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REQUEST FOR PROPOSAL TEMPLATE

RESILIENT COMMUNITY FACILITIES PROJECT

HOW TO USE THIS TEMPLATE

This request for proposal (RFP) template is a tool for small Canadian communities that require external expertise for **rapid adaptation actions for resilient community facilities**. It is a starting point for community staff seeking technical support—such as engineering, design or consulting services—to plan and implement rapid adaptation solutions. The template is customizable, so communities can adapt it to local needs and publish an RFP that is clear, comprehensive and meaningful.

This template encourages the inclusion of social procurement principles where feasible, such as local hiring, training or partnerships that create community benefits.

The goal is to contract a qualified vendor who will deliver work that:

- Aligns with community priorities and resilience goals
- Follows safe, code-compliant and cost-effective installation
- Integrates with existing energy systems (e.g., solar or generator)
- Prepares staff for long-term maintenance
- Builds community capacity and delivers local social or economic benefits where possible (e.g., local hiring, training, partnerships)

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Assumptions

1. The community will provide access to the project site and necessary background information, such as relevant surveys, energy data, community needs, hazard exposure and historical maintenance reports. If there is a need to collect information, this may be included in the vendor's scope of work.
2. Permits, land access and regulatory approvals will be provided or facilitated in a timely manner by the community or relevant authorities.
3. Meetings and communications will be scheduled regularly to monitor alignment, transparency and project progress.
4. All construction and implementation activities will comply with applicable local and provincial/territorial environmental regulations.
5. Community staff will be available for training, site access and engagement activities as required.

HOW TO EVALUATE PROPOSALS

1. **Form an evaluation committee:** Assemble a small team (e.g., public works manager, planner, finance officer, community representative, etc.).
2. **Adapt to your needs:** If the evaluation matrix provided in this template (section 7) doesn't meet your needs, adjust it as you see fit.
3. **Score independently:** Have each committee member independently score each proposal against the criteria to reduce bias.
4. **Discuss and calibrate:** Meet as a group to discuss scores, especially where there are large discrepancies, to reach a consensus score for each criterion.
5. **Calculate total score:** Determine the consensus scores for each bidder.
6. **Make a recommendation:** The bidder with the highest total score should be recommended for contract award. A bidder scoring below a pre-determined threshold (e.g., 70/100) should be considered non-compliant.


REQUEST FOR PROPOSAL (RFP)

RESILIENT COMMUNITY FACILITIES PROJECTS

SUMMARY OF KEY INFORMATION

RFP number:

Date of issue:

Question submission deadline:

;

Question address:

Closing submission deadline:

;

Closing address:

1. Project overview

PROJECT NAME

Community

Province/territory

Project location

Project timeline

to

Estimated budget*

Project lead

Project team

Project objective

Community inputs
and resources

2. Background information

3. Project description

4. Project objectives

5. Scope of work

TASK 1

Description

Deliverable

TASK 2

Description

Deliverable

TASK 3

Description

Deliverable

TASK 4

Description

Deliverable

TASK 5

Description

Deliverable

6. Vendor details

To be completed by vendor

Vendor overview and community benefits (1-2 paragraphs)

Timeline

Milestone	Target date

Hours

Task	Hours

Vendor team

Team member	Title	Hourly rate (\$)

Subcontractors

Firm	Service	Cost (\$)

Total fees

Subtotal	
Tax	
Total	

7. Proposal instructions

- The proposal must be received by the specified closing submission deadline.
- The proposal must be submitted as a single pdf document to the specified closing address.
- The proposal must be in .
- The proposal must include the following components:

- The proposal may include contact references from similar projects (optional).

8. Evaluation matrix

EVALUATION CRITERIA

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