



Request for Proposal (RFP)

Consulting Services for Active Transportation and Trails Plan

RFP No. LVPS-2023-01

Please submit completed proposal using the attached forms, quoting the above proposal number and closing date; and forward before 2:00 p.m. local time, **Thursday, April 16, 2023** to:

The Corporation of the Township of Laurentian Valley
Attention: Navada Sargent, Planning & Recreation Coordinator
460 Witt Road
Pembroke, ON K8A 6W5

Contact:

Navada Sargent, Planning and Recreation Coordinator
613-735-6291 ext. 207
nsargent@lvtownship.ca

Note: The Proponent **must provide contact information to the Township by emailing** nsargent@lvtownship.ca in order to be placed on the distribution list and to be advised of any addenda or further information that may be issued regarding this project.

If you are a person with a disability and need the Township of Laurentian Valley RFP information in another format, please contact 613-725-6291 extension 207, Monday to Friday between 8:30 am and 4:00 pm.

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SECTION A – INSTRUCTIONS, TERMS & CONDITIONS

1. INTRODUCTION

The Township of Laurentian Valley (Township) is seeking proposals for the development of an Active Transportation and Trails Plan. The purpose of the Plan is to help identify recreation, parks, and facility service priorities through the provision of a comprehensive review and needs assessment. The Plan will help give direction to create and improve opportunities to connect schools, parks, and villages/hamlets for active forms of transportation such as walking, running, hiking, and cycling.

2. REQUEST FOR PROPOSAL SCHEDULE

The RFP process will be governed according to the following schedule. Although every attempt will be made to meet all the dates, the Township of Laurentian Valley reserves the right to modify any or all dates at its sole discretion.

Release of RFP:	March 23, 2023
Deadline for Submitting Questions:	April 5, 2023 at 2:00 pm
Deadline for Responding to Questions:	April 7, 2023 at 4:00 pm
RFP Closes:	April 16, 2023 at 2:00 pm

3. REQUEST FOR PROPOSAL TERM

The terms and conditions of this Request for Proposals offer shall remain firm and open for acceptance by the Township of Laurentian Valley for a period of ninety (90) days.

4. PROPOSAL SUBMISSION

4.1 Proponents shall submit one (1) original, two (2) copies and one (1) electronic copy of their proposal in a sealed envelope or package, labelled with the RFP No. and Name, and mail, courier, or hand-deliver to:

Township of Laurentian Valley
Attention: Navada Sargent, Planning and Recreation Coordinator
**RE: Request for Proposal - LVPS-2023-01 - Consulting Services for
Active Transportation and Trails Plan**
460 Witt Road
Pembroke, ON K8A 6W5

4.2 The Township will not be responsible for any lost documents or for those documents that are not delivered to the proper location.

4.3 The Township of Laurentian Valley will not accept facsimile or e-mailed copies of proposals.

- 4.4 Proposals received by the Planning and Recreation Coordinator later than the specified closing date and time shall not be accepted and will be returned unopened to the Proponent, if a return address is submitted on the envelope.
- 4.5 The submission of a proposal shall be deemed proof that the Proponent has satisfied themselves as to all the provisions of this RFP, of what materials they will be required to supply, or any other matter which may enter in the carrying out of the requirements, and no claims will be entertained by the Township based on the assertion by the Proponent that they were uninformed as to any of the provisions or conditions intended to be covered by the RFP.

5. IRREVOCABILITY OF PROPOSALS

By submission of a written request to the Planning and Recreation Coordinator, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable and are valid for a minimum of ninety (90) days. By submission of a proposal the Proponent agrees should the proposal be successful, the Proponent will enter into a contract with the Township. Prices will be firm for the entire contract period, unless otherwise agreed to by both parties.

6. PROPOSAL WITHDRAWAL

A submission may be withdrawn at any time prior to the closing date and time at the Proponent's discretion. Withdrawal notification must be submitted to Navada Sargent, Planning and Recreation Coordinator email: nsargent@lvtownship.ca.

