

Municipality of
Meaford

Request for Proposal – FIM-PFO-2018-02
Provision of Consulting Services for
Memorial Park Master Plan

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PREVIEW

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Section 1 RFP Information

1.1 Submission of Proposals

Proposal Submissions for RFP-FIM-PFO-2018-02 – Provision of Consulting Services for Memorial Park Master Plan will be received in a sealed envelopes, clearly marked as to their contents using the cover pages provided by the Municipality of Meaford at the end of this document.

Proposals will be received at the Administration office of:

The Corporation of the Municipality of Meaford
21 Trowbridge St. W Meaford, ON N4L 1A1
Attn: Purchasing Department

Not later than 2:00 p.m. local time, **Thursday, September 6, 2018.**

- a Proposals received later than the time specified will not be accepted regardless of the postal cancel date.
- b The time clock in the front office of the Municipality of Meaford Administration Office is the official time for the deadline for submission. The Municipality is not responsible for submissions which arrive late or are not properly marked.
- c Proposals will be opened after 2:00 p.m. the same day as closing.
- d No prices are to be read out, with prices being included in a separate envelope bearing the name "Upset Cost Estimate", however, only once the award is made and approved by Council, the report recommending such award shall be a matter of public record, unless otherwise determined by Council.

Only Vendors that are registered as a Plan Taker for this Document with Bids and Tenders at <https://meaford.bidsandtenders.ca> and have obtained this Document from Bids and Tenders may submit a Vendor Submission.

Should the agency receive a Vendor Submission that is subsequently found to be from a vendor that is not a registered Plan Taker with Bids and Tenders at <https://meaford.bidsandtenders.ca>, and the vendor did not obtain the Document from Bids and Tenders, the Agency reserves the right to reject the Vendor Submission as non-compliant and give it no further consideration for contract award.

1.2 Consultant Selection Timeline

The schedule provided is for guidance only and the Municipality reserves the unqualified right to modify or eliminate any aspect of the schedule.

Event	Date, Time, Location
Request for Proposals Issued	Thursday, August 16, 2018
Deadline for written questions to the Municipality from Proponents	Thursday, August 23, 2018 no later than 4:30 p.m.
Addendum to be issued by the Municipality (if applicable)	Monday, August 27, 2018
Request for Proposal Closes	Thursday, September 6, 2018 No later than 2:00 pm 21 Trowbridge St. W. Meaford, N4L 1A1
Expected Award of Contract	Thursday, September 20, 2018

1.3 Proposal Documents, Drawings, Addenda & Appendix

The bidder shall verify that these Proposal documents are complete and assume responsibility to view/download/print the Proposal Requirements, addenda and any related information not sent with this document. You are required to go to the Municipality's bid opportunities website where under the description of this RFP you will find links to the RFP Requirements, addenda and any related information not sent with this document. Shortages shall be reported immediately to the Municipality via <https://meaford.bidsandtenders.ca> by clicking the "Submit a Question" button associated with the bid opportunity.

The Municipality will issue any changes/additions/deletions to the RFP or terms and conditions. Any and all addenda issued by the Municipality shall form an integral part of the document. The cost of complying with the addenda requirement (if any) shall be included in the price submitted by bidders. The Municipality will assume no responsibility for oral instruction or suggestion.

Any and all addenda issued prior to the closing date will be posted on the Municipality's Bid Opportunities website <https://meaford.bidsandtenders.ca> for downloading by bidders. It is the bidder's sole responsibility to download and review all Addenda, and acknowledge that Addenda were downloaded from the Municipality's Bid Opportunities website, and, that the pricing quoted includes the provision set out in such Addenda.

Addenda will not be sent to bidders via facsimile or e-mail.

Each Proponent must satisfy himself, by his own study of the RFP Documents and related information, as to the practicality of completing the Work successfully as

described. There will be no consideration of any claim after submission of RFP's that there is a misunderstanding with respect to the conditions imposed in the Agreement.

1.4 Communications

The bidder is advised that inquiries regarding the interpretation of the quotation documents shall be directed to the Purchasing Department via <https://meaford.bidsandtenders.ca> using the "Submit a Question" button for the selected bid opportunity.

Questions related to this proposal, specifications or the intent of the proposed work and requirements are to be received by the Municipality no later than **4:30 p.m., Thursday, August 23, 2018.**

Where a Proponent finds discrepancies or omissions in the proposal requirements, or other Proposal Documents or instructions, or otherwise requires any clarification, the Proponent should contact the Municipality via <https://meaford.bidsandtenders.ca> using the "Submit a Question" button for the selected bid opportunity. Note that no oral explanation or interpretation shall modify any of the requirements or provisions of the Proposal Documents.

Where the Municipality deems that an explanation or interpretation is necessary or desirable, an addendum may be issued, via <https://meaford.bidsandtenders.ca> for downloading by all bidders. It is the bidder's sole responsibility to check for addenda issued and download same. Acknowledgement of Addenda on the Form of Proposal is a mandatory requirement. Failure to acknowledge addenda will result in your Proposal being deemed non-compliant and not eligible for award.

1.5 Retrieval of Official Documentation

Only documents provided to Bidders by via <https://meaford.bidsandtenders.ca> are to be considered the "official" documents. The Municipality accepts no responsibility for the accuracy of information found on other websites. The onus is on the bidder to check via <https://meaford.bidsandtenders.ca> to verify they have received all relevant information. The Municipality reserves the right to not accept a bid submission if determined that the documents have been altered from the Municipality's own official documents.

1.6 Withdrawal of Submission

A Proponent may request that their Proposal be withdrawn. Withdrawal shall only be allowed if the Proponent makes the request in writing through a letter signed by a company officer and is delivered in hard copy or electronically to the Purchasing Department before the proposal closing time.

Proposals confirmed as withdrawn shall be returned unopened to the Proponent.

The withdrawal of a Proposal does not disqualify a Proponent from submitting another Proposal prior to the closing time.

1.7 Submission Instructions

All submittals shall be in sealed envelopes with covering pages supplied by the Municipality of Meaford and delivered to:

**The Municipality of Meaford
Administration Office – Attn: Purchasing Department
21 Trowbridge Street West
Meaford, ON N4L 1A1**

Proposals must be received not later than **2:00 pm, Thursday, September 6, 2018.**

Fax and email proposal submissions shall not be accepted.

All proposals submissions are to be submitted in two separate envelopes with the submission labels as provided by the Municipality affixed firmly to the outside of each sealed envelope with all details completed as required on the labels. The term "envelope" shall have the same meaning as "package".

Both separately sealed envelopes shall be submitted at the same time.

