

**DRAFT REQUEST FOR QUOTATIONS:
ROYAL COLUMBIAN HOSPITAL ECONOMIC IMPACT ASSESSMENT – PHASE I**

INTRODUCTION

The City of New Westminster wishes to retain a qualified consultant to conduct the first phase of a two phase economic impact assessment on the Fraser Health Authority's proposed Royal Columbian Hospital (RCH) expansion. The successful applicant will provide the City with a scope of work and budget to prepare a report on direct and indirect economic benefits of RCH, both locally and regionally, and the projected future benefits of a proposed major expansion. This work will inform the City's updated economic development strategy. The City of New Westminster is collaborating with the Fraser Health Authority to quantify the economic benefits derived from the Royal Columbian Hospital.

BACKGROUND

The City of New Westminster's current economic strategy, the Livable City Strategy, was adopted by New Westminster City Council in 2008. As the economic climate and opportunities have changed between 2008 and 2014, the City of New Westminster will update the strategy in 2015. The update will involve the review of specific industry sectors and areas within the City of New Westminster, including the health sector.

With an estimated 3,500 Full Time Equivalent (FTE) employees, the Royal Columbian Hospital is the largest employer in the City of New Westminster. The Royal Columbian Hospital's expansion further reinforces the importance of the Royal Columbian Hospital to the City of New Westminster, both economically and socially. It is estimated that the number of FTE employees will increase by 75% once the redevelopment project is complete.

The Royal Columbian Hospital is located in the Sapperton, adjacent to the Sapperton SkyTrain Station. This neighbourhood is home to other large projects, such as the Brewery District mixed-use development and the proposed Sapperton Green mixed-use development. Sapperton is also the potential future home of two of the City's current initiatives: a district energy system powered by renewable energy and a high speed fibre optic communication network.

The health sector as a whole is very important to New Westminster, with health and social services composing 25% of all jobs within New Westminster according to the 2011 National Household Survey. By comparison, health and social service sector jobs compose 11% of jobs in Metro Vancouver.

The successful consultant(s) will have access to City staff throughout the economic impact assessment to provide further background information as necessary.

KEY TASKS AND DELIVERABLES

TASKS

1. Attend a project initiation meeting with City staff to refine project scope and identify information needs.
2. Conduct research and interviews as necessary to provide adequate background information on the hospital's activities with City and Fraser Health Authority staff and other stakeholders.
3. Produce a draft report for City staff review. The report will address the following questions:
 - What is the *current* direct and indirect economic impacts of RCH on the City of New Westminster and the Metro Vancouver Region as a whole?
 - What is the likely economic impact of construction work during RCH redevelopment?
 - What is the *forecasted* economic impact of the expanded RCH on the City of New Westminster and the Metro Vancouver Region as a whole?
4. A final report reflecting City comments.

Timeframe

Start Date for Work: January 05, 2015

Length of work: 8 weeks

DELIVERABLES

The work plan is broken into the following three categories:

1. Determine the existing economic impact of Royal Columbian Hospital for the current fiscal year. The economic impact research will assess:
 - Direct and indirect employment (number of full-time equivalent positions/number of full-time and part-time positions) due to the presence of Royal Columbian Hospital organized by industry/occupation;
 - Direct and indirect employment earnings and income taxes paid due to the presence of Royal Columbian Hospital;
 - Hospital expenditures, including personnel expenditures, capital expenditures, construction/maintenance expenditures, and other operating expenditures;
 - Amount of spending on medical research conducted at Royal Columbian Hospital, including number and amount of medical research grants;
 - Amount of indirect spending (retail, restaurants, pharmacies etc.) generated by Royal Columbian Hospital due to visitors, employees, etc., organized by industry/occupation;

- Provincial and federal sales tax revenues both directly and indirectly due to the presence of Royal Columbian Hospital;
- Revenues resulting from the patenting and commercialization of technologies at Royal Columbian Hospital (if applicable); and
- Overall direct and indirect economic impact in dollars.

Whenever possible, these economic impacts should be divided into the economic impact that will occur within the City of New Westminster as a whole and the economic impact that will occur within Metro Vancouver.

