



THE CORPORATION OF THE TOWN OF COLLINGWOOD
(the "Town")

REQUEST FOR PROPOSALS
FOR
CONSULTANT FOR
CENTRAL PARK REDEVELOPMENT:
FEASIBILITY ASSESSMENT & PRELIMINARY DESIGN

Request for Proposals No. PRC 2011-12

ISSUED: JULY 28, 2011

Submissions are to be delivered to the attention of the Clerk, Town of Collingwood no later than August 15, 2011 at 2:00 p.m.

TABLE OF CONTENTS

1. INTRODUCTION	3
2. PROJECT SUMMARY AND BACKGROUND	3
3. PROJECT GOALS, OBJECTIVES, AND SCOPE	4
4. PROCESS AND TIMELINE.....	7
5. PROJECT DELIVERABLES	7
6. BUDGET	9
7. PROPOSAL EVALUATION AND SELECTION	9
8. INFORMATION REQUIRED	10
9. GENERAL	11
10. TERMS AND CONDITIONS.....	12
11. CONTACT PERSON	12
12. PROPOSAL DEADLINE.....	13
APPENDIX A: MANDATORY REQUIREMENTS CHECKLIST	14
APPENDIX B: FORM OF OFFER.....	16
APPENDIX C: PRICING FORM.....	18

REQUEST FOR PROPOSAL

1. INTRODUCTION

1.1 Invitation to Proponents

This Request for Proposals (“RFP”) is an invitation to prospective Consultants to submit Proposals that achieve the best overall value to the Town.

1.2 Type of Contract for Services

The selected Consultant will be required to enter into an agreement (“Agreement”) with the Town for the provision of the Services to conduct Professional feasibility assessments and preliminary design work associated with the redevelopment of Central Park in Collingwood. The Term of the Agreement is to be for between four to six weeks, commencing upon the execution of the Agreement.

1.3 Compliance with Applicable Laws

A condition of the Agreement is the requirement that the successful Consultant comply with all applicable laws of Ontario and Canada, including the Occupational Health and Safety Act (Ontario), the Ontario Human Rights Code, the Pay Equity Act (Ontario) and the privacy statutes applicable in the province of Ontario.

1.4 RFP Documentation

This RFP consists of the following documents:

- Request for Proposal
- Appendix A: Mandatory Requirement Checklist
- Appendix B: Form of Offer
- Appendix C: Pricing Form

2.0 PROJECT SUMMARY AND BACKGROUND

2.1 Summary

The Town of Collingwood is seeking the professional services of a consultant (or consulting team) having experience related to the development of municipal arenas, park design, and multi-use recreation facilities.

The consultant will develop a summary report outlining the preliminary design, engineering, phasing, and costs of two design scenarios as described in the RFP. This will include associated drawings, illustrations, tables, documentation, etcetera as also defined in the RFP and/or in the Consultant’s proposal to effectively complete the tasks described herein.

The Project area encompasses Central Park (Collingwood, Ontario) and all the buildings and improvements within the park.

The deliverables of the successful Proposal will serve as a component of an analysis and strategy that will provide the Town and its partners with the foundation for further decisions associated with the redevelopment of Central Park; the purpose of which is to build upon the assets of the community and add both arena and pool infrastructure as described in the RFP.

2.2 Background

Currently arena services are provided by the municipality at the Eddie Bush Memorial Arena, and an outdoor rink at Central Park; and indoor pool uses are provided by the YMCA. It has been determined that the combination of the Arena and outdoor rink are not able to provide the level of service desired by the community, nor will they be able to meet demands associated with population growth, and/or the expansion of uses currently not served (such as women's hockey for example). The YMCA has also determined that they intend to expand their pool to provide increased services, and has recently undertaking design and engineering work in preparation for development.

Therefore, the Town in cooperation with the YMCA is exploring design options to provide expanded arena and pool facilities within Central Park (with expressed interest in a single multi-use building that physically connects with the existing curling rink and YMCA buildings, and includes shared indoor spaces that can provide active civic uses, and opportunities of "community building" to the residents of Collingwood).

