

**THE CORPORATION OF THE  
TOWNSHIP OF ZORRA**



**RFP 2017-06**

**REQUEST FOR PROPOSAL FOR  
CONSULTING SERVICES FOR THE  
DEVELOPMENT OF A RECREATION, ARTS &  
CULTURE MASTER PLAN**



## **A GENERAL INSTRUCTIONS**

### **A.1 Invitation to Submit Proposal and Project Description**

The Township of Zorra is seeking proposals for qualified, professional consulting firms for the development of a new Township of Zorra Recreation, Arts & Culture Master Plan.

You are invited to submit a proposal for the provision of goods and/or services as set out in this Request for Proposal documentation. This Request for Proposal does not commit the Township to award a quote or to pay any costs incurred in the preparation of a proposal, provision of samples, or attendance at a pre or post-award site meeting.

Indicate Request for Proposal Number and description on all correspondence.

**Request for Proposal:** 2017-06

**Description:** Township of Zorra Recreation, Arts & Culture Master Plan

**Key Contact:** Stephanie Starchuck

Recreation and Facilities Program Coordinator

Phone – 519-617-7977

Email – sstarchuck@zorra.on.ca

### **A.2 Closing Location, Date and Time**

#### **A.2.1 Closing Location**

Hardcopy proposals shall be received at the following location. Faxed or e-mailed proposals **WILL NOT** be accepted.

The Corporation of the Township of Zorra  
274620 27<sup>th</sup> Line  
P.O. Box 306  
Ingersoll, Ontario  
N5C 3K5

#### **A.2.2 Closing Date and Time**

Proposals shall be received at the closing location by:

**Monday, June 5th, 2017 at 1:00 PM**

#### **A.2.3 Late Proposals**

It is the responsibility of Proponents to allow sufficient time to ensure delivery of their proposals to the designated location prior to the stipulated closing time and date. Late proposals will not be accepted.



## **A.2 Contracting Authority**

The Contracting Authority for the Request for Proposal is:

The Corporation of the Township of Zorra  
274620 27<sup>th</sup> Line  
P.O. Box 306  
Ingersoll, ON N5C 3K5

## **A.3 Terms and Conditions**

### **A.3.1 Glossary of Terms**

*Closing time:* Means the “Closing Time” specified in the RFP.

*Contract:* Means the agreement(s) entered into by the Township with the successful Proponent(s) for the goods, services or goods and services described in the RFP;

*Control:* Means that the Township has the authority to manage the Record, including its creation, use, disclosure and disposal.

*Key Contact:* The Township’s Recreation and Facility Program Coordinator will be the primary contact for this process.

*Key Personnel:* Key Personnel are the critical management and senior resources that carry the responsibility for project delivery. They are individuals that will have a direct and substantial involvement in the work and whose roles and responsibilities will be crucial to the successful completion of the project.

*Owner:* Is The Corporation of the Township of Zorra.

*Proponent:* The prime Consultant entity who submits a proposal. The entity that will execute the contract with Township of Zorra and will have full contractual responsibility for the delivery of the required services;

*Proposal:* Is the offer of a Proponent to furnish materials, supplies or services in response to an RFP;

*Record:* Information in any form, including proposals, reports, documents, drawings (computer generated or otherwise), specifications, photographs, letters, meeting minutes, vouchers and all other correspondence, papers and any other information that is written, photographed, recorded or stored in any manner, but does not include the software or any mechanism that processes such Records.

*RFP:* Means this Request for Proposal of the Township of Zorra including all forms to be included as part of any proposal.

*Township:* Means The Corporation of the Township of Zorra.



A.3.2 Mandatory and Advisory Clauses

Mandatory clauses during the procurement are those containing the word “must”, “will” or “shall”. These clauses must be observed at all times, unless otherwise authorized by the Township of Zorra. Proponents not respecting these clauses will be disqualified and their proposals will not receive any further consideration. Advisory clauses during the procurement are those containing the word “may” or “should”. Proponents not respecting these clauses may be scored lower.

