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Request for Proposals
For
Municipal Renaming Community Engagement

Request for Proposals No.: **RFP-2022-0041**

Issued: **March 21, 2022**

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PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Proponents

1.1.1 Invitation

This Request for Proposals (the “RFP”) is an invitation by the City of St. Albert (the “City”) to prospective proponents to submit proposals for Municipal Renaming Community Engagement as further described in Section A of the RFP Particulars (Appendix B) (the “Deliverables”).

1.1.2 Proponent must be Single Entity

The proponent must be a single legal entity that, if selected, intends to negotiate and enter into the contract with the City. If the proposal is being submitted jointly by two (2) or more separate entities, the proposal must identify only one of those entities as the “proponent”. The proponent will be responsible for the performance of the Deliverables.

1.1.3 Bidding System Registration

All proponents must have a vendor account with the City’s electronic bidding system at:

<https://stalbert.bidsandtenders.ca/Module/Tenders/en>

and must be registered as a plan taker for this opportunity. This will enable the proponent to download the solicitation document, to ask questions, to receive addenda email notifications, download addenda, and submit their proposal electronically through the bidding system.

1.2 RFP Contact and Proponent Questions

1.2.1 RFP Contact

To contact the City in relation to this RFP, proponents must initiate the communication electronically through the bidding system. The City will not accept any proponent’s communications by any other means, except as specifically stated in this RFP.

For the purposes of this procurement process,

Questions related to this RFP are to be submitted through the bidding system only by clicking on the “Submit a Question” button for this specific opportunity.

All other communication in relation to this RFP, up to and including the submission of the proposal, must be through the bidding system, as described above.

Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials, or other representatives of the City, other than as outlined above, concerning matters regarding this RFP. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent’s proposal.

1.2.2 Proponent's Questions

Prior to the Deadline for Questions, proponents may ask questions to seek additional information in relation to this RFP through the bidding system using the "Submit a Question" associated with this opportunity. The City will not accept any proponent's questions or requests for information by any other means, except as specifically stated in this RFP. Any questions about the Agreement, as defined below, including whether changes to any clauses will be permitted, must be asked prior to the Deadline for Questions.

1.3 Contract for Deliverables

1.3.1 Type of Contract

The selected proponent will be requested to enter into direct contract negotiations to finalize an agreement with the City for the provision of the Deliverables. The terms and conditions found in the Form of Agreement (Appendix A) are to form the basis for commencing negotiations between the City and the selected proponent.

1.3.2 Term of Contract

The term of the agreement will be in effect until the completion of the Deliverables by the end of 2022.

1.4 RFP Timetable

1.4.1 Key Dates

Issue Date of RFP	March 21, 2022
Deadline for Questions	April 6, 2022 2:00:00 PM local time
Submission Deadline	April 13, 2022 2:00:00 PM local time
Rectification Period	2 business days
Anticipated Execution of Agreement	May 9, 2022

The RFP timetable is tentative only and may be changed by the City at any time. For greater clarity, business days means all days that the City is open for business.

1.4.2 Site Visit / Pre-Bid Meeting (if applicable)

N/A

1.5 Submission Instructions

1.5.1 Submission of Proposals

Proposals must be submitted electronically through the bidding system at:

<https://stalbert.bidsandtenders.ca/Module/Tenders/en>

Submissions by other methods will not be accepted.

In the event of any technical issues, proponents should contact the bidding system's technical support at: support@bidsandtenders.ca.

1.5.2 Proposals to be Submitted on Time

Proposals must be finalized and fully uploaded in the bidding system on or before the Submission Deadline. The time of receipt of proposals shall be determined by the bidding system web clock. Late submissions will not be accepted by the bidding system and will be disqualified as late.

Proponents are cautioned that the timing of submission is based on when the proposal is received by the bidding system, not when a proposal is submitted by a proponent. As transmission can be delayed due to file transfer size, transmission speed or other technical factors, proponents should plan to submit proposals well in advance of the Submission Deadline to avoid submitting late due to technical issues. Proponents submitting near the Submission Deadline do so at their own risk.

The bidding system will send a confirmation email to the proponent advising when the proposal was submitted successfully. If you do not receive a confirmation email, contact the bidding system's technical support immediately at: support@bidsandtenders.ca.

