

REQUEST FOR PROPOSAL

PART “A”

INFORMATION TO BIDDERS

PROPOSAL:

Lower Thames Valley Conservation Foundation invites Proposals for:

Project Management Services to Complete the Feasibility Study to Redevelop the Longwoods Road Resource Centre.

Proposals will be received at the following address:

**Longwood Road Resource Centre, Longwoods Road Conservation Area,
8348 Longwoods Road, Mount Brydges, On**

Attention: Mr. Grant Jones, President, Lower Thames Valley Conservation Foundation

Proposal Deadline is:

12:00pm, noon October 19, 2018

Bidders Questions:

Questions should be submitted in writing to the contact listed on page **8**. Answers to all questions will be answered within 2-business days and will be shared with all bidders.

Deadline for questions: **October 14, 2018 4:30 pm**

Bidders should note that any and all work intended to be subcontracted as part of the bid submittal must be accompanied by background materials and references for proposed subcontractors.

SUBMISSION DETAILS:

The original Proposal and seven copies, properly signed, shall be submitted at the Resource Centre to the above address no later than 12:00pm, noon October 19, 2018. Digital copies word.doc format may be emailed to the attention of **Mr. Grant Jones, President**; however, the original Proposal 3 copies hard copies must follow by the aforementioned deadline. The time registered on the Longwood Road Resource Centre wall clock will be considered the official time when determining exact time of submission.

Proposals must be submitted in a sealed envelope and must clearly identify the name of the company, address of the company, and the statement:

“Project Management Services to Complete the Feasibility Study to Redevelop the Longwoods Road Resource Centre.”

Proposal must be submitted on the attached form of Proposal. Proposals must not be restricted by a statement added to the Proposal form, or by a covering letter, or by alterations to the Proposal forms supplied, unless otherwise provided herein.

The Proposal form must be signed by a designated signing officer of the bidding company. If a joint bid is submitted, it must be signed and addressed on behalf of each of the bidders.

Modification of Bids:

Modifications to bids already submitted will be allowed if submitted in writing prior to the time fixed in the Request for Proposals.

The Lower Thames Valley Conservation Foundation reserves the right to waive irregularities and to reject any or all bids. The Lower Thames Valley Conservation Foundation also reserves the right to negotiate with the selected bidder in the event that the price exceeds available funds.

There will be a public opening for this Request for Proposal at the Longwoods Road Resource Centre on October 19, 2018 at 1pm, immediately following the Request For Proposal Closing.

The following accompany this RFP:

Lower Thames Valley Conservation Foundation

REQUEST FOR PROPOSAL

Project Management Services
to Complete the Feasibility Study to Redevelop the
Longwoods Road Resource Centre

NAME OF COMPANY, FIRM OR INDIVIDUAL (HEREIN KNOWN AS THE 'COMPANY')

UNIT NUMBER AND STREET ADDRESS

CITY

PROVINCE

POSTAL CODE

Website

Business Number

NAME OF PERSON SIGNING FOR COMPANY

POSITION

TELEPHONE NUMBER & EXT.

CELLULAR NUMBER

FACSIMILE NUMBER

EMAIL OF PERSON SIGNING FOR COMPANY

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA (if applicable)

This will acknowledge receipt of the following addendum and, that the pricing quoted includes the provision set out in such addendum

ADDENDA #	DATE RECEIVED
Enter addenda #: _____	Enter a date: _____
Enter addenda #: _____	Enter a date: _____
Enter addenda #: _____	Enter a date: _____

BIDDER	SIGNATURE	DATE
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CONTEXT:

Background

Longwoods Road Conservation Area is situated at 8348 Longwoods Road, Mount Brydges, Ontario approximately 25 kilometers southwest of the City of London. This 155 acre Conservation Area is an important rest stop for migratory bird species and is home to unique and rare Carolinian plants and animals. Longwoods features a Resource Centre for conducting education programs, museum displays, gift shop as well as the 2 acre longhouse village site (Ska-Nah-Doht). This longhouse village was recreated to bring the past of the area's First Nations community to life.

