



REQUEST FOR PROPOSAL

DOWNTOWN ENHANCEMENT PLAN

Issue Date: Tuesday September 17, 2019

Proposal Submission Deadline:

Tuesday, October 8, 2019

Town of Penetanguishene
Planning and Community Development Department
10 Robert Street West
Box 5009
Penetanguishene, Ontario
L9M 2G2
705-549-7453 ext. 215

TOWN OF PENETANGUISHENE
DOWNTOWN ENHANCEMENT PLAN

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DOWNTOWN ENHANCEMENT PLAN

SECTION A

GENERAL INFORMATION

TOWN OF PENETANGUISHENE
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Section A – General Information

Scope of Proposal

The Corporation of the Town of Penetanguishene invites proposals from qualified vendors to create an enhancement plan for the downtown corridor using illuminated decor. The objective of the project is to create a cheerful and bright downtown using “winter” as the theme, which is not to be associated with a holiday or event, that maximizes the illuminated display within the public realm streetscaping that was recently completed along Main Street during the reconstruction project in 2018. The resultant plan would enhance the public realm, contribute to a sense of community and support a cheerful atmosphere.

Questions and Clarifications

Proponents having questions and seeking clarification respecting the RFP shall do so in the following manner:

- a) Questions shall be submitted via email to the Director of Planning and Community Development, Andrea Betty, MCIP, RPP, at abetty@penetanguishene.ca.
- b) Questions shall be submitted by 12:00 pm (noon) on **Thursday, September 26, 2019**.
- c) A downtown walkabout is planned for **Thursday, September 27, 2019 at 1:30 p.m.** beginning at Townhall 10 Robert Street West.
- d) Answers to all questions will be issued by a formal addendum to be released on Bids & Tenders, emailed to those posing questions and will be posted on the Town’s website on **Monday, September 30, 2019**.

Addenda

The Town may choose to issue addenda to provide clarification or additional information to interested parties. The Addenda will be distributed to all who have submitted questions, those who were provided the document and posted on the Town’s website. Addenda will be distributed using the latest contact information provided; therefore the onus is upon the interested parties to ensure the Town has the correct contact information. It is the consultant’s ultimate responsibility to ensure they have received all addenda.

Freedom of Information

Any personal information required on the Submission Form is received under the authority of ***Municipal Freedom of Information and Protection of Privacy Act***. This information will be an integral component of the proposal submission.

All written Submissions received by the Town become a public record, once a Submission is accepted by the Town of Penetanguishene, and a contract is signed, all information contained in them is available to the public, including personal information.

Consultants are reminded to clearly identify in their Submission material, any specific scientific, technical, commercial, proprietary, intellectual or similar confidential information, the disclosure of which could cause them injury or damage.

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: Town Clerk, Town of Penetanguishene, 10 Robert Street West, Box 5009, Penetanguishene, ON L9M 2G2

[Accessibility for Ontarians with Disabilities Act \(AODA\)](#)

In 2007, the Ontario Government adopted Ontario Regulation 429/07 respecting Accessibility Standards for Customer Service under the Accessibility for Ontarians with Disabilities Act (the "AODA"). All public sector organizations in Ontario, including the Town of Penetanguishene, must comply with this regulation by January 1, 2010. This Accessibility Standards for Customer Service regulation also applies to third parties that provide goods and services to members of the public on behalf of a public sector organization.

The Town of Penetanguishene requires all third party vendors to be compliant with the Accessibility Standards. To assist Vendors / Contractors with compliance with the AODA and the Accessibility Standards for Customer Service regulation, the Town of Penetanguishene has developed a booklet entitled "Understanding Accessible Customer Service ~ Vendors / Contractors". The booklet is available on the website at, www.penetanguishene.ca; follow the link for Accessibility.

It is the Successful Respondent's responsibility to ensure that it is fully aware of, and meets all requirements under the AODA and associated regulations.

Further information on compliance can be found at the Ministry of Community and Social Services website:

<http://www.mcsc.gov.on.ca/mcsc/english/pillars/accessibilityOntario/accession/compliance>.

Upon award and prior to commencement of the work, the successful Respondent(s) must provide confirmation of completion of AODA training.

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Purpose

The Corporation of the Town of Penetanguishene invites proposals from qualified vendors to create an enhancement plan for the downtown corridor using illuminated decor. The objective of the project is to create a cheerful and bright downtown using “winter” as the theme, which is not to be associated with a holiday or event, that maximizes the illuminated display within the public realm streetscaping that was recently completed along Main Street during the reconstruction project in 2018. The resultant plan would enhance the public realm, contribute to a sense of community and support a cheerful atmosphere.

