

Request for Proposals No. **2021-06**

Background

The Township is situated within the scenic Ottawa Valley and bordered by the Ottawa River, encompassing 538 km² in Renfrew County. Highway 17 runs through the community for approximately 39 kilometres. Seven main residential areas exist with vast acres of farmland. According to the 2016 census, the permanent population is over 7,000 with 3,416 permanent dwellings, 2,775 of which are inhabited by usual residents. Previous seasonal population estimates were 3,900. Council is composed of seven members, all elected at large, with a Mayor, Reeve (who also sits on Renfrew County Council), and five councillors. The staff team is comprised of 30 full-time staff, led by a CAO.

The Township is responsible for approximately 712 lane kilometers of roadway. This consists of 398 lane kilometers of hard top surface and 314 lane kilometers of gravel roads.

The Township of Whitewater Region wishes to engage a consultant **to develop an Active Transportation & Trails Plan including recommendations for making connections to existing trails and community assets.** In keeping with the rural nature of the community, the WWR Active Transportation Plan will help give direction to create and improve opportunities to connect schools, parks, and villages/hamlets for active forms of transportation such as walking, running, hiking, and cycling.

A key consideration in the development of the WWR Active Transportation & Trails Plan is the 2016 acquisition by the County of Renfrew of the former CP rail bed (Algonquin Trail) which runs 219 kilometres through the County, of which 35 kilometres runs through the Township. In addition, the former CN corridor runs from the Quebec border to Algonquin Park with 35 kilometers in Whitewater Region. Several other trails exist on county and private property with leadership from the Beachburg Off Road Cycling Association.

Scope of Work

Through the development of the Active Transportation & Trails Plan, the following objectives will be accomplished:

1. Inventory existing and proposed additional active transportation assets (on road and off road), including hardened shoulders, and facilities that ensure cohesive connectivity and recreational amenities.

2. Prioritize a list of recommendations for active transportation facilities and trails with cost and timeframe for inclusion in the Asset Management Plan and 10 and 20-year capital plans.

The appointment will include, but not limited to, the following major tasks.

1. Inventory existing and proposed additional active transportation assets and trails to ensure cohesive connectivity and amenities.
 - a. Review Whitewater Region's inventory of existing transportation assets and trails and identify gaps/missing links in the existing infrastructure and amenities.
 - b. In partnership with project partners, consult to identify:
 - i. current use/capacity of existing active transportation assets and trails,
 - ii. barriers to active transportation in the community, and
 - iii. facilities/supports that would contribute to increased active transportation.
2. Develop a prioritized list of recommended active transportation facilities and trails based on the foregoing findings and on a general outline of need, potential for generating the greatest leverage for increased use, cost, maintenance, and long-term management requirements.
3. Propose best practices for the trail network design, materials, including signage and amenities with consideration of the Township's new Signage program.
4. Conduct a partnership implementation proposal which considers funding sources.

The following deliverables are expected:

- A Council endorsed Active Transportation & Trails Plan for Whitewater Region.
- Completion and identification of existing and proposed active transportation network and trail improvements with identified priority element analysis and multi-year development strategy which considers community and financial partners.
- Assurance that all available resources have been accessed in the preparation of the plan.

Maps and design plans created to support the Active Transportation & Trails Plan will become the intellectual property of the Township and be used to support the realization, communication and/or marketing/promotion of the plan and associated facilities.

Key external stakeholders for this project include the Ottawa Valley Cycling and Active Transportation Alliance, the Beachburg Off Road Cycling Association, the County of Renfrew, Whitewater Sno-goers, Renfrew County ATV Club, CN, local recreation associations, as well as tourism and commercial operators.

Internal stakeholders include Council, CAO, Public Works, Parks & Recreation, Finance & Administration, and Community Development.

The consultant/consulting firm must be willing to coordinate and facilitate, at a minimum, the following meetings:

- Initial meeting with Township Team to confirm the direction of the Active Transportation Plan;
- Stakeholder focus groups/workshops or telephone interviews to collect information to complete the active transportation needs assessment;
- One meeting to present the draft Action Plan to the Township Team;
- Final presentation to the Council of Whitewater Region (June 2, 2021).