Other built amenities include three heritage log cabins, each more than 200 years old, donated in the early 1970's by three local First Nation communities. In addition to trails, some of which are fully accessible, the area also features three group camping areas, a large picnic pavilion and a workshop compound servicing the Conservation Authority's eastern region.

Ska-Na-Doht was officially opened in 1973 and the Resource Centre was opened in 1974 which means that the infrastructure is over 40 years old. When the Resource Centre was constructed it was state of the art – however, in the ensuing years, education methodology has changed, standards for accessibility have strengthened and there has been the expected wear and tear on the infrastructure.

Visioning

Late in 2016 and early in 2017, the Conservation Authority began asking some tough questions like “Is the current structure sustainable?” “Are the services provided relevant?” “Are there ways that the revenue streams can be diversified and expanded?” In short, “What should the future of the Longwoods Road Conservation Area look like?” A detailed visioning exercise was undertaken to consider these and other questions.

A series of 14 recommendations emerged (list not in priority):

#1 Build a new multi-use structure

#2 Redesign existing building

#3 Replace pavilion with outdoor amphitheatre

#4 Install play structure

#5 Improve outbuildings and equipment

#6 Modify the educational programming

#7 Add more programming

#8 Build on the natural environment by introducing new enhancements

#9 Improve visitor experience

#10 Explore all partnership opportunities

#11 Enhance technology

#12 Make changes to the website

#13 Make changes to social media approach

#14 Access new markets

Response to Visioning

It was decided that that the Lower Thames Valley Conservation Foundation and Lower Thames Valley Conservation Authority would develop a joint plan to address recommendations 1, 2 and possibly 3 and apply for funding to undertake a feasibility study with these recommendations in mind. Funding was secured to complete the feasibility study. (over a 12 month period with Project End Date of September 1, 2019)

Proposed Feasibility Study

The Feasibility Study will have the following components:

1. Demand Analysis,
2. Programming and Operations audit,
3. Preliminary Facility Design and Specifications,
4. New Facility Capital and Operating Requirements and
5. Funding Development Strategy.

We will learn whether the full vision is feasible to move forward on at once or whether it needs to be broken out into different phases. This will lead to the development of a Business Plan for the rebuild.

PURPOSE of REQUEST FOR PROPOSAL:

The Lower Thames Valley Conservation Foundation requires a consultant to complete the project management for the redevelopment of the Longwoods Road Conservation Area Resource Centre. The proposal requested will detail a program to undertake this project management.

PROPOSAL CONTENTS:

Proposal, together with letters of transmittal, should include the bidder's description of the work that would be performed or supplied and the following information:

- Description of the level of work to be performed/Description of items supplied
- The team of people who would execute the work, with descriptions of the experiences and skills of each and his/her role;
- Names, addresses and descriptions of key subcontractors which your firm would employ and a description of their relevant experience and past performance;
- Examples from past projects that reflect the deliverables and scope that are listed in the PART "C" Section 1;
- A schedule for the work, including the range of start dates to which your firm is prepared to commit and the anticipated completion dates. This schedule should work within the timeframes outlined by the Lower Thames Valley Conservation Foundation. Any conflict in the two should be described. The schedule should include a list of all anticipated meetings with Lower Thames Valley Conservation Foundation and their locations.
- Proof of liability insurance and WSIB clean abstract.
- Completed Bid Sheets and RFP title Bid Sheet. (Forms found on pages 3,4,16, and 17)

PROPOSAL ACCEPTANCE AND CONTRACT DURATION:

It is the intent of this Proposal to obtain firm prices valid for the duration from October 01, 2018 to September 01, 2019 for project management services. The Lower Thames Valley Conservation Foundation will award this Proposal until September 01, 2019 with an option to extend the contract. If desired by Lower Thames Valley Conservation Foundation a contract extension will be made in writing 60 days prior to the expiration date of the current contract.

The Lower Thames Valley Conservation Foundation reserves the right to accept or reject any or all proposals, in whole or in part. The lowest or any proposal will not necessarily be the successful bidder.

