

Request for Proposals (RFP): City of North Battleford Community Safety and Well-Being Plan

Description: Submit proposals from qualified consulting teams to provide a complete community safety and well-being plan for the City of North Battleford.

Date Issued: May 3, 2023
Closing Date: Wednesday, May 24, 2023
Closing Time: 4 p.m. CST

Project Contact: Lindsay Holm
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The City of North Battleford is inviting proposals from qualified consulting teams to provide a community safety and well-being plan for the City of North Battleford. This plan will involve the City of North Battleford, surrounding municipalities and First Nations (our Community).

Background:

The City of North Battleford wishes to have a Community Safety and Well-Being Plan created that has been developed following considerable public engagement and input from organizations within the community that contribute to public safety and well-being.

Using the Community Safety and Well-Being's (CSWB) Vision)

The project will reflect the prevention and social development areas of the CSWB Framework - Appendix A.

This project will contribute to the CSWB's vision by:

- Increasing knowledge of the current state of community safety in North Battleford and surrounding areas;
- Increasing the understanding of the gaps in services in North Battleford and surrounding areas;
- Increasing understanding of what factors might be contributing to the increased crime rates; and
- Increasing a sense of community wellbeing.

Scope of Work:

The City's Crime Severity Index (CSI) Rating continues to increase year after year. In order to work towards lowering the rating, the City wishes to develop a community safety and well-being plan to replace its previous plan from 2014. The new plan will be developed in collaboration with surrounding Indigenous communities, municipalities, and other stakeholders. The assessment will include:

- an assessment of North Battleford and surrounding areas' current states of community safety;
- research on the previously identified gaps in services contributing to increased rates of crime in North Battleford and surrounding areas; and
- the development of methods to improve North Battleford's and surrounding areas' overall wellbeing as a region.

The scope of work includes public engagement and consultation, involves engagement and input from local organizations, strategic planning and reporting, and design and delivery of an updated plan. The consultant team will be fully responsible for the pre-development and development of a community safety and well-being plan. The consultant(s) will also provide tools and strategies for North Battleford and surrounding governments to implement, execute, and perform evaluations of the plan.

The plan will become the property of the City of North Battleford, following review from the Provincial Government, and will be shared publicly.

Project Tasks:

The project tasks for this project are:

PHASE 1 – Setup

- Lead the creation of a Community Safety taskforce (at a minimum the following groups/governments will be invited to become taskforce members, the Battlefords Agency Tribal Chiefs (BATC), Battlefords Tribal Council (BTC), the Town of Battleford, the RM of North Battleford, The City of North Battleford, Thunderchild First Nation, Little Pine First Nation, Battlefords Regional Community Coalition (BRCC), the RCMP, and Battleford River Treaty 6 Health Centre (BRT6)).
- Orientation/training of taskforce members

PHASE 2 – Quantitative Data Collection

- Quantitative data collection and analysis
- Asset mapping
- Compile information to assist with future phases

PHASE 3 – Public/Stakeholder/Organizational Engagement

- Qualitative data collection and analysis
- Organize and lead community consultations with very diverse groups
- Organize and conduct a community survey
- Identify priorities within the community
- Identify strategies and possible actions

PHASE 4 – Plan Development, Reporting and Implementation

- Develop report to stakeholders, community members, and Councils
- Confirm identified concerns, strategies, and actions
- Present reports to Administration and Councils
- Provide implementation tools
- Provide evaluation techniques and tools
- Provide a training plan for post-plan implementation

Expectations and Estimated Fees:

It is expected that your quotation will provide the following, at a minimum:

- 1) Estimated fee structure;
- 2) Description of your understanding of the project;
- 3) Description of your team’s relevant experience and overall qualifications, including the roles of the individual team members;
- 4) The proposed approach for carrying out the data gathering and deliverables;
- 5) Description of any value add that your organization will bring to the project;
- 6) An example of similar work done in a similar municipality.

The fee structure shall be tabulated in a spreadsheet format with each phase and its related tasks itemized, including sub-consultant fees, travel & hotel costs, disbursements, and PST.

