



**REQUEST FOR PROPOSAL  
for the provision of service for**

**Economic Development Strategic Plan**

**Proposal Information No. ADM 17-02**

**Issue Date:** August 29, 2017

**Site Visit:** N/A

**Closing Date:** September 12, 2017 @ 12:00 noon local time

**Opening Date:** September 12, 2017 @ 1:30 pm, Minden Hills Boardroom

**Interview & Presentation Date:** Thursday September 21, 2017 @ 9:00 am

**Opening Date For Appendix G:** Thursday September 21, 2017 @ 1:00 pm

**Address:** Township of Minden Hills  
7 Milne Street, PO Box 359  
Minden, ON K0M 2K0

**Attention:** Dawn Newhook, Clerk

**Last Day for Inquiries:** September 7, 2017

**Proponent Information**

**Name/Company:** \_\_\_\_\_

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

**LATE PROPOSALS WILL NOT BE ACCEPTED.  
THE LOWEST OR ANY PROPOSAL MAY NOT NECESSARILY BE ACCEPTED.**

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## 1.0 GENERAL CONDITIONS

### 1.1 Proposal Handling

The handling of the Proposal document(s) will be in accordance with the Township of Minden Hills Policy No. 17 governing the procurements of goods and services, and this Proposal document.

### 1.2 Proposal Submission Mandatory Requirements

All Proposals must be completed in hard copy and submissions **must include all Appendices attached to the RFT document**. All entries shall be clear, legible, in a non-erasable medium and signed (where applicable). Entries must be made for unit price, lump sum, extensions and totals as appropriate. All items shall be tendered according to instructions contained within the Proposal Documents.

- Appendix A - Detailed Criteria
- Appendix B – Accessibility Regulations for Contracted Services
- Appendix C - Health & Safety Declaration
- Appendix D - Declaration Form
- Appendix E - Evaluation Matrix
- Appendix F - Agreement Acknowledgement
- Appendix G – Price, Detail and Warranty Schedule
- Appendix H –Delivery Notice

Proposals must be submitted in a sealed envelope with Appendix H - Delivery Notice, completed and affixed to the outside. Proposals can be submitted by mail, placed in the municipal drop box located at the Administration building, hand delivered to the front counter of the Finance Department, or the 2<sup>nd</sup> floor front counter.

**Appendix G – Price, Delivery and Warranty Schedule must be included as part of the Proposal, in a separate, sealed envelope, with the Name of the Proponent and the title “Appendix G – Price, Detail & Warranty” clearly written on the envelope and addressed to: Shannon Prentice, Deputy Clerk/Administrative Assistant.**

Submissions received after the official closing time will not be considered during the selection process.

Submissions must consist of a minimum of One (1) hard copy, **Four (4) hardcopies are preferred**.

Electronically transmitted submissions (**facsimile, e-mail, etc.**) will not be accepted for this Proposal. The Proponent may include one of the following approved formats with their hardcopy submission:

- Secure USB Stick/Key
- CD

It is the responsibility of the Proponent to ensure they comply with this procedure. The Township is not responsible for submissions which are not properly marked and/or delivered to any other location, other than that specified herein.

Proposals that are not submitted in the requested format or are incomplete, conditional, illegible or obscure, or that contain additions not called for, reservations, erasures, alterations incorrectly submitted, or irregularities of any kind may be rejected as per the Township's Procurement Policy.

### 1.3 Definitions:

**“Proponent/Consultant”** Refers to any eligible entity providing a Proposal.

**“Corporation/Owner/Township”** Refers to the Township of Minden Hills.

**“Form of Proposal/Proposal”** Refers to this document and its processes.

**“Successful Proponent”** Refers, in the event of an award, to the selected Proponent.

### 1.4 Proposal Closing

Proposals must be received by the Township of Minden Hills on/before **12:00 noon local time on September 12, 2017.**

In the event that an emergency, staff labour disruption or inclement weather forces the suspension of services of the Township, by closing of the office, the Request for Proposal shall become due on the next business day at 12:00 noon, local time, after the original closing date and time.

A Proposal received prior to suspension of services (closing of the office) may be withdrawn and replaced by a new Proposal Package submission and due before the amended closing date and time. Call 705-286-1260 ext. 313 for information in the event of a suspension of service for any additional information.

### 1.5 Proposal Opening

A public opening will be held in the Township Administration Office at 7 Milne Street in Minden 2<sup>nd</sup> floor boardroom, on September 12, 2017, at 12:30 pm, **excluding Appendix G – Price, Delivery & Warranty Schedule.**

In the event that an emergency, staff labour disruption or inclement weather forces the suspension of services of the Township, by closing of the office, the Request for Proposal Opening shall be rescheduled for an alternate date. All Proponents shall be notified via email as provided on Appendix H – Delivery Notice.

Presentations for the short listed Respondents will be held in the Township Administration Office at 7 Milne Street in Minden, 2<sup>nd</sup> floor boardroom, on **Thursday, September 21, 2017 commencing at 9:00 a.m.**

A public opening of Appendix G – Price, Details & Warranty Schedule will be held in the Township Administration Office at 7 Milne Street in Minden, 2<sup>nd</sup> floor boardroom, on **Thursday, September 21 at 1:00 pm.**

In the event that an emergency, staff labour disruption or inclement weather forces the

suspension of services of the Township, by closing of the office, the Request for Proposal Presentations and Opening of Appendix G shall be rescheduled for an alternate date. All Proponents shall be notified via email as provided on Appendix H – Delivery Notice.

The Successful Bidder will be notified when Council considers the Proposal results at their Regular Council meeting scheduled for October 26, 2017 or within 3 business days from receiving council approval, whichever is shortest.

## **1.6 Withdrawal or Alteration of Proposals**

A Proponent who has submitted a Proposal may submit a further Proposal at any time up to the specified time and date for the Proposal closing. The last Proposal received shall supersede and invalidate all Proposals previously submitted by that Proponent for this contract.

A Proponent may withdraw or alter the Proposal at any time up to the specified time and date for Proposal closing by submitting a letter bearing the Proponent's signature to the authorized representative who will mark thereon the time and date of receipt and will place the letter in the Proposal box. The Proponent's name and the contract number shall be shown on the envelope containing such letter. Emails, facsimiles (faxes), or telephone calls will not be accepted.

Proposals withdrawn under this procedure cannot be reinstated.

## **1.7 Examination of Proposal Documents**

Each Proponent must satisfy himself/herself by a personal study of the Proposal documents, by calculations, and by personal inspection of the site, respecting the conditions existing or likely to exist in connection with the proposed goods/services. There will be no consideration of any claim, after submission of Proposals, that there is a misunderstanding with respect to the conditions imposed by this request for Proposal.