QUESTIONS:

Any questions regarding this Proposal should be directed to:

Ms. Bonnie Carey, Community Relations Coordinator

Lower Thames Valley Conservation Authority

Longwoods Road Conservation Area

8348 Longwoods Road,

Mount Brydges, On

Telephone: 519-264-2420

Fax: 519-264-1562

Email: Bonnie.Carey@ltvca.ca

PART “B” STANDARD TERMS & CONDITIONS

1. SUBMISSION OF PROPOSAL

The Proposal must be signed by a designated signing officer of the bidding firm. The signature(s) must be witnessed, and/or corporate seal applied. If a joint proposal is submitted, it must be signed and addressed on behalf of each of the bidders.

Proposal must be legible, written in ink or by word processor. Erasures, over-writing or strike outs must be initialed by the person signing on behalf of the company.

Electronic copy of submission must be in **word.doc** format.

Proposal must be submitted in a sealed envelope and must clearly identify the name of company, address of company, and the statement:

“Request for Proposal – Project Management Services to Complete the Feasibility Study to Redevelop the Longwoods Road Resource Centre

Proposals received after the closing time specified in the Proposal Call will not be considered and will be returned unopened.

Fax Proposals are not acceptable.

2. CLARIFICATION OF PROPOSAL DOCUMENTS

Any clarification of the Proposal documents required by the Bidder prior to submission of its Proposal shall be requested through the contact listed on page 8 of this document. The Bidder and the Lower Thames Valley Conservation Foundation hereby agree that in no case shall oral arrangements be considered.

No officer or employee of the Lower Thames Valley Conservation Foundation or Lower Thames Valley Conservation Authority is authorized to alter orally any portion of these documents. During the period prior to submission of Proposals, alterations will be issued to Bidders as written addenda. The Bidder shall list in its Proposal all addenda that were considered when its Proposal was prepared.

3. PROOF OF ABILITY

The Bidder may be required to show, in terms of experience and facilities, evidence of its ability, as well as that of any proposed subcontractor, to perform the work by the specified completion date.

4. DELIVERY

Time shall be material and of the essence for this contract. The company shall be responsible for arranging its work so that completion shall be as specified in the contract.

5. PRICING REQUIREMENT

Prices shall be in Canadian Funds, quoted separately for each item stipulated, F.O.B. (Freight on board) the point specified therein.

All prices tendered shall include applicable taxes, insurance and all other charges of every kind attributable to the work. Harmonized Sales Tax shall be shown as extra, unless otherwise specified.

The proposed prices shall not be subject to adjustment for any additional costs incurred by the company, except as may be provided elsewhere in this document.

6. TERMS OF PAYMENT

Payment of contract shall be in accordance with the terms of payment indicated in the contract. The Lower Thames Valley Conservation Foundation shall have the right to withhold from any sum otherwise payable to the company such amount as may be sufficient to remedy a defect or deficiency in the work, pending correction of same.

7. ASSIGNMENT

The company shall not assign the contract or any portion thereof without the prior written consent of the Lower Thames Valley Conservation Foundation.

8. LAWS AND REGULATIONS

The company shall comply with relevant Federal, Provincial and Municipal statutes, regulations and By-laws pertaining to the work and its performance. The company shall be responsible for ensuring similar compliance by its subcontractors.

The contract shall be governed by and interpreted in accordance with the laws of the Province of Ontario.

9. BID ACCEPTANCE

The Lower Thames Valley Conservation Foundation reserves the right to award by item, or part thereof, groups of items, or parts thereof, or all items of the Proposal, and to award contracts to one or more bidders submitting identical Proposals as to price; to accept or reject any Proposal in whole or in part; to waive irregularities and omissions, if in so doing, the best interest of the Lower Thames Valley Conservation Foundation will be served. No liability shall accrue to the Lower Thames Valley Conservation Foundation for its decision in this regard.

Proposals shall be irrevocable for 60 days after the official closing time.

The placing in the mail or delivery to the address given in the Proposal of a notice of award to a bidder by the Lower Thames Valley Conservation Foundation shall constitute notice of acceptance of contract.

