



Request for Proposal

For

Public Transit Feasibility Study

Request for Proposal No.: 07-2025

Issued: Wednesday May 7, 2025

Deadline to Submit Questions: Tuesday May 20, 2025

Submission Deadline: Tuesday June 10, 2025 at 2:00pm CST (local time)

Issued by: The Corporation of the Municipality of Red Lake
2 Fifth St, Balmertown, ON

Request for Proposal Contact: Heather Weese
Email: procurement@redlake.ca

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Introduction

The Municipality of Red Lake is a vibrant and resource-rich community located in Northwestern Ontario, approximately 535 kilometres (332 mi) northwest of Thunder Bay and 455 kilometres northeast of Winnipeg, MB. Known as the ‘Gateway to the Woodland Caribou Provincial Park’, Red Lake is a remote but thriving municipality that serves as the commercial and service hub for the region.

Red Lake is home to 4,095 people (Canada 2021 Census), a diverse population and a strong economic base, primarily driven by the mining, forestry and tourism industries. The municipality includes the communities of Balmertown, Cochenour, Madsen, McKenzie Island, Red Lake, and Starratt-Olsen. Its strategic location in the Canadian Shield provides unique opportunities and challenges in infrastructure development, transportation, and service delivery.

1.2 Invitation to Proponents

This Request for Proposal (the “RFP”) is an invitation by the Corporation of the Municipality of Red Lake (the “Municipality”) to prospective proponents to submit proposals for RFP 07-2025 Transit Feasibility Study as further described in Part 4 of the RFP.

This RFP is issued in accordance with the Municipality’s Procurement By-law and is subject to applicable trade agreements, including the Canadian Free Trade Agreement (CFTA) and the Canada-European Union Comprehensive Economic and Trade Agreement (CETA).

1.3 RFP Contact

For the purposes of this procurement process, the “RFP Contact” will be:

Heather Weese, Procurement & Resource Planning Specialist
procurement@redlake.ca

Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the Municipality, other than the RFP contact, concerning matters regarding this RFP. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent’s proposal.

1.4 Questions and Addenda

Any questions regarding this RFP must be submitted in writing to the RFP Contact by the Deadline for Questions as stated in the RFP Timetable (Section 1.6).

The Municipality will issue written responses and any necessary addenda to registered proponents. It is the responsibility of the proponent to review and acknowledge any issued addenda before submitting a proposal.

1.5 Type of Contract for Deliverables

The selected proponent will be requested to finalize an agreement with the Municipality for the provision of the Deliverables. The Municipality intends to negotiate in good faith with the selected proponent to finalize terms. Any such negotiations will be based on the scope,

requirements, and conditions set out in this RFP. The Municipality's intention is to enter into an agreement with one (1) legal entity.

1.6 RFP Timetable

Issue Date of RFP:	Wednesday May 7, 2025
Site Visit / Pre-Bid Meeting:	N/A
Deadline for Questions:	Tuesday May 20, 2025
Deadline for Issuing Addenda:	Tuesday May 27, 2025
Submission Deadline:	Tuesday June 10, 2025
Selection of Successful Proponent:	Monday July 14, 2025
Anticipated Execution of Agreement:	July 2025

The RFP timetable is tentative only and may be changed by the Municipality at any time.

1.7 Site Meeting (if deemed applicable by the Municipality)

N/A – site meeting not required for this RFP

1.8 Submission of Proposals

All proposals must be submitted in the following method:

- **Electronically:** Via the Municipality's official procurement portal at www.redlake.ca/document-submission-portal/
 - Electronic submissions must be received prior to 2:00pm local time (Central Standard Time) on the closing date.

Late Proposals will not be accepted or considered under any circumstances. The Municipal office clock determines the official closing time of the Proposal Call.

1.9 Proposal Submission Requirements

All submitted Proposals must include the items on the proposal submission checklist as described in Appendix H.

1.10 Amendment of Proposals

Updated proposals may only be submitted prior to the submission deadline as specified in Section 1.6, RFP Timetable. Proposals submitted after this deadline will not be accepted.

If a proponent wishes to amend a previously submitted proposal, they must submit a complete, updated proposal via the designated submission portal on the Municipality website. The latest submission will be considered the official proposal, and all prior versions will be disregarded.