Central Park is a unique, large park close to the Downtown Heritage District and located within a primarily residential neighbourhood. With proposed changes to the facilities and uses to be provided in this park, the Town is in need of qualified consultants to prepare the necessary documents for a Feasibility Assessment and Preliminary Design of two scenarios. These scenarios will explore the site arrangement; preliminary design; feasibility; phasing; general costs; and functional and design characteristics associated with adding a twin pad arena as well as expanding the existing pool facilities at the YMCA (including associated site improvements such as parking, landscaping, outdoor park uses, stormwater management facilities, etcetera).

This work is intended to provide information to the Town; its partner in this project, the YMCA; and, the citizens of Collingwood, for use in determining future decisions about construction level design and possible implementation of this capital development project.

3.0 PROJECT GOALS, OBJECTIVES, AND SCOPE

3.1 Goals and Objectives

While not yet confirmed, and pending the outcome of this process, the YMCA and Town of Collingwood are proposing a redevelopment of the facilities at Central Park, Collingwood Ontario. In addition to existing indoor recreational services/facilities provided by the YMCA and the Town's curling rink, the following are being considered as the primary uses that will be added through this redevelopment:

- A new twin pad ice arena;
- An expansion to the YMCA pool to accommodate 6 lanes; as well as,
- Retrofitting of the existing YMCA pool for more family and “therapeutic” uses.

For this Project the Town is seeking the services of a professional design team lead by an architect that will assist with feasibility assessments, developing two distinct design scenarios, and cost projections that meet the Project goals and will result in a successful redevelopment of Central Park that contains these added facilities.

One scenario will describe a Park redevelopment that includes the required pool elements as additions to the existing YMCA building and a “stand-alone” arena; the second scenario will illustrate a design that physically incorporates all elements as a multi-use facility with shared indoor spaces as described above.

The goal is to have a consultant team that includes the following registered professionals:

- Architect;
- Landscape Architect;
- Structural Engineer;
- Electrical Engineer;
- Civil Engineer; and,
- Mechanical Engineer.

The entire project will be informed by the existing framework of policy, visions, and plans of the Town of Collingwood and YMCA. Given the importance of this Project to the community, the following intangibles shall also be considered to be highly important by the Consultant:

- Community well-being & livability;
- Community & neighbourhood identity;
- Historic & social context;
- Civic placemaking; and,
- Value for cost of development.

The Town is also expecting the successful Consultant to provide clear and informed critique throughout the process of developing the design scenarios, including insights on the content of the deliverables and goals as defined in the RFP, to best serve the outcome of the Project in the long term.

3.2 Scope

The following are to be considered absolute minimums that shall be included in any designs created through this RFP process:

- 6 -

- Collingwood YMCA, including existing and currently envisioned uses, as well as the expanded pool facilities;
- Town of Collingwood twin pad ice arena (seating capacity for each rink shall be defined within the first stage of a successful RFP) and ancillary uses/spaces;
- Existing curling rink and ancillary uses/spaces;
- Multi-purpose board rooms;
- Coaches' rooms;
- Storage;
- Appropriate structural, electrical, civil and mechanical engineering analysis for buildings and the site;
- Appropriate stormwater management for the entire Park;
- Parking (a parking strategy shall be defined that integrates: active transportation; transit; and automobile use);
- Traffic management, in terms of, effective ingress, egress and integration into the existing street network to reduce impacts from vehicles both on and off site;
- Opportunities to create and integrate indoor and outdoor civic spaces that facilitate and support community activity that is both programmed and spontaneous (based on the combination of design characteristics and use interactions);
- The ability to meet the requirements of the Town of Collingwood's Urban Design Manual; and,
- Existing park uses - recommendations to move or reconstruct these facilities based on design proposals are considered likely. These shall be appropriately described and addressed with recommended courses of action and preliminary cost projections.

