



*Request for Information*

*for the procurement of*

*Professional Land Management, Quantity Surveying, Cost Consulting, and  
Valuation Services*

**RFI #: CAN-2023-020A**

February 14, 2023	Publication of Request for Information (RFI)
February 21, 2023	Deadline for Questions
March 1, 2023 – 3:00pm MT	Submission Deadline

All enquiries related to this RFI are to be directed to Nigel Gamester at [proposals@canoeprocurement.ca](mailto:proposals@canoeprocurement.ca). Information obtained through questions or clarifications will be distributed (at the discretion of Canoe) to all respondents via an addendum.

Submission are being received electronically at [proposals@canoeprocurement.ca](mailto:proposals@canoeprocurement.ca) and must indicate the RFI title, number, and closing date with 'Hold for Opening' inscribed in the subject line.

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## Invitation to Submit Information

Canoe Procurement Group of Canada (CANOE) is interested in receiving Information from experienced consulting Firms to present a model for offering the professional services of **land management, quantity surveying, cost consulting, and valuation** to public organizations through a co-operative group buying contract.

CANOE is the lead agency and procurement authority in a group of partners representing Municipal, Academic, School Boards, Health Care (MASH), and not-for-profit entities across Canada. On behalf of its partner organizations, CANOE facilitates a competitive solicitation and contracting process on behalf of needs of itself and its members. Serving over 2,200 Member organizations nationally, both membership and contract utilization continues to expand largely because of the increasing acceptance of cooperative purchasing throughout Canada.

## Purpose of this RFI

The purpose of this Request for Information is to allow respondents the opportunity to present to CANOE their service delivery model specific to **land management, quantity surveying, cost consulting, and valuation**, and to advise potential ways to market these services to CANOE members within the framework of a cooperative contract.

The sourcing strategies for public organizations are dramatically shifting to cooperative contracts due to the onerous time and resource requirements for each public organization to procure above threshold goods/services for all the needs within the organization. This forgoes aggregated purchasing power where conversely buying groups enable public sector procurement professionals to drive best value for their stakeholders while leveraging the economies of scale and collective buying power of likeminded organizations.

Municipalities are consistently confronted with the important task of collecting all the appropriate information to make decisions about real estate. Whether it is to secure national or provincial infrastructure spending; to build, replace, or repair existing infrastructure; or ensure special projects are initiated effectively and efficiently, Municipalities must undertake these complicated decisions to ensure good stewardship for their ratepayers. These services are often outsourced to consulting firms in varying capacities, and for this reason, CANOE is considering procuring contracts for these services and making them available with the intention of driving best-value for its members.

## Deliverables

In response to this RFI, interested proponents are asked to submit their interest to consult with CANOE, prior to the deadline, confirming availability and offering to present the information being requested in this RFI within three (3) weeks of the closing date. Additionally, respondents may provide up to three (3) municipal / public sector references specific to the services in this RFI, as priority to consult with Canoe will be given to respondents that provide references. The presentation shall be no longer than sixty (60) minutes and should account for questions asked by CANOE.

CANOE is seeking Information in the form of a proponent-led presentation, either in-person or through video conferencing (preference to MS Teams), from qualified consulting Firms with demonstrated experience providing **land management, quantity surveying, cost consulting, and valuation** services to public organizations. The agenda for each presentation, will be:

- Introductions
- Corporate overview
- Two (2) case study examples from Municipal clients related to the above services in this RFI.
  - Objectives, engagement, and results
- Recommendations for assembling these services into a group buying program and a framework for an optimal member experience.
- Any other information applicable to the scope of this RFI.

## Submission Requirements

Mandatory Requirements	Evaluation
<b><u>Labelled Electronic Submission</u></b> A letter expressing interest to consult with Canoe, with three (3) public sector references will be submitted to <a href="mailto:proposals@canoeprocurement.ca">proposals@canoeprocurement.ca</a> , labelled to prominently identify the RFI number, RFI name, and the message 'Hold for Opening', prior to the deadline.	Pass or Disqualification
<b><u>Authorized Signature</u></b> Proponent response contains a signature from an authorized signatory.	Pass or Disqualification
<b><u>Confirmation of Availability</u></b> The Proponent shall provide confirmation of availability within two (3) weeks of the RFI close date.	Pass or Disqualification

## Appendix A – Definitions and Administrative Requirements

### Definitions

Throughout this Request for Information the following definitions apply:

**“Canoe”** means Canoe Procurement Group of Canada

**“Contract”** means the written agreement resulting from this Request for Expression of Interest executed by the RMA and the Contractor;

**“must”** or **“mandatory”** means a requirement that must be met in order for a submission to receive consideration;

**“Respondent”** means an individual or a company that submits, or intends to submit, a submission in response to this Request for Information;

**“Request for Information”** or **“RFI”** means the process described in this document; and

**“Should”** or **“desirable”** means a requirement having a significant degree of importance to the objectives of this Request for Expression of Interest.

