

Town of Coronach

Request for Proposal

Economic Transition Project

Issued: May 31, 2019

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PART 1 - INSTRUCTIONS TO PROPONENTS

1.1 REQUEST FOR PROPOSAL

The Town of Coronach is seeking interested parties to submit a proposal for the provision of consulting services as set out in this request for proposal (RFP).

RFP Issued: May 31, 2019

Information Session: none

Deadline for Inquiries: June 24, 2019, 5:00 p.m. Saskatchewan time

Proposal Due: June 28, 2019, 5:00 p.m. Saskatchewan time

Evaluation of proposals will be conducted from July 3, 2019, until July 15, 2019. If additional information or discussions are needed with any proponents during this time period, the proponent(s) will be notified.

The selection decision for the successful proponent will be made no later than July 19, 2019.

Upon notification, the contract negotiations will begin immediately and will be completed by August 1, 2019.

Notifications to proponents who were not selected will be completed by July 19, 2019.

Project Timeline:

Project initiation & planning phases must be established by August 20, 2019

Project to be completed in its entirety by December 1, 2019.

1.2 INQUIRIES

Inquiries of a technical or procedural nature should be directed to:

Verona Thibault

Project Manager

306-384-5817

verona.thibault@seda.sk.ca

The deadline for Inquiries: June 24, 2019, 5:00 p.m. Saskatchewan time

1.3 PROPOSAL SUBMISSION

Proposals shall be submitted by email to the Project Manager at the following email address: verona.thibault@seda.sk.ca.

1.4 PROPOSAL CONDITIONS

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until June 28, 2019, 5:00 P.M. Saskatchewan time. Any proposals received after this date and time will not be considered. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the Proponent submitting a proposal outsources or contracts any work to meet the requirements contained herein, the particulars must be clearly stated in the proposal. Additionally, costs included in proposals must be all-inclusive of any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organization(s) being contracted.

Contract terms and conditions will be negotiated with the proponent upon selection of the winning proposal. All contractual terms and conditions will be subject to review by the Town of Coronach and will include scope, budget, schedule, and other necessary items pertaining to the project. The Town reserves the right to reduce or expand the scope of the work during the negotiation of contract terms and conditions.

Issuance of this RFP does not obligate the Town of Coronach to award a contract to any proponent or to pay costs incurred by proponents in preparing a proposal or otherwise in relation to this RFP. Proponents are solely responsible for any costs in relation to the preparation of and submission of proposals. The proposals and accompanying documentation submitted by proponents become the property of the Town of Coronach and will not be returned

1.5 CONTRACT FOR DELIVERABLES

The selected proponent will be required to enter into a contract with the Town of Coronach for the provision of the Deliverables. The term of the Contract anticipated being a period of five months.

1.6 PROPONENT SCHEDULE

Proponents aware of potential or pending difficulties to deliver the work in accordance with the Town's target schedule shall notify the Town in their proposal submission.

1.7 LIMITATIONS OF DAMAGES

Each Proponent, by submitting a proposal, agrees that it will not claim damages in any court proceeding or other dispute resolution forum in respect of the proposal process, including but not limited to representations made or purported to have been made at any time before, during or after the proposal process, including the interview, selection and negotiation phases, in excess of amount equal to the reasonable costs incurred by the Proponent in preparing its proposal and each Proponent specifically waives all other

claims, in contract, tort or any other legal theory, including any claim for loss of profits or loss of business opportunity

PART 2 – TERMS OF REFERENCE

2.1 BACKGROUND

The Poplar River Power Plant and the Westmoreland Coal Mine have been the primary employers in Coronach (and region) for the past 40 years. The socio-economic impact of their proposed shutdown will affect over 300 workers directly as well as a yet undetermined impact on trading area businesses/communities within a 100 km radius. The quality of life and emotional state of local and regional residents are already being impacted.

The pending plant closure is anticipated in 2030, however, there is a possibility that a shutdown could occur earlier. It is therefore imperative that the community explore existing and emerging opportunities to diversify and engage community leaders from the region in leveraging said opportunities.