7. NEGOTIATIONS

- 7.1 The Township may award a contract on the basis of initial offers received, without discussion. Therefore, each initial offer should contain the Proponent's best terms/information, including all required documentation as listed in this RFP.
- 7.2 The Township reserves the right to enter into discussions/negotiations with the selected Proponent. If the Township and the selected Proponent cannot negotiate a successful contract, the Township may terminate the negotiations and begin negotiations with the next selected Proponent.
- 7.3 This process will continue until a contract has been executed or all Proponents have been rejected. No Proponent shall have any rights against the Township arising from such negotiations.

8. PROPOSAL ACCEPTANCE

- 8.1 The proposal that on average scores highest when evaluated compared to the criteria in this RFP, and when compared to all other proposals received, shall be deemed to provide the best value for the Township of Laurentian Valley.
- 8.2 The Township reserves the right to reject any or all proposals or to accept any proposal should it be deemed in the interest of the Township to do so, including if only one proposal is received.
- 8.3 The Township reserves the right to contract with a Proponent for reasons other than price. Failure to answer any question in this RFP may subject the proposal to disqualification. Failure to meet all requirements will not necessarily subject a proposal to disqualification.
- 8.4 The Township reserves the right to communicate with one or more Proponents following the proposal close to clarify elements of the proposals.
- 8.5 The Townships reserves the right to negotiate with the successful Proponent to modify its proposal to best suit the needs of the Township.
- 8.6 The Township reserves the right to cancel the Request for Proposals call and not accept any proposal at all.

9. COST OF REQUEST FOR PROPOSAL PREPERATION

Any cost incurred by the Proponent in the preparation of the proposal will be solely at the expense of the Proponent.

10. ACCURACY OF INFORMATION

The Township makes no representation or warranty, either express or implied, with respect to the accuracy or completeness of any information contained or referred to in this RFP.

11. NOT A CALL OF TENDER

This RFP is not a call for tender and does not follow the tender process. Proposals will not be opened in public. This RFP is a solicitation to Proponent's to come forward with competing offers regarding a contract and/or to compete for an opportunity to negotiate a contract.

12. CONTACT PERSON

12.1 All inquiries shall be directed to:

Navada Sargent
Planning and Recreation Coordinator
613-735-6291 ext. 207
Email: nsargent@lvtownship.ca

12.2 The deadline for questions is **Thursday, April 5, 2023 at 2pm**. No questions will be addressed after that time.

13. ADDENDA

13.1 Proponents finding discrepancies or omissions in the RFP, or in doubt as to its intent, shall at once notify the Township Planning and Recreation Coordinator. If necessary, the Planning and Recreation Coordinator will issue a written addendum.

13.2 Addenda will be issued, during the proposal period, under the following circumstances:

13.2.1 Interpretation of RFP documents as a result of queries from prospective Proponents;

13.2.2 Revision, deletions, additions or substitutions of any portion of RFP documents.

13.3 A copy of all Addenda shall be sent by electronic correspondence, to each prospective Proponent who has obtained RFP documents.

13.4 All such changes as addressed in the addenda shall be incorporated into and become part of this RFP.

14. EVALUATION PROCESS AND CRITERIA

14.1 An evaluation committee made of up of Township staff will be reviewing proposal submissions. The Township reserves the right to accept any or none of the proposals submitted and will evaluate proposals based on the best value and not necessarily the lowest cost.

14.2 The award of any contract resulting from this RFP may be subject to Council approval and budget considerations.

14.3 The Proponent's proposals will be evaluated using the following guidelines. The proponent receiving the highest score will not necessarily be invited to enter into a contract:

Relevant Experience and Qualifications	30%
Project Understanding, Approach and Workplan	30%

**Timeline
Fee**

**20%
20%**

15. CLAIMS OR LITIGATION

No proposal will be accepted from any Proponent who has a claim or has instituted a legal proceeding against the Township of Laurentian Valley or against whom the Township has a claim or has instituted a legal proceeding, without the prior approval of Council prior to the close of the proposal. This applies whether the legal proceeding is related or unrelated to the subject matter of this Proposal.