1.11 Withdrawal of Proposals

At any time throughout the RFP process, until the submission deadline, a respondent may withdraw a submitted proposal. To withdraw a proposal, a notice of withdrawal must be sent to the RFP Contact and must be signed by an authorized representative of the proponent.

While there are no penalties for withdrawing after the submission deadline, failing to honour a proposal may be seen as not acting in good faith. Proponents who fail to act in good faith may be excluded from future procurement opportunities.

1.12 Opening of Proposals

An informational public opening of Proposals will take place at 2:00 pm on the submission deadline. The names of proponents will be read aloud, but no pricing or evaluation details will be disclosed.

[End of Part 1]

PART 2 – EVALUATION, ACCEPTANCE AND EXECUTION.

2.1 Stages of Evaluation

The Municipality will conduct the evaluation of proposals and negotiations in the following stages:

2.2 Stage I - Mandatory Submission Requirements

Proposals will be reviewed to ensure they meet all mandatory submission requirements, including all required forms, documentation, and deadlines. Proposals failing to comply with these requirements by the Submission Deadline will be disqualified.

2.3 Stage II – Weighted Criteria

The Municipality will evaluate each qualified proposal on the basis of the weighted criteria as set out in Section 6 of the RFP Particulars (Part 4).

2.4 Instructions on How to Provide Pricing

2.4.1 All pricing must be provided in Canadian funds and shall include all applicable duties, tariffs, and taxes, except for HST, which should be itemized separately. Prices must be all-inclusive, covering labour, materials, travel, transportation, insurance, delivery, installation, pre-delivery inspection, and any other overhead costs.

2.4.2 The Municipality requires that all pricing follow the Incoterm specified in the RFP Particulars (Part 4). If no Incoterm is stated, the default shall be DDP Red Lake, ON (Delivered Duty Paid). Any deviations from this must be clearly identified in the submission and may affect evaluation.

2.5 Ranking of Proponents

After the completion of all stages, scores will be added together and the proponents will be ranked based on their total scores. The top-ranked proponent will receive a written invitation to enter into direct negotiations to finalize the agreement with the Municipality.

2.6 Contract Negotiation

Any negotiations will be subject to the process rules contained in the Terms and Conditions of the RFP Process (Part 3) and will not constitute a legally binding offer to enter into a contract on the part of the Municipality or the proponent and there will be no legally binding relationship created with any proponent prior to the execution of a written agreement.

Negotiations may include requests by the Municipality for supplementary information from the proponent to verify, clarify or supplement the information provided in its proposal or to confirm the conclusions reached in the evaluation, and may include requests by the Municipality for improved pricing or performance terms from the proponent.

2.7 Time Period for Negotiations

The Municipality intends to conclude negotiations and finalize the agreement with the top-ranked proponent during the Contract Negotiation Period, commencing from the date the Municipality invites the top-ranked proponent to enter negotiations.

The selected proponent will be notified in writing and must confirm acceptance within ten (10) business days. If the proponent fails to confirm acceptance, the Municipality may proceed with another proponent or cancel the RFP.

2.8 Failure to Enter into Agreement

If the parties cannot conclude negotiations and finalize the agreement for the Deliverables within the Contract Negotiation Period, the Municipality may discontinue negotiations with the top-ranked proponent and may invite the next-best-ranked proponent to enter into negotiations. This process will continue until an agreement is finalized, until there are no more proponents remaining that are eligible for negotiations or until the Municipality elects to cancel the RFP process.

2.9 Reserved Rights of the Municipality

The Municipality reserves the right to reject any or all proposals, cancel the Proposal at any time, and proceed with a different course of action without liability. In exercising this discretion, the Municipality will act in good faith and in accordance with its procurement policies and applicable laws.

[End of Part 2]

PART 3 – GENERAL RFP TERMS AND CONDITIONS

GENERAL INFORMATION AND INSTRUCTIONS

3.1 Proponents to Follow Instructions

Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section numbers of this RFP.

3.2 Proposals in English

All submitted proposals are to be in English only.

3.3 No Incorporation by Reference

The entire content of the submitted proposal shall be in a fixed form, and the content of websites or other external documents referred to in the proposal but not attached will not be considered to form part of its submission.