A.3.3 Integrity of Consultant Team Key Personnel Maintained

Proponents are advised that the Key Personnel named in the submission shall remain in their designated roles throughout the RFP period and for the duration of the project.

If the Key Personnel named in a Proponent’s proposal leave or become unavailable or unable to perform their duties for circumstances beyond the Proponent’s reasonable control, the Proponent shall promptly notify the Township and submit resumes of proposed replacement personnel. Proposed replacement personnel should possess professional and/or technical qualifications and comparable experience equivalent to the Key Personnel being replaced.

Should any of the Proponent’s replacement personnel be considered in any respect unsatisfactory, alternative replacement personnel shall be proposed by the Proponent within fourteen (14) days of receipt of the notice of dissatisfaction from the Township.

No payment shall be made for fees incurred by Consultant Team members who were not approved by the Township prior to work taking place.

Failure to honour these requirements may result in rejection of the proposal.

A.3.4 Queries During the RFP

The Proponent will base their proposal on the Township’s RFP documents. It is the responsibility of the Proponent to obtain clarification of any terms, conditions or technical requirements contained in the RFP.

Any questions or requests for clarification during the solicitation period must be submitted in writing by the primary contact of the Proponent to the Key Contact identified in Section A.1 of this RFP document. Inquiries relating to this solicitation are to be directed ONLY to the Key Contact. Non-compliance with this condition during the solicitation period may, for that reason alone, result in the disqualification of the Proponent.

Questions and requests for clarifications will be answered if received in writing by the Township at least seven (7) calendar days prior to the date stipulated for



making the proposal.

The Township will only respond to the prime contact of the Proponent, who will be responsible for further internal distribution as required.

A.3.5 Amendments to the RFP

The answer to all questions or requests will be responded to by an addendum which will be issued to all Proponents.

Proponents are advised that only the written information issued by the Township in this RFP document, and any appended documents and any associated Amendments shall be contractually binding.

A.3.6 Right to Initiate or to Terminate Negotiations

The Township shall have the sole right to initiate or to terminate negotiations.

A.3.7 Right to Request Clarifications / Confirmations

The Township reserves the right to request clarifications and/or confirmations from any or all Proponents regarding any aspect of the proposal. In the event such clarifications and/or confirmations are requested, the Key Contact will make the request. The request for clarification and/or confirmation will be directed to the individual named as the Proponent's contact in their proposal. A written response to each such communication is required from the Proponent.

A.3.8 Payment for Proposal

There will be no direct payment by the Township for the document preparation and submission in response to this RFP.

A.3.9 Privacy and Access Legislation

The Proponent, on behalf of itself, its directors, officers, employees, agents and subcontractors, acknowledges that for the purposes of this RFP, it is bound by the provisions of the ***Municipal Freedom of Information and Protection of Privacy Act***, R.S.O. 1990, c. M.56, as amended by (the "Act"). The Proponent agrees that all information provided to it by the Township, or gathered in the course of providing services is being provided on a confidential basis for the purposes of the administration of the services being provided by the Proponent and is protected by the provisions of the Act.

The Proponent shall not use, at any time during the term of this contract, or thereafter, any of the information acquired by it during the course of carrying out the services provided for herein for any purposes other than the provision of the services or such other purposes authorized in writing by the Township.

A.3.10 Copyright and Use of Documents

Upon completion of the project, the Township of Zorra will become sole owner of all information provided to the Township. The information provided to the Township may be copied by the Township without exception or restriction. The



successful firm will receive credit for all original material. Should the firm wish to retain intellectual rights over any portion of aspect of the final submission, this must be clearly identified in the project submission.