Envelope 1 - Form of Proposal and Detailed Work Plan

The first submission label entitled "Form of Proposal and Detailed Work Plan" shall be firmly affixed to envelope one. This envelope shall contain **one (1) copy of the Proposal with original signatures(s), and one (1) electronic copy of the Proposal in PDF format on a USB Drive.** In the event of a conflict or inconsistency between the hard copy and an electronic copy of the Proposal, the hard copy of the Proposal shall prevail. All proposals shall address the requirements per attached guideline(s) with the attached "Form of Proposal" SIGNED as an original document by an authorized signing officer. Corporate Seals are requested but are not mandatory. Faxed or reproductions of the Form of Proposal are not acceptable. Vendors/Consultants are to submit their proposal packages to satisfy the Corporation's needs. The Form of Proposal & Detailed Work Plan submission shall contain the following information:

- Proposed approach to the project, consistent with the background information provided in **Section 2- Information Package;**

Provision of Consulting Services for Memorial Park Master Plan

- The proposed project manager, key project staff, and sub-consultants for all phases of the project;
- The firm's base of operations for this project;
- A Detailed Work Plan fully describing the main tasks to be undertaken and all subtasks required to execute all aspects of work consistent with the Information Package and other subsequent written direction provided by the Municipality
- A detailed graphical project schedule outlining the time requirements and date of completion of the project's main tasks, subtasks and activities as defined by the detailed work plan in order to complete works by the specified completion date including:
 - Start and finish dates of main tasks
 - Milestone dates for deliverables to the Municipality
 - Submission dates to review / approval agencies
 - Provision of two to three weeks for Project Team review of deliverables depending on level of review necessary;
- Time breakdowns and summations of estimated person-hours vertically and horizontally for each identified task and named member of the Consultant's project team and support staff as required to complete all tasks of the project; and
- The Consultant's quality assurance plan

The Detailed Work Plan **shall not** include any fee related dollar values. Detailed Work Plans that include any fee related dollar values will be disqualified. Detailed Work Plans **shall not exceed 20 pages** (excluding the Form of Proposal) in length. Tables, diagrams, company brochures and curricular vitae may be appended to the Detailed Work Plan and will not be included in the 20 page total.

Envelope 2 – Upset Cost Estimate

The second submission label sheet entitled "Upset Cost Estimate" shall be firmly affixed to envelope two. This envelope shall contain **one (1) copy of the Upset Cost Estimate**. The Upset Cost Estimate shall be broken down according to the tasks of the work plan, and shall include staff hourly rates, all fees, and disbursements required for completing the work plan assignments. **The Upset Cost Estimate shall be submitted in a sealed envelope separate from the Detailed Work Plan.** Prices shall not include contingencies or HST as applicable. Disbursements, such as telephone, facsimile, printing, courier, travel, meals, etc. is considered to be included in the Upset Cost Estimate. Computer and office charges are considered part of overhead and **shall not** be invoiced as disbursements other than in exceptional circumstances.

The Municipality will pay directly for all advertisements, meeting room rental and refreshments for public information centres and any fees charged by approval authorities.

Proponents shall identify and include any costs believed not to be covered in this RFP information package, but considered necessary for completion of the assignment and shall specifically identify them in the Proposal.

1.8 Proposal Selection Criteria

The following selection criteria outline the areas of importance that will be considered in the project award. Section 2 of this document should be used as a guideline only when formulating proposal. Proposal submissions should satisfy all criteria points wherever possible. Consultants will be evaluated based on the following weighted evaluation factors:

Detailed Work Plan Evaluation	Point Allocation
Firm’s Qualifications and Experience on Similar Assignments.	20
Project Team’s Experience	20
Project Understanding and Approach	25
Work Plan, Methodology and Quality Assurance Plan	15
Project Schedule	5
Total:	85

In order to qualify for the Upset Cost Limit Evaluation, only the proponents achieving 59.5 points (70%) or greater on the evaluation of the Detailed Work Plan will be eligible for the Upset Cost Limit evaluation. The Envelopes containing the Upset Cost Limit for the firms that did not achieve greater than 59.5 points (70%) will not be opened or included in the Upset Cost Evaluation.

Upset Cost Limit Evaluation	Point Allocation
Proposed Fee	15

The lowest fee proposed shall be awarded the full amount of points available for the fee portion of the evaluation (15). All higher fees proposed shall be awarded

points, rounded to the closest full point for the fee portion of the evaluation by the following:

$$\frac{\text{Lowest Bid}}{\text{Proposed Bid}} \times (15) = \text{xx points}$$

For example: if the low fee is \$100,000, 2nd low fee is \$120,000 and 3rd low fee is \$200,000 their respective scoring would be as follows:

- a. The proponent with the low fee of \$100,000 would be awarded 15 Points.
- b. The proponent with the 2nd low fee of \$120,000 would be awarded points as follows:
 $\frac{\$100,000}{\$120,000} \times 15 = 12.5 \text{ points}$
- c. The proponent with the 3rd low fee of \$200,000 would be awarded points as follows:
 $\frac{\$100,000}{\$200,000} \times 15 = 7.5 \text{ points}$

This formula would be applied to the balance of proposals received.

The Consultant Selection Committee will evaluate the weighted rated requirements based on the Detailed Work Plan. The successful Consultant will be selected based on the highest weighted rated requirements and fee factors combined for a total of 100%

1.9 Consultant Selection Committee

The Consultant Selection Committee will consist of representatives of the Municipality.

1.10 Consultants to Investigate

Consulting firms submitting a Proposal shall understand and acknowledge that while this Request for Proposal outlines the scope of work and specific requirements, the Consultants shall satisfy themselves by such means as they prefer, as to the extent of work required to complete the assignment.

1.11 Fee Holdback

The Municipality will impose a 12.5% holdback on overall fees. 10% of the holdback will be released at the same time as the consultant substantially completes the project. For this project, substantial completion shall be defined as the Consultant’s submission of the DRAFT Report.

The remaining 2.5% holdback will be released after the consultant has provided the municipality with all deliverables identified within this Proposal. For this project, the final deliverables shall be the Consultant's submission of the FINAL Report and presentation to Council.

1.12 Consulting Services

Prior to commencing work on the project, the successful Consultant will enter into an Agreement for Professional Consulting Services with the Municipality based on the Municipality's Request for Proposal Information Package and the Consultant's submitted Proposal. A copy of the Municipality's Standard Consulting Services Agreement is available upon request from the Purchasing Department.

1.13 Municipality Purchasing Policy

The Municipality's Purchasing of Goods and Services Policy form an integral part of this proposal document. The Policy and Procedures apply to this proposal process. A copy of the Municipality's Purchasing Policy can be found on the Municipal Website www.meaford.ca.

1.14 Debriefing

Proponents may request a debriefing after receipt of notification of the outcome of the procurement process. All requests must be made in writing to the purchasing contact outlined in the notification document and must be made within thirty (30) days of such notification. The intent of the debriefing is to aid the proponent in developing future proposals in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process or its outcome.

