



TOWN OF CANMORE – TOWN OF BANFF

Request for Information

Options for Car Sharing

Issue date: June 26, 2023

Closing date: August 1, 2023

Contact information:

Amy Fournier
Energy and Climate Action Coordinator
Town of Canmore
amy.fournier@canmore.ca

Philipp Leberer
Energy Coordinator,
Town of Banff
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Introduction

This Request for Information (“RFI”) is issued by the Town of Canmore and Town of Banff for the following purposes:

1. To gather information about car sharing options for smaller communities; and
2. To gauge the level of interest of current car sharing organizations to deliver their services in Canmore and Banff.

To respond to this RFI, please provide responses to the four questions below and complete the Respondent Submission Form.

Please note that this is an information gathering exercise to help the Towns of Banff and Canmore better understand the viability of local car sharing and the type(s) of models that would be appropriate. No procurement or agreements will be undertaken based on the responses to this RFI. Respondents may or may not be contacted for more information.

RFI Timetable

Issue Date of RFI	June 26, 2023
Opportunities for Questions	June 26 to July 24, 2023 4:00 PM MST via email to amy.fournier@canmore.ca and philipp.leberer@banff.ca
Submission Time	August 1, 2023 4:00 PM MST

The RFI timetable is tentative. It may be changed by the Town(s) at any time, and the Town(s) may choose to waive or extend the Deadline for Questions and/or the Submission Deadline.

Background

The Town of Canmore and the Town of Banff have common interests in the following:

- Increasing resident and visitor use of public transit, cycling, and walking;
- Reducing vehicle congestion, greenhouse gas emissions, and parking pressure; and
- Alleviating affordability challenges for residents.

Permanent resident population, based on 2021 census data, is listed below. In addition, this area in the Rocky Mountains is a major tourist destination, with over 4 million annual visitors to Banff National Park and 5 million annual visitors to nearby Kananaskis Country Provincial Park. Tourism is the main economic driver in both communities and high housing costs are resulting in affordability challenges for many residents.

	Canmore	Banff
Permanent resident population	15,900 (14% growth since 2016)	8,905 (12% growth since 2016)
Estimated second homeowner population	Approximately 4,000	N/A. Banff has a ‘need to reside’ requirement that generally limits residency to those that work within the national park.

The interest that the municipalities have in car sharing includes, but is not limited to, the below list of objectives:

- Provide vehicle access to residents that don't own a vehicle, either for affordability reasons or personal choice.
- Provide occasional vehicle access to enable residents/households who own two vehicles to potentially reduce to a single vehicle.
- Help alleviate parking demand downtown, in higher density neighbourhoods, and at multi-unit buildings.
- Reduce transportation-related greenhouse gas emissions and help increase the use of cycling, walking and transit.
- Support the local transit system by providing vehicle access for times when buses do not run as frequently, or in areas not directly served by transit.
- Be primarily focused on serving residents but also potentially accessible to visitors.

Information Requested

1. Please tell us about your organization.
 - a. Name of organization
 - b. Type of organization (e.g. not-for-profit, social enterprise, for-profit business)
 - c. The number of years the organization has been delivering car sharing
 - d. Any other information the Respondent deems pertinent
2. Please describe any existing car share program(s) delivered by your organization that would be most relevant to smaller communities. Disregard any sub-questions below if there is a concern with sharing proprietary information. See *Section i* on page 8 for Disclosure of Information terms.
 - a. Municipality/region
 - b. Type of car share model (e.g. station based, free-floating, peer-to-peer)
 - c. Target market
 - d. Number of vehicles
 - e. Insurance provider
 - f. Pricing structure/membership fees
 - g. Registration and booking process (e.g. online, app-based, etc)
 - h. Vehicle access (e.g. lock box, fob)
 - i. Restrictions/requirements for members/users (e.g. age restrictions, driver history)
 - j. Membership/usage data
 - k. Any other information that may be of interest
3. What do you require from the municipality you operate car sharing in?
 - a. Parking arrangements
 - b. Formal agreements
 - c. Other, please specify
4. Would your organization be interested in delivering a car share program in Canmore and Banff?
 - a. If yes, what additional information would you need from the Towns?
 - b. What else would you require/expect from the Towns?
 - c. If no, why not?

Submission Instructions

Respondents are asked to submit responses by 4 pm MST on August 1, 2023 to the following contacts via email.

Amy Fournier
Energy and Climate Action Coordinator
Town of Canmore
amy.fournier@canmore.ca

Philipp Leberer
Energy Coordinator,
Town of Banff
philipp.leberer@banff.ca

In addition to the responses to questions 1-4 on page 4, submissions should include a completed and signed Respondent Submission Form (Appendix A) that acknowledges, among other things, that this RFI and any respondent submissions will not create a legal relationship or obligation regarding the procurement of any good or service.