#### **A.4 Insurance**

The proponent agrees to purchase and maintain in force for the duration of this Agreement, the following policies of insurance:

The Proponent, with whom the Owner wishes to enter into an agreement, shall, at the Proponent's own expense, provide the Owner, with the following applicable Certificate of Insurance, with an insurer license in Ontario, prior to the commencement of any contract resulting from this Request for Proposal:

- A.4.1 Comprehensive general liability for an amount of not less than two million dollars (\$2,000,000.00) inclusive per occurrence.
- A.4.2 Standard automobile insurance for all vehicles owned, licensed, or leased by the successful proponent for an amount of not less than two million dollars (\$2,000,000.00) inclusive per occurrence.
- A.4.3 Non-Owned vehicle insurance, for all applicable vehicles, coverage in an amount of not less than two million dollars (\$2,000,000.00) inclusive per occurrence.
- A.4.4 Professional liability insurance for an amount of not less than one million dollars (\$1,000,000.00) inclusive per occurrence.
- A.4.5 Errors and Omissions insurance for an amount of not less than one million dollars (\$1,000,000.00) inclusive per occurrence.

#### **A.5 Workers' Safety and Insurance**

Bidders shall submit, prior to commencement of work, or part of a pre-qualification, a certificate of good standing from the Workers' Safety and Insurance Board of Ontario or independent status.

The Proponent shall be required to submit the following:

- Workplace Safety & Insurance Board Firm Number
- Workplace Safety & Insurance Board Account Number
- A "Clearance Certificate" issued by WSIB indicating that the bidder's account is in good standing.

The bidder understands and agrees that the provisions of the **Occupational Health & Safety Act** and regulations and the Township's Health and Safety policies will be strictly adhered to at all times.



## **B PROJECT DESCRIPTION AND OBJECTIVES**

### **B.1 Project Background**

The Township of Zorra has recognized the recent changing trends in recreation. In an effort to provide direction and to make informed decisions on the future of recreation and the needs of the Communities it serves, the need for a Recreation, Arts & Culture Master Plan (the “Plan”) has been established through the Township’s Strategic Plan.

The recently adopted Strategic Plan outlines a main objective of the Plan to continue building off of the enviable quality of life experienced in the Township of Zorra and to create a more cohesive, diverse and connected community. Furthermore, within the Strategic Plan, the Township outlined a need to become a vibrant community that values uniqueness, creativity and pride in calling Zorra home. The Strategic Plan has identified undertaking a Recreation, Arts & Culture Master Planning process as a key to achieving that goal.

As the municipality grows, and the interests of the Township widen and evolve, the Recreation Department must address the increasing needs associated with growth and ensure an effective Recreation, Arts & Culture Master Plan is in place to guide decision making over the short, medium and long term. The Plan will assist the Township in making decisions on how to spend the Township’s resources, and will be the first step in determining the level of service required to meet the needs of current and future growth.

The Plan should provide an assessment of the current mix of services and programs (public, profit and not-for-profit) available and make recommendations on where, when and how future services, facilities and amenities should be provided. In addition, a financial analysis is required of any potential increases in taxation or fees/charges needed to deliver the services, facilities and amenities deemed required.

### **B.2 Project Objectives**

To work with the Township Council, Recreation, Arts & Culture Master Plan Committee (“the Committee”) and Administration to design a Plan that includes the following components:

- B.2.1** Review of **current inventory of services and programs**, (public, private, semi-private and not-for-profit) leisure opportunities and services including location and proximity to similar programs, activity levels, program delivery, fee comparisons, revenues and expenses and make recommendations on where, when and how future services, and amenities should be provided.
- B.2.2** Review of the **current Recreation Facilities and parks** (public, private and not-for-profit) identifying unique characteristics, location and proximity to similar facilities, present condition and expected lifespan, usage and activity levels,



governance, revenue generation, future capital and operating expenses and potential land acquisition. The Plan will include a forecast for new or redesigned future land and infrastructure needs as the Township and its requirements develop over time. The Plan will serve as a blueprint for future short, medium and long term planning and in the development of needs and priority assessments for recreation programming, facilities, parks, cultural activities, trails and open spaces.