16. CONFLICT OF INTEREST

16.1 The Proponent declares that this proposal is made without any connection, knowledge, comparison of figures or arrangements with any other person or persons submitting a proposal for the same requirement and is in all respects fair and without collusion or fraud.

16.2 The Proponent declares that no appointed officer or employee of Township of Laurentian Valley is, will be, or has become interested, directly or indirectly, as a contracting party, partner, shareholder, surety or otherwise in this proposal or in the proposed contract or in any portion of the profits thereof, or of any supplies to be used therein, or in any of the moneys to be derived therefrom.

16.2 Proponent is required to disclose to Council, prior to accepting this assignment, any potential conflict of interest. If a conflict of interest does exist, Council may, at its discretion, withhold the assignment from the Proponent until the matter is resolved to the satisfaction of Council. If, during the conduct of the assignment, the Proponent is retained by another client giving rise to a potential conflict of interest, then the Proponent shall so inform Council and if a significant conflict of interest is deemed to exist by Council, then the Proponent shall refuse the new assignment or take such steps as are necessary to remove the conflict of interest.

17. PROFESSIONAL LIABILITY INSURANCE

17.1 The Proponent shall take out at their expense and keep in force Professional Liability insurance in the amount of \$2,000,000 providing coverage for acts, errors and omissions arising from their professional services performed under this Agreement. The policy SIR/deductible shall not exceed \$100,000 per claim and if the policy has an aggregate limit, the amount of the aggregate shall be double the required per claim limit. The policy shall be underwritten by an insurer licensed to conduct business in the Province of Ontario and acceptable to the Township. The policy shall be renewed for 3 years after contract termination. A certificate of

insurance evidencing renewal is to be provided each and every year. If the policy is to be cancelled or non-renewed for any reason, 90-day notice of said cancellation or non-renewal must be provided to the Township. The Township has the right to request that an Extended Reporting Endorsement be purchased by the Proponent at the Proponent's sole expense.

17.2 The Township shall be named as an additional insured;

17.3 This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Township.

17.4 The Proponent shall provide a Certificate of Insurance evidencing coverage in force at least 10 days prior to contract commencement.

18. AUTOMOBILE INSURANCE

18.1 Automobile liability insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property with a limit of not less than \$2,000,000. inclusive for each and every loss.

18.2 The Proponent shall provide a Certificate of Insurance evidencing coverage in force at least 10 days prior to contract commencement.

19. INDEMNIFICATION

The Proponent shall indemnify and hold harmless the Township and all Municipal Officers, employees, volunteers, servants and agents of its Boards and Commissions 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, judgements, claims, suits, demands or expenses which the Township may sustain, suffer or be put to resulting from or arising out of the Proponent's 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 Proponent, its agents, officials and employees. The Proponent agrees that the foregoing indemnify shall survive the termination of this agreement.

20. FORCE MAJEURE

Neither party shall be held responsible for any remedy arising from delay or failure to perform obligations under this RFP or the Project when such delay or failure is due to fires, strikes, floods, acts of God or the Queen's enemies, lawful acts of public authorities, or delays or defaults caused by common carriers, which cannot reasonably be foreseen or provided against.

21. WORKPLACE SAFETY & INSURANCE BOARD (W.S.I.B.)

The successful Proponent shall at the time of entering into any contract with the Township, furnish to the Planning and Recreation Coordinator a satisfactory clearance from W.S.I.B. stating that all assessment or compensation payable to the W.S.I.B. has been paid. The successful Proponent further agrees to maintain that good standing throughout the contract period.

