Request for Proposal # 2021-01

Waterfront Conceptual Plan

Issue Date: August 3, 2021
Proposal Due Date: September 3, 2021

Rural Municipality of Gimli

62 2nd Avenue
PO Box 1246
Gimli, MB R0C 1B0
Website: www.gimli.ca

GIMLI
THE HEART OF NEW ICELAND

REQUEST FOR PROPOSALS
RURAL MUNICIPALITY OF GIMLI
WATERFRONT CONCEPTUAL PLAN
RFP# 2021-01

Date of Request: August 3, 2021

Project Title: Waterfront Conceptual Plan

Submittal Due: Friday, September 3, 2021 by 5:00 PM. There will not be a public opening for this RFP.

Late Submissions: Any proposal received by the Rural Municipality of Gimli after the exact time and date specified will not be considered.

Withdrawal: Proposals may be withdrawn by written notice received at any time prior to the closing date and time. Proposals may also be withdrawn in person by an officer or by a representative of the firm, provided that the representative signs a receipt for return of the proposal.

Submittal Format: **Proposals must be submitted in two (2) hard copies and one (1) electronic copy (USB stick) in a sealed envelope clearly marked "Waterfront Conceptual Plan – Request for Proposal".**

The Rural Municipality of Gimli will not accept proposals by e-mail or facsimiles.

Submit to: Attn: Kelly Cosgrove, CAO
Rural Municipality of Gimli
62 2nd Avenue
P.O. Box 1246
Gimli, MB R0C 1B0
(204)642-6650

Purpose

The purpose of this Request for Proposal is to secure the services of a Registered Professional Planner to undertake a conceptual plan for the area along the waterfront and east of First Avenue located in the town site of Gimli as outlined in the attached map.

The project will support increased community participation; add, enhance or extend the lifespan of facilities and spaces and improve organizational capacity. The project will be awarded to a successful proponent based on the evaluation of relevant information from proponents with proven experience and knowledge in similar undertakings.

Background

Gimli is located on the west shore of the eleventh largest fresh water lake in the world, Lake Winnipeg. Gimli Harbour is the largest inland harbour in Western Canada. This is a working harbour supporting commercial fishing and recreational boating. Less than an hour's drive north of Winnipeg, Gimli is a convenient escape from city life.

With more than 6000 permanent residents, Gimli continues to grow in size and population. The population booms between May and October when summer residents return to the relaxing environment of the resort community.

While the community encourages growth and change, it also places high value on history and heritage. Gimli was established in 1875 by Icelandic settlers.

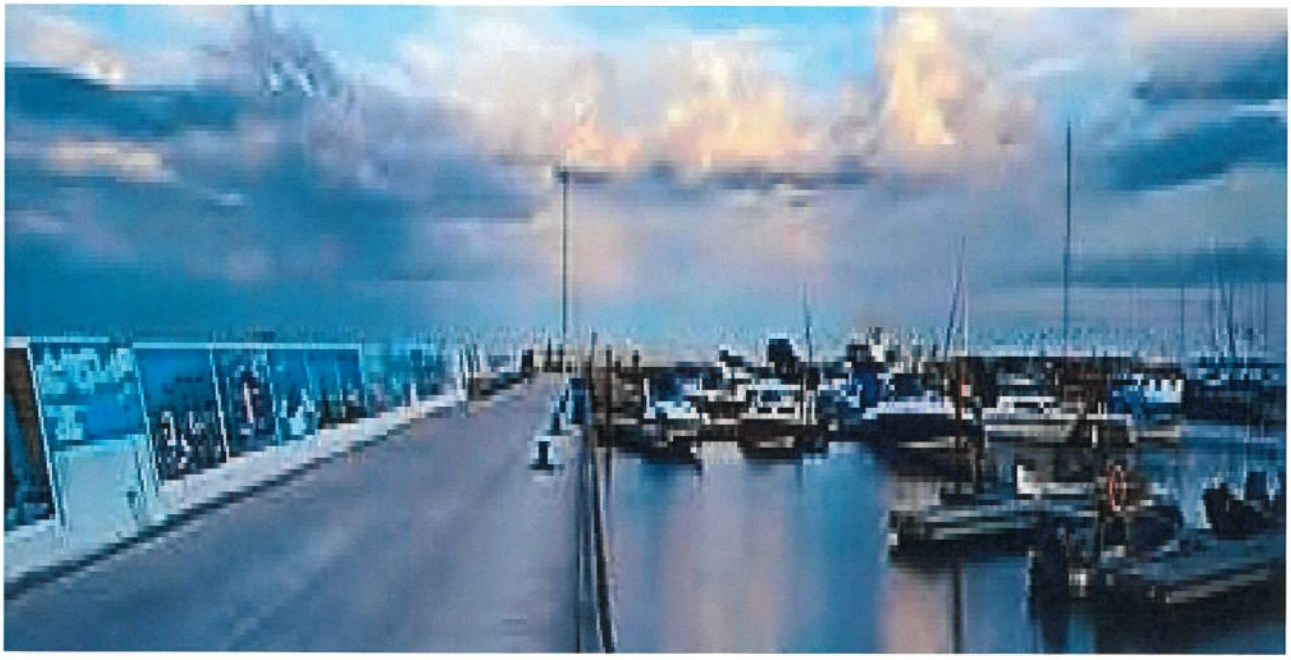
The New Iceland Heritage Museum showcases local history, and houses excellent traveling exhibits that relate to the community and Gimli's heritage. The community also places high priority on the preservation of heritage buildings. One of the many heritage buildings in Gimli is a fully restored public school built in 1915, which now houses the RM of Gimli offices, among others. Another historic building is Tergeson's Store, which was built in 1899 and remains family run. The arts also flourish in Gimli. There are many galleries where area artists display their work. Gimli is also home to a 24 hour gallery; the harbour wall. The concrete wall that shields the harbour from the lake is also the canvas for many beautiful murals depicting the history of the area. One of the largest cultural events in Gimli is the Islendingadagurinn, a summer festival celebrating Icelandic culture.

