

THE CORPORATION OF THE TOWN OF COBOURG



REQUEST FOR PROPOSAL

INTRODUCTION

The Town of Cobourg (the “Town”) is requesting proposals for consulting services for the revitalization of key areas of the waterfront, namely the Victoria Park Campground, West Harbour, Headland (West Pier) and West Beach. The work is to be based on the recommendations of the Waterfront User Needs Assessment and Detailed Design (Waterfront Plan) and is to include landscaping and enhancement options, public consultations, detailed design and engineering for the preferred plans, tender documents, contract administration and inspection for all related construction work.

CLOSING

Proposals shall be submitted no later than **2:00 pm, Tuesday, October 27, 2020** and shall be received at the following address:

Mr. Brent Larmer
Manager of Legislative Services
Corporation of the Town of Cobourg
Victoria Hall, 55 King Street West
Cobourg, Ontario K9A 2M2

QUESTIONS

Any questions regarding this Proposal should be submitted in writing by October 20, 2020 and addressed to:

Mrs. Teresa Behan
Deputy Director, Community Services Division
t. (905) 372-7371 x 8400
e. tbehan@cobourg.ca



THE CORPORATION OF THE TOWN OF COBOURG

TENDER BID RECEIPT LABEL

THIS LABEL MUST BE SECURELY ATTACHED TO THE FRONT OF THE SEALED ENVELOPE CONTAINING THE TENDER BID.

ALL TENDER BIDS MUST BE RECEIVED AT:
LEGISLATIVE SERVICES, 55 King Street West, Cobourg ON K9A 2M2 905-372-4301

<i>COMPLETED BY DEPARTMENT ISSUING TENDER BID</i>	
TENDER BID NUMBER:	CO – 20 – 07 CSD
TENDER BID NAME:	Revitalization of Key Areas of the Cobourg Waterfront
CLOSING DATE:	Tuesday, October 27, 2020
CLOSING TIME:	2:00 P.M.

<i>COMPLETED BY COMPANY SUBMITTING TENDER BID</i>	
SUBMITTED BY:	
COMPANY CONTACT:	
COMPANY NAME:	
COMPANY ADDRESS:	
COMPANY PHONE:	

<i>LEGISLATIVE SERVICES USE ONLY</i>		
TENDER BID RECEIPT:		
DATE:	TIME:	INITIALS:

<i>LEGISLATIVE SERVICES USE ONLY</i>			
TENDER BID OPENING:			
DATE:	TIME:	INITIALS:	INITIALS:

By-law 016-2012, Purchasing Policy (est March 19, 2012)
Part 7.1, Section 7, RETURN RECEIPT OF COMPETITIVE BID DOCUMENTS, Purchasing Policy,
"All tender bids will be issued from and received at the office of the Municipal Clerk, located at the Main Floor of Victoria Hall, 55 King Street West, Cobourg, Ontario K9A 2M2, using the appropriate label or envelope as provided in bid package."

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1 INSTRUCTIONS TO PROPONENTS

1.1 SUBMISSION DETAILS

One (1) original proposal and three (3) copies as well as a PDF, shall be submitted no later than **2:00 pm, Tuesday, October 27, 2020**.

The time registered on the Town of Cobourg wall clock will be considered the official time when determining exact time of submission.

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

“Request for Proposal – Consulting Services for the Revitalization of Key Areas of the Cobourg Waterfront”

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

1.2 MODIFICATION OF BIDS

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

The Town of Cobourg reserves the right to waive irregularities and to reject any or all bids. The Town of Cobourg also reserves the right to negotiate with the selected Proponent in the event that the price exceeds available funds.

1.3 PUBLIC OPENING

There will be a public opening for this Request for Proposal at 55 King Street West, Cobourg, immediately following the RFP closing.

1.4 INSURANCE AND INDEMNITY

The successful proponent shall, at its own expense, obtain and maintain until the termination of contract, and provide the Town of Cobourg with evidence of:

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

operations, contingent employers liability, cross liability and severability of interest clauses;

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

The successful proponent shall indemnify and hold the Town of Cobourg, its officials, agents and employees harmless from and against any liability, loss, injuries, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any acts or omissions either in negligence or in nuisance whether willful or otherwise by the Proponent, it's agents, officers, employees or other person for whom the Proponent is legally responsible. The successful proponent shall indemnify and hold the Town of Cobourg, its officials, agents and employees harmless from and against any liability, loss, injuries, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any acts or omissions either in negligence or in nuisance whether willful or otherwise by the Proponent, it's agents, officers, employees or other person for whom the Proponent is legally responsible.

