



THE CORPORATION OF THE TOWN OF GODERICH

Request for Proposal (RFP)

For Planning and Conceptual Design Services to develop a

Waterfront Master Plan for the Town of Goderich

Date of RFP Issue: July 6, 2015

Submissions must be received on or before:

4:00 p.m., Tuesday, September 8, 2015

Proposals are to be submitted to:

Town of Goderich Waterfront Master Plan
c/o Dwayne Evans, Clerk
Town of Goderich
57 West St.
Goderich ON N7A 2K5

1. BACKGROUND & PROJECT SUMMARY

The Town of Goderich is an urban municipality, with a population of approximately 8,000 individuals, located on the shores of Lake Huron in south-western Ontario.

The Town of Goderich is seeking proposals from qualified Planning/Design consultants to facilitate the creation of a comprehensive Master Plan for the Waterfront area. The limits of the plan north to south are generally from the south harbour pier to the sewage treatment plant outfall, a distance of approximately 1700 m. along the Lake Huron shore. In addition the future of the use of lands in the Near Harbour Area, lands that are currently in both recreational and industrial use, is to be reviewed.

The Town has had previous Plans for the lakeshore area:

- Goderich Waterfront Parks, September 1981, Knox Martin, Kretch
- Goderich Waterfront Parks, Update 1988, Knox Martin, Kretch
- Town of Goderich Waterfront Parks, Master Planning Study, Update 1995, Marshall, Macklin, Monaghan
- Town of Goderich, Main Beach, Preliminary Design Report, July 2001, Marshall, Macklin, Monaghan

All of these documents were collected and are being provided digitally to the respondents to this Request for Proposal. Also attached are two exhibits from the most recent master plan for location reference. These provide reference mapping of the study area.

The Town would like to have in place a “new” Master Plan that will incorporate the best of the outcomes from the previous documents and provide a vision for the future of the Waterfront and Near Harbour areas.

2.0 MASTER PLAN

The overall goal of this project is to develop a Master Plan for the Waterfront and Near Harbour areas. The Master Plan will be used to strategically guide public and private investment and define future direction as the community works to improve and revitalize the Waterfront and Near Harbour area. The Town may appoint a Steering Committee to assist in the planning process which may include staff, members of council, stakeholders and the public.

Project Area:

The area for this project includes the area from the south harbour pier to the sewage treatment plant outfall along the Waterfront; and it includes the municipally owned lands in the Near Harbour Area including the South Harbour Quay, the Marine Museum, the Mineral Springs, and the vacant lands south of West Street and east of Beach St.

More specifically, the Town of Goderich intends to develop a Master Plan that will:

- a. Incorporate community members’ views on how the Waterfront should be developed and used by the community and tourists;
- b. How the recreational lands are best used in conjunction with the Harbour industrial users.(primarily Goderich Elevators)
- c. Look specifically at the future of the lands in the Near Harbour Area including the South Harbour Quay, the Marine Museum, the Mineral Springs, and the vacant lands south of West Street and east of Beach St.
- d. Determine how to best include the existing features along the Waterfront with any future proposed enhancements.
- e. Develop specific implementation strategies that will support and encourage public and private investment;

- f. Recommend strategies for continuing public input and involvement in future development and planning projects; and,
- g. Support development efforts in both the long and short-term.

Consultation:

The Master Plan should, as a minimum, include the following consultations:

- a. The Steering Committee at intervals throughout the process
- b. Town of Goderich Senior Staff
- c. Goderich Elevators and Town of Goderich
- d. Goderich Port Management Corporation (GPMC) and Town of Goderich
- e. Other user groups or stakeholders as needed
- f. Initial public meeting to explain the process, and commence a dialogue with the general public
- g. Public workshop to develop plans and goals
- h. Presentation to Council and Public of Draft Plan
- i. Final Presentation to Council

3. PROJECT GUIDELINES

3.1 Schedules for Selection:

Release of RFP: Monday, July 6, 2015

Date of Mandatory site meeting: Tuesday, August 18, 2015, 10:00 a.m. at the Municipal Offices

Submission due: Tuesday, September 8, 2015, 4:00 p.m.

