



Railway Association
of Canada



PROXIMITY

Guidelines for New Development in Proximity to Railway Operations Update

Railway Association of Canada

Request for Proposals

RFP Issued on September 6, 2022

Proposal Submission Deadline: September 20, 2022, by 5:00 pm EST

Electronic proposals must be submitted to Jenelle Saskiw at jsaskiw@railcan.ca

Invitation to Service Providers

This Request for Proposal (RFP) is an invitation to prospective proponents to submit proposals for the purpose of consulting services to support the joint project supported by the Railway Association of Canada (RAC) and the Federation of Canadian Municipalities (FCM) as described in the Scope of Services.

Background

In 2003, the FCM and RAC began an important partnership to develop common approaches to the prevention and resolution of issues arising from development occurring near railway corridors and other rail operations. Under a Memorandum of Understanding (MOU) agreed to by both parties, a Community-Rail Proximity Initiative was established, and a Steering Committee was formed with a mandate to develop and implement a strategy to reduce misunderstanding and avoid unnecessary conflicts arising from railway-community proximity. This led to the development of the *Guidelines for New Development in Proximity to Railway Operations* (Guidelines) in 2013.

As the Guidelines are nearing their 10-year anniversary, Proximity Initiative stakeholders are offering feedback on how the Guidelines may be enhanced to provide further support for the review of development applications in proximity to rail.

Scope of Services

The successful proponent will work with the Proximity Initiative Program Manager and the Proximity Initiative Steering Committee to deliver an update to the Guidelines.

- Develop project timeline and milestones (e.g., Gantt chart)
- Develop reporting schedule with the Proximity Initiative Project Manager and Proximity Initiative Steering Committee
- Conduct literature review of Canadian, U.S. and Australian best practices in land use planning, bylaws, and policies related to developments near railway infrastructure
- Conduct consultation with key stakeholders (stakeholder engagement list to be finalized in collaboration with Proximity Initiative Steering Committee. Examples include but not limited to municipalities, railways, Canadian Institute of Planners, and Canadian Transportation Agency)
- Develop a report with recommendations for updating the Guidelines including:
 - a) Recommendations for guidelines for commercial and industrial developments in proximity to railway infrastructure
 - b) Recommendations for guidelines for high density and low-density developments
 - c) Recommendations for guidelines for “special use or sensitive use” developments (e.g., schools, hospitals, senior care homes, campgrounds)

- d) Recommendations for guidelines to conduct risk assessments and determine appropriate risk tolerance levels for developments
- The Proximity Initiative Steering Committee will review the recommendations to provide approval for the successful proponent to then carry out the update to the Guidelines.
- The final deliverable will be an updated version of the Guidelines.

Contract Period

The Railway Association of Canada intends to enter a contract with one legal entity to meet the deliverables listed in the Scope of Services. A 12-month contract will begin by approximately October 1, 2022. No obligation on the part of Railway Association of Canada to purchase Services shall arise until such time as the Agreement is executed.

Proposal Submission

The proposal shall include:

- A summary of the proponent's understanding of the requirements and how the proponent can achieve the stated deliverables
- Information about the qualification and experience of the proponents' team to work on the project including proposed team members (name, title, short bio, relevant qualifications, and experience)
- Information on proponent's fee and billing structure including proposed budget.

Questions and/or the proposal must be submitted electronically to Jenelle Saskiw.

Jenelle Saskiw
Project Manager
FCM-RAC Proximity Initiative
jsaskiw@railcan.ca
780-214-0757

Closing date

Proposals must be submitted no later than 5:00 pm EST September 20, 2022. Interviews with shortlisted candidates will take place immediately in the weeks that follow.