1.5.3 Addenda and Acknowledgement of Addenda

It is the responsibility of the proponent to have received all addenda to this RFP issued by the City through the bidding system. Proponents are required to check a box for each addendum and any applicable attachments that have been issued before a proponent can submit their proposal in the bidding system.

Addenda will typically be issued through the bidding system at least forty-eight (48) hours prior to the Submission Deadline. However, in some cases it may be necessary for the City to issue an addendum within the forty-eight (48) hours prior to the Submission Deadline. In such cases the addendum will include an extension of the Submission Deadline.

The onus is on the proponents to check the bidding system for addenda up until the Submission Deadline.

1.5.4 Addenda Process in Electronic Submissions

Proponents shall acknowledge receipt of any addenda through the bidding system by checking a box for each addendum and any applicable attachment.

It is the responsibility of the proponent to have received all Addenda that are issued. Proponents should check the bidding system prior to submitting their proposal and up until Submission Deadline in the event additional addenda are issued.

If a proponent submits their proposal prior to the Submission Deadline and any addenda have been issued after the proposal has been submitted, the bidding system shall automatically WITHDRAW the proposal submission and the proposal status will change to an INCOMPLETE STATUS. The proponent can view this status change in the 'MY BIDS' Section of the bidding system. INCOMPLETE STATUS means that the proposal has not been submitted and will not be evaluated by the City.

The proponent is solely responsible to:

- Make any required adjustments to their proposal; and
- acknowledge the addenda; and
- Ensure the re-submitted proposal is RECEIVED by the bidding system no later than the stated Submission Deadline.

The proponent accepts complete liability for ensuring the completeness of their proposal until the Submission Deadline. The City will not be responsible for the withdrawal of a proposal due to the proponent's failure to acknowledge any addenda issued prior to the Submission Deadline.

1.5.5 Proposals to be Submitted in Prescribed Format

Proposal materials should be prepared and submitted in accordance with the instructions in the bidding system, including any maximum upload file size.

Documents should not be embedded within uploaded files, as the embedded files may not be accessible or evaluated.

1.5.6 Amendment of Proposals

Proponents may amend their proposals prior to the Submission Deadline. However, the proponent is solely responsible for ensuring that the amended proposal is received by the bidding system by the Submission Deadline.

1.5.7 Withdrawal of Proposals

At any time throughout the RFP process until the execution of a written agreement for provision of the Deliverables, a proponent may withdraw a submitted proposal. Prior to the Submission Deadline, proponents may withdraw a submitted proposal through the bidding system. To withdraw a proposal after the Submission Deadline, a notice of withdrawal must be sent to the City, at Purchasing@stalbert.ca, and must be signed by an authorized representative of the proponent.

[End of Part 1]

PART 2 – EVALUATION, NEGOTIATION AND AWARD

2.1 Stages of Evaluation and Negotiation

The City will conduct the evaluation of proposals and negotiations in the following stages:

2.2 Stage I – Mandatory Submission Requirements

Stage I will consist of a review to determine which proposals comply with all of the mandatory submission requirements. If a proposal fails to satisfy all of the mandatory submission requirements, the City will issue the proponent a rectification notice identifying the deficiencies and providing the proponent an opportunity to rectify the deficiencies. If the proponent fails to satisfy the mandatory submission requirements within the Rectification Period, its proposal will be rejected. The Rectification Period will begin to run from the date and time that the City issues a rectification notice to the proponent. The mandatory submission requirements are set out in Section C of the RFP Particulars (Appendix B).

2.3 Stage II – Evaluation

Stage II will consist of the following two sub-stages:

2.3.1 Mandatory Technical Requirements

The City will review the proposals to determine whether the mandatory technical requirements as set out in Section D of the RFP Particulars (Appendix B) have been met. If a proposal fails to satisfy all of the mandatory technical requirements, the City will issue the proponent a rectification notice identifying the deficiencies and providing the proponent an opportunity to rectify the deficiencies. The rectification process for these requirements may occur after any rectification process for mandatory submission requirements. Proposals that do not satisfy the mandatory technical requirements within the Rectification Period will be rejected.

2.3.2 Non-Price Rated Criteria

The City will evaluate each qualified proposal on the basis of the non-price rated criteria as set out under Evaluation Criteria in Section F of the RFP Particulars (Appendix B).

