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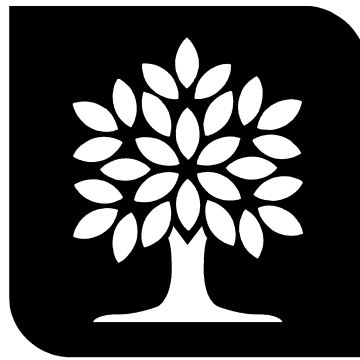
## **THE CORPORATION OF THE CITY OF LONDON**

### **REQUEST FOR PROPOSAL 10-31 CONSULTING SERVICES FOR THE SOUTHEAST/EAST RECREATION & COMMUNITY CENTRE SITING PROJECT**

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**THE CORPORATION OF  
THE CITY OF LONDON**



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**RFP 10-31  
CONSULTING SERVICES FOR THE  
SOUTHEAST/EAST RECREATION &  
COMMUNITY CENTRE SITING PROJECT**

**The Corporation of the City of London  
Request for Proposal 10-31  
Consulting Services for the  
Southeast/East Recreation & Community Centre Siting Project**

1.0	INTRODUCTION .....	3
2.0	BACKGROUND .....	3
3.0	PROJECT PROCESS AND COMPONENTS .....	4
3.1	Responsibility for the Project.....	4
3.2	Components .....	4
3.2.1	Community Profile .....	4
3.2.2	Community and Stakeholder Consultation Plan.....	4
3.2.3	Site Evaluation Criteria .....	5
3.2.4	Site Evaluation .....	5
3.2.5	Preferred Siting Strategy .....	5
4.0	BUDGET .....	5
5.0	DELIVERABLES.....	5
6.0	SCHEDULE .....	6
7.0	REQUEST FOR PROPOSAL .....	6
7.1	Closing Date and Time .....	6
7.2	Late Submissions .....	6
7.3	Period of Acceptance.....	6
7.4	Questions/Inquiries .....	7
7.5	Rights Reserved by the City.....	7
7.6	Treatment of Information.....	8
7.7	Professional Liability Insurance.....	8
7.8	Sub-consultants .....	8
8.0	SUBMISSION REQUIREMENTS.....	8
8.1	General.....	8
8.2	Administration Fee.....	9
8.3	Proposal Submission .....	9
9.0	EVALUATION CRITERIA AND PROCESS.....	9
9.1	Evaluation Team.....	9
9.2	Evaluation Process .....	10
9.3	Selection Process .....	10
10.0	FORM OF PROPOSAL.....	11

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Consulting Services for the  
Southeast/East Recreation & Community Centre Sitting Project**

## **1.0 INTRODUCTION**

The City of London (herein after referred to as the City) is seeking proposals from a multi-faceted consulting team with expertise in community engagement and facilitation with roots in parks and recreation planning, land use planning and architectural design.

In November 2009, the City finalized its Parks and Recreation Strategic Master Plan Update. A major capital expenditure is recommended to construct new recreation and community centre components (indoor pool, gymnasium, activity rooms, arena) in Southeast/East London in 2018. The Plan recommends Civic Administration:

*“Resolve how the proposed new recreation and community centre components are to be developed in the Southeast/East”*

by developing

*“...site evaluation criteria to identify an appropriate location for an indoor pool in the SE/E, with consideration given to co-locating the pool with the proposed community centre in the area”.*

Consulting services are sought to develop and implement a deliberative approach that will strategically integrate the community’s needs with the strategic priorities of the Parks and Recreation Strategic Master Plan. The focus of the work in this project is to determine preferred locations for the specific recreation components, including the potential to support sports fields and other outdoor play amenities (skate park, basketball, play equipment, fitness apparatus, multi-purpose sports pad etc.) as well as a broader consideration of the potential of these sites to serve as community hubs. A carefully facilitated public consultation process will form a key component of the exercise. Public and stakeholder input into the development of site selection criteria and their continued engagement throughout the process is key to ensuring that the facilities will serve the diverse needs of the communities in the area.

## **2.0 BACKGROUND**

The Parks and Recreation Strategic Master Plan identifies and prioritizes future recreation facility needs across the city. The need for recreation facility components for the Southeast/East area of the city was determined as a priority following the construction of a multi-purpose recreation facility in the Southwest. Construction of the recreation components in the Southeast/East is expected to commence in 2018, however, identification of a site or sites for these components needs to be determined fairly soon to ensure the most appropriate site(s) can be secured if necessary. The Southeast/East area is generally defined as the Planning Districts of: Argyle, Huron Heights, East London, Hamilton Road, Glen Cairn and Jackson.