22. FREEDOM OF INFORMATION

22.1 The Proponent acknowledges that any proposal submitted shall become a record belonging to the Township of Laurentian Valley and therefore is subject to the Municipal Freedom of Information and Protection of Privacy Act. This provincial law gives individuals, businesses and other organizations a legal right to request records held by the Township, subject to specific limitations.

22.2 The Proponent should be aware that it is possible that any records provided to the Township, including but not limited to, pricing, technical specifications, drawings, plans, audio-visual materials or information about staff, parties to the proposal or suppliers could be requested under this law. If the Proponent believes that all or part of the proposal should be protected from release, the relevant parts should be clearly marked as confidential. Please note that this will not automatically protect the submission from release, but it will assist the Township in making a determination on release if a request is made.

22.3 The identity of all Proponents, as well as total bid prices, may be available to the public under the Township's Procurement Policy.

23. COPYRIGHT

All designs, drawings, concept drawings, specifications, digital, hard copies, web pages, internet pages, maps and plans commissioned by the Township, shall remain the property of the Township.

24. SUB-CONTRACTOR ARRANGEMENTS

Using a subcontractor to enhance the expertise and resources of the Proponent's team is acceptable however arrangements must be identified with the proposal submission with a prime Proponent designated to be fully responsible for all contract performance. See Appendix D.

25. PROPONENT EXPERTISE AND REFERENCE

25.1 The Proponent must provide evidence that they have experience, expertise and resources available to perform the Plan request as outlined in this RFP.

25.2 The Proponent shall provide a minimum of three (3) references of similar work. See Appendix C.

26. PAYMENT

- 26.1 Payment for work and/or services performed under a Contract resulting from this proposal shall be made thirty (30) days from the date of receipt of correct and proper monthly invoices provided the equipment or service is acceptable to the Township.
- 26.2 Invoices shall be delivered to Township of Laurentian Valley, Attn: Accounts Payable, 460 Witt Road, Pembroke, ON, K8A 6W5 or via email ap@lvtownship.ca.

27. CANCELLATION OF CONTRACT

- 27.1 Proponents must acquaint themselves with the requirements of this RFP. Notwithstanding the details presented herein, it shall be the responsibility of the Proponent to provide all of the materials, equipment and labour required to fully satisfy the intent of this RFP.
- 27.2 Any material, equipment, service or work ordered, which in the opinion of the Township, does not completely fulfill the requirements, must be removed and/or completed at the expense of the successful Proponent and be replaced immediately with the material, equipment, services or work that fulfills the requirements.
- 27.3 The Township may cancel the contract for substantive failure on the part of the successful Proponent to provide the necessary services in accordance with the Instructions, Terms & Conditions, and Project Scope of this proposal, or in a manner which does not meet the expectations of the Township. The opinion of the Township in this regard shall be final in all instances.

28. CONDUCT OF PROPONENT'S EMPLOYEES

The Township of Laurentian Valley reserves the right to demand the removal of any successful Proponent's employees or contracted staff engaged in this contract if, in the Township's opinion, their conduct has been of an unacceptable nature.

29. DEFAULT

Upon any default of the successful Proponent, the Township at its election may reduce or cancel the outstanding balance of any contract. Written notice of the cancellation shall be effective immediately upon the date thereof.

30. ACCESSIBILITY OF ONTARIANS WITH DISABILITIES ACT (AODA)

It is the successful Proponent's responsibility to ensure that it is fully aware of, and meets all requirements under the Accessibility of Ontarians with Disabilities Act (AODA) and associated regulations. AODA, is a law passed by the Ontario

legislature that allows the government to develop specific standards of accessibility and to enforce them. All public sector organizations in Ontario, including the Township of Laurentian Valley, must comply with this regulation. The Accessibility Standard for Customer Service also applies to third parties that provide goods and services to members of the public on behalf of a public sector organization. Further information on compliance can be found on the Ministry of Community and Social Services website. As a result, Proponent must be able to provide all materials in relation to this project in accessible formats as per the act. See Appendix B.