2.4 Stage III – Pricing

Stage III will consist of a scoring of the submitted pricing of each qualified proposal in accordance with the price evaluation method set out in Section G of the RFP Particulars (Appendix B). The evaluation of price will be undertaken after the evaluation of mandatory requirements and rated criteria has been completed.

In the event that a proponent's pricing appears to be abnormally low in relation to the Deliverables, the City may require the proponent to provide a detailed explanation of the pricing information to account for the low level of price and confirm that all requirements in respect of the Deliverables have been taken into account. If the proponent is unable to satisfactorily account for the abnormally low pricing, the City may reject the proposal. The City may also reject any proposal that contains unbalanced pricing. Pricing may be considered unbalanced where nominal or significantly understated prices are proposed for some elements of the Deliverables and inflated prices are proposed for other elements of the Deliverables. Unbalanced pricing includes, but is

not limited to, “front-loaded” pricing which contains inflated pricing for Deliverables to be provided or completed at the beginning of the contract, offset by understated pricing for Deliverables to be provided or completed later in the contract.

2.5 Stage IV – Ranking and Contract Negotiations

2.5.1 Ranking of Proponents

After the completion of Stage III, all scores from Stage II and Stage III will be added together and the proponents will be ranked based on their total scores. The top-ranked proponent will receive a written invitation to enter into direct contract negotiations to finalize the agreement with the City. In the event of a tie, the selected proponent will be the proponent with the highest score on the non-price rated criteria.

2.5.2 Contract Negotiation Process

Any negotiations will be subject to the process rules contained in the Terms and Conditions of the RFP Process (Part 3) and will not constitute a legally binding offer to enter into a contract on the part of the City or the proponent, and there will be no legally binding relationship created with any proponent prior to the execution of a written agreement. The terms and conditions found in the Form of Agreement (Appendix A) are to form the basis for commencing negotiations between the City and the selected proponent. Negotiations may include requests by the City for supplementary information from the proponent to verify, clarify, or supplement the information provided in its proposal or to confirm the conclusions reached in the evaluation, and may include requests by the City for improved pricing or performance terms from the proponent.

2.5.3 Time Period for Negotiations

The City intends to conclude negotiations and finalize the agreement with the top-ranked proponent during the Contract Negotiation Period, commencing from the date the City invites the top-ranked proponent to enter negotiations. A proponent invited to enter into direct contract negotiations should therefore be prepared to satisfy the pre-conditions of award listed in Section E of the RFP Particulars (Appendix B), provide requested information in a timely fashion and conduct its negotiations expeditiously.

2.5.4 Failure to Enter into Agreement

If the pre-conditions of award listed in Section E of the RFP Particulars (Appendix B) are not satisfied or if the parties cannot conclude negotiations and finalize the agreement for the Deliverables within the Contract Negotiation Period, the City may discontinue negotiations with the top-ranked proponent and may invite the next-best-ranked proponent to enter into negotiations. This process will continue until an agreement is finalized, until there are no more proponents remaining that are eligible for negotiations, or until the City elects to cancel the RFP process.

2.5.5 Notification of Negotiation Status

Other proponents that may become eligible for contract negotiations may be notified at the commencement of the negotiation process with the top-ranked proponent.

[End of Part 2]

PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS

3.1 General Information and Instructions

3.1.1 Proponents to Follow Instructions

Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section numbers of this RFP.

A proponent who submits conditions, options, variations, or contingent statements either as part of its proposal or after receiving notice of selection, may be disqualified.

3.1.2 Proposals in English

All proposals are to be in English only.

3.1.3 No Incorporation by Reference

The entire content of the proponent's proposal should be submitted in a fixed format, and the content of websites or other external documents referred to in the proponent's proposal but not attached will not be considered to form part of its proposal.

3.1.4 Past Performance

In the evaluation process, the City may consider the proponent's past performance or conduct on previous contracts with the City or other institutions.

3.1.5 Information in RFP Only an Estimate

The City and its advisers make no representation, warranty, or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only, and are for the sole purpose of indicating to proponents the general scale and scope of the Deliverables. It is the proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

3.1.6 Proponents to Bear Their Own Costs

The proponent will bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

3.1.7 Proposal to be Retained by the City

The City will not return the proposal or any accompanying documentation submitted by a proponent.

