



# Request for Proposal

“Rural Industrial Land Development Opportunity Assessment”

Issued by Joint Economic Development Initiative (JEDI) a non-profit organization providing Economic Development services to the County of Wetaskiwin No. 10

**RFP Release Date:** April 18, 2024

**RFP Response Due Date:** May 8, 2024

## CONTACT INFORMATION

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## Introduction

The Joint Economic Development Initiative (JEDI) is a non-profit organization providing Economic Development services to its member municipality the County of Wetaskiwin No. 10 (the County).

JEDI is seeking proposals from qualified consulting firms to conduct a comprehensive Feasibility and Viability Study for the development of a Shovel Ready Industrial or Industrial/Commercial Park within the geographical boundaries of the County.

The County is strategically located 30 km to Nisku, Alberta, North America's second largest industrial petroleum manufacturing park. The County boasts strong market access as it's located just 20 minutes from Edmonton International Airport (EIA) and within a five-hour drive time of the US border. The County is also well connected to markets with immediate access to 4 major provincial highway systems (QEII, 2A, 13, 22). The County is a strategic location for businesses as it is within 40 km of various urban centers (i.e. Edmonton, Leduc, Wetaskiwin, and Camrose), which provide employers with access to a diverse and talented labour pool.

- 30 km to Nisku, Alberta, North America's second largest industrial petroleum manufacturing park.
- Approximately 20 minutes from Edmonton International Airport (EIA)
- Immediate access to 4 major provincial highway systems (QEII, 2A, 13, 22)
- Close proximity to other city centers and their labor pools
  - City of Edmonton – 45km
  - City of Leduc – 30km
  - City of Camrose – 40km

Other municipalities within the County's boundaries are the City of Wetaskiwin, Town of Millet and Summer Villages of Argentia Beach, Crystal Springs, Grandview, Ma-Me-O Beach, Norris Beach, Poplar Bay and Silver Beach.

### General Information:

- **Population:** (2021 Federal Census) 11,217
- **Location:** 50 km (30 miles) south of Edmonton on Highway 2
- **Area:** 3,322.4 square kms
- **Major Economic Generators:** Agriculture, Oil and Gas, Forestry, Manufacturing, Construction & Tourism.

## Project Background

This project involves a comprehensive analysis of rural industrial land development opportunities in the County, including a market analysis, location assessment, feasibility study and recommended actions. It evaluates potential sites based on infrastructure needs, marketability, land values, and costs, delivering an actionable plan for rural industrial development. The end goal is to create a shovel ready rural industrial park. The chosen consultant will provide guidance and direction to best guide JEDI's efforts in this initiative.

## Scope of Services

The consultant will be expected to perform the following services:

- **Project Initiation Meeting:** Conduct an initial meeting with JEDI's project team to define project goals, scope, and expectations.
- **Document Review:** Analyze existing strategic documents and reference materials relevant to the County of Wetaskiwin.
- **Market Analysis:** Perform a detailed market analysis, encompassing an examination of competitive rural industrial land supply, pricing, services, zoning, land attractiveness, historical demand, and future market prospects.
- **Location Analysis:** Undertaking a location assessment that offers a comparative analysis of potential sites.
- **Financial Analysis:** Prepare a high-level financial analysis including cost estimates for servicing, project soft costs, and potential revenue estimates.
- **Development Recommendations:** Provide strategic development recommendations based on the feasibility study, including next steps and action plans for the creation of a shovel ready industrial park.

## Project Deliverables

The selected consultant will be required to provide the following deliverables:

- A comprehensive feasibility and viability study report outlining findings from the market, location, and financial analyses.
- Strategic development recommendations and high-level development scenarios for the recommended site.
- An action plan outlining next steps for project implementation.

## JEDI's Role

- Provide the consultant with part-time temporary work space and access to any file, strategic documents and reference materials relevant to the preparation of a Rural Industrial Land Development Opportunity Assessment.

- Make available the service of JEDI staff for meetings as may be reasonable.
- Retain rights to the Rural Industrial Land Development Opportunity Assessment. The use and reproduction in whole or in part of the Rural Industrial Land Development Opportunity Assessment shall be at the expressed consent of JEDI.

## **Proposal Delivery & Submission**

Proposals must be received at the following address before the closing time of Wednesday, May 8<sup>th</sup> at 1:00 p.m.:

Joint Economic Development Initiative (JEDI)  
Box 6357  
Wetaskiwin, Alberta, T9A 2G1  
Physical Address  
243019A Hwy 13

Proposals must be submitted in person, via registered mail, and sealed in a plain envelope marked with the RFP title. Please address it to the attention of Carla Thompson, Economic Development Officer.

## **Proposal Submission Requirements**

The proposal shall include the following:

- An outline of the process including a Gantt Chart.
- The background of the individual or agency as well as provide at least three (3) references for similar type projects carried out in the past five (5) years, including contact and phone number indicating similar projects completed.
- Identify all project team members by area of responsibility and role in the project.
- Identification of the project manager who will act as the designated liaison.
- A detailed cost estimate for each component of the project, which includes the number of days required to complete each of the tasks. The overall project costs for both professional fees and expenses shall be an upset limit. The consultant shall provide information on the mark-up for disbursements.
- 1 hard copy of the proposal.
- 1 electronic copy of the proposal

The requirements and expectations outlined herein are not meant to be all inclusive relative to the project inclusions and processes. Proponents are invited to provide any additions or inclusions that the proponent determines be beneficial or add value to the project. JEDI reserves the right to determine, in its sole and unfettered discretion, whether any proposal fulfills or meets the general requirements and expectations of the project.