- B.2.3** Review of **current Cultural Events and Attractions** identifying location and proximately to similar functions, the program delivery and the economic impact and make recommendations on where, when and how future services, and amenities should be provided.
- B.2.4** Identify and evaluate the **current community attitudes** towards current services and facilities as well as available current and future recreational opportunities. The plan shall consider stakeholder recommendations as well as comments received from the public.
- B.2.5** Analyze **existing level of service** and impact of any service changes for the staff, department and supporting committees of council.
- B.2.6** Suggest new policies, standardized classification system and/or **design standards for park** land, trails, open space and facility development. The Plan will include recommendations and policy on managing multi-use green spaces.
- B.2.7** To review parkland acquisition impacted by changes to development charges act and make recommendations as to how the Township acquires parkland and trail lands in the future.
- B.2.8** Assess the **future needs** of the private sector, community and neighbourhoods, various community groups, schools, and organizations as well as their ability to continue to support existing and new facilities, programs and leisure opportunities, by examining demographics, trends, strengths, weaknesses and gaps.





### B.3 Project Schedule

The Proponents should base their proposal methodology and fees on the following milestones. A recommended timeline should also be included, with the final presentation to Council at the first meeting scheduled for January, 2018.

Milestone	Target Date
RFP Submission	June 2 <sup>nd</sup> , 2017
Contract Award	June 20 <sup>th</sup> , 2017
Consultant and Staff Initial Meeting	
Complete Phase One	
Complete Phase Two	
Complete Phase Three	
Draft Master Plan Submission	
Final Submission	
Presentation to Council	<i>First Council meeting in January, 2018</i>



## **C SCOPE OF SERVICES TO BE PROVIDED**

### **C.1 Project Scope**

The Plan development will include the following components:

#### **C.1.1 Phase One: Historical Analysis, Existing Conditions and Emerging Trends**

The consultant will undertake an inventory of existing parks and programs; a review and understanding of the emerging issues, trends, population growth and other external forces and opportunities impacting parks and recreation service delivery. An analysis on historical usage and trends of Township facilities should also be reviewed. This will provide a focus for assessment of the current state of recreation, parks, open space, trails, culture, facilities, programs, services and resources in the Township. An extensive survey of staff, council, committees of council, residents, community groups, sports associations and other stakeholders will be carried out to learn about the valued aspects of the existing delivery system, what they would like to see in the future, and how they may participate in the creating that future. Additionally, publications such as the Oxford County Healthy Community Report 2011 and the Oxford County Framework for Affordable Recreation 2015 should be referenced as well as utilizing partnerships such as the Rural Oxford Economic Development Corporation should be included to explore possible links to the Township's economic development.

Following a public Open House and other potential consultation methods, Phase one would conclude with a discussion paper or document where existing conditions are described and quantified, public perceptions and values are documented, a preliminary assessment of future requirements is conducted, and new directions are outlined. The Recreation, Arts & Culture Master Plan Committee will be provided with an update at this point by the Proponent through a Committee meeting.

#### **C.1.2 Phase Two: Strategic Direction**

Based on the information gathered during the first component, the consultant will work with staff to develop a broad, conceptual level "Strategic Direction" that will serve as framework for how the Department will provide Community Parks, Recreation and Culture services into the future.

The Strategic Direction will focus on

- 1) Parks, Trails, and Open Space Strategies and Design Standards
- 2) Culture and Recreation Facilities and Service Strategies
- 3) Financing, Management and Staff Strategies.

This area will examine and review the effectiveness and community satisfaction of a "Cost Recovery" approach to providing recreation and parks services, and give consideration to whether the Township should provide recreation and parks services and rentals as a business or as a management or service-type function, with comparisons to similar municipalities. Additionally, it is recommended that further investigation into studies on providing varying levels



of recreation as a service without cost recovery or examples of alternative financial models, with varying success, should also be examined with examples provided.

The consultant shall complete a review of the existing fees and charges in regards to programs, rentals and non-resident fees, including a comparison with other comparable municipalities. This review should take into consideration issues of accessibility and affordability.

The Committee will be provided with an update at this point, by the Proponent, through a Committee meeting expectations and format of the final report will be discussed and a consensus will be reached on the preferred format.

### C.1.3 Phase Three: Action Plans, Implementation & Monitoring

Once the Strategic Direction is developed, it will provide a foundation for the developing of specific action plans, recommendations and priorities to respond to key issues and shortfalls identified. These Action Plans will relate to the three streams of analysis presented above: the Parks, Trails and Open Space Development Strategies and Design Standards; the Culture and Recreation Facilities and Service Strategies; and the Financing, Management and Staff Strategies.

