



## REQUEST FOR PROPOSALS

### *Tourism beyond COVID-19 - Climate Change Adaptation*

#### **Invitation**

Hospitality Newfoundland and Labrador in partnership with the Department of Tourism, Culture, Arts and Recreation is seeking proposals from qualified consultant(s) with demonstrated research experience in Climate Change, the environment and sustainability. The research will focus on Climate Change impacts and adaptation on marine based, outfitting and winter tourism products in Newfoundland and Labrador.

#### **The Client**

Hospitality NL, the Tourism Industry Association in Newfoundland and Labrador, represents tourism and hospitality operators in all sectors of the industry throughout the province. Formed in 1983, Hospitality NL is dedicated to the development and promotion of the tourism industry in all regions of Newfoundland and Labrador. Hospitality NL works with its members to articulate issues and concerns and to develop recommendations for industry related policy.

#### **Background**

Climate change projections for Newfoundland and Labrador show significant changes by mid-century and beyond, including warmer, wetter and stormier weather conditions across the province. Extreme precipitation and weather events are also expected to increase in both frequency and intensity.

Generally sustainable or responsible are the terms used globally when examining criteria and they usually encompass tangible, measurable benefits to the environment, enhancement of business and the society and communities in which they operate.

Some ideas that are looked at when evaluating the environment and the aspects it's change are creating are; adequate long-term balance between the economic, socio-cultural and environmental dimensions of a Destination, reporting significant benefits for a Tourism entity, society and the environment.

Issues addressed like accessibility, the future of aviation, balancing residents and visitors, disaster mitigation, food tourism, and transitioning to a circular economy are seen as important when discussing climate effects on tourism especially trying to come out of the C-19 world. There is a projection that there will be a correlation between post COVID-19 pandemic and impact of climate change factors. It is expected that emissions would escalate in a post-COVID world as countries may intensely engage in the efforts to revive their economies by emitting more carbons.

The compound of these changes will pose wide and varied impacts to key economic sectors, but also present new opportunities. It is important to enhance understanding of these impacts and to identify specific risks and risk mitigation measures to ensure the Tourism sector in Newfoundland and Labrador is resilient to a changing climate.

Hospitality NL, in partnership with the Department of Tourism, Culture, Arts and Recreation, will lead a project with the support from the Climate Change Branch, to increase education and awareness in the sector regarding the effects of climate change will have on the industry. The partners will utilize research develop approaches to assist tourism businesses and attractions to identify risks and develop mitigation measures for their businesses and regions.

Through research, education and awareness, the project will enhance understanding and awareness of the impacts of climate change and why this is important to the tourism sector.

### **Project Scope and Deliverables**

Conduct board ranging research using both qualitative and quantitative research methods that will highlight the impacts and adaptations of Climate Change on marine based, outfitting and winter tourism products in Newfoundland and Labrador. Proponents can choose to bid on researching one the three areas of interest or all three. Provide a comprehensive methodology on the approach to this assignment, including a detailed breakdown of tasks, timelines and costs, though climate change mitigation or the reduction of GHG emissions is outside the scope of this project.

The deliverables in this project need to be completed upon the submission of the final report by September 31, 2021.

#### **Deliverables:**

- Identify jurisdictions of similar circumstances and report on impacts and identify successful approaches undertaken.
- Survey tourism businesses in Newfoundland and Labrador to identify current or anticipated impacts of climate change on their businesses
- Develop case studies
- Identify from the research key messages for communications and awareness
- Identify information from the research that will be relevant for learning and knowledge development
- Develop from the research a risk assessment approach for tourism operators
- Final Report

## **Qualifications and Experience**

The consultant(s) should have relevant, demonstrable expertise in research, with a focus on Environment and Climate Change. Extensive experience in consultations with the public and private sectors would be considered an asset.

The minimum required qualifications and experience of the consulting firm are:

### **General Experience:**

At least ten (10) years' experience in research.

