



MUNICIPALITY OF
SHUNIAH INC. 1873
A Superior Living Experience

REQUEST FOR PROPOSAL:

Recreation, Parks and Facilities Master Plan

**Deadline for Proposals:
April 19, 2019 at 4:30 pm**

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1. Background

The area of the Municipality of Shuniah covers 55,374 hectares from Copenhagen Road at Highway 11/17, Bare Point Road east on Lakeshore Drive to a quarter of a mile west of Ouimet Canyon. The northern boundary is Eight Mile Hill on Spruce River Road (Hwy 527) and on the south a shoreline of approximately 40 kilometres from Bare Point to Bays End and the shoreline on Black Bay.

Shuniah has a considerable cottage population. The population of Shuniah is estimated at 2,737 which is based on owners whose full time or permanent address is within Shuniah. However, during the summer months those numbers almost double and are estimated to be as high as 5,000.

Being in proximity to the City of Thunder Bay, the Municipality of Shuniah serves mainly as a bedroom community with very minimal commercial development within its boundaries.

2. Introduction

The Municipality of Shuniah is seeking proposals from professional firms interested in the provision of consulting services for the development of a Recreation, Parks and Facilities Master Plan that will allow the Municipality to strategically manage the direction of recreation, parks and facility services until 2030. The Proposal must meet all the requirements outlined in this document and the Terms of Reference for the Recreation, Parks and Facilities Master Plan.

The Municipality has a strong commitment to provide high quality parks and recreation facilities and programs for citizens of the community. The consultant will collect and analyze data to develop a clear set of goals, policies and standards for the Municipality's park system, open space, trails, recreation facilities and program development for the next ten years. This process is to include developing a comprehensive inventory, an analysis of forecasted needs and implementation strategies. The consultant will work closely with Municipal staff in preparing the Recreation, Parks and Facilities Master Plan. The Master Plan will provide the Municipality with the necessary public policy framework to manage its parks, open spaces, recreation and leisure services, programs, events, facilities and amenities in a cost-effective manner consistent with leading industry practices.

The Municipality requires that the project be completed by August 13, 2019.

Copies of this RFP document will be available on the Municipality of Shuniah website at www.shuniah.org.

3. Scope of Work

The purpose of the Master Plan is to help identify recreational, parks and facility services and opportunities through the provision of a needs assessment, programming, recreation facilities, parks and open spaces, for the Municipality of Shuniah. This Plan will guide Council and Administration in making decisions that best meet the needs of the community. In addition, the Plan will provide guidance as to park planning, facility development, facility redevelopment and expansion, the delivery of programs, events and services as well as associated recommended resources through 2030.

4. Objectives

4.1. Master Plan Objectives

- a. To create an inspirational and memorable vision for the delivery of recreation, parks and facility services that aligns with Council's priorities and reflects the varied needs and desires of the community
- b. To create a comprehensive inventory of parks and recreation services, programs, facilities and events. The inventory will be further expanded to include a utilization and capacity analysis
- c. To undertake a comprehensive needs assessment to determine the current and the desired state, and identify gaps and priorities with respect to parks, trails, open spaces, recreation facilities, community programs, services and events
- d. To undertake a scan and review of primary and secondary research that includes Shuniah's guiding documents and key internal and external stakeholders. Key documents include:
 - i. Shuniah Strategic Plan 2016 – 2020
 - ii. Shuniah Tourism Strategy
 - iii. Shuniah Official Plan 2019
 - iv. Shuniah Community Profile
 - v. Shuniah Age-Friendly Community Action Plan 2017-2021
- e. To infuse the principles of sustainability, accessibility and integration into the development and delivery of parks and recreation services, facilities and programs
- f. To ensure that the personal, social, economic and environmental benefits of recreation are considered throughout the Plan, and aligned to considered policies
- g. To assess the strengths, weaknesses, opportunities and threats facing Shuniah's parks, recreation and facility systems
- h. To identify and assess the diverse needs and wishes of the general public, industry/commerce and community partner organizations, visitors and emerging social trends
- i. To enhance community cooperation and partnerships in the planning and delivery of parks and recreation services
- j. To identify key grant programs or funding strategies that may maximize potential opportunities / partnerships in the community
- k. To promote healthy living and increased physical activity among all age groups and segments of the community

- l. To create a sense of attachment to and engagement within a larger unique and healthy community
- m. To enhance volunteer opportunities and participation broadly
- n. To enable a higher level of community branding and marketing based on an active and healthy lifestyle
- o. To enhance the overall community quality of life and place

