



# RFP-WN2017- 005

Provisions for a Recreation Master Plan

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# INFORMATION TO PROPONENTS

## 1. Scope of Project

The Township of Wellington North invites Proposals from professional firms interested in the provision of consulting services for the development of a Recreation Master Plan. The Proposal must meet all the requirements outlined in this document. Should none of the Proposals be accepted, a re-issuance of the Requests for Proposal (RFP) is possible.

## 2. Date of Proposal Submission

One (1) original proposal and three (3) copies of the Proposals shall be submitted in a sealed, opaque envelope addressed as follows:

RFP-WN2017 -005  
Barry Lavers Director of Recreation Parks & Facilities

Proposals must be submitted under the following instructions.

PROPOSAL CLOSING DATE: Tue April 25, 2017  
TIME: 2:00 p.m., local time  
LOCATION: Kenilworth, On.  
Wellington North Municipal Office  
7490 Sideroad 7 W. P.O. Box 125  
Kenilworth, Ontario NOG 2E0

PUBLIC PROPOSAL OPENING

Submissions received by the date and time of closing will be opened immediately following the time of Proposal closing.

## 3. Project Contact

Barry Lavers  
Director of Recreation Parks & Facilities  
Township of Wellington North  
(519) 848 3620 ext 23  
[blavers@wellington-north.com](mailto:blavers@wellington-north.com)

## 4. Introduction

The Township of Wellington North is undertaking a Recreation Master Plan. The Master Plan is to be used as a policy document to assist in determining parks and recreation requirements for the Township and will be used in conjunction with the Township of Wellington North's Strategic Plan created and implemented on July 13, 2015. The Master Plan will review and guide policy development and service delivery, prioritize demands and opportunities, assess the current recreational facilities and programs and generate an overall strategic action plan through staff and public engagement.

The Township is seeking a consultant to facilitate the process of Recreation Master planning by seeking professional planning and consulting firms with innovative approaches to integrated recreation and leisure planning that will improve the quality of life in the community. The Plan will provide policy framework to manage and sustain parks, trails and open space, review recreation and leisure programs and facilities, and related amenities in a cost effective, proactive manner consistent with leading industry best practices. The outcome and results must supply a clear action plan to guide and direct the municipality in the development and sustainability of future recreation facilities and opportunities.

The Master Plan will act as a working document and framework to guide the municipality in matters related to the management and sustainability of recreation and leisure services and facilities for the next ten years. The Plan will be reviewed after five years for accuracy and currency of priorities and recommendations.

The Township of Wellington North is populated by 11,400 residents. We also provide leisure and recreation opportunities for many non residents including but not limited to Southgate Township, Township of West Grey, Minto Township, Mapleton Township and Centre Wellington.

The Township of Wellington North currently has a Recreation Service Agreement with Southgate Township in relation to "ice oriented activities" at the Mount Forest Sports Complex

The Township of Wellington North Recreation Department is responsible for providing and assisting many recreation services and amenities. To name a few:

- Mount Forest Sports Complex single ice pad/ indoor walking track
- Arthur Community Centre Arena single ice pad
- Mount Forest Lion Roy Grant Outdoor Pool
- Arthur Community Outdoor Pool
- Mount Forest Cork St, Kinsmen, Optimist Ball Diamonds
- Mount Forest Soccer fields
- Arthur Senior Centre
- Arthur Diamond A/ B Ball Diamonds
- Mount Forest King St Agricultural Park
- Arthur Agricultural Park
- Damascus Community Hall
- Conn Park/Pavilion

- Mount Forest Saugeen Trail
- Arthur Walking Trail
- West Luther Trail
- Mount Forest Murphy Park/Pavilion
- Mount Forest Campbell Devore Park/Pavilion/Skateboard Park
- Arthur Optimist Pavilion
- Arthur Optimist Splash Pad (currently to be constructed 2017)
- Recreation Programs (Swimming registrations & lessons)
- Various playgrounds, parks and amenities
- Mount Forest Curling Club
- Arthur Curling Club

## 5. Project Objectives

The overall objective of the plan is to define the needs of current and future residents and guests for recreation, leisure services and facilities and to identify the appropriate level of service and standards for the sustainability of these services. The Plan must be financially viable and address the anticipated demand and timing for service and facility improvements or replacement and as required, cost potential locations and funding approaches. The Plan will reflect, as a minimum standard, best practices and innovative approaches for service delivery and sustainability where required. The Plan will provide a comprehensive and inclusive process to accommodate the full scope of municipal and community recreation and leisure services and a ten year vision for the future growth and development of these services and facilities within the Township of Wellington North. The Recreation Master Plan should include the following components:

