



# City of Morden

## REQUEST FOR PROPOSAL FOR

### CITY OF MORDEN COMMUNITY CLIMATE ACTION PLAN -ADAPTATION SECTION

Request for Proposal No. COM-PUF-1-25  
Issued January 10<sup>th</sup>, 2025

DEADLINE FOR PROPOSAL IS:  
12:00pm CST  
DATE: February 21<sup>st</sup>, 2025



## PART A – Project Overview and Details

### 1. Project Background

The City of Morden is a thriving community located in southern Manitoba, approximately 130 km south and west of Winnipeg, with a population of just under 10,000. The City offers a full range of quality services that support a diverse range of lifestyles both in the city and the surrounding areas.

In 2012 the Community Led Emissions Reduction (CLER) Program produced the MSTW Local Climate Change Action Plan. This regional plan was primarily focused on mitigation through Green House Gas emissions reduction.

Climate adaptation is to be the primary focus of this plan. Climate adaptation planning is relatively new to Morden; however, Morden's Strategic Plan commits to elevate climate action opportunities through the development of a climate action plan. In support of this initiative, Morden has allocated resources and staff towards the development of a community climate adaptation plan.

### 2. Project Description and Scope

The City understands that the infrastructure it maintains and the services it delivers are being strained by the changing climate. To prepare for the climate hazards projected to impact the community in the future and build resilience, the City is seeking to conduct a community-wide Climate Risk Assessment and develop a Climate Adaptation Plan that will support focusing efforts to reduce climate risk.

The City of Morden - Community Climate Action Plan - Adaptation Section Project will include five activities:

**Initiate the Project and Establish a Climate Action Working Group:** The objective of this activity is to kick off the project and establish a permanent Climate Action Working Group to champion and support the Project. The deliverables will include kick-off meeting notes and Project Kick-off Communications to City Council and Staff.

**Understand the Community Context and Climate Hazards:** This activity will review background documents and summarize the climate hazards the community will experience in the future. The deliverables will be an info sheet summarizing the climate hazards that is intended for non-technical audiences to support organizational and public understanding and buy-in for climate adaptation, and an appendix providing a technical summary of the climate hazards.

**Engage the Community Network:** Strong network connections support strong climate planning. The objective of this activity is to engage with the network around the City to introduce the climate adaptation planning project, assess the levels of understanding and interests of Indigenous neighbours and residents, the public and key stakeholders, and gather additional information to support creating the plan. The deliverables will include public engagement materials for community pop-ups, online surveys and an appendix summarizing engagement findings.

**Conduct a Community-wide Climate Risk Assessment:** This activity will consider how the projected climate hazards will impact core assets and services provided by the City and summarize the climate risks in order of magnitude. The deliverables will include a risk assessment framework, a climate risk info sheet that clearly summarizes climate risks for non-technical audiences, and an appendix that summarizes the results of the risk assessment.



**Develop a Climate Adaptation Plan:** This activity will develop a Climate Adaptation Plan that identifies actions to reduce climate risks. The deliverables will include a plan with prioritized adaptation actions that captures available information on funding sources, internal resources, project dependencies, and other information that will support implementation. Appendices from previous activities will be incorporated. Project management tools to support implementation, such as an action tracker that also supports reporting, will be developed.

### **3. Project Tasks and Deliverables**

This section outlines the key tasks and deliverables for the consultant who will develop the City of Morden Community Climate Action Plan. Here is a breakdown of the anticipated task descriptions and deliverables within the 5 activity areas, if the proponent's professional expertise in climate adaptation planning sees the need to expand, modify or add, please do so accordingly in your proposal.

The City of Morden Infrastructure Master Plan will be developing along a similar timeline to the Climate Adaptation Plan, and it is important to the city for these plans to support each other. Therefore, a review of Morden's existing infrastructure and its vulnerability to climate events would help to support the Infrastructure Master Plan.

Please note, the City of Morden will be responsible for establishing the members of the Climate Action Working Group.

#### **a) Virtual Kick off Meeting**

##### ***Tasks:***

Virtual kick-off meeting with the Climate Action Working Group and Consultant. Review the Climate-Ready Communities Assessment Tool and proposed work schedule to refresh the team's understanding of the project and identify any new information or changes that have occurred since the funding project award. The kickoff meeting will establish communication protocols, develop a schedule for regular check-ins between Consultant and Climate Action Working Group, identify internal communication needed to introduce and kick off the project with Council and Staff, and identify available background information.

