

REQUEST FOR PROPOSALS



Climate Change Adaptation Plan

Municipality of Grassland

RFP No.	2026-0801
Issue Date	August 18, 2026
Proposal Closing	September 18, 2026 at 4:00pm
Anticipated Award	October 2, 2026
Project Completion	Final FCM reporting by April 2027
Contact	Debra Turner Manager of Economic Development, Policy & Projects edo@mglgov.ca

Funding Context

This project is funded in part through the Federation of Canadian Municipalities (FCM) Green Municipal Fund under the Local Leadership for Climate Adaptation – Climate-Ready Plans and Processes stream. The successful consultant will be expected to support the Municipality in producing deliverables and records suitable for FCM reporting and audit requirements.

CONFIDENTIALITY OF PROPOSALS

Proposals will be handled in accordance with applicable municipal policies and legislation. Proponents should clearly identify any information they consider confidential.

1. Invitation and RFP Overview

The Municipality of Grassland invites qualified consulting firms or consultant teams to submit proposals to develop a comprehensive Climate Change Adaptation Plan (CCAP) for the Municipality. The assignment will translate local climate risk and vulnerability information, community and stakeholder input, and a review of municipal policies and plans into a practical, prioritized and implementable adaptation plan.

The Municipality is seeking a consultant with demonstrated experience in municipal climate adaptation, climate risk and vulnerability assessment, facilitation and engagement, policy integration, implementation planning, and preparation of clear materials for municipal staff and Council.

Client	Municipality of Grassland
Project	Municipality of Grassland Climate Adaptation Plan
Funding	FCM Green Municipal Fund – Local Leadership for Climate Adaptation
Assignment	Climate risk and vulnerability assessment, engagement, policy review, adaptation action planning, final CCAP, implementation and monitoring framework, and FCM reporting support
Maximum Contract Price	\$70 000.00; see Section 8.
Final Program Reporting	April 2027

2. Background

The Municipality has received approved funding from FCM to complete a Climate Change Adaptation Plan. The approved workplan is organized around five activities: (1) community-wide climate risk and vulnerability assessment; (2) stakeholder and community engagement; (3) policy and strategic document review and formation of a Climate Adaptation Working Group; (4) adaptation planning workshops; and (5) development and finalization of the CCAP, including implementation, monitoring and FCM reporting.

The approved workplan includes both consultant-led work and municipal staff responsibilities. This RFP is intended to procure the external professional services needed to complete and integrate the technical, engagement and planning components into a coherent final plan. Municipal staff will remain actively involved in project oversight, stakeholder coordination, Council reporting, and internal decision-making.

Schedule Note

The approved funding workplan contained procurement and early engagement dates beginning in spring 2026. Because this RFP is being prepared later in 2026, proponents should provide a realistic accelerated schedule from contract award while maintaining the required final FCM reporting horizon in April 2027.

3. Project Objectives

The successful consultant will work with the Municipality to achieve the following objectives:

- Identify and assess current and future climate hazards, exposed municipal/community assets, services and populations, and areas of heightened vulnerability.
- Prioritize climate risks using a transparent and defensible methodology that can guide future municipal planning and investment.
- Meaningfully engage municipal staff, Council, community organizations, partners, rights holders and equity-deserving or disproportionately affected populations.
- Review existing municipal plans and policies to identify adaptation strengths, gaps and opportunities for integration.
- Develop practical, prioritized adaptation actions with responsibilities, timelines, resource considerations and implementation pathways.
- Create an implementation and monitoring framework that can be integrated into municipal systems, budgeting, asset management, land use planning and emergency management.
- Produce a clear, accessible and Council-ready final Climate Change Adaptation Plan and support FCM reporting requirements.

4. Scope of Services

Proponents may recommend refinements to the methodology, sequence or grouping of tasks, provided the proposal clearly demonstrates how all required outcomes and deliverables will be achieved within the approved funding parameters and schedule.

4.1 Project Initiation and Management

- Participate in a project kickoff meeting with municipal staff to confirm scope, roles, available information, engagement needs, decision points and project governance.
- Prepare and maintain a detailed project schedule, deliverables register, decision log and issue/risk log.
- Coordinate regularly with the Municipality's project lead and participate in progress meetings at an agreed frequency.
- Identify data gaps early and document assumptions, limitations and recommended approaches to address them.

