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**Request for Proposal
Deseronto Marina
Development of Terms of Reference for an Individual Environmental
Assessment
RFP No. ECON-2012-01**

Please submit proposals by the closing date below:

12:00pm on Nov 9th, 2012

Proposals can be submitted in person, by mail/courier or email to:

Dana Valentyne, Community Development Officer

Email: dvalentyne@deseronto.ca

Any clarification of this document or request for additional information can be made by phone, email, courier, or regular mail to:

Dana Valentyne, Community Development Officer

Phone: 613-396-2440

Mail/In-Person:

Town of Deseronto

331 Main St. P.O. Box 310

Deseronto, ON K0K 1X0

Mon – Fri: 8:30am – 4:30pm

THE CORPORATION OF THE TOWN OF DESERONTO
RFP –ECON-2012-01 – Marina Environmental Assessment Terms of Reference

The Corporation of the Town of Deseronto invites proposals from firms to provide professional services to prepare Terms of Reference for an Individual Environmental Assessment for a proposed marina.

Submissions should include, but not necessarily be limited to, the following:

1. Cost to the Town of Deseronto, F.O.B. Destination, (HST Extra); quoted in Canadian Funds;
2. A company description, exact location and address;
3. A brief description of your firm – your clients, history, projects, staff, experience;
4. A summary of your understanding of this proposal;
5. An outline of the product/service to be provided;
6. Your firm's experience in similar projects, Samples/Descriptions of previous work;
7. Details of Methods of Performing the Services as called for, Work Plan/Schedule;
8. Addressing all aspects in regards to the Scope of Work/Terms of Reference;
9. Client References and a list of clientele;
10. Provide an overview of how the project will be managed and the process to be used by your company;
11. Reference of all the materials/services being offered;
12. Contact persons, c/w phone numbers - communication;
13. Delivery Schedule;
14. Guarantees/Warranties;
15. Any innovative concepts or other supporting information you may wish to include.

QUALIFICATIONS

Proposals will be evaluated from firms or individuals that can demonstrate that they have the necessary staffing, facilities, materials, experience, ability and financial resources to perform the work in a satisfactory manner. Proven track record must be demonstrated.

INFORMATION FOR ALL PROPONENTS

This is an invitation for proposals, and not a tender call.

The Town has the right to negotiate with the proponent that presents the most attractive proposal.

The Town of Deseronto Council shall have the final authority on all matters regarding this Request for Proposals.

All proposals submitted to the Corporation of the Town of Deseronto become the property of the Corporation, and as such, are subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

This will confirm that the Corporation of the Town of Deseronto will not use/disclose the information provided, without proper authorization, and will keep the information in a physically secure location to which access is given only to staff requiring access.

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All equipment/products/services specified in this proposal may be subject to Council approval and budget funding and quantities may be adjusted and/or items cancelled based on availability of funding.

The Town of Deseronto is not responsible for any costs incurred by the proponents in the preparation and presentation of their response to the proposal call or attendance at any selection interviews.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposal, unless clearly and specifically noted in the proposal and in any contract between the Town and the firm selected.

RIGHTS RESERVED BY THE TOWN OF DESERONTO

The Corporation of the Town of Deseronto reserves the right without prejudice to reject any or all proposals and to determine in its own best judgement the firm best qualified to undertake this contract.

The Corporation of the Town of Deseronto reserves the right to be the sole judge of the acceptability of any equipment/material/service offered, and also any alternative proposed, and to purchase the equipment/material/service which, in its opinion, most closely meets the operating requirements of the using department ... without recourse or penalty... that which is deemed most advantageous to the Corporation.

The Corporation of the Town of Deseronto reserves the right to award this contract that which is deemed most advantageous/beneficial to the Corporation ... without recourse or penalty. The Corporation of the Town of Deseronto reserves the right to award different options, combinations of the options, as deemed necessary.

The Corporation of the Town of Deseronto reserves the right to award this contract in whole or in part, without penalty or recourse, that which is deemed most advantageous to the Corporation.

The Corporation of the Town of Deseronto, unless it otherwise states, reserves the right to award by item, or part thereof, groups of items, or all items of the proposal, and to award contracts to one or more proponents submitting identical proposals as to price; to reject any and all submissions in whole or in part; to waive technical defects, irregularities and omissions if, in so doing, the best interests of the Town will be served.

