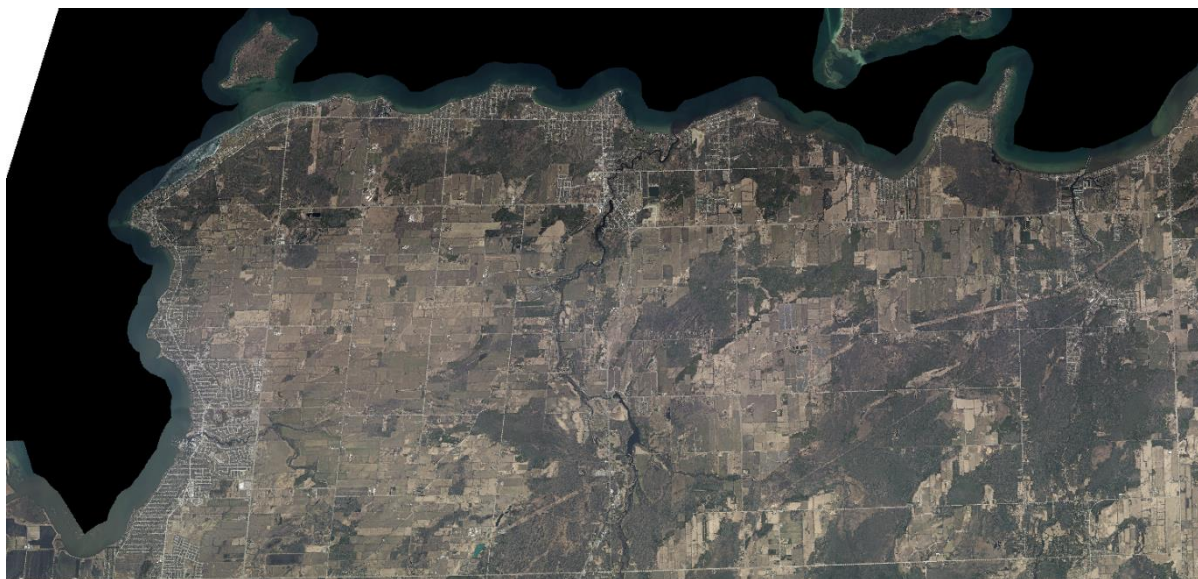




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**GEORGINA**

**THE CORPORATION OF THE TOWN OF GEORGINA**  
**REQUEST FOR PROPOSAL – CONTRACT NO. RC2019-088**  
**CONSULTING SERVICES - WATERFRONT PARKS MASTER PLAN**



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## INSTRUCTIONS TO RESPONDENTS

### 1. ELECTRONIC BIDDING SYSTEM

All *respondents* shall have a Bidding System Vendor account and register as a Plan Taker for this *bid* opportunity, which will enable the *respondent* to download the *bid call documents*, receive email notifications of *addenda*, download *addenda* and to submit their *bid* electronically through the Bidding System.

It is the responsibility of the *respondent* to ensure receipt of the latest information and updates via email as it pertains to this *bid*, or if a *bidder* has obtained the *bid call documents* from a third party, the *respondent* is required to create a Bidding System Vendor account and register as a Plan Taker for the *bid* opportunity at: [www.georgina.bidsandtenders.ca](http://www.georgina.bidsandtenders.ca).

The Corporation of the Town of Georgina (*Town*) shall only accept and receive electronic *bid submissions* through the *Town's* bidding system. The bidding system will send a confirmation email to the *respondent* advising that their *bid* has been successfully submitted.

**ELECTRONIC *BID* SUBMISSIONS ONLY. HARD COPY *BID* SUBMISSIONS SHALL NOT BE ACCEPTED.**

The *bid call documents* are complimentary and what is called for by anyone shall be binding as if called for by all. The intention of the *bid call documents*, unless otherwise stated, is to include all labour, materials and equipment reasonably necessary for the proper execution of the work. It is not the intended, however, that material, or work not covered by or properly inferable from any heading, section, branch, class or trade of specifications or any drawings shall be supplied, unless distinctly noted on the drawings and/or sketches. Descriptions of materials or work in words which so applied having well-known technical or trade meaning shall be held to refer to such recognized standards.

***Respondents* shall not include pricing information of any type in their technical submission document unless specifically requested. Pricing information shall only be provided in the pricing tables provided. Failure to comply with this instruction may result in an immediate disqualification.**

The *Town* will not be liable nor reimburse any *respondent* for costs incurred in the preparation of *submissions*, site inspections, demonstrations, or any other services that may be required as part of the evaluation process.

### 2. NOTICE OF NO-BID

It is important to the *Town* that we receive a reply from all *respondents*. You are not under any obligation to make a *submission*; however, should you choose *not* to make a *submission*, please indicate your choice by using the “No Bid” button on the *Town's* bidding system. This will assist the *Town* in understanding why you decided against providing a *submission* on this *bid* opportunity. Please complete the “No Bid” questions completely in an effort to help the *Town* make improvements, if they are deemed necessary.

### 3. SUBMIT A QUESTION

If a *respondent* should need to address any discrepancies, errors and/or omissions in this *bid call document* or if they are in doubt as to any part thereof they shall submit questions in writing through the *Town's* bidding system website using the "Submit a Question" link associated with this *bid* opportunity.

**Question *submission* deadline is outlined in the Schedule of Events below.**

The *Town* shall not be responsible for responding to questions that are sent other than this method. The *Town* may not respond to questions received after the deadline for questions, as stated above.

**No communication shall be directed to anyone other than the *Procurement Services Representative* and failure to comply with this directive may result in your *submission* being disqualified.**

The *Town* is under no obligation to provide additional information, and the *Town* is not responsible for any information provided by or obtained from any source other than by written *addendum* issued by the *Procurement Services Representative*.

All *addenda* will only be posted on the *Town's* bidding system.

***Procurement Services Representative:***

Vicky Garvey  
Procurement Advisor

### 4. BID CALL DOCUMENTS

The following documents shall apply to and form a part of this *bid call document*, and apply in like force to any resultant *contracts* or *purchase orders* for the acquisition of *deliverables*. All *bids* submitted to the *Town* will bind *respondents* to the terms and conditions set forth in the documents listed below, except as otherwise stated in this *bid call document*.

*Respondents* may view all documents that form part of this *bid call document* online at <https://www.georgina.ca/doing-business/bids-and-tenders>.

*Respondents* shall ensure that they have read and understand the documents listed below in their entirety:

- Procurement Policy (2018-0051)
- Standard Terms & Conditions
- Supplier Code of Conduct
- Definitions

## 5. SCHEDULE OF EVENTS

The following Schedule of Events shall be in effect for this project:

Schedule of Events	
Release Date	November 5, 2019
Question & Answer Deadline	November 19, 2019– 14:00:00 hrs local time
Bid Submission Deadline	December 3, 2019– 14:00:00 hrs local time
Interviews of Selected Candidates	December 11 & 12, 2019 if required
Selection of Candidate	Week of December 16, 2019
Start Date Part # 1	January, 2020
End Date Part # 1	December, 2020

**Note:** Although every attempt will be made to meet all dates as outlined in the Schedule of Events, the *Town* reserves the right to modify any or all dates at its sole discretion.

Under its own discretion, the *Town* reserves the right to cancel the whole *contract* or any stage of the *contract* that has not been initiated and/or performed by the successful *respondent (consultant)*. In such an event, the *consultant* will receive payment for the *work* completed through any stage that had been approved by the *Town*.

## 6. BID CLOSING DATE AND TIME

The *Town's* bidding system shall receive **ELECTRONIC BID SUBMISSIONS ONLY**, no later than the *bid submission* deadline as indicated herein.

*Respondents* are cautioned that the timing of their *bid submission* is based on when the *bid* is RECEIVED by the bidding system, not when a *bid* is submitted by a *respondent*, as *bid* transmission can be delayed in an “Internet Traffic Jam” due to file transfer size, transmission speed, etc.

For the reasons mentioned above, the *Town* recommends that *respondents* allow sufficient time to upload their *bid submission* and attachment(s) (if applicable) and to resolve any issues that may arise.

**The Bidding System web clock shall determine the time of submission.**

The Bidding System will send a confirmation email to the *respondent* advising that their *bid* was submitted successfully. If a confirmation email is not received, contact Bids & Tenders Technical Support at [support@bidsandtenders.ca](mailto:support@bidsandtenders.ca).

Provisions of By-law No. 2018-0051 of the Corporation of the *Town* of Georgina shall apply to all *contracts*. The *Town* will issue a *purchase order* to the successful *respondent(s) (contractor)* for the materials, supplies, equipment and services (*deliverables*) as submitted.



All *bids* shall remain valid and open for acceptance by the *Town* for a period of ninety (90) calendar days, following the *bid submission* deadline.

## **SPECIAL PROVISIONS**

### **1. SCOPE OF WORK**

The Corporation of the Town of Georgina (*Town*) is seeking *submissions* from qualified, experienced, multi-disciplinary consulting firms for consultant services for the Georgina Waterfront Parks Master Plan, as further described below.

The successful consultant (*consultant*) shall provide professional qualified work to develop a comprehensive Waterfront Parks Master Plan, inclusive of influences and impacts of current Official Plan, Secondary Plans, *Town* Policies and Bylaws, Zoning By-law, Regional mandates and initiatives, Provincial Policy & legislation, recreational opportunities, public space and waterfront parkland opportunities, economic development opportunities, tourism strategies, community input and comments, socio-cultural values and the historical aspect of the waterfront (*work*). A high degree of public consultation and engagement is essential and critical to the success of the Master Plan.

The lead *consultant* shall assume responsibility for all consulting services and retaining all necessary sub-consultants who have relevant experience.

The expected makeup of the consulting team will include but is not limited to: Recreation Planner, Urban Planner, Landscape Architect, Waterfront Specialist, Environmental/Ecological Specialist, Municipal Engineers, Shoreline Engineers, Marina Operations Specialist (Harbourmaster).

For purposes of this Waterfront Parks Master Plan, the limits of the study are defined as the entire length of the *Town's* Lake Simcoe waterfront stretching from the Holland River at the *Town's* most westerly boundary limit, running the full eastern shoreline of Cook's Bay (Lake Simcoe) north to Roches Point (Rayners Wharf) and continuing east along Lake Simcoe to the *Town's* most easterly shoreline boundary limit just beyond Port Bolster. Study Limits include the navigable portions of rivers draining to Lake Simcoe. The *Town* owns significant parks, facilities, road ends and water front properties that are used for recreational purposes. **Refer to Appendix "A" for mapping.** The study is divided into three (3) parts as described below.

The new Waterfront Parks Master Plan should reflect the current trends of open space uses and recreational opportunities along the waterfront including, but not limited to, water activities, parkland uses, open space connections, and modifications to existing infrastructure, where feasible.

### **2. TERM OF CONTRACT**

The term of the *contract* for Part One (1) will commence on or about January 2020 until December 2020 or until completion of the Waterpark Master Plan Part One (1), whichever comes first. Part Two (2) and Three (3) are pending budget approval.

The *Town* shall have the option of proceeding with Part two (2) and three (3) (or parts of

part two or three (3)).

The *Town* shall have the right to add sections of Part Two (2) to Part One (1) should the budget permit for 2020.

Part One (1) – January 2020 – December 2020 (*Contract*);

Part Two (2) – January 2021 – December 2021 (Pending budget approval); and

Part Three (3) – January 2022 – December 2022 (Pending budget approval).

### 3. TIME OF COMPLETION

Timing is of the essence for this Project. The *consultant* will provide services commencing on or about January 2020 and will diligently perform the required services throughout the term of the *contract*.

The *consultant* will exercise the timely utilization of own resources and/or pull resources of the sub-consultants to drive the project delivery and facilitate the achievement of milestones and of all *work* as per the Schedule of Events.

The *Town* reserves the right to change the timeline, including but not limited to (i) the direction of *Council*, or (ii) the Project aligns with new provincial or federal stimulus funding.

### 4. BACKGROUND

The Waterfront of the *Town* is rich in historical, cultural, social, economic and geographical perspectives. The *Town* manages numerous wharves, piers, a municipal harbour, established beaches, waterfront parks, public shoreline and amenities along the waterfront for recreational, active and passive activities ([See Appendix A for study area](#)).

The *Towns'* Leisure Services Master Plan 2004 identified access to waterfront areas as a key issue of importance to the residents of the *Town* and recommended a waterfront strategy should be undertaken in future.

The 2014 Recreation Facility Needs Study further identified the importance of Lake Simcoe to the *Town* and the need to enhance and manage this important asset and further recommended a Waterfront Parkland Strategy be undertaken.

Staff submitted a business case identifying the need to undertake waterfront strategy as part of the 2019 Operating and Capital Budget deliberations and received approval by Council to proceed with the initiative.

### 5. BACKGROUND DATA AND INFORMATION

The following *Town* reports and digital information is available online. It is assumed that the *consultant* already has relevant MECP, LSRCA, Provincial and Federal guidelines, policies and Acts/Regulations which are not listed below.

Prior to receiving digital files, the *consultant* will be required to sign an agreement regarding the use of the digital information from the *Town*. An example of this document

can be found listed as “GIS Agreement - Town of Georgina”, “GIS Agreement – Orthos” and “GIS Agreement - Regional Geospatial Information License Agreement”.

