



Request for Proposal #2022-02 Issued: November 9<sup>th</sup>, 2022

## **Age-Friendly Assessment & Action Plan for the Village of Clinton**

Closing Location: **Village of Clinton**  
**1423 Cariboo Hwy. PO Box 309**  
**Clinton, B.C. V0K 1K0**  
**TEL: 250-459-2261 FAX: 250-459-2227**  
**Email: [cao@village.clinton.bc.ca](mailto:cao@village.clinton.bc.ca)**

**Closing Date & Time:**  
**4:00 pm (PST), Friday December 16<sup>th</sup>, 2022**

**Proposals must be submitted in a sealed enveloped marked:**  
**RFP: Village of Clinton Age Friendly Plan**

# REQUEST FOR PROPOSAL (RFP)

## 1. INVITATION

The Village of Clinton seeks proposals from qualified proponents and experienced consultants for an Age-Friendly Assessment & Action Plan for the Village of Clinton.

A contract will not necessarily result from this Request for Proposal.

The submission of a Proposal constitutes the agreement of the Proponent that all the terms and conditions of the RFP are accepted by the Proponent and incorporated in its Proposal.

## 2. BACKGROUND.

The Village of Clinton is a small, friendly community surrounded by a pristine natural environment. Clinton is located on Highway 97, 45 kilometres north of Cache Creek and 88 kilometres south of 100 Mile House, within the Thompson Nicola Regional District (TNRD). The Village is nestled in an agricultural valley surrounded by hillsides that are a mixture of grasslands and forest. Midway between Vancouver and Prince George, Clinton serves as a centre providing amenities to residents and visitors.

Two Indigenous nations have long called the Clinton area home. The High Bar First Nation, known as the Llenleney'ten, is a First Nations government of the Secwepemc (Shuswap) Nation. It was created when the government of the then – Colony of British Columbia established an Indian Reserve system in the 1860s. The Whispering Pines/Clinton Indian Band, also called the Pellt'iq't First Nation, is a member of the Secwepemc (Shuswap) Nation and is also a member of the Shuswap Nation Tribal Council. Its main reserve is located in Clinton. Part of Clinton's strategic plan is to hold government-to government forums with these Indigenous nations. The Village is working on establishing open dialogue and identifying opportunities for partnerships on all future strategic plans for the Village.

Clinton's economy is in transition from predominately resource based to one of diversification that includes growth in the tourism sector, small business, and other industry. Clinton's population has slightly declined after the closure of the local mill and has a higher than provincial average of older adults. With the aging population in Clinton, it is also important to address spaces, amenities, and activities that support healthy aging-in-place lifestyles for the residents.

### 3. SCOPE OF WORK

The purpose of this project is to develop an age friendly community assessment and action plan with short, medium, and long-term actions. Using Canada's Age-Friendly Rural and Remote Communities Guide\* (<https://www.canada.ca/en/public-health/services/health-promotion/aging-seniors/publications/publications-general-public/friendly-rural-remote-communities-a-guide.html>) as a framework, the Age-Friendly Assessment & Action Plan will focus on existing and future needs to support our community's older adults and aging population.

The strategy needs to take a [gender-based plus lens](#) and include a community profile, accessible and in-person community and stakeholder engagement, data analysis, description of the methods and process, a realistic implementation plan, and evaluation tools. The Age-Friendly Assessment and Action Plan is an opportunity for the Village of Clinton to:

- Highlight existing age-friendly features and assets;
- Identify age-friendly barriers and improvement needs;
- Establish a phased strategic plan;
- Engage seniors, up and coming seniors and stakeholder organizations and,
- Determine priorities for meaningful change.

The Age-Friendly Assessment and Action Plan will be used to create a clear picture of the challenges and opportunities, identify needs and barriers within the Village of Clinton and to provide Council with information to support informed decision making regarding age-friendly initiatives in the community. Linking this work to existing plans will be considered an important value-added component.

This project will entail producing a comprehensive, detailed, and measurable plan that provides a road map for the Village of Clinton. The strategy is to be developed for final approval by Council in September 2023.

#### **Component 1:**

Study, compile and prepare a report on the baseline strengths and barriers in the following areas:

- a) Accessibility and safety within outdoor spaces, sidewalks/trails, public buildings, and municipal recreation infrastructure.
- b) Social inclusion, recreation, programming, literacy, food security.
- c) Existing bylaws, policies, and planning.
- d) Community support and health services.
- e) Conduct an inventory and create a database of existing senior serving organizations, services, service providers and other senior specific events and clubs.

## **Component 2:**

Research on regional and local demographics and trends as they apply to older adults and up and coming retirees, what impacts the services they require, and what services they would like to have available in the community. Community engagement is the strongest part of this process and should include:

- A minimum of two (2) public meetings/open houses
- In-depth interviews with current residents at the two (2) senior housing facilities
- In-depth interviews with key stakeholders including Clinton Food Bank, Clinton Seniors Association, Interior Health, Clinton and District Assisted Living Society, and other service clubs.
- Online & social media-based surveys, delivered through current Village channels

## **Component 3:**

Develop an action plan that includes priority recommendations and timelines for improvements and programs over the next three years, taking into consideration feasibility and noting opportunities and strategies for implementation.

The Age-Friendly Assessment and Action Plan will create a clear picture of the challenges and opportunities, identify needs and barriers within the Village of Clinton, identify opportunities and actions, and provide Council with information to support informed decision making regarding age-friendly initiatives in the community. Linking this work to existing plans will be considered an important value-add.