Prices bid must include all incidental costs and the Proponent must be satisfied as to the full requirements of the Proposal. No extra work will be entertained without prior Township approval.

Should the Proponent require more information or clarification on any point, it must be obtained prior to the submission of the Proposal.

## **1.8 Omissions, Discrepancies and Interpretations**

Should a Proponent find omissions from or discrepancies in any of the Proposal Documents, or should the Proponent be in doubt as to the meaning of any part of such documents, the Proponent should notify the designated person and office without delay. If the designated person considers that a correction, explanation or interpretation is necessary or desirable, an addendum will be issued to all who have received Proposal Documents.

No oral explanation or interpretation will modify any of the requirements or provisions of the Proposal Documents.

## **1.9 Addenda**

If required by the Township, addenda will be distributed to all Proponents registered as a document taker for this bid. Addenda will be distributed using the latest contact information as provided by the Proponent. It is the Proponent's responsibility to notify the Township of any

changes to their contact information. If the Proposal was acquired via the Township website it is the Proponent's responsibility to check the Township website at [www.mindenhills.ca](http://www.mindenhills.ca) for addenda. It is the Proponent's ultimate responsibility to ensure all addenda have been received.

All Proponents should check the Township website or contact the Township directly as per section 2.7 – Inquiries, prior to submitting their Proposal.

Proponents are required to acknowledge receipt of all addenda by signing the Acknowledgement of Receipt included on the addenda Form. Failure to submit all addenda unless otherwise directed on the addenda form, **will constitute an automatic rejection**.

### **1.10 Acceptance or Rejection of Proposal**

The Township reserves the right to reject any or all Proposals and to waive formalities as the interests of the Township may require without stating reasons therefore. Notwithstanding and without restricting the generality of the statement immediately above, the Township shall not be required to award and accept a Proposal:

- a) When the Proposal is incomplete, obscure, irregular, unrealistic or non-compliant;
- b) Based on the Proponent's past performance with the Township;
- c) When only one (1) proposal has been received as a result of the Proposal call;
- d) Where the lowest responsive and responsible Proponent substantially exceeds the estimated cost of the goods/service;
- e) When all Proposals received fail to comply with the specifications or Proposal terms and conditions;
- f) Where a change in the scope of work or specifications is required the lowest or any Proposal will not necessarily be accepted. The acceptance of a Proposal will be contingent upon an acceptable record of ability, experience and previous performance.

The Township shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent by reason of the acceptance or the non-acceptance by the Township of any Proposal or by reason of any delay in the acceptance of a Proposal except as provided in the Proposal document.

Each Proposal shall be open for acceptance by the Township for a period of **sixty (60)** calendar days following the date of closing.

Where the Proposal document does not state a definite delivery/work schedule and a submitted Proposal is based on an unreasonable delivery/work schedule, the Proposal may be rejected.

### **1.11 Proposal Award Procedures**

Unless stated otherwise the following procedures will apply:

The Township will notify the Successful Proponent that their Proposal has been accepted, within **sixty (60)** calendar days of the Proposal closing or within 3 business days from receiving council approval, whichever is shortest.

Notice of acceptance of Proposal will be by telephone, email and/or by written notice. Proponent shall confirm acknowledgement of awarded Proposal notice.

Immediately after acceptance of the Proposal by the Township, the Successful Proponent shall provide the Township with any required documents within **ten (10)** calendar days of the date of notification of award or as otherwise specified in this Proposal document or by the Township.

Commencement and completion dates may be altered if mutually agreed to by the Clerk, or designate, of the Township of Minden Hills and the Successful Proponent.

### **1.12 Indemnification**

The Successful Respondent shall indemnify and hold harmless The Township, its officers, council members, partners, agents and employees from and against all actions, claims, demands, losses, costs, damages, suits or proceedings whatsoever which may be brought against or made upon The Township and against all loss, liability, judgments, claims, suits, demands or expenses which The Township may sustain, suffer or be put to resulting from or arising out of the Successful Proponents' failure to exercise reasonable care, skill or diligence or omissions in the performance or rendering of any work or service required hereunder to be performed or rendered by the Successful Proponent, its agents, officials and employees.

### **1.13 Ability and Experience of Proponent**

It is not the purpose of the Township of Minden Hills to award this contract to any Proponent who does not furnish satisfactory evidence of possessing the ability and experience in this class of work and sufficient capital and plant resources to ensure acceptable performance and completion of the Proposal.

The following criteria will be utilized by the Township, through references provided to determine whether a Proponent is qualified to undertake the award;

- The Proponent's ability and agreement to supply the goods/services.
- The Proponent's ability to work effectively with the Townships' staff and other representatives.
- The Proponent's history with respect to providing satisfactory results and acceptable cooperation.

The Township may reject the lowest or any submissions, if after investigation and consideration, the Township concludes, in its opinion, that the Proponent is not able to supply the goods/services in a manner satisfactory to the Township.

### **1.14 Variation of Quantities**

The Township of Minden Hills reserves the right to adjust quantities. Quantities shown are approximate, are not guaranteed to be accurate and shall be used as a basis for comparison only. No additional compensation will be allowed for any adjustment which may decrease quantities identified in this Proposal.

### **1.15 Occupational Health & Safety**

The Successful Proponent must comply with all requirements set out in the *Occupational Health & Safety Act, R.S.O. 1990* and all other regulations that apply to the job at hand. The following



language, requirements and conditions shall be included in all agreements with selected Proponents (and sub-selected Proponents) engaged by or on behalf of the Corporation of the Owner:

Where applicable under the Occupational Health and Safety Act (OHSA) (R.S.O.1990 C. 0.1) and regulations, made under that statute:

- a. Selected Proponents acknowledge that they have read and understood the Occupational Health and Safety Act (OHSA) (R.S.O. 1990 C. 0.1) and regulations, made under that statute.
- b. The selected Proponent shall comply with all health and safety requirements established by the Occupational Health and Safety Act and regulations, the Owner and any applicable industry standards. The selected Proponent agrees to assume full responsibility for the enforcement of same.
- c. The selected Proponent shall participate in a pre-project meeting to verify its full understanding of the major contractual requirements and expectations in the area of health and safety before the start of any work.
- d. The selected Proponent shall understand that its performance will be monitored and that their overall performance will be a major consideration for future contracts with the Owner. The frequency and detail of ongoing project monitoring will be dependent upon the nature of the work and safety precautions specified.
- e. The selected Proponent shall allow access to the work site on demand to representatives of the Owner.
- f. The Owner will take all action necessary to support the selected Proponents health and safety efforts and to ensure that the Owner owned and controlled environments in the vicinity of the project are free from hazards.
- g. The selected Proponent acknowledges and agrees that any breach or breaches of health and safety requirements, whether by the selected Proponent or any of its sub-selected Proponents may invalidate the contract.
- h. The selected Proponent acknowledges and agrees that any damages or fines that may be assessed against the Owner by reason of a breach or breaches of the OHSA by the selected Proponent or any of its sub-selected Proponents will entitle the Owner to set off the damages so assessed against any monies that the Owner may from time to time owe the Proponent under this contract or any other contract whatsoever.
- i. The selected Proponent shall provide a list of all controlled hazardous materials or products containing hazardous materials, all physical agents or devices or equipment producing or omitting physical agent and any substance, compound, product or physical agent that is deemed to be or contains a designated substance in accordance with the Workplace Hazardous Materials Information System (WHMIS) as defined under the Occupational Health and Safety Act and shall provide appropriate Material Safety Data Sheets for these substances used for the performance of the required work, all prior to the performance of said work.

- j. Where hazardous materials, physical agents and/or designated substances are used in the performance of the required work, the successful selected Proponent shall ensure that the requirements of the Occupational Health and Safety Act and associated regulations are complied with.
- k. The selected Proponent shall follow Workplace Hazardous Materials Information Systems (WHMIS) requirements and ensure all employees are given required training and support.
- l. The selected Proponent shall have a clearly defined safety plan/rescue plan for its workers involved in hazardous activities.
- m. The selected Proponent agrees at all times to comply with Occupational Health and Safety Standards in the workplace and further agrees to adhere to Health and Safety Standards set out in applicable statutes and regulations and to comply with written Health and Safety Policies of the Owner.
- n. Selected Proponents with known poor safety records or with inadequate qualifications or equipment will not be considered for award.
- o. Worker safety is given first priority in planning, pricing and performing the Work;
- p. Its officers and supervisory employees have a working knowledge of the duties of a Constructor and Employer under the Act and the provisions of the Regulations applicable to the Work, and a personal commitment to comply with them;
- q. Workers employed to carry out the Work possess the knowledge, skills and protective devices required by law or recommended for use by a recognized industry association to allow them to work in safety;
- r. Its supervisory employees carry out their duties in a diligent and responsible manner with due consideration for the health and safety of the workers; and
- s. All subcontractors employed by the Successful Proponent to perform part of the Work and their employees are properly protected from injury while carrying out their associated duties.

#### **1.16 Workplace Safety Insurance Board (WSIB)**

All Proponents must indicate WSIB coverage by providing their certificate number, or indicate exemption from coverage as per the *Workplace Safety and Insurance Board* on Appendix A – Detailed Criteria.

The Successful Proponent shall provide proof of coverage and shall maintain this coverage throughout the length of the contract. If exempt from coverage, proof of exemption, in the form of a letter from WSIB indicating that you do not require the coverage must be provided to the Township within ten (10) business days of being awarded the contract, or prior to commencement of the contract, whichever is shortest.

WSIB coverage must remain in effect for duration of the project as per the terms of this Proposal.

## **1.17 Insurance Requirements**

Proponents will acknowledge their ability to provide proof of insurance in accordance with this Proposal document, identified in Appendix A – Detailed Criteria.

The Successful Proponent shall provide proof of insurance, in the form of a proof of insurance certificate, indicating general commercial liability insurance with a *minimum coverage of five million dollars (\$5,000,000)*, with the Corporation of the Township of Minden Hills added as an additional insured party. The certificate must be provided to the Township within five (5) business days of being awarded the contract, or prior to commencement of the contract, whichever is shortest. Failure to submit the requested insurance certificate by the Successful Proponent shall result in a withdrawal of the contract by the Township.

The Successful proponent shall provide proof of automobile insurance for any and all vehicles used by, or on behalf of the proponent for the purpose of the work outlined in this Proposal to a limit of not less than Two Million Dollars (\$2,000,000) per occurrence in respect of bodily injury, death and damage to property including loss of use thereof.

Insurance must remain in effect for the duration of the contract as per the terms of this proposal. It will be the responsibility of the Proponent to provide the Township with any and all renewal certificates during this period.

## **1.18 Limited Liabilities**

The Township's liability under this Proposal shall be limited to the actual goods/services ordered and provided.

## **1.19 Proponent Expense**

Any expenses incurred by the Proponent in the preparation of the Proposal submission are entirely the responsibility of the Proponent and will not be charged to the Township.

## **1.20 Protection of Work & Property**

The Successful Proponent shall provide continuous and adequate protection of all goods from damage and shall protect the Owner's property from injury or damage arising until delivery of the goods/services. The Successful Proponent shall make good any such damage or injury.

## **1.21 Regulation Compliance and Legislation**

The Successful Proponent shall ensure all goods/services provided in respect to this Proposal are in accordance with, and under authorization of all applicable authorities, Municipal, Provincial and Federal legislation.

## **1.22 Accessibility**

The Proponent, and any of its employees, must ensure that the goods/services provided are accessible to all potential users, including older people and people with disabilities. Where feasible, it should:

- Be technically accessible, in that it is possible for all users to access all information and functionality;
- Be equally usable, in that it is not prohibitively difficult or time consuming for users with disabilities to carry out normal tasks;
- Be capable of being adapted or configured by individual users to meet their specific needs and preferences;
- Be capable of interfacing with appropriate, widely available assistive technologies employed by users.

Refer to Appendix B - Accessibility Regulations for Contractors for information about accessibility principles and guidelines from the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*, Accessibility Standard for Customer Service (ASCS) and the Integrated Accessibility Standards Regulation (IASR).

### **1.23 Agreement**

The Township reserves the right to cancel the awarding of any proposal in the event that both parties are unable to agree to the terms of the contract within ten (10) days, or the commencement of the project, whichever is shortest. Please also refer to Appendix F – Agreement Acknowledgement.

In the event that your Proposal is accepted by Council and confirmed by a letter from the Township, the Proposal and the acceptance by Council shall constitute a binding contract between the Proponent and the Township, and the successful Proponent shall complete the work as described in accordance with the provisions, specifications and conditions outlined in the Proposal documents and shall be binding upon the heirs, executors, administrators, successors and assigns of the successful Proposal.

### **1.24 Assignment of Contract**

The Successful Proponent shall not assign transfer, convey, sublet or otherwise dispose of this contract or his/her right, title or interest therein, or his power to execute such contract, to any other person, company or corporation, without the previous consent, in writing, of the Township's officials, which consent shall not be unreasonably withheld.

