

# Process Matters



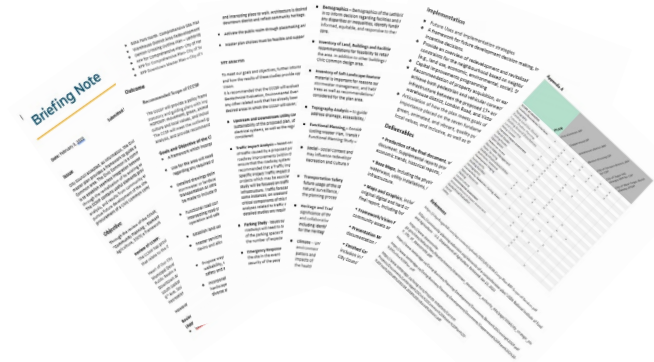
# STEPS taken to inform the RFQ for a COMPREHENSIVE SITE PLAN

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## 1 Briefing Note

- Researched examples of CSPs
- Identified statutory and guiding plans relevant to the project area
- Outlined Goals and Objectives for the current CSP
- Outlined further information needed to understand the site dynamics



## RFQs

“tell a coherent story about the work to be done and what respondents need to consider”

AND

“have to be clear about what their organization needs, what it wants and what is possible”

Alberta Professional Planners Institute

## 2 Plan Area Brief

### Project Background and Context Site Description

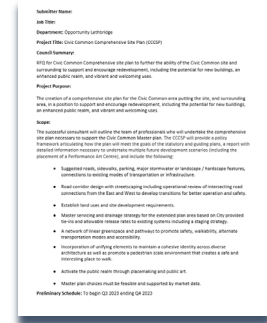
History, Topography, Ecology, Environment, Land use and Ownership, Inventory of Buildings, Economic, Social and Cultural, Plans, Connectivity and Accessibility





### 3 Project Procurement Plan

- Summary for council
- Outline of project purpose
- Overview of project scope, timelines, and budget



#### POLI 1000 – Intro to Political Science

Participation in the preparation of documents used to inform municipal officials for decision making.

#### GEOG 1000 – Intro to Physical Geography

Apply understanding of landscapes, soils, climate, weather to the planning process.

#### GEOG 2535 – Introduction to Planning

Experience with the planning and coordination of development projects within the City of Lethbridge.

#### GEOG 3230 – Urban Social Geography

Observe how urban social needs are addressed through the planning process.

#### GEOG 4500 – Fundamentals of Urban Design

Application of Site analysis to inform an RFQ for a comprehensive site plan.

## Takeaways

- All municipal departments participate in planning.
- Understanding context and desired outcomes is critical to the RFQ process.
- Inclusion, diversity, equity, and access play an important part in the planning process.
- Planners write the story to be published in the urban environment.