- Review of current programs, leisure opportunities and service levels, activity levels, program delivery, revenues and expenses including children, youth, adults, seniors and at-risk groups and review the role of the municipality in the delivery of these services. Special consideration for recreation services provided by non municipal or private interests should be included and acknowledged. In particular, the Town is interested in a review of its role and relationships with the various user groups and providers with a goal of better understanding if the Township is providing proper support to these groups. If not, the Township is seeking recommendations from the consultant on how best to close noted gaps.
- Review of the current recreation facilities, including all arena and pool facilities, community halls/pavilions, soccer and baseball facilities and athletic fields, skateboard park, playgrounds, parklands, splash pad, open spaces and trails identifying unique characteristics, location and proximity to similar facilities, present condition and expected lifespan, usage and activity levels, governance, revenue generation and fees charged, future capital and operating expenses.
- Assess the need for additional recreational lands, facilities, and programs based on a current review of existing data while considering emerging and future recreation industry trends.

- Study of the demographic profile - recreational, educational, economic, social and attitudinal trends and their impact on and relationship to existing and future community needs.
- A comprehensive public consultation process including input from residents, user groups and organizations. The process must solicit input without raising unrealistic expectations.
- A review of existing research, information, documentation and comparisons of best practices and consideration of their possible application to the Township of Wellington North.
- Identification of the policies needed to support the Master Plan's implementation for Township of Wellington North. In particular, the Township is interested in a review and commentary of various alternatives of how to best govern recreation services in the Town.
- Review and assessment of the Township's Cultural components including groups, assets, and other related activities.
- Identify areas where sustainable partnerships between the Township, related boards, cultural groups, community organizations and service groups exist and may be enhanced for the delivery of programs and services within the Recreation department. Recommend models where the Township should be the direct provider as well as areas where they should be the facilitator/enabler.

## **6. Project Structure**

Barry Lavers Director of Recreation Parks & Facilities will be the Township's main contact for this project. All correspondence will be through this individual.

## **7. Completion Date**

It is the Township's expectation that the project will be completed before December 8, 2017.

## **8. Contract Value**

The budget rests at \$40,000 for this project.

The contract between the Township of Wellington North and the consultant team shall specify the project cost for the Recreation and Leisure Services Master Plan. Further in this regard, please note the following:

1. The cost of advertising and room rentals required for meetings open to the public in the context of the public consultation process and the Township of Wellington North consultation process will be paid by the municipality. The municipality will be responsible for the preparation and placing of all advertising and notices and renting appropriate facilities.
2. The cost of any presentation support materials, exhibits and project products will be the responsibility of the consultant team.

3. The Proposal must outline all costs associated with supplying the identified services.

## **9. Submission Format**

- a. Forms to be submitted with the Proposal must be completed in their entirety in hard copy. All entries shall be clear and legible and made in a non-erasable medium and signed in ink.
- b. Three (3) hard copies of the response to the Request for Proposal and one electronic copy shall be provided.
- c. Submissions should be mailed or hand-delivered to the appropriate location. Proposals submitted by courier are strongly discouraged. Proponents acknowledge that any submissions delivered by courier are entirely at the risk of the proponent in terms of non-compliance or rejection by the Township. Proposals sent by facsimile machine will not be accepted.
- d. Proposals must include and repeat the same headings as listed and topic sequence:
  - 1) Experience, Qualifications, Project Management
    - a) Provide an overview of the company history including past project samples. State the length of existence and types of services offered. Identify the technical details that make the Proponent uniquely qualified for this work.
    - b) Information is required of the makeup of staff including skills and qualifications of the project team. Identify key individuals that will be working on the project by name and title.
  - 2) Budget and Cost
    - a) The Proponent will provide a materials and cost list with this submission of all project components. Be specific when listing materials to allow for a clear and concise comparison analysis.
  - 3) References
    - a) List three professional references of clients you have worked with in the last five years similar to this RFP.
    - b) Particular attention will be given to project management with regards to maintaining deadlines.

## **10. Disqualification**

The Corporation reserves the right to reject any or all Proposals. Failure of the Proponent to satisfy any term or condition of this RFP may result in the rejection of said Proposal. Further, any incomplete Proposals, qualified Proposals, Proposals not properly signed/dated, Proposals received after the closing date/time, Proposals completed in pencil, Proposals with incomplete calculations, and Proposals lacking required information will be rejected as incomplete.



## **11. Examination of Documents**

Each Proponent must satisfy himself or herself by a personal study of the RFP documents, by calculations, respecting the conditions existing or likely to exist in connection with the proposed work. There will be no consideration of any claim, after submission of Proposals, that there is a misunderstanding with respect to the conditions imposed by this RFP. Prices must include **all incidental costs** and the Proponent must be satisfied as to the full requirements of the RFP.