### **1.25 Cancellation of Contract**

The Township reserves the right to immediately terminate the Contract awarded to the Successful Proponent, or part thereof, at its own discretion, including but not limited to such items as non-performance, late deliveries, inferior quality, pricing problems, etc.

It is agreed by the Parties to the Contract that if the Successful Proponent should neglect to execute the service(s) properly or fail to perform any provision of this Award, the Township, after **three (3)** business days written notice to the Successful Proponent, may deduct any amount under this paragraph from any monies that may be due or payable to the Successful Proponent on any account whatsoever. The liquidated damages payable under this paragraph are in addition to and without prejudice to any other remedy, action or other alternative that may be available to the

Township. Continued failure of the Successful Proponent to execute the work properly shall result in a termination of Contract. The Township shall provide written notice of termination.

The Successful Proponent shall not be assessed with liquidation damages for any delay caused by Acts of God or of the Public Enemy, Acts of the Province or of any Foreign State, Fire, Flood, Epidemics, Quarantine, Restrictions, Embargoes, Labour Disruptions, Strikes, Lockouts or delays due to such causes. The time of delivery shall be extended for a period of time equal to the time lost to such delay.

The Township shall not be liable to the Successful Proponent for loss of anticipated profit on the cancelled portion or portions of the Contract.

## **1.26 Conflict of Interest**

The Proponent shall declare any actual or potential conflict of interest that exists now or may exist in the future with respect to the Proponent's participation in this process and, if selected, the performance of the Proponent's responsibilities pursuant to this retainer.

The Proponent shall declare that the proposal, submitted is in all respects fair and without collusion or fraud and further that no member of Council, Officer or employee of the Township of Minden Hills has become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise on the performance of the said proposal.

The Township reserves the sole right and discretion to determine whether any situation constitutes an actual or potential conflict of interest and may disqualify any Proponent on such basis.

## **1.27 Governing Laws**

This Proposal and subsequent contract/agreements will be interpreted and governed by the laws of the Province of Ontario.

## **1.28 Freedom of Information**

Any personal information required on the Proposal Form is received under the authority of the *Municipal Freedom of Information and Protection of Privacy Act, 1989, RSO, 1990 (Act)*. This information forms an integral component of the Proposal submission.

All written Proposals received by the Township become a public record once a Proposal is deemed complete by the Township. All information contained in the Proposal document is available to the public, including personal information.

Questions about collection of personal information and the *Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, Chapter M.56*, as amended, should be directed to:

Clerk, Township of Minden Hills  
7 Milne Street, PO Box 359  
Minden, ON  
K0M 2K0  
Telephone (705) 286-1260

The Clerk has been designated by the Township of Minden Hills Council to carry out the responsibilities of the Act.

## **1.29 Proposal Package Submissions Information Release to Other Proponents**

The number of Proposals received and the names of the Proponents are confidential and shall not be divulged prior to the public Proposal opening.

## **2.0 Specific Conditions**

### **2.1 Award**

This RFP does not commit the Township in any way to select the preferred Proponent, or to proceed to negotiations for a contract, or to award any contract.

It is the intention of the Township to award this Proposal to only one (1) qualified Proponent. The lowest or any Proposal may not necessarily be accepted.

### **2.2 Multiple Submissions**

Proponents wishing to offer more than one (1) submission for consideration must complete a separate Proposal document for each separate offer and clearly identify each submission as a separate offer.

### **2.3 Harmonized Sales Tax (HST)**

HST is applicable to the item(s) listed, however, is not to be included in the Tendered unit cost.

### **2.4 Warranty**

The Proposal submission shall include a brief summary covering materials and workmanship as per Appendix G – Price, Detail & Warranty Schedule. Additional warranty and/or guarantee information may be included separately. If the product needs to be returned to the supplier for warranty work, it will be at full cost to the Successful Proponent.

### **2.5 Terms of Payment**

Payment will be made in response to the Successful Proponent's invoice to the Township. The Township will not pay in part or in full until the goods/services are received. Possession will not be taken until the unit(s) meet(s) all specifications and is approved by the Clerk or their designate(s).

Invoicing must coincide with the funding schedule approved by the Ministry of Agriculture, Food and Rural Affairs.

Unless otherwise stated herein, the Township's normal terms of payment will be net thirty (30) calendar days from the receipt of goods/services or the date of invoice, whichever occurs later. Invoices shall be forwarded to the attention of:

Accounts Payable  
Township of Minden Hills  
7 Milne Street, PO Box 359  
Minden, ON  
K0M 2K0  
[accountspayable@mindenhills.ca](mailto:accountspayable@mindenhills.ca)

## 2.6 Proposal Selection

### 2.6.1 Evaluation Stages and Total Evaluation Points Available

The Township of Minden Hills will conduct the evaluation of Proposals in four (4) stages as follows:

#### Stage 1 – RFT Review (pass/fail)

A review will be undertaken to determine if the submitted Proposal complies with all the mandatory requirements (inclusion of all Appendices and compliance with the submission requirements and deadline).

Proposals that do not comply with the mandatory requirements may, subject to the reserved rights of the Township of Minden Hills and the Township’s Procurement Policy, be disqualified and not evaluated further.

#### Stage 2 – Rated Criteria (125 points)

Stage 2 will consist of a scoring by the review committee of each qualified Proposal on the basis of the information provided in the submitted proposal and assessment and scoring against the criteria set out in Section 3.2 Proposal Requirements and Appendix E – Evaluation Matrix.

The following is an overview of the categories and weightings for the Stage 2 Criteria of the RFT:

Criteria	Maximum Points
Proponent Qualifications (based on proposal submission, section 3.2 - Proposal Requirements and Evaluation Matrix (Appendix E))	125

Proponents should be aware that this is a “gated process”. Proposals will be initially evaluated on non-price based criteria first. From there, the highest scoring Proposals will be chosen to have their pricing evaluated in order to arrive at a total aggregate score for the best solutions. At the end of this stage, the top three (3) Proponents (where applicable) will be short-listed to move on to Stages 3 and 4.

#### Stage 3 – Interview (25 Points)

Stage 3 will consist of a mandatory interview with the review committee, scheduled for **Thursday September 21, 2017** beginning at **9:00 am** in the Township Administration Building, 2<sup>nd</sup> floor Boardroom. Proponents will be contacted by Staff to confirm attendance. Interview questions will be provided in advance. Proponents are asked to bring an example of an Economic Development Strategic Plan they have created for a municipality similar to the scope of this RFP.

When preparing a response to interview questions, as provided, Proponents are being asked to limit their responses for all questions to thirty (30) minutes in total. Interviews that exceed thirty (30) minutes may receive a reduced score.

