



**Request for Expressions of Interest**  
**Re: Dunne-za Lodge Business Proposal**  
(the "**Opportunity**")

**Issued:** March 13, 2024

**Optional Walkthrough:** April 18 – 20, 2024 (by appointment)

**Deadline for Questions:** April 25, 2024 at 4pm MST

**Deadline to Submit a Proposal:** May 1, 2024 at 4pm MST

Please email [edo@westmo.org](mailto:edo@westmo.org) with the heading **INTENT TO SUBMIT** if you are planning to submit a proposal. This will provide an email address for notification of any updates to this EOI or questions that are submitted about this EOI.

Once you have emailed your **INTENT TO SUBMIT** you will receive a confirmation email acknowledging receipt.

SUMMARY OF KEY INFORMATION	
<b>1. Client:</b>	Dunne-za Lodge Corporation, wholly owned by West Moberly First Nations (the “ <b>Owner</b> ” or “ <b>we</b> ”)
<b>2. Eligibility:</b>	WMFN Members
<b>3. Location:</b>	7496 Heritage Road, Moberly Lake, BC V0C 1X0
<b>4. EOI Content:</b>	<p>The EOI contains several sections, please review this EOI in its entirety:</p> <p>Part 1 – Introduction and Purpose  Part 2 – Scope of Work  Part 3 – Submission Requirements  Part 4 – Evaluation Process  Part 5 – Terms and Conditions  Part 6 – Pre-planned Maintenance &amp; Upgrade Requirements  Part 7 – Budget Template</p>
<b>5. Optional Site Walkthrough:</b>	<p>An optional site walkthrough will be available between April 18 – 20, 2024. This is by appointment, with bookings available in one (1) hour increments. To make an appointment, please reach out to:</p> <p style="text-align: center;">Dunne-za Lodge Corporation  c/o Dannielle Dokkie, WMFN Economic Development Officer  <b>By email: <a href="mailto:edo@westmo.org">edo@westmo.org</a></b></p> <p>A walkthrough is not required to submit a proposal.</p>
<b>6. Submission:</b>	<p>Proposals must be delivered electronically with the subject line “Dunne-za Lodge Business Proposal”. Please address and submit to:</p> <p style="text-align: center;">Dunne-za Lodge Corporation  c/o Dannielle Dokkie, WMFN Economic Development Officer  <b>By email: <a href="mailto:edo@westmo.org">edo@westmo.org</a></b></p>
<b>7. Closing Time:</b>	The submission deadline is <b>May 1, 2024 at 4pm MST</b> . Late proposal submissions will not be accepted.
<b>8. Questions:</b>	<p>Questions related to this EOI are to be directed in writing as follows:</p> <p style="text-align: center;">Dunne-za Lodge Corporation  c/o Dannielle Dokkie, WMFN Economic Development Officer  <b>By email: <a href="mailto:edo@westmo.org">edo@westmo.org</a></b></p> <p>The deadline for questions is: <b>April 25, 2024 at 4pm MST</b>.</p>

## DEFINITIONS

Throughout this EOI, the selected terminology is used as follows:

TERM	DEFINITION
CONTRACT	The legally executed agreement between a Proponent and the Owner.
OWNER or WE	The Dunne-za Lodge Corporation, wholly owned by West Moberly First Nations, including its authorized agent or representative as designated in writing.
PROPONENT or YOU	The company and/or individual submitting a Proposal under the terms and conditions of this EOI.
PROPOSAL	The written expression of interest of a Proponent in response to this EOI.
REQUEST FOR EXPRESSIONS OF INTEREST ("EOI")	An invitation to eligible Proponents to express their interest in a business opportunity by submitting a proposal.
SHALL, MANDATORY, OR REQUIRED	A requirement that shall be met in an unaltered form for the EOI response to receive consideration.
SHOULD OR DESIRABLE	A requirement having a significant degree of importance to the objectives of the EOI.