3.1.8 No Guarantee of Volume of Work or Exclusivity of Contract

The City 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 City may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

3.2 Communication after Issuance of RFP

3.2.1 Proponents to Review RFP

Proponents should promptly examine all of the documents comprising this RFP and may direct questions or seek additional information in writing through the bidding system on or before the Deadline for Questions. No such communications are to be sent or initiated through any other means. The City is under no obligation to provide additional information, and the City is not responsible for any information provided by or obtained from any source other than the bidding system. It is the responsibility of the proponent to seek clarification on any matter it considers to be unclear. The City is not responsible for any misunderstanding on the part of the proponent concerning this RFP or its process.

3.2.2 All New Information to Proponents by Way of Addenda

This RFP may be amended only by addendum in accordance with this section. If the City, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all proponents by addendum. Each addendum forms an integral part of this RFP and may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the City.

3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If the City determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the City may extend the Submission Deadline for a reasonable period of time.

3.2.4 Verify, Clarify, and Supplement

When evaluating proposals, the City may request further information from the proponent or third parties in order to verify, clarify or supplement the information provided in the proponent's proposal. The City may revisit, re-evaluate, and rescore the proponent's response or ranking on the basis of any such information.

3.3 Notification and Debriefing

3.3.1 Notification to Other Proponents

Once an agreement is executed by the City and a proponent, the other proponents may be notified directly in writing and will be notified by public posting of the outcome of the procurement process.

3.3.2 Debriefing

Proponents may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the City, at Purchasing@stalbert.ca and must be made within thirty (30) days of such notification. The City will contact the proponent's representative to schedule the debriefing. Debriefings may occur in person at the City's location or by way of conference call or other remote meeting format as prescribed by the City.

3.3.3 Procurement Protest Procedure

Any proponent with concerns about the RFP process is required to attend a debriefing prior to proceeding with a protest.

If, after attending a debriefing, the proponent wishes to challenge the RFP process, it should provide written notice to the City, at Purchasing@stalbert.ca in accordance with applicable procurement protest procedures. The written notice must contain:

- (a) a clear statement as to which procurement the proponent wishes to challenge;
- (b) a clear explanation of the proponent's concerns with the procurement, including specifics as to why it disagrees with the procurement process or its outcome; and
- (c) the proponent's contact details, including name, telephone number and email address.

The City will send an initial response to acknowledge receipt of the proponent's notice and indicate the date by which the City will provide the proponent with a formal response.

3.4 Conflict of Interest and Prohibited Conduct

3.4.1 Conflict of Interest

For the purposes of this RFP, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to:
 - (i) having or having access to confidential information of the City in the preparation of its proposal that is not available to other proponents;
 - (ii) having been involved in the development of the RFP, including having provided advice or assistance in the development of the RFP;
 - (iii) receiving advice or assistance in the preparation of its response from any individual or entity that was involved in the development of the RFP;
 - (iv) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process); or
 - (v) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFP process or render that process non-competitive or unfair;
- (b) in relation to the performance of its contractual obligations under a contract for the Deliverables, the proponent's other commitments, relationships, or financial interests:
 - (i) could, or could be seen to, exercise an improper influence over the objective, unbiased, and impartial exercise of its independent judgement; or

- (ii) could, or could be seen to, compromise, impair, or be incompatible with the effective performance of its contractual obligations.

3.4.2 Disqualification for Conflict of Interest

The City may disqualify a proponent for any conduct, situation, or circumstances, determined by the City, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

An existing supplier of the City may be precluded from participating in the RFP process in instances where the City has determined that the supplier has a competitive advantage that cannot be adequately addressed to mitigate against unfair advantage. This may include, without limitation, situations in which an existing supplier is in a position to create unnecessary barriers to competition through the manner in which it performs its existing contracts, or situations where the incumbent fails to provide the information within its control or otherwise engages in conduct obstructive to a fair competitive process.

3.4.3 Disqualification for Prohibited Conduct

The City may disqualify a proponent, rescind an invitation to negotiate, or terminate a contract subsequently entered into if the City determines that the proponent has engaged in any conduct prohibited by this RFP.

