

**May 8, 2018**

**Request for proposal: No RFP 2018-0408**

Proposals will be received by Village of Warburg:

**NOT LATER THAN 4:00:00 P.M.** Local Time  
Friday June 20, 2018.

The lowest or any proposal not necessarily accepted.

Completed proposals should be addressed:

Attention: Christine Pankewitz, Municipal Administrator  
Email: [c.pankewitz@villageofwarburg.com](mailto:c.pankewitz@villageofwarburg.com)

**Email submission preferred**

Village of Warburg  
Box 29  
Warburg, AB T0C 2T0

All submissions become the property of the Village of Warburg  
(Warburg)

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**1.0 Bid Submission**

Bids shall be delivered in person, via email, or by courier to the Village of Warburg office, in Warburg, **no later than 4:00 PM local time Friday, June 20<sup>th</sup>, 2018** (the *bid closing date*).

**1.1 Bids**

This Request for Proposal (RFP) sets out the parameters Warburg desires with respect to **RFP2018-0408**.

- Any bid received after the specified date and time for receiving bids shall not be considered.

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- The bidder may withdraw their bid at any time up to the time set for receiving bids, provided a request in writing signed by the bidder or their Agent is received by Warburg. If any bidder discovers an error or omission in their bid, they can withdraw their bid up to two (2) hours before the bid closing date; otherwise their bid is binding as submitted.
- All bids submitted shall be open for acceptance and irrevocable for a period of thirty (30) days from the bid closing date.
- Warburg reserves the right to **not** accept any of the bids submitted and can re-open competition for this contract.

All costs incurred in the preparation and presentation of the Request for Proposal shall be wholly absorbed by the contractor. All supporting documentation, and details submitted with the proposals shall become the property of Warburg. Contractors are advised that the information provided in this proposal shall be at their own expense.

## **1.2 Acceptance or Rejection of Bids**

- Warburg is not responsible for any costs related to the bidding process incurred by the bidding organization during and after the bidding process.
- The successful bidder will be expected to enter into a contract within thirty (30) working days of the notification date of acceptance by Warburg.

Throughout the duration of the contract period, the primary contractor and any sub-contractors must in no way attempt to solicit or seek further work from project participants.

The contractor will be required to agree to the following liability and indemnity. The contractor agrees that Warburg shall not be liable for any injury or damage to any employees, officer or agent of the contractor.

The contractor agrees that it shall, at all times, indemnify Warburg, their officers, employees and agents from and against all claims, demands, losses, costs, damages, action, suits or other proceedings made, sustained, brought or prosecuted that are based upon, or caused in any way by anything done or omitted to be done by the contractor or any of its officers, director, employees, or agents in connection with the services performed, purportedly performed, or required to be performed by the contractor under this proposal call and subsequent contractual agreement.

## **2.0 Organization / Authority**

- Warburg, as the legal entity, is the sponsor and project manager of this project. Warburg's Council, the Municipal Administrator and Economic

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Development Officer will provide direction to the project, monitor milestones for progress, and accept the final report.

- All intellectual property acquired from the project remains the property of Warburg.

### **3.0 Evaluation Criteria**

- Responses should be itemized in the same order as indicated in the RFP.
- Responses should explicitly indicate where bidders can meet the parameters outlined in the RFP.
- Warburg invites suggestions, changes and additions that will improve the function of the Warburg mixed use industrial park initiative. Such changes should be listed and detailed.
  - Acceptable suggestions will be a consideration in awarding the project. Responses should explicitly indicate where bidders make additions to the parameters indicated in the RFP.
  - Responses should explicitly indicate where bidders are unable to meet the parameters defined in the RFP.
- The following information must also be provided with the bid:
  - Related experience and comparable jobs.
  - Personnel to be assigned to this job, their background and related experience.
  - Breakdown of person-hours and amount of time invested per person.
  - Research methodology and related timelines.
- The contractor must be available to answer any questions about their proposal.
- While cost is not the defining criteria, it will have a significant impact on the vendor chosen during the selection process.
- Submissions will be evaluated according to experience with the following:
  - Working with rural communities;
  - History of previous work of a similar nature;
  - Experience of key personnel with work on projects of a similar nature;
  - Fee schedule;
  - Methodology and ability to meet timeline deliverables.