Particular attention will be given to the following:

- The definition of success for the project.
- Scope and deliverables
- Project Timelines
- Project Risks
- City Support required to support completion of tasks.

##### ***Deliverables:***

- Meeting Agenda
- Project Kick-off meeting notes



## **b) Review Background Documents**

### ***Tasks:***

To build the Consultant's understanding of Morden's services, infrastructure, plans, policies, by-laws and procedures as they relate to Climate Adaptation Planning. This will include review of the watershed management plan and southern emergency response group's (SERC) emergency response plan, MSTW Plan, Parks and Urban Forestry Master Plan, as well as other relevant documents.

### ***Deliverables:***

-Appendix summarizing available background information.

## **c) Summarize Climate Hazards and Projections**

### ***Tasks:***

Review available relevant reports from academic literature and government that can be used to inform future disaster risk reduction and climate adaptation action planning. Additionally, a review of historic climate trends and climate projections until the end of the century will be undertaken to gain an understanding of how Morden's climate is projected to change in the coming decades and what climate hazards need to be considered in adaptation initiatives. Climate data will be taken from publicly available online tools such as Climate Atlas of Canada, Climatedata.ca and PCIC Climate Explorer.

### ***Deliverables:***

-Info sheet summarizing Climate Hazard Projections intended for non-technical audiences.

- Appendix summarizing Climate Hazard Projections.

## **d) Community Engagement**

### ***Tasks:***

The Consultant will lead engagements with key stakeholders including watershed districts, SERC, EMO, developers, and the school division. This will include notification letters, surveys, and a meeting.

The Consultant will lead a Council Engagement session to raise awareness of what a Climate Adaptation Plan would entail and capture the Council members' thoughts on services/assets at risk. The Consultant will also ask for feedback on adaptation actions as well as their thoughts on mitigation actions. The Council will also be made aware of key takeaways from engagement with key stakeholders.

The Consultant will lead Indigenous Engagement sessions with the Manitoba Métis Federation and Swan Lake First Nation to inform them about climate hazards as well as what a climate adaptation plan would entail. The Consultant will also capture feedback on key services and assets at risk as well as receive feedback on potential adaptation actions, and how two eyed seeing can support climate adaptation planning.



Engage with community members online to gather input regarding climate change hazards and the Climate Adaptation Plan. Because Morden is planning to create a Climate Action Plan that includes Mitigation, the engagement will also address mitigation.

Engage with community members through pop-up engagements that will share what a Climate Adaptation Plan would entail and gather feedback from community members regarding climate hazards, services and assets at risk within the community, and their thoughts on adaptation actions. Because Morden is planning to create a Climate Action Plan that includes Mitigation, the engagement will also address mitigation.

***Deliverables:***

- Prepare letter to inform stakeholders.
- Presentation deck for engagement.
- Prepare questionnaire/survey.
- Host engagement session.
- Questionnaire for online survey and paper handouts at Civic Office.
- Materials (Poster, Questionnaire) for Pop-up Engagement
- Include in Appendix summarizing engagement.

**e) Conduct a Community-wide Climate Risk Assessment**

***Tasks:***

The consultant will develop a risk assessment framework in collaboration with the City. Workshops to gather staff knowledge about climate hazard consequences. Identify the highest-rated risks to the City that will focus the development of adaptation strategies. Incorporate Staff findings and finalize Risk Assessment.

***Deliverables:***

- Workshop presentation
- Meeting Notes
- Preliminary Findings of the Risk Assessment
- Climate Risk Info Sheet for non-technical audiences.
- Appendix summarizing Key Risk Assessment framework and results

**f) Develop a Climate Adaptation Plan**

***Tasks:***

The consultant will host staff workshops to identify a list of adaptation action items based on the findings from the climate risk assessment. Create a draft adaptation plan and review and gain feedback with the following: staff, council, indigenous groups, stakeholders and working group.



The Consultant team will finalize the Climate Change Adaptation Plan. This will include all relevant materials and appendices, such as a summary of background information, risk assessment framework, data and findings, presentations, and other materials for the full knowledge transfer to the community.

