



REQUEST FOR PROPOSALS

West End Neighborhood Concept Plan

Closing Time:

March 25, 2020 at 2:00 pm (local time)

Town of Edson
605 – 50 Street
Box 6300
Edson, AB T7E 1T7

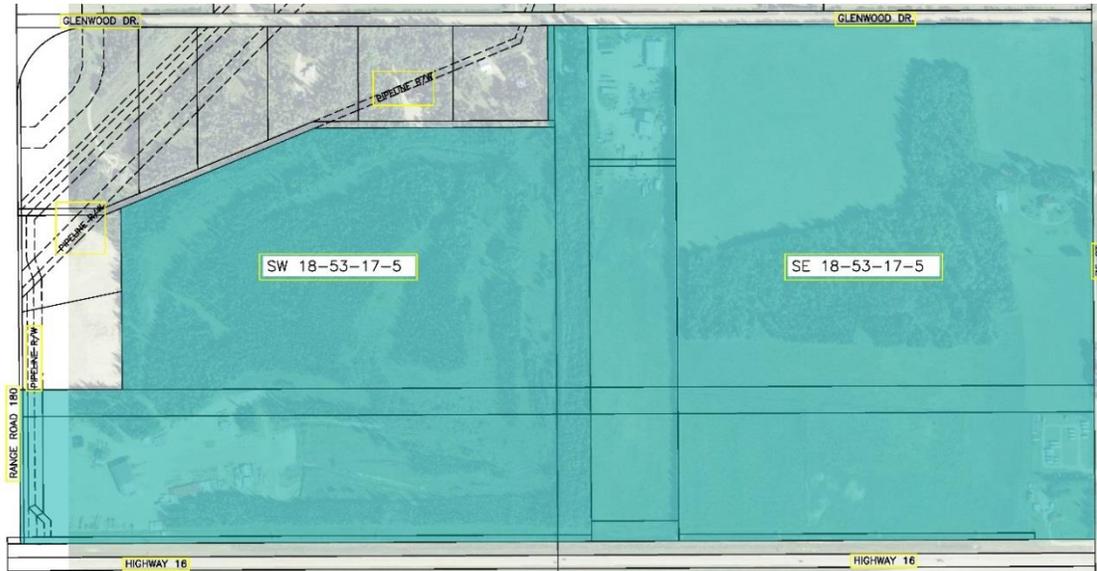
Phone: 780-723-4402

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2.0 Project Description

The Town of Edson (the Town) seeks the services of a Registered Professional Planner to complete a Neighborhood Concept Plan (NCP) for approximately 320 acres of land on the West end of Edson. The Plan Area is adjacent to Highway 16 to the south; Rodeo Road to the west; Glenwood Drive to the north; and undeveloped 75th Street road allowance to the east.



The NCP will provide a comprehensive understanding of the implications of future multi-parcel subdivision and development in the Plan Area and impacts on surrounding lands and municipal infrastructure. To date, a consultant has prepared a tentative plan for the lands that has general agreement amongst the current landowners. However, holistic policy development is still required. The proposed layout includes a mix of commercial, light industrial, and medium industrial parcels. Overland drainage is currently proposed to be directed towards the public utility lot (PUL) identified in the layout and directed into an existing drainage under the highway.



3.0 Invitation to Bid

You, or your firm, is hereby invited to submit a Proposal for the development and provision of a Neighbourhood Concept Plan, to be known as the Edson West Neighbourhood Concept Plan, as set out in this RFP.

RFP Issued: February 26, 2020

Questions Due: March 13, 2020 by 4:00pm

Responses Issued: March 17, 2020 by 4:00pm

Closing Time: March 25, 2020 by 2:00pm

Notification Time: March 26, 2020 by 4:00pm

Target Commencement Date: April 1, 2020

Target Completion Date: November 3, 2020

4.0 Town Background

Located in the heart of oil country, near vast tourism and recreation opportunities, and along one of Alberta's busiest transportation corridors, Edson is a great spot for business to thrive. The halfway point between Jasper and Edmonton, Edson has the main CN line passing through town, has a well-maintained airport with major development potential, and has large tracts of developable land.

With a population of 8 414, Edson is one of the largest towns in the Province. Residents enjoy a high quality of life with state-of-the-art medical facilities, 'A' grade schools, beautiful parks and trails, and ample services.

Additional information about the Town, and its organization, can be found on www.edson.ca.

5.0 Project Scope

Development of the NCP should facilitate future growth and development within the Plan Area. The NCP will provide valuable input to Town Administration, landowners, developers, and the public on how the area will be developed over the next several decades.