1.15 Insurance

- a. The Consultant shall ensure that all insurance coverage including all provisions relating to insurance coverage set out in this section are in place prior to the commencement of services pursuant to this Agreement.
- b. During the Term of this Agreement, and any renewal or extension thereof, the Consultant will, at its expense (including the cost of deductibles) maintain in effect, with an insurer licensed in Ontario:
 - (i) a contract of **general liability** insurance for its operations, with limits of not less than Five Million (\$5,000,000) Dollars, exclusive of interest or costs per occurrence, including coverages for defense and claimants' costs, and coverages for:
 - personal injury including death;
 - property damage or loss (direct or indirect and including loss of use thereof);

- broad form property damage;
- contractual liability;
- non-owned automobile liability;
- products – completed operations;
- contingent employers liability;
- cross liability;
- severability of interest; and
- blanket contractual liability.

The policy of insurance shall name the Municipality of Meaford and the Province of Ontario as an additional insured with respect to its interest in the operations of the Consultant; shall provide that the policy shall be non-contributing with, and apply only as primary and not as excess to any other insurance available to the Municipality; and shall also provide that neither the Consultant nor the insurer shall cancel, materially change or allow the policy to lapse without first giving the Municipality thirty days prior written notice.

- (ii) a policy of **professional liability** insurance or other errors and omissions insurance covering claims and expenses for liability for loss or damage arising from negligence in the provision of the Services, of standard wording, with coverage of no less than Two Million (\$2,000,000) Dollars exclusive of interest or costs per occurrence; and
- (iii) a policy of **motor vehicle liability** insurance of standard wording, covering motor vehicles owned, leased or operated by or on behalf of the Consultant, in connection with the Services provided or to be provided under this Agreement, with coverage of not less than Two Million (\$2,000,000) Dollars exclusive of interest or costs per occurrence and equipment leased, borrowed, rented or operated with coverage of not less than Two Million (\$2,000,000.) exclusive of interest or costs per occurrence; and

Every policy of insurance shall contain either no deductible amount or a deductible amount which is reasonable considering the financial circumstances of the Consultant. The Consultant shall be responsible to pay all deductible amounts.

- c. No policy shall contain any provision which would contravene the obligations of the Consultant hereunder or otherwise be to the detriment of the Municipality.
- d. The Consultant shall provide or cause to be provided to the Municipality, within seven (7) days of award of Contract, a certificate from its insurer which shows that the policy or policies placed and maintained by it complies with the requirements of this agreement. No review or approval of any such insurance certificate by the Municipality shall derogate from or diminish the Municipality's rights or the Consultant's obligation contained in this Agreement.

- e. If at any time the Municipality is of the opinion that the insurance taken out by the Consultant is inadequate in any respect, it shall forthwith advise the Consultant of the reasons therefore and the Consultant shall forthwith take out additional insurance, if available, satisfactory to the Municipality.
- f. The taking out of insurance shall not relieve the Consultant of any of its obligations under this agreement or limit its liability hereunder.
- g. All policies of insurance shall be:
 - (i) written with an insurer licensed to do business in Ontario;
 - (ii) in form and content acceptable to *the* Municipality acting reasonably;
 - (iii) be non-contributing with, and will apply only as primary and not excess to any other insurance available to the Municipality; and
 - (iv) contain an undertaking by the insurers to notify the Municipality in writing not less than thirty (30) days before any material change, cancellation, lapse or termination of the policies.
 - (v) Failure to provide the aforementioned insurance will result in the withholding of payments or at the sole option of the Municipality, forfeiture of the Contract.

1.16 Health and Safety and WSIB

The successful Proponent is required to conform to the *Occupational Health and Safety Act* related to the performance of the contract. In addition, the successful Proponent will be required to supply to the Municipality a valid Clearance Certificate issued by the WSIB, or if applicable, a letter from WSIB verifying Independent Operator's Status. A new clearance certificate is required every sixty (60) days.

1.17 Irrevocable

Proposals are irrevocable for 90 calendar days from date of Proposal closing. All proposals shall be and remain irrevocable unless withdrawn prior to the designated closing time.

1.18 Legible

All proposals must be legible and written in ink or typewritten. Corporate seals are requested, but are not mandatory.

1.19 Right to Reject or Not Open

The Municipality reserves the right to reject any or all proposals, and the lowest or highest as the case may be will not necessarily be accepted. The right is reserved to accept the whole or any part of the proposal.

Should the Municipality receive only one (1) qualified and duly executed bid submission on commodities/services that have known multiple source potential, the right is reserved to recall the competition.

The Municipality reserves the right not to **open** a bid call should the Municipality of Meaford deem, in its opinion, to have received an inadequate number of bid responses to the bid call and further the right is reserved to cancel and recall the competition. Unopened bids will be returned to all vendors who responded.

The Municipality reserves the right not to accept a proposal from any person or corporation which includes all related corporations who, or which, has a claim or instituted a legal proceeding against the Municipality or against whom the Municipality has a claim or instituted a legal proceeding with respect to any previous contracts, bid submissions or business transactions who is listed as either the proposed general contractor or sub-contractor or vendor within the submitted proposal.

1.20 No Claim for Compensation

Except as expressly and specifically permitted in these Instructions to Proponents, no Consultant shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim. The Municipality assumes no responsibility or liability for costs incurred by the Consultants prior to the entering into of a written contract.

1.21 Subject to Budget Provision

Should qualified bid submissions exceed the Municipality budget provision for this project the Municipality reserves the right to reject or recall the proposal.

1.22 Adjustments Prior to Closing

Adjustments to submitted proposals by telephone, telegram, fax, or email shall not be considered. A proponent wishing to make adjustments to a submitted proposal prior to closing must supersede it with a later proposal or letter enclosed in a proposal envelope, and received on or before the closing time.

1.23 Proposal Advertising

Proposal advertising is made available through the Municipality's Bid Opportunities website <https://meaford.bidsandtenders.ca>

1.24 Intellectual and Proprietary Rights

Upon award, all trade secrets, copyright patents and other intellectual and proprietary rights are and remain the property of the Municipality. Also, all artwork and print production devices will become the property of the Municipality.

1.25 Conflict of Interest

The Municipality reserves the right to disqualify a Proposal where the Municipality believes a conflict of interest or potential conflict of interest exists in regard to the Consultant and the intended project.

The successful Consultant shall work solely and exclusively in the interests of the Municipality at all times to ensure that the project is successfully completed. The Consultant must identify current claims, potential claims, or disputes against the Municipality, if any, that the firm is involved with.

The Consultant must identify current developer and development interests that the firm has in the service area, if any. This information and any conditions attached to the Proposal will be considered in the Municipality's evaluation.

