



— TOWNSHIP OF —
ASHFIELD-COLBORNE-WAWANOSH

Request for Proposal

Title: Concept Plans for Parks

Reference: REC01-2023

Closing Date: November 7, 2023

Closing Time: 1:00 p.m. EST

Attention: Ellen McManus, Treasurer

Email: treasurer@acwtownship.ca

Phone: 519-524-4669 ext. 201

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1.0 Introduction

The Corporation of the Township of Ashfield-Colborne-Wawanosh (Township) invites proposals from professional firms interested in the provision of consulting services for the development of concepts plans for our existing and new parks. 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) may be possible.

We are a community with a population of approximately 6,000, located in the northwest corner of the County of Huron, which is known as Ontario's West Coast, along the shores of Lake Huron.

The Township is a vibrant rural community and is one of the agriculturally productive areas of Ontario. Extending from Goderich to Amberley and inland to the well-known Benmiller Inn, relax in the sun on the shores of sparkling Lake Huron, explore the picturesque countryside, experience a breathtaking sunset, and discover why this area is a vacation destination of charm, culture, beauty, and endless possibilities.

An oasis of quiet country or cottage life awaits you, with a strong feeling of community, and contains ideal surroundings for raising a family, working, or enjoying the relaxing atmosphere. These are just some of the features that make the Township of Ashfield-Colborne-Wawanosh a great place to call home or visit. The Township is governed by a seven-member Council, including a Mayor.

For more information on this Request for Proposal, please contact:

Ellen McManus, Treasurer

Phone: 519-524-4669 ext. 201

Email: treasurer@acwtownship.ca

2.0 Project Overview

2.1 Purpose of the RFP

Through this Request for Proposals (“RFP”), the Township of Ashfield-Colborne-Wawanosh (the “Township”) invites Proposals from qualified and experienced organizations, interested in providing the design and architectural services for existing and new community parks (“Parks”), located within the Township. We are seeking expert vision to bring these sites together in an accessible and cohesive fashion that can serve our community and visitors now and into the future.

Section 6- Schedules contains a list of existing and new community parks to be considered while preparing this RFP.

2.2 Project Scope

The Concept Plans for Parks will build on the findings of the 10-Year Parks and Recreation Strategic Plan and the 2023 Strategic Plan to:

- Assess community needs and desires for park space and amenities;
- Identify the need for future amenities relative to use trends, population growth, and demographics;
- Assess feasibility for park development;
- Create concept drawings; and
- Provide recommendations for implementation including cost projections, and phasing.

Township Strategies and Plans can be viewed at: <https://acwtownship.ca/government/strategies-plans>

2.2.1 Concept Designs

The Consultant is expected to undertake design services as necessary to understand the site, servicing and development issues and develop a conceptual design to guide future planning and capital cost budgeting. As part of this work, the Consultant will:

- Compile and review all existing information related to the site, such as previous plans or studies, technical reports, etc;

- Present draft plan for consideration; and
- Provide final concept designs.

2.3 Project Outcomes

- Provide concept drawings that establish strategic direction for the Parks, specifically considering the appropriate location for park amenities;
- Establish clear priorities to guide the Township in the deployment of limited resources;
- Create concept designs for the park which are diverse and flexible and meet both the community recreational needs, accessibility standards, as well as create social and gathering spaces;
- Estimate costing for the park considering design elements, treatments, features, landscape characteristics and furnishings; and
- Recommend a phased implementation plan (short, medium, and long term);

2.4 Term of Project

The completion date for the work is February 29, 2023. The Township of Ashfield-Colborne-Wawanosh reserves the right to cancel the contract at its sole discretion based on sixty (60) days' notice.

2.5 RFP Deadline

The RFP process will be governed according to the following schedule. Although every attempt will be made to meet all dates, the Township of Ashfield-Colborne-Wawanosh reserves the right to modify any or all dates at its sole discretion.

October 16, 2023	RFP released
November 7, 2023 at 1 PM EST	RFP submission deadline
November 21, 2023	Respondent submission will be taken to Council for Approval
November 2023	Project kick-off Meeting
December 2023	Draft Concept Plans delivered to Staff
February 2024	Final Concept Plans delivered to Staff

3.0 Instructions to Proponents

3.1 Invitation

The Corporation of the Township of Ashfield-Colborne-Wawanosh is seeking proposals from qualified consultant firms.

Consultants are to provide an electronic copy of their proposal, clearly identified as to the contents and addressed to:

Ellen McManus, Treasurer, treasurer@acwtownship.ca

Proposals must be received no later than 1:00 pm local time on November 7, 2023. Proposals received after the above due date and time will not be considered.

3.2 Charges for Documents

All documents of the Township, including background information, will be provided at no cost.

3.3 Costs Incurred by Proponents

All expenses incurred in the preparation and submission of proposals shall be borne by the Proponent. No payment will be made for any proposals received, or for any other effort required of or made by the Proponent prior to the commencement of work defined by the proposal approved by the Township.