- 5.1 The planning horizon for the NCP is long-ranging, approximately 25+ years.
- 5.2 The Proponent is expected to become familiar with the Town's existing Intermunicipal Development Plan, Municipal Development Plan, Edson West Area Structure Plan, Trails Master Plan, as well as engineering design and construction specifications. The NCP should align with currently approved Town plans, policies, and documents. Where alignment cannot be achieved an implementation plan will be developed to address necessary amendments.
- 5.3 The Proponent is expected to become familiar with the existing layout and design proposed for the Plan Area and incorporate the design into the final NCP.
- 5.4 A stakeholder participation strategy is required. The strategy should outline dates, participants and methods.

- 5.5 Data collection: Background information that must be considered in the NCP include information from the following documents and plans (inclusive of applicable amendments):
- a. Recent Canada Census information
 - b. Intermunicipal Development Plan
 - c. Municipal Development Plan
 - d. Edson West Area Structure Plan
 - e. Trails Master Plan
 - f. Offsite Levy Bylaw
 - g. Master Servicing Plan
 - h. Construction design and construction specifications
 - i. As-built utility information
 - j. Alberta Transportation alternative route plan for Highway 16
- 5.6 Data analysis: A SWOT analysis must be performed to identify strengths, weaknesses, opportunities, and threats for the future based on current information and trends as they relate to the Plan Area.
- 5.7 The NCP should address public facilities, natural resources, economic potential, transportation, recreation, place-making, and open space, and regional growth management.
- 5.8 The NCP must include:
- a. An executive summary no longer than one letter sized page in length;
 - b. The statutory planning framework;
 - c. An assessment of any applicable federal or provincial interest and land use policies;
 - d. Statements of conformity with other municipal plans, policies, and bylaws;
 - e. A summary of existing land use patterns and relevant constraints, including a map indicating the natural and man-made constraints to development;
 - f. A proposed transportation system including identification of arterial roads, collector roads, local roads, pedestrian facilities, cycling facilities, and analysis of connectivity;
 - g. A general infrastructure plan outlining anticipated location and needs for utility servicing systems, water, wastewater, drainage and retention ponds and Town wide impacts and proposed areas for wetland compensation;
 - h. The sequence of development proposed for the area (Concept phasing);
 - i. Proposed Environmental Reserve (ER) and Municipal Reserve (MR) dedications and, if applicable, environmental reserve easements and conservation easements;
 - j. The range of proposed population densities;

- k. Crime Prevention Through Environmental Design (CPTED) principles for parks, trails, commercial, industrial, and public spaces to be considered;
 - l. A trends analysis to assess what the most likely needs are for the community's future and vision;
 - m. Proposed general land uses (e.g. commercial, light industrial, etc.);
 - n. Policies necessary to support implementation of the Plan;
 - o. Any additional information required to clarify the proposed plan.
- 5.9 The NCP should be concise. Language should follow best practices for the use of plain language and be clear, precise, and avoid jargon.
- 5.10 Graphics must be high resolution, clear, and accurate.
- 5.11 Final deliverables include:
- a. an editable Word document;
 - b. a PDF that can be printed to letter sized (8.5" x11") paper;
 - c. images, graphics, figures, or other graphic elements must be provided in a reproducible format (i.e. native AutoCAD file format where applicable).

6.0 Project Schedule

The Town of Edson currently has a Community and Regional Economic Support (CARES) Grant for this project which requires completion by December 31, 2020. Therefore, it would be expected that the NCP be provided in its finalized form for presentation to Council for adoption by resolution ~~first reading~~ no later than the Target Completion Date specified in section 3.0 of this RFP.

7.0 Project Budget

The Town has a budget of \$58,000 to complete the NCP.

8.0 Proposal Information Requirements

- 8.1 A Proponent's Proposal must be based off of and include sufficient information to evaluate each criteria, as per section 12.0 Proposal Evaluation Criteria, with consideration of the Project Scope outlined in section 5.0.
- 8.2 Proposals may include planning issues or information over and above those identified in section 5.0 Project Scope and section 12.0 Proposal Evaluation Criteria.
- 8.3 Proposals must include an estimation of costs including the price for each phase of work and the total cost. The detail of pricing should relate directly to the proposed methodology.
- 8.4 Pricing must be in Canadian dollars and will be subject to the Goods and Services Tax. All Goods and Services Tax must be identified as a separate line item.
- 8.5 The Proponent must provide three hard copies and a digital copy (PDF) of its Proposal.

9.0 Proposal Submission Requirements

- 9.1 Proposals, and any alterations or amendments thereto, must be received at the Town of Edson Civic Centre (605 50 Street, Edson) by the Closing Time.
- 9.2 Proposals must be submitted in electronic format. Submissions should be made to karif@edson.ca.

