



Municipality of North Grenville

Request for Proposal

PRC 24-37 – Public Consultation for
Adaptive Use of former Oxford Mills Town Hall



Issued on:

Amended July 10, 2024 ~~June 24, 2024~~

Requested by:

Mark Guy, Director of Parks, Recreation and Culture
The Municipality of North Grenville
285 County Road 44, P.O. Box 130
Kemptville, Ontario K0G 1J0

One complete electronic copy of each proposal must be received by:
July 23, 2024 at 2:00 p.m.

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1.0 Introduction

The Municipality of North Grenville (the Municipality) is an urban/rural municipality located adjacent to the southern border of the City of Ottawa. As one of the fastest growing municipalities in Eastern Ontario, North Grenville is committed to providing a broad range of amenities and services to its residents and visitors alike.

The urban serviced area (formerly the Town of Kemptville) currently serves a population of approximately 5,000. It is located 30 minutes from downtown Ottawa, the Nation's Capital, along Highway 416, with easy access to Highways 417 and 401.

The Municipality is responsible for the provision of a wide range of services including fire protection, by-law enforcement, emergency management, parks, recreation, cemeteries, local roads and bridges, snow removal, drainage, land-use planning, economic development, libraries, sewer and water services to the urban serviced area, and general municipal governance and administration.

The Municipality is seeking proposals from qualified firms for the completion of a comprehensive community engagement related to the structural review of the former Oxford Mills Township Hall and its potential future uses as a public facility.

The historic building is located at 100 Maplewood Avenue, Oxford Mills ON. John Steacay, a well-known Brockville architect designed the building. It was constructed in 1875 by Kemptville's Ambrose Clothier. The structure originally included two large open halls that functioned as the administrative social hub for the Township.

The initial and intended use of the building was the Oxford Mills Township Hall. It later became a branch of the North Grenville Public Library. Since the amalgamation in 1998, it has mainly been used as a storage facility.

On March 5, 1993, the property was designated under Part IV of the Ontario Heritage Act by the Municipality of Oxford-on-Rideau, which has since merged with the Municipality of North Grenville (By-law 14-93) [1]. It is a 2-storey building built with historic stone with a hipped framed roof. There have been many renovations throughout its life span. The masonry exterior walls are carved limestone walls with broken courses and masonry trim, such as belts, keystones, voussoirs, and quoins with rock faces. There are large single-hung windows with segmented headstone arches on the window frames and top sashes are seen throughout the building.

2.0 Instructions to Proponents

2.1 Invitation

Vendors wishing to submit a proposal must submit via emailed pdf to Mark Guy, Director of Parks, Recreation and Culture at prctenders@northgrenville.on.ca by **July 23, 2024 at 2:00 p.m.** Proposals received after the above due date and time will not be considered.

2.2 Charge for Documents

All documents, including background information, will be provided at no cost.

2.3 Costs Incurred by Proponents

All expenses incurred in the preparation and submission of proposals shall be borne by the proponent. No payment will be made for any proposals received, or for any other effort required of or made by the proponent prior to the commencement of work defined by the proposal approved by the Municipality.

2.4 Acceptance of Terms

All those who submit a proposal represent that they have read, completely understand, and accept the terms and conditions of this Request for Proposal (RFP) in full.

2.5 Clarification

All inquiries regarding this RFP must be sent by email to prctenders@northgrenville.on.ca no later than **end of day July 8, 2024** Responses will be emailed to all registered firms by way of written addendum, no later than **end of day July 10, 2024**.

2.6 Insurance

The successful contractor shall, at its own cost and expense, obtain and maintain in full force and effect the following insurance coverage for the duration of the contract by a company duly registered and authorized to conduct insurance business in the Province of Ontario.

Prior to the award of a contract for this work, the successful contractor shall provide and deliver to the Municipality, certificate(s) of insurance or certified copies of each such insurance policies as evidence of the contractor's insurance coverage signed by an authorized representative of the insurer together with true copies of any amending endorsements on terms satisfactory to the Municipality.

Work will not be authorized to begin until this document is received by the Municipality.

Commercial General Liability Insurance

Broad form Commercial General Liability policy for a limit of not less than \$2 Million (\$2,000,000.00) dollars on an occurrence basis with respect to third party liability claims for bodily injury, property damage and personal injury. This policy shall include but not be limited to:

- Premises and operation liability
- Blanket contractual liability
- Products and completed operations.
- Tenants' legal liability
- Non-owned automobile liability
- Owners and Contractors Protective Liability
- Contingent Employers Liability
- Breach of Conditions Clause.

3.0 Terms of Payment

After notification of award and receipt of the insurance and W.S.I.B. documents, completion of work described in this RFP and subsequent contract and successful final inspection, the Municipality's terms of payment are thirty (30) days from receipt of invoices.