3.4 Acceptance of Terms and Award of Contract

All those who submit a proposal represent that they have read, completely understand, and accept the terms and conditions of the Request for Proposal (RFP) in full. The issuer reserves the right to accept any proposal, in whole or in part, that they deem most fully meets the selection criteria or not to accept any or all proposals, without liability on the part of the issuer and without stating reasons.

The issuer will not be held responsible for any cost incurred by any Proponent associated with preparing and submitting a proposal for this project, should the proposal be rejected, or the process cancelled.

Proposals which are incomplete, conditional, obscure or which contain unrelated additions not called for, erasures, alternations and irregularities of any kind may be rejected.

The selection and award of any recommended proposal is subject to approval by Township of Ashfield-Colborne-Wawanosh Council.

3.5 Taxes

The quoted prices in Canadian Funds shall include all HST as applicable. Taxes should be shown as separate line items in the quoted prices.

3.6 Clarification

Inquiries must be received by email no later than October 31, 2023. Should any proponent find discrepancies in, or omissions from, the specifications, or should a proponent be in doubt as to their meaning, they must notify the staff contact indicated in Section 1 to obtain clarification. If necessary, a written addendum will be sent to all proponents.

3.7 Intent to Bid

Bidders may inform the municipality of their intent to bid. This will ensure that those bidders receive any addendum(s) that may be issued.

Notification of Intent to Bid should include:

- Name of Organization
- Contact Person and Title
- Email
- Full Mailing Address
- Telephone Number

3.8 Terms of Payment

Provide a fixed rate and disbursement amount for services.

The successful Proponent shall be reimbursed monthly for actual work completed and time spent. Monthly invoices are to include supporting documentation for all disbursements. Disbursements will be paid at cost.

Invoices submitted by the Proponent shall include project title, a description of the work completed and a billing summary. This summary shall include the tasks set forth in the financial submission and shall indicate the budgeted cost, percentage invoiced to date and a total of these amounts for each task.

3.9 Proposal Validity

Proposals shall remain valid and open for acceptance by the Township for a period of thirty (30) calendar days following the deadline for receipt of proposals.

3.10 Other Information

The Township reserves the right to require Proponents to produce any of the following:

1. Appropriate insurance certificates; general liability insurance at the expense of the Proponent shall be maintained throughout the life of the contract in the order of two million dollars (\$2,000,000) for bodily injury, death, and damage to property. Financial and corporate information.
2. Valid WSIB Clearance Certificate.
3. Additional assurances or protections as deemed necessary by the Issuer.

3.11 Ownership of Documentation and Freedom of Information

The information submitted in response to this RFP will be treated in accordance with the relevant provision of the Municipal Freedom of Information and Protection of Privacy Act. The information collected will be used solely for the purposes stated in the RFP. The Proponent does, by the submission of a proposal, accept that the information contained in it will be treated in accordance with the process set out in the RFP. Proponents should clearly indicate in their submission which parts, if any, are exempt from disclosure under the Municipal Freedom of Information and Protection of Privacy. Any submitted proposal shall immediately become the property of the Township.

4.0 Proposal Evaluation and Proposal Selection

4.1 Evaluation of the Proposal Package

The proposals shall be judged based on the following factors and must meet all the requirements outlined in this document. In the evaluation process, all responses received by the deadline will be reviewed.

- Innovative approach to project
- Methodology and process and collaborative nature
- Understanding of project scope, goals, and objectives, and how the requirements will be performed
- Knowledge of Corporation and the community as a whole
- Expertise and demonstrated results from similar municipal corporate strategic plans/similar projects (Client/Project References), Consultant's Profile/Qualifications, and Project Team
- Price submission for project

Specific selection criteria shall be used in evaluating the proposals received. All proposals received from Proponents will be reviewed and rated by a review panel. While cost will be considered, it will not be the sole deciding factor in the selection process. The proposals will be evaluated by the Township's review panel in their sole and absolute discretion.

The proposal should be organized in sequence by sections listed below. A description of what is expected in each of these sections is presented below.

Evaluation Criteria Weighting Factors

Proposals will be assessed based on the following criteria. The municipality reserves the right to shortlist firms for further evaluation and interviews which may alter the final scoring results. Proposals will be scored based on meeting or exceeding the expectations of the established evaluation criteria.

Evaluation Criteria		Weight Factor
1	Demonstrated project understanding	10
2	Project methodology	10
3	Experience on projects of similar nature	20
4	References	20
5	Schedule	20
6	Proposed fee structure	20
Total		100

4.2 Proposal Content and Organization

The proposal must be organized according to the sections in this RFP to facilitate evaluation and comparison of proposals.

4.2.1 Company Profile

Proponents are required to provide an overview of their organization and evidence that their company can complete the RFP requirements as set forth in this RFP citing recent work of similar scope, services or goods to the public sector, and any other relevant information about the responding firm(s).

