

# **Model Request for Proposals: Master Planning Services.**

## **1.0 Overview.**

Organisation's description, core functions.

## **2.0 Background.**

A more detailed description of this work – use your strategic plan as a guide. Ground your organisation within its neighbourhood(s), its history, aspirations, and tenants/members, including information on demographics. Speak to the range of services you provide. Describe the properties you own or lease, and the site(s) that will be the subject of the master plan.

## **3.0 Purpose and Objectives.**

You want to engage the services of a vendor qualified to assist in identifying an approach to renewing the sites that is imaginative and sufficiently ambitious, yet practically feasible.

List your design values and priorities such as:

- Integration with the immediate community
- Vibrancy, openness and meaningful inclusion
- Wellness, recovery and agency
- Accessibility, desirability as a local hub for social, cultural and service activities
- Optimal intensification of residential options for current and future members
- Flexibility in programming, responsiveness to evolving community needs
- Continue to reflect to local heritage
- Alleviation of the effects of poverty, homelessness and stigma
- Social and environmental justice.

Being a place that is culturally and physically attuned to the needs of some of Toronto's most vulnerable people. Where it is consistent with this mission, the organisation is open to design and best use ideas for the site assembly that could include:

- One or a small number of unifying concepts
- Additional housing density suitable for individuals with recent experience of homelessness
- Social, performing arts and cultural uses
- Improved access to health and social care

- Commercial and employment uses
- Learning activities.

#### **4.0 Scope of Work.**

Details on the properties in scope for this engagement.

#### **5.0 Required Skills and Experience:**

The successful proponent team will demonstrate skills and experience such as:

- A multi-disciplinary approach including qualifications and demonstrated expertise in:
  - Architecture and landscape design
  - Building condition/state of good repair assessment
  - Urban planning
  - Social service delivery
  - Business and economic modeling and cost-benefit analysis
- Experience in conceptual and design facilitation for similar organizations and/or similar community renewal projects
- Experience in design strategies for projects primarily intended to serve poverty alleviation, address homelessness and/or mental health and addiction related services.

#### **6.0 Deliverables:**

Initial report and briefing for steering committee:

- Leading examples of similar renewal projects (local or international)
- Potential scope, functionality and features of secondary plan/local renewal plan
- (In conjunction with Development Committee) Working draft design brief for renewal.

Second report:

- Analysis of site planning, zoning and potential engineering constraints
- Potential candidates for mixed or intensified uses and recommended focus
- Addressing potential challenges such as potentially conflicting uses, waste removal, meeting environmental and sustainability goals (proponents may identify additional challenges).

Final report:

- Concept drawings
- High level costing
- Preliminary business case and feasibility assessment
- Phasing and implementation options
- Recommended next steps.

Include the following to make it clear that the organisation may move forward with another firm if the development is approved by the Board:

NOTE: this RFP sample is intended to deliver a “best ideas” report to the project’s Development Committee and Board of Directors. It is not intended to create a public document, and no public consultations are contemplated as part of this engagement.

## **7.0 Key Dates:**

- Proposal released:
- Deadline for Proponent Questions:
- Responses to Questions:
- Proposal Submission Deadline: (include time)
- Shortlist Interviews (if needed):
- Contract Award Target:
- Anticipated Project Start Date: (not later than)
- Anticipated Project End Date:

## **8.0 Proposal Requirements**

### 8.1 Team Overview.

- This should include company history
- Directly relevant experience
- Proposed team (include resumes)
- Qualifications of persons or teams working directly with the organisation and role in project.

### 8.2 Understanding of Requirements and Expected Deliverables.

### 8.3 Proposed approach.

- Proponents must describe their proposed approach and methodology in detail, including how the Development Committee will be meaningfully engaged.
- Each deliverable should be described in detail. Examples from similar projects may be used as illustration.

### 8.4 Project Delivery Schedule.

Proponents must confirm availability of team members necessary to meet project timelines.

#### 8.5 Proposed Budget.

This should include an itemized breakdown of fees including all taxes and expenses.

#### 8.6 Description of Previous Similar Projects.

8.7 Value Added: This is intended to initiate an ambitious and creative renewal process. Proponents are invited (but not required) to include or highlight aspects of their overall proposal that may be in addition to the core requirements stated above.

8.8 References: Include three references, including email and phone details and a summary of the work completed, ideally from similar projects.

### **9.0 Evaluation Criteria for Rated Requirements:**

- Understanding of the Assignment 25%
- Team qualifications and experience 25%
- Proposed approach 25%
- Project Delivery Schedule 20%
- Presentation (if applicable) 5%
- Value added up to 10%

### **10.0 Terms and Conditions:**

- All reports must be in written form
- Questions are welcomed. It is the responsibility of the Proponent to obtain additional information or clarification of anything in this RFP.
- The organisation reserves the right to amend key dates at its discretion with appropriate notice
- Incomplete proposals, namely those that fail to provide the requested information may be eliminated from further consideration at the organisation's sole discretion
- The organisation has a fixed, limited budget for this engagement. Neither the least nor any proponent may be awarded a contract. Budget limitations may require the organisation to negotiate with lead proponents.
- Successful proponents will be expected to commence work within one week of award.
- Material submitted by any Proponent that is to be considered as confidential must be clearly marked as such.
- Nothing may be incorporated into any deliverable under this RFP that would preclude the organisation from further developing or modifying the work or that

would prevent the organisation from working with any other contractor for the further development or use of the deliverables.

- The Proponent shall not incorporate into any Deliverables anything that would restrict the right of the organisation to modify, further develop or otherwise use the Deliverables in any way that the organisation deems necessary, or that would prevent the organisation from entering into any contract with any contractor other than the Proponent for the modification, further development of or other use of the Deliverables
- Respondents may request a debriefing after receipt of a notification of award.

**11.0 Proposal Contact and Submission: Contact for questions and proposal submission.**