In addition to providing the necessary information to describe the items above, the following design characteristics shall be integrated in the scenarios developed as part of the RFP:

- Overall feasibility and implications of design scenarios;
- Description of site/architectural/landscape design decisions to support (and/or reduce impacts on) existing community and neighbourhood adjacent to the Park;
- Description of site/architectural/landscape design decisions that support opportunities to integrate indoor and outdoor civic spaces that facilitate and support community activity that is both programmed and spontaneous; and,
- Recommendations that define the necessary uses and design of interior shared spaces as part of any multi-use building scenario.

The following is a partial list of background information and resources that will be made available throughout the Project:

- Town of Collingwood Leisure Services Master Plan and background studies
- Town of Collingwood Official Plan
- Town of Collingwood Zoning By-Law

- Town of Collingwood Urban Design Manual
- Parks, Recreation and Culture Department, Preliminary Ice Demand Assessment
- Demographic information as available
- Information associated with utility services as available
- Aerial Photos
- Stakeholder interview findings
- Town of Collingwood Central Park Scenario Options Analysis
- Information associated with Central Park Steering Committee (as determined appropriate)
- YMCA - Needs assessments information for pool uses
- YMCA Pool Expansion proposal information/design (as determined appropriate)
- Some assistance as determined appropriate from:
 - Parks, Recreation and Culture Department
 - Planning Department
 - Engineering and Public Works Departments
 - Parks, Recreation and Culture Advisory Committee
 - Heritage Committee
 - YMCA Staff

4.0 PROCESS AND TIMETABLE

4.1 Process

The Town of Collingwood will act as the first point of contact with close co-operation with the YMCA as a partner in this Project. Relayed through the members of this partnership the Central Park Steering Committee will facilitate communication among stakeholders and the public to help inform the work of the Consultant.

The Central Park Steering Committee has representatives from the community and is assisting with the Project to ensure the process is undertaken in a collaborative manner.

4.2 Timetable

The Consultant will provide a proposed detailed critical path, outlining each task, and a date for the final data, report, meetings and reporting schedule as determined appropriate to meet the RFP requirements. This schedule is to be confirmed prior to the project's commencement.

The project will begin immediately after the selection of the consultant and will be completed no later than six weeks after commencement (with the preference being four weeks), unless specifically amended by the Town and agreed to by the Consultant.

5.0 PROJECT DELIVERABLES

Given that this Project is in the early stages, the Town requires the Consultant to prepare drawings, documentation, photographs, and illustrations that specifically describe

comparisons between site and building designs that provide the necessary uses in two development scenarios as described earlier (a “stand-alone” arrangement within Central Park, and a configuration of combined facilities that create a multi-use building with shared indoor spaces).

Given the above limitations the following shall be included:

- Preliminary audits of any existing facilities that may be integrated into the design of a multi-use building (including mechanical and electrical systems and structural analysis associated with potential building expansions);
- Site plans;
- General space plan and floor layout development (with particular attention to shared spaces and contemporary approaches to maximize value for twin pad arenas, accessibility, adaptability for non-ice floor uses, and gender specific change room requirements);
- Building massing;
- Preliminary facade design;
- Preliminary elevations and perspectives;
- Clear recommendations and descriptions of architectural design elements that will address the Curling Club building, as it has heritage designation;
- Preliminary structural, electrical, civil, and mechanical engineering assessments of proposals;
- General assessment of development complexity; construction costs; and maintenance costs associated with each scenario;
- Breakdown of site preparation costs for construction;
- General lifespan costs analysis/projections of scenarios; and,
- Prioritized set of actions and implementation strategies including phasing as determined most appropriate.

It is desirable to have the first phase of the successful RFP to be consultative, affording opportunities for the Town of Collingwood and YMCA to participate in the development of the initial direction of creating the scenarios. This shall be incorporated as part of the necessary preliminary audit of existing facilities and first draft of scenarios to be undertaken by the Consultant. The audit shall inform decisions about the feasibility and cost associated with integrating new development with existing: 1) physically and 2) functionally to meet the Project requirements.

The proposed timeline should at a minimum address the following major steps to provide clarity to the Town:

1. *Background Information Review and Site Analysis*

- a) The Consultant will ensure that all relevant Acts, Regulations, Policies, plan, studies and documents, are reviewed and taken into consideration in the development of the concept scenarios and report.