The municipality is committed to developing a conceptual plan for the waterfront area in Gimli to provide direction for the growth and development of the waterfront area. The land is a mix of federal, provincial, municipal and private ownership and is an area of great community importance. A conceptual plan will help to guide the future growth and development of this area.

Project Description

The objective of this project is to prepare a conceptual plan for the area along the waterfront and east of First Avenue located in the town site of Gimli as outlined in the attached map. The Plan must align with the municipality's Zoning By-Law and the Eastern Interlake Planning District Development Plan and create a cohesive framework to guide ongoing and upcoming investment being made in the Gimli waterfront area. The Plan should provide clear direction to all stakeholders going forward. It will play a significant role in helping our community to capitalize on our freshwater fishery and boating activities as well as our beaches, harbour and harbour front and the municipality's culture and heritage.

The Plan must be developed through a robust citizen engagement process. The municipality considers active citizen participation to be essential, and the process must be structured to maximize such involvement. The Planner must work in a cohesive and coordinated manner with the municipal Council and staff, the Planning District, all levels of government and the general public. The public participation process should be one that is creative, interactive, and that solicits input from a diverse participant pool.



Project Scope

The Rural Municipality of Gimli has issued this Request for Proposal to complete the following Project Scope:

The project scope will be a combination of tasks ordinarily found in a waterfront conceptual plan process, along with other tasks that may be ascribed throughout the process.

Task # 1 – As part of the process of research and analysis, the Planner will be expected to become thoroughly familiar with the municipality's relevant existing plans, by-laws and policies and with existing conditions and community character of the municipality including its history of community.

Task # 2 – Data Collection – Relevant data to serve as background information for the plan.

Task #3 – Facilitate Public Participation.

Task #4 – Develop a Conceptual Plan to support the future land use pattern that meets the projected needs of the community, and coordinate with other local government as well as with Provincial and Federal agencies that have multi-jurisdictional impacts.

Deliverables

- Creation of a Stakeholder Group to guide the plan;
- Minimum of Two (2) Public Meetings;
- Development of a Waterfront Conceptual Plan;
- Ten (10) hard copies of the Final Report;
- Electronic submission, both editable (i.e., MS Word) and print-ready formats which will become the property of the Rural Municipality of Gimli for future use and modification;
- All maps in electronic format suitable for editing in the municipality's GIS system and also for publication on the municipality's website;
- Digital and paper copies of all public participation materials not developed by the municipality;
- Copies of all photos and videos taken in fulfillment of this RFP. (Note: All photos and videos shall be given to the municipality. The municipality reserves the right to use these photographs and videos as required for future reference or projects);
- Copies of all other data and information that was collected through the process in digital copy.

Proposal Format and Requirements

Proposals that do not address the items listed in this Request for Proposal may be considered incomplete and may be deemed non-responsive by the Municipality of Gimli at its sole discretion. It is the responsibility of the Planner submitting the proposal to determine the actual efforts required to complete the project. Proposals shall include the following:

1. **Cover Letter** – A cover letter indicating your interest in the project and identifying why the firm is uniquely qualified for this project.