4.1.1. Needs Assessment

- a. Undertaking a comprehensive review of the current state (snapshot) and determine the desired state, and identify gaps and priorities with respect to parks, trails, open spaces, recreation facilities, community programs, services and events, through a robust validated consultation process. With the following outcomes:
 - i. Review level of usage for specific age groups and barriers to participation
 - ii. Identify differences between users and nonusers of leisure activities
 - iii. Ascertaining degree of satisfaction in current programs, events, facilities and parks
 - iv. Identify the priority needs, preferred activities, gaps, and opportunities for age and interest-based sectors of the community in relation to programs, events, facilities and parks
 - v. Identify the extent to which leisure services outside the community are utilized
 - vi. Identify the level of awareness
 - vii. Identify preferred program, service, and facility improvements and willingness to pay

4.1.2. Programming

- a. Assess community and neighbourhood strengths, weaknesses, opportunities and threats to the delivery of parks, recreation, and cultural services
- b. Determine if the current mix of programs, services and events (public, private and not-for-profit) available to residents is balanced, accessible and appropriately addresses the current and future needs of both the residents and visitors of this community
- c. Determine where the Municipality should expand or curtail events, programming, services and facilities in areas such as, but not limited to the following:
 - i. Children, youth, older adults, lower income, community engagement, special needs, direct programming and facility allocation
 - ii. Develop and assess delivery and programming options, recommending preferred options and rationale for same
 - iii. Develop principles for when the Municipality should be directly involved in the delivery of events and programming, and when they should support or not be involved

4.1.3. Recreation Facilities

- a. Develop prioritized short, medium- and long-term capital improvement plans (10-year period) for upgrades to existing facilities and new construction (including outdoor sports facilities, multiplex facilities, standalone facilities and cultural facilities). Long term projects include major construction or acquisitions and considers needs, locations / distribution, schedules and financial strategies. All potential projects / upgrades would be accompanied by general cost estimates and an identified corresponding year
- b. Develop goals and objectives for the provision of facilities as it reflects programs and services for the short, medium and long term
- c. Evaluate facility location and design in relation to demographic requirements over the life of the Plan
- d. Evaluate facility location and design in relation to sizing and typologies guides (i.e. positioning)
- e. Develop a utilization and capacity analysis and model for peak and non-prime time
- f. Recommend a priority order booking process for use of Shuniah owned and operated facilities

4.1.4. Parks and Open Space

- a. Evaluate the existing inventory of parks and open space (including all trails, and existing amenities) based on the active and passive opportunities the spaces provide
- b. Determine a viable park and open space hierarchy and rationalize the suitability for users and the Municipality of Shuniah now and into the future (i.e. what is suitable in a / for a neighbourhood park or community park, greenways, specialty parks, etc.)
- c. Determine suitable locations and provide rationale for specialty parks, such as dog parks and RV parks
- d. Examine and predict the impact of trends in parkland development based on the existing parks inventory.
- e. Provide a general Parks Use By-law template or outline based on leading municipal practice that would be appropriate for application in Shuniah
- f. Provide best practice guidelines for edible landscapes and community gardens in urban parks

4.1.5. Policy Considerations

- a. Shuniah's role in providing recreation, parks, facility and cultural opportunities from a community wide perspective
- b. Assessment of the array of programs and services currently provided in relation to community needs and desires over the life of the Master Plan
- c. The relationship between municipal services and those provided by other local agencies, organizations and the private sector
- d. The role of existing partnerships in guiding the development of community partnership arrangements in the future

- e. A contemporary and future look at the role that volunteers play in the provision of parks and recreation services
- f. Changes required or needed to current policies and processes to move the current status quo to a desired future state
- g. Location options for future opportunities to provide additional facilities, parks and amenities including but not limited to single purpose and multipurpose facilities, trails, parks, natural and open spaces, outdoor/indoor sport facilities, active and passive space for spontaneous use
- h. Evaluate the travel distances for residents to access parks, facilities and amenities – with recommendations to improve the status quo
- i. Evaluate facility, indoor and outdoor, recreational needs over the short, medium- and long-term life of the plan
- j. Assessment of the current organizational structure, staffing capacity and resource allocation to achieve the desired goals and objectives of the plan
- k. Evaluate the existing inventory of parks and recreational facilities based on a shift towards multiuse and multipurpose experiences

4.1.6. Communication and Engagement

- a. Engage in direct interviews consisting of semi-structured interviews and focus groups with internal recreation stakeholders
- b. Ensure that information on the Recreational, Parks and Facilities Master Plan process is widely available so that the Municipality's citizens are aware of the project
- c. Seek community feedback throughout the consultation process (i.e. open-house)
- d. Assess the advantages of partnership opportunities with community groups and organizations (school boards, institutions, community groups and other municipalities, public & private facilities)
- e. Increase stakeholder and public understanding of how they can participate in planning and coordination efforts

