



Grand Falls-Windsor
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REQUEST FOR PROPOSALS (RFP)

**Community Safety and Well-Being Plan Research,
Engagement, and Development Services**

Issued By:

Town of Grand Falls-Windsor

RFP Title:

Community Safety and Well-Being Plan – Research, Public Engagement, and Plan Development

Introduction

The Town of Grand Falls-Windsor is seeking proposals from qualified consultants or firms with expertise in community-based research, public engagement, survey design, stakeholder consultation, facilitation, and strategic planning to support the development of a comprehensive Community Safety and Well-Being Plan.

The Town is committed to fostering a safe, inclusive, and healthy community for residents, businesses, and visitors. Through this initiative, the Town seeks to identify community priorities, emerging safety concerns, and opportunities for collaboration among community partners to enhance overall well-being and quality of life.

Project Objectives

The Community Safety and Well-Being Plan will be informed by a robust public engagement and research process designed to:

- Assess perceptions of safety and well-being within the community.
- Identify current and emerging community safety concerns.
- Engage residents, businesses, service providers, community organizations, and other stakeholders.
- Establish strategic priorities and evidence-based recommendations.
- Develop an implementation and evaluation framework to support ongoing monitoring and continuous improvement.

Scope of Work

The successful proponent will be responsible for designing and implementing a comprehensive engagement and research process, including the following components:

1. Survey Research

The Town has developed a draft survey consisting of approximately 25 questions. The successful proponent will:

- Review the draft survey and provide recommendations to improve clarity, accessibility, and effectiveness.
- Ensure survey questions are unbiased, easy to understand, and aligned with project objectives.

- Identify and eliminate redundant questions where appropriate.
- Review the survey through a Diversity, Equity, and Inclusion (DEI) lens to ensure respondents have meaningful and inclusive opportunities to provide feedback.
- Finalize survey instruments for residents and businesses.
- Design, administer, and manage survey distribution.
- Provide online survey hosting and administration.
- Recommend and administer alternative participation methods (e.g., paper-based or telephone surveys) where appropriate.
- Analyze survey results and prepare summary findings.

2. Focus Groups

The successful proponent will provide end-to-end management of up to ten (10) focus groups identified by the Town, including:

- Project planning and coordination.
- Participant recruitment and scheduling.
- Development of discussion guides.
- Facilitation and moderation.
- Documentation and analysis of findings.
- Preparation of summary reports.

Focus groups may include representatives from community organizations, vulnerable populations, service providers, youth, seniors, businesses, Indigenous organizations, and other stakeholder groups as identified by the Town.

3. Stakeholder Consultations

The successful proponent will:

- Facilitate consultations with key community partners and stakeholders.
- Conduct interviews, workshops, or meetings as required.
- Synthesize stakeholder feedback.
- Identify common themes, opportunities, challenges, and recommendations.

4. Community Safety and Well-Being Plan Development

The successful proponent will prepare a final Community Safety and Well-Being Plan that includes:

- Integration and analysis of all collected data and engagement findings.
- Identification of key community safety and well-being priorities.
- Strategic goals and recommended actions.
- Opportunities for partnership and collaborative implementation.
- An implementation roadmap.

- Performance indicators and an evaluation framework to support ongoing monitoring and reporting.

Deliverables

At a minimum, the successful proponent will provide:

1. Project Work Plan and Timeline
2. Final Survey Instruments
3. Survey Results and Analysis Report
4. Focus Group Summary Report
5. Stakeholder Consultation Summary Report
6. Community Engagement Findings Report
7. Draft Community Safety and Well-Being Plan
8. Final Community Safety and Well-Being Plan
9. Presentation of Findings to Town Council and/or designated Steering Committee

Proposal Requirements

Proponents are requested to include the following information in their submissions:

Corporate Profile and Experience

- Overview of the organization.
- Relevant experience conducting community safety, public engagement, research, and strategic planning projects.
- Experience working with municipalities and community organizations.

Project Approach

- Proposed methodology.
- Public engagement strategy.
- Survey administration approach.
- Focus group and stakeholder consultation methodology.
- DEI considerations.
- Quality assurance measures.

Project Team

- Identification of key personnel.
- Relevant qualifications and experience.
- Roles and responsibilities.

Work Plan and Schedule

- Detailed project timeline.
- Major milestones and deliverables.
- Estimated project completion date.

Pricing

Provide a detailed cost proposal, including:

- Professional fees.
- Survey administration costs.
- Focus group and consultation costs.
- Travel and accommodation expenses (if applicable).
- Any optional or additional services.

All pricing shall be quoted in Canadian dollars and exclusive of HST.

Assumptions and Exclusions

Clearly identify any assumptions, limitations, exclusions, or additional requirements associated with the proposal.

Evaluation Criteria

Proposals may be evaluated based on the following criteria:

Criteria	Weight
Relevant Experience and Qualifications	25%
Understanding of Project and Methodology	30%
Project Team and Capacity	15%
Timeline and Deliverables	10%
Cost and Value for Money	20%

Submission Requirements

Proposals shall be submitted electronically in PDF format to:

Stanley Singh

Town of Grand Falls-Windsor
stan.singh@townofgfw.com
709 489 4628

Proposal Closing Date

July 9, 2026, at 4:00pm

Late submissions may not be considered.

Questions and Clarifications

Questions regarding this RFP shall be directed to:

Stanley Singh

Town of Grand Falls-Windsor
stan.singh@townofgfw.com
709 489 4628

Reservation of Rights

The Town of Grand Falls-Windsor reserves the right to accept or reject any or all proposals, waive informalities, and select the proposal that, in the Town's opinion, best meets the objectives of the project. The Town is not obligated to accept the lowest-priced proposal.

Addendum #1 – Budget Information

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Notice to Proponents:

The Town wishes to advise that the maximum budget for this project is up to \$55,000 CAD, plus applicable taxes (HST).

Proponents are encouraged to structure their proposals to align with this budget.

All other terms and conditions of the RFP remain unchanged.