***Deliverables:***

- List of potential adaptation actions.
- Meeting Notes
- Draft Climate Adaptation Plan
- Workshop presentation
- Final Climate Change Adaptation Plan



## PART B – Instructions to Proponents

### 1. **Schedule**

Provide a realistic schedule for the completion of the project. The city expects to complete the Community Climate Action Plan by the end of 2025; however proponents can propose a more realistic schedule based on their resources.

### 2. **Inquiries**

General enquiries may be directed to:

Shawn Dias  
Director, Parks and Urban Forestr  
City of Morden  
Phone: (204) 362-3999  
E-Mail: [sdias@mymorden.ca](mailto:sdias@mymorden.ca)

### 3. **Proposal Submission Requirements and Procedure**

- (a) The Submission Deadline is the date and time specified on the title page of this RFP.
- (b) Proposals must be submitted by hand or by mail to the following address:  
City of Morden, Civic Centre  
195 Stephen Street  
Morden, MB  
R6M 1V3
- (c) The following is required for a completely acceptable proposal:
  - i. Technical Proposal
  - ii. Proponent Information
  - iii. Proposed Work Schedule
  - iv. Professional Liability Insurance Certificate
  - v. Fee Proposal
  - vi. Addenda Acknowledgements (if applicable)

### 4. **Proposal Format**

- (a) Proponents are solely responsible for obtaining all information that may be necessary to understand the requirements of this RFP and submit a Proposal following the terms and conditions of this RFP. No allowance will be made for the failure of a Proponent to obtain such information or to make such investigations.
- (b) A Proponent should ensure that each provision in its Proposal is stated clearly and concisely. Simplicity and clarity of responses are important. The Proposal should include all the information and documents required under Sections 5 and 6 below and be organized in the



same sequence.

- (c) Proponents are advised to carefully review the evaluation criteria (see Section 10) and mandatory requirements before preparing their Proposals in response to this RFP.

## 5. **Proposal Content**

The following format is requested for the:

### a) **Technical Proposal**

(a) Title Page

(b) Letter of Transmittal

- (i) Must be fully completed and signed by a representative of the Proponent with the authority to bind the Proponent.

(c) Table of Contents

(d) Introduction and Project Understanding:

- (i) This should clearly describe the proponent's understanding of the project, including pertinent background information and the scope of services required. It should include an overview that condenses and highlights the contents of the Proposal so that the evaluation committee can evaluate the proponent's entire understanding of the project.

(e) Technical:

- (i) The Proposal should describe the specific technical consulting services and tasks that will be provided and include sufficient details to ensure the likelihood of success. Project milestones and deliverables should be summarized for each project task.

### b) **Proponent Information**

(a) Project Team

- (i) Describe the project team organization, including a summary of each team member, complete with their respective project title, duties, education and relevant experience. Project management will be evaluated by assessing the project manager's education, experience, and proposal management approach.

(b) Proponent Profile

- (i) Describe the Proponent's business, including information about how the Proponent is organized to carry on business; its location(s) and any office(s) or facilities where the Services will be provided (i.e. location(s) in and outside of Manitoba, head office location, etc.).





(ii) Provide information about the Proponent's experience in providing services comparable to those requested in this RFP within recent years (within last 5 years and local experience preferred).

(iii) Describe details of any sub-consulting arrangements proposed by the Proponent.

c) **Proposed Work Schedule**

(a) The proposal shall include a detailed schedule indicating the completion of draft reports and the submission of final reports. The schedule should also include milestone dates for technical memoranda and project review meetings.

(b) Indicate the amount of time required for various phases of the work in a **time chart** showing expected scheduling.

(c) Use **March 3<sup>rd</sup>, 2025**, as a start date to develop a schedule.

d) **Professional Liability Insurance Certificate**

(a) Provide a copy of current liability insurance coverage.

e) **Fee Proposal**

The following format is suggested for the Fee Proposal:

(a) Provide a price breakdown summary in tabular form that identifies disbursements and total upset Proponent cost for each major category of work.

(b) Prices shall be quoted in Canadian Funds (CAD) and remain firm for the duration of the Agreement.

(c) Applicable taxes must be identified separately.