SECTION B – PROJECT SCOPE & SPECIAL PROVISIONS

31. PURPOSE

The Township wishes to engage a consultant to develop an Active Transportation & Trails Plan including recommendations for making connections to existing trails and community assets. In keeping with the rural nature of the community, the Plan will help give direction to create and improve opportunities to connect community amenities for active forms of transportation such as walking, running, hiking, and cycling.

A key consideration in the development of the Plan is the 2016 acquisition by the County of Renfrew of the former CP rail bed (Algonquin Trail) which runs 219 kilometres through the County, of which 8.3 kilometres runs through the Township. In addition, the former CN corridor runs from the Quebec border to Algonquin Park with 37 kilometers in Laurentian Valley and 3 km of it privately owned. Other trails exist on crown land (Forest Lea Trails) and private property.

32. BACKGROUND

Township of Laurentian Valley is a small urban and rural lower tier municipality within the County of Renfrew, located in Eastern Ontario approximately 1.5 hours drive west of the City of Ottawa. The Township was created on January 1, 2000, through the amalgamation of the former Township of Stafford-Pembroke and the Township of Alice and Fraser. According to the 2016 Census, the Township has a population of 9,387 persons and 3,877 households. The Township covers an area of approximately 551.43 square kilometres. It is intersected by the TransCanada Highway 17 and Highway 41, surrounding the City of Pembroke and is south of the Town of Petawawa. Township Council is made up of 7 members including the Mayor and Reeve. The staff team is comprised of 20 full-time staff, led by a CAO.

The Township has a balance of small urban and rural areas with a beautiful natural heritage found in many forests, rivers and lakes throughout the Township. The Township has approximately 20 kilometres of Ottawa River frontage. Laurentian Valley also has an abundance of Crown lands within its boundaries, which border on Algonquin Park and offers easy access to excellent hunting and fishing and recreational trails (snowmobiling, atving, snowshoeing, hiking, mountain biking, etc.). The Township has several municipal parks and recreation centres including: Alice and Fraser Recreation Centre, Shady Nook Recreation Centre, Stafford Park, Pleasant View Park, Forest Lea Park, Matheson Park (Ottawa River), LV Four Seasons Trail and Lodge.

The Township is responsible for approximately 510 lane kilometers of roadway. This consists of 350 lane kilometers of hard top surface and 160 lane kilometers of gravel road. As well as an additional 45km single lane seasonal roads.

33. SCOPE OF WORK

Through the development of the Active Transportation & Trails Plan, the following objectives will be accomplished:

- 33.1 Inventory existing and proposed additional active transportation assets (on road and off road), including hardened shoulders and facilities that ensure cohesive connectivity and recreational amenities.
- 33.2 Prioritize a list of recommendations for active transportation facilities and trails with cost and timeframe for inclusion in the Asset Management Plan and a 10-year capital plan that we are working towards.

The appointment will include, but not limited to, the following major tasks:

- 33.3 Inventory existing and proposed additional active transportation assets and trails to ensure cohesive connectivity and amenities.
 - 33.3.1 Review Laurentian Valley’s inventory of existing transportation assets and trails and identify gaps/missing links in the existing infrastructure.
- 33.4 In partnership with project partners, consult to identify:
 - 33.4.1 current use/capacity of existing active transportation assets and trails,
 - 33.4.2 barriers to active transportation in the community, and
 - 33.4.3 facilities/supports that would contribute to increased active transportation.
- 33.5 Develop a prioritized list of recommended active transportation facilities and trails based on the foregoing findings and on a general outline of need, potential for generating the greatest leverage for increased use, cost, maintenance, and long-term management requirements.
- 33.6 Propose best practices for the trail network design, materials, including signage and amenities.
- 33.7 Conduct a partnership implementation proposal which considers funding sources.