The project’s Terms of Reference, schedule, and deliverables will be reviewed at the project initiation meeting. The *Town’s* Landscape Architectural Planner, Stephanie Fraser will be the *consultant’s* primary contact as well as the *Town’s* Technical Advisory Group (TAG).

TAG includes selected personnel from various departments having an operating or management role for public spaces, facilities and/or parks adjacent to or within the project boundaries.

The following steps are to help guide the *consultant* through Project Implementation but may not be limited to only these items identified.

### **Background Information Review**

The *consultant* will ensure all relevant Acts, Regulations, Policies, plans, studies, and documents, are reviewed and summarized. These documents are from The Town of Georgina (TOG), York Region, Ontario Lake Simcoe Regional Conservation Authority (LSRCA) and Government of Ontario.

If *respondents* would like to review available material prior to submitting a proposal the following is a list of available information:

No.	Requested From	Description	Link
1	TOG	Official Plan, and Zoning By-law	<a href="https://www.georgina.ca/living-here/planning-and-development/official-plan-and-secondary-plans/official-plan">https://www.georgina.ca/living-here/planning-and-development/official-plan-and-secondary-plans/official-plan</a> <a href="https://www.georgina.ca/living-here/planning-and-development/zoning/zoning-bylaw-500">https://www.georgina.ca/living-here/planning-and-development/zoning/zoning-bylaw-500</a>
2	TOG	Keswick Secondary Plan (in process of update);	<a href="https://www.georgina.ca/living-here/planning-and-development/official-plan-and-secondary-plans/keswick-secondary-plan">https://www.georgina.ca/living-here/planning-and-development/official-plan-and-secondary-plans/keswick-secondary-plan</a>
3	TOG	Sutton/Jackson’s Point Secondary Plan;	<a href="https://www.georgina.ca/living-here/planning-and-development/official-plan-and-secondary-plans/suttonjacksons-point">https://www.georgina.ca/living-here/planning-and-development/official-plan-and-secondary-plans/suttonjacksons-point</a>
4	TOG	Pefferlaw Secondary Plan;	<a href="https://www.georgina.ca/living-here/planning-and-development/official-plan-and-secondary-plans/pefferlaw-secondary-plan">https://www.georgina.ca/living-here/planning-and-development/official-plan-and-secondary-plans/pefferlaw-secondary-plan</a>



5	TOG	Parking By-law;	<a href="http://www3.georgina.ca/PDF/Bylaw/2002/04/Bylaw%20BL-2002-0046.htm">http://www3.georgina.ca/PDF/Bylaw/2002/04/Bylaw%20BL-2002-0046.htm</a>
6	TOG	Public Parks By-law;	<a href="http://www3.georgina.ca/PDF/Bylaw/2003/06/Bylaw%20.htm">http://www3.georgina.ca/PDF/Bylaw/2003/06/Bylaw%20.htm</a>
7	TOG	Leisure Services Master Plan (2004);	<a href="https://www.georgina.ca/sites/default/files/page_assets/recreation_leisureservicesmasterplan.pdf">https://www.georgina.ca/sites/default/files/page_assets/recreation_leisureservicesmasterplan.pdf</a>
8	TOG	Recreation Facility Needs Study (2014);	<a href="http://live-georgina.pantheon.io/sites/default/files/page_assets/recreation-recreationfacilityreport.pdf?token=S8U8Umb">http://live-georgina.pantheon.io/sites/default/files/page_assets/recreation-recreationfacilityreport.pdf?token=S8U8Umb</a>
9	TOG	Trails & Active Transportation Master Plan (2014);	<a href="https://www.georgina.ca/sites/default/files/page_assets/trails_georginatrailsandatmasterplan.pdf">https://www.georgina.ca/sites/default/files/page_assets/trails_georginatrailsandatmasterplan.pdf</a>
10	TOG	Cultural Master Plan (2012)	<a href="https://www.georgina.ca/sites/default/files/page_assets/culture_georginamunicipalcultureplan.pdf?token=WRUQlqcA">https://www.georgina.ca/sites/default/files/page_assets/culture_georginamunicipalcultureplan.pdf?token=WRUQlqcA</a>
11	TOG	Economic Development Strategy & Action Plan (2016);	<a href="https://www.georgina.ca/doing-business/economic-development/economic-strategy-and-action-plan">https://www.georgina.ca/doing-business/economic-development/economic-strategy-and-action-plan</a>
12	TOG	Investment Attraction Strategy (2017);	<a href="https://www.georgina.ca/doing-business/economic-development/investment-attraction-strategy">https://www.georgina.ca/doing-business/economic-development/investment-attraction-strategy</a>
13	TOG	Community Tourism Plan (2015);	<a href="https://www.georgina.ca/sites/default/files/page_assets/eco-dev_eggtourismplan.pdf">https://www.georgina.ca/sites/default/files/page_assets/eco-dev_eggtourismplan.pdf</a>
14	TOG	Jackson's Point Harbourfront Redevelopment Plan (2017);	<a href="https://www.georgina.ca/getting-active/boating-beaches-and-fishing/harbour/jacksons-point-harbourfront-redevelopment-plan">https://www.georgina.ca/getting-active/boating-beaches-and-fishing/harbour/jacksons-point-harbourfront-redevelopment-plan</a>
15	York Region	Lake to Lake Route Study;	<a href="https://www.york.ca/wps/portal/yorkhome/recreation/yr/cycling/laketolakecyclingrouteandwalkingtrail/!ut/p/z0/jY8xD4IwEIV iwOjuQsxytoQI2AliwN0IQ1WqMUWYqHy70XCbFwu73u5vHsHHHLgRjxVLUhZl9qZC74vY3aKo-iMSbYLQmSYscQ BHi8ICTAfy MCB5Lw7QG3glqtsrcLOTVV LXK1JC3Qkuy37lazo4khbm-RKtnJCfUUkPd-54z4JU1JN8E-eTKRRvycLJOzzCQonExGvuQHjpZObm84uEa7-F FzvNi2Bgmw8qCchr/#.XangOuhKiUk">https://www.york.ca/wps/portal/yorkhome/recreation/yr/cycling/laketolakecyclingrouteandwalkingtrail/!ut/p/z0/jY8xD4IwEIV iwOjuQsxytoQI2AliwN0IQ1WqMUWYqHy70XCbFwu73u5vHsHHHLgRjxVLUhZl9qZC74vY3aKo-iMSbYLQmSYscQ BHi8ICTAfy MCB5Lw7QG3glqtsrcLOTVV LXK1JC3Qkuy37lazo4khbm-RKtnJCfUUkPd-54z4JU1JN8E-eTKRRvycLJOzzCQonExGvuQHjpZObm84uEa7-F FzvNi2Bgmw8qCchr/#.XangOuhKiUk</a>

16	York Region	York Region Official Plan;	<a href="https://www.york.ca/wps/portal/yorkhome/yorkregion/yr/regionalofficialplan!/ut/p/z1/jZBBS8QwEIV_i4cet5mNu9vgLVQ0bV0qiFhzkXRJ0kBMSjZa9Ncbqhfb7Tq3Gb55894gjrrEnXg3WkTjnbCpf-a7l4reVow1ULcbUgKFlta4IECaAj3NAJwoCoj_Z38B4Mvy9bkDKQEO-3KvER9FHFbGKY-6IPUc0CtIdkbY0QqXvPBZDePNjq1LqIG1BKqb4n57Tdgay0Z0ME_wLJhbX3_Vvq-kuSnAWpZJAhfwtpPMQ4Hq8yyGCaplx7r63MDyKDvzYGf4yo-wWi8fWx-7xTD9WK9x8TvfgCgOQIfg!!/dz/d5/L2dBISEvZ0FBIS9nQSEh/#.XanwoOhKiUk">https://www.york.ca/wps/portal/yorkhome/yorkregion/yr/regionalofficialplan!/ut/p/z1/jZBBS8QwEIV_i4cet5mNu9vgLVQ0bV0qiFhzkXRJ0kBMSjZa9Ncbqhfb7Tq3Gb55894gjrrEnXg3WkTjnbCpf-a7l4reVow1ULcbUgKFlta4IECaAj3NAJwoCoj_Z38B4Mvy9bkDKQEO-3KvER9FHFbGKY-6IPUc0CtIdkbY0QqXvPBZDePNjq1LqIG1BKqb4n57Tdgay0Z0ME_wLJhbX3_Vvq-kuSnAWpZJAhfwtpPMQ4Hq8yyGCaplx7r63MDyKDvzYGf4yo-wWi8fWx-7xTD9WK9x8TvfgCgOQIfg!!/dz/d5/L2dBISEvZ0FBIS9nQSEh/#.XanwoOhKiUk</a>
17	LSRCA	Watershed Development Guidelines;	<a href="https://www.lsrca.on.ca/Shared%20Documents/permits/watershed-development-guidelines.pdf?pdf=Watershed-Development-Guidelines">https://www.lsrca.on.ca/Shared%20Documents/permits/watershed-development-guidelines.pdf?pdf=Watershed-Development-Guidelines</a>
18	Ontario	Lake Simcoe Protection Act; and	<a href="https://www.ontario.ca/laws/statute/08I23">https://www.ontario.ca/laws/statute/08I23</a>
19	Ontario	Greenbelt Plan 2017	<a href="https://www.ontario.ca/document/greenbelt-plan-2017">https://www.ontario.ca/document/greenbelt-plan-2017</a>

\*Some documents in the table above are live documents. It is the responsibility of the *respondent* to review the latest version.

### *Digital Data*

*The following Town digital information is a partial list and shall be provided to the consultant upon request.*

Prior to receiving digital files, the *consultant* will be required to sign an agreement regarding the use of the digital information from the *Town*. An example of this document can be found listed as “GIS Agreement - Town of Georgina”, “GIS Agreement – Orthos” and “GIS Agreement - Regional Geospatial Information License Agreement”.

- Aerial Photos of key waterfront areas (in SID format);
- Land Parcel Base Maps (AutoCAD format/ArcGIS format);
- DEM maps, one (1) meter vertical interval, 2018 (ArcGIS format);
- Storm Infrastructure Map (ArcGIS format);
- Sanitary Infrastructure Map (ArcGIS format);
- Water Infrastructure Map (ArcGIS format);
- Town of Georgina Parks Map with connecting trails (ArcGIS format);
- LSRCA Floodplain & Hazard Mapping and Natural Heritage Classification System Mapping (ArcGIS); and

- Tree Inventory (ArcGIS format)

## 6. WATERFRONT PARKS MASTER PLAN: PART ONE (1)

The Scope of *Work* in Part One (1) includes compiling and researching all available background information for *Town* owned recreational assets and property in the study area, with a focus on the following key recreational waterfront locations/Zones:

### Spec 1

#### **Zone #1 – Willow Beach Park**

Willow Beach Park Conservation Area is 4.4 Hectares (10.89 acres, excluding north side of Lake Dr.) in size located in the community of Willow Beach. The property is owned by the Lake Simcoe Region Conservation Authority (LSRCA) and managed by the *Town* under a Management Agreement. The park has picnic tables, flush toilets and privies, a playground and a narrow sandy beach. In the winter, anglers use the area to access the lake for ice-fishing. Free parking is provided to all the *Town* residents displaying a resident parking pass. Paid parking is available to non-residents.

Refer to Appendix “B” for aerial map of Willow Beach Park.

### Spec 2

#### **Zone #2 – De La Salle Beach Park / Franklin Beach Park Conservation Area**

De La Salle Beach Park is 6.2 Hectares (15.43 acres, excluding north side of Lake Dr.) in size located in Jackson’s Point. Park amenities include: chapel/community hall, staff administration buildings, 1 full size and 2 junior size soccer fields, picnic tables, picnic shelter, drinking water, washrooms and change rooms, playground, beach volleyball and sandy beach area. Free parking is provided to all *Town* residents displaying a resident parking pass. Paid parking is available to non-residents. The *Town* also owns the 2.72 acres property (formerly known as the Jericho Site) on the east side of De la Salle Park that extends to Brule Lakeway. This property is to be part of the Part One (1) *work* scope.

Franklin Beach Park Conservation Area is 1.32 acres in size (excluding north side of Lake Dr.) located in Jackson’s Point, west of De La Salle Beach. The property is owned by the LSRCA and managed by the *Town* under a Management Agreement. Park amenities include picnic tables and a narrow sandy beach.

Refer to Appendix “B” for aerial map of De La Salle Beach Park / Franklin Beach Park Conservation Area.

### Spec 3

#### **Zone #3 – Jackson’s Point Harbour Marina/Malone Wharf/Bonnie Park**

Jackson’s Point Harbour is located on the south shores of Lake Simcoe, west of Georgina Island at Bonnie Boulevard in Jackson’s Point. The marina currently has 54 slips assigned primarily as seasonal slip leases and abuts Bonnie Park which includes paths, picnic areas, sandy beach area and washrooms. Free parking is provided to all *Town* residents displaying a resident parking pass. Paid parking is available to non-residents.

Refer to Appendix “B” for aerial map of Jackson’s Point Harbour Marina, Malone Wharf & Bonnie Park.