- b) The Consultant will provide clear guidance and direction associated with building preferences to ensure the best value to the community in terms of costs, program opportunities, and lifecycle maintenance/costs.

2. *Inventory and Analysis of the Physical, Natural, Social, Heritage and Economic Environment*

- a) The Consultant will develop a detailed inventory and analysis of Central Park, its buildings, and uses as necessary to effectively support the development of the required design scenarios and recommendations.

3. *Concept Plans and Report Development*

- a) The Consultant will prepare two design scenario concepts as described in the RFP.

4. *Draft Report*

- a) The Consultant will develop draft information for review by the Town.

5. *Public Consultation*

- a) The Consultant will integrate public input as presented by the Town as part of an iterative design review prior to completing scenarios.

6. *Project Completion*

- a) The Consultant will provide all final materials as agreed, to meet the RFP and contract.

6.0 BUDGET

The budget for the entire plan including all taxes and incidentals will not exceed \$30,000. A breakdown of costs associated with all relevant tasks/phases of the project proposal must be outlined in the budget form (Appendix C).

7.0 PROPOSAL EVALUATION AND SELECTION

It is recommended that all submissions provide a format that clearly addresses the content of the RFP. If additional services or conditions are being offered by the contractor, they should be duly noted and highlighted. The Consultants are expected to propose the most effective, and expeditious, process and deliverables within the budget limit.

Creative approaches that deviate from the direction of the RFP are encouraged, provided these are noted and the benefits of the suggested process and/or deliverables is made clear in the Consultant's proposal. If standards or aspects of service can be proven to exceed those being requested, this too should be duly noted, justified and highlighted.

All Proposals must include the completion of the:

- Mandatory Requirement Checklist (Appendix A);
- Form of Offer (Appendix B); and,

- Budget Form (Appendix C).

Additionally, the evaluation and selection of the Consultant will be based on the below-listed criteria. These criteria are not listed in priority order and are not exhaustive. The Town, at its discretion, may consider other criteria not listed below based on information provided by the Consultant. Consultants are invited to provide any additional information they determine will assist the Town in evaluating the proposals.

1. Demonstrated experience of key personnel in a project of similar scope and nature within the past five years.
2. Proposed timing, scheduling, and sequencing of tasks.
3. Qualifications and expertise of the Consultant.
4. Value as expressed by proposed total fees and hourly rates.
5. Approach, methodology, and creativity, which thoroughly describes strategy to meet all Project objectives.
6. Understanding of major issues identified.
7. Favourable client references and reviews.
8. The Consultant's history with respect to quality of work, scheduling, providing satisfactory results and acceptable co-operation.
9. Interviews of Consultant as necessary.

8.0 INFORMATION REQUIRED

Responses to this RFP shall address the following (also see Appendix A):

- a. A description of the Consultant's background and experience, including examples of similar projects.
- b. The name, position and professional designation of the person assigned as the primary contact with Town staff.
- c. Proof of a minimum of \$5,000,000.00 Comprehensive, General Liability and Automobile Insurance.
- d. A minimum of three (3) references, at least two (2) of which must be from the Public and/or Non-profit Sector, and a minimum of one (1) peer reference.