3.4.4 Prohibited Proponent Communications

Proponents must not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix C).

3.4.5 Proponent Not to Communicate with Media

Proponents must not at any time directly or indirectly communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without first obtaining the written permission by submitting a question per 1.2 RFP Contact and Proponent Questions.

3.4.6 No Lobbying

Proponents must not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful proponent(s).

3.4.7 Illegal or Unethical Conduct

Proponents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion, or collusion. Proponents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials, or other representatives of the City; deceitfulness; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

3.4.8 Supplier Suspension

The City may suspend a supplier from participating in its procurement processes for prescribed time periods based on past performance or based on inappropriate conduct, including but not limited to the following:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the supplier to honour its submitted pricing or other commitments;
- (c) engaging in litigious conduct, bringing frivolous or vexatious claims in connection with the Client's procurement processes or contracts, or engaging in conduct obstructive to a fair competitive process; or
- (d) any conduct, situation, or circumstance determined by the City, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

In advance of a decision to suspend a supplier, the City will notify the supplier of the grounds for the suspension and the supplier will have an opportunity to respond within a timeframe stated in the notice. Any response received from the supplier within that timeframe will be considered by the City in making its final decision.

3.5 Confidential Information

3.5.1 Confidential Information of the City and FOIP

All information provided by or obtained from the City in any form in connection with this RFP either before or after the issuance of this RFP

- (a) is the sole property of the City and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the Deliverables;
- (c) must not be disclosed without prior written authorization from the City; and
- (d) must be returned by the proponent to the City immediately upon the request of the City.

All proposals submitted to the City become the property of the City in their entirety. Submissions and the information contained within will be held in confidence as much as is reasonably possible and subject to the disclosure provisions contained in the *Freedom of Information and Protection of Privacy Act* ("FOIP Act). The successful proponent acknowledges that the FOIP Act applies to all information or records, as defined in the FOIP Act, which are collected or created for the purposes of the Agreement and within the successful proponent's custody or control.

3.5.2 Confidential Information of Proponent

A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the City. The confidentiality of such information will be maintained by the City, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by the City to advise or assist with the RFP process,

including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted per 1.2 RFP Contact and Proponent Questions.

3.6 Procurement Process Non-Binding

3.6.1 No Contract A and No Claims

This procurement process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- (a) this RFP will not give rise to any Contract A–based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- (b) neither the proponent nor the City will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a proposal submitted in response to this RFP.

3.6.2 No Contract until Execution of Written Agreement

This RFP process is intended to identify prospective suppliers for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service will be created between the proponent and the City by this RFP process until the successful negotiation and execution of a written agreement for the acquisition of such goods and/or services.

3.6.3 Non-Binding Price Estimates

While the pricing information provided in proposals will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the proposals and the ranking of the proponents. Any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of the City to enter into an agreement for the Deliverables.

3.6.4 Cancellation

The City may cancel or amend the RFP process without liability at any time.

3.7 Governing Law and Interpretation

These Terms and Conditions of the RFP Process (Part 3):

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and will not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and

- (c) are to be governed by and construed in accordance with the laws of the province of Alberta and the federal laws of Canada applicable therein.

[End of Part 3]

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APPENDIX A – FORM OF AGREEMENT

Attached in the document section of this opportunity located in the bidding system

[End of Appendix A]

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APPENDIX B – RFP PARTICULARS

A. THE DELIVERABLES

In the last few years, and considering the political climate, people have begun to look more critically at naming practices and the people that they honour. Throughout Canada, cities are grappling with how to rename streets, neighbourhoods, parks and other infrastructure which is named after someone whose reputation may not stand up to the scrutiny of an inclusive society.

There has been a growing public condemnation over Bishop Vital Grandin's role in the creation of residential schools and a push for the removal of his name from existing institutions and infrastructure in Edmonton, Winnipeg, Calgary, and other places throughout Canada that still carry his name.

The City of St. Albert has received requests to rename the neighbourhood of Grandin in the wake of renewed outrage over the lasting harm caused by Canada's residential schools and the discovery of the remains of 215 children on the ground of the former Kamloops Indian Residential School in Tk'emlúps te Secwépemc First Nation in British Columbia in June 2021.