#### Spec 4

##### **Zone #4 – Holmes Point Park**

Holmes Point is 3.3 Hectares (8.15 acres) in size. Holmes Point Park is owned by LSRCA and the *Town*, and managed by the *Town*. The parkland is located on the shores of Lake Simcoe in the Pepperlaw area. The park has picnic tables, a playground and swimming. In the winter, anglers use the area to access the lake for ice-fishing. Free parking is provided to all *Town* residents displaying a resident parking pass. Paid parking is available to non-residents.

Refer to Appendix “B” for aerial map of Holmes Point Park

#### Spec 5

##### **Zone #5 – Mossington Wharf / Black River**

Mossington Wharf is located 2.2 kilometers east of Jackson’s Point, along Hedge Road, at the mouth of the Black River. The Mossington Wharf site is mostly water lot and the adjacent shoreline of the mouth of the Black River. The Wharf is currently fenced off, due to the unsafe conditions of the wharf decking. There is no parking at this location.

Refer to Appendix “B” for aerial map of Mossington Wharf / Black River

#### Spec 6

**Background Study** – Background Study and compilation of a comprehensive list of municipally owned waterfront assets inclusive of all wharves, piers, beaches, parks, road ends, shorelines, road allowances, eco-sensitive wetlands and rivers.

#### Spec 7

**Milestone Meetings Zone One, (1), Two (2) Four (4) & Five (5)** - A minimum of four (4) milestone meetings to review report recommendations and conceptual design development for the park facilities and the Mossington Wharf site are to be scheduled.

#### Spec 8

**Milestone Meeting Zone Three (3)** - A minimum of four (4) milestone meetings to review report recommendations and conceptual design development for the marina expansion are to be scheduled.

#### Spec 9

**Public Information Centres (PIC) Sessions** – Three (3) and to include preparation of presentation material. Refer to Special Provision # 11 “Public Information Centres”, description in RFP document for additional information.

#### Spec 10

**Presentation to Council** – Two (2) including preparation of presentation material. Refer to Special Provision # 12 “Presentation to Council”, description in RFP document for additional information.

#### Spec 11

**Proposed Management Structure** - Develop and recommend a proposed management structure that will assist the *Town* in coordinating the planning, implementation, operational and financial management of the marina and waterfront park systems

including year round events and festivals, fundraising activities and *Town* wide Tourism events. The following stakeholders will be included: The *Town*, First Nations, Provincial and Federal Agencies, Conservation Authority, local BIAs, local Neighbourhood Associations and a variety of local Service Groups and Agencies;

#### Spec 12

**Final Report # 1** - Final Waterfront Parks Master Plan Report – Part One (1). Using the vision created within Council's Strategic Priorities, and with the input and recommendations from the Public Consultation Process – Part One (1), *Town* staff, Community stakeholders and local Agencies, the *consultant* shall develop a Waterfront Parks Master Plan Report – Part One (1), focusing on recommendations for each of the five (5) key recreational waterfront locations **Zones #1 to 5**. This report is to reflect the current analysis, trends, recent development growth and current economic conditions while demonstrating creativity and innovation with long term financial and environmental sustainability. Include enhanced opportunities and strategies for the management, operations and opportunities of key areas (specifically De La Salle Beach Park/Franklin Beach Park Conservation Area, Willow Beach Park, *Town*'s Harbour/Marina Facility, Holmes Point Park and Mossington Wharf/Black River) including a decision matrix.

#### Work Plan Requirement Charts

Included in this document below is "Part One (1) *Work* Scope Requirements Chart" and "Part Two (2) *Work* Scope Requirements Chart". An "X" is marked for each Spec requirement. Additional Spec requirements can be found under Special Provision # 6 "Waterfront Master Plan Part One (1)" and Special Provision # 7 "Waterfront Master Plan Part Two (2)".

<b>Part One (1) Work Scope Requirements Chart</b>	<b>Spec 1 - Zone #1 - Willow Beach Park</b>	<b>Spec 2 - Zone #2 - De La Salle Beach Park &amp; Franklin Beach Park Conservation Area</b>	<b>Spec 3 - Zone #3 - Jacksons Point Harbour Marina/ Malone Wharf/ Bonnie Park</b>	<b>Spec 4 - Zone #4 - Holmes Point Park</b>	<b>Spec 5 - Zone #5 - Mossington Wharf and the Black River</b>	<b>Spec 6 - Background Study - compilation of municipally owned assets</b>	<b>Spec 7 - Milestone Meetings Zones #1, 2, 4, &amp; 5 (four meetings) &amp; recommendations &amp; concept designs</b>	<b>Spec 8 - Milestone Meetings Zone #3 (four meetings)</b>	<b>Spec 9 - Public Information Centre (PIC) sessions (3)</b>	<b>Spec 10 - Presentation to Council (2)</b>	<b>Spec 11 - Proposed Management Structure recommendations</b>	<b>Spec 12 - Final Report</b>
1. Provide a draft work plan/schedule and final work plan/schedule, including a quality control strategy, to be reviewed by Town staff and revised as required;	X	X	X	X	X	X	X	X	X	X	X	X
2. Consider operational and safety issues of all waterfront assets and make recommendations;	X	X	X	X	X	X			X	X	X	X
3. Assess existing management and operations, and provide interim recommendations for operation optimization, implementing best practices with a consideration of the growth potential and including costing implications;	X	X	X	X	X				X	X	X	X
4. Develop conceptual designs for the possible expansion of park facilities;	X	X		X	X				X	X	X	X
5. Develop, clarify and make recommendations on the Town's mandate to operate the Jackson's			X						X	X	X	X



Point Harbour as a public and transient based facility and explore enhancements to the marina to become an economic and tourism destination for the citizens and visitors to the <i>Town</i> ;												
6. Review and assess the marina's business potential based on a market scan of other public, private and public/private marina facilities and operations within the Lake Simcoe catchment area and use this benchmarking data to perform a thorough review of the <i>Town's</i> existing marina business model;			X						X	X	X	X
7. Develop a long-term Strategic Plan for the marina including an assessment of existing and future clientele, business service delivery model (including potential public/private partnerships), use of adjacent open space and site layout and pier configurations within the existing or an expanded marina plan. Include in this Strategic Plan, the financial costs for implementation of both short term and long term			X						X	X	X	X

recommendations for the marina and how this impacts on the 10-year Capital budget and Business Plan;												
8. Assess the impacts on the <i>Town's</i> marina from future development and marina proposals within the limits of this Study including an assessment of operational impacts on existing infrastructure and business operations, marina layout and water safety;			X						X	X	X	X
9. Prepare two (2) conceptual designs for the redevelopment and possible expansion of the <i>Town's</i> Harbour/ Marina including Bonnie Park that reflect the recommendations presented in the Draft Waterfront Master Plan Report – Part One (1). In addition, and as required to communicate proposed changes, the <i>consultant</i> shall provide within the document conceptual sketches/illustrations to demonstrate the feasibilities of the recommendations within the Report. These conceptual sketches/illustrations are			X						X	X	X	X

to be used in all presentations and circulations to both the public and to the Technical Advisory Group, Senior Management Team (SMT) and Council as a Whole;												
10. The <i>consultant</i> shall submit five (5) paper copies of the Draft Waterfront Parks Master Plan – Part One (1) and Report and one (1) digital copy for distribution and review/comments by Staff and Steering Committee, for review prior to <i>PIC</i> #3;	X	X	X	X	X	X			X	X	X	X
11. Based on comments received to date and from public comments in <i>PIC</i> #3, the <i>consultant</i> shall prepare, formulate and detail policies, operating, financial and management strategies, and future development guidelines appropriate to ensure a 10-year implementation of the Waterfront Parks Master Plan Report – Part One (1). Develop recommendations to strategically guide the municipality in achieving the desired results of the Waterfront Parks Master Plan (short term: 1-3 yrs / medium term: 4-6 yrs / long term: 7-10 yrs);	X	X	X	X	X				X	X	X	X

12. The Master Plan Report – Part One (1), shall present and detail one (1) final preferred redevelopment concept and Long term Strategic Plan for the Town's Harbour/Marina Facility based on recommendations, projected clientele and market objectives and a financial review of its implementation for the Marina; and			X						X	X	X	X
13. The <i>consultant</i> shall submit five (5) paper copies of the Final Draft Waterfront Parks Master Plan Strategy Report – Part One (1), one (1) digital copy, and provide a summary documentation (hard copy and digital) for distribution and approval by <i>Town Council</i> . The digital files should be organized into the same file folder format as the report structure.	X	X	X	X	X	X			X	X	X	X

## 7. WATERFRONT PARKS MASTER PLAN: PART TWO (2)

The scope of *work* in Part Two (2) will be focused on the following key recreational waterfront locations/Zones:

### Spec 1

#### **Zone #6 – Adeline Park / Leash Free Dog Park Area;**

Adeline Park is 1.76 acres in size, located at the south end of Keswick. The park is a fishing destination with limited parking, picnic tables, and portable washrooms.

The Leash Free Dog Park is 4.54 acres in size, located within West Park, at the south end of Keswick. The park includes parking and a large fenced in area for dogs.

### Spec 2

#### **Zone #7 – Young's Harbour Park;**

Young's Harbour Park is 2.69 acres, with an additional 0.73 acre lot for parking, located at the south end of Keswick. The park is mainly used for fishing, with a boat launch, pay and display parking (for non-residents), swings, picnic tables, and portable washroom.

### Spec 3

#### **Zone #8 – Claredon Beach Park;**

Claredon Beach Park is a recently redeveloped, 1.8 acre park, centrally located within the built up portion of Keswick. The park includes parking, a small beach area, playground, picnic tables and portable washroom.

### Spec 4

#### **Zone #9 – Rayners Wharf;**

Rayners Wharf is a small .225 parkette, located in Keswick. It is mainly used for its boat launch and dock.

### Spec 5

#### **Zone #10 – North Gwillimbury Park;**

North Gwillimbury is one of Georgina's largest waterfront parks, at 8.24 acres. Park amenities include, pay and display parking (for non-residents), picnic shelter and tables, playground, open green areas, portable washrooms and lake access for swimming.

### Spec 6

#### **Zone #11 - Maskinonge River;**

The Maskinonge River meets Lake Simcoe, through the built up of area of Keswick, emptying into Cook's Bay. The river supports recreation opportunities such as boating, snowmobiling, and fishing.

### Spec 7

#### **Zone #12 – Waterfront from Park Road to Thorah Park Blvd, & The Pefferlaw River**

Zone #12, includes the entire waterfront from Park Rd to Thorah Park Blvd, and the navigable portion of the Pefferlaw River, from Lake Simcoe. Properties owned by other agencies (LSRCA, Province of Ontario, etc), are to be included in the study, in terms of existing partnerships, potential partnerships and acquisitions to increase /improve recreational opportunities and lake access.

Refer to Appendix “C” for aerial plan of each Zone in Part 2

Spec 8

**Zone #13 - All Municipal Road Ends and other municipal properties and assets**

Review of municipally owned waterfront assets, including road ends, and develop a strategic open space and land use planning documents.

Spec 9

**Milestone Meetings – Four (4)** - A minimum of four (4) milestone meetings to review report recommendations and conceptual design development for the park facilities are to be scheduled.

Spec 10

**Public Information Centres (PIC) sessions** – Two (2) and to include preparation of presentation material. Refer to Special Provision # 11 “Public Information Centres”, description in RFP document for additional information.

Spec 11

**Presentation to Council** – Two (2) including preparation of presentation material. Refer to “Presentation to Council”, description in RFP document for additional information (Special Provision # 12).

Spec 12

**Final Report** - Final Waterfront Parks Master Plan Report – Part Two (2). The *consultant* shall submit five (5) paper copies of the Final Draft Waterfront Parks Master Plan Report – Part Two (2), one digital copy, and provide a summary documentation (hard copy and digital) for distribution and approval by *Town Council*. The digital files should be organized into the same file folder format as the report structure.