2. **Project Understanding** – Describe your understanding of the project and the approach and processes to be employed to achieve project completion, including a project timeline with milestones identified, and completion of the project on or before March 31, 2023. If there are items you feel should be included in the scope of work, but are not required herein, please also include those items with an explanation of why they are deemed necessary or beneficial to provide a product that is engaging and implementable.

3. **Company/Team Description and Background** – A brief description of the firm including its structure, capabilities, length of time in business, experience and the experience of key staff members with similar projects. Provide brief resumes of the Planner and key technical personnel assigned to the project. Identify and define their individual roles. Provide the name of the key contact, address, phone number and email address.

4. **Relevant Project Experience** – Provide a list of relevant planning projects/design projects undertaken with concentration on those comparable in scale, program, process and function to this project. Provide the name, email address and phone number of at least three client references.

5. **Subcontracting** – If any responding firm wishes to subcontract any portion of this project, the information contained in items 3 and 4 above should also be provided for the subcontractor.

Cost Proposal and Selection Process

The Rural Municipality of Gimli will evaluate proposals and make a decision for award based on the following criteria;

1. Qualification and Experience of the Planner and key technical personnel as based on the submitted proposal and demonstrated experience and technical competence in comparable projects. The Planner is the person actually leading and coordinating the project;
2. Reference checks on prior experience/performance.

3. Ability to meet the Project Schedule as committed to by the Planner in response to this Request for Proposal.
4. Scope of Work. Evidence that the Planner expresses a clear understanding of the scope of work and that the proposal contains all information requested in the Request for Proposal.
5. Fee Proposal. Fee proposals will cover all services as outlined in the Request for Proposal.

A review committee of municipal staff will be formed to evaluate the proposals received. The review committee will meet to narrow the number of proposals to three finalists. Finalists will then be recommended to the Council. The Council may elect to conduct on-site interviews with the finalists before making a decision. If interviews are desired by the Council, firms will be given ample time to prepare.

Rights Reserved by the Rural Municipality of Gimli

This Request for Proposal does not commit the municipality to enter into a contract.

The Rural Municipality of Gimli reserves the right to:

- Make the selection based on its sole discretion
- Reject any and all submissions without prejudice
- Issue subsequent Requests for Qualifications
- Postpone opening for its own convenience
- Waive minor non-compliance with the proposal documents, specifications or any conditions.
- Approve or disapprove the use of particular sub-contractors
- Prior to and after contract award, negotiate changes to the scope of work, the specifications or any conditions with one or more proponents without having any duty or obligation to advise any other proponent or allow them to vary their proposal prices as a result of such changes and the Municipality shall have no liability to any other proponent as a result of such negotiations or modification.
- Solicit best and final offers from all or some of the Proponents
- Accept or reject any or all proposals and to waive irregularities and informalities at its discretion. The Municipality reserves the right to accept a proposal other than the lowest proposal without stating reasons. By the act of submitting its proposal, the respondent waives any right to contest in any legal proceeding or action the right of the Municipality to award the work to whomever it chooses in its sole and unfettered discretion, and for whatever reasons the Municipality deems appropriate. Without limiting the generality of the forgoing, the Municipality may consider any other factors besides price and capability to perform the work that it deems in its sole discretion to be relevant to its decision.
- Request clarification of the information submitted
- Request additional information