### Administrative Requirements

#### ▪ **Terms and Conditions**

The following terms and conditions will apply to this RFI. Submission of a response to this RFI indicates acceptance of all terms that follow and that are included in any addenda issued by CANOE. Provisions in submissions that contradict any of the terms of this RFI will be as if not written and do not exist.

#### ▪ **Late Submissions**

Submissions will be marked with their receipt time at the closing location. Only complete submissions received and barked before closing time will be considered to have been received on time. After such closing date and time, CANOE may still accept, at its discretion, late submissions with respect to this RFI.

#### ▪ **Changes to Submissions**

By submission of a clear and detailed written notice, the Respondent may amend or withdraw its submission prior to the closing date and time. The Respondent will not change the wording of its submission after closing and no words or comments will be added to the submission unless requested by CANOE for the purposes of clarification.

- **Respondents' Expenses**

Respondents are solely responsible for their own expenses in preparing a submission and for subsequent negotiations with CANOE, if any. If CANOE elects to reject all submissions, they will not be liable to any Respondent for any claims, whether for costs or damages incurred by the Respondent in preparing its submission, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

- **Limitation of Damages**

Further to the preceding paragraph, by making a submission, the Respondent agrees that it will not claim damages for whatever reason relating to this process, in excess of an amount equivalent to the reasonable costs incurred by the Respondent in preparing its submission. Furthermore, by making a submission the Respondent waives any claim for loss of profits if CANOE ceases this RFI process.

- **Sub-contracting and Third Parties**

The use of a sub-contractor and third parties must be clearly defined in the submission. This includes a joint submission by two Respondents having no formal corporate links. In such a case, one of the Respondents must be prepared to take overall responsibility for the submission and subsequent discussions with CANOE.

- **Acceptance of Submissions**

This RFI should not be construed as an agreement to purchase professional services. CANOE will be under no obligation to receive further information, whether written or oral, from any Respondent. If CANOE elects, at its sole discretion, to proceed with a subsequent Request for Proposals, such process will be undertaken pursuant to its Terms and Conditions.

- **Definition of Contract**

If CANOE enters into discussions, negotiations, with any Respondent, it is understood that a notice in writing to a Respondent and subsequent full execution of a written Contract, will constitute a Contract for the services. No Respondent will acquire any legal or equitable rights or privileges relative to the services until the occurrence of both such events.

- **Contract Award**

Subsequent to this Request for Information, Respondents may be required to respond to a formal Request for Proposals administered by CANOE in order to be considered for a contract award.

- **Liability for Errors**

While CANOE has used considerable efforts to ensure information in this RFI is accurate, the information contained in this RFI is supplied solely as a guideline for Respondents. The information is not guaranteed or warranted to be accurate by CANOE, nor is it necessarily comprehensive or exhaustive. Nothing in this RFI is intended to relieve Respondents from forming their own opinions and conclusions with respect to the matters addressed in this RFI.

- **Modification of Terms**

CANOE reserves the right to modify the terms of this RFI at any time in its sole discretion.

- **Ownership of Submissions**

Submissions and presentation materials submitted to CANOE become the property of CANOE and they will be received and held in confidence. Respondents' information will be considered in preparation of a potential formal solicitation and therefore any confidential or proprietary information shall not be included in their submission to this RFI.

- **Use of RFI**

Any portion of this document or any information supplied by CANOE in relation to this RFI may not be used or disclosed for any purpose other than for the development of submissions. Without limiting the generality of the foregoing, by making a submission, the Respondent agrees to hold in confidence all information supplied by CANOE in relation to this RFI.

- **Collection and Use of Personal Information**

Respondents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information. If this RFI requires Respondents to provide CANOE with personal information of employees who have been included as resources in response to this RFI, Respondents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to CANOE.