It is expected that specific costs will be estimated with each Action recommended, to include both capital and operating costs. If new facilities or programming are recommended, supporting data is required to identify community acceptance of the resulting step increase in taxation or fees/charges required to support capital and operating costs.

The Plan will ensure that the Township's Recreation Program will remain current and relevant as priorities and conditions change. Implementation and monitoring of the Plan will be based on short (5 year), medium (5 to 10 year) and long term (10 years or more) periods and evaluate components according to levels of priority.

Upon completion of Phase 3, a draft of the Plan will be provided and a third and final meeting will be scheduled to provide Township Council and the Committee with an update.



## **C.2 Public Consultation**

It is expected that consultation with the public and stakeholders will be undertaken at the early stages of the process to elicit opinion and input from those most affected. The Township values the opinions, ideas and feedback from the public and stakeholders and will look for new and innovative ideas from the Proponent on how that information is collected. The data collection tools and opportunities need to engage and meet the demographics of the township, there will be an emphasis on innovative techniques that combine traditional and modern tools to gather both qualitative and quantitative data from all generations of residents. The plan shall have consideration for stakeholder recommendations as well as comments received from the public. The Proponent will illustrate the various means by which public opinion will be obtained to ensure there is adequate representation from all areas of the township.

## **C.3 Interim and Final Reporting**

The successful consultant team shall provide, on a monthly basis, a written status report and an accompanying detailed invoice to the contact in the Recreation Department. The update must include an outline of the work completed to date, work completed since the last update, and a discussion of how the project is proceeding including any unexpected difficulties. A 'face-to-face' status meeting between Recreation Department staff and the Proponent will occur as required but recommend that it shall take place once a month.

After every phase, the provided report will be made accessible to the public for comment and feedback. The Township of Zorra reserves the right to determine interim and final reporting requirements during the term of the contract as the process unfolds to address specific ongoing needs. The consulting team will be responsible for organizing, mailings, facilitation, recording minutes, secretarial duties, etc. of all meetings during this project and will be asked to present the final report to the Municipal Council.



## **D SUBMISSION REQUIREMENTS**

### **D.1 Contents of Proposals**

The following information should be provided in the proposal in the same order as listed below. As this information will be used to evaluate each responsive proposal submitted, Proponents are encouraged to use the same headings to present their offer.

### **D.2 Team**

Describe the team in terms of responsibilities and roles each member will play, and the amount of time they are expected to put into this project. In particular information provided should include:

- a) Names, qualifications, professional designation, experience and locations of key personnel. Resumes for each key member of the project team will also be provided.
- b) Identify key personnel and their knowledge, training and experience in industry and municipal trends, research, planning and analysis as it pertains to creating a professional, high level Recreation, Arts & Culture Master Plan.

### **D.3 Methodology**

Proponents should demonstrate their understanding of the work involved to meet the stated Project Objectives and provide a description of:

- the process to be followed, including how consultants will encourage the participation of members of the Recreation, Arts & Culture Master Plan Committee, Staff, Council and additional stakeholders;
- innovative and engaging methods for receiving information and feedback from the public and community groups.
- a clear understanding of the scope of services, identification of key issues and suggest any revisions, unique ideas and original approaches.
- how the proposed schedule and budget will be monitored as the project progresses;
- client reporting;
- the purpose and goals of all proposed site trips and meetings;
- any other significant events or activities.

### **D.4 Proponents Past Relevant Experience**

Proponents should describe similar services they have provided in the past five (5) years and identify the location and dates of the work performed. At least



three references including names, telephone and email contact information are to be included.

Proponent is required to submit the length of the time the firm has been in business.

#### **D.5 Project Schedule**

Provide a schedule showing milestones including, but not limited to:

- submission dates for each phase;
- review periods for each phase;
- anticipated date of substantial completion;
- anticipated date of final completion;

Proponents are encouraged to demonstrate how they can meet or exceed the target dates identified in this RFP. Proponent should also disclose whether additional or current projects will affect timelines for deliveries.

