SCHEDULE C-3

Proponent's Technical Proposal (services)

Proponents should provide the following information:

1. A narrative that illustrates an understanding of the Ranch's requirements and Services and how the construction of Glamping Accommodations will meet the Mission and Vision of the O'Keefe Ranch & Interior Heritage Society;
2. A description of the general approach and methodology that the Proponent would take in performing the Services including specifications and requirements;
3. Environmental and Social Responsibility: Describe your commitment to environmental stewardship initiatives, recycling practices and carbon footprint reduction; and
4. Value Added Services: The Proponent should provide a description of any value added, innovative ideas and unique services that the Proponent can offer to incorporate into the feasibility study which are relevant to the scope of Services described in this RFP.

SCHEDULE C-4

Proponent's Technical Proposal (Time Schedule)

Proponents should provide an estimated project schedule, with major item descriptions and time indicating a commitment to perform the Services within the time specified (use the spaces provided and/or attach additional pages if necessary).

SCHEDULE C-5

Proponent's Financial Proposal

Please provide the fee the Ranch will pay to the Proponent including any fee schedules, indicating the amount, when they will be invoiced and payment terms.

Please indicate any expenses that would be payable in addition to the proposed fee and proposed disbursements set out above.