



Request for Proposals

**Municipality of North Middlesex Recreation &
Facilities Master Plan**

Closing date: April 15, 2022, at 12:00pm EST



INFORMATION TO BIDDERS DOWNLOADING THIS DOCUMENT

Bidders downloading this document from the Municipality of North Middlesex website must register with the Recreation Department to be added to the Bidders list. Interested Bidders are required to complete the information below and return this form via email to:

brandond@northmiddlesex.on.ca

Bidders who do not register may not receive any additional information or addendums relating to this project.

Bidder Registration Form

Company Name: _____

Address: _____

City: _____

Contact Name: _____

Phone Number: _____

Email Address: _____

Project Name: _____

Email: brandond@northmiddlesex.on.ca
Attention: Recreation Department

INSTRUCTIONS

The Municipality of North Middlesex, here in after referred to as the Municipality, invites RFP's for:

NORTH MIDDLESEX RECREATION & FACILITIES MASTER PLAN

RFP's not submitted in strict accordance with these instructions or not complying with the requirements laid down in the documents may be rejected.

1. GENERAL

The purpose of this Request for Proposal is to receive proposals from interested contractors for the supply of services as detailed in the Request for Proposals documents.

The Municipality shall not be liable for any costs of preparation of any part of Proposal submissions.

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2. RFP DOCUMENTS

Interested suppliers may obtain the proposal documents *online* at www.northmiddlesex.on.ca/bids-tenders.

The lowest or any RFP will not necessarily be accepted. Duration of offer must be a minimum of ninety (90) days.

The closing date for submissions is **April 15 @ 12:00:00 p.m. local time** to the North Middlesex Shared Services Centre at 229 Parkhill Main St Parkhill ON, N0M 2K0. Proposals may also be submitted electronically to brandond@northmiddlesex.on.ca. Closing time will be determined as shown on the clock within the Shared Services office general reception area or by the time stamp on the email.

3. BIDDER REGISTRATION

Bidders downloading this document from the Municipality of North Middlesex website are **required** to register with the Community Services Department to be added to the Bidders list. Interested Bidders are required to complete the Bidder Registration Form and return this form via email or fax to:

brandond@northmiddlesex.on.ca

Bidders who do not register may not receive any additional information or addendums relating to this project that would disqualify their bid.

A respondent who signs and returns the Bidder Registration is not obligated to submit an RFP.

4. DISCREPANCIES OR OMISSIONS

Proponents that find discrepancies or omissions in the specifications or other documents or having any doubts concerning the meaning or intent of any part thereof, should immediately request in written form, either by email or mail, clarification from the Municipality. Upon receipt of the written request for clarification, the Municipality will send written instructions or explanations to all parties registered as having returned the Acknowledgement Letter. No responsibility will be accepted for oral instructions.

Proponents are responsible to verify that they have received a complete package of proposal documents.

Alterations or amendments to any of the proposal documents shall only be effective by written notice from the Municipality.

Amendments to the proposal documents in the form of an addendum shall become part of the Proposal Documents. Proponents shall be responsible to ascertain that they have received all addendums.

5. EXAMINATION OF CONTRACT DOCUMENTS

The Proponent shall be deemed to have satisfied himself as to the sufficiency of the RFP for the product and the prices stated on the RFP Form. These prices shall cover all obligations under the RFP, and all matters necessary for the proper supply of the product.

6. PROOF OF ABILITY

The Proponent shall be competent and capable of supplying the product. The Municipality may request proof of ability.

7. PRICES

All prices submitted are to be in Canadian Funds. Prices shall be quoted only on the attached Form of Proposal. HST is to be shown separate at 13%.

8. SUB-CONTRACTORS

Any company intending to subcontract for equipment, labour, or supplies, must clearly identify all subcontracts in the proposal submission. The Municipality of North Middlesex reserves the right to accept or reject any subcontracts.

9. INCURRED COSTS

The Municipality of North Middlesex will not be liable nor reimburse any proponents for costs incurred in the preparation of proposals, site inspections, demonstrations, or any other services that may be requested as part of the evaluation process.

10. WORKPLACE SAFETY AND INSURANCE BOARD

If applicable, the successful proponent must be in good standing with the Workplace Safety and Insurance Board and shall furnish the Municipality of North Middlesex with satisfactory evidence that they have complied with all provisions of the Act.

11. PROPONENT'S RESPONSIBILITY

The successful Proponent shall, in all respects, comply with all statutes, laws, and regulations applicable to the work and to persons employed on or in connection with the work, and pay all assessments required or levied by the Workplace Safety and Insurance Board, Revenue Canada, the Employment Insurance and specifically the Ministry of Labour.