Project Area

The project area is the downtown corridor (See Appendix D) with emphasis on the intersections and historical central business district from Poyntz Street to Water Street/Simcoe Street. The decorations are to be installed on municipally owned infrastructure, including existing light standards and on municipally owned lands that would not conflict with vehicular and pedestrian traffic, lighting, signage and snow clearing operations.

Scope of Work

The Project is to prepare an enhancement plan using illuminated decor and also includes the supply, delivery and installation (initial year only) of all proposed decorations. Consideration must be given to electrical requirements for the illuminations in the proposed locations.

Consultation and Meeting Requirements

A walkabout downtown is planned for Friday, September 27, 2019 at 1:30 p.m. to tour the project area. Vendors must confirm attendance by Thursday, September 26, 2019 to Andrea Betty, Director of Planning and Community Development at abetty@penetanguishene.ca.

Available Information

The Town can provide the engineered drawings for the Main Street Reconstruction which will identify street light locations. These will be made available upon request. It is recommended that proponents conduct a site visit to the Town to identify the features, any constraints and limitations that would impact the execution of the plan.

Work Plan

The proposal must demonstrate that the scope of work can be completed by November 30th, 2019.

Project Budget

The overall project budget has been set at a maximum upset limit of \$25,000 taxes included. This amount is to include the purchase of the illuminations/decorations, delivery and installation.

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SECTION B
PROPOSAL SUBMISSION REQUIREMENTS

TOWN OF PENETANGUISHENE
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Section B – Proposal Submission Requirements

Required Proposal Format

In order to receive uniform format of responses and information from all proponents the following should be addressed and included in your submission:

- i. Two (2) hard copies of the proposal.
- ii. A detailed breakdown of the proposed illuminations and decorations with individual item prices.
- iii. Supporting documents such as mapping, rendering or other graphics that provide a visual interpretation of the proposed illuminations in downtown. These can be superimposed images on previously collected or available images of the project area.
- iv. The proposal shall include a Work Plan.
- v. The proposal will include a summary of the vendors information and relevant experience shall be included (a minimum of three (3) relevant experiences are required).
- vi. Proposals must be submitted with a minimum of two (2) references listed for contact respecting recent and relevant projects.

Evaluation Process and Criteria

The review and selection of consultants will be done by the Planning and Community Development and the Chair and Vice Chair of the Planning and Development Services Section. The selection of a consultant is a competitive process and therefore the Town reserves the rights to accept or reject in whole or in part any or all proposals and cancel all or part of this RFP process for any reason at the sole discretion of the Town and to negotiate contracts with the selected consultant whose proposal is considered to be most acceptable to the Town. Proposals will be evaluated based on the following criteria and weight:

Degree to which the Vendor responded to the RFP	40%
Total Price/Cost	20%
Qualifications of the Vendor	20%
Ability to meet the anticipated schedule	20%
Total	100%

Assumptions and Contracts

The selected Vendor will be expected to enter into a Contract with the Town addressing the full scope of the work and its obligations to perform the work in compliance with all applicable Federal and Provincial requirements and with the Town's Health and Safety requirements. The selected consultant will indemnify the Town from all costs, charges and expenses and other claims with respect to the job functions being carried out. This will include possessing and confirming:

- General Liability and/or Professional Liability Insurance.
- Automobile Liability insurance.
- WSIB Clearances (if required).
- Any other labour requirements of the Province.

Contract Award

The final authority to award the Project rests solely with the Director of Planning and Community Development of the Town of Penetanguishene. Consultants are advised that the lowest cost proposal, or any, will not necessarily be awarded the contract as the selection will be based on the evaluation criteria and cost is only one of the criteria. The Town will not be responsible for any preparation costs incurred by the Consultant submitting a proposal and will not pay for any travel expenses to participate in interviews or contract negotiations.

Submission of Proposals

Proposals are to be submitted in hard copy format only with a letter of submission signed by an authorized representative of the proponent to:

Town of Penetanguishene
10 Robert Street West
Penetanguishene, Ontario
L9M 2G2
Attention: Andrea Betty, MCIP RPP
Director of Planning and Community Development
Subject: Community Illuminations and Decorations
Proposal

The Town will not accept proposals in any other format. It is the responsibility of the Consultants to ensure that the proposal has been received and all documents required have been submitted. Submitting a proposal confirms and certifies that the prospective consultant has read and fully understands and accepts the terms of the RFP and its requirements.

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Submission Withdrawal or Alteration

Any Submission may be withdrawn in writing or in person by an authorized representative prior to the scheduled time for Submission Closing, or authorized postponement thereof. Submissions received after the date and time of closing will not be considered.

Submission Deadline

Proposals must be received by 12:00 p.m. (noon) on **Tuesday, October 8th, 2019**. Proposals received after this deadline will not be considered.

TOWN OF PENETANGUISHENE
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SECTION D

PROJECT LOCATION