No person, firm or corporation other than the proponent has any interest in this Proposal or in the proposed contract for which this Proposal is made and to which it relates.

This Proposal is made by the proponent without any connection, knowledge, comparison of figures or arrangement with any other person or persons making a Proposal for the same work, and is in all respects fair and without collusion or fraud.

No member of the Council and no officer or employee of the Municipality is, will be, or has become interested, directly or indirectly as a contracting party, partner, stockholder, surety or otherwise howsoever in or in the performance of the said contract, or in the supplies, work or business in connection with the said contract or in any portion of the profits thereof, or any supplies to be used herein, or in any of the monies to be derived there from.

1.26 Failure or Unsatisfactory Performance

The Municipality reserves the right to remove from eligibility to submit bids for an indeterminate period, the name of any Proponent for failure to accept a contract with the Municipality, or the name of any Proponent for unsatisfactory performance of a contract with the Municipality.

1.27 Municipal Freedom of Information & Protection of Privacy Act (MFIPPA)

The Municipal Freedom of Information and Protection of Privacy Act, as it relates to municipalities and local boards, came into force on January 1, 1991. It sets out certain rules regarding the disclosure to third parties of information held by municipalities and local boards.

If the Proponent wishes to protect from disclosure any or all of the documents that are submitted to the Municipality as part of this proposal, a letter shall be submitted as an attachment to the Form of Proposal to the attention of the Director, Legislative and Protective Services/Clerk, stating any or all of the documents that the Proponent wishes to protect, referencing the above mentioned legislation, and signed by a responsible officer. This letter will not guarantee that there will never be disclosure, but it does provide the groundwork for handling an application for disclosure by a third party under this legislation.

1.28 Proposal Opening

The Request for Proposals will be opened by the Proposal Opening Committee after 2:00 p.m. on Thursday, September 6, 2018. There will be no public opening.

Please note that the opening will acknowledge receipt of submitted proposals only. Prices and detail information will not be released.

1.29 Municipality Not Employer

The Proponent agrees that the Corporation of the Municipality of Meaford is not to be understood as the employer to any successful Proponent nor to such Proponent's personnel or staff for any work, services, or supply of any products or materials that may be awarded as a result of this Proposal document. It is understood that the successful proponent will act as an independent contractor. Also, in accordance the Occupational Health and Safety Act, the successful Proponent herewith agrees to be the "constructor" as defined under this act.

1.30 Accessibility for Ontarians with Disabilities Act (AODA)

The Municipality of Meaford supports the goals of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and establishes policies and practices which are consistent with the accessibility standards and the four core principles of dignity, independence, integration and equal opportunity. Under section 7 of O. Reg. 191/11, Integrated Accessibility Standards established by the AODA, the Municipality of Meaford must ensure that employees, volunteers and all other personnel, including third party contractors, who deal with staff or members of the public or other third parties on behalf of the Municipality receive training on accessible customer service.

All personnel must complete training that meets the requirements of the Integrated Accessibility Standards regulation and receive any applicable training as required on the AODA and its regulations

Access an e-learning course:

The training requirements can be fulfilled by completing the e-Learning course “Customer Service Standard Module”, which can be found on the following website: <http://accessforward.ca/>

Requirements of the Integrated Accessibility Standards (Ontario Regulation 191/11): <https://www.ontario.ca/laws/regulation/110191>

Accessible formats or communication supports are available upon request. Email accessibility@meaford.ca or call 519-538-1060.

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Section 2 Information Package

2.1 Background

Memorial Park is a picturesque park boasting 468 metres of beautiful shoreline on Georgian Bay. It features many amenities including full service campground facilities, public washrooms, concession/snack shack, two pavilion shelters, playground areas, mini-golf course, woodland walking trails and ample free parking.

The campground includes 118 sites and is open from the first weekend in May until the week after Thanksgiving.

A project location map has been included as Appendix 1.

2.2 Scope of Work

The Municipality wishes to proceed with the completion of a Master Plan to address the continued operation of Memorial Park with the identification of future rehabilitation, replacement, or expansion needs for the next 25 years.

This project will include, but will not be limited to, the following major tasks.

- Task 1: Project Start-Up
- Task 2: Information Gathering and Generation of Alternatives
- Task 3: Technical Investigation of Existing Assets & Infrastructure
- Task 4: Technical Investigation of Campsite Reconfiguration/ Expansion
- Task 5: Analysis of Impact of Asset Rehabilitation and Expansion on Social and Natural Environments and the Technical and Financials Impacts
- Task 6: Public Information Centre
- Task 7: Development of Master Plan Document
- Task 8: Draft Report and Presentation to Technical Committee
- Task 9: Final Report and Presentation to Council

2.3 Terms of Reference

The major tasks to be addressed by the Consultant interested in this project are outlined below. This list should be augmented as required and believed necessary based on the Consultant's experience and knowledge to provide a complete and well executed project.

The major elements of the technical work program include the following:

Task 1: Project Start-Up

Upon initiation of the project, a meeting will be held to review study scope, project schedule, establish membership and meeting dates, community participation channels, and to determine the role of the Technical Steering Committee. The Municipality will establish the membership of the Technical Steering Committee.

Task 2: Information Gathering and Generation of Alternatives

The second task involves the collection and organization of the data necessary for the remaining analysis, evaluation and design activities. Activities will include, but not be limited to the following:

- Assembly and preliminary review of study materials;
- Collection of background reports identifying council endorsed Municipality Recreation Master Plan, Facility Condition Assessments, 2017 Service Delivery Review, Annual playground inspections, Campground Statistics, Servicing Drawings, etc.
- Completion of Topographical Survey of entire property, which will be provided to the Municipality in PDF and .dwg format for future projects;
- Obtain digital mapping, photographs and associated drawings;
- Collect Official Plan, Official Plan Amendments and Secondary Plans and Land Use Planning Studies.
- Meet with the Meaford Kinsmen Club to provide information on the Master Plan process, tasks required to be completed by the Consultant, and to review their historical and ongoing involvement with Memorial Park, previous project involvement, and any future visions that they may have for the park with regards to both current infrastructure and future infrastructure rehabilitation, replacement, and/or expansion needs. The Consultant shall allocate 2 hours for this meeting, with the location and notification of the meeting to be arranged by the Municipality.
- Meet with Friends of Memorial Park Group to provide information on the Master Plan process, tasks required to be completed by the Consultant, and to review their historical and ongoing involvement with Memorial Park, previous project involvement, and any future visions that they may have for the park with regards to both current infrastructure and future infrastructure rehabilitation, replacement, and/or expansion needs. The Consultant shall allocate 2 hours for this meeting, with the location and notification of the meeting to be arranged by the Municipality.
- Meet with adjacent and directly impacted property owners to provide information on the Master Plan process, tasks required to be completed by the Consultant, park experiences, and any future visions that they may have for the park with regards to both current infrastructure and future infrastructure rehabilitation, replacement, and/or expansion needs. The

Consultant shall allocate 2 hours for this meeting, with the location and notification of the meeting to affected property owners to be arranged by the Municipality.