**Shortlist:**

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The evaluation procedure may lead to a shortlist based on stated criteria. The short listed contractors may be asked to prepare a presentation, supply demonstration materials, or provide additional technical information prior to the final selection.

The evaluation results will identify the lead proponent, who upon the successful negotiation of the contract terms will be invited to enter into a contract with Warburg. Please see Appendix I, Conditions of Contracting.

#### **4.0 Description**

Warburg intends to pursue an industrial park concept that will provide investors and entrepreneurs alike with the ability to capitalize on existing and future opportunities.

It is the intention of Warburg to hire a contractor to develop the Mixed Use Industrial Park Initiative which includes a:

- Business plan;
  - Mixed use industrial park opportunity assessment
  - A minimum of 10 ‘shovel ready’ business feasibility studies;
  - Implementation strategy; and
  - Marketing and tenant recruitment strategy.
  
- Site plan;
  - Site analysis

##### Business Plan:

The project will include:

- A business plan that will assess and quantify the validity of the opportunity, clearly identify actionable steps and processes to effectively manage the land development/investment opportunities.
  
- A minimum of 10 business feasibility studies, strategies for marketing the park and strategies for recruiting developers and tenants along with an implementation strategy.

The business plan will examine four possible development scenarios and associated costs:

- The industrial park is privately developed and traditionally designed and operated;

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- Warburg acts as the land developer, and the private sector buys and develops the serviced lots;
- Warburg invests in conceptual planning for the site, and then shops the plan around to a developer who commits to develop the project;
- Warburg owns protected lands, and invests in overall site infrastructure (wetlands, roads, trails, and water supply) with the remainder of the project privately developed.

The business plan will include estimated costs for each of the four potential development scenarios, accompanying development strategy for each of the options and financing mechanisms.

Site Plan

Warburg has identified the development of mixed use industrial park as an economic development priority, as part of the Mixed Use Industrial Park Initiative Warburg will undertake conceptual planning for the site.

Warburg plans to develop a 103 acre parcel of land into a mixed use industrial park. This initiative will require preparation of an illustrative site plan utilizing strong design principles to prepare concepts for key features of the proposed development and associated cost(s).

The site plan will include a minimum of three (3) landscape architectural plans, and related detailed engineering drawings of the site. The landscape architectural plans and engineering drawings will show buildings footprint, travel ways, parking, drainage facilities, sanitary sewer lines, telecommunications, water lines, trails, electricity, lighting, and landscaping and garden elements, etc.

The drawings will show developable areas; potential parcelization, transportation patterns and will identify and quantify the accessibility of raw and/or treated water and electrical access (available voltage) for prospective tenants. The park will be planned to house buildings of varying sizes.

The site plan will outline how the 103 acres can be developed (serviced and accessed; as well as highlight any impacts to existing infrastructure). The site plan will also highlight all required infrastructure and indicate rights of way.

This project will evaluate and recommend options for:

- Green building features;
  - Green energy systems,
  - Green building technologies,

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- Ecological site design principles,
- Appropriate green infrastructure.
- Alternative energy systems;
- Transportation infrastructure; and
- Shared and innovative water and waste management systems.

## **5.0 Terms of Agreement**

This project is expected to commence on or before June 25, 2018 and conclude on or before April 30, 2019. All bills associated with this project must be received by Warburg on or before April 30, 2019.

## **6.0 Schedule**

The project work schedule submitted must be acceptable to Warburg's Council and incorporate all aspects of the project including proposed dates for the following:

- Project kickoff meeting on or about **July 23, 2018**
- Regular status report occurring at least monthly and providing for all necessary direction, approvals and task completion summaries.
- Opportunity assessment for the mixed industrial park plan to be delivered by **October 15, 2018**.
- First draft of the landscape architectural plans, and related detailed engineering drawings of the site by **December 31, 2018**
- Second draft of the landscape architectural plans and related detailed engineering drawings of the site by **January 25, 2019**.
- Delivery of the first draft of the mixed use industrial park business plan to Warburg Council no later than **February 22, 2019**.
- Delivery of the second draft of the mixed use industrial park business plan to Warburg Council no later than **March 8, 2019**
- Presentation of draft mixed use industrial park on or before **March 25, 2019**.
- Delivery of final materials no later than **April 30, 2019**.

