SAMPLE 2

REQUEST FOR PROPOSAL

**[NAME OF PROJECT], [NAME OF SOCIETY] [LOCATION], BC**

1. **Request for a Proposal**

Following the submission of your Expression of Interest, you have been selected to submit a detailed proposal for undertaking the role of Development Consultant to assist our Society in planning and developing a new housing project Intended for located at .

The details have not been developed for this project, but it is expected to be approximately units and have an approximate capital cost of .

The project will require a rezoning. **[INSERT A FULL DESCRIPTION OF THE PROJECT DETAILS].**

1. Deadline for Inquiries

All inquiries related to this Request for Proposal are to be submitted in writing on or before **[INSERT DATE]** to **[INSERT NAME, TITLE]** at e-mail **[INSERT EMAIL ADDRESS]**.

1. Response to Inquiries

Responses will be recorded and distributed to all Proponents who have received a copy of this RFP on or before **[INSERT DATE]**.

1. Delivery of Submissions

Proposals may be submitted electronically by e-mail, clearly indicating the Project Name in the subject line, to: **[INSERT NAME, TITLE]** at e-mail **[INSERT EMAIL ADDRESS]**.

If submissions are made by courier/mail, the envelope should be clearly marked with the name and address of the Proponent and the full Project Name.

1. Closing Time

##### 2:00 PM Local Time, [INSERT DATE].

Late proposal submissions will not be accepted and will be returned to the Proponent.

1. Interviews

Shortlisted proponents may be interviewed. Interviews are anticipated to be held during the week of **[INSERT DATE].**

1. Proposal Submission Requirements

Proposals will **only be accepted if not more than 15 pages**, single sided, letter size, including any covering letter and all collateral materials, such as individual resumes and project examples. To reduce duplication of information and the size of submissions, the Proposals will be considered in conjunction with your previously submitted Expression of Interest.

1. Identification of Key Personnel

The proposal will include a list of all key personnel that will be involved in the project, outlining their general roles, anticipated tasks, and estimated overall contribution to all phases of the project. This information may be expressed as their estimated percentage of total hours contributed to the project. (e.g., the contribution of Team Member A is anticipated to comprise % of the firm’s overall contribution).

1. Roles & Approach

Proponents are invited to outline their approach to performing the role of Owner’s Representative for this project.

1. Demonstration of Competencies

Proponents will be expected to demonstrate that the consultant or consultant team members have the Technical Knowledge, Skills and Attributes that are considered appropriate for Development Consultants working with non-profit societies.

**[INSERT A LIST OF THE PARTICULAR COMPETENCIES YOUR SOCIETY IS SEEKING. CHOOSE three or four. REFER TO APPENDIX A OF THIS DOCUMENT.]**

1. Fees

Proponents will provide a total fee and for this project and proposed schedule   
for payment.

1. Hourly Rates & Disbursements

The proposal will include the hourly billing rates for each of the key personnel contributing to the project. The method of billing disbursements shall be stated, including any mark-up rates to be applied.

1. Evaluation of Proposals

A structured evaluation of the proposals and interviews will be scored on the   
following criteria:

|  |  |  |
| --- | --- | --- |
| **ITEM** | **TOPIC** | **POINTS** |
| 1 | Clarity and quality of proposal | 10 |
| 2 | Company profile and experience | 10 |
| 3 | Summary of major roles and approach the proponent proposes to undertake for this project including an outline schedule | 20 |
| 4 | Demonstration of Competencies | 20 |
| 5 | Fees | 20 |
| 6 | Interview | 20 |
| **TOTAL** | | **100** |