The previous Master Plan (2003) recommended the construction of one large multi-purpose recreation facility to be built in the Southeast part of the City (South of the River and East of Highbury Ave.) to serve the new growth areas in the Jackson Planning District in the immediate area and the existing larger populations west in Glen Cairn and north of the River in East London, Hamilton Road and Argyle Planning Districts.

Community consultations during the Master Plan Update in 2009 heard concerns regarding the geographic complexity of the Southeast/East area of the city and the inability of one large district facility meeting the complex needs of the existing neighbourhoods north of the river.

## **2.0 BACKGROUND...cont'd**

The updated Master Plan therefore recommends a facility provision model with a greater neighbourhood-focus and instead of building one large multi-purpose centre the City should consider the possibility of constructing the various components on up to two sites. These components could serve as both neighbourhood gathering places/community hubs and as district facilities and better serve the overall community in the area.

The potential for the facility site(s) to serve a broader community need should also be considered. Community hubs may include a range of services beyond those of traditional recreation programming and amenities. They may house internal and external community service partners providing a wide range of services including a library, health care centre, resource/information centre etc. It may also include office space for a neighbourhood association.

## **3.0 PROJECT PROCESS AND COMPONENTS**

### **3.1 Responsibility for the Project**

A consultant will manage the project with assistance from an internal Project Team consisting of senior staff from Community Services, Planning and Development, Environmental and Engineering Services, Realty Services and Financial Planning. A City of London Project Manager will be assigned as the point of contact for the consultant.

Facilitated community discussions will be led by the consultant. Review of site specific criteria may involve consultations with City of London staff in various departments including: Community Services, Environmental and Engineering Services, Planning and Development and Financial Planning and Departments.

### **3.2 Components**

The specific tasks to be undertaken by the consultant are outlined below. It is expected that interested consultants will provide bids on each of the individual components outlined in the sections below.

#### **3.2.1 Community Profile**

Development of a community profile of the Southeast/East area will be based on a review of existing information.

- Review of the Parks and Recreation Strategic Master Plan and confirm statement of need for the various community and recreation centre components
- Analyze neighbourhood demographics and geography and consider how these complexities impact the community engagement plan and ultimately the final siting of a facility(ies)
- Review inventories of community and recreation facilities and services
- Determine need for community hub components beyond traditional recreation programming and amenities taking into consideration the ongoing work of the Child and Youth Agenda

#### **3.2.2 Community and Stakeholder Consultation Plan**

- Develop a community and stakeholder consultation plan with the assistance and input of Civic Administration
- Provide meaningful opportunities for facilitated public and stakeholder discussions throughout the process
- Consultation will include but not be limited to community and stakeholder organizations and users/residents

### **3.0 PROJECT PROCESS AND COMPONENTS...cont'd**

#### **3.2 Components...cont'd**

##### **3.2.3 Site Evaluation Criteria**

- Consider recommendations of the Parks and Recreation Strategic Master Plan in development of criteria
- Consult with Project Team in development of site evaluation criteria
- Potential of sites to support sports fields and other outdoor play amenities (skate park, basketball, play equipment, fitness apparatus, multi-purpose pads etc.) to be included as a site evaluation criteria
- Obtain stakeholder and community input on potential criteria to be used to assess sites

##### **3.2.4 Site Evaluation**

- Identification of a long list of potential sites in the area with input of the Project Team
- As well as other sites, existing City of London facility sites will be reviewed in terms of their potential as site for co-locating components or repurposing
- Evaluate all potential sites against criteria
- Consult with Civic Administration throughout evaluation phase

##### **3.2.5 Preferred Siting Strategy**

- Individual site evaluations and background information (demographics, geography, inventories, community consultation) will inform the creation of a ranked list of recommended location(s) for facility components
- Recommendations and accompanying rationale will outline the type of facility(ies) to be constructed - a multi-purpose, campus-type facility versus renewal and/or repurposing of neighbourhood facilities or investment in new neighbourhood facilities or combination of all three
- Development of a business case to secure land if necessary
- Refine the capital budget to accurately reflect the costs of the various components
- Determine priority and timing of construction of project(s)
- Identification of potential partnerships and/or funding opportunities for construction of components

### **4.0 BUDGET**

A final budget for this project will be between \$15,000 and \$25,000. The consultant is expected to provide a detailed cost estimate of the various components which will include all meetings, documentation, mapping, disbursements, deliverables, etc.