APPENDIX A – RESPONDENT SUBMISSION FORM

1. Respondent Information

Please fill out the following form, naming one person to be the respondent's contact for the RFI process and for any clarifications or communication that might be necessary.

Full Legal Name of Respondent:	
Legal Name of Organization:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Website (if any):	
Respondent Contact Name and Title:	
Respondent Contact Phone:	
Respondent Contact Email:	

2. Terms of Reference

In responding to this RFI, the respondent acknowledges its acceptance of the following RFI Terms of Reference:

a. Request for Information Not a Formal Competitive Bidding Process

This RFI is issued for information-gathering purposes and is not intended to be a formal legally binding bidding process. Without limiting the generality of the foregoing, this RFI will not necessarily result in any subsequent negotiations, direct contract award, invitational tendering process or open tendering process, and does not constitute a commitment by the Town(s) to procure any goods or services.

b. RFI Not to Limit the Towns' Pre-existing Rights

This RFI will not limit any of the Towns' pre-existing rights. Without limiting the generality of the foregoing, either Town expressly reserves the right, at their discretion, to:

- (i) seek subsequent information or initiate discussions with any potential supplier, including potential suppliers that did not respond to this RFI;
- (ii) initiate direct negotiations for the procurement of any good or service with any potential supplier or suppliers, regardless of whether the potential supplier or suppliers responded to this RFI;
- (iii) contact a limited number of potential suppliers, which may include only those that responded to this RFI or may include potential suppliers that did not respond to this RFI, for the purpose of a competitive process for the procurement of any good or service;

- (iv) elect to proceed by way of open tender call where all potential respondents, including those that did not respond to this RFI, are eligible to compete for the award of a contract for the supply of any good or service; and
- (v) elect not to procure the good or service that is the subject of this RFI.

These expressly reserved rights are in addition to any and all other rights of either Town that existed prior to the issuance of this RFI.

c. Pricing Information for General Information Purposes Only

Any pricing information provided by respondents is for general information purposes and is not intended to be binding on respondents. Any legally binding pricing or purchasing commitments will be established only where specified by the express terms of a subsequent tender call process or where established through the execution of a written agreement.

d. Information in RFI Only an Estimate

The Towns and their advisers make no representation, warranty or guarantee as to the accuracy of the information contained in the RFI or issued by way of addenda. Any quantities shown or data contained in this RFI, or provided by way of addenda, are estimates provided only as general background information.

e. Parties to Bear Their Own Costs

The Towns will not be liable for any expenses incurred by a respondent, including the expenses associated with the cost of preparing responses to this RFI. The parties will bear their own costs associated with or incurred through this RFI process, including any costs arising out of, or incurred in, (i) the preparation and issuance of this RFI; (ii) the preparation and making of a submission; or (iii) any other activities related to this RFI process.

f. Accuracy of Responses

The respondent acknowledges that the information provided is, to the best of its knowledge, complete and accurate

g. Submissions Will Not Be Returned

Except where set out to the contrary in this RFI or expressly requested in the respondent's submission, the submission and any accompanying documentation provided by a respondent will not be returned.

h. Confidential Information of the Towns

All information provided by or obtained from the Towns in any form in connection with this RFI either before or after the issuance of this RFI (i) is the sole property of the Towns and must be treated as confidential; (ii) is not to be used for any purpose other than replying to this RFI; (iii) must not be

disclosed without prior written authorization from the Towns; and (iv) must be returned by the respondent to the Towns immediately upon the request of either Town. The respondent may not at any time directly or indirectly communicate with the media in relation to this RFI without first obtaining the written permission of the Towns.

i. Disclosure of Information

The respondent consents to the Towns' collection of information as contemplated under the RFI for the uses contemplated under the RFI. Respondents should not include information in their response that is proprietary or confidential. Information provided by a respondent may be released in accordance with governing laws, including the Freedom of Information and Protection of Privacy Act. To the extent that a respondent does include confidential or proprietary information, the respondent should identify any information in its submission or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Towns. The confidentiality of such information will be maintained by the Towns, except where an order by a tribunal or court requires the Towns to do otherwise. The respondent consents to the disclosure, on a confidential basis, of this submission by the Town to advisers retained by the Town for the purpose of reviewing this submission.

The respondent acknowledges that the Towns may make public the name of any and all respondents.

j. Governing Law

This RFI process will be governed by and construed in accordance with the laws of the province of Alberta and the federal laws of Canada applicable therein.

Signature of Witness

Signature of Respondent Representative

Name of Witness

Name of Respondent Representative

Title of Respondent Representative

Date