



Project Number
Request for Proposal
Recreational Needs and Efficiency Review

Closing Date: November 7, 2019
Time: 2:00 p.m.

1. PURPOSE

The Township of Melancthon and Township of Mulmur jointly are requesting the preparation of a proposal that would provide for an assessment of the future recreational needs and the existing efficiency of recreational services of the North Dufferin Community Centre (N.D.C.C.) and recreation in Mulmur Township.

The ultimate goal is to find efficiencies in existing recreational operations and provide for enhancement in the range of facilities/programs available to the community in a financially sustainable manner.

More specifically, this request for proposal is for the purpose of:

Part A) Assessing opportunities and efficiencies at the North Dufferin Community Centre; and

Part B) Assessing recreational needs, opportunities, sharing arrangements and efficiencies and developing a Recreational Master Plan for the Township of Mulmur.

Part A – N.D.C.C. Facility and Program Assessment

The Township of Melancthon and Township of Mulmur, through the North Dufferin Community Centre (N.D.C.C.) Board collectively operate the North Dufferin Community Centre in Honeywood, Mulmur. The Townships are interested in ensuring that the operations of the N.D.C.C. are as efficient as possible, while meeting the needs of the community. Part A consists of conducting a complete review of the N.D.C.C. facility and operations. The Townships are also interested in added programming, increasing revenues and assessing the cost of providing enhanced facilities at the N.D.C.C.

Part B – Mulmur Recreational Master Plan

Part B consists of conducting a complete review of all recreational programs, operations and facilities within the geographic Township of Mulmur and developing a fiscally responsible recreational plan that will meet the needs of the residents of Mulmur in an efficient and effective manner.

2. PROPOSAL SUBMISSION

Proposals will be received by email only to: Denise Holmes, CAO/Clerk, Township of Melancthon (dholmes@melancthontownship.ca)

Proposals must be delivered to the above address before November 7, 2019, 2:00 p.m. Time registered on the Township of Melancthon computer will be considered the official time when determining exact time of submission.

A proposal shall be submitted as a pdf. Please limit the submission to a maximum of 10 pages, excluding curriculum vitae and company profile.

It is understood that any reference herein to Lowest Bidder or Lowest Tender is replaced by Highest Overall Scored Proponent. Proposal award shall be made only upon the basis of the highest overall scored proponent in the evaluation process.

Any questions regarding this tender should be directed to:

Tracey Atkinson, CAO/Planner
Township of Mulmur
705-466-3341, Ext. 222
Email: tatkinson@mulmur.ca

Where a proponent believes his/her company provides more than one suitable option that meets the specification provided, then more than one proposal is acceptable, but must be submitted entirely separate, as if it was the only one being submitted.

3. WORK PLAN

This work plan is divided into Part A and Part B to clearly lay out the different levels of study, focus and deliverables. The proposed budget should be presented in a similar manner.

Part A

- a) Inspect existing N.D.C.C. facility
- b) Conduct a recreational Survey of the residents of both municipalities
- c) SWAT assessment
- d) Analyze survey results, develop future needs/wants and assess opportunities
- e) Assess the efficiencies of the current facility, programs and organizational structure
- f) Identify options and opportunities to change services and service level delivery at the N.D.C.C. facility as well as to add new facility/program to address community needs/wants for recreation.
- g) Determine the most cost-effective and strategic way to structure N.D.C.C. operations to meet current and future needs, taking into account other stakeholder partnerships that exist or could be created within the community.
- h) Provide recommendations for additional recreational facilities and programs to meet the needs of the joint community, including an estimate for the expense/income related to any proposed new facility, additions, renovations or program

Part B

- a) Prepare an inventory of services and facilities currently being provided by the Township of Mulmur and evaluate these services for alignment with the needs, wants and financial capacity of the community. A simplified list is included in Appendix A. This inventory should be assessed against the survey results developed in Part A.
- b) SWAT assessment: Assess the efficiency of each Mulmur facility/program and identify options and opportunities to change services and service level delivery or add new facility/program to address needs;
- c) Determine the most cost-effective and strategic way to structure Township operations to meet current and future needs, taking into account other stakeholder partnerships that exist or could be created within the community.
- d) Provide recommendations for other facilities and programs to meet the needs of Mulmur residents including an estimate for the expense/income related to any proposed new facility or program.
- e) Format the findings and recommendations into a scoped master plan document.