4.2 Community-Wide Climate Risk and Vulnerability Assessment

- Compile and review available climate information relevant to Grassland, including current conditions, projected future climate conditions and locally relevant climate hazards.
- Identify exposed municipal and community assets, infrastructure, services, natural systems and populations, with particular attention to vulnerable populations and areas of high exposure or sensitivity.
- Apply an appropriate risk and vulnerability assessment methodology suitable for a small municipality and consistent with recognized municipal climate adaptation practice.
- Prepare vulnerability map(s) and/or spatial products that communicate areas of higher exposure and sensitivity. Final map products should be supplied in both publication-ready and editable/native formats where applicable.
- Develop a prioritized climate risk list/table ranking identified risks based on likelihood, severity, consequence and/or other clearly documented criteria.
- Prepare a concise risk assessment report or briefing material suitable for municipal staff and Council.

4.3 Stakeholder and Community Engagement

- Work with the Municipality to refine the stakeholder and participant list, including internal staff, Council, community groups, partners and equity-deserving or disproportionately affected populations.
- Develop an engagement approach and schedule that uses appropriate in-person and/or virtual methods.
- Prepare inclusive engagement materials, including presentation slides, handouts, facilitation tools, exercises and accessible climate information summaries.
- Provide templates and/or tools to document engagement, including an engagement log, participant/attendance tracking, community priorities summary, and workshop/focus group summary format.
- Facilitate or co-facilitate agreed workshops and focus group sessions with Council, staff and community/partner participants.
- Synthesize input into a community priorities memo and/or engagement summary that clearly shows how feedback influenced the proposed adaptation actions.
- Prepare a debrief presentation and feedback summary for staff and/or Council.

4.4 Municipal Policy and Strategic Document Review

- Review relevant municipal plans, policies and procedures for alignment with adaptation best practices. Documents may include, as available and applicable, land use/zoning documents, emergency plans, asset management plans, capital plans, infrastructure plans, operational policies and other strategic documents.
- Prepare a summary of climate-related strengths, opportunities and gaps in existing plans and policies.
- Develop a Policy Alignment Matrix comparing relevant municipal documents against adaptation principles and recommended practices.
- Prepare a concise Recommendations Brief with actionable guidance for integrating climate adaptation into zoning/land use, asset management, capital planning, emergency response and other municipal systems.
- Provide material that can support a Council briefing and the establishment/operation of an internal Climate Adaptation Working Group.

4.5 Adaptation Planning Workshops and Action Development

- Finalize a workshop materials package using the results of the risk assessment, engagement and policy review.
- Facilitate structured adaptation planning workshops with Council, staff and selected partners/stakeholders to identify, refine and prioritize adaptation actions.
- Document discussions, consensus points, outstanding issues and recommended actions in a Workshop Summary Report.
- Develop a draft Adaptation Actions and Implementation Framework that identifies proposed actions, priorities, sequencing/timelines, responsible parties or lead roles, resource considerations, dependencies and potential performance measures.
- Summarize consultation feedback and incorporate it into the action prioritization process.

4.6 Draft and Final Climate Change Adaptation Plan

- Prepare a comprehensive draft CCAP informed by the risk assessment, engagement, policy review and adaptation planning workshops.

- At minimum, the plan should include an executive summary; municipal/climate context; methodology; climate hazards and projections; risk and vulnerability findings; engagement summary; vision and goals; prioritized adaptation actions; implementation considerations; monitoring and review approach; and appropriate appendices.
- Present the draft to municipal staff and Council and support the Municipality in gathering and resolving feedback.
- Revise and finalize the CCAP for Council consideration/endorsement.
- Develop a practical Implementation and Monitoring Framework describing how progress will be tracked, how actions can be integrated into existing municipal systems, and how the plan should be reviewed and updated over time.
- Supply final documents in accessible PDF and editable source formats, together with native files for significant tables, graphics, maps and presentation materials.