The Corporation of the Town of Deseronto anticipates purchasing the quantity of product as specified. The Town reserves the right to adjust the quantities or configuration upward or downward to meet its requirements and budget allotments, without penalty to the Corporation. The Corporation of the Town of Deseronto reserves the right to terminate the contract without notice if due to non-performance and unsatisfactory services.

The Corporation of the Town of Deseronto reserves the right to call in alternate services if the proponent is unable to provide the service when it is requested.

DELIVERY

Job commencement and completion are of the essence and may be considered as part of the award. Proponents must be able to meet the time guidelines set out below.

The project will commence within 14 calendar days after notification of award.

The project will be invoiced in full by February 28, 2013 in order to comply with funding requirements.

The project terms of reference preparation will be completed by February 28, 2013 or within a reasonable time frame to be established upon contract negotiation.

The Terms of Reference review and approval process required by the Ministry of Environment – anticipated duration of 12 weeks minimum – will commence and be administered by the consultant immediately following approval by Deseronto Council of Terms of Reference documentation.

Receipt of goods/services will be deemed complete only when the complete configuration as stated in this RFP has been delivered at the proper location in a complete and operable condition to the entire satisfaction of the Town of Deseronto.

Payment of this contract will be made upon receipt of acceptable product/service.

Commencement, Delivery and Completion arrangements will be made through:
Dana Valentyne at dvalentyne@deseronto.ca

AWARD

Award of this contract is expected to be made by Nov 16, 2012.

EVALUATION

Proposals will be evaluated using the following criteria and scoring.

	Criteria	Max. Score
1	Completeness / compliance of the proposal and demonstrated understanding of the issues affecting the project.	15
2	Cost to the Town of Deseronto	30
3	Proven ability to manage projects & meet timelines, Staff Availability, Client References, and Track Record	30
4	Qualifications of the firm – includes recent experience managing harmonized federal and provincial EA processes, experience developing terms of Reference for individual EA processes and EA experience for large scale waterfront projects.	25
	TOTAL SCORE	100

For purposes of proposal evaluation, the total cost of the base price as specified in the proposal, excluding options, will be considered, although optional items may be added or deleted as deemed necessary by the Corporation.

The decision of the Selection Committee shall be final and without recourse.

SCOPE OF WORK

SPECIFICATIONS IN GENERAL

The Corporation of the Town of Deseronto must develop the Terms of Reference for an Individual Environmental Assessment of a proposed Marina, in accordance with the attached Specifications/, Scope of Work, and the Town of Deseronto Standard Terms & Conditions for Tenders, Proposals, Contracts & Quotations.

First class quality workmanship and material are required throughout. No defective, unsound or improper material or workmanship shall enter into the work or be brought on the premises. The Corporation has specified the product/service which, in its opinion, most closely conforms to its requirements. Those not meeting these conditions will be deemed unacceptable. The equipment/service offered must meet these criteria without additional costs being incurred by the Corporation.

The specifications in this proposal request are the basic minimum requirements that are necessary to obtain the desired performance, reliability and low cost of operation and maintenance. The equipment/service offered shall meet or exceed these specifications. Proposals not meeting these conditions shall be deemed unacceptable.

Minor and/or insignificant differences may be acceptable. The Corporation shall be the sole judge of the acceptability of any such difference. Any alternates proposed are to be fully detailed, with reference to the item number the alternate is for.

Where applicable, all equipment supplied under this contract must meet or exceed all municipal, provincial and federal regulations regarding employees' health and safety.

Where applicable, all equipment supplied under this contract must be C.S.A. approved (or equivalent) and bear the appropriate labels.

SCOPE OF WORK – SPECIFICATIONS IN DETAIL

Request for Proposal # ECON-2012-01

Deseronto Marina Development of Terms of Reference for an Individual Environmental Assessment (EA)

This RFP is for the completion and approval of Terms of Reference for a marina Individual Environmental Assessment pursuant to the Ontario EA Act.

Project Background

The Corporation of the Town of Deseronto has completed a Feasibility and Economic Impact Study to identify concrete strategies and actions to support a Municipal Marina & related developments & create a workable plan that will guide municipal council in moving forward. The study has concluded that marina and related developments are economically feasible and produced viable marina and land development concepts the Municipality desires to pursue. The proposed new marina lies at the south end of Mill St. and is intended to provide slips for both seasonal and transient boaters.