1.5 MANDATORY REQUIREMENTS

The Town is seeking Proposals from Proponents who are both interested and capable of supplying the goods/services. The onus is on the Proponent to demonstrate its knowledge, understanding and capacity to supply the goods/services. The detail and clarity of the written submission will be indicative of the Proponent's expertise and competence. The main body of the submission for the Proposal shall be limited to 20 single sided pages, or 10 double sided pages using 12 point Arial font, not including appendices, Project Schedule, organizational charts, etc.

1.5.1 Appendices

The Proponent shall fill out and submit with their proposals the following mandatory forms:

- Appendix A "Cover Page"
- Appendix B "Acknowledgements" – acknowledge the correct number of addenda received and provide signing authority.
- Appendix C "Pricing" - complete this Appendix, providing all pricing information, as requested.
- Appendix D "Sub-Consultants" – provide a complete list of all sub-consultants to be used in the provision of the goods/services.

- Appendix E “References” - provide a minimum of three references that can be contacted by Town staff. References must be recent within five years. The Proponent must provide details about the goods/services provided.

1.5.2 Project Understanding and Approach

The Proponent shall include a narrative that demonstrates its understanding of the requirements of this RFP. Include a description of the proposed approach to the Project and how potential issues, areas of concern and obstacles will be addressed throughout the study.

1.5.3 Methodology and Work Plan

The Proponent shall provide a detailed methodology of how it would efficiently provide this service to the Town by the specified timelines provided in Section 2.4 of the RFP. Provide details on key/critical tasks throughout each assignment, including provisional items if necessary. Include a detailed Time-Task matrix including hourly rates for all phases of each deliverable.

1.5.4 Similar Work Experience

The Proponent must demonstrate its ability to complete projects with a similar scope of work by providing a brief description of a minimum of three (3) projects for each deliverable completed within the past five (5) years including references in **Appendix E** of the RFP.

1.5.5 Project Team

The Proponent shall identify an overall Project Lead responsible for the completion of all deliverables. Provide a brief synopsis of similar projects managed by this individual. Describe the Project Lead’s experience and qualifications and detail their role leading projects with similar deliverables. The Proponent shall append curriculum vitae for the Project Lead that highlights relevant experience

The Proponent may choose to have multiple Project Managers to manage the completion of each deliverable. For each Project Manager proposed, provide a brief synopsis of similar projects managed by this individual. Describe the Project Manager’s experience and qualifications and detail their role leading projects with similar deliverables. The Proponent shall append curriculum vitae for the Project Manager(s) that highlights relevant experience. The Proponents shall also identify their proposed “back up” Project Manager who would assume such duties, if approved by the Town, should the original Project Manager become unavailable during the Project.

The Proponent shall identify all other team members who will have significant roles in the project including sub-consultants. Provide a brief synopsis of the role of each team member and sub-consultant, their qualifications and experience with similar projects, and append supporting curriculum vitae.

The Proponent shall also include a Project Team Organizational Chart, indicating reporting relationships and key roles.

2 TERMS OF REFERENCE

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

2.1 BACKGROUND

The Town of Cobourg is a community of approximately 20,000 people located on the north shore of Lake Ontario approximately half way between Toronto and Kingston. Cobourg is rich in history and heritage, featuring architectural splendor dating back to the 1800s. The Town has fostered the preservation of its cultural heritage past through the implementation of four (4) Heritage Conservation Districts, plus many individually designated properties. Cobourg also enjoys a bustling, pedestrian-friendly downtown and world-renowned lakefront park, beach and full-service marina.

With our proximity to the Greater Toronto Area (GTA) and attractive small town urban lifestyle, it is expected that the population in Cobourg will continue to grow at a steady rate, with recent projections indicating that the Town's population will increase to between 24,000 and 28,000 people by the year 2031.

Cobourg's waterfront is a defining part of the town. Previously an industrial port, community and political will has transformed the waterfront into an important community destination focused on recreation, culture, tourism and the environment.

