

## THE CORPORATION OF THE TOWN OF COBOURG



# REQUEST FOR PROPOSAL

## Waterfront Plan – Victoria Park Campground

### INTRODUCTION

The Town of Cobourg (the “Town”) is requesting proposals for consulting services for the revitalization of Victoria Park Campground. 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, March 29<sup>th</sup>, 2022**, 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 March 22<sup>nd</sup>, 2022, and addressed to:

Julie Behan-Jones  
Assistant Manager, Waterfront Operations  
jbehanjones@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-22-O5
TENDER BID NAME:	WATERFRONT PLAN VICTORIA PARK CAMPGROUND
CLOSING DATE:	Tuesday, March 29 <sup>th</sup> , 2022
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, March 29<sup>th</sup>, 2022.**

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 – “The Town of Cobourg (the “Town”) is requesting proposals for consulting services for the revitalization of Victoria Park Campground.”**

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 if 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, its 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, its 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 mid-way between Toronto and Kingston. Cobourg promotes our downtown and waterfront which enriches the lives of residents and guest alike.

Cobourg's waterfront is an integral component of the municipality. Previously an industrial shipping harbour, the municipality has transformed the once dismal waterfront into an important community destination focused on recreation, and tourism with a focus on 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 an inclusive, accessible, and sustainable waterfront.

This proposed project will enhance one of the key elements of Cobourg's Waterfront into an updated accommodation and destination of choice.

The revitalization and enhancement of the Victoria Park Campground was identified as a priority project within the Waterfront Plan.

#### **2.1.1 Victoria Park Campground**

Victoria Park Campground is a 3.8-acre plot, bordered by Division Street to the west, Victoria Beach to the south, Victoria Park to the east, and mixed-use residential and commercial development and Centennial Pool to the north. The campground currently consists of 43 trailer sites with Hydro, Water and Sewer, 28 trailer sites with Hydro and Water and 5 unserved tent sites.

The Campground is a sustainable, economic asset to the community that attracts thousands of guests each season, both local and traveling. The campground infrastructure, (washroom building, sewer lines, power sources) are in need of improvements as they are aged and deteriorating, and some components are original in design.

This design plan is necessary to update failing aged infrastructure and transform the campground back into asset that can provide the requirements of current guests while continuing to remain a viable tourism destination and economic engine to the municipality.

**Further related documents may be reviewed at:**

Town of Cobourg 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>

## **2.2 GENERAL SCOPE OF WORK**

This Request for Proposal requires 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).

The 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 update the Victoria Park Campground to meet operational and tourism requirements in an environmentally responsible manner.



**Limits of Work:**

Figure 1: Site Location Map



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

**Victoria Park Campground**

The Waterfront Plan recommended maintaining the campground in its current location and make a number of updates to help improve its functional layout, 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 Campground Conceptual Rendering Plan from Thinc Design Waterfront Master plan** 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. Further, the Canadian Coast Guard Cobourg Detachment located on the north end of the East Pier will be enhancing the Federal Infrastructure with a new building within their current footprint.



The Waterfront Plan outlines several improvements to revitalize the Campground for the future, including the redesign the facility 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 inside the campground 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 AODA Compliant 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

\* It should be noted that staff also recognize the potential for public washrooms to be added to the administration building design.

## **2.3 DETAILED SCOPE OF WORK**

The design and tender preparation for the revitalization of the Victoria Park Campground 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 and revitalization of the campground (taken from the Waterfront Plan):

*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.
- c) Provide a minimum of two (2) low maintenance style options for all decorative features such as perimeter buffering tools, benches, lighting
- d) Conduct a topographic survey and prepare a plan that is sufficient for design
- e) Preparing public consultation materials, (1) start up meeting and three (3) progress meetings and record results to review/discuss with municipal staff and council
- h) Obtain any permits required

### **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)
- b) Preparing public notices, materials for and leading a public consultation
- c) Present preliminary design for public comment before proceeding to final design.
- d) Prepare detailed design drawings for the approved options (90% and 100% submissions)
- e) Provide a final construction cost estimate
- f) Prepare tender documents for the detailed design (90% and 100% submissions)
- g) Provide services during the tendering period including addenda preparation, review of tender documents, and a recommendation for contract award

### **2.3.3 Construction**

- a) Provide as constructed drawings for the approved design
- b) Provide a cost breakdown for each project for contract, administration and inspection requirements

## **2.4 SCHEDULE**

The proposed schedule is as follows:

Closing Date:	<b>Tuesday, March 29<sup>th</sup>, 2022, at 2:00p.m.</b>
Award of RFP:	<b>April 24<sup>th</sup>, 2022 (dependent on approval)</b>
Public Consultation Completion:	<b>July 2022</b>
Cost Estimate of Approved Works:	<b>August 2022</b>
Construction Tender Date:	<b>September 2022 (to be negotiated)</b>
Construction:	<b>Winter 2023 (to be negotiated)</b>

\*Proposed construction dates should be negotiated in a manner that would not hinder operational timelines of the campground.

### **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.

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

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
- c. Proof of a valid WSIB

**Appendix A – Cover Sheet**

**TOWN OF COBOURG**  
**REQUEST FOR PROPOSAL**  
**Waterfront Plan – Victoria Park Campground**

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

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**UNIT NUMBER AND STREET ADDRESS**

---

**CITY**

**PROVINCE**

**POSTAL CODE**

---

**WEBSITE**

**BUSINESS NUMBER**

---

**TELEPHONE NUMBER**

**FAX NUMBER**

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**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**

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**FORM OF PROPOSAL**

To: Town of Cobourg

This Proposal submitted by:

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**Name of Company**

---

**Address of Company**

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**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 Planning and Design Services for Waterfront Plan – Victoria Park Campground to the Town of Cobourg in accordance with the subject Proposal, executed and dated at this \_\_\_\_\_, 2022.  
*(Month, day)*

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**Signature** (Must be signing Officer of Company)

**Affix Corporate or Legal Seal**

**Appendix C – Pricing**

<b>Design</b>		<b>Price</b>
Design Development		\$
Preliminary Design		\$
Detailed Design		\$
Tender Documents and Services		\$
	<i>Design Sub-Total</i>	\$
<b>Construction</b>		<b>Price</b>
		\$
		\$
	<i>Construction Sub-Total</i>	\$
<b>Provisional</b>		<b>Price</b>
		\$
		\$
	<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".

<b>Contact</b>	<b>Details</b>
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.