## 1. INTRODUCTION & PURPOSE

- 1.1. **Introduction:** West Moberly First Nations (WMFN) owns the Dunne-Za Lodge Corporation, which operates the Dunne-za Lodge on WMFN lands. We are looking for you to bring your entrepreneurial spirit and savvy to run a business based out of Dunne-Za Lodge.
- 1.2. **Eligibility:** This is open to WMFN members only.
- 1.3. **Purpose:** The purpose of this EOI is to inform you about the opportunity to submit an expression of interest.
- 1.4. **Background:** The Lodge was completed around 2005. Our vision for the Lodge was to provide an eco-tourism destination at Moberly Lake as an economic driver for the Nation grounded in our community and lands. The initial vision included a teepee village, trails and a spot to invite tourists as a cultural teaching location, however, we are open to a renewed vision from a strong, interested entrepreneur about what the Lodge could become. Through the years it has been primarily run as rental cabins with the main lodge being used for kitchen and lounging areas. This is a beautiful area with wonderful buildings, location and further potential, and we are looking for someone willing to invest and develop their vision for the future.

## 2. SCOPE OF WORK

- 2.1. **Scope:** We are looking for an entrepreneur to propose and develop the Dunne-za Lodge into a successful tourism destination and business. We will consider all year-round business options, with either of the following scopes:
  - (a) **Stream 1:** Standalone business that operates out of Dunne-za Lodge main building only, business should be complimentary to the rental cabins adjacent to the Dunne-za Lodge;
  - (b) **Stream 2:** Standalone business that operates out of Dunne-za Lodge main building with management and operation of the rental cabins (rates already set for 2024).

Our intent is to continue to rent out the cabins to visitors to the area, however, this can be done separately from a Dunne-za Lodge business in Stream 1, if desired. If you select Stream 2, you will need to incorporate the rental cabin scope of work into your proposal, demonstrating a willingness and ability to transition from the current operations approach to a future state of your design that addresses cabin rental day to day operations (bookings, front-desk, housekeeping, maintenance).

In both Streams, the successful Proponent is expected to fully manage the scope of work. This will require clear vision and capacity in the following areas:

- (a) Operations
- (b) Marketing and Promotion
- (c) Guest/Customer/Client/Patron Experience
- (d) Financial Management

### 3. SUBMISSION REQUIREMENTS

**3.1. Optional Walkthrough:** An optional walkthrough of the site can be booked:

**Date:** April 18 – 20, 2024 by appointment

**Place:** 7496 Heritage Road, Moberly Lake, BC V0C 1X0

**Booking:** Dannielle Dokkie, WMFN Economic Development Officer by email: edo@westmo.org

You do not have to book a walkthrough to be eligible to submit a Proposal. You are encouraged to submit any questions in writing before the deadline for questions (see below).

**3.2. Submissions must include the following information:**

1. Contact Information	Provide your contact information (name, phone, email)
2. Cover Letter with Individual Profile	Cover letter expressing why this Opportunity appeals to you and outlining your background and relevant experience in the industry or in similar business contexts, please attach a resume/CV
3. Stream & Summary	Indicate if you are submitting in Stream 1 or Stream 2 and provide a high-level summary of your proposal and method of operation.
4. Proposal	Written proposal outlining how you would approach the Opportunity, include any assumptions you have made. This should include:  1. Operational Plan - A timeline of operational start up and any phases of construction/development/implementation - Detailed plan for day-to-day operations - Approach to guest/customer/client/patron services and experience enhancement  2. Marketing Strategy: - Proposed marketing and promotion strategies  3. References  4. Other Relevant Information, such as: - Proposed building upgrades/modifications and costs (noting Part 6 of this EOI which need not be included) - Training needs - Licensing - Personal restrictions (time or otherwise) - Short- and long-term goals and objectives

	<ul style="list-style-type: none"> <li>- Milestone and success markers which will be used in quarterly reporting to the Owner’s Board (WMFN Council)</li> <li>- Anything else you deem relevant</li> </ul>
5. Financial Proposal	Written financial proposal based on scope, timelines and deliverables described in this EOI and in your Proposal, include any assumptions you have made. Please use the form set out at the end of this EOI.

**3.3. Opening and Closing Dates:** Proposals may be submitted from the date this EOI was issued until the submission deadline. Proposals must be received as set out by **May 1, 2024 at 4pm (MST)**. Proposals received after the closing date and time will not be accepted. We reserve the right to request clarifications about a submission, and updates to a Proposal may be permitted in this circumstance.