### **5.0 DELIVERABLES**

Throughout the study period the consultant will be required to:

- a) Meet as required with staff to co-ordinate project and seek sign-off on project steps;
- b) Develop community and stakeholder consultation plan and notify, host and lead public open house(s) or community meeting(s) to develop criteria for assessing potential sites and to seek community buy in for the overall process and outcomes;
- c) As part of their role the consultants will report on all stakeholder and public consultations and any minutes are to be included in the appendices of the final report.

**5.0 DELIVERABLES...cont'd**

- d) The consultants are also expected to be in attendance at the public meeting held by Community and Protective Services Committee (and/or Council) to make a presentation and answer questions on the recommended actions.
- e) The consultant is expected to deliver:
  - A Final Report outlining process and recommendations
  - A Presentation to Community and Protective Services Committee
- f) The project is anticipated to be completed in approximately 4-5 months and the consultants are expected to meet every 3 weeks with the staff project manager or as required.

**6.0 SCHEDULE**

Proposal Closing Date	October 1, 2010
Evaluation Committee Review Submissions	Week of October 4 -8, 2010
Interviews, If required	Week of October 18, 2010
Commencement of Project	Approximately 2 weeks after award
Project Completion	February 2011

**7.0 REQUEST FOR PROPOSAL**

**7.1 Closing Date and Time**

Proponents are required to submit one (1) signed original and five (5) copies of the Request for Proposal in a sealed envelope clearly identified as **Request for Proposal 10-31, Consulting Services for the Southeast/East Recreation and Community Centre Siting Project** to Purchasing and Supply. Completed submission can be mailed to Purchasing and Supply, P.O. Box 5035, London, Ontario N6A 4L9 or **hand delivered** (in person or by courier) to Purchasing & Supply, 267 Dundas Street, 4<sup>th</sup> Floor, London, Ontario N6A 1H2 and must be received before **12:00 noon, local time, Friday, October 1, 2010. Failure to submit the Form of Proposal (pg# 11) will result in your proposal being rejected.**

**Respondents are solely responsible for ensuring bids are received by Purchasing & Supply prior to the closing date and time.**

**7.2 Late Submissions**

Proposals received by Purchasing and Supply later than the specified closing time will be returned, unopened, to the Proponent.

**7.3 Period of Acceptance**

The proposal submission is to remain firm for acceptance for a period of sixty (60) days from the date of closing.

## 7.0 REQUEST FOR PROPOSAL...cont'd

### 7.4 Questions/Inquiries

- a) Inquiries regarding this RFP are to be directed to City of London, Purchasing and Supply, Chris Ginty, Procurement Officer, by facsimile at 519 661-5030 or e-mail to [purch@london.ca](mailto:purch@london.ca). Inquiries must not be directed to other City employees or Elected Officials. **Directing inquiries to other than Purchasing and Supply may result in your submission being rejected.**
- b) All clarification requests are to be sent in writing to the individual mentioned above. No clarification requests will be accepted by telephone. **Responses to clarification requests will be provided to all Proponents in writing.**
- c) All changes to or clarifications of the terms, conditions or specifications required before proposal closing will be issued by the Manager of Purchasing and Supply in the form of a written Addendum. If Addenda are issued, their receipt must be acknowledged by the Proponents in the appropriate section of the Form of Proposal. **All addenda will be posted to City's Website [www.london.ca](http://www.london.ca).** The City will assume no responsibility for oral instruction or suggestions. **FAILURE TO ACKNOWLEDGE RECEIPT OF ALL ADDENDA ON THE FORM OF PROPOSAL WILL RESULT IN YOUR BID BEING REJECTED.**
- d) Each Proponent must review all proposal documents and promptly report and request clarification of any discrepancy, deficiency, ambiguity, error, inconsistency, or omission contained therein. Any such request must be submitted to the City in writing, prior to September 24, 2010.
- e) Where a request results in a change or a clarification to the proposal, the City will prepare and issue an Addendum to this proposal as stated in 7.4c.