The following documentation is available to the consultant team:

- GIS layers and mapping
- County of Renfrew Trails Strategy (2016)
- WWR Asset Management Plan (2014-2024)
- WWR Recreation Master Plan (2018)
- WWR Strategic Plan (2019)
- WWR Strategic Asset Management Policy (2019)
- WWR Growth Projections (2020).

Experience, Qualifications and References

Bidders are expected to outline their experience and qualifications as it pertains to data collection, public engagement, and plan development and include two references for work of similar scope.

Registration and Communications

It is mandatory that you register as a tenderer with the Township. Failure to register will result in non-acceptance of your submission.

Please remit Name and Contact Information to Sandra Moss, Finance Clerk at **smoss@whitewaterregion.ca**.

Questions related to this tender or the requirements are to be received by **4:00 p.m. on Friday, January 29, 2021**.

Where a bidder finds discrepancies or omissions in the proposal requirements or otherwise requires any clarification, the bidder should contact the Township in writing by email as noted above. Where the Township deems that an explanation or interpretation is necessary or desirable, an addendum may be issued.

Delivery and Official Closing Time of Proposals

All submissions shall be in a sealed envelope and delivered to:

44 Main Street
Cobden, ON K0J 1K0

Tender submissions must be received not later than **11:00 a.m. on Wednesday, February 10, 2021.**

The time clock in the Council Chambers at the Township Office is the official time for the deadline for submission. The Township is not responsible for submissions which arrive late or are not properly marked. Submissions shall be officially opened after closing time.

Submission

Form of Proposal & Detailed Submission (4 hardcopies, plus 1 original and 1 electronic copy).

All proposals shall address the requirements with the Form of Proposal signed as an original document by an authorized signing officer. Corporate Seals are requested but are not mandatory. The Form of Proposal & Detailed Work Plan submission shall contain the following information.

- The project manager, key staff and sub-consultants must be listed.
- A workplan proposal (not exceeding 10 pages) fully describing the approach to the project is required with main tasks to be undertaken. Tables, diagrams, company brochures and resumes may be appended.
- Upset Cost Estimate shall include all fees required for completing the assignment. Contingencies, taxes and disbursements are considered to be included. Bidders shall identify any costs believed not to be covered in this RFP but considered necessary for completion of the tasks.
- Two references and a listing of similar projects of scope and scale.

Selection Criteria

The following selection criteria that will be considered in the award. Bidders will be evaluated based on the following weighted evaluation factors:

Detailed Work Plan Evaluation	Point Allocation
Firm's Qualifications and Experience	30
Firm's Proposal and Approach	30
Upset Cost Estimate	30
References	10
Total	100

The Township may decide to exclude bidders from the Telephone Interview/Presentation based on scoring of other facets at its sole discretion.

Points awarded for the Upset Cost Estimate portion of the evaluation shall be in accordance with the following:

The lowest fee proposed shall be awarded the full amount of points available for the fee portion of the evaluation (40). All higher fees proposed shall be awarded points, rounded to the closest full point for the fee portion of the evaluation by the following:

$$\frac{\text{Lowest Bid}}{\text{Proposed Bid}} \times (\text{maximum points for proposed Fee}) = \text{points}$$

For example: if the low fee is \$15,000 and 2nd low fee is \$20,000 their respective scoring would be as follows:

- a. The proponent with the low fee of \$15,000 would be awarded 30 points.
- b. The proponent with the 2nd low fee of \$20,000 would be awarded points as follows:

$$\frac{\$15,000}{\$20,000} \times 30 = 22.5 \text{ points}$$

Selection Timeline

The expected timeline for selection is as follows:

January 6, 2021	RFP Issued
January 29, 2021	Last day for questions if any
February 1, 2021	Issuance of Addendum if any
February 10, 2021	RFP Closing
February 18, 2021	Formal Award
April 16, 2021	Stakeholder Consultation Summary
May 3, 2021	Draft Plan
June 2, 2021	Presentation to Council
June 25, 2021	Final Plan

Payment Schedule and Agreement

Payments will be made based on monthly invoices. Prior to commencing work on the project, the successful Bidder will enter into an Agreement for Professional Consulting Services with the Township based on the Proposal.