**3.4. Submission Method:** All Proposals must be submitted electronically with the subject line “Dunne-za Lodge Business Proposal”. Please address and submit all proposals to: Dunne-za Lodge Corporation c/o Dannielle Dokkie, WMFN Economic Development Officer by email: [edo@westmo.org](mailto:edo@westmo.org).

**3.5. Questions:** All questions related to this EOI, including any requests for information and clarification, are to be directed, in writing, to Dannielle Dokkie, WMFN Economic Development Officer by email: [edo@westmo.org](mailto:edo@westmo.org) who will respond as time permits. The deadline for submitting questions is **April 25, 2024 at 4 p.m.**

**4. EVALUATION PROCESS**

**4.1. Evaluation:** We will conduct a two-phase iterative process for the Proposal evaluation. Proposals will be evaluated by the Owner’s Board (WMFN Council) using the criteria specified below. Each evaluator will score independently, and then the average will be taken.

Up to three highest scoring Proponents will advance to the second stage. In the second stage Proponents will have their references checked and may be invited to interview, with scoring completed afterward. Each evaluator will score independently, and then the average will be taken. If the Owner moves forward to interviews, these are anticipated May 8 or 9, 2024.

Stage 1		
Criteria	Possible Points	Weight
Proposed Services (including alignment with Owner Eco-Tourism Goals)	15	25%
Relevant Experience & Industry Expertise of Proponent	15	20%
Operational Timeline & Strategy (including ability to commit, and	15	20%

immediate and continued commitment to business)		
Feasibility	15	10%
Budget Proposal	15	10%
Overall Proposal Quality	15	15%
<b>Stage 2:</b>		
References	15	50%
Interview – Optional	15	50%

**4.2 Scoring Methodology:** The following scoring methodology will be used to assign points to proposal.

- 0-2 points: Poor or inadequate
- 3-5 points: Below average
- 6-8 points: Above average or satisfactory
- 9-11 points: Above average
- 12-15 points: Excellent or outstanding

## 5. TERMS AND CONDITIONS

- 5.1. Owner as Final Decision-Maker:** The Owner reserves the right to modify the terms of the EOI at any time in its sole discretion. The Owner reserves the right to reject any or all Proposals and to accept any Proposal it considers advantageous. Further, the Opportunity will not proceed if it does not meet the Owner’s criteria such as operational and budgetary constraints.
- 5.2. Proponents bear own costs and waive liability:** Proponents are solely responsible for their own expenses in preparing a proposal. The Owner will not be liable, under any circumstances, for any claim arising out of the EOI process, including but not limited to costs of preparation of the Proposal, loss of profits, loss of opportunity or for any other claim.
- 5.3. Submission of Proposal:** This EOI should not be construed as a contract to purchase goods and/or services. After the submission of Proposals, interviews and negotiations may be conducted with some of the Proponents, including for the purposes of obtaining additional information from a Proponent, or for further refining the business. There shall be no right of Proponents to receive further information about any other Proponent nor to disclose the nature of any other Proposal received. The Owner shall not be obligated in any manner to any Proponent whatsoever until a written Contract has been duly executed relating to an approved Proposal.
- 5.4. Conclusion of Process and Debriefing:** At the conclusion of the EOI process, all Proponents who submitted will be notified of whether they were successful or not.
- 5.5. Due Diligence:** A successful Proponent may be asked to submit due diligence documents prior to entering a Contract, if requested by the Owner:
- WorkSafeBC clearance letter;
  - Proof of sufficient insurance;

- Names of subcontractors and description of the work and/or services to be performed by them, or confirmation that no subcontractors will be involved; and
- Other relevant information

**5.6. Negotiation Delay:** If a Contract cannot be negotiated with the successful Proponent, the Owner may terminate negotiations with that Proponent and negotiate an agreement with another Proponent of its choice.

**5.7. Confidentiality:** The contents of a Proponent's Proposal will not be released or divulged to any other Proponent(s).

## 6. PRE-PLANNED MAINTENANCE AND UPGRADES

The Owner intends to complete the following maintenance or upgrades, which do not need to be incorporated into your Proposal:

1. Replace decking all around building at Dunne-za Lodge
2. Paint Interior
3. Repair decks on cabin
4. Overall Inspection

The Owner will consider further renovations dependent on proposals submitted.

## 7. BUDGET TEMPLATE

**Will be forwarded upon receipt of INTENT TO SUBMIT.**