2. Determine the annual amount of economic impact that will result from the construction project of an expanded the Royal Columbian Hospital. The economic impact research will assess:

- Direct and indirect employment (number of full-time equivalent positions/number of full-time and part-time positions) generated by the construction project;
- Direct and indirect employment earnings and income taxes paid due to the construction project;
- Construction/maintenance expenditures due to the construction project;
- Amount of indirect spending (retail, restaurants, pharmacies etc.) due to the construction project;
- Provincial and federal sales tax revenues both directly and indirectly due to the construction project of expanding the Royal Columbian Hospital; and
- Overall direct and indirect economic impact in dollars.

Whenever possible, these economic impacts should be divided into the economic impact that occurs within the City of New Westminster as a whole and the economic impact that occurs within Metro Vancouver.

3. Determine the annual predicted level of economic impact that will be generated by the expanded hospital once the hospital expansion is complete (2025). The economic impact research will assess:

- Direct and indirect employment (number of full-time equivalent positions/number of full-time and part-time positions) due to the presence of Royal Columbian Hospital – preferably by industry/occupation;
- Direct and indirect employment earnings and income taxes paid due to the presence of Royal Columbian Hospital;
- Hospital expenditures, including personnel expenditures, capital expenditures, construction/maintenance expenditures, and other operating expenditures;
- Amount of spending on medical research conducted at Royal Columbian Hospital, including number and amount of medical research grants;

- Amount of indirect spending (retail, restaurants, pharmacies etc.) generated by Royal Columbian Hospitals (due to visitors, employees etc.) – preferably by industry/occupation;
- Provincial and federal sales tax revenues both directly and indirectly due to the presence of Royal Columbian Hospital;
- Revenues resulting from the patenting and commercialization of technologies at Royal Columbian Hospital (if applicable); and
- Overall direct and indirect economic impact in dollars.

Whenever possible, these economic impacts should be divided into the economic impact that will occur within the City of New Westminster as a whole and the economic impact that will occur within Metro Vancouver.

PROJECT BUDGET

The City is seeking proposals and detailed breakdown of budget for this project. Proposals must include fixed, lump sum fee schedules, including:

1. All cost associated with fax, photocopier and long distance telephone calls;
2. All documentation required to address day to day management of the Project;
3. All indirect (or overhead) expenses incurred in the course of operating a firm, including local travel expenses; and
4. All costs associated with the necessary insurance coverage including professional liability insurance.

Disbursements will be reimbursed at cost, include the following:

1. Reproduction of client-requested drawings and reports; and
2. Delivery of drawings, reports including courier, postage etc.

EVALUATION & SELECTION

The City of New Westminster will evaluate all submitted valid Proposals received electronically or in hard copy by 4:00 PM Friday December 12, 2014 to:

Julia Dugaro, Planning Analyst
Office of the Chief Administrative Officer
511 Royal Avenue, New Westminster, BC V3L 1H9
jdugaro@newwestcity.ca
604.527.4647

The object of the evaluation and selection process is to identify the Proposal that, in the City's opinion offers the best value for the services requested. The City is not obligated to accept the lowest or any Proposal, and may reject all submissions.

In evaluating the overall value to the City for the work in respect of each submission received, the City, in addition to price, will have in mind its critical goals of obtaining a high quality product in accordance with the schedule established under the Request for Quotation documents.

Proposals will be evaluated based on the following criteria:

1. Project Manager;
2. Project Team;
3. Experience of Company/Team;
4. Proposed Approach;
5. Completeness of Proposal;
6. Schedule; and
7. Cost.

The following are considered key content that should be included as part of the Proponent's submitted quote. The City may not consider any Proposal that does not include all of the key content.

1. A brief outline of the Consultant's understanding of the project;
2. A description of the Consultant's approach and methodology to successfully accomplish the assignment;
3. Demonstrated expertise with the economics of the health care sector;
4. A schedule of activity from date of award to final submission;
5. The cost to complete the project and the anticipated level of effort for each team member;
6. The proposed project team complete with brief resumes, describe each person's role in this project and their qualifications and experience to take on successfully the role;
7. An indication of similar projects undertaken by the Consultant; and
8. Names and contact information for three references of clients who have undertaken similar work and who may be contacted to gauge the performance of the Consultant.

Proposed project teams must be capable of completing all identified tasks. The City will not consider partial submissions.