12. SCHEDULE

For planning purposes, the following schedule is anticipated for this project. The Municipality may deviate from this schedule at any time.

RFP Issue:	March 2022
Proponent Selection:	April 2022
Project Completion:	Fall 2022

13. AGREEMENT

The successful proponent will enter into an agreement with the Municipality. The Agreement will be prepared by the Municipality. A mutually agreed to timeline will also be appended to the agreement.

14. PAYMENT

Payment will be made monthly, after submission of a detailed invoice and reports. Invoices will be accepted for payment following substantiation. Each claim shall include a current WSIB Clearance Certificate.

15. REQUEST FOR PROPOSAL SUBMISSIONS

Interested firms should submit a proposal outlining how they can assist with the work that has been requested. Proposals do not need to be formal and bound. Memo and letter format are preferred. It is the municipality's expectation that proposals will be **BRIEF and SUCCINCT**, no longer than 10 pages in length plus appendices. Proposals exceeding this page limit may not be considered.

Proposal submissions must include, but are not limited to the following:

- Schedule A – Bidder Information
- Schedule C – Form of Proposal
- The proposed approach to the project which should be consistent with the terms of reference
- Identification and experience of key personnel and the project manager involved. Also include any sub-contractors
- Relevant experience of the firm
- A work plan outlining time requirements and completion of key milestones of the project. This should include start and finish dates of main tasks, milestone dates for deliverables, submissions to approval agencies, and provision of Municipal and public consultation.
- Time breakdowns of estimated hours required to complete the project.
- A minimum of two references from similar projects.

Identified key personnel will not be substituted without justifiable reasons for a change and written approval from the Municipality.

16.2 Summary of Proposal Costs

The Proposal cost shall include a breakdown of activities and include overhead costs. For the purposes of the proposal submission, the costs of the services shall be broken out as the proponent sees fit based on the understanding of the project.

All costs for printing, telephone, and travel shall be included and are reimbursable at cost. Invoices must accompany all expenses. A list of hourly rates of all those involved with the work shall be included. The cost shall be an upset limit estimate of all things necessary to complete the work.

The Municipality will directly pay any advertisements or fees from approval agencies.

Bidders shall identify and include any costs believed not be covered in this RFP but considered necessary for completion of the project.

Each proposal and any attachments must be submitted by PDF in an email document, or in a sealed envelope clearly marked:

“Request for Proposal for the North Middlesex Recreation & Facilities Master Plan”

RFP's submitted by fax will not be accepted.

Proposals may be rejected for one or more of the following reasons:

- a) Bids arriving after the closing time and date as specified in this document
- b) Bids received in a form other than the forms supplied
- c) Bids not completed in ink or by type
- d) Bids containing any other form of alteration, including but not limited to include: strike-out, white-out, without initials.
- e) Bids not properly signed, witnessed, and/or sealed
- f) Bids that have not acknowledged addendums

The Municipality reserves the right to accept any Proposal or reject any or all Proposal and waive formalities as the interests of the Municipality may require.

Tenders shall remain open for acceptance by the Municipality for a period of ninety (90) calendar days after the closing date.

16. WITHDRAWAL OF PROPOSALS

A proposal submitted in accordance with the instructions in the proposal documents may be withdrawn prior to the date and time of the close of proposals.

Proposals not withdrawn before the date and time of closing shall be irrevocable and remain open for acceptance by the Municipality.

17. NEGOTIATION

The Municipality may award the RFP based on proposals received without discussion. The Municipality reserves the right to enter negotiations with the selected proponent(s). If the Municipality cannot negotiate an acceptable

agreement with the successful proponent, the Municipality may terminate negotiations and begin negotiations with the next selected proponent. No proponent shall have any rights against the Municipality arising from negotiations.

18. PROPOSAL EVALUATION

The Municipality reserves the right to accept or reject any and all proposals and to waive irregularities and informalities at its discretion. The Municipality reserves the right to accept a proposal other than the lowest price proposal without stating reasons. By the act of submitting its proposal, the proposal waives the right to contest in any proceedings or action the right of the Municipality to award the purchase contract to any proponent in its sole discretion.