<b><u>Part Two (2) Work Scope Requirement Chart</u></b>	<b>Spec 1 - Zone #6 - Adeline Park/ Leash Free Dog Park Area</b>	<b>Spec 2 - Zone #7 - Young's Harbour Park</b>	<b>Spec 3 - Zone #8 - Claredon Beach Park</b>	<b>Spec 4 - Zone #9 - Rayners Wharf</b>	<b>Spec 5 - Zone #10 - North Gwillimbury Park</b>	<b>Spec 6 - Zone #11 - Maskinonge River</b>	<b>Spec 7 - Zone #12 - Waterfront from Park Rd to Thorah Park Blvd &amp; The Pefferlaw River (including non-municipally owned)</b>	<b>Spec 8 - All Municipal Road Ends &amp; Other Municipal Properties and Assets</b>	<b>Spec 9 - Milestone Meetings – Four (4)</b>	<b>Spec 10 - Public Information Centre (PIC)</b>	<b>Spec 11 - Presentation to Council</b>	<b>Spec 12 - Final Report - Waterfront Parks Master Plan</b>
1. Provide a draft work plan/schedule and final work plan/schedule, including a quality control strategy, to be reviewed by <i>Town</i> staff and revised as required;	X	X	X	X	X	X	X	X	X	X	X	X
2. Consider operational and safety issues of all waterfront assets and make recommendations;	X	X	X	X	X	X	X	X		X	X	X
3. Assess existing management and operations, and provide interim recommendations for operation optimization, implementing best practices with a consideration of the growth potential and including costing implications;	X	X	X	X	X	X	X	X		X	X	X
4. Develop conceptual designs for the possible expansion of park facilities;	X	X	X	X	X	X	X			X	X	X
5. Provide a complete review of all <i>Town</i> waterfront assets (including all Municipal Road Ends and other municipal properties and assets) and develop a new strategic open space and land use planning document based on the current public use of the park spaces,	X	X	X	X	X	X	X	X		X	X	X

cultural/community/recreational activities, and environmental opportunities that promote public enjoyment and use of the waterfront and associated municipal parks and public access spaces;												
6. The <i>consultant</i> shall submit five (5) paper copies of the Draft Waterfront Parks Master Plan – Part Two (2) and Report and one (1) digital copy for distribution and review/comments by Staff and Steering Committee, for review prior to <i>PIC #2</i> ;	X	X	X	X	X	X	X	X		X	X	X
7. Based on comments received to date and from public comments in <i>PIC #2</i> , the <i>consultant</i> shall prepare, formulate and detail policies, operating, financial and management strategies, and future development guidelines appropriate to ensure a 10-year implementation of the Waterfront Parks Master Plan Report– Part Two (2);	X	X	X	X	X	X	X	X		X	X	X
8. Update the Draft Waterfront Parks Master Plan Report – Part One (1), to include Part Two (2), recommendations for <b>Zones #6 to #13</b> and any other <i>Town</i> waterfront assets (identified within Item one (1) of Part One (1)), not described in <b>Zones #1 to 13</b> . Include Enhanced opportunities and strategies for the management,	X	X	X	X	X	X	X	X		X	X	X

operations and opportunities and for the development of business opportunities along the waterfront, including a decision matrix. Develop recommendations to strategically guide the municipality in achieving the desired results of the Waterfront Parks Master Plan (short term: 1-3 yrs / medium term: 4-6 yrs / long term: 7-10 yrs); and												
9. The <i>consultant</i> shall submit five (5) paper copies of the Final Draft Waterfront Parks Master Plan Report – Part Two (2), one (1) digital copy, and provide a summary documentation (hard copy and digital) for distribution and approval by <i>Town Council</i> . The digital files should be organized into the same file folder format as the report structure.	X	X	X	X	X	X	X	X		X	X	X

## 8. WATERFRONT PARKS MASTER PLAN: PART THREE (3)

The scope of work in Part Three (3) is to expand the Waterfront Parks Master Plan to include all waterfront properties, based on the work scope below.

### Spec1

Complete a comprehensive review of identified municipally owned and managed waterfront properties, as well as privately owned waterfront properties, identifying potential opportunities including views and access points, as well as recommendations for investment, divestitures and acquisition of lands and/or assets.

### Spec 2

Investigate and provide recommendations on the future economic development opportunities of the waterfront that link and make connection to the settlement areas;

### Spec 3

Investigate and provide recommendations on the suitability and process for developing business opportunities and potential partnerships within the waterfront park system that respond to public use needs and trends for all seasons;

### Spec 4

Review the existing parking by-law and strategy and its impact on public parking (free or paid) within the context of waterfront beach areas and propose potential strategies to effectively manage challenges and opportunities;

### Spec 5

Recommendations on legislative and policy changes and By-law updates to reflect the recommended waterfront improvements, uses and programs being presented in the Strategic Plan Report;

### Spec 6

Develop recommendations to strategically direct and guide the municipality in achieving the desired results of the Waterfront Parks Master Plan (short term: 1-3 years / medium term: 4-6 years / long term: 7-10 years). Provide a Ten (10) year financial phasing strategy for the implementation of the recommendations within the Report including operational and management implications, and how this impacts the 10-year Capital budget and Business Plan;

### Spec 7

**Milestone Meetings** - A minimum of four (4) milestone meetings to review report recommendations are to be scheduled;

### Spec 8

**Public Information Centres (PIC) Sessions** – Two (2) and to include preparation of presentation material. Refer to Special Provision # 11 “Public Information Centres”, description in RFP document for additional information;

### Spec 9

**Presentation to Council** – Two (2) including preparation of presentation material. Refer to Special Provision # 12 “Presentation to Council”, description in RFP document for additional information;

Spec 10

Final Report - Waterfront Parks Master Plan Report – Part Three (3). The *consultant* shall submit five (5) paper copies of the Final Draft Waterfront Parks Master Plan Report – Part Two (2), one (1) digital copy, and provide a summary documentation (hard copy and digital) for distribution and approval by *Town Council*. The digital files should be organized into the same file folder format as the report structure.

9. **COUNCIL STRATEGIC PRIORITIES**

The Vision of *Town Council* for the 2019 - 2023 Term is that “The Town of Georgina will be a progressive and vibrant growing community on the south shore of Lake Simcoe, with a balance of urban and rural character”. The following priorities resonate and hold true:

**Priority 1: Investment Readiness**

Theme 1: Enhance investment attraction tools

- Review current practices and processes;
- Streamline development approval, building and site plan processes;
- Ensure process allows for flexibility/ability for single point of contact;
- Investigate additional financial incentives (e.g. fee and DC rebates, tax deferrals); and
- Implement reporting/data management tools to track business leads.

Theme 2: Branding

- Actively sell/promote ‘Georgina’ as a brand;
- Highlight lakeshore and waterways within our value proposition; and
- Deliver a communication program to de-stigmatize market limitations on the *Town* (e.g. promote business class program).

Theme 3: Infrastructure

- Improve aesthetics on *Town* roads and properties (streetscaping);
- Water and sewer servicing (e.g. connect Sutton plant to Woodbine forcemain);
- Improve broadband connectivity; and
- Advocate for transportation links in the *Town* (i.e. 400/404 link, 404 extension, airport).

Theme 4: Marketing

- Launch campaigns to target specific sectors (e.g. marine, green);
- Actively promote tourism/address anti-tourism sentiment; and
- Establish a strong social media presence for economic development.

Theme 5: Partnership Development

- Work with owner to expedite Keswick Business Park;
- Work with the Georgina Trades Training Inc. (GTTI) to explore post-secondary opportunities for the community;

- Work with the Chamber of Commerce, Central Counties Tourism, and the York Region Arts Council to promote tourism in the *Town*; and
- Work with Ontario Water Centre to provide Agri-Food education and tourism support.

## **Priority 2: Waterfront**

### Theme 1: Waterfront Strategy

- Analysis of primary assets (Willow Beach, De La Salle and Franklin Beach, Jackson's Point Harbour, Holmes Point and Mossington Wharf/Black River);
- Ensure environmental protection & stewardship;
- Explore best use of partnerships;
- Explore high-level economic development opportunities (boardwalk, food vendors, etc.);
- Conduct pilot projects (e.g. road closures, food vendors parking);
- Ensure public engagement; and
- Expanded scope resulting from Strategic Visioning Session:
  - Analysis of waterfront properties acquisitions and divestiture options
  - Analysis of connections that consider pedestrians, vehicles, and cyclists, and water transportation)
  - Expanded asset analysis (parks, boat launches, wharves, docks, road ends etc.)
  - Detailed exploration of economic development opportunities

## **Priority 3: Public Engagement**

### Theme 1: Public Outreach

- Staff participation at community events; and
- *Town* open-houses/more face-to-face opportunities.

### Theme 2: Technology

- Online engagement/interactive tools;
- Online *Town* hall session/more convenient ways for the public to participate remotely;
- Online chat for immediate responses and Q&A; and
- Effective data collection.

### Theme 3: Resources

- Staff education on public engagement; and
- Dedicated communications plans for high profile projects.

## **Priority 4: Customer Service**

### Theme 1: People

- Establish a customer-focused culture; and
- Provide tools for staff to deliver exceptional service:
  - Customer service training and clear expectations/guides
  - Orientation program for new employees
  - Division specific training
  - Increasing internal communications.



### Theme 2: Process

- Establish and communicate clear ways for the public to access service, focusing on live person delivery;
- Establish a customer service brand;
- Review hours of service;
- Clearly define and communicate service levels;
- Make process improvements; and
- Ensure customer service is a consideration in the design of the Civic Centre.

### Theme 3: Technology

- Implement eservice and website improvements (live chat, apps, accessible, easy nav.);
- Ensure corporate IT enhancements also improve service delivery (cloud-based infrastructure, provide remote-access options, implementing a CRM, ensure integration between applications); and
- Investigate ability to launch satellite service locations.

## 10. COMMUNICATION STRATEGY

- Allow for *Town* resident's opportunity to provide input into the Waterfront Parks Master Plan process and provide additional updates through PIC sessions for each Part One (1) through Three (3), for a possible total of seven (7) PIC;
- Create a project web page that can be linked through the *Town* web page for specific use by the Public to obtain current information on the Project while being a venue for public feedback and responses to comments and feedback. As required, the *Town* will provide information updates that are also to be posted on the web page by the *consultant* for public viewing;
- Prepare and provide draft communiqués for use by the *Town* in advertising public open houses, public communication and general information about the project;
- Propose methods of stakeholder engagement including preparation and administration of on-line survey and public feedback processes; and
- Prepare all background documentation (hard copy and digital) and make presentations to various *Town* Committees such as the Transportation and Economic Development Committee *Town* Council and the SMT.

## 11. PUBLIC CONSULTATION

The current trends in recreation and public use of parkland, recent and proposed infrastructure improvements planned along the waterfront, public input and review of these trends and current usage is important to obtain and document as part of a public consultation process. The *consultant* will host PIC sessions to introduce the public to the project and to seek initial input on the project and process.

The *consultant* shall arrange for and facilitate the two (2) PIC sessions during each Part of the project for a total of seven PICs with a variety of stakeholders and interested public members to establish the strategic directions on which the waterfront parks and marina should focus.

The *consultant* shall then analyze, summarize and respond to the concerns with recommendations that will guide the *consultant* and the *Town* in establishing new goals, objectives and strategic direction.

**Public Consultation PIC #1 – Project Introduction and Kick-off (Part One (1) only)**

The *consultant* shall prepare display boards and an electronic presentation to introduce the project to the public. The Initial PIC will identify opportunities and constraints derived from the waterfront's marina and the waterfront park system's cultural, natural, physical and economic environments. The *consultant* shall attend the PIC and record and document public concerns and comments raised through the PIC.

**Public Consultation PIC #2 (one (1) for each Part)**

The *consultant* shall prepare display boards and an electronic presentation to identify the analysis, information and trends gathered to date, including presentation of preliminary findings and recommendation. The *consultant* shall attend the PIC and record and document public concerns and comments raised through the PIC.

**Public Consultation PIC #3 (one (1) for each Part)**

Based on feedback from the TAG, SMT and various stakeholders, the *consultant* shall arrange for and facilitate PIC #3. This PIC will allow for additional opportunity for the public and waterfront users to review and comment on the preferred strategies, programs and conceptual designs. The *consultant* shall attend the PIC and record and document public concerns and comments raised through the PIC.

12. PRESENTATION TO COUNCIL

The *consultant* shall include the cost to prepare and to make presentations to, and obtain Interim approval from Council for the Waterfront Parks Master Plan following each Part.

The *consultant* shall prepare two (2) conceptual designs for the redevelopment of *Town* parks and Assets in each of Part One (1) and Two (2). The *consultant* shall present these plans and design to Council and the Public for further comment in a Council Meeting. Included with this cost, are pre-meetings with Staff to review and provide comments on the presentation materials. A minimum of two (2) meetings are to be scheduled prior to each presentation to Council.

The *consultant* shall prepare a preferred plan and design for the redevelopment of *Town* parks and Assets in each of Part One (1) and Part Two (2). The *consultant* shall present the preferred plans and design to Council for interim approval. Included with this cost are pre-meetings with Staff to review and provide comments on the presentation materials. A minimum of two (2) meetings are to be scheduled prior to each presentation to Council.

The *consultant* shall prepare a presentation to Council for the final Water Front Parks Master Plan at the conclusion of Part Three (3). Included with this cost are pre-meetings with Staff to review and provide comments on the presentation materials. A minimum of

two (2) meetings are to be scheduled prior to each presentation to Council.

Should further additional meetings be required, the *consultant* will charge their hourly billing rate as noted in the proposal content.

### 13. CLARIFICATIONS OF THE CONSULTANT'S RESPONSIBILITIES

The *consultant* shall conduct project progress meetings at the *Town* in the development of the Waterfront Parks Master Plan and Report. The price shall include the following; a minimum of thirteen (13) meetings and will be held at the following milestones (additional meetings will be based on an hourly basis as an extra to the contract):

- “Kick-Off” meeting with TAG;
- Stakeholder meetings with *Town* staff and external agencies;
- Attendance and lead presenter at PICs including pre-meeting with display board review, summary minutes and post-meeting discussions;
- Review and preparation of Final Draft and Final Report for the Waterfront Parks Master Plan to TAG and SMT;
- Preparation meeting and presentation of the Final Waterfront Parks Master Plan and Report to Council; and
- Project Completion Meeting and submission of deliverables.