3.1 Proposal Validity

Proposals shall remain valid and open for acceptance by the Municipality for a period of sixty days (60) calendar days following the deadline for receipt of proposals.

3.2 Follow-On Contracts

The Municipality reserves the right to award subsequent phases of the project to the successful proponent, and fees for any follow-on contracts shall be based on the same unit or per diem rates proposed under this RFP, unless negotiated and approved otherwise.

The Municipality also reserves the right to request competitive proposals for subsequent phases of the project if deemed to be in the best interests of the Municipality of North Grenville.

4.0 Terms of Reference/Project Information

4.1 Project Location/Address: 100 Maplewood Ave., Oxford Mills, ON

4.2 Entire Budget

Bidders are requested to submit one proposal on the scope of work. Indicate HST separately. Bidders must include an hourly rate for any additional work.

4.3 Site Meeting

A site meeting will take place on **July 4, 2024 at 11:00 a.m.** at the 100 Maplewood Ave., Oxford Mills, ON. Proponents wishing to attend the site meeting can register at prctenders@northgrenville.on.ca by end of day on **July 3, 2024**.

4.4 Scope of Work

To include the following:

1. Review of Documents (which will be provided upon award):

- Letourneau Community Consultation Report September 2016
- Structural Report and Findings, DDDG Services Inc. 2023
- North Grenville Tourism Strategy
- North Grenville Economic Development Strategy
- 2020 North Grenville Parks and Recreation Master Plan
- Associated by-laws related to the building.

2. Interim Report

After review of the above noted documents, provide an interim report with recommendations that includes three (3) specific adaptive re-uses with concept designs for each. Each concept plan shall include a plan for development with funding options and strategies. These options are to be presented at the public consultation, the on-line survey and at all stakeholder meetings.

3. Consultation

Conduct one (1) public consultation exercise.
Prepare an on-line survey.

Conduct Stakeholder meetings with the following groups:

- Oxford Mills Community Association
- North Grenville Historical Society
- North Grenville Arts, Culture and Heritage Advisory Committee
- North Grenville Community Economic Development Advisory Committee
- North Grenville Chamber of Commerce
- North Grenville Accessibility Advisory Committee

4. Final Report and Presentation

Prepare a final report at a Municipal Council meeting with recommendations including the findings from all consultation exercises carried out as part of the project.

Timelines to complete the project:

Prepare and advertise the Request for Proposal document: **June 24, 2024**

Site Meeting: **July 4, 2024 at 11:00 a.m.**

Questions Deadline: **end of day July 8, 2024**

Answers Deadline: **end of day July 10, 2024**

Deadline for Submissions: **July 23, 2024 at 2:00 p.m.**

Review of Submissions: **July 23 & 24, 2024**

Award of RFP: **July 25, 2024**

Interim Report: **Sept. 25, 2024**

Consultation Exercise: **By end of October**

Final Report and Council Presentation: **Early to mid-December 2024.**

5.0 Evaluation Criteria

The successful Vendor will possess the requisite technical skills to deal with the complex matters to be addressed in the scope of work and will be required to work directly with Municipal staff, the project manager, the public, agencies, and stakeholders in a professional manner.

To achieve this, the Municipality is interested in a Vendor, which in addition to sound technical qualifications, exhibits such skills as timeliness, diplomacy, tact, strong communication ability (both written and verbal) and an understanding of the municipal culture.

The Firm must demonstrate:

- Skills necessary to carry out the scope of work.
- Installation/restoration practices that meet legislative requirements and follow proper protocols.

5.1 Basis of Selection

The Municipality intends to recommend the appointment of the Vendor based on best overall value, based upon a review of the proposal, restoration, and budget. The Vendor appointment is subject to approval by the Municipality in accordance with the provisions of the Procurement By-Law.

5.2 Selection Criteria

A total of 100 points will be allocated to each proposal, as follows:

Category	Available Points
Technical:	
Qualifications and Experience of Company	20
Qualifications and Recent Relevant Experience of Project Team	30
Understanding of Objectives	10
Quality Approach and Methodology	10
Proposed Work Plan and Schedule/completion date	10
Sub-total	80
Financial:	
Costing/Budget	20
Total	100

Financial points will only be awarded to submissions that have achieved a minimum score of 60 out of 80 points on the technical evaluation criteria. Proposals that do not meet this minimum score will be deemed non-compliant and will be given no further consideration.

Technical proposals scoring 60 points or higher will be evaluated financially, on the following basis:

The lowest cost submitted will be awarded 20 points, and the other cost proposals will be awarded points based upon the ratio of the cost submitted to the highest cost submitted, e.g.:

$$\text{Points} = 20 \times \left(1 - \frac{\text{Proposal cost} - \text{Lowest}}{\text{Highest} - \text{Lowest}} \right)$$

Up to three (3) of the highest rated proposals may be invited by the Municipality to attend an interview to present and discuss their proposal. Interview details and evaluation criteria will be provided at the time of notification of request to attend an interview.

