



City of Kenora

REQUEST FOR PROPOSALS

For

Kenora Age-Friendly Strategic Plan

1.0 INTRODUCTION

The purpose of this request for proposals is to select a Consultant to work with the City of Kenora and the Kenora Age-Friendly Steering Committee to develop an Age-Friendly Strategic Plan.

2.0 BACKGROUND

The Kenora Age-Friendly Steering Committee was formed in January 2015. The Committee is comprised of representatives from the following organizations in the community:

- Alzheimer Society of Kenora/Rainy River Districts
- Canadian Red Cross
- City of Kenora
- District of Kenora Home for the Aged Community Support Services
- Kenora Seniors Coalition
- Kenora Substance Abuse & Mental Health Task Force
- Lake of the Woods District Hospital
- Making Kenora Home
- NeChee Friendship Centre – Lifelong Care Program
- New Horizons Seniors Centre

- Northwestern Health Unit
- Northwest Community Legal Clinic
- Retired Teachers of Ontario
- Sunset Country Family Health Team
- Women's Place Kenora

In 2009, the City of Kenora hosted a Northwestern Ontario regional Age-Friendly forum. Over 60 seniors, economic development and municipal representatives attended. The purpose of the Age-Friendly forum was to highlight Age-Friendly projects in the region and to create awareness about Age-Friendly considerations for municipalities in the context of planning, recreation, infrastructure development, transportation and other areas.

In 2014, the City of Kenora completed a Strategic Planning process that engaged 2000 members of the community. The final document, entitled Vision 20/20, highlighted housing and other needs for seniors to remain in Kenora and to help Kenora's growth and economic diversification.

In January 2015, the Kenora Age-Friendly Steering Committee was formed.

3.0 SCOPE OF WORK and DELIVERABLES

The purpose of the project is to hire a consultant to work with the Kenora Age-Friendly Steering Committee and the City of Kenora to develop an Age-Friendly Strategic Plan.

The Scope of Work will include, but not be limited to:

Background Literature Review

Review key documents including province of Ontario and WHO Age-Friendly information, City of Kenora Official Plan, Provincial Policy Statement, LOWDC 2014 Strategic Business Plan, City of Kenora Vision 20/20 Strategic Plan, Making Kenora Home housing analysis, and others

SWOT Analysis – Focus group(s), surveys and public meetings
Complete a gaps analysis

Age-Friendly Service Guide

Complete an Age Friendly service guide for the Kenora area, based on existing work and information and survey information

Facilitated Planning Session

Work with the Kenora Area Age-Friendly Steering Committee to review the draft Age-Friendly Plan

Age-Friendly Plan

Finalize the Age-Friendly Plan, including deliverables and timelines and communications recommendations for acceptance by City of Kenora Council.

4.0 STUDY AREA

The study area will focus on Kenora and the Lake of the Woods area

5.0 REPORTING REQUIREMENTS

The consultant will report to the Kenora Area Age-Friendly Steering Committee in undertaking the completion of the work.

The Age-Friendly Steering Committee will:

1. Conduct the call for proposals;
2. Select the Consultant;
3. Approve a detailed work plan
4. Provide the Consultant with background information as required
5. Participate in the planning process
6. Review and approve the final draft report
7. Accept and recommend the final report

6.0 PROJECT REQUIREMENTS**6.1 GENERAL**

All information, electronic data, reports, mapping, literature or software/hardware developed or acquired by the Facilitator in

the course of this project and having application to this project shall become the property of the City of Kenora. This property shall be delivered to City of Kenora with the final billing.

A contingency allowance should not be used in making cost estimates for the completion of the work. All proposals should clearly indicate that the work to be provided will be for a specific amount. The City of Kenora will not consider cost overruns.

Final invoice for the work can be submitted with the Final report and will be paid upon City of Kenora approval of the work.

6.2 MEETINGS

The consultant can identify meetings required in their proposal. The following meetings are suggested:

- An introductory meeting to confirm the scope of work, timelines and project completion, including the work plan
- Meeting to review draft Age-Friendly Service Guide
- Meeting to review draft Age-Friendly Plan
- Meeting to approve final Age-Friendly Plan

6.3 REPRODUCTION

The Facilitator shall provide electronic copies of all reports

6.4 DISTRIBUTION OF DOCUMENTS

All documents and revisions to documents shall be forwarded by the Consultant in sufficient time so that they will be received by Kenora Area Age-Friendly Steering Committee in advance of the meeting at which the document will be discussed.

6.5 TIME FRAME

The project is to commence upon final funding approval and on the signing of a contract with the Consultant on a date agreed to by the consultant and the Kenora Area Age-Friendly Steering Committee and proceed until March 2016. The consultant shall outline in the

proposal the time frames for the completion of the aforementioned stages of the project.

7.0 CONSULTANT PROPOSAL –

5 paper copies due Thurs, August 13 @ 11:00 am @ City Hall

City of Kenora 1 Main Street South, Kenora ON P9N 4K7

The consultant shall prepare a proposal which clearly indicates how the consultant will carry out the work set out in the Request for Proposal. The consultant's proposal must contain at least, but not be limited to:

- A work plan showing the proposed timing and methodology
- Qualifications and experience
- Maximum total cost of the project
- References

8.0 REFERENCE MATERIAL

City of Kenora Official Plan (2015)

Economic Development Plan (2012)

<http://listview.kenora.ca/Files/LOWDC/Shared%20Documents/Reports%20and%20Plans/Economic%20Development%20Reports/2012%20Economic%20Development%20Plan.pdf#navpanes=0&view=Fi tH>

City of Kenora Vision 20/20 Strategic Plan

http://www.kenora.ca/media/139298/kenora_vision_2020_strategic_plan.pdf

World Health Organization

http://www.who.int/ageing/publications/Global_age_friendly_cities_Guide_English.pdf

Checklist of Essential Features of Age-Friendly Cities

http://www.who.int/ageing/publications/Age_friendly_cities_checklist.pdf

Priorities for the Aging Population – Ontario

http://oacao.org/images/PRIORITIES%20FOR%20THE%20AGING%20POPULATION%20OF%20ONTARIO%20pub%20-%20Final%20_2_.pdf

Finding the Right Fit: Age-Friendly Planning Guide – Ontario
<http://www.seniors.gov.on.ca/en/afc/guide.php>

Finding the Right Fit: Age-Friendly Community Planning
http://www.seniors.gov.on.ca/en/resources/AFCP_Eng.pdf

Bringing Care Home- Northwest LHIN
http://www.northwestlhinc.on.ca/~media/sites/nw/reports/2015%2003%2012%20hcc_report.pdf?la=en

LOWDC 2014 Strategic Business Plan
<http://listview.kenora.ca/Files/LOWDC/Shared%20Documents/Reports%20and%20Plans/Annual%20and%20Q%20Reports/Business%20Plans/2014%20Strategic%20Business%20Plan.pdf#navpanes=0&view=FitH>

9.0 CONTRACT

The consultant shall enter into a contract with the City of Kenora. The contract shall indicate that the work undertaken shall be completed to the satisfaction of the City of Kenora and the Kenora Area Age-Friendly Steering Committee, according to the Request for Proposal and Consultant Proposal, and for the amount as set out in the consultant's proposal. The contract shall also indicate that no additional money shall be paid to the consultant for any additional work for which prior authorization has not been given in writing.

9.1 CHANGING THE CONTRACT

The contract may be revised during the project provided a complete analysis of the effect of any proposed change is submitted and agreed upon in writing by both parties. This analysis would include an assessment of the impact on target dates and costs.

Questions on this proposal call may be referred to:

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