St. Albert has a neighbourhood with his namesake and therefore many residents, businesses, a school (already renamed), and city infrastructure would be affected by the removal of Grandin's name. There are an estimated 600 businesses, streets, civic sites, and municipal properties that have some level of association with Grandin or the residential school system in St. Albert.

There is also possibility of other named infrastructure within the City of St Alberta that would be deemed problematic.

The City of St. Albert is seeking a consulting firm to assist in the development and execution of a comprehensive community engagement strategy to explore possible re-naming needs within the municipality and help to inform changes to the City's existing naming policy.

There are four phases of the project:

1. Research and Awareness

- Research – history of names, neighborhoods, parks and other amenities that are named after someone whose reputation may not stand up to the scrutiny of an inclusive society.
- Public Awareness Campaign- That all residents of St. Albert become fully aware of the relevant St Albert history and its impact to some or all residents.
- Environmental Scan- other municipal experiences with renaming (Toronto, Edmonton, Lethbridge, etc.) to help inform engagement design.

2. Public Engagement

- All levels and tactics of community engagement, including de-escalation strategies, designed to collect input from the broadest range of perspectives and interests in the community.
 - Formal and informal.
 - Traditional and non-traditional.
- Comprehensive report of public engagement findings, including:

- Who participated (e.g., sign-in sheets, demographics of surveys and open houses, etc.)
- Summaries of comments and concerns:
 - The overall synthesis of the public’s concerns, preferences, values, concerns or objectives.
 - including comments offered by individual participants (e.g., meeting notes, comments cards, e-mail correspondence, etc.).
 - Results of formal or informal surveys or polls.

3. Policy recommendations for future naming

- Develop a report on recommended policy changes and approaches to be used for naming and renaming for future renaming concerns based on what we heard during public engagement:
 - Including how to move forward with the existing naming list based.
 - Suggested approaches to future naming.
- Recommendations for areas requiring renaming:
 - Compile a list of potentially problematic names to be brought to Council for consideration.

4. Present Findings to Council.

- Present summary of findings to Council

In concluding the above work, a written report will be provided to The City including all of the above requirements including all research, engagement outcomes and summaries of findings from all phases. The proponent will also be required to present their findings to Council.

B. MATERIAL DISCLOSURES

N/A

C. MANDATORY SUBMISSION REQUIREMENTS

1. Submission Form (Appendix C)

Proponents should refer to the instructions attached to the solicitation for the Appendix C – Submission Form requirements and provide all required information in accordance with the instructions provided in the bidding system.

2. Pricing

Each proposal must include pricing information that complies with the instructions set out below in Section G of this Appendix B.

3. Other Mandatory Submission Requirements

Proponents shall provide response to each for the following sections in the bidding system. Refer to Section F Evaluation Criteria for additional information

i. Experience and Qualifications

- (a) Proponent Details.
- (b) Knowledge, Skills and Experience.
- (c) Roles and Responsibilities.

ii. Methodology and Workplan

- (a) Environmental Scan.
- (b) Research.
- (c) Public Awareness Campaign.
- (d) Public Engagement Strategy.
- (e) De-escalation Strategies.
- (f) Deliverable Report.

iii. Project Timeline

- (a) Project Timeline.

D. MANDATORY TECHNICAL REQUIREMENTS

N/A

E. PRE-CONDITIONS OF AWARD

N/A

F. EVALUATION CRITERIA

The following sets out the categories, weightings, and descriptions of the rated criteria of the RFP. Proponents who do not meet a minimum threshold score for a category will not proceed to the next stage of the evaluation process.

Non-Price Rated Criteria Category	Weighting (Points)	Minimum Threshold
i. Experience and Qualifications	20	N/A
ii. Methodology and Workplan	35	N/A
iii. Project Timeline	15	N/A
Pricing (see Section G below)	30	N/A
Total Points	100	N/A

Response to a Proponents submission to each of the Non-Price Rated Criteria will be evaluated by a committee on a scale of 0 -5 as outlined in the following table.