### 7.5 Rights Reserved by the City

- a) The City is not liable for any costs incurred by the Proponent in the preparation of their response to the RFP or selection interviews, if required. Furthermore, the City shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent, prior or subsequent to, or by reason of the acceptance, or non-acceptance by the City of any proposal, or by reason of any delay in the award of the proposal.
- b) The lowest proposal will not necessarily be accepted. The City reserves the right to accept/reject any or all proposals and/or reissue the RFP in its original or revised form.
- c) The City reserves the right to request specific requirements not adequately covered in their initial submission and clarify information contained in the RFP or request additional information.
- d) The City reserves the right to modify any and all requirements stated in the RFP at anytime prior to the possible awarding of a contract
- e) The City reserves the right to cancel this RFP at any time, without penalty or cost to the City. This RFP should not be considered a commitment by the City to enter into any contract.
- f) In the event of any disagreement between the City and respondent regarding the interpretation of the provisions of the RFP, the Manager of Purchasing and Supply or an individual acting in that capacity, shall make the final determination as to interpretation.

## 7.0 REQUEST FOR PROPOSAL...cont'd

### 7.6 Treatment of Information

- a) The information submitted in response to this RFP will be treated in accordance with the relevant provisions of the Municipal Freedom of Information and Protection of Privacy Act and in accordance with Section 8.11, "Confidentiality of Proprietary Information", of Council Policy 21 (1). The information collected will be used solely for the purposes stated in this request.
- b) The Proponent does, by the submission of a proposal, accept that the information contained in it will be treated in accordance with the process set out in this section of the RFP.

### 7.7 Professional Liability Insurance

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

Professional liability insurance covering the work and services described in this Agreement, such policy to provide coverage for an amount not less than Two Million \$2,000,000.00 dollars and shall continue for twelve (12) months following completion of work.

The Proponent shall not commence work until satisfactory evidence of insurance has been filed with and approved by the City. Prior to the effective date of this Agreement and thereafter on renewal date of the insurance, the Proponent shall further provide that evidence of the continuation of said insurance is filed at each policy renewal date for the duration of the contract. The City reserves the right to request such higher limits of insurance or other types of insurance as it may reasonable require from time to time; failure to procure and maintain said insurance shall constitute a default under this agreement."

### 7.8 Sub-consultants

If a Proponent intends to subcontract with others to submit a proposal, the names of firms or individuals must be stated and the division of work between them described in detail. Only one entity in such a joint arrangement shall be the Prime Consultant and the entity shall negotiate and execute any contract and take full responsibility for the project.

## 8.0 SUBMISSION REQUIREMENTS

### 8.1 General

- a) The City is requesting proposals from Consultants who are interested in, capable of, and have experience in undertaking facilitated community discussions and site evaluations. The onus is on the Proponents to show their knowledge, understanding and capacity to conduct the work outlined in the Request for Proposal.
- b) The responses will be assessed according to how well they assure the City's success in relation to the submission requirements. The detail and clarity of the written submission will be considered indicative of the respondent's expertise and competence.
- c) All information provided in response to this RFP must contain sufficient detail to support the services being proposed. **Incomplete submissions will not be considered.**
- d) In the event of any disagreement between the City and the Proponent regarding the interpretation of the provisions of the Request for Proposal, the Manager of Purchasing and Supply or an individual acting in that capacity shall make the final determination as to interpretation.

## **8.0 SUBMISSION REQUIREMENTS...cont'd**

### **8.2 Administration Fee**

- a) Proponents who elect to retrieve the information from the City's website, [www.london.ca](http://www.london.ca) will not be charged the administrative fee noted below, but must complete the **Registration Form** as instructed on the web page.
- b) Proponents who do not elect to retrieve the proposal information from the City's website will be required to submit a \$25.00 administrative fee with their proposal in the form of a cheque or Canadian Currency. Cheques are to be made payable to the "City Treasurer". **Failure to do so will result in a delay in processing of the bid.**
- c) Proponents who have not submitted a bid or remitted the administrative fee will be removed from future bidder's lists.

### **8.3 Proposal Submission**

The City is requesting proposals from qualified consulting firms who are both interested in and capable of completing the Southeast/East Recreation and Community Centre Siting Project.

Each copy of the proposal submission is to be bound and include a cover that clearly identifies the firm responding. The table of contents must clearly cross reference the information contained in the submission.