10. PROPOSAL PROCEDURES

Proposals will be called, received, evaluated, accepted and process in accordance with Part 'C' Section 3.

11. DISCLOSURE

After the Proposal Opening, requests may be submitted to the Lower Thames Valley Conservation Foundation for the results, and only the names of bidders and total bid prices will be given in the reply.

PART “C” TERMS OF REFERENCE

1. SCOPE OF WORK

All proposals must account for the following scope of work for the elements of the project. If the company recommends additional scope, substitutions and/or value related alternatives, it should be clearly described in full with reasons for the alternative and a separate pricing for its inclusion.

The Lower Thames Valley Conservation Foundation requires a consultant to complete the project management for the redevelopment of the Longwoods Road Conservation Area Resource Centre.

The specific tasks of the project manager will be:

1. With LTVCA staff, develop the Request For Proposals for consultants to complete the feasibility study,
2. Manage the contractor during the duration of the contract,
3. Recommend contract payments to the project steering committee, (LTVCA staff provides treasurer and secretary support to the committee)
4. Support Steering Committee and LTVCA staff with decisions (such as contract award) to be made during the undertaking of the study,
5. Support LTVCA staff in reporting to funding agency,
6. Attend Steering Committee Meetings.

2. PROPOSAL REQUIREMENTS

To be considered as a candidate to undertake one or more of the **Project Management Services to Complete the Feasibility Study to Redevelop the Longwoods Road Resource Centre** functions, bidders are requested to submit 3 copies of a Proposal, not to exceed 10 pages in text length, that address the following:

- a) The ability of the bidder to undertake specific functions based on knowledge of project management of similar projects;
- b) The qualifications and experience of assigned personnel, with an emphasis on time spent as an expert in similar study project management;
- c) A list of minimum of three (3) references that can be contacted regarding similar projects conducted by the Contractor;

- d) Any recent or ongoing work which could present a conflict of interest for a bidder to undertake said project and an indication of how such situation would be overcome.
- e) The successful bidder(s) shall deliver a Certificate of Insurance and WSIB abstract,

3. PROPOSAL EVALUATION

Proposals will be evaluated on the bases of the criteria listed below:

- I. Quality of the proposal in addressing all components of the Terms of Reference (Part C);
- II. Qualifications, experience, knowledge and availability of the personnel assigned to
- III. Ability to avoid bidders conflicts of interest;
- IV. Cost of proposed study

4. SELECTION

Following the evaluation of submitted Proposals for **Project Management Services to Complete the Feasibility Study to Redevelop the Longwoods Road Resource Centre**, a ‘short list’ of candidate companies will be prepared and references will be checked. Lower Thames Valley Conservation Foundation retains the right to disqualify any bidder from a particular project if it will result in an unavoidable conflict of interest. It is the Lower Thames Valley Conservation Foundation’s intention to award the contract to the bidder(s) that can provide the services required, with a high level of service, at a competitive price.

5. CONTRACT

A contract between the successful bidder(s) and the Lower Thames Valley Conservation Foundation will be required. The Lower Thames Valley Conservation Foundation will prepare the draft contract, and the Request for Proposals and Project Proposal shall form appendices.

6. SCHEDULE

Item	DATE
RFP/Tender issued	September 28, 2018
RFP DUE	October 19, 2018
RFP Awarded/Work Commences/Letter of Intent Sent	October 26, 2018
Project Completion	September 1, 2019

7. INSURANCE AND INDEMNITY

The successful proponent shall, at its own expense, obtain and maintain until the termination of contract, and provide the Lower Thames Valley Conservation Foundation with evidence of:

Comprehensive general liability insurance on an occurrence basis for an amount not less than Five Million (\$5,000,000) dollars, and shall include Lower Thames Valley Conservation Foundation and Lower Thames Valley Conservation Authority as an additional insured with respect to their operations, acts and omissions relating to its obligations under this Agreement, such policy to include non-owned automobile liability, personal injury, broad form property damage, contractual liability, owners' and contractors' protective, products and completed operations, contingent employers liability, cross liability and severability of interest clauses;

Automobile liability insurance for an amount not less than Five Million (\$5,000,000) dollars on forms meeting statutory requirements covering all vehicles used in any manner in connection with the performance of the terms of this Agreement.