#### **Sub-Consultants:**

1. "Sub-Consultant" means a separate provider of specialized engineering or technical services that may be procured by the *consultant*;
2. It is assumed through this *bid call* that the *consultant* will be able to deliver all the items listed in the project objective. If a sub-consultant is required, they shall be procured by the *consultant* of this *bid call* and all the sub-consultant fees shall be included in the lump sum provided by the *consultant* in their *submission*;
3. Where a separate firm or sub-consultant is providing base scope *work*, the sub-*consultant* is to be identified and included in the time/task breakdown and submitted as part of their *submission*; and
4. Sub-Consultant providing base scope *work* are considered to be staff and no mark-up is permitted.

#### **As part of the overall project, the *Town* shall take the lead on the following tasks:**

1. Provide templates for advertisements and notices;
2. Provide a listing of agencies and utilities to be notified;

3. Provide an aboriginal engagement protocol and list of communities to be contacted;
4. Directly arrange and pay for the placement of newspaper advertisements and translation of notice as required and develop a project web page for the *Town's* website;
5. Undertake mail-outs to the directly affected, stakeholders, and agencies, as required;
6. All media inquiries must be handled by the *Town*. Inquiries should be sent to the Communications Division who will review and *work* with the *Town's* Project Manager to provide responses;
7. The *Town* will use its communications channels (i.e. *Town* Page, eNews, social media, etc.) to promote the open houses and the projects to residents/stakeholders;
8. Manage *Town* web based information and resources in conjunction with *consultant's* project web page;
9. Prepare memo to Council advising of PIC's;
10. Prepare Staff Reports to Council;
11. Provide meeting space for stakeholder meetings and the PIC's; and
12. Coordinate interim meetings with *consultant* and *Town* Departments, external agencies, stakeholders and resource teams to coordinate comments on draft and conceptual information.

#### **Technical Advisory Group (TAG) Members:**

- Stephanie Fraser - Landscape Architectural Planner (DTR – Designated *Town* Representative);
- Ken McAlpine - Manager of Parks Development & Operations;
- Tim McClatchie – Manager of Facilities;
- Mike Hutchinson – Manager of Municipal Law Enforcement;
- Karyn Stone – Manager of Economic Development;
- Alan Drozd – Supervisor of Development Planning; and
- Parks/Facility Supervisors.

#### **Optional/As Required:**

- Dave Reddon - CAO (or designate);
- Ryan Cronsberry - Deputy CAO (or designate);
- Rob Flindall – Director of Operations & Infrastructure (or designate);
- Dan Buttineau – Director of Recreation & Culture (or designate);
- Harold Lenters – Director of Development Services (or designate);
- Velvet Ross - Manager of Planning;
- Patti White - Manager of Recreation Services;
- Shawn Nastke – Head of Corporate Service Excellence; and
- Rebecca Carvalho – Lead, Corporate Strategy.

### **Role of DTR – Designated Town Representative**

- Primary point person / contact for *consultant*;
- Coordinate and collaborate meetings & milestones;
- Ensure project and progress of project are on track;
- Lead the Technical Advisory Group; and
- Liaise with various external Stakeholders, Agencies & Organizations.

### **Role of Technical Advisory Group:**

- Liaise with Senior Management Team when necessary;
- Ongoing communications and direction to the *consultant*;
- Approval of key milestones;
- Provide overall direction to DTR and process;
- Facilitation of resource teams;
- Approval of final recommendations; and,
- Coordinate the implementation of the Council approved Waterfront Parks and Marina Master Plans.

## 14. DISBURSEMENTS

### **Disbursements**

Disbursements will have a maximum upset limit of \$5,000.00 per “Part” for all reimbursable expenses for the term of the *contract*. Any cost incurred beyond the maximum upset limit shall not be reimbursed to the *respondent*. All disbursements shall be invoiced at cost with no mark-ups permitted and supporting copies of invoices or receipts shall be included with invoices. *Respondents* may be requested to provide the details of all disbursements.

### **Project Parts**

Part One (1) Disbursements - January 2020 – December 2020 – maximum upset limit of \$5,000.00;

Part Two (2) Disbursements - January 2021 – December 2021 – maximum upset limit of \$5,000.00; and

Part Three (3) Disbursements - January 2022 – December 2022 – maximum upset limit of \$5,000.00.

### **Disbursement Requirement Categories**

*Respondents* shall complete all applicable Disbursement Requirement Categories with their approximate cost for each category. This is meant as informational pricing that shall be compared to market pricing if required. This pricing will support the Disbursement \$5000.00 maximum upset limit per Part.

A category that is filled out with zero (0) shall not be able to be invoiced/charged if required during the term of the *contract*.

**1. Provisions of Graphics:**

- a) Small Font (ledger sized sheet or smaller) colour or black and white photocopying of original hard copies or printing of digital files;
- b) Large Format (greater than ledger-sized sheet) colour or black and white photocopying of original hard copies or printing of digital files;
- c) Scanning original hard copies to create digital files;
- d) Printing and binding of reports and specifications; and
- e) Printing and binding of drawings.

**2. Delivery Cost** including:

- a) Couriers;
- b) Registered or expressed mail; and
- c) Postage.

**3. Meals:**

- a) Allowance of \$50/day.

**4. Mileage**

- a) The automobile allowance shall be listed at 58¢ per kilometer. Depending on what “Part” the project is in the rate will be adjusted to the average listed on the Government of Canada Revenue website (<https://www.canada.ca>).

**5. Additional Miscellaneous Disbursements**

- a) All additional disbursements shall be added to the “Additional Miscellaneous Disbursements” table. This is meant as informational pricing that shall be compared to market pricing if required. This pricing will support the Disbursement \$5000.00 max upset limit per Part. An invoice/charge for disbursements not listed in the “Additional Miscellaneous Disbursements” table shall not be allowed to be invoiced/charged through the term of the *contract*.

**15. REPLACEMENT OF PROJECT TEAM MEMBERS**

When specific persons have been named in the *bid call document* as performing the *services* or as having specific roles and/or responsibilities in the performance of the *services*, the *consultant* shall provide the *services* of the persons so named.

If, at any time, the *consultant*, for reasons beyond its control, is unable to provide the *services* of any specific person named in their *submission*, they shall provide a replacement person who possesses equal qualifications, experience and ability.

The *consultant*, prior to replacing or substituting any specific person named in their *submission*, shall provide a written notice to the *Town* requesting to replace or substitute the person. The request shall identify:



- (a) The person being replaced;
- (b) Their role and/or responsibility in the performance of the *services*;
- (c) The reason why it is necessary to replace that person; and
- (d) The replacement person's name, qualifications, experience and references.

The replacement person must be acceptable to the *Town*. If the replacement person is acceptable to the *Town*, the *Town* shall give the *consultant* written permission to make the replacement or substitution. The *consultant* shall not replace any members of its project team named in their *submission* without the written permission of the *Town*. Such permission shall not be unreasonably withheld.

At any time during the course of the *contract*, the *Town* may direct the *consultant* to remove a staff member and replace them with another staff member acceptable to the *Town*. The *consultant* shall comply with this directive within five (5) business days after receipt of notice in writing from the *Town*.

## 16. LIMITATION OF FUTURE CONTRACTING

If a *consultant* under the terms of this *contract*, or through the performance of tasks pursuant to this *contract*, is required to develop specifications or statements of *work* that are to be incorporated into a future solicitation, the *consultant* shall be ineligible to perform the *work* described in that solicitation as a prime *consultant* or first-tier sub-*consultant* under an ensuing *Town contract*. For clarity, the *consultant* is prohibited from participating in any aspect of the ensuing *contract* as described above.

This restriction shall remain in effect for a period of two (2) years from the completion date of this *contract*. This will allow sufficient time to pass to avoid unfair competitive advantage, potential bias or conflict of interest.

## 17. LIMIT ON LIABILITY

The *respondents* agree that, if the *Town* is found to be liable for any act or omission in respect of, without limitation, the administration of the Procurement Process or award by it of this *bid solicitation*, the total liability and aggregate amount of damages recoverable against the *Town* for any matter or relating to or arising from any act or omission by the *Town*, whether based upon an action or claim in contract, warranty, equity, negligence or otherwise, shall be limited to the *respondents* cost of preparing its *submission*.

## 18. SUBMISSION REQUIREMENTS

**Do not include financial *submission* data in any uploads that comprise part of the technical *submission*. Technical *submissions* that contain financial data will be disqualified.**

The *Town* expects that all *respondents* will provide proof of experience, competence and expertise as it relates to the requirements of this bid solicitation by uploading the necessary resumes and proof of certification in the section provided.

In addition, *respondents* shall have a proven track record and a minimum of five (5) years of experience in conducting the *work* specified herein. The *respondent* must provide

references for three (3) previous projects demonstrating the *respondent's* experience as part of their *submission*.

The *respondent's submission* shall clearly identify the principle parties that will be dedicated to this project. The names and qualifications of all parties having on-site responsibilities shall form an integral part of the *submission*.

### **Submittals**

Item	Description	Based On
<b>1.0</b>	<b>COMPANY PROFILE/QUALIFICATIONS/ EXPERIENCE IN SIMILAR PROJECTS – 30 POINTS</b>	
1.1	<ul style="list-style-type: none"> <li>Company profile including: <ul style="list-style-type: none"> <li>Ownership and number of years in business;</li> <li>Address and contact information;</li> <li>Size of the company, including number of employees; and</li> <li>An overview of current clients and services being provided.</li> </ul> </li> </ul> <p><b>(MAXIMUM 5 PAGES 8 ½ x 11 PAGES)</b> Additional pages included in your <i>submission</i> past the maximum listed shall not be evaluated.</p>	"Company Profile" PDF upload
1.2	<ul style="list-style-type: none"> <li>Identify all key individuals and their positions: <ul style="list-style-type: none"> <li>Demonstrate qualifications and expertise of key individuals;</li> <li>Include involvement/roles in similar projects, and</li> <li>Include relevant information/experience to the project they are submitting the proposal for highlighting how the <i>respondents</i> experience, skills and qualifications make them the right candidate for the project.</li> </ul> </li> </ul>	"Qualifications/ Experience" PDF upload
1.3	<ul style="list-style-type: none"> <li>Provide resumes of all key individuals. Included on resumes should at a minimum: <ul style="list-style-type: none"> <li>Employees full name;</li> <li>Business legal names and year range employed;</li> <li>Job title and description of position;</li> <li>Work experience relevant to the project; and</li> </ul> </li> </ul>	"Resumes" PDF upload

	<ul style="list-style-type: none"> <li>○ Certificates and accreditations relevant to the project.</li> </ul>	
1.4	<ul style="list-style-type: none"> <li>• Provide three (3) examples of similar study reports. Examples can include designs.</li> </ul>	"Past Projects" PDF upload
1.5	<ul style="list-style-type: none"> <li>• Reference letters must be similar in size and complexity. Reference letters shall be provided from three (3) <i>separate</i> clients' organizations not including the Corporation of the Town of Georgina. The reference letters must be: <ul style="list-style-type: none"> <li>○ On the reference customer's letterhead;</li> <li>○ Dated no earlier than thirty (30) days prior to the <i>bid submission</i> deadline;</li> <li>○ Be addressed to the <i>Procurement Representative</i> identified herein; and</li> <li>○ Signed by the primary customer contact.</li> </ul> </li> <li>• Reference letters shall include but not be limited to: <ul style="list-style-type: none"> <li>○ Customer legal business name;</li> <li>○ Number of years as a customer;</li> <li>○ Number of site locations;</li> <li>○ Narrative of the service level received as a customer;</li> <li>○ Listed budget to actual budget completion cost</li> <li>○ Satisfaction level overall; and</li> <li>○ Client Contact (Name, Address, Phone Number, Email Address).</li> </ul> </li> </ul> <p>References may be contacted for further clarification and <i>respondents</i> shall ensure that their referenced customer contact is aware that they may be contacted and that they should be prepared to respond to the <i>Town</i> without delay.</p> <p>The <i>Town</i>, at their discretion, may conduct independent research on a <i>respondent</i> and their performance in executing previous work for previous organizations independent of the references provided by the <i>respondent</i>. The information gathered from independent research may be used in the evaluation of the <i>respondent</i>.</p>	"References" upload

2.0	PROJECT UNDERSTANDING AND APPROACH - 25 POINTS	
2.1	<ul style="list-style-type: none"> <li>• Provide a detailed project schedule: <ul style="list-style-type: none"> <li>○ Include a GANTT chart or similar format.</li> </ul> </li> </ul>	"Project Schedule" PDF upload
2.2	<ul style="list-style-type: none"> <li>• Describe work plan and methodology: <ul style="list-style-type: none"> <li>○ Include a summary schedule for the provision of consulting services, identifying the time required for each SPEC of <i>work</i> described in this RFP; and</li> <li>○ Include a description of the process that the firm proposes to use in order to successfully complete the project. Include a breakdown of the deliverable streams, and the minimum level of effort of the individual team members in person-hours, to allow a complete understanding as to how and by whom the <i>work</i> is to be carried out. The tasks and responsibilities outlined in this RFP are to be considered as a set of minimum requirements. The <i>respondent</i> may propose changes as they see fit based on their working experience, provided adequate justification is provided.</li> </ul> </li> </ul>	"Work Plan" PDF upload
2.3	<ul style="list-style-type: none"> <li>• Describe Project Understanding and Approach: <ul style="list-style-type: none"> <li>○ Demonstrate understanding of project and deliverables;</li> <li>○ Address key project elements and/or challenges;</li> <li>○ Identify stakeholder engagement, including the anticipated level of effort and resources required by stakeholders; and</li> <li>○ Identify the value and innovation you can bring to project(s)</li> </ul> </li> </ul>	"Project Understanding & Approach "PDF upload

3.0	PROJECT DELIVERY – 10 POINTS	
3.1	<ul style="list-style-type: none"> <li>Describe Project Delivery: <ul style="list-style-type: none"> <li>Identify capabilities and approach to ensure effective project delivery;</li> <li>Confirm ability to meet tight timeline. Schedule development and control – submit a detailed work schedule based on elapsed time in weeks which includes timing, person hours (NO COST PER TASK) and tentative completion date for each plan deliverable that meets the project timelines;</li> <li>Outline methods of budget control;</li> <li>Describe resource allocation and control; identify capabilities and approach to ensure effective project delivery; and</li> <li>Detail methods for quality control of service.</li> </ul> </li> </ul>	“Project Delivery” PDF upload
4.0	QUALITY OF SUBMISSION – 5 POINTS	
4.1	<ul style="list-style-type: none"> <li>The evaluation committee will review all submissions and determine the overall quality of the submission. A submission that contains all of the required information, in the form requested and has followed all of the instructions contained herein will be deemed as a quality submission. Submissions that are vague, lacking in detail, missing information and demonstrates that the <i>respondent</i> did not follow the instructions will be deemed a submission of poor quality.</li> </ul>	Entire <i>Bid</i>

### Pricing Submissions:

Price Schedules - *Respondents* shall complete all Price Schedules.