3.4 Information in RFP only an Estimate

The Municipality and its advisors make no representation, warranty, or guarantee as to the accuracy of the information contained in this RFP or through any addenda. Any quantities, specifications, or other data in the RFP or addenda that are estimates will be clearly marked as such. These estimates are provided solely to give proponents a general understanding of the scope and scale of the Deliverables.

3.5 Proponents to Bear Their Own Costs

Proponents are solely responsible for all costs incurred in the preparation, submission, and presentation of their Proposal, including any subsequent negotiations, interviews, or demonstrations with the Municipality. If the Municipality elects to reject all submitted proposals, it shall bear no liability for any costs, damages, or anticipated profits lost by any Proponent, nor for any other expenses related to this RFP process.

3.6 Indemnification

The proponent shall be responsible for all damages, losses, or expenses caused by its actions or those of its employees, agents, volunteers, and subcontractors arising from work related to the project. This includes but is not limited to, damages or losses resulting from:

- The existence, location, or condition of the project worksite
- Any material, equipment, plant or machinery used for the project; or
- The proponent's failure (or that of its representatives) to fulfill any obligations under the Proposal

The successful Proponent agrees to indemnify and hold the Municipality harmless from any such damages, losses, expenses, or third-party claims, including all legal costs incurred by the Municipality in relation to such claims.

3.7 Proposal to be Retained by the Municipality

The Municipality will not return the proposal or any accompanying documentation submitted by a proponent.

3.8 No Guarantee of Volume of Work or Exclusivity of Contract

Unless expressly stated in the RFP, the Municipality makes no guarantee of the value or volume of work to be assigned to the successful proponent. The awarded contract is not exclusive, and the Municipality may procure similar goods and services from other sources or obtain them internally.

COMMUNICATIONS AFTER ISSUANCE OF RFP

3.9 Proponents to Review RFP

Proponents should promptly examine all of the documents comprising this RFP, and may direct questions or seek additional information in writing, by email, to the RFP Contact on or before the Deadline for Questions.

No verbal statement or communication shall alter, amend, or modify any provision of this Request for Proposal (RFP). Any modifications or clarifications shall be issued in writing by the Procurement department.

No such communications are to be directed to anyone other than the RFP Contact. The Municipality is under no obligation to provide additional information, and the Municipality is not responsible for any information provided by or obtained from any source other than the RFP Contact.

It is the responsibility of the proponent to seek clarification from the RFP Contact on any matter it considers to be unclear. The Municipality is not responsible for any misunderstanding on the part of the proponent concerning this RFP or its process.

3.10 All New Information to Proponents by Way of Addenda

This RFP may be amended only by addendum in accordance with this section. If the Municipality, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all proponents by addendum. Each addendum forms an integral part of this RFP and may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the Municipality.

3.11 Post-Deadline Addenda and Extension of Submission Deadline

If the Municipality determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the Municipality may extend the Submission Deadline for a reasonable period of time.

3.12 Verify, Clarify, and Supplement

When evaluating proposals, the Municipality may request further information from the proponent or third parties to verify, clarify, or supplement the information provided in the proponent's submission, including but not limited to clarification with respect to whether a proposal meets the mandatory technical requirements set out in Section 5 of the RFP Particulars (Part 4). The Municipality may revisit, re-evaluate and rescore the proponent's response or ranking on the basis of any such information.

NOTIFICATION AND DEBRIEFING

3.13 Notification to Other Proponents

Once an Agreement is executed by the Municipality and a proponent, all other proponents will be notified of the outcome of the procurement process through public posting on the Municipality's website. The Municipality will also make reasonable efforts to notify unsuccessful proponents directly via email, ensuring they are informed of the decision promptly.

3.14 Debriefing

Proponents may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the RFP Contact and must be made within sixty (60) days of such notification.

During the debriefing, feedback will be provided on the evaluation process and ranking. The Municipality will not disclose competitor pricing or proprietary information. Proponents will be informed of their score and how their proposal compared to others, as applicable, within the evaluation framework.

CONFLICT OF INTEREST AND PROHIBITED CONDUCT

3.15 Conflict of Interest

A conflict of interest occurs when a proponent has an unfair advantage or engages in conduct that may compromise the integrity of the RFP process. This includes accessing confidential Municipal information not available to other proponents, attempting to influence the process through lobbying, or having financial or personal relationships that impair impartial judgment.