The successful proponent shall indemnify and hold the Lower Thames Valley Conservation Foundation and Lower Thames Valley Conservation Authority, its officials, agents and employees harmless from and against any liability, loss, injuries, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any acts or omissions either in negligence or in nuisance whether willful or otherwise by the bidder, its agents, officers, employees or other person for whom the bidder is legally responsible.

8. SUBCONTRACTOR BID

List any subcontractor that the company intends to use on this project, their scope of work, and the amount that was included in the bid to cover their work.

9. OWNERSHIP

Any and all drawings, specifications, studies, electronic data, estimates, inventions, discoveries, improvements, concepts, enhancements, and ideas or any portion thereof that the Company may conceive, make, invent or suggest, either solely or jointly with the Lower Thames Valley Conservation Foundation and Lower Thames Valley Conservation Authority at any time during the provision of the Services, whether at the request or upon the suggestion of the Lower Thames Valley Conservation Foundation or the Lower Thames Valley Conservation Authority, and whether or not patentable or copyrightable (and such drawings, enhancement, idea, program or portion thereof and any and all derivative works created or prepared from the foregoing being hereinafter referred to as "Work Product") shall fully, freely and immediately be communicated by the Company to the Lower Thames Valley Conservation Foundation and shall belong to and be the Lower Thames Valley Conservation Foundation and Lower Thames Valley Conservation Authority's exclusive property. The Company shall not at any time, whether during or after the termination or expiration of this Agreement, apply for any letters of patent, design, copyright, trademark or other form of protection whatsoever in Canada or elsewhere for the Work Product.

The Company hereby irrevocably assigns to the Lower Thames Valley Conservation Foundation and Lower Thames Valley Conservation Authority any right, title, or interest the company now has or may hereafter acquire in, to, and under all Work Product, and to any patent, copyright, trademark, or other proprietary or intellectual property rights or interest in, to, and under such Work Product. The Lower Thames Valley Conservation Foundation and Lower Thames Valley Conservation Authority shall be the sole and exclusive owners of all patents, copyrights, trade secrets and other proprietary or intellectual property right or interest in connection with such Work Product.

PART “D” PRICING

The undersigned agrees to provide the **“Project Management Services to Complete the Feasibility Study to Redevelop the Longwoods Road Resource Centre”** as specified within, and in accordance with Parts “A”, “B”, “C”, “D”, and “E” of this proposal document for the following price(s).

Description	Cost		Number of Units		Total Cost
	*unit cost				
		X		=	
		X		=	
		X		=	
		X		=	
Taxes:				=	
Total Cost: _____					

Note: It is the Lower Thames Valley Conservation Foundation’s intention to award the contract to the bidder(s) that can provide the ‘services’ required, with a high level of ‘service’, at a competitive price. Single, multi-disciplinary firms or consortium arrangements are all acceptable.

PART "E" – FORM OF PROPOSAL

To: Lower Thames Valley Conservation Foundation

This Proposal submitted by:

Name of Company

Address of Company

Contact Name	Telephone
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I/We, the undersigned, having carefully examined the proposed work and all contract documents relating thereto, do hereby propose all and offer in accordance therewith to enter into a contract as and when required with The Lower Thames Valley Conservation Foundation, in strict accordance with the said contract documents and such further details as may be supplied.

By my/our signature hereunder, I/we hereby certify this as the Proposal to Provide **Project Management Services to Complete the Feasibility Study to Redevelop the Longwoods Road Resource Centre** to Lower Thames Valley Conservation Foundation in accordance with Parts "A", "B", "C", "D" and "E" of the subject Proposal, executed by me/us and dated at _____ this day _____, 2018.

Witness
(Corporate Seal Not Available)

Signed
(Must be signing Officer of Company)

Print Name of Above Signing Office

Enter position