



Town of Oliver Age Friendly Assessment and Action Plan – Request for Proposal

The Town of Oliver is seeking proposals from qualified consultants to create of an Age Friendly Assessment and Action Plan for the Town as set out in the Scope of Work. The Age Friendly Assessment and Action Plan must be completed prior to April 2021.

Scope of Work

The proposed major tasks in the creation of the Age-Friendly Assessment and Plan will include information gathering, research and analysis, meetings with Town staff and local stakeholders, site visits and Assessment and Plan submission at draft and final stage.

As part of the development of the Plan, it is the intent that public consultations be held in the form of surveys, interviews with key stakeholders and an open house. The specific logistics are to be determined by the consultant; however, Town staff will be available to assist and the Town is willing to make in-kind contributions to facilitate such public engagement activities, such as venue rental costs.

The Town wishes to complete the age friendly assessment and become an age-friendly community to enable existing groups and plans to expand their missions to embody the age friendly principles. Local groups such as the pickleball club want to improve outdoor spaces in the future. The Food Action Advisory committee is actively working on improving Oliver's food system. Many senior-led service groups are already working or volunteering in our community. The age-friendly assessment will help us observe gaps in opportunities, shortcomings in existing infrastructure, or obstacles that the senior community is facing.

52.5% of the Town's population is aged between 45-79. The Town already has long-term development plans intended to improve our community for the general population these include the Downtown Revitalization Plan, the Food Secure Oliver Plan, and the Grow Oliver (under development). We are ready to complete a local age friendly assessment in support of these plans and inform future developments.

Deliverables include a completed assessment, inventory of services, logic models and evaluations. Documents to reference and suggest amendments include the Official Community Plan, Food Secure Oliver Plan, Oliver Parks and Recreation Master Plan. Please visit the Town of Oliver website to reference any of these documents at:

<https://www.oliver.ca/town-hall/guiding-documents/> or
<https://www.oliver.ca/food-secure-oliver/> or
<http://www.oliverrecreation.ca/park-improvement-plan/> and
<https://oliver.civicweb.net/filepro/documents/1?preview=71183> (Official Community Plan)

Proposal Submission Requirements:

General:

An introductory letter that includes a general background overview of the proponent, identification of similar services provided for other clients and an outline the expected approach for successfully creating an Age Friendly Assessment and Action Plan.

Experience:

A listing of recent relevant project experience. Project descriptions should include a summary of related work, including scope, project successes, location and length of time of project.

Schedule

1. A schedule for completion of the project broken down by phase and task.
2. A description of tasks to be undertaken and methodologies to be used by the proponent.
3. Lead, team members and sub-consultants.

Financial Expectations

1. Proponent maximum fee
2. A breakdown of project costs by task in a manner that allows for easy cross-referencing of task, personnel, timing and cost:
3. Total hours and fees per individual, including sub-consultants, to be assigned for the entire project.

References

A list of references from a minimum of 2 municipal government clients who have engaged the proponent to complete similar projects, include the name, address and phone number of references.

Evaluation

Submissions will be evaluated using the Town's Purchasing and Sales Policy Request for Proposals Evaluation Form. <https://oliver.civicweb.net/filepro/documents/104430?preview=107083>

Please submit your sealed package (electronically or by mail) clearly marked
Age Friendly Assessment and Action Plan – Request for Proposal
before **4:00 p.m., June 5, 2020** to:

Diane Vaykovich
Corporate Officer
dvaykovich@oliver.ca

