

Request for Proposal (RFP)

Consulting Services

Strategic Plan

2023 - 2027



INTRODUCTION

1.1 Invitation to Proponents

This Request for Proposal (“RFP”) is an invitation by the Town of Lamont (the “Town”) to prospective proponents to submit a proposal for the provision of consulting services from consultants or consulting firms with municipal strategic planning expertise to assist the Town in developing a new strategic plan and economic development action plan.

The Town of Lamont is a rural municipality located north-east of Edmonton. The Town has grown to a community of over 1800 people and has seen generations of families continue to enjoy country living.

For the purposes of this procurement process, the Town Contact shall be:

Rick Bastow, Chief Administrative Officer
Email: rick.b@lamont.ca

1.2 No Guarantee of Volume of Work or Exclusivity of Contract

The Town makes no guarantee of the value or volume of work to be assigned to the successful proponent. The Agreement to be negotiated with the selected proponent will not be an exclusive contract for the provision of the described deliverables. The Town may contract with others for the same or similar deliverables to those described in the RFP or may obtain the same or similar deliverables internally. Individuals or firms are asked to itemize their cost, along with associated hours, in preparing requested materials.

The Town is seeking the services of a consultant to:

- assist in the development of a Strategic Plan and Economic Development Action Plan that will focus on the Municipality’s principles, services, values and vision for the future; and,
- engage business and community stakeholders, Municipal Council, Municipal personnel and other key agencies and individuals in the process of developing the Plans.

The Town expects the work of the consultant to include the following components:

1. The consultant is required to carry out an examination of matters that relate to the future development of the Town.
2. Coordination and facilitation of a consultation process that includes input from Council, Staff, residents and key stakeholders (which will include business and community stakeholders). The consultation program may incorporate various techniques, but shall include:
 - One initial startup meeting via conference call or video conferencing with CAO and Senior Staff to gain input and further direction on the scope of work to be completed.
 - One (1) full day consultation session as follows:
 - Meeting with Business and Community Stakeholders (1/2 day)
 - Public Open House (1/2 day)
 - Up to two (2) consultation sessions with Town Council and Senior Staff.
 - Presentation of the draft Strategic Plan to Town Council and Senior Staff.

3. The consultant is expected to familiarize themselves with the Town.
4. The Consultant is expected to conduct a complete review of all relevant existing bylaws, strategies, plans, policies and reports.
5. Conduct a SWOT analysis to identify the Town's strengths, weaknesses, opportunities and threats.
6. Conduct a review of the current status of the Town's municipal organization, including existing plans, policies and long-term goals; the prevailing labor climate; the Municipality's financial status, and other relevant, related research deemed necessary.
7. Prepare draft plans based on the information gathered at all meetings/stakeholder sessions for Council review and approval. The Strategic Plan should include, as a very minimum, the following:
 - Town's Mission, Strategic Vision and related goals
 - Key values and guiding principles to assist direction and decision making
 - Recommended actions to achieve strategic vision and goals

Supplementary information should include:

- List of strategic issues relevant to the Town
- Performance measurement tools during the implementation phase
- Communications and Marketing playbook
- Any other relevant information

QUALIFICATIONS & EXPERIENCE

The successful candidate/organization will demonstrate:

- Experience in strategic planning and facilitation with Municipalities
- Experience and knowledge related to the development of strategic plans and economic development plans
- Experience and knowledge related to facilitation and stakeholder engagement
- Highly developed project management skills

STUDY AREA

The study area consists of the entire Town of Lamont.

PROPOSAL CONTENT

The proposal should identify the project manager as well as each staff person to be assigned to each phase or component of the project and describe their respective capabilities and roles including resumes of each person who will participate in this project. The experience of the firm and of each proposed resource on comparable works should be detailed and references provided.