2.2 SCOPE OF WORK

This scope of work includes four components as described below:

a) Community Engagement

Lead engagement with key stakeholders from approximately fifteen municipalities to determine their participation on an “Economic Development Advisory Committee”, that will advise on future direction and priorities related to economic development for the region. This may lead to the development of terms of reference, structure and mission/vision.

b) Socio-Economic Impact Assessment of Industry Closure

Determine the socio-economic and municipal fiscal impacts on the market area as a result of the pending mine and power plant closure.

c) Economic Analysis and Opportunity Identification

Compile a regional asset inventory and undertake a competitive assessment of Coronach and surrounding area. Identify sector and sub-sector opportunities and outline the success factors needed for the successful and sustainable development of these opportunities. This should include identification of specific assets, infrastructure or operations that will be needed. Provide examples of target companies ideal for growth, expansion, and attraction in the identified sectors.

d) Economic Development Plan

With the participation of regional stakeholders, and based on the aforementioned analysis and opportunity identification, develop an economic development plan with clear and prioritized steps aimed at creating a resilient economy. The consultant will recommend priorities based on economic impact in the region, job creation, and long-term sustainability. The plan should identify specific implementation steps.

2.3 PROJECT TIMELINE

Project initiation and planning phases must be established by August 20, 2019

The project must be completed in its entirety by December 1, 2019

PART 3 – PROPOSAL CONTENTS**3.1 REQUIREMENTS AND FORMAT OF THE PROPOSAL**

Proponents responding to this RFP shall submit their proposals, organized and presented as outlined below. Accuracy and completeness are essential. Since the successful Proposal will be incorporated into the Contract, Proponents are cautioned not to make claims or statements to which they are not prepared to commit contractually.

3.2 LETTER OF TRANSMITTAL

The Proposal must consist of a letter of transmittal signed by an authorized individual. It shall:

- Concisely identify services offered in the proposal
- State that the proposal will remain in effect for a period of 30 calendar days after the deadline for submission of proposals.
- Include the name, title, address, telephone number and email address of one or more contact individuals.
- Include the name, title, address, telephone number and email address of one or more individuals who are authorized to sign a contract.

3.3 UNDERSTANDING OF SCOPE OF WORK

In this section, the Proponent shall provide a concise presentation of its understanding of the major issues facing the Town of Coronach and of the elements required in implementing the scope of work described above. The Proponent should notify the Town of Coronach of potential difficulties that might arise in implementing the work within the identified timeline, and of major managerial or operational decisions that will have to be made during the term of the contract.

3.4 METHODOLOGY AND WORK PLAN

In this section of the proposal, the Proponent will describe the approach and tasks to be undertaken in order to successfully complete the requested work and provide stated deliverables.

3.5 SCHEDULE FOR DELIVERABLES

In this section, a list of the deliverables shall be provided along with milestone dates of delivery. The deliverables shall include *start date, meetings, interim and final plans* for the various components identified in the Scope of Work.

3.6 PROPOSED TEAM AND CORPORATE PROFILE

In this section, staff members that will be assigned to the Project should be identified, as well as their title, experience, category and roles in carrying out the proposed Work Plan. The Corporate Profile and resources available to the Team should also be included. This section should highlight why the Proponent feels that the selected team members are ideally suited for this Project. Team member biographies detailing relevant experience and qualifications must be provided, as well as biographies of any alternative members.

3.7 LIST OF RELATED ASSIGNMENTS AND REFERENCES

In this section, a description of relevant work experience is to be provided, detailing the timeframe over which services were provided to specific clients. The Proponent should provide a minimum of 3 references and indicate the name of the company, contact person, address, telephone number and role of the contact person in relation to the services provided. Information of relevance to the Scope of Work should be presented to allow the Town to assess the Proponent's experience.

3.8 BUDGET

All proposals must include proposed costs to complete the tasks described in the project scope including a proposed schedule for payment.

Pricing should be listed for each of the following items:

- a) Engagement of Stakeholders
- b) Socio-Economic Impact Assessment of Industry Closure
- c) Economic Analysis & Opportunity Assessment
- d) Economic Development Plan
- e) Draft Document Submission
- f) Presentation & Final Report

PART 4 – PROPOSAL EVALUATIONS

Proposals will be evaluated based on the selection criteria listed in this section.

- a. Understanding and approach to the project
- b. Experience and qualifications of personnel involved in the project
- c. Project cost and work plan budget breakdown
- d. Proposed solutions and methodology to be utilized
- e. Timelines - Work Plan
- f. Progress dialogue
- g. References to be supplied
- h. Examples of similar successful projects and work in similar sized communities

In addition to the evaluation of proposals, the selection process may involve a follow-up interview with the leading proponent.

Each proponent must submit their proposal to the email below by June 28, 2019, at 5 pm Saskatchewan time.

Town of Coronach Economic Transition Project
c/o Verona Thibault Project Manager
Email: verona.thibault@seda.sk.ca
Phone: 306-384-5817