4.7 FCM Reporting Support

- Prepare or support preparation of the technical information, project summaries and deliverable documentation required for the Municipality's FCM reporting.
- Provide clear records of consultant activities, deliverables and engagement outputs to support reimbursement, reporting and audit requirements.
- Respond to reasonable clarification requests related to project deliverables during final reporting.

5. Required Deliverables and Indicative Timing

The table below reflects the approved workplan, adjusted into a contract-relative sequence. Proponents should provide their own detailed schedule and may propose a more efficient sequence where dependencies permit.

#	Deliverable	Indicative Timing
1	Project kickoff, confirmed methodology, detailed schedule and information request	Within 2 weeks of award
2	Climate risk and vulnerability assessment, including vulnerability mapping and prioritized risk list	Early project phase; expedited
3	Engagement plan, engagement templates/tools and workshop/focus group materials	Early to mid project phase
4	Policy/strategic document review, gaps and opportunities summary, Policy Alignment Matrix and Recommendations Brief	Mid project phase
5	Facilitated adaptation planning workshops/focus groups and engagement records	Mid project phase
6	Workshop Summary Report, community priorities/feedback summary and draft adaptation actions/implementation framework	Following engagement
7	Draft Climate Change Adaptation Plan	Target: December 2026 / as soon as practicable after award

#	Deliverable	Indicative Timing
8	Presentation/briefing materials for staff and Council and revisions arising from review	Target: January 2027
9	Final Council-ready Climate Change Adaptation Plan	Target: February 2027
10	Implementation and Monitoring Framework	Target: February 2027
11	FCM reporting support and final supporting documentation	By April 2027

6. Roles and Responsibilities

6.1 Municipality of Grassland

- Designate a municipal project manager and provide timely coordination and decisions.
- Provide available municipal plans, policies, studies, asset information, GIS/data and other relevant documents, subject to applicable access and confidentiality constraints.
- Assist with identifying participants, issuing invitations, arranging municipal venues where applicable, and coordinating access to staff and Council.
- Participate in meetings, review deliverables and consolidate municipal comments.
- Lead formal Council approval/endorsement processes and internal administrative approvals.
- Maintain the funding agreement and submit formal claims/reports to FCM, with consultant support as described in this RFP.

6.2 Successful Consultant

- Provide all professional expertise, project management, analysis, facilitation, drafting and quality assurance required to complete the assignment.
- Coordinate subconsultants and ensure a single point of accountability to the Municipality.
- Use credible data sources and clearly document methodologies, assumptions, limitations and references.
- Ensure engagement and communication materials are clear, inclusive and appropriate for municipal and public audiences.
- Maintain accurate records of meetings, engagement and deliverables.
- Advise the Municipality promptly of schedule, budget, scope or data issues that could affect successful completion.

7. Consultant Qualifications

The Municipality is seeking a consulting team that demonstrates the following:

- Recent experience preparing municipal climate adaptation plans and/or climate risk and vulnerability assessments in Canada.
- Experience working with small, rural, remote and/or northern municipalities is considered an asset.
- Demonstrated expertise in climate science interpretation, vulnerability/risk assessment and adaptation planning.

- Experience with municipal policy, land use planning, infrastructure/asset management, emergency management and capital planning integration.
- Strong facilitation and public/stakeholder engagement capabilities, including inclusive engagement with diverse and equity-deserving populations.
- Ability to create clear maps, visual materials, Council-ready presentations and concise technical/non-technical reports.
- Knowledge of FCM Green Municipal Fund climate adaptation initiatives and reporting expectations is considered an asset.
- Appropriate professional qualifications and capacity to complete the work within the required schedule.

8. Budget and Pricing

The Municipality has established a maximum contract budget of \$70 000.00, exclusive of applicable taxes, for completion of the scope of work described in this RFP.

The budget is intended to cover all costs necessary to successfully complete the consultant assignment, including professional services, project management, research and analysis, stakeholder and community engagement, workshops, travel, materials, disbursements, and other costs required to deliver the project outcomes.

Proponents are encouraged to propose the most effective allocation of the available budget across the project activities and deliverables. The Municipality does not require a predetermined amount to be spent on individual activities; however, all required components of the scope of work must be completed.