The proposal document should clearly demonstrate that the consultant possesses a clear understanding of the overall scope of the project. Provide details of any possible innovative ideas, suggestions, improvements, recommendations, or opportunities for improvement that would enhance the project, processes or required outcomes indicated within this RFP.

Additionally, the proposal should describe the proposed methodology and the necessary procedures to ensure that defensible and quality data is collected and reported. The proposal document should describe the approach and methodology to be followed in completing every aspect of the project. The proposal document must include sufficient detail to demonstrate the level of effort proposed for individual team members, and a complete understanding of how the work is to be planned and completed.

SELECTION CRITERIA

The Town reserves the right to reject any or all proposals or to select the proposal that is in the best interest of the Municipality.

Proposals will be evaluated and ranked against the criteria listed below:

DESCRIPTION	RATING
Understanding of Work	20 pts
Best Value Offered	20 pts
Cost	20 pts
Level of Experience	20 pts
Methodology	20 pts
TOTAL	100 pts

COST PROPOSAL

The price for the development of Plans shall not exceed \$15,000 including expenses (excluding GST). Proposal shall include the consultant’s firm fixed price for this service as outlined in the RFP. Consultant shall also include with the cost, a detailed listing of the tasks and activities proposed to complete the work and an account of total costs. Price data shall include fixed price and estimated hours of work by key staff (including expenses).

Electronic submissions are preferred and should be sent to rick.b@lamont.ca

TIME FRAME AND REPORTING

The following schedule is presented for guidance:

- Expected commencement date: Within 14 days of date of award
- Draft documents due: Within 120 days of date of award
- Expected completion date: Within 150 days of date of award

** Note: Any significant change of schedule must be approved by the Town.

The successful candidate shall provide, at minimum, the following consultation:

- One initial startup meeting via conference call or video conferencing with CAO and Senior Staff to gain input and further direction on the scope of work to be completed.
- One (1) full day consultation session as follows:
 - Meeting with Business and Community Stakeholders (1/2 day)
 - Public Open House (1/2 day)
- Up to Two (2) consultation sessions with Town Council and Senior Staff.
- Presentation of the draft Strategic Plan to MODG Council and Senior Staff.

The final reports and any supporting documentation, including digital files, digital maps, photographs, plans, conceptual drawings, research documents, and so on, shall become the property of the Town and may be used in any manner the Municipality sees fit.

KEY REPORTING AND DELIVERABLES

Electronic and hard copies of all information shall be provided to the Town of Lamont. All reports are to be provided electronically in a format compatible with Town software. The consultant shall also provide ten (10) draft and final bound copies of the report.

INFORMAL OR UNBALANCED PROPOSALS

Proposals which are incomplete, unconditional, illegible or obscure, or contain reservations, erasures, alterations or irregularities of any kind, may be rejected as informal.

Proposals that contain prices which appear to be unbalanced as likely to affect adversely the interests of the Town may be rejected.

CONFLICT OF INTEREST

Proponents must disclose to the Town in their Proposal any potential conflict of interest, including any which may involve Town employees, Council members or members or employees of agencies, boards, or commissions who may have a financial interest in the Proponent's firm. If such conflict of interest does exist the Town may, at its discretion, refuse to consider the Proposal.

INDEMNIFICATION

Without limiting any other obligation of the Proponent under this Contract or otherwise, the Proponent hereby agrees to Indemnify and Save Harmless the Town's elected officials, officers, employees, servants, agents and others for whom the Town of Lamont is in law responsible, from and against any liability, loss, claims, demands, damages, fines and penalties, costs and expenses (including consulting fees), investigatory and legal expenses, and any other actions or causes of actions, suits, caused by or attributed to any willful or negligent act, omission, delay, or allegations thereof on the part of the Proponent, its officers, employees, subcontractors, agents, licensees, assignees, invites or other persons engaged in the performance, non-performance or attempted performance of the Work pursuant to this Contract or anyone else for whom the Proponent is in law responsible.