## **Component 4:**

A first draft of the Action Plan will be presented to staff for review. After the review is complete and feedback has been given, a second draft of the Action Plan with feedback incorporated will be reviewed by staff and CAO for approval. Finally, the report will be presented to Council providing them with opportunity to comment on the recommendations and strategies presented. The Proponent will be responsible for the preparation and provision of all documents and presentation material. All work must be approved by and carried out to the satisfaction of the Village.

### **3.2 Budget**

The project is funded by a grant, the maximum amount allocated for the full project is \$20,000.00



### 3.3 Timeline

The successful proponent must commence the project work no later than January 4<sup>th</sup>, 2023 and complete it within 8 months.

### 3.4 RFP Submission Closing Date, Time & Location

To be eligible, proposals must be submitted via email to the Chief Administrative Officer (CAO): [cao@village.clinton.bc.ca](mailto:cao@village.clinton.bc.ca) ,

or in sealed envelopes by mail/courier to: Village of Clinton  
Attn: Murray Daly, CAO  
1423 Cariboo Hwy. PO Box 309  
Clinton, BC, V0K 1K0

Completed proposals must, be received by **4:00 pm** Pacific Standard Time on **December 16<sup>th</sup>, 2022** noting:

- The bidder must confirm the size of any emailed submission can be accepted by our server and that it has been received in its entirety.
- The submission must be signed by a person authorized to sign on behalf of the bidder/consultant.
- Faxed submissions shall not be accepted.
- Late submissions will not be accepted and will be returned, unopened to the bidder.
- Proponents intending to submit a bid should, but not must, email [cao@village.clinton.bc.ca](mailto:cao@village.clinton.bc.ca) so they may be sent any clarifications or addenda but any intent to bid is not an obligation.
- There is no claim for compensation of any kind as a result in participating in this RFP.

## 4 SUBMISSION REQUIREMENTS

A Request for Proposal is not a binding proposal on the Village or the Contractor. If the Village opts to enter into an agreement with any consultant, additional terms and conditions or requirements may be agreed to. The Village of Clinton or its agents will not accept any responsibility for costs or expenses incurred in replying to this RFP.

Respondents' submission must include, at minimum, the following:

- a) profile of the consultant, principals, resources, and of the staff that will be responsible for this project;
- b) detailed work schedule itemizing key tasks, deliverables and timelines;
- c) allowances for an adequate number of meetings (in-person or virtual) with the Village;
- d) fee breakdown for each task including travel costs, billable rates of staff assigned to the project and disbursements; and
- e) examples of similar work completed for other local governments of similar size.

**Successful proponents will not be permitted to sub-contract any part of the project unless expressly permitted to do so by the Village.**

## 5 SELECTION CRITERIA AND EVALUATION

Proposals will be assessed by the Village of Clinton with evaluations ranked on the following criteria:

- a) **20% Experience** related to the undertaking of similar projects.
- b) **20% Methodology** comprising of a work plan including the proposed method of accomplishing the required deliverables, including timeline.
- c) **40% Costs** broken down in a detailed outline to complete the work, inc. taxes and disbursements; and
- d) **20% References** (at least 3) from previous clients including specific contact information.

During the evaluation process, proponents may be invited to give a presentation or participate in interviews with Village staff. The Village of Clinton reserves the right at its sole discretion to

- a) consider any proposal, in whole or in part unless otherwise stipulated; and
- b) waive minor irregularities and informalities in any proposal and to seek clarification or additional information on any area of any proposal when it is in the best interest of the Village to do so.

## 6 GENERAL INFORMATION

### 6.1 Enquiries

It is the responsibility of the proponent to thoroughly examine the documents and ensure that the requirements are fully understood. For further information or questions regarding this proposal contact: Murray Daly, CAO via phone: 250-459-2261 or email at [cao@village.clinton.bc.ca](mailto:cao@village.clinton.bc.ca). Enquiries and responses will be recorded and may be distributed to all Proponents at the Village's discretion.

### 6.2 Modification of RFP Terms/Addenda

The Village reserves the right to modify the terms of this RFP at any time before the closing date and time at its sole discretion. Written addenda are the only means of amending or clarifying any of the information contained in the information package. The Village makes no guarantee as to the timely delivery of any Addendum. Addenda issued prior to closing of this RFP shall become a part of the project contract.

### 6.3 Obligation to Award

Issuance of this RFP and the resultant receipt of any bid or proposal does not imply a reciprocal obligation on the part of the Village of Clinton to award the work to any of the proponents. The Village reserves the right to cancel this RFP for any reason without liability to any proponent, or to waive irregularities at their discretion.

The Village of Clinton also reserves the right to reject any or all proposals received, to negotiate with any firm submitting a proposal, and to accept the proposal deemed most favorable in the interests of the Village.

### 6.4 Ownership of Proposals & Freedom of Information

All responses to this RFP become the property of the Village. By submitting a proposal the proponent agrees the Village has the right to copy proposal documents. While proposals will be held in confidence, the Village is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. The requirement for

confidentiality does not apply to any proposal that is incorporated into a subsequent contract for the work. Further, when making a recommendation for contract award, the CAO may disclose all or part of any proposal to the Village of Clinton Council at a public meeting.

### **6.5 Termination of Subsequent Contract**

Upon 30 days' notice, either the Village or the consultant may terminate the contract for the work. All work completed, invoiced, and paid shall be the property of the Village.

### **6.6 Instruction to Interested Parties**

A Request for Proposal, rather than tender or proposal, has been requested in order to afford the proponents a more flexible opportunity to employ their expertise and innovation and thereby satisfy the Village's needs in a more cost-effective manner. Submissions should be based on these instructions.