## Proposal Evaluation

Proposals will be reviewed based on factors such as quality, project schedule, and the ability to complete the project by October 31, 2024. While cost is a significant criterion, it will not be the sole determinant.

## Acceptance or Rejection

JEDI reserves the right to accept or reject any or all proposals and to waive irregularities and informalities at its discretion. JEDI reserves the right to accept a Proposal other than the lowest Proposal without stating reasons. By the act of submitting its Proposal, the proponent waives any right to contest in any legal proceeding or action. It is the right of the JEDI to award the work to whomever it chooses, in its sole and unfettered discretion and for whatever reasons JEDI deems appropriate.

Without limiting the generality of the foregoing, JEDI may reject proposals which are:

- a) Incomplete, obscure, irregular, or unrealistic;
- b) Have one or more errors;
- c) Omit a fee or remuneration of any one or more items in a Schedule;
- d) Fail to complete the information required in any Appendix, tabulation, or addendum; or
- e) Have not complied with applicable laws and legislations.

## Evaluation Criteria

Proposals will be evaluated based on best value to JEDI. Factors such as the quality of proposal, project schedule, and the ability to complete the project by October 31, 2024, are important factors in the evaluation. While cost is a significant part of the evaluation criteria, it will not be the sole determinant. Proposals will be reviewed by JEDI and County's CAO, the final process will include recommendation by Administration to the JEDI Board for formal project award.

**Proposals will be reviewed and ranked on the following criteria and scored out of a 100-point total as follows:**

<b>Ranking Criteria</b>	<b>Percentage</b>
Demonstrated understanding of project goals	30%
Approach and methodology	20%
Clear definition of process with tangible, relevant outcomes	20%
Qualifications of project team and firms relevant experience	10%
Total cost	20%

## Force Majeure

Neither party hereto shall be liable for any delay or default in performance hereunder, other than the payment of money, due to any cause beyond its control and not occasioned by an act or

omission of either party, its agent or assigns, including, but not limited to Acts of God or the public enemy, acts of the federal or state government or of any state or federal officer or agency purporting to act under duly constituted authority, floods, wars, fires, storms, strikes, lockouts or other labor disturbances, weather conditions, interruptions of transportation, freight embargoes or failures, exhaustion or unavailability on the open market of materials, equipment or service necessary for the performance of any provision hereof whereby performance hereunder is delayed or prevented.

## **Indemnity**

The Contractor shall indemnify and save harmless the JEDI, its elected officials, officers, employees, servants, agents, contractors, and citizens, which without limiting the generality of the foregoing, shall include the costs of legal defense, with respect to any suit, proceeding, claim, or demand made or brought by a third party, which without restricting the generality of the foregoing shall include any suit, proceeding or demand founded in contract or negligence arising out of any occurrence, incident, accident, or happening relating to the Contract or the subject matter thereof.

## **Freedom of Information and Protection of Privacy Act**

JEDI recognizes that each response may contain information in the nature of trade secrets or commercial, financial, labour relations, scientific or technical information of or about a proponent. JEDI also understands that responses to the Request for Proposal are provided in confidence and protected from disclosure to the extent permitted under law. JEDI is, however, bound by the Freedom of Information and Protection of Privacy Act and all documents submitted to the JEDI will be subject to provisions of this legislation. The respondent should identify appropriate parts of its proposal as confidential since this will clearly establish its expectations toward the document, both to JEDI as a Public Body and to the Information and Privacy Commissioner in any review or refusal of access. JEDI, however, may not be able to meet these expectations in every instance.

## Certification

Failure to complete, sign and submit this certification, with the RFP package may disqualify this RFP.

We, \_\_\_\_\_

(Legal Company Name)

Of \_\_\_\_\_

(Business Address)

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Having examined and read the Request for Proposal, for the Rural Industrial Land Development Opportunity Assessment, as issued by the Joint Economic Development Initiatives (JEDI), do hereby bid and agree to provide the services/products in accordance with the RFP documents, and do hereby agree to accept the terms and conditions set out in this Request for Proposal.

The price(s) quoted in this RFP shall be valid for a period of Forty Five (45) days from the date of submission. By submitting this RFP the undersigned agrees to all terms and conditions outlined in this agreement.

Executed this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Name & Title of Authorized Representative



# APPENDIX A - JEDI Rating Guide

For JEDI Use Only

**Comments**

Demonstrated understanding of project goals	----- 30 points	
Approach and methodology	----- 20 points	
Clear definition of process with tangible, relevant outcomes	----- 20 points	
Qualifications of project team and firm’s relevant experience in Social Service work.	----- 10 points	
Total cost	----- 20 points	
Total score	----- 100 points	