#### Stage 4 – Evaluation and Pricing (40 points)

Stage 3 will consist of a scoring of the pricing submitted on Appendix G – Price, Delivery & Warranty Schedule.

**IMPORTANT** – Appendix G – Price, Delivery & Warranty Schedule **must** be submitted in a separate, sealed envelope, as per Section 1.2 of this RFP document.

This schedule will be opened, and an evaluation of the cost undertaken, only after the first three (3) Stages have been completed. Only those Proponents who moved forward from Stage 2 will be scored here.

Each Proponent will receive a percentage of the total possible **40** points allocated to price by dividing the Proponent's price into the lowest Proposal of the short-listed submissions.

For example, if the lowest proposal price is \$120.00, that Proponent received 100% of the points ( $120/120 = 100\%$ ), or **40** points. A Proponent who submits \$150 receives 80% of the possible points ( $120/150 = 80\%$ ) or **32** points. A Proponent who submits \$240 receives 50% of the possible points ( $120/240 = 50\%$ ) or **20** points.

#### 2.6.2 Total Evaluation Points Available

Overall, a Proponent may receive a maximum of **190** Evaluation points as follows:

Criteria	Maximum Points
Stage 1 - Compliance with Submission Requirements	Pass/Fail
Stage 2 - Rated Criteria	125
Stage 3 - Interview and Presentation	25
Stage 4 - Pricing	40
<b>Total</b>	<b>190</b>

#### 2.7 Inquiries

Inquiries concerning the Proposal specifications general Proposal process are to be directed to:

Shannon Prentice  
Deputy Clerk/Administrative Assistant  
(705) 286-1260 ext. 313  
[sprentice@mindenhills.ca](mailto:sprentice@mindenhills.ca)

Questions of clarification will be answered individually, but response(s) to any question that modifies the scope of the Request for Proposal will be circulated as outlined in section 1.9 of this document, as a Request for Proposal Addendum to all registered document takers



who have received the Request for Proposal document from the Township.

Inquiries must be received no later than **three (3)** business days prior to the closing date, on or before 12:00 noon, local time; otherwise a response may not be provided.

## **3.0 Proposal Specifications**

### **3.1 Overview**

The Township of Minden Hills is seeking proposals from qualified Consultants to establish an Economic Development Strategic Plan.

Reporting to the Clerk, the Proponent will develop an Economic Development Strategic Plan that will identify the role and responsibilities for the Township and its partners in building and supporting a strong local economy.

The Economic Development Strategic Plan will:

- Provide a vision for the delivery of economic development services in the Township and identify the core business areas for the Township.
- Guide the economic development activities and investments for the Township and include the actions steps to achieve the identified goals.
- Identify strategic priorities that will deliver results and assist in effectively allocating human and financial resources to economic development activities.

The Corporation of the Township of Minden Hills is a lower-tier municipality in the County of Haliburton. The Township is a vibrant and bustling community which strives to ignite the passions of art, music and the environment. Due to the scenic beauty of the Township's rural landscape, pristine waters and many natural attractions, Minden Hills experiences a significant influx of seasonal residents, and tourists, during the months of May to October when its seasonal population increases from approximately 6,000 people to 12,000 people.

The Township has developed the following Plans which may assist with the creation of the Economic Development Strategic Plan:

- Cultural Plan
- Village Master Plan
- Official Plan and Zoning By-law
- Master Parks and Trails Plan
- Landfill 25 Year Plan
- Asset Management Plan
- Community Improvement Plan

The geographical jurisdiction for the project is the Township of Minden Hills, which comprises the following geographic Townships:

- Township of Anson
- Township of Hindon
- Township of Minden
- Township of Lutterworth
- Township of Snowdon

The Economic Development Strategic Plan will include a review of the existing economic development activities conducted by the range of organizations that contribute to the economic development landscape in the Township.

The Economic Development Strategic Plan will assess and recommend the optimal method and organization for delivering the various recommended activities.

Development of the Economic Development Strategic Plan will require:

- Working with lower-tier and upper-tier stakeholders.
- Analysis of the local economy.
- Research into economic trends and best practices in economic development.
- A review of existing plans and reports that impact economic development.
- Comprehensive public and stakeholder consultation.
- Presentations to Council to confirm strategic priorities and finalize the Economic Development Strategic Plan.

### **3.2 Proposal Requirements**

The Proposal shall include but is not limited to:

#### Proponent Information

- Provide company information that outlines and defines their technical competence, experience on similar projects, proven performance, and availability of dedicated, experienced personnel for the duration of the project, ability to perform within time constraints, location and/or local knowledge, professional independence/ integrity and managerial ability including information on projects of similar size and nature. If providing a sample(s), attach as an appendix to proposal submission.
- Provide a minimum of three (3) references, two of which are related to the creation of municipal Economic Development Strategic Plans similar to the Township of Minden Hills. Reference shall include contact name and information; email and phone number. The Township may contact any or all of the references provided in its evaluation of the proposal.
- Provide a list of suppliers and sub-contractors which may be utilized during the project.

#### Qualifications and Experience of Team

- Describe the Project Team and include: organizational structure, roles and, responsibilities, qualifications, and credentials.
- Provide a table indicating distribution of tasks/hours for each team member.
- Provide demonstrated examples where each team member has successfully undertaken a similar role to that proposed with this RFP.

## Methodology and Approach

- Provide details of understanding of scope of project and key requirements with a description of how those requirements will be performed.
- Include unique advantages of the proposed solution that illustrates “added value” that the Proponent has to offer.

## Schedule of Work

- Provide a detailed proposed work schedule which addresses all requirements of the project, based on the summary of dates provided in section 3.4 Deliverables.

### **3.3 Scope of Work**

The project will consist of the following elements:

#### Research Phase

- Review of existing Township Plans.
- Demographic Profile & Labour Force Analysis.
- Economic Base Analysis.
- Inventory Economic Development Assets.
- Review the agencies providing economic development services in the Township.
- Review Recent Development Trends.
- Background Report.

#### Consultation Phase

The Proponent will conduct a comprehensive consultation process involving:

- The Economic Development Strategic Plan Task Force.
- Local business leaders and sector stakeholders.
- Municipal Council and Department Heads.
- Township economic development team members.
- County of Haliburton economic development organizations.
- Local economic development, tourism and business organizations.
- Key economic influencers.
- Others as identified during the work plan.
- Consultation will consist of a combination of face to face interviews, an on-line survey and focus groups.

The Proponent will summarize their observations in a findings and issues report.