Price Schedule A – Waterfront Part One (1) – 2020 – *Contract* Year

Price Schedule B – Waterfront Part Two (2) – Provisional Item. Sections of Part Two (2) may be added to Part One (1) depending on available budget.

Price Schedule C – Waterfront Part Three (3) – Provisional Item

Disbursements - *Respondents* shall complete all Disbursements Pricing Tables. Per Part (i.e. Part 1, Part 2 & Part 3). Disbursements have a maximum upset limit of

\$5,000.00. *Consultants* are to not exceed this amount per Part without the approval of the *Town Representative*.

Disbursement Requirement Categories and Additional Miscellaneous Disbursements (Not Included in Summary Table)

This is meant as informational pricing that shall be compared to market pricing if required. This pricing will support the Disbursement \$5000.00 max upset limit per Part. An invoice/charge for disbursements not listed shall not be allowed to be invoiced/charged through the term of the *contract*.

Summary Table

The below parts shall make up the total for the Summary Table:

- Price Schedule A – Waterfront Part One (1) – 2020 – *Contract Year*; and
- Disbursement – Part # 1 – January 2020- December 2020 – *Contract*.

19. INSURANCE

Prior to the commencement of this *contract*, and for the entire duration thereof, the *contractor* shall obtain and maintain insurance coverage as outlined (checked off) below, provided by (an) insurance company licensed to transact business in the Province of Ontario and of satisfactory financial standing to the *Town*.

Evidence of such insurance shall be provided to the *Town* in the form of a Certificate of Insurance signed by an authorized signatory prior to the commencement of this *contract* and annually thereafter for the duration of the *contract* and as otherwise specified below.

Part A:

Insurance requirements identified in this section require the *contractor* to provide evidence of insurance coverage, naming “*The Corporation of the Town of Georgina*” as additional insured and the insurance certificate *shall reference the contract number of this project*:

- (a) ☒ **Comprehensive General Liability Insurance** on an occurrence basis for an amount of not less than two million dollars (\$2,000,000) and on an aggregate basis of not less than five million dollars (\$5,000,000).

Such policy to include, but not be limited to, bodily injury (including death), personal injury and/or property damage as a result of actual or alleged negligence of the *contractor*, cross liability and severability of interest and contractual liability.

- (b) ☐ **Watercraft Liability (Protection & Indemnity) Insurance** on an occurrence basis for an amount of not less than two million dollars (\$2,000,000) and on an aggregate basis of not less than five million dollars (\$5,000,000).

Such policy to include, but not be limited to, claims for bodily injury (including death), personal injury and/or property damage resulting from actual or alleged negligence of the *contractor* and severability of interest and contractual liability in its use of watercraft in connection with the performance of the terms of the *contract*. The policy shall not allow subrogation claims by the Insurer against the *Town*.

(c) ☐ **Aviation Liability/Drones Liability Insurance** in an amount not less than five million dollars (\$5,000,000) per claim per aircraft used in any manner in connection with the performance of the terms of the *contract*.

Such policy to include, but not be limited to, claims for bodily injury (including death), personal injury and/or property damage resulting from actual or alleged negligence of the *contractor* and severability of interest and contractual liability in its use of watercraft. The policy shall not allow subrogation claims by the Insurer against the *Town*.

(d) ☐ **Wrap-Up Liability Insurance** in an amount not less than five million dollars (\$5,000,000) per occurrence in connection with the performance of the terms of the *contract*.

Such policy to include, but not be limited to, completed operations coverage for twenty four (24) months following project completion. Policy to include sub-contractors as insureds if sub-contractors are being used in the project.

(e) ☐ **Hook Liability Insurance** in an amount not less than five million dollars (\$5,000,000) per claim for the replacement cost of property while “on the hook” at any one time in the performance of the work being done in any manner in connection with the performance of the terms of the *contract*.

(f) ☐ **Cyber / Privacy Breach Liability Insurance** on an occurrence basis for an amount of not less than five million dollars (\$5,000,000) and on an aggregate basis of not less than ten million dollars (\$10,000,000).

Such policy shall insure against Cyber Events arising out of alleged or actual negligence of the *contractor* in connection with performance of the terms of the *contract*, and includes the following coverages to the full policy limit:

- Privacy & Security Liability;
- Network Interruption and Extra Expense;
- Cyber Extortion;
- Privacy and Data Breach Expenses;
- Fines & Penalties Overage; and
- Cyber Event Management.

The coverage under the policy shall include but not be limited to:

- Loss, disclosure, breach and theft of data in any form;
- Media and content rights infringement and liability, including but not limited to software copyright infringement;
- Network security failure, including but not limited to denial of service, attacks and transmission of malicious code;
- Regulatory fines and penalties;
- Cost of notifying individuals of a security or data breach;
- Cost of credit monitoring services;



- Cross Liability and Severability of Interest;
- Contractual Liability; and
- Other causally related crisis management expenses for up to one (1) year.

(g) ☐ **Sudden and Accidental Pollution Liability Insurance** during the term of the *contract* subject to limits of not less than two million dollars (\$2,000,000) inclusive per claim.

Such policy shall include coverage for but not limited to bodily injury (including death), property damage and clean up costs which are reasonable and necessary to investigate, neutralize, remove, remediate (including associated monitoring) or dispose of soil, surface water, groundwater or other contamination. The policy shall not allow subrogation claims by the Insurer against the *Town*.

(h) ☐ **Environmental Impairment Liability Insurance** during the term of the *contract* for an amount not less than five million dollars (\$5,000,000) per claim for but not limited to bodily injury (including death) property damage and clean up costs that result from a pollution condition, either gradual or sudden & accidental. The coverage shall include “Extended Reporting Period” provision of no less than two (2) Years from date of completion of *contract*. The policy shall not allow subrogation claims by the Insurer against the *Town*.

#### Part B:

Insurance requirements identified in this section require the *contractor* to provide evidence of insurance coverage, but **do not require the *Town* to be named as additional insured.**

(i) ☒ **OAP 1 Owned Automobile Liability Insurance** for an amount not less than two million dollars (\$2,000,000) per claim meeting statutory requirements covering all licensed vehicles owned, operated or leased by the *contractor* and used in any manner in connection with the performance of the terms of the *contract*.

(j) ☐ **SPF 6 Non-Owned Automobile Liability Insurance** for an amount not less than two million dollars (\$2,000,000) per claim meeting statutory requirements covering all non-owned vehicles, operated or leased by the *contractor* and used in any manner in connection with the performance of the terms of the *contract*.

(k) ☐ **Garage Automobile Insurance** for an amount not less than five million dollars (\$5,000,000) per claim all property in the care, custody or control of the *contractor*. The policy shall insure against, third party liability, loss or damage due to collision and loss or damage due to specified perils. The policy shall not allow subrogation claims by the Insurer against the *Town*.

(l) ☒ **Professional (Errors & Omissions) Liability Insurance** on a claims made basis for an amount not less than five million dollars (\$5,000,000) per claim.

Such policy shall cover insurable losses arising out of or in association with all errors and omissions made by the *contractor* in the rendering of, or failure to render, professional

services in connection with the performance of the terms of the *contract*. The coverage under the policy shall be maintained continuously during the term of this *contract* and for two (2) years after the termination or expiration of this *contract*.

(m) ☐ **Technology Errors & Omissions Liability Insurance** on an occurrence basis for an amount of not less than five million dollars (\$5,000,000) and on an aggregate basis of not less than ten million dollars (\$10,000,000).

Such policy shall cover claims that arise out of alleged or actual errors and omissions made by the *contractor* in connection with performance of the terms of the *contract*, and includes the following coverages to the full policy limit:

- Professional & Information Technology Services;
- Technology Product coverage;
- Network Security coverage; and
- Privacy Liability coverage (notification costs, regulatory defense, credit monitoring).

The coverage under the policy shall be maintained continuously during the term of this *contract* and for two (2) years after the termination or expiration of this *contract* and shall include cross liability and severability of interest and contractual liability.

(n) ☐ **Crime Insurance** during the term of the *contract* for an amount not less than one million dollars (\$1,000,000) per claim.

Such policy shall cover the *Town* in respect of any loss incurred which results directly from any criminal acts first discovered during the term of the *contract* or any extended discovery period (if applicable) the costs associated with determining the amount of loss (audit expenses). The policy shall not allow subrogation claims by the Insurer against the *Town*.

The *contractor* shall be entirely responsible for the cost of any deductible maintained in any insurance policy.

The policies shown above shall be endorsed to provide the *Town* with not less than thirty (30) days, written notice of cancellation or non-renewal, change or amendment restricting coverage.

However, if for any reason the Insurer, on behalf of the *contractor*, cannot endorse their policies to provide the *Town* with not less than thirty (30) days written notice of cancellation or non-renewal, change or amendment restricting coverage, the responsibility thereof shall automatically transfer to the *contractor*. It then becomes the *contractor's* strict obligation to deliver to the *Town* by registered mail with not less than thirty (30) days, written notice of cancellation or non-renewal, change or amendment restricting coverage.

The *contractor* shall not commence *work* under the *contract* until evidence of insurance coverage is completed and filed with and approved by the *Town*. The *contractor* shall provide evidence of the continuance of this insurance at each policy renewal date, or

notice if the policies have been amended or extended, all or any part of the insurance, for the duration of the *contract*.

If required by the *Town*, the *contractor* shall provide certified true copy(s) of the policy(s) certified by an authorized representative of the Insurer together with copies of any amending endorsements applicable to the *work*.

If the *contractor* fails to maintain insurance as required by the *contract*, the *Town* shall have the right to provide and maintain such insurance and give evidence to the *contractor*. The *contractor* shall pay the cost thereof to the *Town* on demand or the *Town* may deduct the cost from the amount, which is due to or may become due to the *contractor*.

The *Town* reserves the right to request such higher limits of insurance or other types of policies appropriate to *work* as the *Town* may reasonably require.

All policies shall be with Insurers licensed to underwrite insurance in the Province of Ontario and shall be in a form acceptable to the *Town*. All policies shall apply as primary and not as excess of any insurance available to the *Town*.

If requested, the *contractor* shall provide the *Town* with a letter from their insurance provider confirming the *contractor's* ability to meet the insurance requirements as set out in the *contract*.

Failure to submit the required documents TEN (10) working days after notification shall be sufficient cause for the *Town* to cancel the *contract*.

## 20. PREVIEW OF ON-LINE BIDDING SYSTEM SCHEDULES

Please find below a **preview only** of certain schedules (collectively “**Schedules**”) that will need to be **completed online only** through the Bidding System by *respondents* as part of their *bid submission*.

The *respondent* acknowledges that the preview below is provided as a courtesy only (to assist the *respondent* in determining the size and scope of the project, etc.) and shall not be relied upon in any way.

Please note that the Schedules shown below are subject to change/addition/deletion by *addendum(s)* issued by the *Town*. Following the issuance of each *addendum*, such changes may be reflected in the electronic Schedules to be completed, but will not be reflected in this *bid call document*. It is the *respondent's* responsibility to review all *addendums* and ensure that their *bid* is submitted based on the current requirements.

For greater certainty, the *respondent* shall submit their *bid* by completing all Schedules and fields in the online Bidding System. Any *bid* submitted on the basis of the preview Schedules below may in the *Town's* sole discretion, be disqualified and rejected on the basis of being incomplete.