This initiative is expected to generate mutually beneficial short and long term economic growth for Deseronto and surrounding communities. Key benefits of this initiative are anticipated to include job retention and creation as well as resident and visitor increases, business development and attraction, and activities to promote tourism, cultural awareness and recreation throughout the region.

A review of the approval process has confirmed that the project is subject to an Individual Environmental Assessment in accordance with the Environmental Assessment Act & Canadian Environmental Assessment Act before it can proceed to the implementation stage. Terms of Reference (TOR) must be prepared and approved by the Ministry of Environment to govern the Individual Environmental Assessment (IEA) of the proposed undertaking.

2.0 OVERVIEW OF PLANNING TO DATE

Work Completed to Date

As part of the planning process for the waterfront development, a considerable amount of planning and environmental work has already been completed in the last two decades, or is currently underway. The following table outlines the studies underway or completed, the issues covered, and the current status where applicable.

Table 2
Summary of Work Completed to Date

Study	Issues Covered	Current Status
Deseronto Waterfront Study 1987	<ul style="list-style-type: none"> • General land use planning recommendations developed for future waterfront development in Deseronto including marina & mixed uses • Public consultation • recommendations related to the development of Marina operations on Municipal owned waterfront lands at Mill St. South 	Complete Approved by Town Council Implemented in Official Plan
Deseronto Waterfront Study 2005	<ul style="list-style-type: none"> • Refined land use planning recommendations and marketing strategy developed for future waterfront development in Deseronto including marina & mixed uses • Public consultation • recommendations related to the development of Marina operations on Municipal owned waterfront lands at Mill St. South 	Complete Approved by Town Council Implemented in Official Plan

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Phase I/II Environmental Site Assessments & Final Report – Mill St. South (Arctic Gardens Site) (1999 – 2003) Malroz Engineering	• Review of historical study data • complete assessment of site conditions for brownfield site (portion of marina development site) • included test pits, soil samples, assessment of subsurface conditions and recommendations for site remediation	Complete
Deseronto Marina/Waterfront Development Feasibility Study (2011-2012)	• Marina/Waterfront Development Feasibility Study, Economic Impact Assessment & Potential Design Concepts for the development of marina operations and related functions on Deseronto’s Waterfront over the next 1-10 years.	Complete: June 2012

Scope of Work

The consulting team shall prepare Terms of Reference for an Individual Environmental Assessment for the development of a Marina located at Mill St. South on lands identified as Parcel #'s 1 & 2 on attached map, in the Town of Deseronto. The Marina/Waterfront Development Feasibility Study is available for review for the purposes of proposal submissions and will be provided to the successful consultant. The study will form the basis for the Terms of Reference preparation.

The proposed project includes 266-274 new boat slips (dependant on whether Concept 2A or 4A is pursued), boat storage, parking, a new marina services building, recreation facilities, parks & green space. A phased approach in regards to the construction of transient and seasonal slips and relevant amenities is being considered to allocate the expense over a longer term, thus alleviating the initial financial burden on the Municipality. This phased approach must be considered as part of the terms of reference preparation.

The study shall include but not be limited to the following:

- A. Completion and approval of Terms of Reference for the Individual Environmental Assessment pursuant to the Ontario EA Act. Given the nature of the project and the master planning activities completed to date, a scoped Terms of Reference is to be developed which will focus the consideration of alternatives to those appropriate for this type of development.
- B. Submission of approved Terms of Reference to Ministry of Environment for review and approval.

Terms of Reference for the IEA must address, project background & implementation plans; evaluation of project alternatives; regulatory requirements; natural and socio-economic environment overview including potential impacts and opportunities for enhancement of natural environment; marina project evaluation methods; proposed work plan for completing the IEA; and required project stakeholder consultation.

Public consultation will be the responsibility of the consulting team supported by the Town. It is desirable that all consultation activities be consistent with past consultation efforts in support of waterfront projects and where appropriate involve the project staff, which will be

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facilitated by Town staff. Consultation efforts may include the following activities at a minimum:

- 1 public meeting/open house in support of the Terms of Reference development
- One on one consultations with project stakeholders
- Input to a project web page
- 1-2 community newsletters

The consulting team will be responsible for drafting responses to comments raised as part of consultation efforts and responses to comments on the Terms of Reference.

Agency consultation will be the responsibility of the Town supported by the consulting team.