Pricing Direction

For procurement purposes, proponents should submit a fixed upset price with a detailed breakdown by workstream/deliverable, personnel, hours/rates, travel, engagement/event costs, other disbursements, and applicable taxes. The \$70 000.00 figure is an indicative planning envelope derived from the approved workplan; it is not a guarantee that every underlying cost will form part of the consultant contract. The Municipality may refine the division of responsibilities during contract finalization, while maintaining the funded project outcomes.

All prices should be stated in Canadian dollars. Applicable taxes must be shown separately. The proposal must identify any assumptions, exclusions, optional services, travel assumptions or third-party costs. No additional work or expense will be payable unless authorized in writing by the Municipality in accordance with the resulting agreement.

9. Proposal Submission Requirements

Proposals should be concise, complete and organized in the order below. The Municipality may reject or score down submissions that do not provide sufficient information to evaluate the proposed approach.

Proposal Section	Required Content
Cover Letter	Signed by a person authorized to bind the proponent; identify legal name, address, primary contact and confirmation of proposal validity.
Understanding of the Assignment	Demonstrate understanding of Grassland's objectives, project context, key risks and success factors.
Methodology and Work Plan	Describe the proposed technical approach, engagement approach, risk/vulnerability methodology, policy review approach, action prioritization method, quality control, and how FCM-ready deliverables will be produced.
Schedule	Provide a detailed schedule from award through April 2027, showing tasks, dependencies, engagement dates, draft/final deliverables, Council review points and FCM reporting support.
Project Team	Identify project manager, key personnel and subconsultants; describe roles, relevant qualifications, availability and level of effort.
Relevant Experience	Provide at least one comparable project, preferably municipal climate adaptation assignment, with client, scope and date.
Deliverables / Added Value	Describe expected deliverable formats, mapping/GIS outputs, tools/templates that will be left with the Municipality, and any value-added features.
Pricing	Provide a clear breakdown of all fees and disbursements associated with meeting project objectives
Assumptions and Exceptions	Clearly identify assumptions, requested changes to the RFP, conflicts of interest, or exceptions to proposed contractual requirements.

11. RFP Process and General Terms

Questions and Addenda. All questions must be directed to the RFP Contact.

Proposal Validity. Proposals should remain open for acceptance for at least 90 days after the closing date unless the Municipality specifies otherwise.

Costs of Preparation. All costs associated with preparing and submitting a proposal, or negotiating an agreement are the responsibility of the proponent.

No Obligation to Award. The Municipality is not obligated to accept the lowest-priced or any proposal and may cancel, suspend, amend or reissue the RFP, subject to applicable procurement requirements.

Clarification / Negotiation. The Municipality may seek clarification and may negotiate scope, schedule, deliverables, pricing and contract terms with the preferred proponent, provided the integrity of the procurement process is maintained.

Conflicts of Interest. Proponents must disclose actual, potential or perceived conflicts of interest and describe how they would be managed.

Subconsultants. All proposed subconsultants must be identified. The successful proponent remains fully responsible for their work.

Ownership and Use of Deliverables. Final project deliverables and project-specific source files produced under the agreement will be available to the Municipality for municipal use, reproduction, modification and reporting. Proponents must identify any third-party licensing restrictions.

Confidentiality and Privacy. The successful consultant must protect municipal and participant information and comply with applicable privacy, access-to-information and confidentiality requirements.

Funding Contingency. The resulting agreement and scope are subject to the Municipality's approved budget and the terms of the FCM funding agreement. The consultant must cooperate with reasonable documentation and reporting requirements associated with the funding.

Contract. Award will be subject to execution of a written professional services agreement acceptable to the Municipality. The RFP, successful proposal, negotiated clarifications and applicable addenda may form part of the agreement.

12. Submission Instructions

Proposals must be received no later than the closing date and time shown on the cover page. Late submissions may be rejected. Unless otherwise specified by addendum, submit proposals electronically as a single PDF to:

Submission Email

EDO@MGLGOV.CA

Subject line: RFP 2026-0801– Climate Change Adaptation Plan

Proponents are responsible for confirming successful transmission.