4. SCOPE, MEETINGS AND DELIVERABLES

Part A and B will be informed by original research including, but not limited to, survey of residents, interviews with both CAOs, Arena Manager, N.D.C.C. Board/Chair, Ad Hoc Mansfield Recreational Committee Chair, all managers responsible for other recreational facilities, and the two Mayors.

The consultant may be required to attend a combined meeting with the N.D.C.C Board to present preliminary findings and one meeting of each of the local councils to present the final presentation of report and strategy recommendations.

This review shall be a complete review of services and operations along with recommendations for obtaining efficiencies. The deliverable will also provide estimated cost savings for each recommendation put forward as well as cost estimates for any additional or alternative recreational needs proposed. The final deliverable of the review will be the following:

Part A (NDCC focus) - a report appending the raw data and summarizing the short and long-term recommendations, including

- Proposed efficiencies
- Program recommendations
- Facility recommendations (additions, renovations, new equipment, infrastructure)
- Financial assessment of recommendations
- 5 year plan to develop efficiencies, provide programs and build infrastructure

Part B (Mulmur focus) – a scoped recreational master plan appending the raw data and summarizing the short and long-term recommendations, including

- Proposed efficiencies
- Program recommendations
- Facility recommendations (additions, renovations, new equipment, infrastructure)
- Financial assessment of recommendations
- 10 year plan to develop efficiencies, provide programs and build infrastructure

Township of Melancthon and Mulmur
Request for Proposal
Operation Services Efficiency Review

The final deliverable provided by the consultant will be one (1) digital copy of the full report/master plan in PDF format. A draft of the full report must be provided for review and feedback no later than two weeks before scheduled meetings. Regular updates on progress must be provided as per an agreed upon schedule/proposed workplan.

5. PROPOSAL

If a proposal is a joint submission of two (2) or more consulting firms, a single proposal is to be coordinated and submitted by the lead firm with the required information. To facilitate the review and evaluation of the proposals, all proposals shall include, as a minimum, the following:

- A description of the understanding of the assignment by the Proponent;
- A description of the proposed approach and work plan to be undertaken by the Proponent to achieve the project objectives. The activities, deliverables and required input from others should be identified where applicable for each project task;
- A listing of the staff to be assigned to the project including their experience;
- Per Diem rates for key staff members assigned to the project;
- A cost estimate by task of each staff member and total cost including disbursements for the project to completion for Part A and B;
- Recently completed relevant projects undertaken by the Proponent complete with original budgeted versus actual incurred project costs and original versus actual work schedules;
- Proponent team resumes;
- Minimum of three (3) Municipal References and Samples of other similar projects by the proponent.
- Other applicable background information.

6. PROJECT BUDGET

The proposal shall include a budgetary estimate broken down to reflect the anticipated cost to complete the scope of work including disbursements. The proposal must confirm that the Proponent will not undertake any work which they believe is beyond the terms of reference and their written proposal for the project without written authorization from the Selection Committee.

The proposal must clearly set out two lump sum fees for the services required as outlined in this proposal. Part A shall be specifically for the N.D.C.C. Part B shall be for all remaining recreational facilities in Mulmur Township only.

Indicate if your firm suggests other value-added services which would benefit the Township(s) (individually or jointly) and their related costs. A summary/breakdown of all fees associated with your bid is to be provided.

Please include a fee for all services as requested in the proposal. This proposal will be considered a local contract and no fees for mileage or hotel costs will be considered. Disbursements will be paid at cost with no mark up.