THE LOWEST OR ANY PROPOSAL WILL NOT NECESSARILY BE ACCEPTED

The proposal evaluation team will consist of staff from the Municipality of North Middlesex. The Evaluation will be based on a points system as described:

Project Work Plan, Understanding & Familiarity with the Problem/Issues and Municipality – 50 Points

Demonstrates a clear understanding of issues and constraints, consultation process, and desired outcome. Detailed work program that explains the approach that will be taken as well as methodology and cost for the different key points of the work plan. A schedule that meets the Municipality's requirements.

Consultant Qualifications & Experience – 25 Points

Qualifications of personnel and experience on similar projects. Experience of the firm on similar projects.

Price – 25 Points

Weighted score based on relative price. Cost breakdown and deliverables that provide a clear understanding work plan.

19. ACCEPTANCE OF PROPOSAL

Acceptance of a proposal shall be communicated by written notice from the Municipality to the successful proponent. Such acceptance shall bind the successful proponent to execute a purchase agreement with the Municipality.

20. INQUIRIES

Direct all inquiries regarding the Request for Proposals to the Municipalities contact in the notice page.

21. IDEMNIFICATION AND INSURANCE

The successful proponent will, at all times, indemnify and save harmless the Municipality, their officers, employees and agents from and against all claims, demands, losses, costs, damages, action, suite or other proceedings made, sustained, brought or prosecuted that are based upon, or caused in any way by anything done or omitted to be done by the proponent or any of its officers, directors, employees, or agents in connection with the services performed, purportedly performed or required to be performed by the proponent under this proposal and subsequent contractual agreement.

The successful lead consultant will be required to provide evidence of Errors and Omissions insurance coverage in an amount of not less than two million dollars (\$2,000,000.00) regarding this project. A certificate will be required within ten (10) calendar days of award.

22. MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

In accordance with MFIPPA, this is to advise that any personal information proponents provide is being collected under the authority of the Municipal Act and will be used exclusively in the selection process. All proposals submitted become the property of the Municipality. Proponents are reminded to identify in their proposal material any specific scientific, technical, commercial proprietary, or similar confidential information, the disclosure of which could cause them injury. Complete proposals are not to be identified as confidential. The information contained in this proposal document may be utilized by the proponent solely for the purpose of preparing a proposal for submission to the Municipality. Any other use of the information for any other purpose is not authorized by the Municipality.

SCHEDULE A – BIDDER INFORMATION

Bidders are requested to respond to this Request for Proposals as instructed subject to the provisions contained herein.

Name of Bidder: _____

Address: _____

City: _____

Province: _____ Postal Code: _____

Telephone: _____ Fax No: _____

E-mail: _____

Contact Person: _____

Title: _____

SCHEDULE B – TERMS OF REFERENCE

a. Professional Responsibility

Only firms with relevant experience will be considered.

b. Purpose

The Municipality of North Middlesex is seeking a creative and innovative approach to the Recreation & Facilities Master Plan development. The outcome must be a clear action plan to lead the municipality in the development of future recreational infrastructure and development.

The Municipality of North Middlesex is looking for an innovative, demand driven approach that aligns with council's strategic priorities. The Master Plan will provide the Municipality with the necessary public policy framework to manage its facilities, parks, open spaces, programs, events, facilities, and amenities in a cost-effective manner consistent with leading industry practices.

The Facilities & Recreation Plan will provide guidance as to park planning, facility development, facility re-development and expansion, the delivery of programs and services as well as associated recommended resources.

c. Overall Objectives

The overall objectives of the master planning process are as follows:

1. Create an inspirational and memorable vision for the delivery of parks and recreation services, which is aligned with Council's priorities and reflects the varied needs and desires of the community.
2. Create a comprehensive inventory of parks and recreation services, programs, facilities, and events.
3. Undertake a comprehensive and innovative public consultation process that is targeted and focused in its approach
4. Infuse the principles of sustainability, accessibility and integration into the development and delivery of parks and recreation services and programs
5. Assess the strengths, weaknesses, opportunities, and threats facing the Municipality's parks and recreation system
6. Identify and assess the diverse needs and wishes of the public, industry/commerce, and community partner organizations, visitors, and emerging social trends
7. Enhance community cooperation and partnerships in the planning

and delivery of services and programs

8. Identify key grant programs or funding strategies that could maximize potential opportunities/partnerships in the community
9. Review the current and future community needs and identify gaps and priorities with respect to parks, trails, open spaces, recreation facilities, community programs, services, and events
10. Promote healthy living and increased physical activity among all age groups and segments of the community
11. Create a sense of attachment to and engagement within a larger unique and healthy community
12. Enhance volunteer opportunities and participation broadly
13. Enable a higher level of community branding and marketing based on an active and healthy lifestyle.
14. Enhance the overall community quality of life and place

d. Programming Objectives

Specific programming objectives for the master planning process include:

1. Assess community and neighbourhood strengths, weaknesses, opportunities, and threats to the delivery of parks, recreation, and cultural services
2. Determine if the current mix of programs, services, and events (public, private, and not-for-profit) available to residents is balanced, accessible and appropriately addresses the current and future needs of both the residents and visitors of this community
3. Determine where the Municipality should expand or curtail events, programming, services, and facilities in areas such as, but not limited to the following: children, youth, older adults, lower income, community engagement, special needs, direct programming, and facility allocation
4. Develop and assess delivery and programming options, recommending preferred options and rationale for same

e. Recreational Facility Objectives

1. Develop prioritized short and long-term capital improvement plans for upgrades to existing facilities and new construction (including outdoor sports facilities). Long-term projects include major construction or acquisitions and should consider needs, locations, schedules, and financial strategies. All potential projects/upgrades should be accompanied by general cost estimates.
2. Develop goals and objectives for the provision of facilities as it reflects programs and services for the short, medium, and long term
3. Evaluate facility location and design in relation to demographic

requirements over the life of the plan

4. Evaluate the current facilities and identify any facilities that should be recommended as surplus to the Municipality.
5. Assess the merits of partnership opportunities with community groups and organizations (school boards, institutions, community groups and other municipalities, public & private facilities).
6. Assess User Pay Philosophy.
7. The proponent will capture what the community's priorities are with respect to recreational facilities through community consultation. These priorities will provide critical information that will help guide Council and investments over the life of this plan. The Recreation & Facilities Master Plan should include recommendations to maximize facility use, lifespan and should include recommendations with respect to required investments, partnerships, and funding strategies.

f. Parkland Objectives

1. Evaluate the existing inventory of parks, open spaces and recreational facilities based on a shift toward multi-use, multi-purpose experiences in facilities
2. Determine a viable parkland hierarchy and rationalize the suitability of uses by park hierarchy (i.e., what is suitable in parkettes, a neighbourhood park or community park)
3. Examine and predict the impact of trends in parkland development based on the existing parks inventory
4. Provide a general Parks By-law template or outline based on leading municipal practice that would be appropriate for application in the Municipality of Southwest Middlesex
5. Review leading practices for parkland and open space acquisition in comparable sized municipalities and recommend a methodology that best fits the Municipality of Southwest Middlesex based on its future needs, trends, demographics, and operational abilities
6. Recommend necessary revisions to the Municipality's parkland conveyance policies and by-laws to reflect leading municipal; with specific recommendations regarding the taking of land or cash in lieu of parkland as permitted by the Planning Act
7. Review current Municipal Official Plan referring to parks and open spaces and recommend suggested policy changes

g. Study Considerations

1. The Municipal role in providing parks, recreation, and cultural opportunities from a community wide perspective
2. Assessment of the array of programs and services currently provided in relation to community needs and desires over the life of the plan
3. The relationship between municipal services and those provided by other local agencies, organizations, and the private sector

4. The role of existing partnerships in guiding the development of community partnership arrangements in the future
5. A contemporary and future look at the role that volunteers play in the provision of parks and recreation services
6. Changes required or needed to current policies and processes to move the current status quo to a desired future state
7. Location options for future opportunities to provide additional facilities and amenities including but not limited to single purpose and multi-purpose facilities, trails, parks, natural and open spaces, outdoor/indoor sport facilities, active and passive space for spontaneous use
8. Facility, indoor and outdoor recreational needs over the short-, medium- and long-term life of the plan
9. Assessment of the current organizational structure, staffing capacity and resource allocation to achieve the desired goals and objectives of the plan.
10. Evaluate the existing inventory of parks and recreational facilities based on a shift towards multi-use, multi-purpose experiences in facilities

SCHEDULE C - FORM OF PROPOSAL

FORM OF PROPOSAL

The price shall be in Canadian funds and include duties, royalties, handling, levies, transportation, delivery, dealer preparation, overhead, profit, and all other charges. All taxes are to be shown separately.

1. Develop a Recreation & Facilities Master Plan for the Municipality of North Middlesex pursuant to all terms and conditions outlined in the Project Description and Scope of Work herein.

Price \$ _____

HST \$ _____

TOTAL RFP SUM \$ _____

Supplier:

Name

Address

City/Province

Postal Code

Phone Number

This work shall be completed no later than:

Signature of Authorized Person

Print Name

Title

Date

Signature of Witness

Print Name

Title

Date