Inquiries

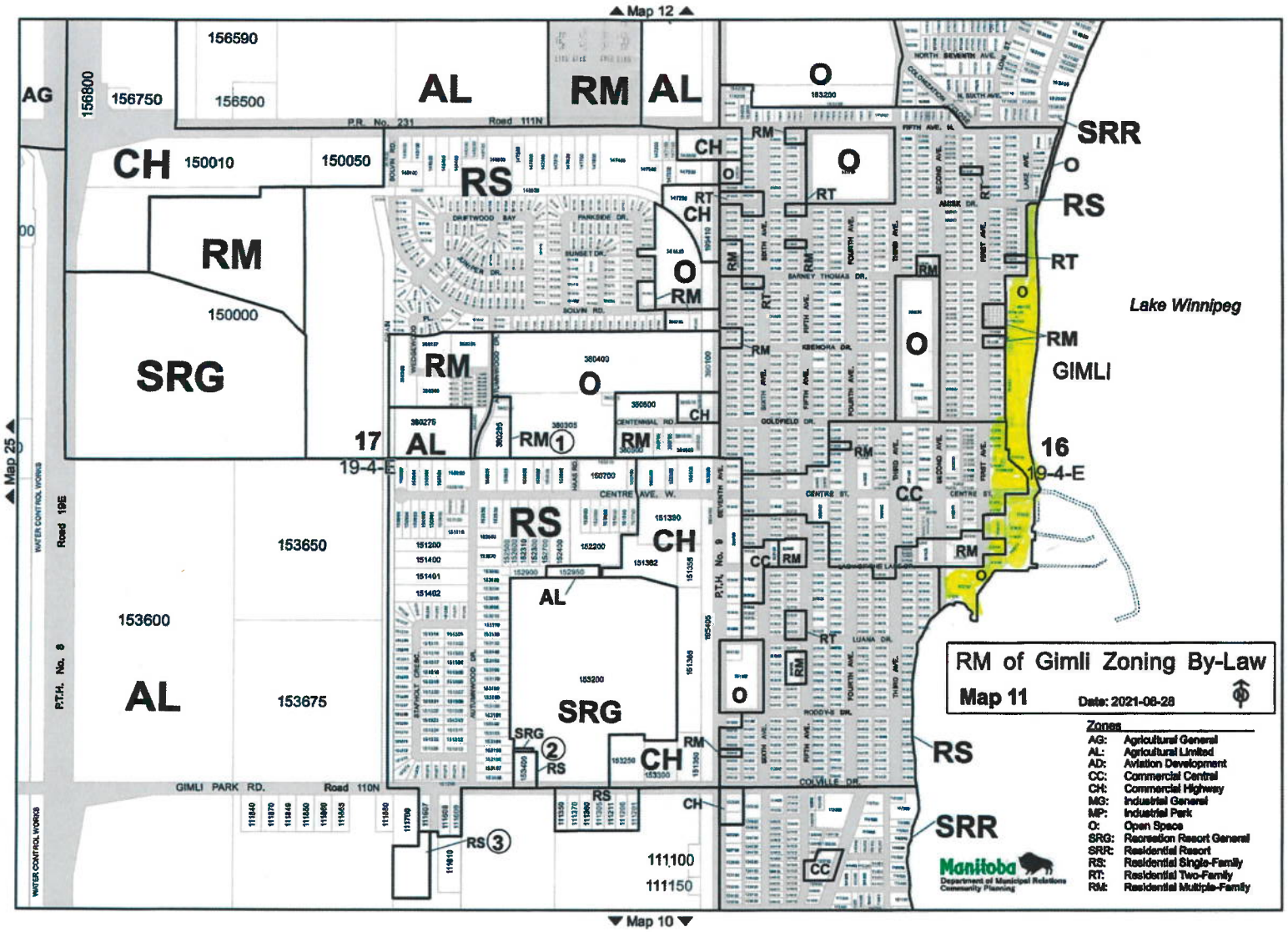
Questions regarding this RFP must be in writing and sent via e-mail to Doreen Steg (dsteg@rmgimli.com) up to five (5) days before the submittal is due. After this date questions involving the content or intent of the RFP will not be answered. All questions will be responded to in writing via e-mail.

Proponents Responsibility

Interested proponents have the responsibility of understanding what is required by this solicitation. The municipality will not be held responsible for any firm's lack of understanding. The solicitation contains a brief description of the project site. The municipality makes no representations as to the conditions of the project site.

Additional Information

- Copy of the RM of Gimli Zoning By-Law Map 11 outlining in yellow the area to be included in the Waterfront Conceptual Plan.



Map 12
Map 10
Map 25
AG
AL
RM
CH
RS
SRG
SRR
O
RT
CC
GIMLI
Lake Winnipeg
17
19-4-E
16
19-4-E
156590
156800
156750
156500
150010
150050
150000
153650
153600
153675
111100
111150
P.R. No. 231
Road 111N
Road 19E
P.T.H. No. 8
P.T.H. No. 9
GIMLI PARK RD.
Road 110N
CENTRE AVE. W.
WATER CONTROL WORKS
RM of Gimli Zoning By-Law
Map 11
Date: 2021-06-28
Zones
AG: Agricultural General
AL: Agricultural Limited
AD: Aviation Development
CC: Commercial Central
CH: Commercial Highway
MG: Industrial General
MP: Industrial Park
O: Open Space
SRG: Recreation Resort General
SRR: Residential Resort
RS: Residential Single-Family
RT: Residential Two-Family
RM: Residential Multiple-Family
Manitoba
Department of Municipal Relations
Community Planning