

Adams Lake Indian Band

Terms of Reference

for

The Management of Pierre's and Sandy Point Campsites

Purpose

The Adams Lake Indian Band seeks to tender out the management of the Pierre and Sandy Point Campsites.

The purpose of this project is to stay on the site of the campsite and work with the campers to ensure that the tenants have signed leases. These signed leases will be given to the Lands Department of the Adams Lake Indian Band. The manager will stay on the site and liaise with the tenants to ensure a smooth running operation at the campsites.

Background

The Adams Lake was a gathering place where neighbors, communities and Family would come to meet, socialize, gather roots, berries, and medicinal plants. The shorelines of Adams lake and have archaeological sites, i.e. pit-houses where the Secwepemc people resided and that are possibly nine thousand years old. We are often reminded by the Elders, Secwepemc people have been here for centuries.

Adams Lake Indian Band offers a variety of governance services to its people. Along with those services, the band owns two campsites. These campsites are located within 10 km of the City of Salmon Arm. The campsites each have over 200 RV sites with a mixture of seasonal and daily/weekly rentals. The main job of the contractor is to work with the campers to ensure that the hydro, water and electrical systems are functioning safely and properly. In the event of something not working properly, the maintenance department of ALIB would be contacted by the manager for repairs or servicing.

Proposed Parameters

Process

- The hiring committee will forward the Pierre's and Sandy Point Campsite Management terms of reference to at least three qualified consultants, requesting for a proposal within a specified time. Proposals shall include a Budget, qualifications of the management team, related experience, and any other information that the potential manager deems to be important.
- The project team will evaluate and screen the proposals and make a recommendation to Council with the final selection.
- The campsite manager will be selected, with the objective of providing management services from April to October 1st.

Phase 1 Project Scope

The Management Team is expected to stay on the site, work with the campsite tenants and ensure that their collective experience is positive. The manager will also work with ALIB maintenance staff, security and lands staff to ensure that all leases are signed and that original go to the ALIB lands department. It is expected that a credit/debit machine will be available at the Switsmellp6 Community for payments to ALIB.

Part B Proposal Guidelines

Proposal Components

The consultant will be required to submit a proposal to carry out the Management of the campsites which will include the following components:

- A) timeframe for the deliverables;
- B) identify total costs for management services;

- C) Ensure that the manager will be on site and available 24 hours a day to the campsite tenants;
- D) Management payment schedule;
- E) Qualifications;
- F) A list of skills and experience
- G) other information that would support the proposal

Proposal Deadline

The consultant will deliver 3 copies of the proposal to the Adams Lake Band Council on or before Friday March 13th at 4pm. The proposal should be sent to the attention of Vaughn Sunday, Executive Director to the following address:

By hand:

Adams Lake Indian Band
6453 Hillcrest Rd.
Chase, BC

By Mail:

Adams Lake Indian Band
Box 588,
Chase, BC

Screening of Applicants

The Adams Lake Band Council and staff will select Manager based on the following criteria:

- Qualifications
- Meeting or exceeding the terms of reference
- Quality of the proposal
- Experience
- Methodology

- budget
- Preference will be given to First Nation or applicant with significant First Nation experience

Project Contact

Any questions in regard to the Request for Proposal, or the Adams Lake Indian Band, contact Vaughn Sunday, Executive Director at 250-679-8841 extension 2203 or e-mail at vsunday@alib.ca