Score	Achievement	Criteria
0	No response	Did not respond
1	Poor response	Response is lacking in critical areas and may have a poor chance of success
2	Meets minimum acceptable	Meets some but not all the critical areas and may have a poor chance of success
3	Average	Meets the requirements but does not show more than needed to comply with requirements and may succeed with help
4	Above Average	Above the standard, showed a history of completing projects well above the baseline, has a good chance of being successful
5	Excellent	Exceeds requirements and will add value to the project and is likely to be successful

Suggested Proposal Content for Non-Price Criteria

i. Experience and Qualifications

Each proponent should provide the following in its proposal:

- (a) a brief description of the proponent;
- (b) a description of its knowledge, skills and experience relevant to the Deliverables; and
- (c) the roles and responsibilities of the proponent and any of its agents, employees and sub-contractors who will be involved in providing the Deliverables, together with the identity of those who will be performing those roles and their relevant respective expertise.

ii. Methodology and Workplan

- (a) a brief description of how the proponent would conduct an environmental scan of other municipal experiences with renaming, to help influence project design.
- (b) a brief description of pre-engagement research, including but not limited to, the history of St. Albert names, neighborhoods, parks and other amenities that are named after someone whose reputation may not stand up to the scrutiny of an inclusive society.
- (c) an outline of a proposed public awareness campaign so that residents can become fully aware of the relevant St Albert history and its impact to some or all residents.

- (d) a public engagement strategy that is designed to collect input from the broadest range of perspectives and interests in the community, including traditional and non-traditional approaches.
- (e) De-escalation strategies that may be implemented.
- (f) A brief description of how the findings will be reported.

iii. Project Timeline

- (a) describe how the proponent will achieve the deliverables in a six-month timeframe, including key milestones and built in contingencies.

G. PRICE EVALUATION METHOD

Pricing is worth 30 points of the total score.

Pricing will be scored based on a relative pricing formula using the rates set out in the pricing form. Each proponent will receive a percentage of the total possible points allocated to price, which will be calculated in accordance with the following formula:

$$\text{lowest price} \div \text{proponent's price} \times \text{weighting} = \text{proponent's pricing points}$$

Instructions on How to Provide Pricing

- (a) Proponents should submit their pricing information electronically within the bidding system.
- (b) Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for GST, which should be itemized separately.
- (c) Unless otherwise indicated in the requested pricing information, rates quoted by the proponent must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

Required Pricing Information

To be completed in the bidding system.

[End of Appendix

RFP-2022-0041 - Municipal Renaming Community Engagement

Opening Date: March 21, 2022 12:00 PM

Closing Date: April 13, 2022 2:00 PM

PREVIEW
YOU MUST BE A REGISTERED PLAN TAKER TO
DOWNLOAD AN UNMARKED VERSION OF THIS FILE

Schedule of Prices

The Bidder hereby Bids and offers to enter into the Contract referred to and to supply and do all or any part of the Work which is set out or called for in this Bid, at the unit prices, and/or lump sums, hereinafter stated. GST is additional.

* Denotes a "MANDATORY" field

Do not enter \$0.00 dollars unless you are providing the line item at zero dollars to the Owner (unless otherwise specified).

If the line item and/or table is "NON-MANDATORY" and you are not bidding on it, leave the table and/or line item blank. Do not enter a \$0.00 dollar value.

Price Schedule

1. This Price is inclusive all related fees for the project and shall be used by the City for evaluation of proposals and for future progress payment purposes.
2. Price must be provided in Canadian funds, inclusive of all applicable duties and taxes, except GST.
3. The Price in this table must match the total of the Pricing breakdown fees that is uploaded.

Item #	Description	Price *
1	Total Proposed Price	

Bid Questions

GST Registration Number

Proponent's Information

Line Item	Name of Representative *	Email Address of Representative *	Phone Number of Representative
1			

Completion Schedule

The Proponent offers the following completion schedule. A more detailed schedule will be required of the successful Proponent following Contract Award.

Project Component	Period to Completion in Calendar Days or by Date

Project Phase/Team Member Hourly Rate Table

Provide hours and rates for project teams members that the Proponent proposes to use in the performance of the Work.

Project Phase *	Team Member *	Estimated Hours *	Hourly Rate *
Select A Value ▾			
Select A Value ▾			
Select A Value ▾			

References

Provide the following contact information for a minimum of three (3) current references, preferably public sector, where your company has provided services of similar scope and size.