Should the Town be made a party to any litigation commenced by or against Town, then the Proponent will protect, indemnify and hold The Town harmless and will promptly pay all costs, expenses, and legal fees incurred or paid by the Town in connection with such litigation upon demand. The Proponent will

also promptly pay upon demand all costs, expenses and legal fees that may be incurred or paid by Town in enforcing the terms, covenants and conditions in this Contract.

NON-PERFORMANCE

The Town reserves the right to determine nonperformance or poor quality of goods and/or services, and further reserves the right to cancel the contract. The opinion of the Town in this regard shall be final in all instances.

CONTRACT NEGOTIATION

The Town will negotiate a contractual agreement with the preferred consultant. If the Town is unable to negotiate an acceptable contractual agreement with the preferred consultant, then the second preferred consultant may be selected, and a contractual agreement developed. The Town, at any time and without liability, may withdraw from negotiations with any potential consultant.

TERMS AND CONDITIONS

- Proponents shall be solely and fully responsible for all costs associated with the development, preparation, transmittal and submission of any proposal or material submitted in response to this RFP. The Town assumes no contractual or other obligations as a result of the issuance of this RFP, the preparation or submission of a proposal by a proponent, the evaluation of proposals, the proponent's conduct of presentations or the selection of any proponent for further negotiations. By submitting a proposal, a proponent agrees that there may be no claims whatsoever for reimbursement from the Town for any such costs. All costs incurred by the proponent during the selection process and during negotiations will be the responsibility of the proponent.
- The Town reserves the right to cancel the RFP, at its sole discretion, at any time. The Town will not be responsible for any costs incurred by a consultant in preparing and submitting proposals and/or attending interviews. The Town accepts no liability of any kind to a consultant prior to the signing of a contract.
- Submission of a proposal shall not obligate, nor should it be construed as obligating the Town to accept any such proposal or to proceed further with the project. The Town may, in their sole discretion, elect not to proceed with the project, and may elect not to accept any or all proposals for any reason.
- At all times, the Consultant has the responsibility to notify the Town, in writing, of any ambiguity, divergence, error, omission, oversight or contradiction contained within the proposal as it is discovered.
- Consultants may amend or withdraw their proposals prior to the closing date and time specified in the RFP by way of email, written or faxed notice to the Town's contact person. After the closing date and time, proposals may not be withdrawn.
- Proposals submitted shall be final and may not be altered by subsequent offerings, discussions, or commitments unless the consultant is requested to do so by the Town.
- The consultant must identify any information in its proposal that it considers to be confidential or proprietary.
- There will not be a public opening. All proposals and accompanying documentation received under this competition will become the property of the Town and will not be returned.

- The Town has reserved the right to waive minor non-compliance by a consultant with the requirements of the RFP. This will allow the Town to consider and possibly accept any proposal which is advantageous even though the proposal may be non-compliant in some minor respect.
- The Town reserves the right to accept or reject, in whole or in part, any or all proposals.
- The Town reserves the right to cancel and/or re-issue this RFP at any time for any reason without penalty.
- Prices quoted are to be held firm for a minimum of 90 days following the RFP closing date and shall remain in effect through the duration of an agreement. The consultant's proposal shall form part of the contractual agreement by attachment and will be incorporated by reference. Claims made in the proposal shall constitute contractual warranties. Any provision in the proposal may be included in the contractual agreement as direct provision thereof.
- The successful consultant agrees to obtain and maintain all professional certifications and licenses necessary to lawfully provide the services required under this request for proposals.

SUBMISSION OF PROPOSALS - Email submission preferred.

Proposals plainly marked "RFP Consulting Services" will be received until 3:00 P.M., Friday, May 6th.

Proposals can be mailed to the following address:

Town of Lamont
Attn: Rick Bastow, Chief Administrative Officer
PO Box 330
5307-50 Ave
Lamont, Alberta T0B 2R0

Or emailed to:

rick.b@lamont.ca