The successful respondents will be notified on: Wednesday, September 23, 2015

3.2 Proposal Content:

The proposal should be no more than ten pages, including appendices, and should include:

Work Outline

The Respondent shall provide an outline of the process including the proposed methodology and the services proposed to be performed, clearly distinguishing between those tasks they will complete and those to be completed by the client (or others).

Qualifications of the Respondent

Please provide:

- Planning and preliminary design experience, specifically including experience designing waterfront parkland and industrial spaces.
- Familiarity with the existing site.
- Experience working with members of the public, industry and municipalities, and organizing a facilitated process for working with interest groups.
- Respondents shall provide resumes of key project staff including professional designations, affiliations, certifications, experience, etc.

Proposed Schedule

- Respondents shall provide a project schedule for completing the plan. Please include proposed date for public consultation sessions and the final presentation to Council.

Price Proposal

- Respondents shall provide a detailed cost estimate for each component of the work plan and outlined above.

References

- Provide three references where the respondent has provided similar services, including contact and phone number.

3.3 Evaluation Criteria

During the evaluation process any or all of the respondents may be invited for an interview at their own expense. Respondents will be evaluated specifically on:

- Qualifications and relevant experience;
- Understanding of the project and scope of strategy;
- Experience of proposed personnel;
- Quality of work experience for similar assignments;
- Quality of the proposal;
- Responsiveness to the requirements of the RFP;
- Demonstrated knowledge of Goderich;
- Demonstrated knowledge of planning regulations and framework in the Province of Ontario;
- Approach to the project;
- Ability to complete work within timelines;
- Proposed budget.

Pricing information shall contain the total price and a detailed cost breakdown showing tasks, person assigned, fees, and disbursement expenses.

All qualifying Submissions become the property of the Town of Goderich on the closing date and will not be returned. Late Submissions will be returned unopened.

4. SUBMISSION REQUIREMENTS AND TIMING FOR PROPOSALS

Submissions shall consist of 5 bound copies, and a digital version in pdf format. The proposal must be signed and dated and enclosed with the submission. In advance of submitting your proposal, please register your confirmation of interest in responding to this RFP by sending your email address and contact information to devans@goderich.ca. This information is required to provide you with any updates or clarification of this RFP before the due date.

Sealed proposals must be submitted to:

Town of Goderich Waterfront Master Plan
c/o Dwayne Evans, Clerk
Town of Goderich
57 West St.
Goderich ON N7A 2K5

No later than 4:00 p.m. on Tuesday, September 8, 2015.

The envelope must be marked clearly with **“Town of Goderich - Waterfront Master Plan”**.

Proposals may be delivered by hand, courier, or mail. No emailed or faxed submissions will be accepted. The Town is not responsible for any costs of delivery. Late submissions will be rejected.

Interviews may be arranged with selected respondents.

5. INQUIRIES

Questions may be directed to Chip Wilson, Director of Operations, cwilson@goderich.ca , 519-524-8344 x 228.

If an Addendum to the RFP is required as a result of questions, all registered respondents will receive the addendum via email.

6. DELIVERABLES

Upon completion of the Master Plan, the respondent shall submit 15 bound copies of the final report together with 1 unbound copy, copies of presentation materials used at meetings or workshops and a digital copy in pdf format of the report. The Town of Goderich will retain ownership of the final study report .

7. PAYMENT SCHEDULE

Payments will be made to the respondent after receipt of an acceptable invoice for work completed in accordance with the major stages of the project shown in the work plan. Invoices will be paid, after approval by the Town, within 30 days of receipt. Should any part of the terms of the RFP Requirements or contract not be met, the Town of Goderich reserves the right to withhold payment.

8. GENERAL TERMS AND CONDITIONS

Errors and Omissions

The Respondent has the responsibility to notify the Town of Goderich, in writing, of any ambiguity, divergence, error, omission, oversight, or contradiction contained in the RFP as it is discovered and to request any instructions, decisions or discretion which may be required in preparing the Submission, prior to the closing of this RFP.