The Waterfront User Needs Assessment and Detailed Design (Waterfront Plan), which was adopted by Council in 2018, provides the community with a roadmap for creating a beautiful, accessible and sustainable waterfront. This redevelopment project will transform Cobourg's Waterfront into an even more vibrant, mixed-use, community supportive and pedestrian-friendly waterfront.

The Plan recommends 83 initiatives in 24 projects to enhance Cobourg's waterfront over a 24- year period. Two key sub-goals include: 1) enhancing access to the waterfront for all users and improving utilization of the community's assets, and 2) identifying revenue generating opportunities to help fund improvements and ongoing

maintenance of the waterfront. In pursuing these directives, the current plan is furthering intentions that were previously confirmed by the community.

The revitalization and enhancement of the Victoria Park Campground, West Harbour, Headland (West Pier) and West Beach are priority projects within the Waterfront Plan.

2.1.1 Victoria Park Campground

The Victoria Park Campground is a 3.8-acre parcel, bordered by Division Street to the west, Cobourg Beach to the south, Victoria Park to the east, and mixed-use residential and commercial development and Centennial Pool to the north. The park currently consists of 71 serviced R/V sites and 5 unserviced tent sites.

The Campground is an important economic pillar for the community that attracts thousands of visitors each year and provides countless economic benefits. However, the campground is in need of substantial improvements to landscaping, operating and functional design, and aged and deteriorating infrastructure and facilities. This is necessary to transform it from its existing state into an asset that adds to the beauty of the Waterfront District and continues to remain a viable tourism destination and economic engine for the community.

2.1.2 Marina/West Harbour

Cobourg's harbour is an important passive and active recreation amenity for a number of different groups including:

- Marina users
- Coast Guard
- Dragon boaters, canoers, and kayakers
- Dinghy sailing
- Standup paddle boarders (SUP)
- Birders/wildlife viewing
- Swimmers

Within these groups are individuals of all ages and abilities - beginners to experienced, and disabled to able-bodied boaters. The harbour is used by numerous user groups, including: learn to sail and paddling programs, competitive training, anchoring, commercial/government/naval, boat launching, racing and additional recreational uses.

However, as this large water space is not heavily used at all times, a large number of water fowl occupy the space much of the time, which has contributed significantly to high levels of e-coli which has forced the closure of the Harbour for swimming and other activities for much of the summer months.

Siltation of the harbour is also an ongoing challenge. While regular dredging occurs, expanding the scope of dredging operations would provide more space for users, particularly along the western edge of the harbour.

The marina is a defining component of Cobourg's waterfront and is strategically located for both tourism and utilitarian purposes. Tourism benefits from short and long stays by visitors who take advantage of the Marina's proximity to the downtown core and its services. From a utilitarian perspective, it provides the only harbour of safe refuge between Whitby and Presquile Bay, a distance of 60 nautical miles, and was selected to support a permanent coast guard station.

The Marina has 218 boat slips, a single lane boat launch ramp, a fuel dock and a sanitary pumpout station. The Centre pier provides docking on the west side with space for anchoring of boats as well but is not currently serviced with electricity or water, which limits its use and revenue generation.

The Cobourg Yacht Club (CYC) uses the marina and is stationed out of a two-level building occupying 1400 square feet.

The 500 square foot Administration Building supports all aspects of the harbour, including harbour, marina, campground and dredge. The building contains offices, washrooms and shower facilities, although all of them are outdated and inadequate for modern needs and demands. The Waterfront Plan has proposed the eventual replacement of this building with a new facility that would include administration space, Yacht Club facilities (to replace the adjacent Yacht Club building), modern washrooms and lounge space, food and beverage facilities and catering and event space that profile the beautiful waterfront location.

Boat storage is located in a secure 1.12 acre compound at the south end of Hibernia Street and currently can accommodate 65 to 70 boats. The space is not large enough to accommodate potential demand and has no direct access to the water. The Yacht Club and the Dragon Boat and Canoe Club also rent storage compound space from the Town and also have no direct access to the water and are adjacent to a busy parking.

The marina parking lot is currently in very poor condition and requires expansion, reconfiguration and drainage.