## **12. Proposal Withdrawal or Replacement**

Any Proposal may be withdrawn prior to the scheduled time for Proposal Closing by submitting written notice to the RFP contact. Replacement Proposals are welcome until the Proposal Closing.

## **13. Proposal Evaluation**

All submissions must be in compliance with the requirements of the RFP process in order to be considered for evaluation.

Even though Proposals are received based on furnishing product which may meet the minimum requirements indicated, it is not intended that this alone shall limit the award but that other factors shall be considered together with any related experience the Township may or may not have had.

All qualified Proposals will be reviewed and evaluated by the selection committee.

It will be the responsibility of the selection committee to initially read, review and evaluate each Proposal. The selection committee may “short list” those Proposals that are most feasible for further consideration.

Proponents may be required to make an oral presentation in support of the Proposal.

## 14. Proposal Selection

For the purpose of evaluation, the following criteria will be utilized to score each Proponent's Proposal.

Category	Description	Points
Experience, Qualifications, Project Management	The Evaluation Team will consider the Proponents demonstrated experience on similar engagements, key personnel and references where applicable. Proponents should include the features of their services that give them a competitive advantage and include the level of staff certification	<b>30</b>
Financial	The total proposed pricing shall be inclusive, including but not limited to, mileage, disbursements, and travel time along with all works as described within the RFP document. HST must be shown separately where applicable.	<b>30</b>
Quality and Completeness	The evaluation team will consider the Proposal's completeness. The presentation and ease of understanding will be evaluated. The ability to directly tie the Proposal back to the RFP's requirements will be ranked more favorably.	<b>15</b>
Work plan and Timelines	The Proposal should include narrative that illustrates an understanding of the Township's requirements and Services. The Evaluation Team will consider the general approach and methodology that the Proponent would take in performing the services. The Proposal narrative should include how the Proponent will complete the scope of Services, manage the Services, and accomplish the required objectives with the Township's schedule as well as include a description of the standards to be met and evaluated in the deliverable. Proponents shall provide a schedule of activities and associated costs over the proposed period of the engagement.	<b>25</b>

The Evaluation Team will not be limited to the criteria referred to above, and the Evaluation Team may consider other criteria that the team identifies as relevant during the evaluation process. The Evaluation Team may apply the evaluation criteria on a comparative basis, evaluating the Proposals by comparing one Proponent's Proposal to another Proponent's Proposal. All criteria considered will be applied evenly and fairly to all Proposals.

## 15. Proposal Award Procedure

All Proposals shall be final and binding on the Proponent for a period of 60 (sixty) days from the closing date and may not be altered by any subsequent offerings, discussions, or commitments unless the Proponent is requested to do so by the Township.

The Township will notify the Successful Proponent of the award. The Successful Proponent agrees to execute a Professional Service Agreement to undertake work within 10 business days of the date of notification of Award.

# GENERAL CONDITIONS

## 1. Workplace Safety and Insurance Act

The Proponent shall furnish a WSIB Clearance Certificate indicating their WSIB firm number, account number and that their account is in good standing as part of an executed Professional Service Agreement. In addition, the Clearance Certificate must be submitted before payment is made. The Successful Proponent agrees to maintain their WSIB account in good standing throughout the agreement period.

If the Proponent does not pay WSIB premiums and is recognized by WSIB as an “independent operator” a letter from WSIB acknowledging independent contractor status and confirming that WSIB coverage is not required must be provided to the Corporation at time of execution of the agreement.

## 2. Indemnification

The Successful Proponent shall indemnify and hold harmless the Township, its officers and employees from and against any and all liabilities, claims, demands, loss, cost, expenses, damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of the project attributable to bodily injury, sickness, disease or death or to damage to or destruction of tangible property caused by any acts or omissions of the Proponent, its officers, agents, employees or other persons for whom the Proponent is legally responsible.

## 3. Liability Insurance

The Successful Proponent shall, at its own expense obtain and keep in force during the term of the Agreement the following insurance requirements.

- a) Commercial General Liability insurance satisfactory to the Township and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:
  - A limit of liability not less than \$2,000,000 per occurrence
  - The Corporation shall be added as an additional insured with respect to the operations of the Named Insured
  - The policy shall contain a provision for cross liability in respect of the Named Insured
  - Contractual Liability
  - The policy shall provide 30 days prior notice of cancellation
  - Provide the Township with proof when requested.

## **4. Occupational Health and Safety Act**

The Proponent's attention is drawn to the regulations issued by the Ministry of Labour for the Province of Ontario under the Occupational Health and Safety Act. The Proponent acknowledges that they will comply with the Act, and all applicable regulations related to the contracted work.

## **5. Freedom of Information**

The Corporation is subject to the *Municipal Freedom of Information and Protection of Privacy Act*, as amended ("MFIPPA") with respect to, and protection of, information under its custody and control. Accordingly, all documents provided to the Township by the Proponent pursuant to this document may be available to the public unless the party submitting the information requests that it be treated as confidential.