### **Specific Experience:**

Environmental Research and Climate Change

## **Proposal Submission Guidelines**

### **1. Personnel**

The company shall identify the management staff and project personnel, including third parties (sub-contractors) that will be responsible for implementation of the anticipated contract.

### **2. Components of the Proposal**

All submissions must be marked with the contractor's name. Submissions must not exceed fifteen (15) pages and must include, but not limited to the following:

#### *a. Corporate Profile*

An overview of the company's services and relevant experience.

#### *b. Information*

Including current resumes on the level and experience of personnel to be utilized on the project and their relationship to the consulting company.

#### *c. Work Plan and Critical Path*

Full details of the scope of work including general approach or development strategy, activity plans with time frames and explanations of how RFP requirements will be achieved; include a schedule of meetings with the Steering Committee.

#### *d. Project Costing*

A comprehensive breakdown on the costs associated both the development and delivery work with the project, for example: labour, materials/supplies, subcontracts, travel, taxes, incidentals.

#### *e. Special Considerations*

Please identify any unique challenge(s) that you perceive in executing the project, and how you might approach the challenge(s).

An electronic .pdf copy of the proposal with all submissions must be received no later than the specified date and time. Proposals must be clearly marked with the name and address of the company, and the words **“Tourism beyond COVID-19 - Climate Change Adaptation”** in the subject line. Potential contractors MAY be requested to provide a presentation.

Any questions on this RFP must be submitted by email.

Proposals must be received no later than 4:30pm Newfoundland Standard Time on Friday, December 17, 2020 to the following email address:

**Juanita Ford**  
**COO, Hospitality NL**  
**jford@hnl.ca**

### **Proposal Evaluation**

Proposals will be evaluated by the Steering Committee. A contractor will be chosen on a proponent’s response to the enclosed project requirements and evaluated to the criteria listed below:

#### ***Proposed Work Plan (50%)***

- Understanding of project
- Creative and innovative approach of project
- Methodology
- Strategy for development and delivery
- Clarity and relevance of proposal

#### ***Contractor Evaluation (40%)***

- Qualifications as outlined in company requirements
- Experience in Environmental Research and Climate Change
- Experience working with industry/government groups
- Samples of work, references

#### ***Project Costs (10%)***

- Costs realistic for work plan
- Cost related to professional and creative product
- “Fairness” of price related to market value

### **Timing**

The consultant must be prepared to begin work of the project immediately upon award of contract.

**Acceptance of Proposals**

Hospitality NL reserves the right to reject any and all Proposals for any reason or to accept any proposal in whole or in part on the basis of the proposals received which Hospitality NL in its' sole unrestricted discretion, deems to be the best value for the organization. The proposal offering the lowest bid may not necessarily be accepted.

Proposals will be assessed considering the evaluation criteria and Hospitality NL is under no obligation to accept further information, whether written or oral, from any proponent.

Hospitality NL reserves the right to enter negotiations with one or more Proponents concerning the terms and conditions of the services to be provided, and expressly reserves the right through such negotiations to request changes, alterations, additions or deletions from the terms of any proposals received.

Proponents acknowledge Hospitality NL rights under this clause and absolutely waive any right of action against Hospitality NL the Organization's failure to accept their proposals whether such right of action arises in contract, negligence, bad faith or any other cause of action.

**Proponents' Expenses**

Proponents are solely responsible for their own expenses in preparing their proposals. If Hospitality NL elects to reject all proposals, the organization will not be liable to any proponent for any claims for costs or damages incurred by the proponent in preparing the proposal, loss of anticipated profit in connection with a final engagement, costs for returning unopened proposals, or any matter whatsoever.

**Ownership of Proposals**

All documents, including proposals, submitted to Hospitality NL become the property of the organization. Each proposal should clearly identify any information that is confidential or proprietary information. Hospitality NL reserves the right to make extra copies for utilization during the evaluation process only.

**Confidentiality of Information**

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals. Information pertaining to Hospitality NL obtained by the proponent as a result of participation in this process is confidential and must not be disclosed without written authorization from the organization.