3.16 Disclosure Requirements

Proponents must disclose any actual or perceived conflict of interest, such as personal or financial ties to a Municipal employee or official or any situation that may create the appearance of a conflict. If a conflict is identified after submission, the proponent must immediately notify the Municipality. Failure to disclose may result in disqualification or contract termination.

3.17 Disqualification for Conflict of Interest

The Municipality may disqualify a proponent for any conduct, situation or circumstances, determined by the Municipality, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

3.18 Professional Operations

The successful Proponent assures the Municipality that the project will be managed professionally, prudently, and without negligence. The Proponent is responsible for ensuring that all staff, including contract workers and volunteers, are adequately trained and deliver high-quality customer service to project patrons.

3.19 Disqualification for Prohibited Conduct

The Municipality may disqualify a proponent, rescind notice of selection or terminate a contract subsequently entered into if the Municipality determines that the proponent has engaged in any conduct prohibited by this RFP.

3.20 Proponent Not to Communicate with Media

Proponents must not, at any time, directly or indirectly, communicate with the media in relation to this RFP or any Agreement entered into pursuant to this RFP without first obtaining the written permission of the RFP Contact.

3.21 Illegal or Unethical Conduct

Proponents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion or collusion. Proponents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of the Municipality; deceitfulness; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

3.22 Past Performance or Past Conduct

The Municipality may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

- a) Illegal or unethical conduct as described above,
- b) The refusal of the supplier to honour its submitted pricing or other commitments; or,
- c) Any conduct, situation, or circumstance determined by the Municipality, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

CONFIDENTIAL INFORMATION

3.23 Confidential Information of the Municipality

All information provided by or obtained from the Municipality in any form in connection with this RFP either before or after the issuance of this RFP

- a) Is the sole property of the Municipality and must be treated as confidential;
- b) Is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the Deliverables
- c) Must not be disclosed without prior written authorization for the Municipality; and,
- d) Must be returned by the proponent to the Municipality immediately upon the request of the Municipality.

3.24 Confidential Information of Proponent

A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Municipality. The confidentiality of such information will be maintained by the Municipality, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisors retained by the Municipality to assist with the RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

PROCUREMENT PROCESS

3.25 No Contract A and No Claims

This procurement process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the Municipality's Procurement By-law, applicable trade agreements, and public sector procurement law in Ontario. For greater certainty and without limitation:

- a) This RFP will not give rise to any obligations under Contract A or any other process or collateral contract; and
- b) Neither the proponent nor the Municipality have the right to make any claims (in contract, tort, equity, or otherwise) against the other with respect to the award of a contract, failure to award a contract or cancellation of this RFP.

3.26 No Contract Until Execution of Written Agreement

No legal relationship or obligation regarding the procurement of the Deliverables will be created between the proponent and the Municipality by this RFP process until the successful negotiation and execution of a written agreement. Participation in this RFP does not create any obligation for the Municipality to award a contract or enter into negotiations with any proponent.

3.27 Non-binding Price Estimates

While the pricing information provided in proposals will be non-binding prior to the execution of a written Agreement, such information will be assessed during the evaluation of the proposals and the ranking of the proponents. Any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, may adversely impact any such evaluation or ranking or the decision of the Municipality to enter into an Agreement for the Deliverables.

3.28 Cancellation

The Municipality reserves the right to amend, suspend, or cancel this RFP at any time, without obligation or liability.

SUBCONTRACTING & THIRD PARTY SUPPLIERS

3.29 Disclosure of Subcontractors and Suppliers

The Proponent must disclose the names of all subcontractors involved in contract fulfillment before contract commencement, including a description of the goods or services they will provide.

3.30 Proponent's Responsibility for Subcontractors

The Proponent remains fully responsible for ensuring that all goods and services—whether supplied directly or through subcontractors—meet contract specifications, regulatory standards, and all applicable Municipal, Provincial, and Federal laws.

Non-compliance by a subcontractor will be treated as non-compliance by the Proponent. Lack of oversight or knowledge of subcontractor actions will not be accepted as a defense for failing to meet contractual obligations.

3.31 Changes to Subcontractors

Any changes to subcontractors or suppliers after contract commencement must be reported to the Municipality before engagement. The Municipality reserves the right to reject any subcontractor or supplier deemed unsuitable, unqualified, or non-compliant.