2.1.3 West Beach and Headland

Located on the western half of Cobourg's core waterfront, the West Beach and Headland area (West Pier) provides a sharp contrast to the more developed and active Victoria Park Beach, harbour and marina. While the Headland/West Pier serves a critical role as a breakwater and boat storage location, it is also the transition point to the West Beach, which is characterized by a natural, unmanicured aesthetic with rocky

shoreline, native plant species, a wooden boardwalk and informal pathways. For those looking for a more rugged, natural waterfront experience, it is a place to enjoy birdwatching and views of the harbour and Lake Ontario.

The Waterfront Plan envisions a reconfigured boat storage area integrated with a redesigned parking lot along with appropriate harbour access points and boat launching sites. The rest of this area is to remain relatively natural with new plantings, low-impact lighting and more formally delineated and constructed pathways, seating and viewing platforms. The existing wooden boardwalk is in need of replacement with a more sustainable and low maintenance construction.

Note: For further background information on the Town and related planning documents see:

- Town website: <https://www.cobourg.ca/en/index.aspx>
- Waterfront User Needs and Detailed Design Assessment – Final Report: <https://www.cobourg.ca/en/my-cobourg/Document-Library.aspx>
- Waterfront District Plan: <https://www.cobourg.ca/en/Waterfront-District-Plan.aspx>
- Waterfront Plan - Campground: <https://engagecobourg.ca/waterfront-plan-campground>
- Victoria Park Campground: <https://www.cobourg.ca/en/town-hall/Victoria-Park-Campground>
- West Harbour/Headland/Beach: <https://www.cobourg.ca/en/my-cobourg/resources/FINAL-Cobourg-Waterfront-User-Needs-Assessment-and-Detailed-Design-Plan.pdf> (**page 36**)

2.2 GENERAL SCOPE OF WORK

This assignment involves the provision of engineering and landscape design related services for the Town of Cobourg as described in the Detailed Scope of Work in Section 2.3 below. Figure 1 illustrates the location of the Victoria Park Campground, Marina/West Harbour, Headland (West Pier) and West Beach.

One Proponent will act as the Lead and may require sub-consultants for portions of the work. The Lead Proponent will sign the contract with the Town and be responsible for ensuring all deliverables are fully met.

The goal of the work is to revitalize and enhance the subject lands for operational, tourism, cultural, environmental and recreational activities.



Figure 1: Site Location Map

The proposed works consist of the preparation of options, including public review of the options, detailed design of the approved works, preparation of tender documents and contract administration and inspection services for the following general scope of work.

Victoria Park Campground

The Waterfront Plan recommends to leave the campground in its current location and to make a number of improvements to help improve its functional layout, visual appearance and overall attractiveness, upgrade buildings, replace infrastructure/services and to reduce its visual and operational impact on the rest of the waterfront.

Figure 6.19 illustrates the conceptual enhancements, although the new “buffer” area between the Campground and Beach will not be pursued. The Town is also engaged with another consultant who is preparing designs and engineering drawings for the East Pier, southern end of Division Street and integration with associated integration points with adjacent facilities.



Figure 6.19 Campground Conceptual Rendering Plan

The Waterfront Plan outlines a number of improvements to revitalize the Campground for the future, including:

- Redesign the facility in order to:
 - Improve attractiveness, functionality and privacy of sites while maximizing revenue potential

- Accommodate pedestrian and bicycle flow around or through the facility while protecting camper privacy and safety (proposed “buffer” area on south end of Campground as outlined in the Waterfront Plan is not within the scope of this project)
- Accommodate vehicles waiting to check-in on-site rather than on Division Street, which creates traffic problems
- Upgrade the facility’s water, sanitary and electricity services, including to each campsite, as well as the potential upgrade and relocation of the on-site sanitary disposal station
- Consider options for expanding the year-round use of the Campground through the potential introduction of yurts or single room cottages for short-term rentals and seasonal special events
- New administration/washroom/laundry (service) facility
- General landscape improvements including site restoration to improve grading and drainage
- Protection of view corridors to the Lake from adjacent properties

➤ Base service facility design scope

The base scope of design shall include a footprint for the service facility where all other works are designed around the future service facility site in the case where the Town chooses to construct the service facility at a later date. Servicing of the facility (water/sewer/electrical) as well as a cost estimate to construct the service facility is also required in the base design scope of work.

➤ Provisional service facility design scope

As a provisional item, the proponent shall provide the cost of detailed design of the service facility including a detailed construction cost estimate.

