



Town of St. Paul

A PEOPLE KIND OF PLACE

TOWN OF ST. PAUL

Request for Proposal #01/17

St. Paul – Elk Point Regional Recreation Services Master Plan

Closing Location:

Town of St. Paul Municipal Office
5101 – 50th Street St. Paul, Alberta

Closing Date and Time:

The Town of St. Paul requires eight (8) complete copies of each proposal be received by 2:00pm Mountain Standard Time on July 14, 2017

Contact Person:

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1.0 Summary of the Requirement

1.1 Objective

The Town of St. Paul, on behalf of the St. Paul - Elk Point Regional Partnership (SPEPRP), is seeking proposals from qualified firms to develop a comprehensive Recreation Services Master Plan (RSMP). This RSMP will guide future direction, philosophy, policies, priorities, and actions for the provision of recreation services (i.e. indoor recreation facilities, parks, trails, sports fields, outdoor recreation facilities, and related services) in the St. Paul - Elk Point Region (SPEPR). As such, the RSMP will be a strategic plan that provides a framework for regional recreation services for a minimum of 10 years.

The intent of this process is to enter into negotiations for a contract with the Proponent that submits the highest ranked proposal that meets all of the mandatory requirements of the RFP.

1.2 Background

The St. Paul - Elk Point Regional Partnership (SPEPRP) is a collaborative partnership that is comprised of the Towns of Elk Point and St. Paul, the County of St. Paul, and the Summer Village of Horseshoe Bay. With a population of approximately 13,500, the SPEPR has a diverse economy and demographic profile.

In 2016, the SPEPRP identified the development of a RSMP as a top priority for the following reasons:

- The municipalities of the SPEPR can only support and invest in a finite number of facilities and programs, including those distributed to recreational infrastructure and services;
- The SPEPRP's desire to find economies of scale, efficiencies, and partnerships that make sense for the SPEPR;
- The SPEPRP must understand the current and future demographic trends that could influence future recreation needs and wants of the regional population;
- The SPEPRP must understand the public's current expectations, needs, and wants;
- The SPEPRP must have a strategy for capital investment and operational programs and services;

- The need to think “regionally” with delivery of recreation services and related decision-making.

1.3 Project Overview and Deliverables

The RSMP will be a strategic plan that makes recommendations, and provides guidance, to the partners of the SPEPRP on matters of recreation services in the SPEPR. The RSMP will be based on the vision, feedback, needs, and expectations of residents in the SPEPR. The RSMP must include the following deliverables:

- A public engagement process that is meaningful, varied, inclusive, and provides opportunities for participation from all stakeholders and residents of the SPEPR. This public engagement process must include:
 - ❖ Opportunities for input into both general and specific issues pertinent to recreation in the SPEPR;
 - ❖ A means to update the public throughout the project;
 - ❖ Consideration of participant’s varying knowledge levels as it pertains to recreation issues;
 - ❖ Ongoing consultation with the SPEPRP, including the sharing of documentation gathered through the process;
 - ❖ Interviews with recreation organizations in the SPEPR;
 - ❖ A minimum of two open houses in each of the municipalities of the SPEPR that will solicit views, comments, and opinions on the draft RSMP (i.e. prior to finalizing the RSMP);
 - ❖ A survey of the general public of the SPEPR;
 - ❖ A design that will generate data that is easily analyzed.
- An inventory of existing recreation facilities and services provided by the municipalities, societies, community groups, and community schools of the SPEPR;
- A summary of the current demand (or utilization rates) for recreation facilities and services in the SPEPR;
- Determine consolidation opportunities, as well as the need for new recreation facilities and services (considering the current state of recreation facilities and services, population growth, changing demographics, and relevant trends);

- Identify the investments required to properly maintain existing recreation facilities within the SPEPR for the next 10+ years;
- Recommend a systematic approach for prioritization of future recreation facility investments, including repairing vs. replacing vs. closing facilities;
- A summary and comment on the current operating budgets and investments by SPEPR municipalities in SPEPR recreation facilities and services (i.e. municipal, agricultural societies, recreation associations, etc.) in comparison with similar municipalities;
- Review the various governance and decision-making systems in place pertaining to recreation in the SPEPR, and make recommendations about possible changes to the same;
- Review current funding of SPEPR recreation services and facilities, and provide recommendations for inter-municipal cost sharing and contribution agreements.
- An electronic copy of the final draft of the RSMP (including any appended materials), as well as twenty (20) presentation quality hard copies of the same.