Task 3: Technical Investigation of Existing Assets and Infrastructure

The third task involves the investigation of the existing assets and recommendations for the repair, rehabilitation, replacement of existing infrastructure, and the potential for rationalization or disposal for the following assets:

Roads

The internal road network includes approximately 1,870m of asphalt and granular roads, plus an additional 5,400m² asphalt and granular parking area.

The consultant shall assess the condition of this network for future repair, rehabilitation and replacement needs and identify the potential upgrade of all roads and parking in both their current condition and to a fully asphalt network. Proposed widening should be reviewed in order for the campground to meet the requirements of increasing recreational vehicle sizes.

Particular attention shall be paid to the surface water drainage system on the site that has led to road and site washouts. This shall include the investigation of upstream watercourses.

Water Mains and Site Services

The internal water network includes approximately 1,800m of Copper watermain, ranging in size from 100mm to 150mm. The majority of the water infrastructure in the lower campground was installed in 1955 and 1968, while the upper sites were serviced in 2003. All 118 sites are serviced with water.

The consultant shall assess the condition of this network for future repair, rehabilitation and replacement needs and identify the potential upgrade of this infrastructure if required.

Wastewater Mains and Site Laterals

The internal wastewater network includes approximately 1,100m of PVC wastewater main and are 200mm in diameter. The majority of the wastewater infrastructure in the lower campground was installed in 1980, while the majority upper sites were serviced in 2003. 85 Sites are serviced with sewers.

The consultant shall assess the condition of this network for future repair, rehabilitation and replacement needs and identify the potential upgrade of this infrastructure if required. It is anticipated that a zoom camera will be suitable for investigation of the mains.

The evaluation of the wastewater infrastructure shall include the analysis of the pumping station located in the lower campground area, which allows for the pumping of the wastewater from the lower campground and facilities up to the municipal wastewater main on Grant Avenue.

Hydro Lines and Site Services

The internal hydro network includes approximately 800m of above ground and 1500m underground wiring. The majority of this infrastructure was installed in 1970. 118 Sites are serviced with hydro, in addition to the servicing of 10 facilities. In addition to municipal infrastructure, there are approximately 20 outlets located on private property that are powered from a municipal sub-panel.

The consultant shall assess the condition and capacity of this network for future repair, rehabilitation and replacement needs and identify the potential upgrade of this infrastructure if required. This shall include the analysis of the transformers and panels supporting this system within the park.

Facilities

Memorial Park includes 10 Facilities, consisting of washroom, change room, shower, storage, and administrative uses. There is also a Community Centre and Concession Booth / Pavilion structures that supports both the campground and the community.

The Municipality has completed Facility Condition Assessments and Accessibility Assessments on all facilities, which include a capital workplan for each facility.

The Consultant shall be required to incorporate the capital workplan into the Master Plan, while also ensuring that the current facilities will meet the current and future demand of the campground and public areas. This may include the rationalization of the washroom facilities in the upper campground.

Recreational Trails

The internal recreational trail network includes approximately 1,600m of recreational trails. While there are approximately 400m of trails covered in screened granular materials, the majority of this trails are natural and vary in widths, including natural features such as rocks and tree roots.

The Consultant shall be required to assess the condition of the existing trail network to identify current repair, rehabilitation and replacement needs, as well as possible upgrades to increase the percentage of the network to an accessible state, including proper width, grading, and cover.

The Consultant shall also be required to propose a connection between Memorial Park and the Georgian Trail for an accessible link between the two trail systems. In

addition to the proposing costing, the Consultant shall identify any potential land acquisition required to facilitate this connection.

Playground Equipment and Recreational Amenities

Memorial Park includes 2 playground areas, consisting of slides, climbing structures, swing sets, teeter totters, etc. The waterfront playground serves both the campground and the community, while the upper campground playground supports the upper campsites. There is also a mini-golf course at the entrance to the property that serves both the community and the campground.

The Municipality conducts inspections of the playground equipment to confirm legislated compliance the ability of the equipment to provide the desired levels of service. The inspection reports are utilized to develop a capital workplan for each piece of equipment.

Recreation amenities include a shuffleboard area, horseshoe pits, and various open greenspace. The proponent shall review the condition of these amenities, their applicability of their use in a campground going forward, and the potential for other programming spaces. The future resourcing of programming using these spaces will be evaluated by the Municipality in the development of a future Business Plan.

The Consultant shall be required to incorporate the capital workplan into the Master Plan, while also ensuring that the current equipment will meet the current and future demand of the campsites, as well as the need for future programming space.

Trees

Memorial Park has a mature tree network, including a 63,000sq.m. woodlot, and various trees throughout the property.

The Consultant shall complete a forest management plan for the entire property that includes an assessment of the current state of the forest, the establishment of a desired future state of the forest (i.e. removal of hazards, invasive species, etc.) the establishment of future objectives, and the identification of harvesting, regeneration, and other activities to be carried out to achieve the stated objectives.

The Consultant shall work with municipal parks and planning staff, as well as the Grey Sauble Conservation Authority to review the forest management plan and to establish the potential for campground expansion in the forest area.

Site Drainage / Stormwater Management

The Consultant shall complete the analysis of the site drainage, including natural creeks and on-site constructed drainage swales. This shall include the analysis of

upstream drainage sources that affect the campground, generally in the spring and during heavy rainfall and include the results of this analysis in the evaluation of any rehabilitation, replacement, or expansion works. The Municipality shall provide 1m contour mapping for this exercise to support the topographic survey completed in Task 1 above.

Task 4: Technical Investigation of Campsite Reconfiguration/Expansion

It has been established by staff and campground users that the current configuration of both the lower and upper campgrounds are not conducive to increasing trailer lengths and widths. Reconfiguration of these sites will need to occur in the future and shall be proposed by the Consultant. The reconfiguration of campsites will include sites of varying size in order to maximize the available sites on-site.

The Municipality has defined areas along the waterfront at the East end of the property and in the woodlot area that could be eligible for campsite expansion in the future, subject to the results of the Master Plan. The intention of this task is to confirm the potential expansion opportunities and to plan the expansion projects in coordination with the required works identify in Task 3 above. The expansion costs shall include the determination of all site preparation, finishing, and servicing costs, including upstream and downstream asset replacement needs (i.e. hydro, water, sewer, etc.).

