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REQUEST FOR PROPOSAL TEMPLATE

HEAT RESILIENCE PROJECTS

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 community heat resilience**. It is a starting point for community staff seeking technical support—such as engineering, design or consulting services—to plan and implement heat resilience projects. 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 safety and public health goals
- Aligns with community climate resilience goals
- Is evidence-based and reaches priority populations
- Prepares staff for long-term monitoring strategies
- 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 facilities, staff and relevant data to support workshops, site visits and document review.
2. Historical health and climate data (e.g., temperature trends, heat-related illness reports) will be provided in a timely manner to inform design and planning. If these are not available, they may have to be added to the project scope.
3. Meetings and communications will be scheduled regularly to monitor alignment, transparency and project progress.
4. Community staff will be available for training and engagement activities as required.
5. Work will primarily be conducted virtually unless otherwise agreed upon by both parties.

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)

HEAT RESILIENCE 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

TASK 6

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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