3.32 Municipality's Right to Request Additional Information

Upon request, the Municipality may require additional details, including qualifications, experience, and compliance history, before approving subcontractors or suppliers.

GOVERNING LAW AND INTERPRETATION

3.33 Interpretation of Terms and Conditions

The Terms and Conditions of this RFP are intended to be interpreted independently, with no particular provision intended to limit the scope of any provision. They do not restrict the pre-

existing rights of parties to engage in pre-contractual discussions under common law governing commercial negotiations.

3.34 Governing Law

The Agreement resulting from this RFP will be governed by and interpreted in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.

3.35 Compliance with Laws and Regulations

The successful proponent must ensure that all operations, services, and products provided under this contract comply with all applicable laws and regulations, including but not limited to:

- Workplace Safety and Insurance Act, 1997
- Occupational Health and Safety Act
- Accessibility for Ontarians with Disabilities Act, 2005

3.36 Permits and Authorizations

The proponent is responsible for obtaining any necessary authorizations, permits, or licenses required for the work and certifies ongoing compliance with all applicable municipal, provincial, and federal laws, including relevant bylaws or policies.

3.37 Municipality's Right to Verify Compliance

To verify compliance, the Municipality reserves the right to review the proponent's records, including personnel training documentation, where reasonably necessary.

[End of Part 3]

PART 4 – RFP PARTICULARS

4.1 PROJECT OVERVIEW

The Municipality of Red Lake is seeking Proposals for the development of a Feasibility Study for Public Transit options including but not limited to municipally funded transportation, private services, volunteer programs, specialized transit for seniors/people with disabilities, and shuttle buses or on-demand rideshare or other similar frameworks.

4.1.1 Background

The Municipality of Red Lake consists of five small communities – Balmertown, Cochenour, Madsen, McKenzie Island and Red Lake, with a combined population of 4,095 people (Canada 2021 Census). The *community* of Red Lake is the primary centre of commerce and services including hospital, health clinic / other health services, high school/ elementary schools, shopping and recreation/culture. There are also recreation and some shopping in the other communities. Transportation access both to and from the community of Red Lake and its neighbouring communities is to be considered an important component of the study.

At present, the Municipality does not maintain baseline data on population mobility, commuting patterns, or transportation usage. As such, data collection, public engagement, and stakeholder consultation will form a critical part of the feasibility study process.

4.2 PROJECT SCOPE AND DELIVERABLES

4.2.1 Scope of Work

This study will assess local needs and determine the financial and logistical feasibility of implementing a public transit system or other alternatives. The objectives of this project are to:

- evaluate the need and demand for public transportation,
- consider public transportation options that could meet the identified needs including routing
- to assess the feasibility of implementing the preferred public transportation option including costing (expense and revenue)
- and finally, to identify possible governance and service delivery models

This important planning document will assist the Municipality with making informed decisions in respect to the implementation of a public transportation system.

4.2.2 Deliverables

Developing the plan will include the following activities:

- Consult with the Red Lake community and neighbouring First Nations communities.
- Engage residents, community partners, and local businesses in collecting data on needs related to travel in Red Lake
- Establish a vision, mission and values with the SMART (Specific, Measurable, Achievable, Relevant and Time-Bound) methodology.

- Conduct an environmental scan using strengths, weaknesses, opportunities, threats and gap assessments for the situational analysis.
- Develop an evaluation tool for goals and action items.
- Using GIS (Geographic Information System) software and predictive modelling to present different scenarios and select the most effective strategies.

The Municipality will make available any GIS datasets or mapping it currently holds upon request. Proponents should budget for additional data sourcing and map creation where required.

While the Municipality does not require a fixed number of in-person visits, proponents are encouraged to determine and propose a level of in-person engagement appropriate for robust consultation and data collection.

4.2.3 Problem Context

Currently there are no public transportation options in Red Lake and the Red Lake communities are challenged with the lack of other affordable and adequate transportation options. There is a private taxi service available, however this service is expensive, and the vehicles do not offer accessible options; the service does not meet the needs of the community as a whole, particularly lower income and mobility restricted populations.

The lack of adequate transportation options creates barriers for businesses and jobseekers. Business owners face challenges in bringing in a workforce and potential employees who also face challenges in securing adequate transportation to and from their employment.