1.4 Overview of the Proposal Requirements

Proponents shall provide proposals that address the terms of this RFP and the evaluation criteria outlined in Section 6 of this RFP. In doing so, Proponents shall keep in mind the following mandatory proposal requirements and negotiable proposal considerations.

Mandatory Requirements

- 1) A proposed methodology and table of contents for the RSMP;
- 2) A proposed work program that details the project stages and timelines for the RSMP development.
- 3) A summary of the roles to be provided by the proposed team, including all personnel, subcontractors, and consultants;
- 4) A detailing of the qualifications, abilities, and related experience of the firm, proposed personnel, subcontractors, and consultants (include references and reference contact information);
- 5) The proposed Contract fees, including the itemization of optional methodologies, scope, or services.

Negotiable Considerations

- 1) The total financial value of the Contract;
- 2) Additional recommended project scope and deliverables;
- 3) The extent of, and methodologies used for, public engagement;
- 4) Timelines for start and completion of the project.

2.0 Request for Proposal Terminology

Throughout this Request for Proposal, terminology is used as follows:

“Contract” means the written agreement resulting from this Request for Proposal executed by the Town of St. Paul and the Contractor;

“Contractor” means the successful Proponent to this Request for Proposal who enters into a written Contract with the Town of St. Paul and the Contractor;

“Will”, “Shall”, “Must”, “Mandatory”, or “Required” means a requirement that must be met in order for a proposal to receive consideration;

“Proponent” means an individual or a company that submits, or intends to submit, a proposal in response to this Request for Proposal;

“Should”, “Desirable”, or “Ask” means a requirement having a significant degree of importance to the objectives of the Request for Proposal.

3.0 Request for Proposal Process

3.1 RFP Schedule

The following is the proposed Schedule for the selection process:

RFP Issued	June 21, 2017
RFP Response Deadline	July 14, 2017
RFP Response Evaluation	July 14-28, 2017
Negotiation with Preferred Proponent	July 28-August, 2017
Award Contract	August, 2017
Services Commence	Negotiable
Final Report / Completion of Deliverables	Negotiable

3.2 Enquiries

All enquiries to this Request for Proposal are to be directed, in writing or by e-mail, to the following contact person. Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and may be distributed to all Proponents at the Town of St. Paul's option.

Contact Person:

Lyle Hannan
Director of Parks and Recreation
Phone: (780) 645-1760
E-mail: lhannan@town.stpaul.ab.ca

3.3 Closing Date & Location

Proposals that will be considered by the Town of St. Paul shall be received by 2:00pm Mountain Standard Time on July 14, 2017:

Closing Location:

Town of St. Paul Municipal Office
5101 - 50th Street St. Paul, Alberta

3.4 Number of Proposals

Proponents are requested to submit eight (8) written copies of their proposals on or before the official closing date outlined herein. Proposals must not be sent by facsimile, compact disc, or other electronic means. Proposals and their sealed envelope should be clearly marked with the name and address of the Proponent, the Request for Proposal number, and the title **St. Paul - Elk Point Regional Recreation Master Plan**.

3.5 Late Proposals

Late proposals will not be accepted or considered, and will be returned to the Proponent.

3.6 Evaluation & Selection

Each of the evaluation criteria that are detailed in Section 6 of this RFP will be evaluated using a numerical scale outlined below.

Rating 5: Excellent - Exceeds the requirements of the criterion in superlative and beneficial ways.

Rating 4: Very Good - Exceeds the requirements of the criterion in some minimal value added way.

Rating 3: Good – Meets the requirements of the criterion.

Rating 2: Average – Adequately meets most of the requirements of the criterion. May be lacking in some areas that are not critical.

Rating 1: Poor – Addresses some of the requirements of the criterion at a minimum level. Lacking in some critical areas.

Rating 0: Unsatisfactory – Proposal does not satisfy the requirements of the criterion in any manner.

The Town of St. Paul intends to enter into negotiation for a Service Contract, on behalf of the SPEPRP, with the Proponent with the highest total scoring proposal.

4.0 Proposal Preparation

4.1 Signing Proposals

The proposal must be signed by the person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to this Request for Proposal.

4.2 Alternative Solutions

If alternative solutions are offered, Proponents must submit it in a separate proposal by the closing date. This proposal is subject to all the same requirements, terms, and conditions outlined in this Request for Proposal.

4.3 Irrevocability of Proposals

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. By submission of a proposal, the Proponent agrees that should its proposal be deemed successful, the Proponent would enter into a Contract with the Town of St. Paul.