6. **Licensing and Registration Qualifications**

(a) The Proponent's project team must be comprised of individuals and/or firms who are licensed, certified, registered, or otherwise authorized to provide the necessary professional services to the full extent that may be required by provincial law and professional associations in the Province of Manitoba at the time of the Submission Deadline. The successful Proponent shall be required to maintain such license and registration requirements for the duration of the Agreement.

(b) The Proponent shall provide, at the request of the City of Morden, proof satisfactory to the Morden of the Proponent's qualifications and of any proposed sub-consultant.

7. **Evaluation Committee**

(a) The evaluation committee will comprise the City of Morden representatives.

(b) By submitting a Proposal, the Proponent agrees that all decisions on the degree to which a



Proposal meets the evaluation criteria are solely within the purview and judgment of the evaluation committee. The decision of the evaluation committee is final.

**8. Negotiations**

- (a) The City reserves the right to negotiate details of the Contract with any Proponent. Proponents are advised to present their best offer, not a starting point for negotiations in their Proposal Submission.
- (b) The City may negotiate with the Proponents submitting, in the City's opinion, the most advantageous Proposals. The City may enter into negotiations with one or more Proponents without being obligated to offer the same opportunity to any other Proponents. Negotiations may be concurrent and will involve each Proponent individually. The City shall incur no liability to any Proponent as a result of such negotiations.
- (c) If, during negotiations pursuant to 9. (b), the Proponent amends or modifies a Proposal after the Submission Deadline, the City may consider the amended Proposal as an alternative to the Proposal already submitted without releasing the Proponent from the Proposal as originally submitted.

**9. Budget**

The City has an estimated budget of \$90,000 for the Community Climate Action Plan – Adaptation Section.



## 10. Evaluation Process and Criteria

Proposals will be evaluated using the points system.

Technical Evaluation Criteria	Points
<p><b>1. Experience and Expertise</b></p> <p>Proponents must demonstrate a proven track record in developing comprehensive climate adaptation plans, particularly for small to medium-sized municipalities.</p> <p>This includes showcasing but not limited to</p> <ul style="list-style-type: none"> <li>• Provide relevant past projects and outcomes related to climate hazard, risk assessment and plan development.</li> <li>• Provide details of the project manager and team members assigned to the project, highlighting their expertise in climate adaptation planning.</li> </ul>	<p><b>25</b></p>
<p><b>2. Project Understanding and Methodology</b></p> <p>The proposed methodology should be clear, innovative, and practical. It should outline how the proponent plans but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Assess current hazards</li> <li>▪ Vulnerability and Risk Assessment</li> <li>▪ Developing and prioritizing adaptation measures</li> <li>▪ Integration of local climate weather data</li> <li>▪ The proposal should demonstrate a thorough understanding of Morden's unique context and challenges.</li> </ul>	<p><b>25</b></p>
<p><b>3. Project Management and Work Plan. Provide a detailed work plan that includes:</b></p> <ul style="list-style-type: none"> <li>▪ Project timeline and milestones</li> <li>▪ Resource allocation</li> <li>▪ Risk management strategies</li> <li>▪ Approach to coordination with the Climate Action Working Group, City staff and other stakeholders</li> </ul>	<p><b>10</b></p>
<p><b>4. Community and Stakeholder Engagement Strategy (15 points)</b></p> <ul style="list-style-type: none"> <li>▪ Methods for engaging diverse stakeholders (e.g., residents, businesses, institutions, council and staff)</li> <li>▪ Techniques for explaining technical information to non-technical audiences</li> <li>▪ Approach to incorporating public input into the Community Climate Action Plan</li> <li>▪ Strategies for building consensus around adaptation measures</li> </ul>	<p><b>10</b></p>



Technical Proposal Total:	<b>70</b>
<b>Fee Evaluation Criteria</b>	
<b>5. Total Price Proposal (fees and reimbursable expenses)</b>	<b>25</b>
<b>6. Detailed Price Breakdown</b>	<b>5</b>
Fee Proposal Total:	<b>30</b>

Proposals receiving less than a minimum score of 50 points for Technical Evaluation Criteria shall be disqualified and receive no further consideration.

Following the price evaluation, the Technical Proposal and Price Proposal scores will be combined, and the proposers will be ranked in order of highest to lowest total points.

The Evaluation Committee will report to the Council on the point system (total) rating results. The City will notify proponents after the selection has been made.