5. Schedule

Project Task	Date of Completion
RFP Issued	April 3, 2019
RFP Submission Deadline	April 19, 2019
RFP Selection	April 23, 2019
Project Initiation	April 26, 2019
Interim Report #1	May 17, 2019
Interim Report #2	June 7, 2019
Interim Report #3	June 28, 2019
Draft Report & Presentation to Project Committee	July 19, 2019
Project Completion & Presentation to Council	August 13, 2019

6. Budget

A budget of \$50,000.00 + HST has been assigned to this project.

7. Submission Requirements

7.1. Proposal Submission

Two (2) copies of the proposal are required to be submitted.

Submissions in sealed envelopes, clearly marked “RFP: Recreation, Parks and Facilities Master Plan” addressed to Jason Evans, Community Services & Economic Development Officer, will be received at Municipality of Shuniah office, 420 Leslie Ave, Thunder Bay, ON P7A 1X8 until 4:30 pm on April 19, 2019.

Submissions received after this time will not be accepted.

The Proposal should include a cover letter signed by a person authorized to legally bind the Proponent to the statements made in their Proposal.

The Municipality reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their own discretion.

The municipality reserves the right to:

- a) Accept a proposal without negotiations
- b) Reject a proposal without negotiations
- c) Negotiate a change in technical or financial content of the successful proponent

7.2. Proposal Contents

All proponents are required to provide the following information with their submissions:

- a. A Company profile.
- b. A complete listing of all key personnel who will be assigned to this project. This will include their relevant experience, qualifications for this project, in addition to their role and responsibilities.
- c. A description of the proponents understanding of the project objectives
- d. A detailed project methodology explaining each project objective and how to achieve the project's objectives
- e. A detailed schedule of all activities, including project meetings, interim reports and progress reports required for this project.
- f. A detailed budget that supports the schedule of activities.
- g. A minimum of three (3) references from projects of a similar scope

8. Evaluation Criteria

The Evaluation Committee will evaluate the proposals. The criteria outlined below will be used as the basis to compare proposals. The Municipality retains the option to evaluate proposals based on other criteria or considerations that may emerge as the RFP and proposal process proceeds.

Evaluation Criteria	Weight
Creative and innovative approach/methodology to the project	20%
Team experience, qualifications and successful completion of similar projects	20%
Demonstrated understanding of the project, scope of work, goals/objectives	10%
Completeness / thoroughness of proposal, ability to meet project specifications	20%
Fee structure and timeframe to complete the project	30%
Total	100%

As part of the selection process, the Municipality may require that finalized consulting firm(s) attend an interview. The key personnel with direct and primary responsibility for managing the project and ensuring client satisfaction must make the presentation.

The Proposal must meet all the requirements outlined in this document and appendix. Should none of the Proposals be accepted, a re-issuance of the Requests for Proposal (RFP) is possible.

9. General Terms and Conditions

9.1. Confidentiality

Material Provided to Consultant by the Municipality must be kept confidential including records and information relating to this work. All correspondence, documentation, and information provided by the Municipality to the Proponent in connection with, or arising out of this RFP or the acceptance of any proposal remains the property of the Municipality. All documents shall be treated as confidential and not be released unless permission is granted by the Municipality, unless they are public documents as identified. The documents shall not be used for any purpose other than for replying to this RFP, and for fulfillment of any related commitments.

9.2. Conflict of Interest

In its Proposal, the Proponent shall disclose to the Municipality any potential conflict of interest that might compromise the performance of the work. If such a conflict of interest does exist, the Municipality may, at its discretion, refuse to consider the Proposal. If, during the Proposal evaluation process or the negotiation of the Agreement, the Proponent is retained by another client giving rise to a potential conflict of interest, then the Proponent will so inform the Municipality. If the Municipality requests, the Proponent will refuse the new assignment or take such steps as are necessary to remove the conflict of interest.

9.3. Costs Incurred by Proponents

All costs and expenses incurred in the preparation and submission of proposals shall be borne by the Consultant. No payment will be made for any proposals received, or for any other effort required of or made by the Consultant prior to the commencement of work defined by the proposal approved by the Municipality. There shall be no direct payment for the preparation and submission of Proposals, or to attend interviews in response to this Request for Proposal. Every effort will be made to accommodate interviews by conference call and / or Skype where appropriate to minimize any related costs to the Proponent.