# EVALUATION AND AWARD

## 1. EVALUATION OF SUBMISSIONS

*Submissions* will be evaluated on the basis of all information provided by the *respondent* at the time of *submission*. Each *submission* will be reviewed to determine if it is responsive to the requirements outlined in this *bid call document*.

All *submissions* will be evaluated on a Pass/Fail basis for the mandatory requirements. *Submissions* that do not meet the mandatory requirements will be disqualified. It will be the responsibility of the *respondent* to ensure correct information is provided with respect to their *submission*. Award of the *contract* shall be based on the following *submission* evaluation criteria:

### 1. Compliance

- Compliance with the requirements of the bid call document (Bid Informalities) Pass/Fail
- The submission has met or exceeded the requirements and criteria as set out in the bid call document and complied with all instructions provided Pass/Fail

### 2. Technical Evaluation – Proposal Evaluation

Once a *submission* passed the above requirements, an *evaluation committee* will conduct the evaluation of the *request for proposal*. Each *submission* will be reviewed to determine if the *proposal* is responsive to the *submission* requirements outlined in the *request for proposal*. Failure to comply with these requirements may deem the *submission* non-compliant and be disqualified.

The *Town* is not obliged to seek clarification of any aspect of a *submission*. The *Town* may, in its sole discretion, choose to meet with some or all of the *respondents* to discuss aspects of their *submission*. *Respondents* may be required to submit supplementary documentation clarifying any matters contained in their *submission*.

The supplementary documentation accepted by the *Town* shall be considered to form part of the *submission* of those *respondents*. After *submission* of a *proposal*, only the supplementary documentation specifically requested by the *Town* shall be considered as additions to a *submission*.

The *Town* may, in its sole discretion, choose to invite all or some of the *respondents* to conduct a formal presentation for the *evaluation committee* followed by an “interview style” question and answer period immediately following their presentation. The purpose of the presentation and the question and answer period will be to allow the *respondent* with the opportunity to clarify their *proposal* and discuss aspects of their approach. Technical Scores may be refined accordingly as a result of the interview process.

Upon evaluation of the criteria herein, a preferred *respondent* will be selected. The overall *proposal* score is the sum of the Technical Score, the Presentation & Interview Score and the Financial Evaluation Score. The award of this *contract* will be recommended to the

*respondent* that has the highest weighted combined score.

The *Town* reserves the right to negotiate with a short list of *respondents*.

In recognition of the importance of the procedure by which a *respondent* may be selected, the following criteria outline the primary considerations to be used in the evaluation and consequent awarding of this project. The specific evaluation criteria for this project are as follows:

## 2. EVALUATION CRITERIA

The evaluation of the *respondents* will be based on, but not solely limited to, the following evaluation criteria:

### 1. TECHNICAL EVALUATION - (70 Points)

*Respondents shall not include pricing information of any type in their technical submission document. Pricing information shall only be provided in the pricing tables provided. Failure to comply with this instruction may result in an immediate disqualification.*

*Respondents' Submission to Include:*

Description	Point Amount
Company Profile/Qualifications/Experience in Similar Projects	30
Project Understanding and Approach	25
Project Delivery	10
Quality of Submission	5

## 2. INTERVIEWS

1.0	INTERVIEWS - SHORT LIST OF RESPONDENTS – 10 POINTS - <b>IF REQUIRED</b>
1.1	<u>Presentation</u> (5 Points) <ul style="list-style-type: none"><li>• Articulating Project approach and methodology; and</li><li>• Ability to articulate all facets of Project.</li></ul>
1.2	<u>Interview</u> (5 Points) <ul style="list-style-type: none"><li>• Team interaction and knowledge of roles and responsibilities;</li><li>• Ability to address Project specific Questions; and</li><li>• Demonstrated Project comprehension to accomplish objectives.</li></ul>

### 3. FINANCIAL EVALUATION - (20 Points)

The Price Schedule shall include all costs to complete the project including all costs excluding HST.

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

$$\frac{\text{Cost of Lowest Proposal}}{\text{Cost of Proposal being evaluated}} \times \text{Full Weight of Cost Criteria (20)}$$

The Committee reserves the right to adjust costs of *submission* to reflect imbalances or discrepancies.

The overall *submission* score is the sum of the Technical *Submission* score and the Financial *Submission* score.

Technical (out of 70 as a percent of total points for technical/interviews 10 points) + Financial (out of 20) = Overall Score

The award of this *contract* will be recommended to the *respondent* that has the highest weighted combined technical and financial score.

### 3. AWARD AND ACCEPTANCE

Any *contract* award (in whole or in part) shall be made on a non-exclusive basis and the *Town* shall be entitled to *contract* for identical or similar deliverables from any other source at any time during the term of any *contract*.

1. The *Town* reserves the right to enter into negotiations with the *respondent* that submitted a *proposal* which in the *Town's* sole discretion, provides the best value to the *Town* based on the criteria described in the *bid call documents* and the following (1-7):

1. Information provided in the *proposal* itself;
2. Information provided in response to enquiries of credit and industry references;
3. Information received in response to enquiries made by the *Town* in relation to the reputation, reliability, experience and capabilities of the *respondent*;
4. The manner in which the *respondent* provides *services* to others or has previously provided *services* to the *Town*;
5. The experience and qualifications of the *respondent's* senior management and project management;
6. The compliance of the *respondent* with the *Town's* requirements and specifications; and
7. Innovative approaches proposed by the *respondent* in the *proposal*.

2. In the event that only one or two compliant *proposals* are submitted, the *Town* may at its election, proceed to:

1. accept the *proposal*,
2. reject the *proposal*, or



3. enter into negotiations with the *respondent*.
3. In the event that the *Town* receives no compliant *proposals*, the *Town* may enter into negotiations with any one or more of the *respondents* that submitted a non-compliant *proposal*.
4. In the event that all *submissions* are over budget or otherwise viewed by the *Town* in its sole discretion, the *Town* may proceed as follows:
  1. enter into negotiations with any one or more the *respondents*; or,
  2. reject all *proposals*
5. The *Town* may accept or reject any regular, irregular, unbalanced, informal or non-compliant *submission* at its unencumbered discretion. Incomplete, conditional or qualified *proposals* may be declared non-compliant.
6. The *Town* may disqualify a *respondent* who submits a *proposal* containing misrepresentations or any other inaccurate or misleading information.
7. The *Town* may reject the lowest or any *submission* or part of any *submission*, reject all *submissions* or cancel this *RFP* process in whole or in part.
8. The *Town* may contact any one or more *respondents* to request clarification or further information without any obligation to contact other *respondents*. Such additional clarification shall be provided by the *respondent* to the *Town*. The *Town* may, but is not obligated to amend or revise the *proposal* based on the clarification or further information; and requests for information shall not be construed as acceptance of a *proposal*.

#### 4. CONTRACTOR AGREEMENT

Despite any term or condition to the contrary in this *bid call document*, the *Town* reserves the right to require a *contractor* to enter into a written agreement in a form satisfactory to the *Town* containing all *Town* requirements with respect to the provision of the *goods* or *services*. Where *Council* has approved the award a *contract*, or where a *submission* has been accepted pursuant to the *Town's Purchasing Policy*, the *Manager of Procurement Services* will be authorized to execute the written *agreement* on behalf of the *Town*.

**BY RESPONDING TO THIS BID REQUEST, RESPONDENTS AGREE THAT THE DECISION OF THE EVALUATION COMMITTEE IS FINAL AND BINDING AND WILL NOT BE SUBJECT TO REVIEW.**



# **RC2019-088 - CONSULTING SERVICES - WATERFRONT PARK MASTER PLAN**

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## Schedule of Prices

The *Bidder* hereby *Bids* and offers to enter into the *Contract* referred to and to supply and do all or any part of the *Work* which is set out or called for in this *Bid*, at the unit prices, and/or lump sums, hereinafter stated.

The prices below shall be in Canadian Funds, which includes any specific cost except as may be otherwise provided in the *Bid Call Document*. **Sales Tax shall not be included in the price below**, but will be applied as a separate item to all invoices.

\*Denotes a "MANDATORY" field

Do not enter \$0.00 dollars unless you are providing the line item at zero dollars to the Town.

If the line item and/or table is "NON-MANDATORY" and you are not bidding on it, leave the table and/or line item Blank. Do not enter a \$0.00 dollar value.

I/We confirm and offer to enter into a Contract to complete all of the Work described herein, and to furnish all necessary labour, machinery, tools, apparatus and other means of implementation, and other materials to complete the Work in strict accordance with the conditions outlined within this document and to accept in full payment therefore, the sums calculated in accordance with the actual measured quantities at the unit price set forth herein as follows:

### Pricing Part # 1 - January 2020 - December 2020 - Contract

Complete the table below to provide Consulting Services with each of the items in the table below correspond to the services defined in the Scope of Work/Specs. The sum of the bid table will constitute the Consulting Fees.

Line Item	Spec No.	Description	Fixed Fee *	Quantity	Fixed Fee Total	Comments
1	Spec 1.	Zone # 1 - Willow Beach Park		1		
2	Spec 2.	Zone # 2 - De La Salle Beach Park & Franklin Beach Park Conservation Area		1		
3	Spec 3.	Zone # 3 - Jackson's Point Harbour Marina / Malone Wharf / Bonnie Park		1		
4	Spec 4.	Zone # 4 - Holmes Point Park		1		
5	Spec 5.	Zone # 5 - Mossington Wharf and Black River		1		
6	Spec 6.	Background Study - completion of municipally owned assets		1		
7	Spec 7.	Milestone Meetings Zone # One, (1), Two (2) Four (4) & Five (5)		4		
8	Spec 8.	Milestone Meeting Zone # Three (3)		4		
9	Spec 9.	Public Information Centres (PIC) Sessions		3		
10	Spec 10.	Presentation to Council		2		
11	Spec 11.	Proposed Management Structure		1		
12	Spec 12.	Final Report - Part # 1		1		
					Subtotal:	

### Disbursements - Part # 1 - January 2020 - December 2020 - Contract

Disbursements will have a maximum upset limit of \$5000.00 per Part for all reimbursable expenses for the term of the *contract*. Any cost incurred beyond the maximum upset limit shall not be reimbursed to the *respondent*.

Line Item	Description	Unit cost	Total Cost	Comments
1	Disbursement Cost - Maximum upset limit	\$5,000.0000	\$ 5,000.00	
			Subtotal:	\$ 5,000.00

## Disbursement Requirement Categories - Part # 1 - January 2020 - December 2020

This is meant as informational pricing that shall be compared to market pricing if required. This pricing will support the Disbursement \$5000.00 max upset limit per Part.

All disbursements shall be invoiced at cost with no mark-ups permitted and supporting copies of invoices or receipts shall be included with invoices. *Respondents* may be requested to provide the details of all disbursements.

*Respondents* shall complete all applicable Disbursement Requirement Categories. A category that is filled out with zero (0) shall not be able to be invoiced/charged if required during the term of the *contract*.

Based on Special Provision # 14 - Disbursements

Line Item	Description	Approx. Cost *	Comments
1	PROVISIONS OF GRAPHICS - Small Font - (ledger sized sheet or smaller) colour or black and white photocopying of original hard copies or printing of digital files		
2	PROVISIONS OF GRAPHICS - Large Format (greater than ledger-sized sheet) colour or black and white photocopying of original hard copies or printing of digital files		
3	PROVISIONS OF GRAPHICS - Scanning original hard copies to create digital files		
4	PROVISIONS OF GRAPHICS - Printing and binding of reports and specifications		
5	PROVISIONS OF GRAPHICS - Printing and binding of drawings		
6	DELIVERY - Couriers		
7	DELIVERY - Registered or expressed mail		
8	DELIVERY - Postage		
9	MEALS - Allowance of \$50/day		
10	MILEAGE - Cost per km.  Respondents to set rate at .58 cents per km as listed in document RC2019-088		

## Additional Miscellaneous Disbursements Part # 1 - January 2020 - December 2020

This is meant as informational pricing that shall be compared to market pricing if required. This pricing will support the Disbursement \$5000.00 max upset limit per Part.

All additional disbursements shall be added to the "Additional Miscellaneous Disbursements" table. An invoice/charge for disbursements not listed in the "Additional Miscellaneous Disbursements" table shall not be allowed to be invoiced/charged through the term of the *contract*.

Line Item	Description	Approx. Cost	Comments
1			
2			
3			
4			
5			

## Staff Resources- Part # 1 - January 2020 - December 2020

*Respondents* to list staff resources based on cost per hour if required.

A category that is filled out with zero (0) shall not be able to be invoiced/charged if required during the term of the *contract*.

Line Item	Description/Title	Cost/Hour *	Comments
1	Project Manager		
2	Recreation Planner		
3	Urban Planner		
4	Landscape Architect		
5	Waterfront Specialist		
6	Shoreline Engineer		
7	Ecologist		
8	Environmental Planner		
9	Marina Operations Specialist		
10	Survey Crew		

## Additional Staff Resources- Part # 1 - January 2020 - December 2020

*Respondents* to list additional staff based on cost per hour that are not listed in "Staff Resources".