#### **D.6 Fees and Expenses**

The proposal must propose a **fixed fee** for services outlined in this RFP (including all disbursements), **hourly rates** with an **estimated upset cost** for Additional Services that may be required and **estimated costs** for disbursements for each stage of the work.

The proposal should identify the breakdown of fees and disbursements for each Phase of the Recreation, Arts & Culture Master Plan.

Prices must be stated in actual dollars and cents expressed in Canadian funds and prices must include all applicable taxes.

#### **D.7 Overall Quality of Proposal**

Proposals will be evaluated for quality, presentation and conformance to the prescribed format.

#### **D.8 Mandatory Requirements**

The following are mandatory requirements for all proposals. Proposals that do not clearly demonstrate compliance with these requirements will result in disqualification of the proponent's proposal and removal of the proposal from further considerations during the evaluation process.

- Must be received by the closing time and date;
- Must clearly state proposed fees and expenses;
- Must provide proof of ability to provide insurance as required by the Contract Documents; and,



- Must disclose whether the Proponent is involved in litigation with respect to engineering/design services provided to another client.

## **D.9 Submission Format**

### **D.9.1 Number of Copies**

Five complete copies of the Proponent's proposal are to be provided in paper form set out in D.9.2. Each copy of the Proponent's proposal must include a completed and signed copy (to be signed by the firm's signing authority) of Schedule "A" of this RFP document. The proposal is also to be submitted on an electronic USB memory stick or an SD memory card (can be returned to Proponent).

### **D.9.2 Proposal Format**

Documents must be formatted as follows:

- Paper size - 8.5" x 11" (metric equivalent A4) OR as indicated. An 11" X 17" page may be used to present a plan or schedule.
- Font size – minimum 12 point ARIAL or equal

Schedule "A" may be reproduced by Proponents in their own format provided that the order of the items and content remains unchanged.

Proposals will be evaluated solely on the contents of the material as requested in this RFP. Supplementary material in the form of company brochures etc., if submitted, will not be forwarded to evaluators.



## E EVALUATION PROCESS

### E.1 Technical Evaluation of Proposals

Proposals will be evaluated by the Recreation, Arts & Culture Master Plan Committee. The evaluation process will involve the review and scoring of the information provided in the proposal against the criteria specified in Items D.2 to D.7 inclusive. The proposal will be evaluated out of **145** points.

### E.2 Evaluation Process

All members of the Committee will have equal votes in the evaluation process. The matrix noted in Item E.3 will be used to compare the scores of each evaluator, and a consensus will then be reached through discussion internal to the Committee.

### E.3 Evaluation Criteria Table

Item	Evaluation Criteria	Rating (1-5)	Weight	Actual Score	Possible Score
1.	<u>Team Experience</u> <ul style="list-style-type: none"> <li>• Qualified Staff with professional affiliation/membership</li> <li>• Experience of key professional staff assigned to this project</li> <li>• Effectiveness of consultant on previous projects</li> </ul>		X4		20
2.	<u>Methodology/Quality of Approach</u> <ul style="list-style-type: none"> <li>• The proposed approach of the firm to complete the project</li> <li>• How does the firm envision the project</li> </ul>		X5		25
	<u>Understanding of Project Objectives</u> <ul style="list-style-type: none"> <li>• Knowledge of Municipality &amp; Community</li> <li>• Interpretation of scope of services and identification of key issues.</li> </ul>		X5		25
3.	<u>Previous Experience of Firm</u> <ul style="list-style-type: none"> <li>• Depth of experience (years in business)</li> <li>• Proven experience and success in providing similar municipal projects.</li> </ul>		X3		15
4.	<u>Project Schedule</u> <ul style="list-style-type: none"> <li>• Understanding of process</li> <li>• How will the required objectives be met</li> </ul>		X3		15
5.	<u>Fees and Expenses</u> <ul style="list-style-type: none"> <li>• Fee comparison to proposed work</li> <li>• Inclusive of additional fees (e.g. mileage, disbursements, travel time)</li> </ul>		X4		20
6.	<u>Overall Quality of Proposal</u> <ul style="list-style-type: none"> <li>• Organization and clarity</li> <li>• Completeness and content</li> <li>• Overall presentation</li> </ul>		X5		25
<b>Total Score</b>					<b>145</b>





Each rating criteria will be evaluated and points based on the following numerical scoring system.