Task 5: Analysis of Impact of Expansion on Social and Natural Environments and the Technical and Financial Impacts

The Consultant will complete an analysis of the social / environmental/ technical/ financial impacts for the potential expansion of campsites into these proposed areas.

As a key part of assessing the feasibility of proposed expansion, the Consultant will identify a series of criteria by which to measure each alternative. These will include, but not be limited to, the following topics:

- Social Environment
 - Land Use – compatibility with Official Plan
 - Community cohesiveness
 - Noise and mitigation
 - Construction Impacts and mitigation
 - Heritage
 - Archaeology
 - Municipal Green Space

- Quality of Life
- Health and Safety
- Natural Environment
 - Environmentally sensitive areas
 - Areas of Natural and Scientific Interest (ANSI's)
 - Woodlots
 - Creeks
 - Fisheries
 - Wetlands (including PSW's)
 - Wildlife and Birds
 - Vegetation
 - Air quality
 - Surface Water / Watercourse issues
- Technical
 - Phasing Capabilities
 - Geometrics (vertical and horizontal)
 - Reliability
 - Approvability (Review Agencies)
 - Land Requirements
 - Structural Considerations (Geotechnical)
 - Maintenance and operating needs
 - Architectural considerations (general only based on surrounding development)
 - Utility considerations (hydro supply, etc.)
- Financial Impact
 - Capital
 - Operating

Task 6: Public Information Centre (PIC)

The Consultant shall host a Public Information Centre to present the existing reconfiguration, infrastructure repair, rehabilitation, or replacement requirements, and to seek public comments on proposed expansion opportunities and potential impact of expansion on social and natural environments and the technical and financials impacts.

The public comments and feedback received will be incorporated into the analysis completed by the Consultant for Task 5 above prior to the development of the Master Plan.

The PIC will include coloured graphics and text boards to describe the process and

opportunities for the public to provide comment. The PIC will be scheduled for a period of 2 hours. The Municipality will be responsible for the booking of the meeting facility, notification to the public, and the associated fees.

Task 7: Development of Master Plan Document

The Consultant shall develop a Master Plan Document that addresses all of the above tasks and the proposed scheduling of all required works over the period of the Master Plan.

The Municipality will be responsible for developing the Business Strategy to fund the implementation of the Master Plan.

Task 8: Draft Report and Presentation to Technical Committee

A summary of the activities to be undertaken in this task is as follows:

- The Consultant shall create a draft Master Plan that will include the above requirements, providing the copy in electronic PDF format.
- The Consultant will make a web-based presentation of the Draft Master Plan to the Municipality of Meaford Technical Committee.

The presentation shall be a maximum of 45 minutes, with the allotment of up to 45 minutes for further discussion and enquiries

Task 9: Final Report and Presentation to Council

A summary of the activities to be undertaken in this task is as follows:

- The Consultant shall provide a Master Plan, that has been reviewed and approved by the Technical Committee and provide at least three (3) plastic bound hard copies and one (1) digital copy on USB Drive.
- The Consultant will make a presentation to the Municipality of Meaford Council to summarize the final document. The presentation shall be a maximum of 45 minutes, with the allotment of up to 45 minutes for Council questions and enquiries.

2.4 Project Management

The Consultant is expected to actively manage the project and is responsible to ensure the project is completed in accordance with the Consulting Agreement in a timely manner and within budget. Any costs incurred related to project management must be specifically identified and distributed across the various tasks in the project. A summary of the activities to be undertaken in this task is, but not limited to, the following:

- Co-ordinate the activities of the Consultant and any sub-Consultants;
- Provide regular and as-requested updates to the Municipality on the status of

the project;

- Arrange, schedule and conduct minimum monthly Project Team Meetings including, but not limited to:
 - Preparing and circulating an agenda a week in advance of the meeting;
 - Structuring and conducting meetings to allow those with a shorter participation in the meeting to leave early; and,
 - Preparing and circulating minutes within a week of the meeting.
- Develop and maintain a project schedule including, but not limited to:
 - Preparation of detailed graphical schedule for distribution at the project initiation meeting;
 - Present an up-to-date graphical schedule at all Project Team Meetings;
 - Indicate start and duration of all tasks including deliverables, milestones and scheduled project team meetings; and,
 - Allow two to three weeks for the review of submitted material by the Project Team depending on the detail involved.
- Prepare, and submit together, invoices, progress reports and Monthly Status Reports to the Municipality's satisfaction

2.5 Schedule

The proposed schedule shall include the anticipated start and completion for each task and a list of deliverables with submission dates to the Municipality and external agencies. The required date of Completion of the entire project (Final Report and Council presentation) is April 8th, 2019 and represents the first Council meeting in the month of April.

2.6 Invoicing

Invoicing shall be:

- monthly;
- descriptive, including tasks completed;
- provide person / task breakdown of work included in the invoice;
- amount of holdback in lieu of deliverables
- document value, percentage and budget expended to date, value of work for invoicing period and remaining to upset fee estimate.

Section 3 Form of Proposal

Note: Failure to provide the complete Form of Proposal, submitted as an original document, complete with original authorized signature(s), at time of proposal closing may result in the proposal submission being deemed disqualified and not considered for award.

3.1 Proponent information

Proponents must complete this form and include with the Proposal Submission. Please ensure all information is legible.

1.	Company Name	
2.	Proponent Contact Individual	
3.	Address (inc Postal Code)	
4.	Office Phone #	
5.	Toll Free #	
6.	Cellular #	
7.	E-mail address	
8.	Website	

I/We hereby submit the attached Proposal documents to satisfy the requirements as described in this Proposal issued by the Municipality of Meaford.

I/We agree that we have reviewed and understand the Proposal documents and I/we are capable and qualified to perform the requirements of the contract and enter into a legal agreement with the Municipality in regard thereto and where the Proposal is submitted by a Corporation, it shall be signed by a duly authorized officer of the company. Should the Proposal be submitted by a Partnership or Proprietor, it shall be signed by the partners or owner.

I/We agree that this offer shall be irrevocable from the time the Proposals are opened and for a period of **90** calendar days.

3.2 Proponent’s Ability and Experience Form

Proponents shall provide information below on contracts in this class of work that has been successfully undertaken by the Bidder’s Firm in the past three years.

Contract #1	Insert Information
Reference Name	
Contact & telephone #	
Contract Term (# years)	
Total Value (annual)	
Description of Work	
Additional Comments (optional)	
Contract #2	
Reference Name	
Contact & telephone #	
Contract Term (# years)	
Total Value (annual)	
Description of Work	
Additional Comments (optional)	
Contract #3	
Reference Name	
Contact & telephone #	
Contract Term (# years)	
Total Value (annual)	
Description of Work	
Additional Comments (optional)	

Proponent: _____ Date _____

Signature: _____

3.3 Subcontractor Information Form

Check here _____ only if **NO Subcontracting**

The **Proponent** shall list below, the Subcontractors which will assist in the completion of the work.