9.0 GENERAL

- The Consultant shall be required to assume responsibility for all services offered in their proposal regardless of whether or not the Consultant performs them in-house. The Consultant shall be totally responsible for adherence by sub-contractors to all provisions of the contract. The Consultant shall be the sole point of contact for contractual matters, including payment of any or all charges resulting from the contract.
- The Consultant shall provide **five (5) written copies** of the Proposal.
- All applicants will be informed of the results of the RFP.
- All proposals submitted in response to the RFP shall become the property of the Town of Collingwood.
- The proposal must be signed by the person(s) authorized to sign and to bind the Consultant to statements made in response to the RFP.
- By submission of a clear and detailed written notice, the Consultant may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable.
- By submission of a proposal, the Consultant agrees that should its proposal be deemed successful they will enter into a Contract with the Town of Collingwood.
- The Consultant will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the Town of Collingwood for purposes of clarification.
- In the event the Consultant desires to take exception to any of the terms or conditions or items set forth in the RFP, said exceptions must be clearly identified in the response to the RFP. Exceptions or deviations must not be added to Proposal pages, but must be a separate document accompanying the Consultant's Proposal.
- While the Town of Collingwood has used considerable efforts to ensure an accurate representation of information in the RFP, the information is supplied solely as a guideline. The information is not guaranteed or warranted to be accurate by the Town, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve Consultants from forming their own opinions and conclusions with respect to the matters addressed in the RFP.
- Change notices, appendices and addenda to any contract document shall be considered part of such documents.
- If a written Contract cannot be negotiated within fifteen days of notification of the successful Applicant, the Town may, at its sole discretion at any time thereafter,

terminated negotiation with that Company and either negotiate a Contract with the next qualified Company or choose to terminate the RFP process and not enter into a Contract.

10.0 TERMS AND CONDITIONS

The following terms and conditions shall apply to the RFP:

- a. The Town reserves the right to accept or reject any or all of the proposals submitted in response to the RFP. The Town reserves the right to award the work to other than the lowest cost proposal; or any or all proposals, will not necessarily be accepted.
- b. All Consultants identified as finalists shall make themselves available to attend an interview, if required.
- c. Any potential conflict of interest shall be identified and described in detail. If a conflict of interest does exist, the Town may at its discretion, withhold the assignment until the matter is resolved to the satisfaction of the Town.
- d. Any contract with the Town resulting from an official order based on the RFP is entered into on the part of the Town in full faith that no member of the Town Council or Officer of the Town has any interest whatsoever herein.
- e. The Consultant shall be expected to enter into an agreement with the Town.
- f. The Town will not bear any cost involved in the preparation or submission of proposals received as a result of the RFP, site inspections, interviews, or any other services that may be requested as part of the evaluation.
- g. All information collected and documents generated by the RFP call, and any resulting contract shall become the property of the Town.
- h. Revised proposals will not be called if only minor changes are contemplated.
- i. This RFP process shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.

11.0 CONTACT PERSON

Questions related to the RFP should be directed to:

Robert Voigt, *MA, BES, MCIP, RPP*
Manager, Planning and Infrastructure Projects
Town of Collingwood
Phone: (705) 445-1290 extension 3293
[REDACTED]
E-mail: rvoigt@collingwood.ca

Questions should be made in a timely manner; questions that arrive less than three working days prior to closing of the RFP may not be answered.

12.0 PROPOSAL DEADLINE

Proposals are to be submitted to the attention of the Clerk of the Town of Collingwood no later than **August 15 at 2:00 p.m.** at the following address:

Ms. Sara Almas, Clerk
Town of Collingwood
P.O. Box 157, 97 Hurontario St.
Collingwood, ON
L9Y 3Z5

Note: Only hard copies will be accepted.

Late proposals will not be accepted and will be returned unopened.

APPENDIX A

MANDATORY REQUIREMENTS CHECKLIST

This Appendix is part of the evaluation of your proposal. Please ensure that it is completed and included in your Proposal.

Instructions:

This Appendix includes Mandatory Requirements which the Applicant must address.

All responses must be identified by the Mandatory Requirement number designated in this Appendix.

The Applicant must indicate by placing a check mark and initialling in the appropriate column (Comply or Yes/No) beside each Mandatory Requirement to indicate compliance or non-compliance.

The Applicant must indicate in the table below the relevant section and page number(s) in its Proposal where the information relevant to each Mandatory Requirement can be found.

The Proponent must provide evidence for each Mandatory Requirement where evidence is requested.

The Mandatory Requirements should be addressed as follows: 1) “Yes” indicates compliance and 2) “No” indicates non-compliance. **Note:** Responding “No” to any mandatory requirement will make the Proposal non-compliant and may be disqualified from further evaluation.

