

NORTH DUFFERIN COMMUNITY CENTRE

BOARD OF MANAGEMENT

Request for Proposals: Risk Management Services 2018

1. Introduction

The North Dufferin Community Centre Board of Management hereby requests proposals from qualified Risk Management persons to provide a risk management assessment at the North Dufferin Community Centre

2. Background

The North Dufferin Community Centre, known also as the Honeywood Arena, is a fully functioning arena with an attached additional number of rooms and facilities including change rooms, auditorium, and kitchen/snack facilities. While owned by the Township of Mulmur, the Board of Management has taken responsibility for the operations of the facility, and in order to meet their obligations as a Board, requires a risk assessment be undertaken.

3. Project Description and Goals

The purpose of the assessment is to identify all areas of risk to users of the facility, to prioritize and qualify the listed risks, and to propose remediation and/or mitigation measures for those identified risks, i.e. a Risk Management Plan.

The selected consultant will be a person who is qualified as a Risk Management Official and Inspector.

4. Qualifications and Expertise

To successfully complete the project, the awarded consultant must have or be willing to obtain the following qualifications and expertise:

- Qualified provincial training provided by the Ontario Ministry of Environment and Climate Change
- Effective oral, written communications, and customer service skills with the ability to resolve potential conflicts.

5. Scope of Work

The project scope of work will include, but is not limited to, the following tasks:

- Communication: – meet with and interview Board members, facility staff, facility users and provide written summaries of the key learnings
- Record Keeping: – describe and qualify the identified risks in the facility

Reporting:

- provide verbal and written updates to the board, and a summary RMP

6. Proposal Due

The Request for Proposal shall be submitted to the Township of Melancthon during regular office hours and no later than 12 noon on August 13, 2018 to the attention of:

Donna Funston, NDCC Secretary
157101 Highway 10
Melancthon, ON
L9V 2E6

7. Timeline

The work shall begin immediately upon acceptance of the proposal with the intention to have a RMP by September 28, 2018

8. Proposal Requirements

The awarded consultant would be retained on a time and materials basis, There would be a contractual agreement between the Board and the consultant. Each proposal must include:

- Description of understanding of the project;
- Identification of sub-consultants, if any;
- Summary of relevant experience with similar work;
- Proposed work plan, with a schedule by task;
- Time / task matrix in 2018 for all staff that will work on the project;
- Proposed cost

9. Proposal Selection Criteria

Proposals will be evaluated based on the following criteria, not listed in any particular order:

- Quality and content of written proposal and work plan;
- Understanding of the assignment;
- Demonstrated expertise on similar projects;
- Cost;
- Expertise of project lead and other staff to be involved; and
- Satisfactory references related to the involvement of the consulting firm/assigned staff in similar types of projects.

The selected proposal for the project will not necessarily be awarded to the lowest bidder. All consultants that provide a proposal prior to the submission deadline will be notified by the NDCC Board in writing of the decision.

10. General Terms and Conditions Acceptance of Proposals

This RFP neither expresses nor implies any obligation on the part of the Board enter into a contract with any consultant submitting a proposal.

11. Rejection of Proposals

The Board reserves the right to reject any or all proposals for failure to fully satisfy the specifications and requirements for the RFP. Any award resulting from this RFP is subject to the successful completion of contractual agreements between the consultant and the Board.

12. Acceptance or Non-Acceptance of Proposal

Neither the lowest priced nor any proposal shall necessarily be accepted, and the written award decision is final.

13. Previous Communications

This document and attachments contain the entire requirements relating to this RFP. Other information and/or documentation provided to a prospective consultant or obtained by a prospective consultant prior to the release of this RFP or any other time shall not have any force or effect.

14. Conflict of Interest

It is the consultant's responsibility to ensure that no perceived or real conflict of interest exists for any of the company's personnel involved in the project.

15. Cancellation of RFP

Due to unanticipated expenditure constraints, this RFP may be canceled at any time without liability by the Board to prospective consultants or to any other entity.

16. Authorization

To be considered a valid response, a consultant's submission must be completed and signed by an authorized company official.

17. Insurance

When requested, the consultant will provide certification of commercial general liability insurance, automobile insurance, and professional errors and omissions liability insurance, as well as a valid Workplace Safety & Insurance Board (WSIB) Clearance Certificate.