Grand Falls · Windsor
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REQUEST FOR PROPOSALS (RFP)

For

DESIGN AND DEVELOPMENT OF VARIOUS INTERPRETIVE SIGNS / DISPLAYS / CONCEPTS FOR THE NEW CORDUROY BROOK ENHANCEMENT ASSOCIATION BUILDING

March 2017

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REQUEST FOR PROPOSALS
INTERPRETIVE PLANNING SERVICES

TERMS OF REFERENCE

1.0 Introduction

The Town of Grand Falls - Windsor has identified a need for assistance in the development and design of a number of signs, interactive displays and interpretive items for the new Corduroy Brook Enhancement Association building.

The Owner is requesting responses to the Request for Proposal (RFP) to select an Interpretive Planning Consultant who will undertake the scope of work identified. Through the RFP process, the Owner expects to identify a Consultant with the appropriate skills, experience and capacity to successfully carry out the scope of services detailed herein.

1.1 *Project Description*

Develop and design the layout of a number of interpretive signs, interactive displays and other interpretive items for the new Corduroy Brook Enhancement Association (CBEA) building. The successful Proponent will be required to meet with the members of the Corduroy Brook Enhancement Association and Council representatives to obtain a better appreciation for exactly what type of interpretation signs, displays and items they are looking for. However, the intent is to have interactive age appropriate displays in both the Nature Camp area, targeting elementary aged children, and the Resource Room targeting adults. Please see Appendix A for the overall floor plan of the new building. The overall concept needs to focus on the local wetland where the Corduroy Brook trail system is located. The proposal needs to include an explanation of the educational opportunities, possible promotional opportunities, and community program opportunities for the CBEA site.

More specifically, this RFP submission must include:

- The design of one 4’ by 8’ interpretation sign illustrating the heritage/historical importance of the local area, another of the flora and fauna located in the wetland and finally one for an animal that is found within the wetland.
- The design of a 2’ by 3’ interpretation sign is also required for each of the concepts noted above (to be installed along the trail).
- The design concept for an interactive display for elementary aged children which must be mobile. This interactive display will be located in the Nature Camp room (see floor plan attached as Appendix A).

- The design concept for an interactive display for adults which must be mobile.
- The Consultant is also requested to present an overall concept of how they would layout the Nature Camp and Resource Rooms to fit with the plants, local history and animals within the wetland theme.
- The Consultant's proposal must outline the educational opportunities, possible promotional opportunities, and community program opportunities they foresee for the CBEA site. This portion is to include the Consultant's proposed layout of the Nature Camp and Resource room areas, in particular, how they would decorate the walls, ceilings, etc.
- The bid should include a minimum of a two day visit to Grand Falls-Windsor to meet with the Corduroy Brook Enhancement Association and the Council representatives and view the trail system in order to gain a better understanding of exactly what is expected by the CBEA members.

2.0 Mandatory Requirements

All Consultants must have a current Permit to Practice and the appropriate professional and personnel liability insurance prior to commencing work on the project.

3.0 Objectives and Scope

The successful Consultant will develop an interpretive plan for the new Corduroy Brook Enhancement Association building as detailed in Section 1.1 above. The overall proposal is to be laid out as detailed in Section 4.0 below.

4.0 Response Proposal Content

4.1 Proposals should include a table of contents properly indicating the section and page of numbers of the information included.

4.2 Proposals should include an Executive Summary of no more than one (1) page on the information presented including the Proponents unique qualifications and services.

4.3 Methodology and Approach

4.3.1 Scope of Work Statement

The Consultant is to include a detailed and concise statement to demonstrate a clear understanding of the project scope, and project deliverables.

4.3.2 Work Plan

The Consultant shall include a detailed and concise Work Plan on how they propose to achieve the goal of producing the interpretive items detailed in Section 1.1 above.

4.3.3 Delivery Schedule

The Consultant is to include a proposed schedule of work taking into account the project is to be completed four (4) weeks after awarding it to the successful consultant.

4.4 Experience / Qualifications

4.4.1 Demonstrate expertise

4.4.1.1 Proponent is to demonstrate their expertise and explain how it is related to this project

4.4.2 Experience in similar projects

4.4.2.1. Project experience should include a list of similar projects completed by the Proponent.

4.4.3 Corporate Background / References

4.4.3.1. Proponent is to provide general information on the firm, including a brief history and the number of years in business.

4.4.3.2. Proponent is to include references related to relevant work / study experience.

4.4.4. Proposed Key Team Members and Resumes.

4.4.4.1. Proponent is to provide the names of the key team members, including resumes, relevant project / study experience, availability, current workload and headquarters location.

4.4.4.2. Provide an Organizational Chart indicating the names of the individuals to be involved in the major tasks of the study / review and the lines of responsibility. The organizational chart should also include the specific responsibilities of key personnel and their role on the study team. A breakdown of costs is to be included showing hours for each individual and hourly rates of same.