#### Reporting Phase

The final economic development strategic plan will include the following elements:

- Economic Development Vision.
- Identification of strategic priorities.
- Presentation of strategic priorities for review with task force.
- Presentation of strategic priorities for approval by Council.
- Recommend corresponding actions, lead and supporting agencies, performance measures and budget implications for each strategic priority.
- Finalize and present the Draft Report and Recommendations for approval by the

task force and subsequent presentation to Council.

In preparing the Economic Development Strategic Plan, the Proponent will:

- Be familiar with best practices and emerging trends in the development of economic development strategies and be able to apply these principles to the development of the Township of Minden Hills Economic Development Strategic Plan.
- Consult with stakeholders from the Township to assess economic development assets, identify actions that will build upon the economic potential of the Township of Minden Hills.
- Review the economic development strategies in Township organizations and identify ways to maximize the local impact of these programs.
- Create an implementation in consultation with economic development and other organizations responsible for delivering economic development services in the Township of Minden Hills.

### 3.4 Deliverables

The Township requires the project to be completed and the Plan adopted by Council on September 27, 2018. There is no flexibility with this date.

The following is a summary of deliverables required and the estimated time for the proposed works:

Date	Description
November 6, 2017	Meet with Proponent– Initial meeting with Proponent and Staff to discuss participants for Task Force, collection of data and SWOT.
November 13 to 24, 2017	Advertise for Task Force Members.
December 14, 2017	Appointment of Task Force.
<b>January to June 2018</b> – Proponent’s shall provide a work schedule and work plan for this time period based on estimated timelines indicated in this section.	
January 8 to 12, 2018	Meet with Task Force – Proponent to meet with Task Force to determine the Terms of Reference.
Week of February 15, 2018	Stakeholder Meetings – businesses and members of the public/open house.
Mar 21, 2018	Draft Plan – Proponent to provide the draft plan to Department Heads for review and comment.
Week of April 2, 2018	Draft Plan – Proponent to provide the draft plan to Task Force for review and comments.
May 10, 2018	Draft Plan – Proponent to present the draft Plan to Council for review and comments.

<b>July to September 2018</b> - NOTE: Very tight timelines from the July Open Houses to the adoption of the Plan on September 27, 2018. Some proposed timelines in this section may be subject to change in consultation with the successful proponent and the Clerk, or designate.	
Week of June 4, 2018	Revised draft plan provided to Task Force for review.
July 7, 2018	Public Open House 10:00 am to 12:00 noon – proposed meeting date.
July 10, 2018	Public Open House 7:00 pm to 9:00 pm – proposed meeting date.
Week of July 16, 2018	Revised draft plan provided to Task Force for review.
August 9, 2018	Special Meeting of Council & Public Meeting – All of Council to review revised draft plan following two public open houses.
TBD	Task Force review Draft Plan following Special Meeting of Council if required.
August 30, 2018	Revised Final Draft to Regular Council Meeting – for review.
September 27, 2018 (FIRM)	Regular Council Meeting – Adopt Plan.

### 3.5 Proponent Responsibilities

The overall responsibility and scope of work for the Proponent is to prepare an Economic Development Strategy containing goals, objectives and implementation actions. The Proponent will provide facilitation services during the public outreach and stakeholder engagement process. The Proponent, with the support from the Township’s Clerk, shall provide professional services to support the following tasks:

1. Review and analyze existing demographic and socioeconomic data, labour force characteristics and other key economic data.
2. Prepare key demographic trends and forecasts, social factors, economic factors and financial indicators for inclusion into the Strategy. This task should include preparation of market study of the Township’s retail/commercial and industrial sectors and community profile.
3. Identify the community’s assets and competitive advantages, with proposed activities and programs, to incorporate these assets and advantages into an overall economic development strategy. This task should include a Strengths, Weaknesses, Opportunities and Threats (SWOT) or SWOT-style analysis of the Township and the surrounding area.
4. Review and analyze local by-laws, policies, processes and regulations providing recommendations on making adjustments, where necessary and appropriate, to support sustainable economic growth and diversification.
5. Prepare and facilitate up to three (3) public open houses with business community, stakeholders and the public.
6. In consultation with the Clerk, or designate, prepare and facilitate meetings with

the Township's Economic Development Task Force and other stakeholders in accordance with the Successful Proponent's proposed work schedule and work plan.

7. Attend meetings in the Township with Township Staff and key community members to identify and prioritize economic development goals and objectives and proposed activities and programs.
8. Prepare an initial draft and a final version of the locally based Economic Development Strategy setting forth goals and objectives for taking advantage of the opportunities within and surrounding the Township and its communities. The Economic Development Strategy is to contain an economic development action plan with suggested activities, projects and programming to implement objectives and goals set forth in the Strategy as well as performance measures with timelines to evaluate whether and to what extent plan goals and objectives have been or are being met.
9. Attend at least four (4) Council meetings as per the estimated timeline in section 3.4 or as approved by the Clerk, or designate.
10. The Proponent will submit a draft report for review by the Department Heads and will make appropriate changes as a result of input from attendees. Should a second draft be required, it will be at the cost of the Proponent unless otherwise agreed to by the Township.
11. The Proponent will submit five (5) bound copies of the final Economic Development Strategy and an electronic version in Microsoft Word format on or before October 4, 2018, along with all invoices. In addition an executive summary and Power Point presentation of the final report in electronic version will also be submitted.

### **3.6 Township Responsibilities**

The Township will assist the Successful Proponent by providing the following information necessary to complete the Economic Development Strategic Plan:

- Cultural Plan
- Village Master Plan
- Official Plan and Zoning By-law
- Master Parks and Trails Plan
- Landfill 25 Year Plan
- Asset Management Plan
- Community Improvement Plan
- Any other research tools and/or plans as they become available

### **3.7 Pricing Requirements**

The submitted Proposal will provide pricing for:

- Attendance at initial meeting with Township Staff.
- Attendance at meeting(s) with Economic Development Strategic Task Force.

- Attendance at meeting(s) with Stakeholders.
- Monthly projected update teleconferences.
- Email and telephone correspondence as required.
- Responding to Council, Staff, Task Force and Public inquiries and concerns throughout the process.
- Formatting, facilitating and reporting on any or all information sessions and/or public meeting(s) as required.
- Preparation and completion of an Economic Development Strategic Plan, draft and final, including drafts and revisions as requested by the Township.
- Presentation of all drafts and final version(s) of the Plan to Council. Refer to section 3.4 for information regarding proposed dates.
- Any additional work that may be required beyond the scope provided by the Township.
- Five (5) bound copies and an electronic copy (PDF and original format being Microsoft Word and Microsoft Excel) of the Economic Development Strategic Plan and associated drawings, figures, tables, etc. to be submitted to the Township.