Rating		Description
5	Excellent	Exceeds the requirements of criterion in superlative beneficial ways and is very desirable.
4	Very Good	Exceeds the requirements of criterion and provides added value beneficial to Township's needs.
3	Good	Exceeds the requirements of the criterion but in a manner which is particularly beneficial to the Township's needs
2	Average	Adequately meets most of the requirements of the criterion. May be lacking in some areas which are not critical.
1	Poor	Addresses most, but not all, of the requirements of the criterion to the minimum acceptable level. Lacking in critical areas.
0	Unsatisfactory	Does not satisfy the requirements of the criterion in any manner.



**SCHEDULE "A"**  
**Request for Proposal**  
**Submission Form**

Date: \_\_\_\_\_

Submitted By: \_\_\_\_\_  
"Proponent" \_\_\_\_\_

1. The undersigned acknowledges receipt of the addenda listed hereafter:

Addenda No.	Date of Issue
_____	_____
_____	_____

2. Pursuant to and in compliance with the RFP Documents and the addenda listed above, the undersigned, being familiar with the RFP Documents, and all relevant laws, rules, notices, directives, standards, orders and regulations, licensing and permit requirements, labour markets and other circumstances which may affect its submission, hereby submit a proposal to provide Consulting Services for the Development of the Township of Zorra Recreation, Arts & Culture Master Plan as specified for this project.

3. The Proponent declares:

- a) that it has complied with the instructions and that it accepts all of the terms, provisions, stipulations and requirements set out in the RFP;
- b) that it is not relying on any information other than that set out in the RFP and addenda and issued pursuant thereto by the Township of Zorra;
- c) that all statements and information set out in its RFP Submission Form or otherwise provided to the Township in connection with the RFP, including statements and information hereafter provided, are and will be true, accurate and complete, not misleading and in accordance with the principles of full, true and plain disclosure.

4. Where a Proponent is comprised of more than one entity, all entities comprising the Proponent shall be jointly and severally liable.

The undersigned has completed this RFP Submission Form.

Signature of Proponent:

\_\_\_\_\_  
Printed Name and Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**SCHEDULE "A"**  
**Request for Proposal**  
**Submission Form**

In addition to page 1 of Schedule "A", the Proponent shall submit information as required below. This will form the basis of evaluation of the RFP. It is important for the Proponent to carefully review submission requirements as set in Section D. This form may be reproduced but must be in the same sequence as below.

- 1. Team (See D.2)**
- 2. Methodology (See D.3)**
- 3. Proponents Past Relevant Experience (D.4)**
- 4. Project Schedule (D.5)**
- 5. Fees and Expenses (D.6)**
- 6. Mandatory Requirements (D. 8)**
  - Proof of ability to provide insurance as required by contract documents
  - Disclosure of ongoing litigation
  - Workplace Safety & Insurance Board Firm Number
  - Workplace Safety & Insurance Board Account Number
  - A "Clearance Certificate" issued by WSIB indicating that the bidder's account is in good standing.

**ATTACH THIS SHEET TO THE FRONT OF YOUR TENDER  
ENVELOPE/PACKAGE SUBMISSION**

**TENDER  
TO BE RETURNED TO:**

**THE CORPORATION OF THE TOWNSHIP OF ZORRA  
274620 27<sup>TH</sup> LINE, P.O. BOX 306  
INGERSOLL, ON N5C 3K5**

**RFP 2017-06  
RECREATION, ARTS & CULTURE MASTER PLAN**

**Bidder's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

<b>For Township Use Only</b>	
<b>Date Stamp</b>	
<b>Time Received</b>	<b>Employee Signature</b>

**NOTE:** This address label/sheet must be affixed to the front of your sealed tender envelope/package submission. The Township will not be held responsible for envelopes or packages that are not labeled.