5.3 Qualifications and Experience of Company

Provide a brief company profile and recent relevant experience. Provide three (3) similar projects completed by your firm.

5.4 Qualifications and Recent Relevant Experience of Project Team

Provide the qualifications, recent relevant experience, and responsibility of each member of the project team (project manager, key team members, sub-consultants, and other staff), clearly stating the employment history of the project manager and key team members, years with current firm and work location. Resumes should be included in an appendix.

5.5 Understanding of Objectives

Describe your understanding of the assignment, including overall scope and objectives, noting any issues that may require specific attention.

5.6 Quality Approach and Methodology

Describe the approach and methodology to be followed in completing all aspects of the assignment to achieve the stated project objectives.

5.7 Proposed Work Plan and Schedule

Provide a work plan and schedule with a breakdown of the major tasks carried out.

6.0 Special Terms and Conditions

Submission of a proposal constitutes acknowledgement the proponent has read and agrees to be bound by all the terms and conditions of the Request for Proposal.

The Municipality will not make any payments for the preparation of the response to the Request for Proposal. All costs incurred by a proponent will be borne by the proponent.

This is not an offer. The Municipality does not bind itself to accept the lowest price proposal, or any proposal submitted.

The Municipality has the right to cancel the Request for Proposal at any time and to reissue it for any reason whatsoever, without incurring any liability and no proponent will have any claim against the Municipality as a result of the cancellation or re-issuing of the Request for Proposal.

The Municipality may, in its sole discretion, reject or retain for its consideration bids which are non-conforming because they do not contain the content or form required by this RFP or fail to comply with the submission process as set out in this RFP. If the Municipality, in its sole discretion, deems any items bid to be unbalanced, the bid may be deemed informal and rejected.

The Municipality reserves the right to award by item, or any part thereof, groups of items, or any parts thereof, or all items, and to award contracts to one or more bidders. The Municipality further reserves the right to reject any and all bids in whole or in part and to waive any technical defects, irregularities, and omissions if, in so doing, the best interests of the Municipality will be served.

The lowest, or any proposal will not necessarily be accepted, and the Municipality shall have the unfettered right to:

- (i) Accept a non-compliant proposal
- (ii) Accept a proposal which is not the lowest proposal; and
- (iii) Reject a proposal that is the lowest proposal even if it is the only proposal received.

The Municipality reserves the right to consider, during the evaluation of proposals:

- (i) information provided in the proposal document itself.
- (ii) information provided in response to enquiries of industry references set out in the proposal.
- (iii) information received in response to enquiries made by the Municipality of third parties apart from those disclosed in the proposal in relation to the reputation, reliability, experience, and capabilities of the consultant.
- (iv) the manner in which the consultant provides services to others.
- (v) the experience and qualification of the consultant's senior management, and project management.
- (vi) the compliance of the consultant with the Municipality's requirements and specifications; and
- (vii) innovative approaches proposed by the consultant in the proposal.

The consultant acknowledges that the Municipality may rely upon the criteria which the Municipality deems relevant, even though such criteria may not have been disclosed to the consultant. By submitting a proposal, the consultant acknowledges the Municipality's rights under this Section and absolutely waives any right, or cause of action against the Municipality, by reason of the Municipality's failure to accept the proposal submitted by the consultant, whether such right or cause of action arises in contract, negligence, or otherwise.

If a contract is to be awarded as a result of the Request for Proposal, it will be awarded to the proponent whose proposal, in the Municipality's opinion, provided the best potential value to the Municipality and is capable in all respects to fully perform the contract requirements and the integrity to assure performance of the contract obligations based on the objective assessment outlined above.

If the Municipality decides to award a contract based on a submission received in response to this Request for Proposal, the successful proponent will be notified of the intent to award in writing, and the subsequent execution of a written agreement shall constitute the making of a contract. Proponents will not acquire any legal or equitable rights or privileges whatsoever until the contract is signed by both parties.

In the event of any inconsistency between the RFP and the contract, the contract shall govern.

The Municipality reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria. Unsuccessful proponents will be provided with a verbal debriefing on the evaluation of their submission after the selection process has been completed, if so requested.

Proponents may not amend or withdraw their proposals after the closing date and time.

Proposals will be evaluated as soon as practicable after the closing time.

The proposals and accompanying documentation submitted by the proponent are the property of the Municipality and will not be returned.

Proponents are advised that all communications with the Municipality related to this RFP during the bidding process must be directly and only with the individual named in this document.

Under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), all information posted to websites and/or accessible to the public, must be in accessible format.

All Municipality of North Grenville facilities and properties fall under the Smoke-Free Ontario Act 2017. Any consultants and contractors on Municipal properties or in Municipal facilities must adhere to these laws.