Any specific scientific, technical, commercial, proprietary, intellectual or similar confidential information, the disclosure of which could cause them injury or damage may be identified as confidential. Proponents are encouraged to place all such details and information within a separate section of their submission. Complete Proposals are not to be identified as confidential.

## **6. Accessibility for Ontarian's with Disability Act, 2005**

The Proponent's attention is drawn to the regulations issued by the Ministry of Economic Development, Employment & Infrastructure for the Province of Ontario under the *Accessibility for Ontarians with Disabilities Act*. The Proponent acknowledges that they will comply with the Act as it relates to the completion of this project.

## **7. Addenda**

Any clarification of this document or request for additional information required by the Consultants should be directed in writing (no oral requests) to the above listed contact person depending upon the nature of the clarification. Requests for additional information shall be received NO LATER THAN SIX CALENDAR DAYS PRIOR TO THE CLOSING DATE identified in this Proposal request. Any alterations required will be issued to all Consultants as written addenda. Addenda shall be considered as an integral part of the contract documents. Although every effort will be made to ensure that the Consultant receives all addenda, it is the responsibility of the Consultant to ensure all addenda issued have been received.

## **8. References**

Proponents shall provide three (3) references from firms where similar services have been performed within the last five years. References will be equal in complexity and service requirements as outlined in this Proposal.

## **9. Assignment of Agreement**

The Successful Proponent shall not assign, transfer, convey, sublet or otherwise dispose of this agreement or his/her right, title or interest therein, or his power to execute such agreement, to any other person, company or corporation, without the previous consent, in writing, of the Township's officials, which consent shall not be unreasonably withheld.

## **10. Extra Work**

No work shall be regarded as extra work, unless it is ordered in writing by the Township and with the agreed price for the same specified in said order, provided said price is not otherwise determined by the Proposal.

## **11. Proponent Laws and Regulations**

The Successful Proponent shall apply and pay for all necessary permits, licenses, approvals and consents required for the execution of the work.

The Successful Proponent shall give the required notices and comply with the laws, ordinances, rules, regulations, codes and orders of the authorities having jurisdiction which are, or become, in force during the period for which services are performed in accordance with the Professional Service Agreement.

## **12. Cancellation**

If the Proponent should neglect to execute the work properly or fail to perform any provision of this Award, the Township, after three (3) business days written notice to the Proponent, may, without prejudice to any other remedy in existence, make good such deficiencies and may deduct the cost thereof from any payment then and thereafter due to the Proponent. Continued failure of the Proponent to execute the work properly shall result in a termination of Agreement.

The Township reserves the right to immediately terminate the Agreement at its own discretion, including but not limited to such items as non-performance, late deliveries, inferior quality, pricing problems, etc.

The Township shall provide written notice of termination.

# Form of Proposal

## 1. Proponent Information

Company Name (hereinafter called the "Proponent"): \_\_\_\_\_

Mailing Address): \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alt Number: \_\_\_\_\_

Website: \_\_\_\_\_ WSIB Account #: \_\_\_\_\_

HST Account #: \_\_\_\_\_ Years in Service: \_\_\_\_\_

Proponent's Representative: \_\_\_\_\_

Authorizing Signature, Authority and Title: \_\_\_\_\_

\_\_\_\_\_

THE PROPONENT DECLARES:

1. No person, firm or corporation, other than the Proponent, has any interest in this Proposal or in the proposed agreement for which this Proposal is made and to which it relates;
2. This Proposal is made by the Proponent without any connection, knowledge or comparison of figures, or arrangements with, or knowledge of any other corporation, firm or person making a Proposal for the same service, and is in all respects fair and without collusion or fraud;
3. No member of the Municipal Council or any other officer of the Township will become interested directly or indirectly as a contracting party without disclosing his interest and otherwise complying with the *Municipal Conflict of Interest Act*, RSO 1990;
4. The content and requirements of this Proposal document have been read and understood.
5. All prices are quoted in Canadian funds.

A duly completed copy of the Proponent Information, Reference List stated herein is attached hereto.

DATED \_\_\_\_\_

SIGNATURE OF WITNESS \_\_\_\_\_

SIGNATURE OF AUTHORIZING PROPONENT \_\_\_\_\_

## 2. Proponent's Experience and References

Please provide three (3) references of accounts that your firm has provided similar service within the last five years. References will be equal in complexity and services requirements as outlined in this Proposal.

The Township reserves the right to contact any and all references. The Township defines a reference as any reference supplied within a Proposal submission, in addition to any others known to the Township.

<b>Project title, type of work, year completed</b>	<b>Client</b>	<b>Contact Name &amp; Phone Number</b>