## **11. Acceptance of Proposal**

- (a) If the City decides to accept a Proposal, it will accept the Proposal that, in the evaluation committee's sole opinion, is the best overall Proposal when evaluated following the evaluation procedure and criteria. Should the city decide not to accept any Proposal, all Proponents will be given written notice of such a decision.
- (b) If the City decides to accept a Proposal, the City will signify its conditional acceptance by preparing and forwarding to the Proponent two (2) copies of the Agreement for signing as identified in PART C – FORM OF AGREEMENT FOR CONSULTING SERVICES.
- (c) The City's acceptance is conditional on:
  - (i) the City obtaining all necessary internal approvals. The City has no obligation to enter into the Agreement until this condition has been met.
  - (ii) the Proponent signing and returning all two (2) copies of the Agreement to the City after receiving the copies of the Agreement and the conditional acceptance from the City.
- (d) Subject to the previous conditions having been met, the City will, in due course, sign the two (2) copies of the Agreement and return one fully signed copy for the Proponent's records.



## **PART C – FORM OF AGREEMENT FOR CONSULTING SERVICES**

The successful candidate firm and the city will execute a contractual agreement. The contractual agreement will contain the following Articles:

**ARTICLE 1 PROJECT DESCRIPTION:**

**ARTICLE 2 CONSULTING SERVICES:**

**ARTICLE 3 FEES:**

**ARTICLE 4 INVOICING:**

**ARTICLE 5 DEFINITIONS:**

**ARTICLE 6 GENERAL CONDITIONS:**

- The Proponent shall not knowingly conduct himself in such a way as to give rise to a conflict-of-interest situation.
- The Proponent shall indemnify and save harmless the City from and against all claims arising from any negligent acts or omissions of the Proponent pursuant to works or services performed under this Agreement. The Proponent's Professional Liability insurance policy shall be available for inspection by the City at all times upon request.
- The professional liability of the Proponent, its officers, employees, sub-consultants, and agents for any loss, damage or cost incurred by the City arising out of negligent acts or omissions in connection with this agreement shall be limited to \$2,000,000.
- All information, including data, designs, drawings and specifications obtained, compiled and produced by the Proponent pursuant to this Agreement shall be the property of the City.
- Confidential information acquired in the course of providing consulting services pursuant to this Agreement shall not be released or used by the Proponent for any other purposes or projects without prior approval of the City.
- The City shall make available all pertinent information in its possession to the Proponent which may affect the Project. The Proponent shall give due consideration to such information and shall satisfy himself as to the reliability of the information.
- The City shall give due consideration to all information including drawings, plans, reports and proposals submitted by the Proponent within a reasonable time so as not to delay the Project.
- No acceptance or approval by the City of the Project or services shall relieve the Proponent of his responsibilities for the proper performance of such Project or services.
- Upon the execution of this Agreement the Proponent shall commence the performance of his obligations and shall take all steps reasonable required by good practice for:
  - (a) the performance of his obligations for providing consulting services under Article 2.



(b) the execution of the Project for the Cost of Work in accordance with the plans, specifications, drawings and designs.

- If at any time during the performance of this Agreement the Proponent estimates for any reason that the actual cost of the Project will exceed the Cost of Work, he shall immediately advise the City in writing. If, in the opinion of the City, the cost overrun is due to design or cost factors within the control of the Proponent, the City may require the Proponent to redesign the Project at his own cost to bring it in line with the Cost of Work.
- If it shall become necessary for the Proponent to make any changes in any designs, drawings, plans or specifications for the Project or for any act or matter over which he has no control, the Proponent shall be compensated for such changes or extra work for such fees as the parties hereto may mutually agree to; provided that prior to the commencement of such changes or extra work the Proponent shall notify the City, in writing, of his intention to make such changes or to carry out such extra work and that the Proponent shall keep separate cost records in respect to such changes or extra work.
- The City may at any time, by notice in writing, suspend the Project in whole or in part, or terminate this Agreement. Upon the giving of any such notice, the City will pay the Proponent for services rendered to the date of such suspension or termination in accordance with the terms of Article 3 hereof.
- The Proponent shall not assign this Agreement or any part thereof without the prior consent of the City in writing.



## PART D – APPENDIX A

Figure 1. City limits and collaborative area.