Seniors may have concerns about driving, particularly in the winter months when roads can be hazardous but want to be able to age in place and access community services. Seniors over the age of 55 make up 30% of the population of Red Lake.

Students seeking after-school employment or extra-curricular activities also have limited transportation options due to high costs and availability of taxi services.

4.3 PROPOSAL REQUIREMENTS

4.3.1 Approach and Work Plan

Proposals must include:

- A scope of work
- A list of tasks
- A discussion of proposed additions or modifications to the work scope included in this request
- A project schedule with key milestones, with final report delivery by December 1, 2025

The Proponent shall identify in the proposal the work that will be performed, based on the goals, objectives and deliverables of this RFP. It is the responsibility of the proponent to anticipate and

identify all of the tasks required to perform this contract, whether or not they have been specifically identified within this RFP.

4.3.2 Fee Schedule

Proponents must submit a detailed fee proposal in a spreadsheet format (eg. Time-Task Matrix), reflecting the total estimated project fee and breaking down hours, tasks, and associated costs. Proposed resources for each task must be identified, including hours and wage rates for consultants and sub consultants.

Elements that will be evaluated include:

- Availability of resources from the consultant and sub consultant(s) for the project.
- Estimated hours and fees to complete individual work elements.
- Estimated total fee for the project based on hourly rates

4.4 MANDATORY SUBMISSION REQUIREMENTS

Proponents must include all of the following items with their proposal. Failure to include any of these items may result in disqualification.

4.4.1 Submission Form (Appendix B)

A completed and signed Submission Form, including the proponent's legal name, contact information, and confirmation of their intent to be bound by the terms of the RFP.

4.4.2 Acknowledgement of Addenda Form (Appendix C)

Signed acknowledgement confirming receipt and review of all addenda issued during the RFP process. If no addenda were issued, a signed form must still be submitted noting as such.

4.4.3 Statement of Understanding and Declaration Form (Appendix D)

A signed declaration confirming the proponent has reviewed all RFP documents, understands the scope of work, and is not in breach of any conflict of interest or collusion prohibitions.

4.4.4 Conflict of Interest Form (if applicable) (Appendix E)

Required only if applicable. Proponents must declare any actual or perceived conflicts of interest and provide a plan to manage or mitigate such conflicts.

4.4.5 Subcontractor Disclosure Form (if applicable) (Appendix F)

Required only if applicable. Proponents must declare any subcontractors they intend to use, including their role and qualifications.

4.4.6 Other Mandatory Submission Requirements

N/A – no other mandatory submission requirements for this RFP

4.5 TECHNICAL REQUIREMENTS AND DEMONSTRATION OF COMPLIANCE

Proponents must meet the following minimum technical capabilities to be considered for this contract:

4.5.1 Use of GIS Software

The Proponent must identify a team member with demonstrable experience with Geographic Information System (GIS) tools for transportation planning, including mapping, spatial analysis, and modelling.

Provide a brief summary of GIS experience, including project examples, software used and name(s) of team member(s) responsible. Include sample map outputs if available.

4.5.2 Experience with SWOT and Environmental Scans

Proponents must show prior application of SWOT analysis and environmental scans in feasibility or strategic planning projects.

Include summaries or excerpts of past projects where SWOT analysis or environmental scanning was used. Describe methodology and outcomes.

4.5.3 Data Collection & Engagement Tools

Proponents must be equipped to conduct stakeholder and public engagement using surveys, interviews, and digital platforms.

Describe the engagement approach including tools and/or platforms. Include examples from past projects.

4.6 WEIGHTED CRITERIA

The following sets out the categories, weights and descriptions of the weighted criteria of the RFP.

Evaluation Criteria	Description	Weight
Understanding of Local Context & Needs	Demonstrated understanding of Red Lake's rural geography, community structure, demographics, and transportation challenges	25%
Proposed Methodology & Engagement Plan	Quality and clarity of the proposed approach, including data collection methods, public and stakeholder engagement, and use of tools (eg. GIS, SWOT)	25%
Experience & Qualifications	Relevance and depth of experience conducting similar rural or small-town transit feasibility studies; qualifications of the project team	20%
Work Plan & Timelines	Realistic, well-structured schedule with key milestones, aligned to the December 1, 2025, completion date	15%

Cost & Value for Money	Transparency and reasonableness of fees; clear time-task matrix and fair allocation of resources; balance of quality and cost	15%
Total		100%