## **7.0 Scope of Work**

### **7.1. Activities**

The contractor will provide an activity plan based on the detail outlined in the project *description* and *research and methodology* as part of this bid submission.

## **7.2. Research and Methodology**

The contractor will provide a research framework, methodology and consultation process as part of this bid submission. The following activities should be incorporated into the aforementioned plan.

1. The contractor will facilitate a minimum of three (3) sessions involving Warburg municipal and industry participants.
2. The contractor will extract relevant information from existing documentation as provided by Warburg.

See Appendix II, Compliance with Freedom of Information and Protection of Privacy Act

## **8.0 Outcomes**

The completion of a Warburg mixed use industrial park plan, which meets the objectives and accepted standards as outlined in this bid submission and the approval of the Warburg Council.

## **9.0 Deliverables**

- 20 color copies of the Final Warburg mixed use industrial park materials (bound double sided pages).
- Report cover to incorporate Warburg Logo.
- Five (5) USB flash drive copies of the Warburg mixed use industrial park materials.
- All deliverables are to be included within the total project cost.

## **10.0 Budget**

The tasks within the project should be priced independently of one another. Submissions should clearly indicate the scope of the project, which can be completed for \$275,000. Total estimated all-inclusive costs must not exceed \$275,000. Cost is not the defining criteria for selection, but does represent a significant consideration.

Payment shall be within 30 days of invoice from the consultant as follows:

- 15% of the total upon commencement of the mixed use industrial park initiative
- 15% of the total on receipt and acceptance of the opportunity assessment

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- 10% of the total on receipt of landscape architectural plans, and related detailed engineering drawings
- 10% on receipt and acceptance of the draft mixed use industrial park plan
- 50% upon completion of the final product presentation and receipt of the final deliverables to Warburg.

## **11.0 Approval**

If the contractor is not meeting the terms of the project contract, Warburg reserves the right to discontinue the consultant's work at each stage of reporting, up to and including the Final Report and Deliverables.

While all efforts have been made to ensure that the information contained in this Request for Proposals and the attached documents and other information provided is accurate and complete, Warburg does not warrant the accuracy and completeness thereof. The onus is on the contractor to make the necessary inquiries and to ensure the sufficiency of the information they require.

## **Appendix I: Conditions of Contracting**

Prior to signing the final contract, Warburg requires, the following factors must be in place.

### **1. Ready, willing and able to deliver the services**

Requires:

- liability insurance
- infrastructure to manage the service and administer the contract
- compliance with FOIPP

**2. Staffing Skills**

- recruit and employ individuals with appropriate backgrounds, competencies and/or credentials
- ensure that the quality and integrity of service is maintained

**3. Termination Clauses - will be included in the contract**

**Appendix II: Compliance with Freedom of Information and Protection of Privacy Act**

- (a) The contractor will comply with the privacy requirements of Part 2 of the Freedom of Information and Protection of Privacy Act insofar as it applies to the contractor's operations and the personal information the contractor has access to, collects, or uses in providing the services under the contract.

The Freedom of Information and Protection of Privacy Act imposes an obligation on the contractors to protect the privacy of individuals whose information may be involved in meeting contract requirements. The contractor will be required to protect the confidentiality and privacy of each individual's personal information accessible to the contractor or collected under the contract. The contractor shall include in its proposal a detailed plan describing measures to meet each of the following requirements:

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- notification of participants of the purpose for the collection of their personal information
- protection of that personal information from unauthorized access, collection, use, disclosure
- plans and controls over data matching and linkage

Records, which the contractor is required to maintain under the contract, are subject to the access provisions of the Freedom of Information and Protection of Privacy Act. Should a request for any of these records be received, it would be your responsibility to provide the records, at your expense, within 5 calendar days of official notification.