

December 2, 2019

TO WHOM IT MAY CONCERN

**Re: DISTRICT OF SOOKE
AGE-FRIENDLY ENGAGEMENT PROJECT – GRANT APPLICATION
REQUEST FOR PROPOSAL – SHORT FORM**

Proposal General Terms and Instructions:

The District of Sooke (the “District”) is requesting a proposal (the “Proposal”) for public engagement of seniors and Elders that would engage, summarize and report out recommended action or policies that support this sector of the District’s population and be consistent with the 2020 Transportation Master Plan.

The District is applying for a grant through UBCM for a maximum award of \$15,000 in order to proceed with this project.

The full scope of services is described under **Project Information**. The Proposal will be succinct with a maximum of four pages to describe the outreach and expected outcomes. The cost of the project shall be in the form of a one-page summary of tasks and associated costs up to the maximum grant allocation and submitted as an appendix to the Proposal.

It is expected that any person that submits a Proposal (the “Consultant”) will be satisfied with the extent of services required and that minor modifications will not add additional costs to the District. By delivering a Proposal, the Consultant irrevocably agrees that the Consultant has received, read, examined the requirements, and has fully understood the scope of services and all terms of reference within this Request and all the attached appendices. It is the responsibility of the Consultant to regularly check for addendums at <https://sooke.ca/municipal-hall/documents-forms/tenders-and-rfps/>.

The District may, in its sole discretion, disqualify any or all Proposals, cancel this Request for Proposal, reject any or all Proposals, and to re-bid the same or similar Services at any time. The District reserves the right to reject any or all Proposals. The lowest Proposal will not necessarily be accepted. The District reserves the right to waive informalities and accept the Proposal deemed most favorable to the District of Sooke at their sole discretion. Any Proposal provided by the Consultant shall remain open for 30 days.

Please provide your fully completed Proposal, to the attention of the undersigned electronically at info@sooke.ca, or in person at 2205 Otter Point Road by 3:00pm on Thursday, January 10, 2020.

Signed,
Paul Butterfield
Engineering Technologist

Project Background

The District is seeking a consultant to engage the seniors and Elders of the community in order to facilitate a concerted effort to understand the needs of this segment of the population. On the heels of the pending Transportation Master Plan (TMP), the District anticipates this engagement will focus on mobility, connectivity, and personal safety while travelling.

The grant given under the Union of British Columbia Municipalities (UBCM) is for the Age-friendly Communities 2020 Program. This program has been developed to engage and support local governments in preparing their communities for an aging population.

In an effort to ensure older people are supported, engaged, and can lead independent lives, this project will inform the District on what measures or policies may be required to enhance the mobility and safety of seniors and Elders within the community.

Project Information

The Proposal should outline and describe the tools to be used and manner of engagement like one-on-one discussions, surveys, workshops, and other tools for seniors and First Nation Elders. The consultant will be expected to capture the barriers, opportunities, and creative ideas to their greater autonomy and mobility.

The following Age-friendly BC website lists several ways to engage the older population:

- <https://www2.gov.bc.ca/gov/content/family-social-supports/seniors/about-seniorbc/seniors-related-initiatives/age-friendly-bc>

The Consultant should address the Guiding Principles of the grant application guide found on this website:

- <https://www.ubcm.ca/EN/main/funding/lgps/age-friendly-communities.html>

The grant will be under Stream 2: Age-friendly Projects. The Proponent should be familiar with the eligible activities under this stream from the application guide. The successful proposal will form part of the grant application, completed by the District.

The Proposal shall include:

1. A detailed budget that indicates the proposed expenditures, assumptions, and aligns with the proposed activities outlined in the Proposal. Assume no resource assistance from the District for materials or staff time, and
2. A descriptive list of all proposed tasks and personnel expected to work on the project.

The Proposal is expected to be succinctly worded and focus on how the tasks will generate the desired outcomes.

All addendums issued by the District for this project are to be considered addressed within the Proposal.

1) Expectation of Consultant

- a. Engage the seniors and Elders with the District and First Nation boundaries in order to receive feedback on how they would benefit from local mobility improvements.
- b. In consideration of the existing mobility barriers, describe how the engagement with the District's older population and First Nation Elders would take place within the proposal.
- c. Describe how the level of engagement is to be determined so that it captures a significant amount of information for decision-making.
- d. Identify creative and cost-effective solutions for greater engagement, safety problem solving, and increasing connectivity to places that matter.
- e. Summarize and report back on feasible improvement plans, and policies that would benefit this segment of the population that are consistent with the TMP, which is slated for completion in early 2020 and Official Community Plan. This may require engagement of the TMP consultant, based on the timing of this project.
- f. The report will also address how the lens of mobility for seniors and Elders can apply to capital projects in the future. For example, a checklist could be developed to measure the effectiveness of a capital project toward senior and Elder mobility.
- g. Report will be in digital form (PDF) plus two, full colour, bound hard copies at a minimum.
- h. The successful Consultant will be expected to enter into a contract for services that will require liability insurance to comply with the District's Risk Management and Contract Services Policy once the grant is received.
- i. The deadline for the grant application, which will include the proposal from the successful consultant, is January 17, 2020.

2) Reference Material

There are a number of documents related to the Age-friendly grant listed on the application website given above. In addition, the District has several past reports that relate to this project and are available electronically:

- An Age-friendly Sooke: What can We Do?
- An Accessibility & Inclusiveness Study for the District of Sooke
- 2015 Age-friendly Action Plan

Please contact pbutterfield@sooke.ca for a copy.