Marina/West Harbour

The Waterfront Plan recommends changes to the Marina/West Harbour to allow for the safe shared use by all users by:

- providing a designated dock and launch ramp for smaller, non-motorized craft that accommodates universal/accessible access;
- providing direct and safe access to the water from storage compounds;
- designating a convenient location for marina users pick-up and drop-off;
- reconfiguring boat storage areas to improve configuration/efficiency/capacity, pedestrian circulation and parking for marina users;
- reconfiguring parking to improve configuration/efficiency/capacity, pedestrian circulation and safety;

- incorporation of low impact development drainage and stormwater management opportunities for the parking and boat storage areas;
- constructing a possible groin/shoreline revetment in conjunction with the lifting well to help minimize siltation of the slips from sand;
- enhancing the Centre Pier as a publicly accessible waterfront amenity/space and assessing the feasibility of extending power and water to the west side of the Pier;
- incorporating a footprint for the future replacement of the existing Waterfront Administration Building and Cobourg Yacht Club building with a new community waterfront building;
- enhancing walkways, landscaping and beautification; and,
- providing a safe and permanent lifting well/haul-out slip to accommodate a travel lift:

➤ Base lifting well/haul-out slip design scope

The base scope of design shall include a footprint for the lifting well/haul-out slip where all other works are designed around the future lifting well/haul-out slip site in the case where the Town chooses to construct the lifting well/haul-out slip at a later date. A cost estimate to construct the lifting well/haul-out slip is also required in the base design scope of work.

➤ Provisional lifting well/haul-out slip design scope

As a provisional item, the proponent shall provide a detailed design of the lifting well/haul-out slip including a detailed construction cost estimate.

Refer to the following Figure 6.11 from the Waterfront Plan.