~~Proposals must be sealed and enclosed in an envelope or container marked with:~~

~~Edson West Neighbourhood Concept Plan
Attn: Kari Florizone, Senior Planning Manager
Town of Edson
605 50 Street
P.O. Box 6300
Edson AB T7E 1T7~~

- 9.3 The submission of a Proposal by a Proponent will be construed by the Town to mean that the Proponent agrees to abide by and carry out all conditions set forth in the Proposal.
- 9.4 No Proposal will be altered or amended after the Closing Time without the agreement of the Town.
- 9.5 All Proposals must include a primary contact person and clearly provide their name, role/position, telephone number, and email address.

10.0 RFP Addenda

- 10.1 Questions should be forwarded to Kari Florizone, Senior Planning Manager, at karif@edson.ca. Phone calls will not be accepted.
- 10.2 Verbal instructions given in person are null and void and shall not be accepted by the Proponent.
- 10.3 All written inquiries and the replies will be copied to all Proponents.
- 10.4 Should the Proponent find, during examination of the Proposal documents, any discrepancies, omissions, ambiguities, or conflicts on or between the Proposal documents or be in doubt as to their meaning, the Proponent should bring the question to Kari Florizone, by the “Questions Due” date and time under section 3.0 of this RFP.
- 10.5 The questions will be reviewed, and where information sought is not clearly indicated, the Town will issue an addendum, which will become part of the RFP.
- 10.6 Should the Proponent fail to bring the discrepancy, omission, or ambiguity of conflict to the attention of the Town within the aforesaid time, the Proponent will accept the decision of the Town as to the resolution of such discrepancy, omission, ambiguity or conflict and it will be deemed that the Proponent has included the most costly alternative in its Proposal.
- 10.7 The Town reserves the right to amend or revise the RFP by addenda by the “Responses Issued” date and time under section 3.0 of this RFP.

10.8 It is the Proponents responsibility to ascertain and verify, prior to the Closing Time that it has received any and all addenda issued in relation to the RFP.

11.0 Proposal Withdrawal

11.1 Any Proposal may be withdrawn by a Proponent at any time up to one hour prior to the RFP Closing Time by submitting a request in writing signed by the Proponent at the office at which the Proposal was originally submitted.

11.2 Negligence or error(s) on the part of the Proponent confers no right for the withdrawal of a Proposal after it has been opened.

12.0 Proposal Evaluation Criteria

The following criteria will be used to evaluate Proposals:

12.1 **Introduction** to Proposal, demonstrated understanding of project, requirements, and local context;

12.2 **Project methodology**, including the planning principles and approaches that the Proponent will utilize in carrying out the project;

12.3 **Time frame** for completion of the overall project, expressed in weeks from first start-up/organizational meeting;

12.4 **Experience** of the Proponent and demonstrated ability to carry out the project and satisfy requirements, including examples of similar projects;

12.5 **Professional staff** to be assigned to the project, and a detailed breakdown of time each person will devote to project;

12.6 **References:** Submission of two to three references, complete with contact name and complete phone number;

12.7 **Cost of services** and products to be provided; and

12.8 **Overall quality of Proposal.**

13.0 Proposal Opening

13.1 Sealed Proposals will be opened at a private opening attended by members of Town Administration only.

13.2 No Proposal award decision will be made until the Town has had an opportunity to examine and evaluate all Proposals.

14.0 Proposal Selection & Notification

14.1 A Proposal award decision may be made after the Town has had an opportunity to examine and evaluate all Proposals in detail.

14.2 The Town reserves the right to conduct discussions with any Proponent that submitted a Proposal to assure full understanding of the Proposal submitted.

14.3 The Town is not obligated to accept the lowest Proposal.

- 14.4 The Town may reject all Proposals and discontinue the project at its own discretion or issue a new RFP for the project.
- 14.5 The decision of the Town is final.
- 14.6 This RFP does not commit the Town to award a contract or to pay any cost incurred in the preparation of a Proposal.
- 14.7 Any successful Proponent will be notified by email on or before the Notification Time.
- 14.8 After the Notification Time, if requested, the Town will discuss the relative positive merits and drawbacks to a Proponent's Proposal and how they factored into the decision. However, competing Proponents' Proposals will not be discussed.

15.0 No Contract Formed

- 15.1 Selection of a Proponent by the Town will not automatically result into entrance into a contract.
- 15.2 The intention of this RFP is to request expressions of interest from Proponents and undertake negotiations with one or more, or none, of the parties whose Proposals appeals to the needs of the Town.
- 15.3 A contract for the performance of the work may be negotiated in good faith with the Proponent selected under the requirements of this RFP.

16.0 Freedom of Information and Protection of Privacy

Any information collected or generated by a Proponent in the course of the submission of a Proposal is the sole property of the Town and is subject to the *Freedom of Information and Protection of Privacy Act* as well as all other legislation and regulations governing the management of information and records.