Name of Subcontractor	Address of Subcontractor	Work Type to be Subcontracted	Scope of Work & Experience

Note: If additional space is required please include extra pages as required.

Proponent: _____ **Date** _____

Signature: _____

3.4 Acknowledgement of Addenda

This will acknowledge the following addenda were downloaded from the Municipality’s website, and, that the pricing quoted includes the provision set out in such addenda.

The following Addenda are acknowledged _____ for a total of _____ Addenda.

(e.g. 1, 2, 3, 4 or 1-4 for a total of 4 Addenda)

Check here if NO Addendum received.

PROPOSAL SUBMITTED BY: (Please type/print)

The undersigned affirms that he/she is duly authorized to execute this bid and that all costs associated with this proposal have been submitted in the fee envelope.

Proponent's Signature and Seal: _____

Name and Position: _____

Witness Signature: _____

Name and Position: _____

(If Corporate Seal is not available, documentation should be witnessed)

Date at the _____
(City/Municipality)

this _____ day of _____ 2018

Section 4 Summary of Cost Estimate

To be attached as the first page viewed by the party **opening Envelope #2**.

4.1 Basis of Payment

The Consultant offers to provide the services detailed within the Proposal package and identified tasks, and as further detailed in the Consultant's proposal, to the acceptance of the Municipality for the following Upset Cost Limit.

Professional Fees: \$ _____

Disbursements: \$ _____

Total Upset Cost Estimate: \$ _____

(Does not include HST)

In addition to this summary, the Consultant is required to provide a detailed price breakdown by major tasks with the Proposal. The breakdown should include the specific activities planned, the timing and associated level of effort by individual or classification, and the associated hourly or per diem rates for which the Consultant will seek payment.

Consultants should note the following when preparing their financial proposal:

4.2 Engineering Fees

Engineering fees are to include the cost of sub-consultants.

4.3 Disbursements

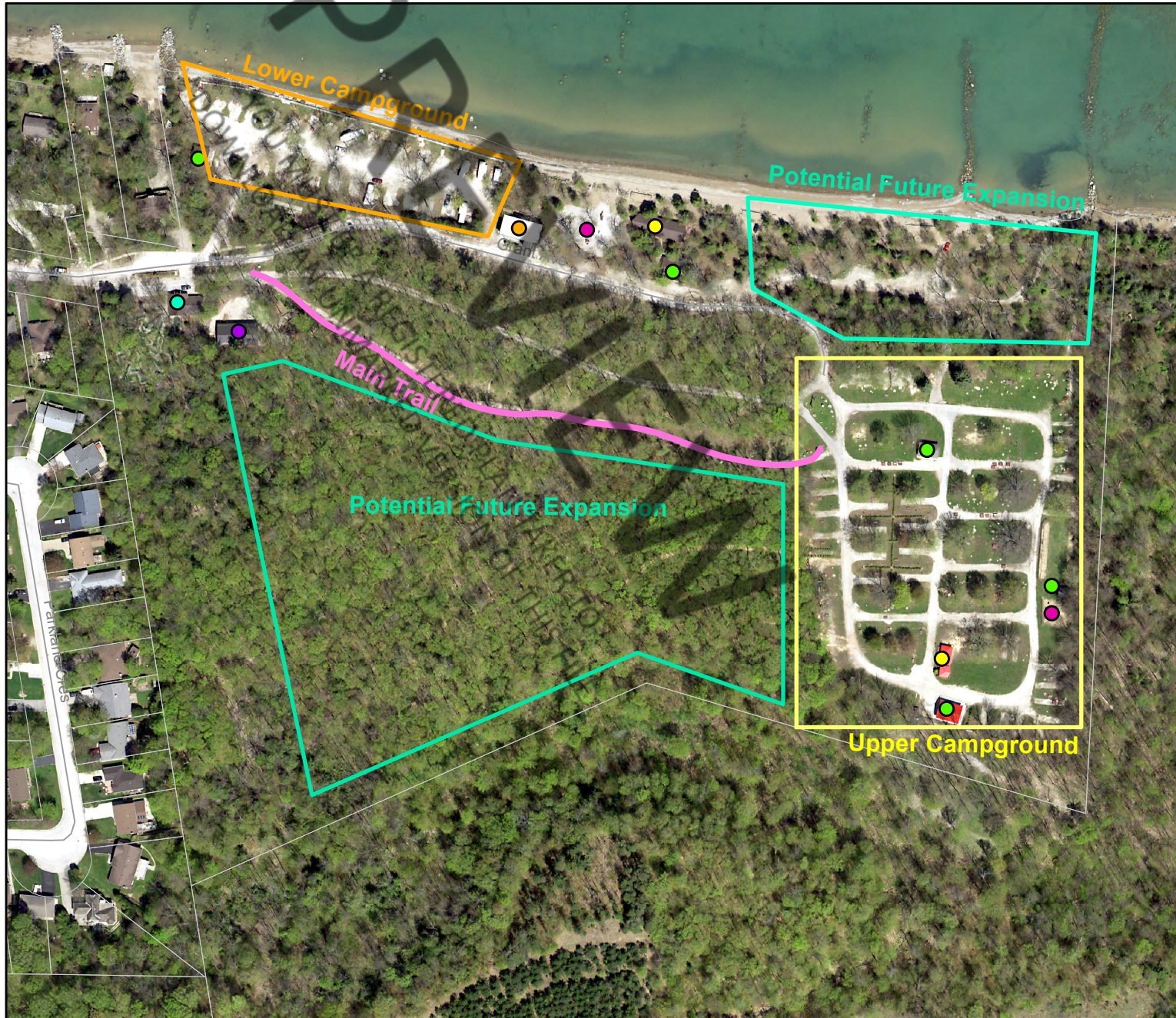
All reasonable and proper expenses incurred by the Consultant shall be reimbursed under this item without any allowance thereon for overhead and or profit. The following costs shall not be reimbursed:

- Communication expenses including facsimile, local phone and cellular charges
- Standard PC or computer aided design and drafting equipment (excludes specialized equipment or software as identified in Consultant's proposal)

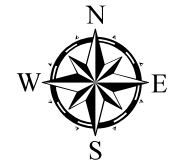
Appendix 1 – Location Map

RFP FIM-PFO-2018-02 - Provision of Consulting Services for Memorial Park Master Plan

Municipality of Meaford

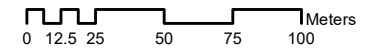


Produced By: Municipality of Meaford (KSR)
 Date: August 2018
 Source: County of Grey, Municipality of Meaford
 Projection: UTM Zone 17N, Datum: NAD83
 Software: ArcMap 10.6



Description: General location of amenities at Memorial Park for the purposes of RFP FIM-PFO-2018-02 - Provision of Consulting Services of Memorial Park Master Plan.