Please provide a quote for hourly rates for all staff associated with this project for any additional

Township of Melancthon and Mulmur
Request for Proposal
Operation Services Efficiency Review

services outside the scope of this contract.

The budget for this project will not be provided.

7. EVALUATION

Proponents should demonstrate their understanding of the requirements contained in the RFP and explain how they will meet these requirements in the proposed timeline. Proponents should demonstrate their capability and describe their approach in a detailed but succinct and clear manner.

The following selection criteria outline the areas of importance that will be considered in the awarding of the project to a successful proponent. Proposal submissions should satisfy all criteria points wherever possible.

Proposal Content	Evaluation Criteria	Available Points
A. Experience	<ul style="list-style-type: none">- Firm- Team members	30
B. Service Requirements	<ul style="list-style-type: none">- Project understanding- Methodology- Timeline	40
C. Cost of Services	<ul style="list-style-type: none">- Lump sum- Per diem rates	30
TOTAL		100

8. PROJECT LEAD RESPONSIBILITIES

The Consultant will report to the CAO of the Township(s) and will be responsible for producing the work in accordance with the terms of reference, proposal and this document. The proponent shall identify a project manager who will act as the primary contact with CAOs and oversee the day-to-day operations of the project. One CAO will be selected to be the main Contact.

9. TENTATIVE SCHEDULE

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| • Issuing of RFP | October 4, 2019 |
| • RFP Closing Date | November 7, 2019 |
| • Review of Submissions | November 13, 2019 |
| • Award | December 12, 2019 |
| • Project Implementation | December 18, 2019 – May, 2020 |
| • Final Reports | June, 2020 |

10. INSURANCE

The successful proponent will be required to provide Commercial General Liability Insurance for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than \$2,000,000 per occurrence. The Policy is to include the following:

- Township of Melancthon and Township of Mulmur as an additional insured;
- contractual liability;
- employers liability and voluntary compensation
- 30 day written notice of cancellation;

11. AWARD

The steering committee selecting the consultant and facilitating their work will be made up of the two CAOs and two council representatives.

The Townships reserve the right to reject any or all proposals, and also to not proceed with the project without stating reason thereof. A Vendor must be prepared, if requested, to present evidence of experience, ability, facilities and financial standing necessary to meet the requirements set in the Request for Proposal.

This project will commence immediately after the award of the project.

12. AGREEMENT

The Vendor must agree to adhere to the Municipal Freedom of Information and Protection of Privacy Act, the Accountability and Transparent Government Policy, Occupational Health and Safety Act, and the Ontario Disabilities Act.

13. SUSPENSION OF WORK

If due to any circumstances, the project is deferred or placed on hold, payment for all work executed up to that time will be made on receipt of a report which details all the information on the project developed to that date, along with all other materials completed. If the deferred project is not resumed to completion, then the payments will be deemed to be a final settlement.

Either party may terminate the contract at any time with sixty (60) days written notice, without penalty.

APPENDIX A

PART A: Shared Facilities

- North Dufferin Community Centre (Arena, Community Centre, play structure, field)

PART B: Facilities in Mulmur

- Mansfield Ball Diamond (single slow-pitch ball diamond, batting cage, pavilion)
- Trails (operated by Bruce Trail Conservatory)
- Boyne Park (owned and operated by Parks Ontario)
- Primrose Hockey School (private ownership) – dry-land training facility
- Primrose School playground and fields (owned by school board)
- Kingsland Park (undeveloped)
- Mansfield Park (undeveloped)
- Mansfield Park (basketball nets)
- Municipal Building property (undeveloped)
- County Forests
- Hiking trails
- Bruce Trail
- Equestrian Trails
- Primrose School (auditorium and stage)
- Museum of Dufferin (meeting rooms)
- Churches
- Mansfield Ski Club (private)
- Mansfield Outdoor Centre (private)
- Hockey School (private)