**Proposal submissions must follow the following format:**

- a) A least one (1) original signed "**Form of Proposal**" **MUST** be submitted with the proposal submission, please insert the Form of Proposal at the beginning of the submission.
- b) The name, address, telephone number and email address of the consulting firm(s) and identification of the principal contact person.
- c) Identify the Project Manager and their qualifications and relevant experience.
- d) A work program and schedule, detailing the major areas of effort, individual tasks, methods and related timetable.
- e) An upset fee proposal, showing all fees, expenses, support costs and taxes, each person(s) per diem and time allocations, plus a breakdown of fees for each area;
- f) Proponents are required to provide a minimum of three (3) references, including contact name, phone number, time frame and location that are similar in nature as described in this RFP. **References will be checked.**

## **9.0 EVALUATION CRITERIA AND PROCESS**

### **9.1 Evaluation Team**

The proposals will be evaluated by staff from the City, and may include our, Neighbourhood and Children's Services Division, Parks & Recreation Division, Parks Planning & Design Section, Facilities Design and Construction and Purchasing and Supply.

**BY RESPONDING TO THIS RFP, PROPONENTS AGREE TO ACCEPT THE RECOMMENDATION OF THE EVALUATION TEAM AS TO THE SUCCESSFUL PROPONENT AND ACKNOWLEDGE AND AGREE THAT LONDON'S CITY COUNCIL MAKES THE FINAL DECISION.**

## **9.0 EVALUATION CRITERIA AND PROCESS...cont'd**

### **9.2 Evaluation Process**

The City will review all proposal submissions and will consider overall completeness and suitability of the responses. **The evaluation criteria may include but not be limited to the following:**

- i) experience and qualifications of the consultant(s) and/or firm(s) in this type of work;
- ii) references;
- iii) proposed work plan and schedules;
- iv) presentation and overall assessment; and
- v) fees.

The City will review all submissions. Interviews may be scheduled for those who are deemed qualified to perform the services required by the City. The interview will consist of a brief presentation and to answer questions of the representatives of the City.

### **9.3 Selection Process**

- i) receive written responses;
- ii) evaluation committee meet to review submissions;
- iii) short list submissions;
- iv) interview(s), if required; and,
- v) award of contract to successful Proponent.

John Freeman, C.P.P.  
Manager of Purchasing and Supply

**10.0 FORM OF PROPOSAL**

**AT LEAST ONE ORIGINAL COPY OF THIS FORM OF PROPOSAL MUST BE INCLUDED IN YOUR SUBMISSION**

- 10.1 Additional Payee: Please state the Payment Remittance Address (if different than the address indicated in the Form of Proposal). \_\_\_\_\_  
\_\_\_\_\_
- 10.2 Do you have VISA capability? Yes \_\_\_\_\_ No \_\_\_\_\_
- 10.3 Please state terms of payment (Note: Early payment discounts will be considered in the award of the contract, and will apply **after** taxes):  
\_\_\_\_\_
- 10.4 I/WE, the undersigned authorized signing officer of the Proponent, HEREBY DECLARE that no person, firm or corporation other than the one represented by the signature (or signatures) of proper officers as provided below, has any interest in this proposal.
- 10.5 I/WE further declare that all statements, schedules and other information provided in this proposal are true, complete and accurate in all respects to the best knowledge and belief of the Proponent.
- 10.6 I/WE further declare that this proposal is made without connection, knowledge, comparison of figures or arrangement with any other company, firm or persons making a proposal and is in all respects fair and without collusion for fraud.
- 10.7 I/WE further declare that the undersigned is empowered by the Proponent to negotiate all matters with the Corporation representatives, relative to this proposal.
- 10.8 WE further declare that the agent listed below is hereby authorized by the Proponent to submit this proposal and is authorized to negotiate on behalf of the Proponent.
- 10.9 I/WE have allowed for Addenda numbered as follows: # \_\_\_\_\_ through to # \_\_\_\_\_.

**Failure to acknowledge all addenda will result in your proposal being rejected.**

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/PROVINCE: \_\_\_\_\_

POSTAL CODE/ZIP CODE \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ TITLE \_\_\_\_\_

NAME (Please print or type): \_\_\_\_\_

TELEPHONE NUMBER ( ) \_\_\_\_\_ FAX NUMBER ( ) \_\_\_\_\_

HST REGISTRATION # \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

DATE OF PROPOSAL \_\_\_\_\_

NOTE: Please return page 11 on or before **12:00 noon, Local time, FRIDAY OCTOBER 1, 2010.**