Line Item	Description/Title	Cost/Hour	Comments
1			
2			
3			
4			
5			

## Pricing Part # 2 - January 2021 - December 2021 - Provisional

Complete the table below to provide Consulting Services with each of the items in the table below correspond to the services defined in the Scope of Work/Specs.

Line Item	Spec No.	Description	Fixed Fee *	Quantity	Fixed Fee Total	Comments
1	Spec 1.	Zone #6 - Adeline Park / Leash Free Dog Park Area		1		
2	Spec 2.	Zone #7 - Young's Harbour Park		1		
3	Spec 3.	Zone #8 - Claredon Beach Park		1		
4	Spec 4.	Zone #9 - Rayners Wharf		1		
5	Spec 5.	Zone #10 - North Gwillimbury Park		1		
6	Spec 6.	Zone #11 - Maskinonge River		1		
7	Spec 7.	Zone #12 - Waterfront from Park Road to Thorah Park Blvd, & The Pefferlaw River		1		
8	Spec 8.	Zone #13 - All Municipal Road Ends and Other Municipal Properties and Assets		1		
9	Spec 9.	Milestone Meeting		4		
10	Spec 10.	Public Information Centers (PIC) sessions		2		
11	Spec 11.	Presentation to Council		2		
12	Spec 12.	Final Report - Part # 2		1		
					Subtotal:	

## Disbursements - Part # 2 - January 2021 - December 2021 - Provisional

Disbursements will have a maximum upset limit of \$5000.00 per Part for all reimbursable expenses for the term of the *contract*. Any cost incurred beyond the maximum upset limit shall not be reimbursed to the *respondent*.

Line Item	Description	Unit Price	Total Cost	Comments
1	Disbursement Cost - Maximum upset limit	\$5,000.0000	\$ 5,000.00	
			Subtotal:	\$ 5,000.00

## Disbursement Requirement Categories - Part # 2 - January 2021 - December 2021

This is meant as informational pricing that shall be compared to market pricing if required. This pricing will support the Disbursement \$5000.00 max upset limit per Part.

All disbursements shall be invoiced at cost with no mark-ups permitted and supporting copies of invoices or receipts shall be included with invoices. *Respondents* may be requested to provide the details of all disbursements.

*Respondents* shall complete all applicable Disbursement Requirement Categories. A category that is filled out with zero (0) shall not be able to be invoiced/charged if required during the term of the *contract*.

Based on Special Provision # 14 - Disbursements

Line Item	Description	Approx. Cost *	Comments
1	PROVISIONS OF GRAPHICS - Small Font - (ledger sized sheet or smaller) colour or black and white photocopying of original hard copies or printing of digital files		
2	PROVISIONS OF GRAPHICS - Large Format (greater than ledger-sized sheet) colour or black and white photocopying of original hard copies or printing of digital files		
3	PROVISIONS OF GRAPHICS - Scanning original hard copies to create digital files		
4	PROVISIONS OF GRAPHICS - Printing and binding of reports and specifications		
5	PROVISIONS OF GRAPHICS - Printing and binding of drawings		
6	DELIVERY - Couriers		
7	DELIVERY - Registered or expressed mail		
8	DELIVERY - Postage		
9	MEALS - Allowance of \$50/day		
10	MILEAGE - Cost per km. Respondents to set rate at .58 cents per km as listed in document RC2019-088		

## Additional Miscellaneous Disbursements Part # 2 - January 2021 - December 2021

This is meant as informational pricing that shall be compared to market pricing if required. This pricing will support the Disbursement \$5000.00 max upset limit per Part.

All additional disbursements shall be added to the "Additional Miscellaneous Disbursements" table. An invoice/charge for disbursements not listed in the "Additional Miscellaneous Disbursements" table shall not be allowed to be invoiced/charged through the term of the *contract*.

Line Item	Description	Approx. Cost	Comments
1			
2			
3			
4			
5			

## Staff Resources- Part # 2 - January 2021 - December 2021

*Respondents* to list staff resources based on cost per hour if required.

A category that is filled out with zero (0) shall not be able to be invoiced/charged if required during the term of the *contract*.

Line Item	Description/Title	Cost/Hour *	Comments
1	Project Manager		
2	Recreation Planner		
3	Urban Planner		
4	Landscape Architect		
5	Waterfront Specialist		
6	Shoreline Engineer		
7	Ecologist		
8	Environmental Planner		
9	Marina Operations Specialist		
10	Survey Crew		

**Additional Staff Resources- Part # 2 - January 2021 - December 2021**

*Respondents* to list additional staff based on cost per hour that are not listed in "Staff Resources".

Line Item	Description/Title	Cost/Hour	Comments
1			
2			
3			
4			
5			

**Pricing Part # 3- January 2022 - December 2022 - Provisional**

Complete the table below to provide Consulting Services with each of the items in the table below correspond to the services defined in the Scope of Work/Specs.

Line Item	Spec No.	Description	Unit Price *	Quantity	Total Cost	Comments
1	1-6	Based on Special Provision # 8 "Waterfront Parks Master Plan: Part Three (3) - Specs 1 to 6.		1		
2	7	Milestone Meetings		4		
3	8	Public Information Centres (PIC) Sessions		2		
4	9	Presentation to Council		2		
5	10	Final Report - Part # 3		1		
					Subtotal:	

**Disbursements - Part # 3 - January 2021 - December 2021 - Provisional**

Disbursements will have a maximum upset limit of \$5000.00 per Part for all reimbursable expenses for the term of the *contract*. Any cost incurred beyond the maximum upset limit shall not be reimbursed to the *respondent*.

Line Item	Description	Unit cost	Total Cost	Comments
1	Disbursement Cost - Maximum upset limit	\$5,000.0000	\$ 5,000.00	
			Subtotal:	\$ 5,000.00

### Disbursement Requirement Categories - Part # 3 - January 2022 - December 2022

This is meant as informational pricing that shall be compared to market pricing if required. This pricing will support the Disbursement \$5000.00 max upset limit per Part.

All disbursements shall be invoiced at cost with no mark-ups permitted and supporting copies of invoices or receipts shall be included with invoices. *Respondents* may be requested to provide the details of all disbursements.

*Respondents* shall complete all applicable Disbursement Requirement Categories. A category that is filled out with zero (0) shall not be able to be invoiced/charged if required during the term of the *contract*.

Based on Special Provision # 14 - Disbursements

Line Item	Description	Approx. Cost *	Comments
1	PROVISIONS OF GRAPHICS - Small Font - (ledger sized sheet or smaller) colour or black and white photocopying of original hard copies or printing of digital files		
2	PROVISIONS OF GRAPHICS - Large Format (greater than ledger-sized sheet) colour or black and white photocopying of original hard copies or printing of digital files		
3	PROVISIONS OF GRAPHICS - Scanning original hard copies to create digital files		
4	PROVISIONS OF GRAPHICS - Printing and binding of reports and specifications		
5	PROVISIONS OF GRAPHICS - Printing and binding of drawings		
6	DELIVERY - Couriers		
7	DELIVERY - Registered or expressed mail		
8	DELIVERY - Postage		
9	MEALS - Allowance of \$50/day		
10	MILEAGE - Cost per km. Respondents to set rate at .58 cents per km as listed in document RC2019-088		

### Additional Miscellaneous Disbursements Part # 3 - January 2022 - December 2022

This is meant as informational pricing that shall be compared to market pricing if required. This pricing will support the Disbursement \$5000.00 max upset limit per Part.

All additional disbursements shall be added to the "Additional Miscellaneous Disbursements" table. An invoice/charge for disbursements not listed in the "Additional Miscellaneous Disbursements" table shall not be allowed to be invoiced/charged through the term of the *contract*.

Line Item	Description	Approx. Cost	Comments
1			
2			
3			
4			
5			

### Staff Resources- Part # 3 - January 2022 - December 2022

*Respondents* to list staff resources based on cost per hour if required.

A category that is filled out with zero (0) shall not be able to be invoiced/charged if required during the term of the *contract*.

Line Item	Description/Title	Cost/Hour *	Comments
1	Project Manager		
2	Recreation Planner		
3	Urban Planner		
4	Landscape Architect		
5	Waterfront Specialist		
6	Shoreline Engineer		
7	Ecologist		
8	Environmental Planner		
9	Marina Operations Specialist		
10	Survey Crew		



## Additional Staff Resources- Part # 3 - January 2022 - December 2022

*Respondents* to list additional staff based on cost per hour that are not listed in "Staff Resources".

Line Item	Description/Title	Cost/Hour	Comments
1			
2			
3			
4			
5			

## Summary Table

Bid Form	Amount
Pricing Part # 1 - January 2020 - December 2020 - Contract	
Disbursements - Part # 1 - January 2020 - December 2020 - Contract	\$ 5,000.00
Subtotal Contract Amount:	

## Bid Questions

Legal Company Name	<input type="text"/>
W.S.I.B. Account Number	<input type="text"/>
H.S.T. Registration Number	<input type="text"/>
Name of Primary Contract / Phone Number / Email Address	<input type="text"/>

## Interview

Line Item	Description	Y/N *	Comments
1	Respondent able to attend interviews December 11th or 12th, 2019.	<input type="radio"/> Yes <input type="radio"/> No	

## Sub Consultants

The following is a complete list of sub-consultants that we will require in the performance of the *work*. We understand that additions, deletions or changes to this list must be communicated to the *Town* after *bid submission* deadline and throughout the term of the *contract* for their approval prior to any modifications are made to this list.

☐ By clicking here I confirm that there are no Subcontractor(s) and the Bidder shall perform the project with their **"OWN FORCES"**.

Line Item	Sub Consultant	Address	Trade
1			
2			
3			

## Documents

It is your responsibility to make sure the uploaded file(s) is/are not defective or corrupted and are able to be opened and viewed by the Town. If the attached file(s) cannot be opened or viewed, your Bid Call Document may be rejected.

- Company Profile (Maximum 5 pages) \* (mandatory)
- Qualifications / Experience \* (mandatory)
- Resumes \* (mandatory)
- Past Projects \* (mandatory)
- References \* (mandatory)
- Project Schedule \* (mandatory)
- Work Plan \* (mandatory)
- Project Understanding & Approach \* (mandatory)
- Project Delivery \* (mandatory)

## Declarations & Addenda

The Bidder hereby acknowledges and agrees:

**I DECLARE** that no person, firm or corporation other than the one whose signature or the signature of whose proper officers are below, has any interest in this *Submission* or in the *Contract* proposed to be taken.

**I FURTHER DECLARE** that this *Submission* is made without any connection, knowledge, comparison of figures or arrangement with any other *Respondent*, firm or person making a *Submission* for the same *Work* and is in all respects fair and without collusion or fraud.

**I FURTHER DECLARE** that no member of the *Town* Council, or any officer of the Corporation of the Town of Georgina, is or will become interested directly or indirectly as a contracting party or otherwise in or in the performance of the *Contract*, or in the supplies, work or business to which it relates or in any portion of the profits thereof, or any such supplies to be used therein or in any of the monies to be derived there from.

**I FURTHER DECLARE** that the several matters in said *Submission* are in all respects true.

**I FURTHER DECLARE** that I have carefully examined the locality and *Site* of the proposed Works, as well as all the Plans, Drawings, Profiles, Form of Submission, Specifications, Special Provisions, Standard Terms and Conditions, Agreement and Bond relating to the said *Contract*, and hereby acknowledge the same to be part and parcel of any *Contract* to be let for the *work* therein described or defined.

**I FURTHER DECLARE** that I have examined the project *Site* and completed the Form of Submission, and it is understood that it is a condition of this *Contract* that the project will be completed on or before the required completion date.

**I AGREE** that if I withdraw this *Submission* before the *Council* of the Corporation of the Town of Georgina have considered the *Submissions* and awarded the *Contract* in respect thereof, at any time not later than sixty (60) days after the closing date, the amount of the deposit accompanying this *submission* (if any) shall be forfeited to the *Town*.

**I FURTHER AGREE** that this offer is to continue open to acceptance until the formal *Contract* is executed by the *Contractor* for the said *Work* or until ninety (90) days after the closing date, whichever event first occurs, and that the *Town* may at any time within that period, without notice, accept this *Submission* whether any other *Submission* had been previously accepted or not.

**I FURTHER AGREE** that I understand and will follow the Accessibility for Ontarians with Disabilities Act and The Accessibility Standards for Customer Service Regulation 429/07 and the Integrated Accessibility Standards Regulations 191/11.

**I FURTHER AGREE** that all Price Schedules, other Schedules (if any) the Form of Submission Data, Supplier Code of Conduct and any Appendices form part of this Form of *Submission*.

**I FURTHER AGREE** that I/WE have received all Addenda as acknowledged below and fully understand their content.

**I FURTHER AGREE** that all I/WE have read the *Town's* Procurement Policy, Standard Terms and Conditions, Supplier Code of Conduct and Definitions and that I/WE accept and agree to comply to the contents therein.



I/WE hereby agree to complete this *Contract* in accordance with the terms contained herein.

The bidder shall declare any potential conflict of interest that could arise from bidding on this bid. Do you have a potential conflict of interest? ☒ **Yes** ☐ **No**

The *Bidder* acknowledges and agrees that the addendum/addenda below form part of the *Bid Submission* document

Please check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
There have not been any addenda issued for this bid.		