



MD of Opportunity No. 17
Lands & Planning Department
2077 Mistassiniy Road North
Wabasca, Alberta T0G 2K0

**MD of Opportunity No. 17
REQUEST FOR PROPOSAL
Serviced Industrial Subdivision
Wabasca**

RFP# 02-2012

June 2012

TABLE OF CONTENTS

1.	Invitation to Submit Proposal – Serviced Industrial Subdivision	1
2.	Instruction to Consultants	1
2.1	Inquiries	1
2.2	Proposal Return	1
2.3	Description of Assignment	1
2.4	Proposal Format	2
3.	Mandatory requirements	2
3.1	Safety Prequalification	2
4.	Preferred Requirements	2
4.1	Facility and Office Location	2
4.2	Local Knowledge.....	2
4.3	Relevant Experience	3
4.4	Staffing	3
5.	Scope of Work.....	3
6.	Proposal Evaluation Criteria.....	3
7.	Concept Plan / Construction Estimates.....	4

1. Invitation to Submit Proposal - Standing Offer Agreement

The M D of Opportunity is seeking a brief proposal for the development of a serviced industrial subdivision located in Wabasca, Alberta.

Closing Date for Submission: Tuesday, July 31, 2012

Closing Time: 2:01PM (local time)

The anticipated award of this assignment will be August 22, 2012.

This Request for Proposal does not commit the MD to award a contract or pay any costs incurred in the preparation of a proposal, or attendance at a meeting with MD staff.

2. Instruction to Consultants

2.1 Inquiries

Refer all technical & proposal inquiries to Mr. Chad Tullis, Municipal Planner by facsimile at (780) 891-4283, by email at: chad@mdopportunity.ab.ca or by phone @ 780 891-3778.

2.2 Proposal Return

Request for Proposal submissions shall be sealed and enclosed in envelopes or containers marked with Request for Proposal name & number and addressed to:

MD of Opportunity
Box 60
2077 Mistassiniy Road North
Wabasca, Alberta T0G 2K0

Attention: Chad Tullis

Proposals must be received at the front desk at or prior to the predetermined time and date set forth or they will not be accepted for this particular Request for Proposal. Proposals received late will not be considered.

Faxed proposals **will not** be accepted nor considered. Any proposals that are received via facsimile will be returned by mail to the consultant.

The MD of Opportunity is not responsible for the timelines of documents delivered nor will the MD accept any proposal delivered to a location other than the Reception Desk at the above specified address.

2.3 Description of Assignment

The MD of Opportunity has completed the pre construction planning and engineering for the development of a serviced industrial subdivision. At this time council wishes to examine proposals for the private development of this subdivision. Private developers are encouraged to submit a proposal which would include a tentative plan of the scope of the subdivision, a timeframe for construction completion, and a scope of local improvements that the proponent would complete and any cost sharing requirements with the Municipal District of Opportunity No 17.

2.4 Proposal Format

2.4.1 Covering Letter

The developer shall submit a covering letter no more than one (1) page in length indicating their interest and signed by a corporate official who has the authority to enter into an agreement with the municipality.

2.4.2 Corporate Profile

The developer shall provide a brief corporate profile which will cover the company's history and general information about the firm.

2.4.3 Response to Requirements

Vendors are required to detail their firm's ability to satisfy, at minimum, all aspects as outlined in the Scope of Work, Mandatory Requirements and Preferred Requirements.

2.4.4 Project Team

Developers are to clearly identify each primary member of the project team and describe the involvement that they have on the team. Each member will have included a resume complete with related experience. This information may be included as an appendix.

2.4.5 Related Experience and Expertise

The consultant will provide a comprehensive list of clients for which they have performed similar work for starting with the most recent.

2.4.6 Submission

The consultant shall provide five (5) original bound copies of the Request for Proposal, and One (1) copy unbound suitable for copying.

3. Mandatory requirements

3.1 Safety Prequalification

The assignment will only be awarded to a developer who, prior to the time fixed for receiving proposals, possess a Certificate of Recognition (COR) which is relevant to their industry and which is recognized by Alberta Employment and Immigration, Workplace Health and Safety, and is acceptable to the MD of Opportunity.

4. Preferred Requirements

4.1 Facility and Office Location

Due to the location of the municipality and the administrative offices, the successful consultant must demonstrate its ability to serve the requirements of the municipality by providing timely, cost effective and efficient response to the needs of the municipality. In order to meet this requirement the successful consultant must clearly identify its present office locations and how the location of those offices will benefit the municipality.

4.2 Local Knowledge

The successful consultant should be familiar with the MD of Opportunity and its territory, Hamlets and communities, First Nations communities, and industry. The successful consultant

must clearly indicate their knowledge of the local area and how that knowledge will benefit the municipality.

4.3 Relevant Experience

The municipality covers a wide and diverse area. Much of the area is remote, forested and not easily accessible. The successful consultant should be able to clearly indicate its relevant experience operating in similar areas.

4.4 Staffing

In order to meet the needs of the municipality, the successful consultant must identify the present staffing levels within each of the identified offices (as above) that will provide services to the municipality.

5. Scope of Work

The successful developer will identify the scope of work that will be provided to the subdivision. To clarify the scope of work, developers are asked to submit their proposal listing all activities the proponent will complete and all activities that are requested to be completed by the MD.

6. Proposal Evaluation Criteria

An evaluation of the written proposal will be completed by the evaluation team and will be rated on the following criteria. Points will be subtracted for proposals not complying with either the page limit or the format requested.

Description	Weighting/Points
Scope of local improvements to be completed by developer	20
Cost sharing and time frame for construction completion	15
Project Team and Experience	20
Firm's location, local knowledge, staffing	20
Consultants comprehension and compliance with requirements	20
Quality of proposal	<u>5</u>
Total Points	100