The proposal fee for each phase combined shall be the maximum (upset price) price for all consulting services. The upset price will not be increased unless the scope of work is expanded with the approval of the City of North Battleford. A separate schedule of hourly rates for the consultant team members shall be included.

North Battleford has set a maximum budget of \$49,500 for the completion of the plan, including PST.

Schedule:

Draft report for comment by October 23, 2023

Final report to be provided by December 1, 2023

Evaluation Criteria and Proposal Selection:

Submissions will be evaluated based on the written response to the RFP. Evaluation criteria and weighting are as follows:

Familiarity with municipal government & First Nations communities.....	10
Knowledge and expertise of proposed staff resources	25
Comparable projects and experience	25
Detailed work program, scheduling, and project control	20
Project costs and associated value for money.....	20

The City of North Battleford reserves the right to reject any or all proposals, to accept the proposal it considers in the best interest of the municipality, and that may or may not also be the lowest cost proposal. The City of North Battleford reserves the right to waive formality, informality, or technicality in any proposals and to negotiate a satisfactory proposal with the selected proponent.



Deadline for proposal submission via email:

Wednesday, May 24, at or before 4 p.m. CST

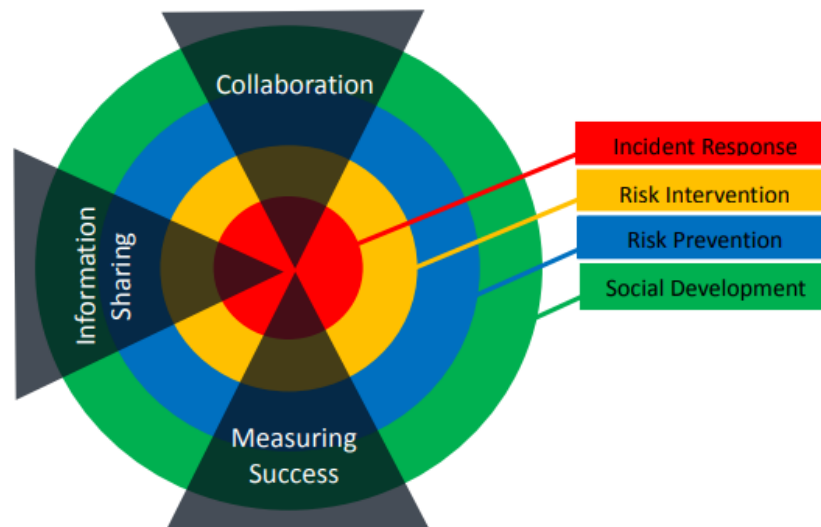
Projects are to be submitted to:

Stacey Hadley, City Clerk

Via email to: cityclerk@cityofnb.ca

Community Safety and Well-Being Saskatchewan Community Development Strategy

Community Safety and Well-Being partners with communities across Saskatchewan to provide a variety of supports in the area of community safety and well-being planning and development. Our **focus** is working with community leaders and various levels of government on **collaboration, information sharing, and measuring success** to ensure success in local planning. We provide tools and resources to support partners working differently together to achieve mutual outcomes. We encourage planning in all four community response areas, as well as time and resource investment in enhancing social development, prevention, and risk intervention.



Incident Response – Immediate response to urgent incident; examples include Emergency Medical Services, Police, Emergency Rooms; might include collaborative responses like Police and Crisis Teams; highest cost options; typically where communities have historically invested time and resources.

Risk Intervention – Mitigating elevated risk situations; deliberate steps to increase safety for someone at risk; examples include HUB and Situation tables.

Risk Prevention – Eliminate identified risks from community; preventing someone from experiencing a risk; examples include crime prevention through environmental design, grade three reading level achievement.

Social Development – Promoting and maintaining community safety and well-being; examples include municipalities partnering with business owners and a local college to develop 8 week intensive job training to get individuals ready for employment; communities developing signage to promote alcohol free homes and business.