This map is for illustrative purposes only. Do not rely on this map as a precise indicator of routes, features or for surveying purposes. May contain cartographical errors or omissions. An accessible format of this document is available upon request.

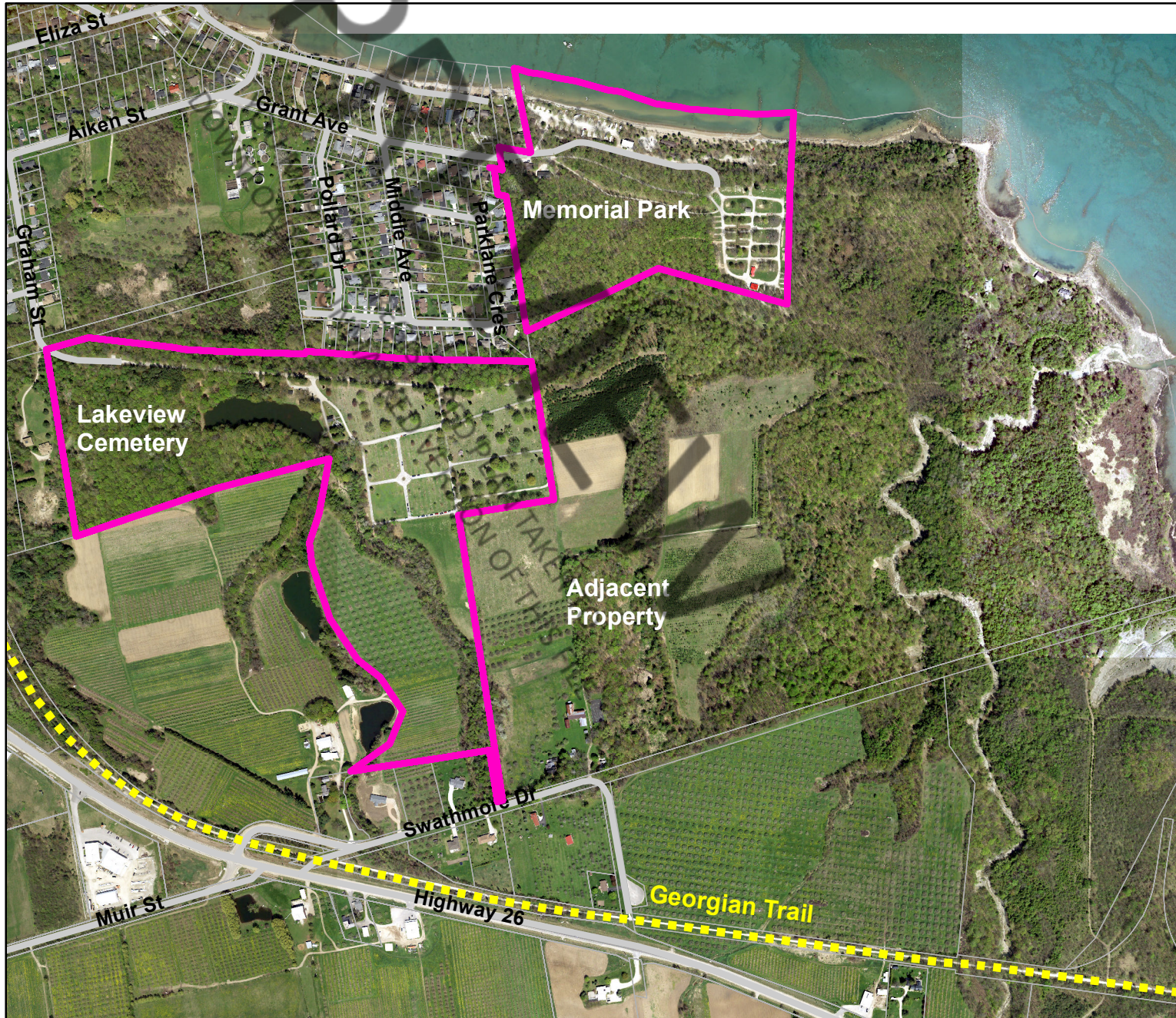


- Washroom Facilities
- Playground Areas
- Pavilions
- Office, Mini-golf & Washroom
- Garage & Woodlot
- Kin Hall

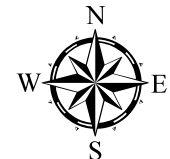
Appendix 1 – Location Map

RFP FIM-PFO-2018-02 - Provision of Consulting Services for Memorial Park Master Plan

Municipality of Meaford

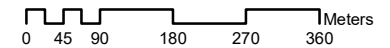


Produced By: Municipality of Meaford (KSR)
 Date: August 2018
 Source: County of Grey, Municipality of Meaford
 Projection: UTM Zone 17N, Datum: NAD83
 Software: ArcMap 10.6



Description: General location of Memorial Park and adjacent lands, along with Georgian Trail for the purposes of RFP FIM-PFO-2018-02 - Provision of Consulting Services for Memorial Park Master Plan.

This map is for illustrative purposes only. Do not rely on this map as a precise indicator of routes, features or for surveying purposes. May contain cartographical errors or omissions. An accessible format of this document is available upon request.



- Washroom Facilities
- Playground Areas
- Pavilions
- Office, Mini-golf & Washroom
- Garage & Woodlot
- Kin Hall

Form of Proposal and Detailed Work Plan Submission Envelope #1 Label

PROPOSAL SUBMISSION

From: _____

Contact: _____
Telephone: _____

Deliver to:

**The Corporation of the Municipality of Meaford
Purchasing Department
21 Trowbridge St. W.
Meaford, ON N4L 1A1**

SEALED PROPOSAL:

PROPOSAL NUMBER: RFP-FIM-PFO-2018-02

CLOSING DATE AND TIME: Thursday September 6, 2018
No Later than 2:00 pm

DESCRIPTION: Provision of Consulting Services for
Memorial Park Master Plan

Envelope #1 – Form of Proposal and Detailed Work Plan (*no fees are to be included in this envelope*)

Upset Cost Estimate - Proposal Submission Envelope #2 Label

PROPOSAL SUBMISSION

From: _____

Contact: _____

Telephone: _____

Deliver to:

**The Corporation of the Municipality of Meaford
Purchasing Department
21 Trowbridge St. W.
Meaford, ON N4L 1A1**

SEALED PROPOSAL:

PROPOSAL NUMBER: RFP-FIM-PFO-2018-02

CLOSING DATE AND TIME: Thursday September 6, 2018
No Later than 2:00 pm

DESCRIPTION: Provision of Consulting Services for
Memorial Park Master Plan

Envelope #2 – Upset Cost Estimate