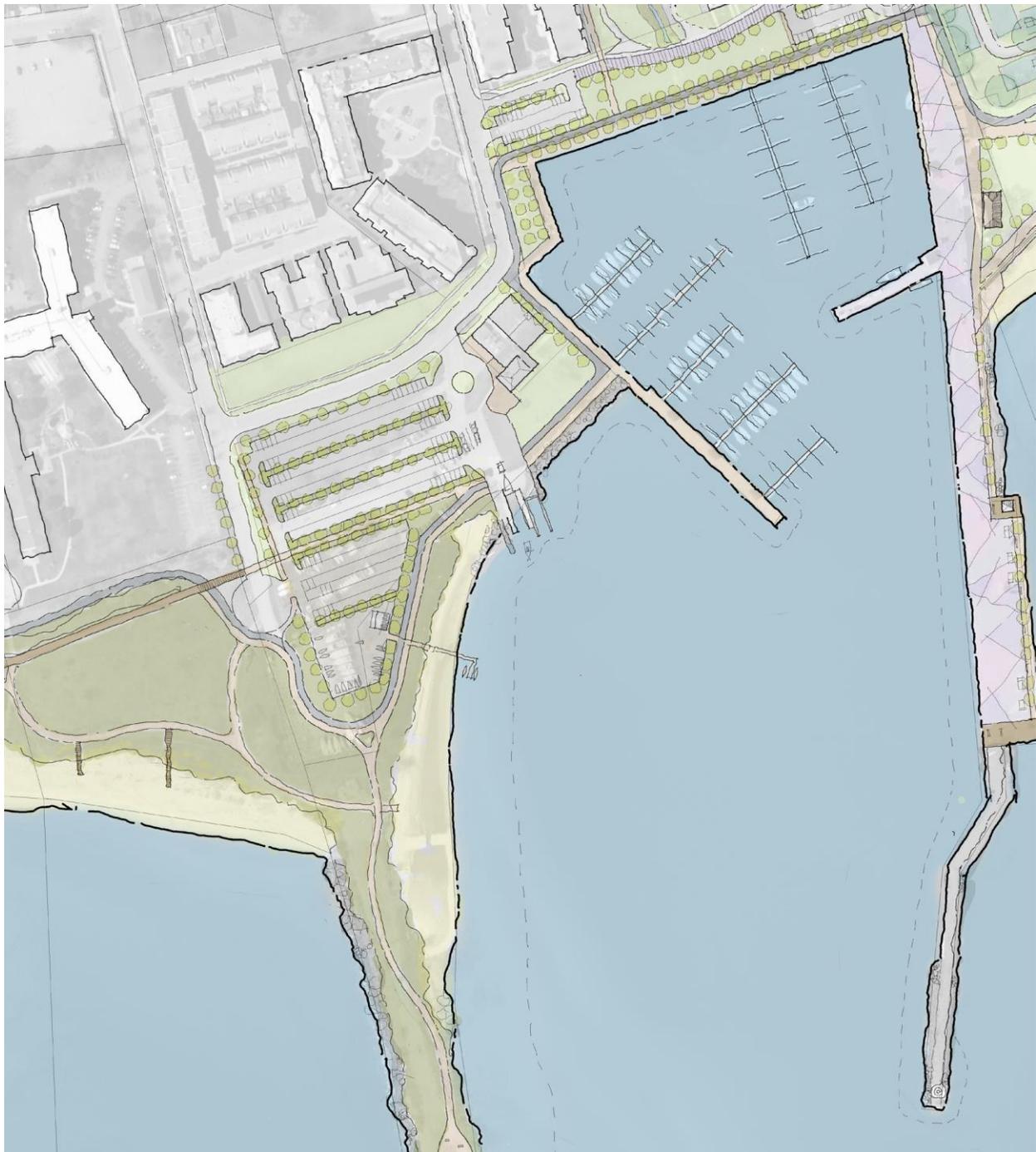


Figure 6.11: Marina Conceptual Rendering Plan

West Beach and Headland

Located on the western half of Cobourg's core waterfront, the West Beach and Headland area is characterized by a natural, unmanicured aesthetic with rocky shoreline, native plant species, a wooden boardwalk and informal pathways. The

Waterfront Plan recommends a number of key considerations for the design and development of the West Beach that include:

- preserving the Headland and West Beach as a naturalized area;
- Leveraging views towards the town and harbour
- enhancing wildlife viewing opportunities, particularly for observing migratory birds in the harbour; and
- providing safe and accessible walkways, seating and viewing platforms.

Refer to the following Figures 6.1, 6.3 and 6.5 from the Waterfront Plan.



Figure 6.1: West Beach and Headland Plan Conceptual Rendering Plan



Figure 6.3: West Beach and Headland Conceptual Rendering



Figure 6.5: Precedent Image of the West Beach and Headland

2.3 DETAILED SCOPE OF WORK

The design and tender preparation for the revitalization of the Victoria Park Campground, Marina/West Harbour and West Beach and Headland, as outlined in the recommendations (with some exceptions) of the Waterfront User Needs Assessment (Waterfront Plan).

2.3.1 Design Development

The Proponent shall be responsible for providing the following deliverables:

- a) Based on the recommendations of the Waterfront Plan, prepare a minimum of two (2) conceptual plans illustrating the overall improvements, functional layout and operation of each of the key areas including but not limited to the following revitalization and enhancements (numbering is based on the recommendations of the Waterfront Plan):

1.0 West Beach and Headland:

- 1.1 Pedestrian walkway on headland
- 1.2 Beach and headland naturalization
- 1.3 Signage, wayfinding and interpretation
- 1.4 Ecology garden pathways
- 1.5 Pathway fingers
- 1.6 Viewing area at breakwall
- 1.7 West boardwalk replacement and lighting

2.0 West Harbour:

- 2.2 Floating dock and non-vehicle accessible launch ramp for small watercraft

3.0 Marina:

- 3.4 Boat storage reconfiguration
- 3.5 Loading/unloading zone for marina users
- 3.6 Boat Lift In/Lift Out
- 3.7 Multi-use community waterfront building (footprint only)
- 3.8 Security enhancements (Centre Pier to be designed and further enhanced as a publicly accessible waterfront amenity/space with possible extension of water/electricity)
- 3.9 Public small craft boat storage compound

6.0 Campground:

- 6.1 Infrastructure/Service replacement (water, sanitary and electrical)
- 6.3 Extended/expanded use