Proponents are required to submit cost for the information sessions and/or public open houses as a separate component in accordance with Appendix "G". In the event that an information session and/or public open house is not required, this cost will be removed from the final payment to the Successful Proponent.

### 3.8 Site Visit

A site visit is not required as part of the Proposal submission. Proponents who wish to, may contact the Dawn Newhook Clerk directly at [dnewhook@minderhills.ca](mailto:dnewhook@minderhills.ca) to schedule a site visit.

### 3.9 General Instructions

For each Specification item listed, you are required to indicate your compliance of each item. Please do so as follows:

You are able to provide the item as specified - indicate **YES** in the Proponent's Compliance box.

You are not able to provide the item as specified - indicate **NO** in the Proponent's Compliance box.

Where an item allows for an "Alternative" to the specified item, you may indicate **YES** to the item as specified or you may provide your **alternative item** in the Proponent's Compliance box.

Where minimums are called for, the item must meet or exceed the capacity, size or performance as specified, unless an alternative is allowed. This specification may list only the major details for the specification items. Therefore, it is the Proponent's responsibility to deliver fully equipped items with compatible components to provide dependable efficient service.



**APPENDIX "A" Continued**  
**Detailed Criteria**  
**\*\*MANDATORY COMPLETION\*\***

All proponents are required to successfully meet the mandatory requirements described in the following table as per Section 2.6.1, Stage 1 of the proposal document.

Specification		Mandatory/ Optional/NA	Bidder's Compliance (see also WSIB & Insurance Acknowledgement below)
1	WSIB Account #: _____  <b>OR</b>  Check here if exempt from WSIB coverage as described in section 1.16 of this document: _____	Mandatory	Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Insurance requirements as described in section 1.17 of this document	Mandatory	Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Four (4) hardcopies of the completed proposal document submitted. (NOTE - One (1) hardcopy is mandatory).	Preferred	Yes <input type="checkbox"/> No <input type="checkbox"/>
4	One (1) electronic copy of the completed proposal document. (secure USB stick or CD) <b>Emails will not be accepted.</b>	Preferred	Yes <input type="checkbox"/> No <input type="checkbox"/>

**WSIB and Insurance Acknowledgement**

By signing below, I \_\_\_\_\_, acknowledge that  
Name of individual

\_\_\_\_\_ has the ability to provide the requested WSIB, or  
Name of company

proof of exemption of coverage, and Insurance certificate(s) in accordance with this Tender document.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**APPENDIX “B”**  
**Accessibility Regulations for Contracted Services**  
**\*\*MANDATORY COMPLETION\*\***

In accordance with *Ontario Regulation 429/07, Accessibility Standards for Customer Service Sect. 6*, every provider of goods and services shall ensure that every person who deals with members of the public or participates in the developing of the service providers policies, practices and procedures governing the provision of goods and services to members of the public, shall be trained on the following:

1. How to interact and communicate with persons with various types of disability
2. How to interact with persons with disabilities who use assistive devices or require the assistance of a guide animal, or a support person
3. How to use equipment that is available on the premises that may help in the provision of goods or services
4. What to do if a person with a particular type of disability is having difficulty accessing the provider's goods or services
5. Information on the policies, practices and procedures governing the provision of goods and services to people with disabilities.

Contracted employees, third party employees, agents and others that provide customer service on behalf of Township of Minden Hills must meet the requirements of Ontario Regulation 429/07 with regard to training.

**Accessibility Training:**

[The Accessibility for Ontarians with Disabilities Act, 2005 \(AODA\)](#) [Accessibility Standard for Customer Service \(ASCS\)](#) and the [Integrated Accessibility Standards Regulation \(IASR\)](#) requires all contractors and their employees who provide goods, services or facilities on behalf of the Township to receive training on these standards and on the Human Rights Code as they pertain to persons with disabilities.

The online [Serve-Ability](http://curriculum.org/sae-en/) (<http://curriculum.org/sae-en/>) e-course includes the Province's ACSC and IASR training. It is easily available to contractors for free.

**Training Records:**

Contractors must keep records of all training, including dates when training was provided, the number of employees who received training and individual training records for their business. Contractors are required to make this information available to the Township and/or the Province upon request.

**Accessible Procurement:**

Under the General Requirement of the IASR, the Township is required to incorporate accessibility criteria, features and designs when procuring or acquiring goods, services, self-service kiosks or facilities, including written materials, web content and the delivery of programs,

except where it is not practicable to do so. Contract specifications and evaluation include these criteria, features and designs where applicable.

More information on these subjects can be found on our website at [www.mindenhills.ca](http://www.mindenhills.ca) and can also be found from the Accessibility Standard for Customer Service and Integrated Accessibility Standards Regulation, through [AccessON](http://www.accesson.ca), and available from the Ministry of Economic Development, Employment & Infrastructure's website – link provided below: (<http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/ado.aspx>).

If you have questions please do not hesitate to contact your Contracting Authority.

**Acknowledgement**

I \_\_\_\_\_, confirm that I have read, understand and meet the requirements outlined in Appendix B - Accessibility Regulations for Contracted Services and the on-line Serve-Ability e-course.

I further agree that all required training information will be provided to the Township if requested.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPENDIX "C"**  
**Health & Safety Declaration Form**  
**\*\*MANDATORY COMPLETION\*\***

All work performed under this Contract must be carried out in accordance with the terms and conditions of the *Occupational Health & Safety Act, R.S.O. 1990*, as amended and any other applicable legislation.

Failure to comply with Safety Regulations, as set out above and in section 1.15 of the RFT document, may result in the immediate cancellation of this contract.

I acknowledge that I understand my responsibilities under the *Occupational Health & Safety Act, R.S.O. 1990*, as amended, and agree that all workers under my employment will comply with this Act and all other applicable regulations.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Proponent (please print)

\_\_\_\_\_  
Signature (Authorized Agent)

\_\_\_\_\_  
Company Name

**APPENDIX "D"**  
**Declaration Form**

**\*\*MANDATORY COMPLETION\*\***

<b>For the provision of:</b>	<b>Economic Development Strategic Plan</b>
<b>As supplied by:</b>	_____
	Firm Name
	_____
	Mailing Address      City      Prov.      Postal Code

<b>To:</b>	Township of Minden Hills 7 Milne Street, PO Box 359 Minden, ON K0M 2K0
------------	--

**The Proponent Declares:**

1. No person(s), firm or corporation, other than the Proponent, has any personal interest in this Proposal or in the award for which this Proposal is made;
2. No member of Council, no officer or employee of the Township is or will become interested directly or indirectly as a contracting party, partner, shareholder, surety or in any portion of the profits thereof, or in any of the monies to be derived, there from;
3. This Proposal submission is made without any connection, comparison of figures, or arrangements with, or knowledge of any other corporation, firm or person making a Proposal submission for the same and is in all respects without collusion or fraud;
4. By signing this submission, I confirm I have read and understood the content and requirements of this Proposal document.