The City reserves the right to contact any organizations or individuals to verify vendor's performance, past or present. Include in your response the name of the firm, project contact name, phone number, e-mail, description of goods or services provided, and date and length of contract that goods or services were provided.

References

The Proponent offers the following list of client references (minimum 3) for projects completed in similar size and nature.

Line Item	Description	Reference #1 *	Reference #2 *	Reference #3 *	Reference #4	Reference #5
1	Project Delivery Date					
2	Project Title					
3	Project Description					
4	Project Location					
5	Project Owner					
6	Contact Name					
7	Contact Phone Number					
8	Contact Email					

Documents

It is your responsibility to make sure the uploaded file(s) is/are not defective or corrupted and are able to be opened and viewed by the Owner.

If the attached file(s) cannot be opened or viewed, your submission may be rejected.

Ensure your proposal documents address Appendix B - Mandatory Submission and Technical Requirements, and Evaluation Criteria - Suggested Proposal Content for Non Price Criteria in this RFP.

- Firm Experience * (mandatory)
- Team Qualifications, Experience and Roles * (mandatory)
- Methodology & Workplan * (mandatory)
- Proposed Project TimeLine * (mandatory)
- Current Letter of Account from the Workers' Compensation Board – Alberta * (mandatory)
- Certificate of Insurance * (mandatory)
- Additional Document (optional)

Addenda, Terms and Conditions

1. Acknowledgment of Non-Binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between the City and the proponent unless and until the City and the proponent execute a written agreement for the Deliverables.

2. Ability to Provide Deliverables

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required. The proponent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFP for the rates set out in its proposal.

3. Non-Binding Pricing

The proponent has submitted its pricing in accordance with the instructions in the RFP. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its proposal or its eligibility for future work.

4. Communication with Competitors

For the purposes of this RFP, the word "competitor" includes any individual or organization, other than the proponent, whether or not related to or affiliated with the proponent, who could potentially submit a response to this RFP.

Unless specifically disclosed in the Disclosure of Communications with Competitors Form, the proponent declares that:

- a. it has prepared its proposal independently from, and without consultation, communication, agreement or arrangement with any competitor, including, but not limited to, consultation, communication, agreement or arrangement regarding:
 - i. prices;
 - ii. methods, factors or formulas used to calculate prices;
 - iii. the quality, quantity, specifications or delivery particulars of the Deliverables;
 - iv. the intention or decision to submit, or not to submit, a proposal; or
 - v. the submission of a proposal which does not meet the mandatory technical requirements or specifications of the RFP; and
- b. it has not disclosed details of its proposal to any competitor and it will not disclose details of its proposal to any competitor prior to the notification of the outcome of the procurement process.

Disclosure of Communications with Competitors Form (Optional)

If the proponent has communicated or intends to communicate with one or more competitors about this RFP or its proposal, the proponent discloses by completing the Disclosure of Communications with Competitors Form in the bidding system the names of those competitors and the nature of, and reasons for, such communications.

5. No Prohibited Conduct

The proponent declares that it has not engaged in any conduct prohibited by this RFP.

6. Conflict of Interest

The proponent must declare all potential Conflicts of Interest, as defined in section 3.4.1 of the RFP. This includes disclosing the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the proposal; **AND** (b) were employees of the City within twelve (12) months prior to the Submission Deadline.

If the box in the bidding system is left blank, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, the proponent shall check the box in the bidding system and must set out the details of the actual or potential Conflict of Interest in the bidding system where indicated.

- The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

7. Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the City to the advisers retained by the City to advise or assist with the RFP process, including with respect to the evaluation of this proposal.

I/WE agree to be bound by the terms and conditions and have authority to submit this offer on behalf of the organization.

The bidder/proponent must declare all potential Conflicts of Interest. This includes disclosing the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the offer; AND (b) were employees of the City within twelve (12) months prior to the Submission Deadline.

If No is selected, the bidder/proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its offer; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the opportunity.

Yes No

The bidder/proponent is deemed to have read and accepted all addenda issued by the City prior to the Deadline for Issuing Addenda. The onus is on the bidder/proponent to make any necessary amendments to their offer based on the addenda.

The Bidder/Proponent acknowledges and agrees that the addendum/addenda below form part of the Submission Document.

Please check the box in the column "**I have reviewed this addendum**" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
There have not been any addenda issued for this bid.		