Township's Purchasing Policies

The Township's purchasing policies form an integral part of this proposal and process. A copy is available upon request.

Insurance

The selected Bidder shall ensure that all insurance coverage is in place prior to the commencement of services.

- (a) The successful bidder will, at its expense (including the cost of deductibles) maintain in effect, with an insurer licensed in Ontario:
 - (i) a contract of general liability insurance for its operations, with limits of not less than Two Million (\$2,000,000) Dollars, exclusive of interest or costs per occurrence, including coverages for defense and claimants' costs, and coverages for:

- personal injury including death
- property damage or loss (direct or indirect and including loss of use thereof)
- broad form property damage
- contractual liability
- non-owned automobile liability
- products – completed operations
- contingent employer’s liability
- cross liability;
- severability of interest; and
- blanket contractual liability.

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

- (ii) a policy of professional liability insurance or other errors and omissions insurance covering claims and expenses for liability for loss or damage arising from negligence in the provision of the Services, of standard wording, with coverage of no less than Two Million (\$2,000,000) Dollars exclusive of interest or costs per occurrence.
- (b) Every policy of insurance shall contain either no deductible amount or a deductible amount which is reasonable considering the financial circumstances of the Consultant. The Consultant shall be responsible to pay all deductible amounts.
 - (c) No policy shall contain any provision which would contravene the obligations of the successful bidder hereunder or otherwise be to the detriment of the Township.
 - (d) The Consultant shall provide or cause to be provided to the Township, within thirty (30) days of award of Contract, a certificate from its insurer which shows that the policy or policies placed and maintained by it complies with the requirements of this agreement. No review or approval of any such insurance certificate by the Township shall derogate from or diminish the Township’s rights or the Consultant’s obligation contained in this Agreement.
 - (e) If at any time the Township is of the opinion that the insurance taken out by the Consultant is inadequate in any respect, it shall forthwith advise the Consultant of the reasons therefore and the Consultant shall forthwith take out additional insurance, if available, satisfactory to the Township.

- (f) The taking out of insurance shall not relieve the Consultant of any of its obligations under this agreement or limit its liability hereunder.
- (g) All policies of insurance shall be:
 - (i) written with an insurer licensed to do business in Ontario;
 - (ii) in form and content acceptable to the Township acting reasonably;
 - (iii) be non-contributing with, and will apply only as primary and not excess to any other insurance available to the Township; and
 - (iv) contain an undertaking by the insurers to notify the Township in writing not less than thirty (30) days before any material change, cancellation, lapse or termination of the policies.
- (h) Failure to provide the aforementioned insurance will result in the withholding of payments or at the sole option of the Township, forfeiture of the Contract.



**The Corporation of the Township of
Whitewater Region**

Request for Proposals No. 2021-06

Form of Proposal

Company Information

1.	Company Name	
2.	Bidder's Contact Individual	
3.	Address (incl. Postal Code)	
4.	Office Phone #	
5.	Cellular #	
6.	Fax #	
7.	Email address	
8.	HST Account #	

I/We hereby submit the attached Proposal documents to satisfy the requirements as issued by the Township of Whitewater Region.

I/We agree that we have reviewed and understand the RFP documents and I/We are capable and qualified to perform the requirements of the contract.

I/We agree that this offer shall be irrevocable from the time the quotations are opened and extended for a period of 60 days.

I/We agree that this offer acknowledges all addenda and that the pricing quoted includes the provision set out in such addenda.

Proposal Submission

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

BIDDER'S SIGNATURE AND SEAL: _____

NAME AND POSITION: _____

WITNESS SIGNATURE: _____

NAME AND POSITION: _____

DATED AT: _____

THIS _____ DAY OF _____ 202__

Basis of Payment

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

Professional Fees: \$ _____

HST: \$ _____

Total Estimate: \$ _____
(including HST)