4.7 APPENDICES

- Appendix A – Registration Form (pre-submission only)
- Appendix B – Submission Form
- Appendix C – Statement of Understanding and Declaration
- Appendix D – Acknowledgement of Addenda
- Appendix E – Conflict of Interest Form (if applicable)
- Appendix F – Subcontractor Disclosure Form (if applicable)
- Appendix G – Cover Page
- Appendix H – Submission Checklist
- Appendix I – Map of Red Lake Area and Communities

[End of Part 4]

APPENDIX A – REGISTRATION PAGE

PRE-SUBMISSION ONLY – DO NOT INCLUDE WITH PROPOSAL

REGISTRATION FORM

To ensure notification and receipt of any addendums issued for this project, proponents/bidders must complete and submit the Registration Form. Only those who have submitted the form will be added to the registry and will receive any addendums directly, if issued.

Proponents/bidders who **do not** complete and submit the Registration Form are solely responsible for monitoring and obtaining any addendums themselves. The Municipality of Red Lake is not responsible for informing unregistered proponents/bidders.

All issued addendums will form part of the official proposal document and must be submitted with the originally distributed proposal package.

Please return the completed form **by email to** procurement@redlake.ca.

Project Name	
Closing Date	
Company Name	
Principle Contact	
Address	
Address (Line 2)	
City and Province	
Postal Code	
Telephone	()
Facsimile	()
Email address	
Date:	

APPENDIX B – SUBMISSION FORM



Request for Proposal Title:

Closing Date and Time:

Please fill out the following form, naming one (1) person to be the bidder's contact for the RFP process and for any clarifications that may be necessary.	
Legal Name of Proponent	
Operating Name (if different)	
Mailing Address	
Phone Number	
Email Address	
HST Number (if applicable)	
Authorized Contact Name & Title	

Signature

By signing below, I confirm that I am an authorized signing officer of the Proponent and that this Proposal is submitted in accordance with the terms of the Request for Proposal (RFP). I understand that the submission of this Proposal does not create any binding legal obligations between the Municipality and the Proponent. Any such obligations will arise only if and when a written agreement is executed between the Municipality and the Proponent.

Name of Authorized Signatory	
Title/Position	
Signature	
Date	
Location (City/Town & Province)	

APPENDIX C – STATEMENT OF UNDERSTANDING

I am the _____ (insert title) of the Proponent. I declare and confirm the following on behalf of the proponent:

1. Acknowledgement of RFP and Policies

The Proponent has carefully reviewed the Request for Proposal (RFP) and the Municipality's applicable procurement policies. The Proponent fully understands the requirements and has had sufficient opportunity to seek clarification on any aspect of the RFP.

2. Acknowledgement that the RFP Governs the Process

The Proponent acknowledges that the procurement process will be governed solely by the terms and conditions set out in this RFP and conducted in accordance with the Municipality's Procurement By-law and applicable trade agreements.

3. Non-Binding Procurement Process

The Proponent acknowledges that this RFP process does not constitute a legally binding bidding process. No legal relationship or obligation regarding the procurement of any goods or services will be created unless and until the Municipality and the Proponent execute a written agreement.

4. Ability to Provide Deliverables

The Respondent confirms that it has the necessary experience, resources, personnel, and capacity to provide the Deliverables in accordance with the RFP requirements.

5. Proposal Validity

The Proponent agrees that this Proposal, including all pricing and terms, shall remain valid and open for acceptance by the Municipality for a period of 90 calendar days from the Submission Deadline. The Proponent understands that pricing is non-binding on the Municipality and that this validity period applies solely to the Proponent's offer and its availability for potential negotiations, if selected.

6. Acknowledgment of Addenda

The Proponent acknowledges that it has read, considered, and incorporated all addenda issued by the Municipality up to the Deadline for Issuing Addenda.

7. Conflict of Interest Declaration

The Proponent has reviewed the Conflict of Interest clause in Section 3.15 of the RFP. The Proponent declares that **(check one box below)**:

☐ No actual or potential Conflict of Interest exists

☐ A Conflict of Interest does exist – please complete and submit Appendix E – Conflict of Interest Declaration Form

8. No Prohibited Conduct

The Proponent declares that it has not engaged in any conduct prohibited by this RFP, including collusion, bid-rigging, price-fixing, bribery, or other unethical or illegal activities.