6.4 Administration/Washroom/Laundry (service) facility (footprint only)

6.7 General landscape improvements

6.8 Provision of multi-use trail connection around campground perimeter

- b) Cost estimates for each of the two (2) conception plans per key area.
- c) Provide a minimum of two (2) low maintenance style options for all decorative features ie. boardwalk, benches, planters, light fixtures, railings, etc.;
- d) Conduct a topographic survey and prepare a base plan that is sufficient for detailed design;
- e) Preparing agenda, materials, and minutes for one (1) start up meeting and three (3) progress meetings. The Proponent shall include a provisional lump sum for each additional progress meeting;
- f) Preparing public notices, materials for and leading a PIC.
The Proponent shall include a provisional lump sum for an additional PIC.
 - PIC#1 - present concept plan options and decorative feature options complete with cost estimates for public comment.
- g) Corresponding with review agencies, First Nations, interested parties and the general public, as required, throughout the duration of the Project; and,
- h) Contacting approving agencies such as Fisheries and Oceans Canada, Ministry of Natural Resources, Ganaraska Region Conservation Authority to determine if permit(s) are required. Should permit applications be required, the Consultant shall provide a separate scope to secure permits at that time.

2.3.2 Design

The Proponent shall be responsible for providing the following deliverables:

- a) Prepare preliminary design drawings for the approved options (50% submission).
- i) Preparing public notices, materials for and leading a PIC.
 - PIC#2 – present preliminary design for public comment before proceeding to final design.
- b) Prepare detailed design drawings for the approved options (90% and 100% submissions);
- c) Provide a final construction cost estimate;
- d) Prepare tender documents for the detailed design (90% and 100% submissions); and,
- e) Provide services during the tendering period including addenda preparation, review of bid documents, and a recommendation for award.

2.3.3 Construction

- a) Provide an estimate for project management/contract administration and inspection services; and,

b) Provide as constructed drawings for the approved works.

For bidding purposes, the Proponent is to provide a cost for Project Management & Contract Administration (16 hours/week), and Inspection Services (40 hours/week) including disbursements assuming a twenty-four (24) week construction period. Hourly rates must be provided in the time-task matrix.

The proposal shall contain details of all elements listed above.

2.4 SCHEDULE

The proposed schedule is as follows:

Closing Date:	Tuesday, October 27, 2020 at 2:00p.m.
Award of RFP:	November 23, 2020
Public Consultation Completion:	April 2021
Cost Estimate of Approved Works:	August 2021
Tender Date:	Fall 2021 (TBC)
Construction:	Spring/Summer 2022 (TBC)

*construction may not be permitted during July and August. The Consultant is to provide a detailed construction schedule following completion of the approved design for approval by the Town. Construction schedule is to consider half load restrictions, staging (if required) with timing restrictions, Downtown events that impact/close King Street, etc. to facilitate the construction activities.

In accordance with Section 1.5.3 of the RFP, the Proponent shall provide a detailed Schedule/Work Program in a Gantt chart format which illustrates how the Proponent proposes to efficiently meet the specified deadlines of this RFP. Provide a realistic work plan that identifies key milestones, meetings and deliverable dates.

3 STANDARD TERMS & CONDITIONS

3.1 CLARIFICATION OF PROPOSAL DOCUMENTS

Any clarification of the Proposal documents required by the Proponent prior to submission of its Proposal shall be requested through the Town of Cobourg. The Proponent and the Town of Cobourg hereby agree that in no case shall oral arrangements be considered.

No officer or employee of the Town of Cobourg is authorized to alter orally any portion of these documents. During the period prior to submission of Proposals, alterations will be issued to Proponents as written addenda. The Proponent shall list in its Proposal all addenda that were considered when its Proposal was prepared.

3.2 PROOF OF ABILITY

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

3.3 DELIVERY

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

3.4 PRICING REQUIREMENT

Prices shall be in Canadian Funds and shall include charges of every kind attributable to the work. Harmonized Sales Tax shall be shown as indicated in **Appendix C**.

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

3.5 TERMS OF PAYMENT

Payment of contract shall be in accordance with the terms of payment indicated in the contract.

The Town of Cobourg shall have the right to withhold from any sum otherwise payable to the company such amount as may be sufficient to remedy a defect or deficiency in the work, pending correction of same.

3.6 ASSIGNMENT

The Proponent shall not assign the contract or any portion thereof without the prior written consent of the Town of Cobourg.

3.7 LAWS AND REGULATIONS

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

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

3.8 CONTRACT

A contract between the successful Proponent(s) and the Town of Cobourg will be required. The Town of Cobourg will prepare the draft contract, and the Request for Proposals and Project Proposal shall form appendices.

3.9 SUB-CONSULTANTS

List any subcontractor that the Proponent intends to use for this assignment on the form provided in **Appendix D**.