Mandatory Requirements		Comply Yes/No	Section/Page # in Proposal
Item	Description		
M1	Names, qualifications and relevant experience of all personnel assigned to the project, including sub-consultants, and their level of involvement if applicable. Identify lead individual who will provide continuity throughout the project.		
M2	A detailed approach and strategy for achieving the project’s goals and objectives, as outlined in this RFP.		
M3	A project schedule indicating recommended stages, meetings and timing of meetings.		

Mandatory Requirements		Comply Yes/No	Section/Page # in Proposal
M4	Three (3) references from similar, recent work (including 2 from the public and/or non profit sectors) in the last 5 years and one (1) peer reference.		
M5	Insurance Provided (As identified in Appendix B)		
M6	Pricing form with total fee that includes all costs associated with the project (i.e. disbursements, travel costs, printing, taxes, incidentals, etc.).		

APPENDIX B
FORM OF OFFER

TO: THE CORPORATION OF THE TOWN OF COLLINGWOOD

RE: IN THE MATTER OF our proposal dated _____, 2011 to which this Form of Offer forms an integral part (the "Proposal") prepared by _____ (the "Proponent"), and submitted in response to a request for proposals issued by The Corporation of the Town of Collingwood dated July 28, 2011, as amended, regarding the Central Park Redevelopment: Feasibility Assessment and Preliminary Design Project. I am duly authorized by the Proponent to execute this Form of Offer. I solemnly declare and promise as follows:

Proposal Validity and Security

All statements, specifications, data, confirmations, and information that have been set out in the Proposal are complete and accurate in all material respects.

I consent pursuant to subsection 17(3) of the *Municipal Freedom of Information and Protection of Privacy Act* R.S.O. 1990, c.F.31, as amended, to the disclosure, on a confidential basis, of the Proposal by the Town to the Evaluation Team and the Town's other advisers retained for the purpose of evaluating or participating in the evaluation of the Proposal.

I have received and reviewed the RFP, together with any and all addenda thereto. I have received and reviewed the Agreement and agree to be bound by its terms.

Mandatory Requirements Checklist

I enclose herewith as part of our Proposal responses to all submission requirements, as set out below:

Document	Yes	Page
Appendix A Mandatory Requirements Checklist		
Appendix B Form of Offer		
Appendix C Pricing Form		

I understand that the Town reserves the right to proceed with all production works or choose one or any production requirements identified.

References

I have included the number and type of references required by the RFP and consent to having the Town perform checks with those references and with any other relevant references.

Bid Irrevocable

I understand that the terms of the Proposal will remain irrevocable within 60 days of the Proposal Submission Deadline.

Conflict of Interest

I hereby confirm that there is not now, nor was there in the past any actual or potential Conflict of Interest (the definition for which is set out in the definition provision of the RFP) relating to the preparation of our Proposal nor do I foresee any actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Proof of Insurance

By signing this Form of Offer, I acknowledge the Proponent’s willingness, if successful on this RFP, to provide insurance on the terms set out below, and our Proposal includes the cost of such insurance and their fee estimate:

The Proponent will maintain and pay for **Comprehensive General Liability Insurance**, which coverage shall include premises and all operations liability to be performed by the Proponent, his/her employees, and/or agents. This insurance coverage shall be subject to limits of not less than Two Million Dollars (\$2,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof for any one occurrence.

Where applicable, the Proponent will carry **Standard Automobile and Non-Owned Automobile Liability Insurance** and shall protect against all liability arising out of the use of owned or leased vehicles, used by the Proponent, its employees or agents. The limits of liability for both owned and non-owned vehicles shall not be less than Two Million Dollars (\$2,000,000.00) per occurrence.

In addition, the Proponent will carry **Professional Liability Insurance** in the amount of not less than Two Million Dollars (\$2,000,000.00) per occurrence.

Execution of Agreement

I understand that in the event that our Proposal is selected by the Town, I agree to sign the Agreement presented to the Proponent by the Town.

Signature of Witness:

Signature of Proponent Representative:

Name of Witness:

Name and Title:

Date of Signature:

I have authority to bind the Proponent

- 19 -

Project Tasks/Phase	Timelines	Costs
PST		
GST		
TOTAL COST		