Please include:

- Full legal firm name
- Year firm was established
- Number of people currently employed
- Most recent municipal Concept Plan completed
- Qualifications of staff to be assigned to project

4.2.2 Project Team, Qualifications and Relevant Experience

Proponents shall provide a list of clients, which highlights relevant project experience. It should include the type of services provided, and when the services were provided.

4.2.3 References

Proponents are required to provide a minimum of three (3) references, which involved work undertaken with similar scope and content in providing the types of services proposed in this RFP.

At a minimum, provide:

- The company name
- The location where the services were provided
- Contact person(s)
- Contact telephone number
- Dates of services

4.2.4 Implementation Plan

The Township is requesting that the proposal includes and implementation plan with proposed timelines and deliverables.

4.2.5 Financial Offer

The Township is requesting that the proposal include a breakdown of project costs by park, as outlined in the financial offer template in Schedule C.

Proponents shall provide a detailed price breakdown by major tasks with the Proposal. The breakdown should include the specific activities planned. Prices shall not include disbursements and shall note the HST separately.

Disbursements are to be broken out and shown on column/line. Disbursements will include printing, travel, courier service, meals and any telephone / facsimile charges. Proponents are also requested to provide, where applicable, rates for additional work of similar nature believed not to be covered in this RFP but considered necessary for completion of the assignment and shall specifically identify them in the proposal.

The Township will not request additional information around the financial consideration and incomplete proposals will affect the evaluation and may disqualify a Proponent. All costs to the Township shall be described as indicated above and calculated into the financial offer to ensure completion of the Project.

Fee proposals will be scored out of a maximum weighting of 20% according to the following:

Cost of Lowest Proposal

Cost of Proposal Being Evaluated X Full Weight of Cost Criteria

The Township reserves the right to adjust costs of proposals to reflect imbalances or discrepancies.

The Township may choose to interview certain Proponents to clarify issues. Proponents are advised that only complete submissions will be reviewed and evaluated. The successful Proponent will be the one with the highest score.

5.0 Municipal Rights and Options

The municipality, in its sole discretion, reserves the following rights:

- Supplement, add to, delete from, or change this solicitation document.
- Determine which respondent, if any, should be selected for negotiations.
- Reject any or all proposals or information received pursuant to this RFP;
- Conduct investigations with respect to the qualifications and experience of each respondent;
- Take any action affecting the RFP or the services subject to this RFP that would be in the best interest of the municipality;
- Request additional data or information after the submittal date, if such data or information is considered pertinent to aid the review and selection process;
- Require one or more respondents to supplement, clarify or provide additional information for the municipality to evaluate the proposals submitted;
- Waive any informalities or irregularities in the submittals or to re-advertise;
- That the lowest, or any bid will not necessarily be accepted; and shall cancel this RFP with or without the substitution of another RFP.

6.0 Schedules

Schedule A: Existing Parks

Park Name	Parks & Recreation Strategic Plan Reference ID	Location	Approximate Size (Acres)
Ashfield Park	P1	33739 ZION RD	15
Benmiller Community Hall & Baseball Diamonds	P10	37015 LONDESBORO RD	2
Joseph Street Park/ Dungannon Park	P8/P9	44 JOSEPH ST, DUNGANNON	0.72
St Helens Hall & Playground	P5	85656 ST HELENS LINE	0.24
Petrie Park	P6	56 MELBOURNE ST	2.2

Schedule B: New Parks

Park Name	Parks and Recreation Strategic Plan Reference ID	Location	Approximate Size (Acres)
Century Heights Park	M4	81270 PUMP HOUSE LANE	1.69
Maitland View Estates Park	M5	36604 MAITLAND AVE	1.43
James Street Parcels, Joseph Street Parcels, and Dungannon Well Reservoir site	M3	37103 DUNGANNON RD & PLAN 229 LOT 75-79 & 87-89	5.87

Schedule C: Financial Offer – Template

	Task and Description	Professional Fees	Other Fees (specify)	Disbursements	Task Subtotal (excluding HST)
1	Conceptual Plan – Ashfield Park	\$	\$	\$	\$
2	Conceptual Plan – Benmiller Community Hall & Ball Diamonds	\$	\$	\$	\$
3	Conceptual Plan – Dungannon/Joseph Street Park	\$	\$	\$	\$
4	Conceptual Plan – St Helens Hall & Playground	\$	\$	\$	\$
5	Conceptual Plan – Petrie Park	\$	\$	\$	\$
6	Conceptual Plan – Century Heights Park	\$	\$	\$	\$
7	Conceptual Plan – Maitland View Estates Park	\$	\$	\$	\$
8	Conceptual Plan – Vacant James Street & Joseph Street Parcels, and Dungannon Well Reservoir site	\$	\$	\$	\$
HST (13%)					
TOTAL PROPOSAL PRICE					\$