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

**LOWEST OR ANY PROPOSAL NOT NECESSARILY ACCEPTED**

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
PRINT NAME OF WITNESS

\_\_\_\_\_  
PRINT NAME OF PROPONENT

\_\_\_\_\_  
SIGNATURE OF WITNESS

\_\_\_\_\_  
SIGNATURE OF PROPONENT

By my signature, I hereby confirm I am a principal, or have been duly authorized by the principal/board, to sign on behalf of the above named.

**APPENDIX "E"**  
**Evaluation Matrix**

Selection Criteria											Township of Minden Hills			
Select appropriate "Weighting Factor" for each criteria											Reviewer's initials	avg	total	
Incomplete		Marginal			Fair		Good			Excellent				
0	0	0.2	0	0	0.5	1	0.7	1	0.9	1				
<b>1</b>	<b>Proponent Information (References and In-House Experience)</b>									<b>40</b>				
	Has consultant handled other projects of similar size and nature?									10				
	How have previous experiences been with this consultant?									5				
	Does consultant complete work on budget?									5				
	Does the consultant produce expected results?									5				
	Demonstrates attention and effort to adhere to schedules									5				
	Consultant demonstrates commitment to liaise with Town									5				
	Consultant has sufficient back up staff to deal with complex issues or staffing issues and time crunches?									5				
<b>2</b>	<b>Quality and Experience of Team</b>									<b>20</b>				
	Does the team have relevant project work experience and resumes detail related experience for each team member?									10				
	Are roles clearly defined for all team members?									10				
<b>3</b>	<b>Methodology and Approach</b>									<b>40</b>				
	Does consultant demonstrate understanding the scope of the project?									8				
	Does consultant demonstrate understanding of key requirements of the project?									8				
	Does consultant's approach clearly outline how each requirement will be performed? Is the work plan clearly defined?									5				
	Are there any unique approaches identified in completion of the work?									5				
	Does the work plan cover all requirements mentioned in the Request for Proposal?									8				
	Are outcomes, results and benefits mentioned, and how the objectives will be achieved?									6				
<b>4</b>	<b>Proposal Presentation</b>									<b>15</b>				
	Is the proposal complete?									5				
	Is the proposal clear and concise?									5				
	Is the proposal tight or does it open up claims for extra fees?									6				
<b>5</b>	<b>Schedule of Work</b>									<b>10</b>				
	Is the schedule clearly defined?									5				
	Is the schedule appropriate?									5				
	<b>Total Points Awarded</b>									<b>125</b>				

**APPENDIX "F"**  
**Agreement Acknowledgement**  
**\*MANDATORY COMPLETION\***

In the event that the Township of Minden Hills wishes to enter into a Contract Agreement with the Successful Proponent for the provision of Economic Development Strategic Plan, upon final approval from Council.

The following Proposal document items will form part of the agreement document:

Contract Term, Proposal document including all appendices, Scope of Work, Health and Safety, Workplace Safety Insurance Board (WSIB), Insurance Requirements, Cancellation of Contract, Limited Liabilities, Protection of Work & Property, Regulation Compliance and Legislation, Accessibility, Assignment of Contract, Cancellation of Contract, Contract Liquidated Damages, Terms of Payment, Warranty, Appendices A, B, C, D, E, F, G.

The Successful Proponent hereby acknowledges, by signing below, that any information included in the Proposal submission, including the Proposal document, Form of Proposal, Appendices and/or other submission requirements, will become public information and form part of the completed Contract Agreement. The Township encourages the use of business/professional information only in all Proposal submissions. It is acknowledged that the agreement will be reviewed and agreed upon by both parties prior to signing.

In the event that a Contract Agreement is not required and your Proposal is accepted by Council and confirmed by a letter from the Township, the Proposal and the acceptance by Council shall constitute a binding contract between the Tenderer and the Township, and the successful Tenderer shall complete the work as described in accordance with the provisions, specifications and conditions outlined in the Proposal documents and shall be binding upon the heirs, executors, administrators, successors and assigns of the successful Proposal.

**Acknowledgement**

I \_\_\_\_\_, confirm that I have read, understand and agree to the requirements outlined in Appendix F– Agreement Acknowledgement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPENDIX "G"**  
**Price, Delivery & Warranty Schedule**  
**\*\*MANDATORY COMPLETION\*\***

**Must be submitted in a separate, sealed envelope as per Section 1.2 of the RFP document. This Appendix will be opened separately on September 21, 2017 at 1:00 pm in the Minden Hills Administration office, 2<sup>nd</sup> floor Boardroom**

<b>Details of Goods/Services to be provided:</b>	
1) <b>Proposal No. ADM 17-002:</b> Economic Development Strategic Plan	
2) <b>Period of Time Goods and/or Services Required:</b>  October 1, 2017 – September 27, 2018. <b><u>This project is time sensitive and the Plan must be Adopted by Council on September 27, 2018.</u></b>	
3a) Cost for Consulting Services for the preparation of an Economic Development Strategic Plan to be provided as specified in the RFT document.	\$
HST	\$
<b>3a Total</b>	<b>\$</b>
3b) Cost for Public Meetings/Open Houses (Note: must not be included in 3a above).	
- <b>Week of February 15, 2018 Stakeholder Meeting</b>	\$
- <b>July 7, 2018 Public Open House</b>	\$
- <b>July 10, 2018 Public Open House</b>	\$
HST	\$
<b>3b Total</b>	<b>\$</b>
<b>Total (3a + 3b)</b>	<b>\$</b>



**APPENDIX "H"**

**Delivery Notice**

**\*\*MANDATORY COMPLETION\*\***

**Complete and affix this delivery notice to your Proposal submission envelope.**

**RFT No. ADM 17-02  
Economic Development Strategic Plan**

Deliver To:

Township of Minden Hills  
7 Milne Street, P.O. Box 359  
Minden, ON  
K0M 2K0

Attention: Shannon Prentice

Proponent's Company Name:

\_\_\_\_\_

Received By: \_\_\_\_\_ at the Municipal Office,

On the \_\_\_\_\_ day of \_\_\_\_\_, 2017 at \_\_\_\_\_ am/pm

From: \_\_\_\_\_  
(Name of Person or Organization Delivering Documents)

**THIS DELIVERY NOTICE IS TO BE AFFIXED TO THE OUTSIDE OF  
THE SEALED SUBMISSION**