The following deliverables are expected:

- 33.8 A Council endorsed Active Transportation & Trails Plan for Laurentian Valley.
- 33.9 Completion and identification of existing and proposed active transportation network and trail improvements with identified priority element analysis and multi-year development strategy which considers community and financial partners.
- 33.10 Assurance that all available resources have been accessed in the preparation of the plan.
- 33.11 Maps and design plans created to support the Active Transportation & Trails Plan will become the intellectual property of the Township and be

used to support the realization, communication and/or marketing/promotion of the plan and associated facilities.

33.12 The consultant/consulting firm must be willing to coordinate and facilitate, at a minimum, the following meetings:

- 33.12.1 Initial meeting with Township Team to confirm the direction of the Active Transportation Plan;
- 33.12.2 Stakeholder focus groups/workshops or telephone interviews to collect information to complete the active transportation needs assessment;
- 33.12.3 One meeting to present the draft Action Plan to the Township Team;
- 33.12.4 Final presentation to the Council of Laurentian Valley

34. FEE STRUCTURE

The proposal must propose a fixed fee for services outlined in this RFP (including all disbursements), hourly rates with an estimated upset cost for Additional Services that may be required and estimated costs for disbursements for each stage of the work which can accompany appendix E. Prices must be stated in actual dollars and cents expressed in Canadian funds and prices must show all applicable taxes.

35. PROJECT TERM AND SCHEDULE

Provide a schedule showing milestones including, but not limited to:

- submission dates for each phase of the project
- anticipated date of draft plan
- anticipated date of presentation to Council
- anticipated date of final plan
- project **must be completed by September 12, 2023** to satisfy a condition of the grant awarded to complete this project

36. STAKEHOLDER CONSULTATION

A clear consultation methodology must be proposed and provided to the Township, including detailed processes. Key external stakeholders for this project include the Ottawa Valley Cycling and Active Transportation Alliance, the County of Renfrew, Renfrew County ATV Club, Ontario Federation Snowmobile Clubs, CN Rail Line, local recreation associations, as well as tourism and commercial operators. Internal stakeholders include Council, CAO, Public Works, Recreation Volunteers, Finance & Administration and Community Development.

37. RESOURCE DOCUMENTS

The following are some pertinent documents, reports, as well as other resource materials that may be relevant to the creation of the Plan:

- Township of Laurentian Valley Official Plan and Zoning By-law
- County of Renfrew Official Plan
- Laurentian Valley Recreational Needs Study 2016
- List of organizations and individuals key to parks, recreation and leisure activities
- Joint Partnership Agreements with the City of Pembroke including library, pool, indoor rinks and festival hall
- GIS layers and mapping
- County of Renfrew Trails Strategy (2016)
- Laurentian Valley Asset Management Plan (2013)
- Laurentian Valley Parks and Recreation Master Plan (2021)
- Laurentian Valley Strategic Plan (2019)
- Laurentian Valley Strategic Asset Management Policy (2019)

38. INTERIM AND FINAL REPORTING

38.1 The successful consultant team shall provide interim reporting to the Planning and Recreation Coordinator. The update must include an outline of the work completed to date, work completed since the last update, and a discussion of how the project is proceeding including any unexpected difficulties.

38.2 A status meeting between the Planning and Recreation Coordinator and key staff and the said consultant team will occur as required. The Township reserves the right to modify interim and final reporting requirements during the term of the contract as the process unfolds to address specific ongoing needs.

38.3 A presentation to Council prior to the final Active Transportation and Trails Plan document is established shall be provided.

38.4 A timeline for this type of reporting should be included in the proposal.

SECTION C – APPENDICES

A. APPENDIX - ACKNOWLEDGMENT

I/We acknowledge and have carefully examined and understood the instructions, terms and conditions and project scope and special provisions of this RFP, LVPS-2023-01, and offer to complete a contract in accordance with the same, should I/we be the successful proponent in this request for proposal.

I/We acknowledge that this proposal is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making a Proposal for the same work and is in all respects fair and without collusion or fraud.

I/We acknowledge that all matters stated in the submitted Proposal are in all respects true.