Rejection Rights

The Town of Goderich reserves the right to reject any or all Submissions. Any Submissions not containing sufficient information, in the view of the Town of Goderich, or its designated agent(s), to permit a thorough analysis may be rejected. The lowest cost proposal will not necessarily be accepted. The Town reserves the right to retain all proposals submitted and to use any ideas contained in a proposal regardless of whether that proposal is selected.

The Town of Goderich reserves the right to verify the validity of the information supplied, and to reject any Submission where the contents appear to be incorrect, or inaccurate in the estimation of the Town of Goderich, or its designated agent(s).

Submissions not conforming to the requirements of the RFP may not be considered, at the sole discretion of the Town. Responses which are unsupported by the information requested in the RFP document, or not complying therewith, may not be considered. Revisions received orally, by telephone, facsimile or other means, after the specified closing time and date may not be accepted or considered.

Notification of Outcome

Following the award of this contract, the Respondents will be notified in writing/email.

Agreement

The successful Respondent must fulfill all obligations of the contents of their Submission and this RFP Document. The Town of Goderich reserves the right to negotiate details of the Agreement and to make the necessary changes or substitution within the general scope of the contract.

Confidentiality

The firm shall not at any time before, during or after the completion of the contract divulge to any third parties confidential Town information, which they obtain during the course of the contract.

All requirements and information obtained by a Respondent in connection with the RFP are the property of the Town of Goderich, and must be treated as confidential and not used for any purpose other than for replying to this RFP and for the fulfillment of any contract.

All documentation which a Respondent delivers to the Town of Goderich or its designated agent(s) for the purposes of this RFP, becomes the property of the Town of Goderich and is subject to the terms of the Municipal Freedom of Information and Protection of Privacy Act.

If a Respondent believes any part of its Submission reveals any trade secret of the Respondent, any intellectual property right of the Respondent, scientific, technical, commercial, financial or labour relations information, or any other similar secret right of information belonging to the Respondent, and if the Respondent wishes the Town of Goderich to attempt to preserve the confidentiality of the trade secret, intellectual property rights or information, then these matters must be clearly identified and designated as confidential.

The Respondents are informed that certain information respecting the privacy of individuals and proprietary information regarding the security of municipal operations cannot and will not be released to anyone other than the Respondent that has been engaged.

All requests for access to the submitted RFPs will be subject to a formal review pursuant to section 10(1) of the Municipal Freedom of Information and Protection of Privacy Act, and representation will be sought prior to disclosure of any third party information.

Compliance with Laws

The Respondent shall comply with all applicable laws relating to the RFP, the Submission and any contract resulting there from.

Submission Preparation Costs

The Town of Goderich will not be responsible for any costs incurred by a Respondent in preparing, submitting, presenting or arranging site visits nor for any other costs, which are incurred relating to the Submission.

Subcontracts and Brokering

Subcontracts for components of this contract must be fully disclosed and meet all the same requirements as the lead contractor. All subcontracts must receive the approval of the Corporation of the Town of Goderich prior to services being rendered. Only Submissions received directly and/or through an approved representative of the named Respondent will be accepted. Submissions received by Brokers representing one or more Respondents shall not be accepted and will be disqualified.

WSIB Coverage

The Respondent warrants that they are not in financial arrears with the Workplace Safety & Insurance Board and that all of their employees are fully covered under the terms of the Act and will provide the Town with a current Certificate of Coverage during any time in the execution or performance of the resulting contract.

Indemnity

The Respondent shall defend, indemnify, and hold harmless the Town of Goderich, all of its officers, agents and employees from and against all claims, actions, suits, demands, proceedings costs, damages and liabilities, arising out of, connected with, or resulting from any negligent acts or omissions of the Respondent or any agent, employee, subcontractor, or supplier of contractor in the execution or performance of the resulting contract.

Insurance

Respondent shall have in place a General Liability policy in the minimum amount of \$5,000,000 and Professional Errors and Omissions Insurance with a minimum coverage of \$1,000,000. Certificates of insurance are required from the successful respondent prior to award of the assignment.