4.4 Language

All responses to this Request for Proposal must be in English.

4.5 Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing and submitting a proposal, as well as for any subsequent interviews and negotiations with the Town of St. Paul (if any). If the Town of St.

Paul elects to reject all proposals, the Town of St. Paul will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

4.6 Limitation of Damages

Further to anything else stated herein, the Proponent, by submitting a proposal, agrees that it will not claim damages for any reason whatsoever relating to the Contract or in respect of the competitive process. The Proponent, by submitting a proposal, waives any claim for loss of profits if no agreement is made with the Proponent.

4.7 Firm Proposals

Unless subsequent negotiation of proposal terms are agreed upon, the proposal terms and conditions outlined in the proposal must be firm for 90 days following the closing date.

4.8 Currency and Taxes

Currency references are to be made in Canadian dollars. Goods and Services Tax shall be clearly identified where applicable.

4.9 Proposal Format

The following format should be followed in order to provide consistency in Proponent responses and evaluations.

- a) Title Page showing the Request for Proposal number, Proponent's name and contact information
- b) Introduction signed by the person(s) authorized to sign on behalf of, and bind the Proponent to, statements made in the proposal
- c) Table of Contents
- d) The body of the proposal, which addresses the deliverables, evaluation criteria (see Section 6 of this RFP), and other information requested in this RFP
- e) Any additional information deemed relevant and important to the Proposal

5.0 Additional Terms and Conditions

5.1 Liability for Errors

The Town of St. Paul has used considerable efforts to ensure an accurate representation of information in this Request for Proposal. The information contained in this Request for Proposal is supplied as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Town of St. Paul, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposal is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposal.

5.2 Agreement with Terms

By submitting a proposal, the Proponent agrees to all the terms and conditions of this Request for Proposal.

5.3 Modification or Termination of the Request for Proposal

The Town of St. Paul reserves the right to modify the terms of the Request for Proposal at any time at its sole discretion. Such modifications will be communicated to all Proponents through formal addendums.

The Town of St. Paul reserves the right to cancel this RFP or reject any and all proposals submitted. Furthermore, the Town of St. Paul shall not be obligated in any manner to any Proponent whatsoever until a written agreement has been duly executed relating to an approved proposal.

5.4 Modification of Scope of Work

The Town of St. Paul reserves the right to modify, expand, or diminish the scope of work subject to negotiation with the successful Proponent.

5.5 Ownership of Proposals and Freedom of Information

All documents, including proposals, submitted to the Town of St. Paul become property of the Town of St. Paul. They will be received and held in confidence by the Town of St. Paul, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

5.6 Laws of Alberta

Any Contract resulting from this process will be governed, construed, and interpreted in accordance with the laws in affect in the Town of St. Paul, in the Province of Alberta, Canada.

5.7 Insurance

The Contractor shall, without limiting its obligation or liabilities, and at its own expense, provide and maintain throughout the Contract term, Comprehensive General Liability and property damage insurance in an amount not less than two million dollars (\$2,000,000) per occurrence. The Contractor will provide the Town of St. Paul with evidence of the required insurance in the form of a completed Certificate of Insurance immediately following execution and delivery of the Contract.

5.8 Compliance with Laws and Worker’s Compensation Board

The Contractor will give all the notices and obtain all the licenses and permits required to perform the Contract. The Contractor will comply with all municipal, provincial and federal laws applicable to the performance of the Contract, and comply with the requirements of the WCB Act of Alberta, amendments thereto, or any successor legislation, and shall upon notice of the Town of St. Paul provide evidence of such compliance.

6.0 Evaluation Methodology and Criteria

Proponents will be reviewed and evaluated by a committee chosen by the SPEPRP. The evaluation criteria, and weighting of the criteria, shall be as follows:

CRITERIA	WEIGHT (A) 1 to 5	RATING (B) 0 to 5	SCORE A x B
1. Qualifications	5	Proposal Score	Max Score 25
- experience / qualifications of the key proposed team members, including subcontractors or consultants			
- overall experience of the Proponent / Company			
2. Proposed Fees	3	Proposal Score	Max Score 15
- simplicity of proposed fees and fee structure			
- cost certainty (additional billable expenses)			
- total overall cost of the services			
3. Non-Financial Value	5	Proposal Score	Max Score 25
- proposed schedule (for completion of services)			
- proposal completeness and presentation quality			
- proposed project / public consultation process and methods			
TOTAL			Max Score = 65