



Portage Regional Economic Development Inc Request for Proposals

Investment Readiness Assessment for the Region of Portage la Prairie #003

Concerning the assessment of how investment ready the Region of Portage la Prairie is and providing solutions to enhance the Region's capacity for Economic growth and investment attraction purposes.

Deadline for Receipt of Proposals

Time: 4:00 pm local time

Date: Tuesday, October 25, 2022

Location: PRED Office

800 Saskatchewan Ave W

Portage la Prairie, MB R1N 0L8

Proposals received later than the time stated above will not be accepted and will be returned unopened. Proposals sent by facsimile will not be accepted.

Preferably, proposals shall be submitted electronically to eoleary@investinportage.ca with the subject labeled "Response to RFP for Investment Readiness Assessment for the Region of Portage la Prairie #003, alternatively they may be sent by courier or mail to:

Ms. Eve O' Leary, Director of Economic Development

Portage Regional Economic Development Inc.

800 Saskatchewan Ave W

Portage la Prairie, MB R1N 0L8

Please contact: 204-856-5000 for general inquiries

1. Background

Representing an agri-food manufacturing hub of over 20,000 people, Portage Regional Economic Development (PRED) helps inspire new investment and re-investment across the region.

Portage Regional Economic Development (PRED) was formed in 2013, following the dissolution of a larger regional partnership under the banner of Central Plains Inc. with a mission to foster an environment which is attractive to investment and growth for both the City and Rural Municipality of Portage la Prairie, respectively.

The scope of the department's work includes liaison with investment interest from concept through to approval by the applicable Council, as well as ongoing support and liaison throughout the life of the investment within the jurisdiction. PRED is also responsible for the marketing of the region's tourism portfolio

The mandate of the Portage Regional Economic Development is to create an environment that successfully attracts new investment, retains and expands current business for the entire community for the City of Portage la Prairie and the RM of Portage la Prairie whilst leveraging the strong regional approach of the two municipalities working together in collaboration.

2. Scope of Services:

Portage Regional Economic Development is requesting qualified consultants to provide investment readiness services in gathering, reporting, and determining realistic solutions to becoming investment ready for the Region of Portage la Prairie. This refers to a Region's ability to successfully, attract, react, and secure all types of business investments.

The Investment Readiness Assessment

We are seeking a consultant to build upon the recent studies completed in the Region assess the investment readiness of the Region and provide an in-depth analysis of where the Region is now and solutions for how the Region can become more investment friendly and ready.

Investment Ready Analysis indicators specifically for the Portage la Prairie Region

- Economic Development Services
- Physical Infrastructure
- Shovel ready lands
- Cost competitive environments
- Development and permitting processes
- Investment orientated websites

- Investment orientated materials
- Real Estate Availability
- Taxation and Incentives
- Recent Investments
- Workforce Development
- Zoning and Land use Planning
- Major Employers and Industries
- Economic Baselines
- Availability of Land
- Residential Construction
- Roads and Transportation Routes
- Rail & Air Service
- Business Taxation
- Transportation Routes
- Infrastructure capacity
- Opening a business in the Portage la Prairie Region
- Current Business Climate and Services
- Business Engagements and Services
- Economic Development Joint Ventures
- Community and Site Selection Profiles

3. Company Qualifications & Experience:

1. Please describe the company’s qualifications, expertise, and experience for delivering Economic Statistic and data Consultant Services as described in the sections “Scope of services”
2. Please list relevant municipal clients (and other public agencies) where similar work has been performed.
3. Please provide at least two references along with examples of work from current or previous clients.

4. Preliminary Schedule

Note that this schedule is preliminary. The schedule may be adjusted, as needed, by the organization. The deadline for submitting proposals may be extended by 30 days if the PRED does not receive adequate responses from qualified firms. Accordingly, the date for awarding the contract will change.

October 11th, 2022	Issue RFP
October 18th 2022	Deadline for Questions

October 25th 2022	Deadline for receipt of proposals
October 26th 2022	RFP proponent review
October 28th 2022	RFP proponent award
January 31 st 2023	Project to be completed and report submitted

5. Project Budget

All tasks within the enclosed Scope of Services shall be included within the proposal's fee schedule and itemized according to required and optional tasks.

6. Proposal Content

- Cover Letter
- Project Team
- Workplan and approach to project
- Organizational chart of the project team.
- Names, qualifications and resumes of all project team members who will directly participate in the project.
- Sub consultants. Identify any sub consultants that would be used and their specific role. (All sub consultant costs shall be included in the project budget)

7. Work Plan and Approach:

- a) Discuss your company's understanding of the Scope of Services to be performed.
- b) Describe the method for management of overall project costs, schedule, quality assurance/quality control, responsiveness to PRED's requests and inquiries, and other issues critical to this project.
- c) Specifically address your company's approach to resolving unanticipated issues efficiently and effectively while maintaining project budget and schedule. In addition, explain your team's ability to adapt to changes in environment and/or existing conditions throughout the process that may affect the program outcome and schedule.
- d) Describe the needs from Economic Development staff. For example, what Economic Development staff expertise is needed and how much time to you anticipate.
- e) Identify any "value-added" services that your company may provide to this project.
- f) Discuss your company's understanding of the schedule and outline a proposed project schedule (if any) starting with a kickoff meeting, development of

draft documents, final report, etc. Include any significant milestone and resource needs such as staff, meeting space, reports, etc. from Portage Regional Economic Development Inc.

- g) Please clearly identify all proposed costs and fees associated with the Scope of Services and any additional identified work you believe is necessary to complete the scope of work. It is up to the Consultant to provide a cost proposal that makes sense for the service listed in the Scope of Services.

8. Consultant Selection and Criteria Process

All proposals will be evaluated using the following criteria:

- Quality and completeness of proposal
- Quality of the proposed services to be provided
- Ability and experience of team members assigned to work on the project
- Technical experience in performing work of a closely similar nature
- Methodology and work program, including knowledge of local needs and the ability to work closely with PRED staff and other Economic Development stakeholders in the Region
- Creativity and insight of proposal
- Timing of work program and ability to perform the work within the time specified
- Project cost
- Ability to produce high-quality and easy-to-read graphic information

9. Terms and Conditions

Issuance of this RFP does not commit Portage Regional Economic Development Inc to award a contract for services or to pay any costs incurred in the preparation of a response to this request.

Portage Regional Economic Development Inc retains the right to accept or reject any or all submittals, to negotiate with any qualified Consultant, or to adjust, cancel or modify in part or in its entirety the RFP if it is in the best interests of PRED to do so. Once submitted, the proposals become the property of Portage Regional Economic Development Inc.