9. Disclosure of Information

The Proponent agrees that any information provided in this proposal, even if identified as confidential, may be disclosed where required by law or by order of a court or tribunal.

The Proponent consents to the confidential disclosure of this proposal to the Municipality's advisers retained to assist with the RFP process, including evaluation.

10. Public Disclosure of Award

The Proponent acknowledges that, if selected, the Municipality may publicly disclose the name of the successful Proponent, the awarded contract amount, and a general description of the Deliverables.

11. Authorization to Bind the Proponent

The undersigned confirms that they have the authority to bind the Proponent to the representations made in this proposal.

Signature

By signing below, I confirm that I am authorized to submit this Proposal on behalf of the Proponent and to make the declarations set out in this Appendix. I understand that submission of this Proposal does not create any legal relationship or obligation between the Proponent and the Municipality. I further acknowledge that any legal obligations will arise only upon execution of a formal agreement between the Municipality and the successful Proponent.

Legal Name of Bidder	
Name of Authorized Signatory	
Title/Position	
Signature	
Date	
Location (City/Town & Province)	

APPENDIX D – ACKNOWLEDGEMENT OF ADDENDA



☐ I/We confirm that we submitted the Registration Form (Appendix A) prior to submitting a Proposal, or otherwise ensured we were included on the addenda distribution list.

We acknowledge that we have reviewed all addenda issued as referenced in Section 3.10 of the Request for Proposal. The contents of all addenda are incorporated into our Proposal and will be considered part of any resulting contract, if awarded.

☐ Addendum No. _____ ☐ Addendum No. _____ ☐ Addendum No. _____

☐ Addendum No. _____ ☐ Addendum No. _____ ☐ Addendum No. _____

☐ No Addenda Issued

Signature

By signing below, I/We acknowledge that I/we have reviewed all addenda issued as referenced in Section 3 of the RFP and confirm that all amendments, clarifications, and changes to scope have been incorporated into our Proposal.

Legal Name of Proponent	
Name of Authorized Signatory	
Title/Position	
Signature	
Date	
Location (City/Town & Province)	

APPENDIX E – CONFLICT OF INTEREST DECLARATION FORM



Only required if a conflict of interest has been identified in Appendix C.

Details of Conflict

Please provide a detailed explanation of the actual or potential conflict of interest, including:

- Names of individuals involved
- Relationship to The Corporation of the Municipality of Red Lake
- Nature of the conflict
- Mitigation measures proposed (if any)

If additional space is required, please attach a separate page clearly referencing this appendix.

Signature

By signing below, I confirm that the information provided is true and complete to the best of my knowledge.

Legal Name of Proponent	
Name of Authorized Signatory	
Title/Position	
Signature	
Date	
Location (City/Town & Province)	

APPENDIX F – SUBCONTRACTOR DISCLOSURE FORM



Project Name	
Project Number (if applicable)	
Name of Bidding Contractor	
Contact Name	
Email Address	
Date	

FIRM NAME	DOLLAR AMOUNT
CATEGORY OF WORK	

FIRM NAME	DOLLAR AMOUNT
CATEGORY OF WORK	

FIRM NAME	DOLLAR AMOUNT
CATEGORY OF WORK	

FIRM NAME	DOLLAR AMOUNT
CATEGORY OF WORK	

APPENDIX G – COVER PAGE

Company Name:

Telephone: _____

The Corporation of the Municipality of Red Lake

P.O. Box 1000

2 Fifth St

Balmertown, ON

P0V 1C0

RFP – Public Transit Feasibility Study

MUNICIPAL USE ONLY:

RECEIVED BY: _____

DATE STAMPED: _____

APPENDIX H – SUBMISSION CHECKLIST

- ☐ Cover Page / Submission Label (Appendix G)
- ☐ Submission Form (Appendix B)
- ☐ Statement of Understanding and Declaration Form (Appendix C)
- ☐ Acknowledgement of Addenda Form (Appendix D)
- ☐ Conflict of Interest Form (Appendix E) – if applicable
- ☐ Subcontractor Disclosure Form (Appendix F) – if applicable
- ☐ Proposal Submission in requested format

APPENDIX I – Map of Red Lake Area and Communities