3.10 DISCLOSURE

After the Proposal Opening, requests may be submitted to the Town of Cobourg for the results, and only the names of Proponents and total bid prices will be given in the reply.

3.11 OWNERSHIP

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

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

4 AWARD AND APPROVAL

4.1 PROPOSAL EVALUATION

Proposals will be evaluated on the bases of the criteria listed below. The Town reserves the right not to accept any Proposal.

	Component	Maximum Score
1	Understanding/Approach	20
2	Methodology/Work Plan	25
3	Similar Work Experience	15
4	Project Team	15
5	Price	25
	TOTAL	100

The Town reserves the right to contact any Proponent to seek clarification of the contents of their Proposal.

4.2 BID ACCEPTANCE

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

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

The placing in the mail or delivery to the address given in the Proposal of a notice of award to a Proponent by the Town of Cobourg shall constitute notice of acceptance of contract.

4.3 REQUIREMENTS UPON AWARD

The successful Proponent shall not make any claims for additional costs, or expenses, due to the delay in, or cancellation of, the award of this RFP.

The successful Proponent will be required to submit, within 10 business days of notification of award of the RFP, and prior to start of Work, the following:

- a. Required copies of the signed Agreement;
- b. Certificate of Insurance; and,
- c. Proof of a valid and current Clearance Certificate or proof of exemption from the WSIB.

Appendix A – Cover Sheet

**TOWN OF COBOURG
REQUEST FOR PROPOSAL**

Consulting Services for the Revitalization of Key Areas of the Cobourg Waterfront

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

UNIT NUMBER AND STREET ADDRESS

CITY

PROVINCE

POSTAL CODE

WEBSITE

BUSINESS NUMBER

TELEPHONE NUMBER

FAX NUMBER

CONTACT PERSON

EMAIL

Appendix B – Acknowledgements

RECEIPT OF ADDENDA (If applicable)

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

ADDENDA #

DATE RECEIVED

FORM OF PROPOSAL

To: Town of Cobourg

This Proposal submitted by:

Name of Company

Address of Company

Signing Authority and Title

Telephone

I/We, the undersigned, having carefully examined the site of the proposed work and all contract documents relating thereto, do hereby propose all and offer in accordance therewith to enter into a contract as and when required with The Town of Cobourg, in strict accordance with the said contract documents and such further details as may be supplied.

By my/our signature hereunder, I/we hereby certify this as the Proposal to Provide **Consulting Services for the Revitalization of Key Areas of the Cobourg Waterfront** to the Town of Cobourg in accordance with the subject Proposal, executed and dated at this _____, 2020.
(Month, day)

Signature (Must be signing Officer of Company)

Witness (Corporate Seal Not Available)

Affix Corporate or Legal Seal

Appendix C – Pricing

Design	Price
Design Development	\$
Preliminary Design	\$
Detailed Design	\$
Tender Documents and Services	\$
<i>Design Sub-Total</i>	\$
Construction	Price
Project Management / Contract Administration / Inspection (24 weeks)	\$
As-Constructed Drawings	\$
<i>Construction Sub-Total</i>	\$
Provisional	Price
Detailed Design of New Campground Service Facility	\$
Detailed Design of West Harbour Lifting Well/Haul-Out Slip	\$
<i>Provisional Sub-Total</i>	\$
<i>Sub-Total</i>	\$
<i>HST</i>	\$
<i>TOTAL</i>	\$

Appendix D - Sub-Consultants

Submit a list of sub-consultants to be used for the supply of the goods/services or indicate "Not Applicable".

Contact	Details
Name:	Company Name:
Address:	Type of Goods/Services provided:
Phone:	Years in Business:
Email:	
Name:	Company Name:
Address:	Type of Goods/Services provided:
Phone:	Years in Business:
Email:	
Name:	Company Name:
Address:	Type of Goods/Services provided:
Phone:	Years in Business:
Email:	

Note:

If insufficient space is provided in this Appendix, please provide the required information in the same format on a separate form and attach to this Appendix.

Appendix E – Similar Work Experience and References

Please list a **minimum of three** past projects for each deliverable including references where your company has provided similar goods or services within the last five years.

Project Description	Reference Contact Information

Note:
If insufficient space is provided in this Appendix, please provide the required information in the same format on a separate form and attach to this Appendix.