9.4. Errors And / Or Omissions

It is understood and acknowledged that while the RFP includes specific requirements, a complete review and recommendation is required. Minor items not herein specified, but obviously required, shall be provided as if specified. The Proponent shall satisfy themselves fully as to the extent of the work required and shall provide all services required to complete the intent of the project. Any misinterpretation of requirements within this proposal shall not relieve the bidder of the responsibility of providing the required services. Proponents may request a clarification of any of the RFP documents only up to seven (7) days before the proposal submission date. At any time before the submission of proposals, the Municipality may for any reason, whether at their own initiative or in response to a clarification requested by a proponent, amend the RFP. Any amendment shall be

issued in writing through addenda. The Municipality may at their discretion extend the deadline for the submission of proposals.

9.5. 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 Shuniah.

9.6. Influence

Proponents and their agents will not contact any member of the Municipality Council or Municipality Staff with respect to this RFP, other than the Municipality Representatives as names within this document. Any person, company, corporation, or organization that attempts to influence the outcome of any Municipality purchasing or hiring process shall be disqualified, and the person, company, corporation, or organization may be subject to exclusion or suspension from this or other works with the Municipality.

9.7. Indemnity

The Contractor will indemnify and save harmless the Municipality, its employees and agents from and against all claims, demands, losses, damages, costs and expenses made against or incurred, suffered or sustained by the Municipality at any time or times (either before or after the expiration or sooner termination of this contract), where the same or any of them are based upon or arise out of or from anything done or omitted to be done by the Contractor, or by any servant, employee, officer, director or subcontractor of the Contractor pursuant to the contract.

9.8. Insurance

The contract may contain a provision that the Contractor will without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the contract term, Comprehensive General Liability in an amount not less than \$2,000,000 inclusive per occurrence insuring against bodily injury, personal injury and property damage and including liability assumed under contract with insurers licensed in the Province of Ontario and in the forms and amounts acceptable to the Municipality. All required insurance will be endorsed to provide the Municipality with thirty (30) days advance written notice of cancellation or material change. The contractor will, on demand, provide the Municipality with evidence of the required insurance.

9.9. Non-Collusion

A Proponent shall not discuss or communicate, directly or indirectly, with any other Proponent or their agent or representative about the preparation of the Proposals. Each Proponent shall attest that its participation in the RFP process is conducted without any collusion or fraud. If the Municipality discovers there has been a breach of this requirement at any time, the Municipality reserves the right to disqualify the Proposal or terminate any ensuing Agreement.

9.10. Ownership of Proposals and Freedom of Information

All documents, including proposals, submitted to the Municipality become the property of the Municipality and as such are subject to disclosure under Ontario's Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). By submitting a proposal, the proponent thereby agrees to public disclosure of its contents as required under this Act. The Proponent's name at a minimum shall be made public on request. Any information the Proponent considers "personal information" because of its proprietary nature should be marked as "confidential" and will be subject to appropriate consideration as defined within the Act.

9.11. Payment Hold Back or Performance Assurance

The contract may contain a provision whereby the CAO will hold back a portion of the total contract price or require the provision of some other form of performance assurance until the requirements of the contract have been met.

9.12. Safety Regulations and Labour Codes

The Proponent shall be aware of, and comply fully, with the Municipality's Health and Safety Program, Health and Safety Requirements and all applicable legislation and regulations in effect in all jurisdictions where the work shall be performed. The Proponent shall also communicate the Health and Safety requirements to their Sub- Contractors and ensure compliance. The Proponent may be required to provide a copy of their Health and Safety policy to the Municipality prior to commencement of work. Employee training records shall be available to the Municipality of Shuniah upon request.

9.13. Subcontracting

Utilizing a sub-contractor(s) – who must be clearly identified within the proposal – is acceptable. This includes a joint submission by two proponents having no formal corporate links. In this case, one of these proponents must be prepared to take overall responsibility for successful provision of the goods or services and this must be defined in the proposal.

9.14. Terms of Payment

The successful Consultant shall be reimbursed on an as invoiced basis for actual work completed and time spent on the project. Invoices are to include supporting documentation for all disbursements. Disbursements will be paid at cost. Invoices submitted by the Consultant shall include the project title, a description of the work completed and a billing summary. This summary shall include the tasks set forth in the financial submission and shall indicate the budgeted cost, percentage invoiced to date and a total of these amounts for each task.

9.15. Workers' Safety and Insurance Board

The successful Proponent shall supply proof of good standing with the Workplace Safety and Insurance Board before commencing the works.