I/We acknowledge that _____ addenda have been received and that it is the Proponent's ultimate responsibility to ensure all addenda issued have been received.

I/We acknowledge and warrant that the pricing submitted shall be firm for a period of sixty (90) days from the date of the Proposal closing.

Signer must have authority to bind the company.

Signed, and dated at _____ this ____ day of _____, 2023.
(City/Township/Town) (Day) (Month)

Proponent/Legal Company Name _____

Address _____

Signature of _____ Name _____
(Authorized to bind the company) (Print)

Title _____ Email _____

Phone _____ Fax _____

B. APPENDIX - COMPLIANCE WITH ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005 (AODA)

Contracted employees, third party employees, agents and others that provide customer services on behalf of the Township must comply with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and are legally responsible for adhering to the provisions outlined in Section 7 and Section 80.49 of Ontario Regulation 191/11 with respect to training. The Proponent shall ensure that such training includes, without limitation, a review of the purposes of the Act and the requirements of the Regulation, as well as instruction regarding all matters set out in Section 80.49 of the Regulation.

The Proponent shall submit to the Township of Laurentian Valley, if requested, documentation describing its accessibility training policies, practices and procedures, and a summary of the contents of training, together with a record of the dates on which training is provided and the number of attendees.

Studies, Reports and/or Plans that result from this project must be created and provided to the Township in an accessible format and compatible to Adobe Acrobat XI or higher. Documents created, adapted or otherwise presented on behalf of the Township or to Township employees will be made available in accessible formats as required in the AODA and Ontario Regulation 1911/11, for the lifespan of the document.

Unless determined by the Township to not be practicable, the consultant shall ensure that any information, products, deliverables and/or commination (as defined in the Integrated Regulation) produced pursuant to a contract shall be in conformity with World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 Level AA. The documents shall be provided to the Township in accessible Word, Excel, PowerPoint, PDF, etc., to the satisfaction of the Township.

In accordance with the Integrated Accessibility Standards Regulation under the AODA, internet websites and web content must conform to the World Wide Web Consortium (W3C), Web Content Accessibility Guidelines (WCAG) 2.0 Level AA, with the exception of (live) captions and (pre-recorded) audio descriptions. The Township of Laurentian Valley requires web content created for the municipality to be made available in accessible pdf to comply with W3C and WCAG 2.0 Level AA requirements. The Successful Proponent will be responsible to provide to the Township any and all documents that will be posted on the Township website to conform to WCAG 2.0 Level AA and to the satisfaction of the Township.

By signing, the Proponent has agreed to be in full compliance with this regulation.

Dated at _____ this ____ day of _____, 2023.

Signature _____ Name _____

C. APPENDIX - REFERENCES

Name of Proponent's Company: _____

Please provide at minimum, three (3) references of similar service completed since January 1, 2018. The references must be, at minimum, equal in size, complexity and requirements outlined in this proposal.

References will be contacted at the sole discretion of the municipality. The municipality reserves the right, at its sole discretion; to investigate other than listed references.

NAME OF CLIENT	CONTACT NAME & PHONE NUMBER	DESCRIPTION OF PROJECT INCLUDING EXAMPLE OF FINAL REPORT

Note: The Proponent may provide additional information relevant to their experience and past projects.

These references have been submitted by:

Name

Signature

Title

D. APPENDIX - SUB-CONTRACTORS

Please provide information on sub-contractors and any additional information you wish to provide.

NAME OF COMPANY	CONTACT NAME & PHONE NUMBER	DESCRIPTION OF CONTRIBUTION TO PROJECT

Additional Information (if necessary):

E. APPENDIX - FINANCIAL PROPOSAL

The Contractor offers to provide the services detailed in this Request for Proposal to the acceptance of the Township, in accordance with the following price:

Consulting Services – Active Transportation and Trails Plan

PROJECT COST \$ _____

HST \$ _____

PROJECT TOTAL \$ _____

Additional details may be provided.