For both public and agency consultation the consulting team is responsible for the following activities:

- Maintaining complete records of meetings, meeting notes/minutes and issues raised
- Maintaining complete records of public comments raised and responses
- Development of display materials with respect to the EA Terms of Reference and approvals activities
- Development of materials for posting on the project web page
- Development of draft newsletters
- Setting up meetings with agency representatives
- Development of draft notices including those for project commencement and completion, public meetings, etc.

The Town of Deseronto will be responsible for:

- Meeting logistics – locations, catering, etc.
- Placement of advertisements and notices in local papers
- Distribution of newsletters
- Identifying agency representatives
- Maintenance of the project web page and posting of materials to the web page

PROJECT COSTS/SCHEDULE OF PRICING

It is anticipated that the total cost of the Marina Individual Environmental Assessment Terms of Reference Preparation shall be in the vicinity of between Forty Thousand (\$40,000) and Fifty Thousand (\$50,000) dollars.

Please quote on the provision of Professional Services to prepare Terms of Reference for an Individual Environmental Assessment of a Marina for the Town of Deseronto.

The price(s) quoted INCLUDE all duty, taxes (not including HST), customs, clearances, cartage, freight and all other charges now or hereafter imposed or in force and is a Total Firm Price. Harmonized Sales Tax (HST) to be EXTRA. All taxes must be shown separately on invoicing i.e. Harmonized Sales Tax (HST).

ALL PRICES ARE TO BE IN CANADIAN FUNDS, HST EXTRA (where applicable), unless otherwise noted.

Prices must be FIRM for a MINIMUM of **90 DAYS** from date of proposal closing for acceptance.

Prices must be FIRM for the duration of the contract.

GENERAL CONDITIONS / REQUIREMENTS (where applicable)

INDEMNITY

The contractor shall indemnify and save harmless the Corporation of the Town of Deseronto from and against all liens, damages, losses, claims, demand payments, suits, actions, recoveries and judgements of every nature and description brought against him/her and/or the Town by reason of any act or omission of the said consultant/contractor, his/her agents, or employees in the execution of, or as a result of the work or in the guarding of it.

INTENT OF SPECIFICATIONS

Should any work or materials be required which are not detailed in the specifications, either directly or indirectly, but which are nevertheless necessary for the proper carrying out of the intent hereof, the consultant is to understand the same to be implied and required, and shall perform all such work and furnish any such material as fully as if they were particularly delineated or described.

No after claim will be allowed or entertained for obstructions or work necessary to fully complete the work whereon said consultant made tender.

INSURANCE: (From Successful Proponent Only) - if applicable

The contractor shall, during the course of any work for the Town, maintain general comprehensive liability insurance coverage in respect to the risks hereunder set out in the amounts stated, and shall file with the Town of Deseronto a certificate issued by the Insurer attesting that he/she is so insured.

GENERAL LIABILITY Minimum Requirement
BODILY INJURY \$2,000,000.00
PROPERTY DAMAGE Inclusive

FOR FURTHER INFORMATION

All inquiries project inquiries are to be directed, via e-mail only, to:
Dana Valentyne at dvalentyne@deseronto.ca or 613-396-2440

PROPONENT'S UNDERSTANDING

It is understood and agreed that the proponent has by careful examination, satisfied himself/herself as to the nature and location of the work, the quality and quantity of

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services/materials to be encountered, the character of materials, labour and facilities needed in the completion of the work.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposal, unless clearly and specifically noted in the proposal and in any contract between the Town and the firm(s) selected.

PROPOSAL SUBMISSIONS

Proposals must include all items as identified in this RFP, and must be clearly labelled RFP No. ECON-2012-01 and submitted in a complete proposal package. If your firm is interested, please submit ONE (1) COMPLETE COPY of your submission.

Proposals can be submitted by mail/courier, in-person, or email to:
The Corporation of the Town of Deseronto
Attn: Dana Valentyne, Economic Development Officer
331 Main St. P.O. Box 310
Deseronto, ON K0K 1X0
dvalentyne@deseronto.ca

Closing Date: Nov 9th, 2012 @ 12:00 PM EST

Proposals received after the above noted due date and time will not be considered. Failure to comply with the requirements may result in the rejection of a proposal submission. Proposals received after the stated date and time will not be considered, but will be returned unopened to the proponent.