4.5 Cost of services in a sealed envelope

4.5.1. The Proponent shall describe how Cost of Services will be calculated.

4.5.2. The contract will be a fixed price for professional services and expenses to be provided. Changes to the contract terms and cost will be considered only if:

4.5.2.1. There is a material change in the scope of work to be performed, or

4.5.2.2. There is a material delay in the performance of the work, beyond the control of the consultant

4.5.3. Cost of Services is to be submitted with the proposal in a separate sealed envelope, appropriately identified as to the contents. Please allow for a minimum of a two (2) day visit to Grand Falls – Windsor to meet with the CBEA members and Council representatives. This will be an opportunity to tour the facility and trails.

5.0 <u>Required Areas of Expertise</u>

5.1. Proponents are to provide relevant expertise in the following field:

5.1.1. Development of interpretive plans for buildings and parks such as the CBEA.

6.0 <u>Evaluation Criteria</u>

Proposals will be evaluated using a two step procurement bidding procedure whereby the Technical and Cost of Services responses will be submitted in two separately sealed envelopes. Proponents will be evaluated on the Technical proposal prior to the opening and evaluation of the Cost of Services responses as detailed in Section 6.1 and 6.2 below.

Weighted Factor Table

- The Evaluation Committee will use the following criteria and weight factors to evaluate the proposal submissions:

Evaluation Criteria	Sub Score	Maximum Score
Technical Evaluation		
1.0 Methodology – Approach		20
1.1 Scope of Work Statement	6	
1.2 Work Plan	10	
1.3 Delivery Schedule	4	
2.0 Experience – Qualifications		50
2.1 Demonstrated Expertise and Corporate background	10	
2.2 Experience in presented project examples	6	
2.3 References	4	
2.4 Proposed key team members and resumes	15	
2.5 Previous experience with the consultant	15	
Sub-Total Technical Evaluation		70
Financial Evaluation		
3.0 Cost of Service (Provided in a sealed envelope)		30
Total of Technical Evaluation & Cost of Service		100

6.1 Technical Evaluation (Methodology and Experience)

6.1.1 The content (Criteria 1.0 and 2.0) of proposals submitted must achieve from the evaluation panel a minimum score of 70% of the points (49 out of 70), in Criteria 1.0 and 2.0 combined, in order to be considered further.

6.1.2 The Proponents whose proposals do not meet the evaluation, as set out in 6.1.1 above, will have their "Cost of Services" sealed envelopes returned unopened.

6.2 Financial Evaluation

6.2.1 The Proponents whose proposals meet the technical evaluation, will be given a value relative to the lowest cost of services, which will be assigned a maximum value of 30.

The Cost Formula for Evaluation is:

Points awarded = (Lowest proposal cost / Proposal cost being evaluated) x Total points available for Cost

6.3 Combined Score of Technical and Financial Evaluation

6.3.1 The preferred proponent will be selected on the basis of the highest overall score achieved by totaling the Technical score with the Cost of Services score.

6.3.2 The Owner is not bound to accept the lowest cost or any proposal.

INSTRUCTIONS TO PROPONENTS

7.0 Submission Requirements

7.1.1 **Two (2)** hard copies and a copy on CD in Acrobat PDF format of the proposal must be submitted in a sealed envelope clearly marked *"Proposal for Interpretive Planning Services"*, addressed to:

Town of Grand Falls – Windsor
C/O Purchasing Officer – Susanne Hillier
5 High Street, P.O. Box 439
Grand Falls - Windsor, NL
A2A 2J8

7.1.2 Proposals must be received at the address above no later than 2:00 p.m., Thursday, March 16th, 2017.

7.1.3 Proposals received and not conforming to Items 7.1.1 and 7.1.2 above will be returned to Proponent(s), without consideration.

7.1.4 Proposals received via facsimile machine or e-mail will not be accepted.

7.1.5 All prices quoted in the proposal are to be in Canadian funds and are to show all applicable taxes.

7.1.6 Proposals are to be submitted using a two-envelope procurement procedure whereby proponents must submit two sealed envelopes simultaneously, one for the Technical Proposal and one for the Cost of Services Proposal appropriately identified as to the contents of each with the name and address of the Proponent. The following wording shall also be marked on the outside of the Cost of Service envelope: "To be opened by Evaluation Committee Only".

7.1.7 Proposals, rather than tenders, have been requested in order to afford consultants an opportunity to demonstrate their specific expertise and potential for an innovative approach in providing consulting services. The proposed approach should satisfy the Owner's needs in a cost-effective and timely manner.

7.1.8 Proposals must be based on these Instructions and Terms of Reference.

7.1.9 Proposals must clearly show the complete company name, name and telephone number of primary contact person(s).

7.1.10 All hard copies of proposals should be on 8 ½ inch x 11-inch format paper printed on both sides. The PDF file must be provided on CD that is readable by Adobe Acrobat.

7.1.11 Consultants are solely responsible for any costs or expenses related to the preparation and submission of proposals.

7.1.12 After the closing time and date, all proposals received by the Owner become the property of the Owner.

7.1.13 The Consultant's proposal must remain valid for a period of 90 days after the date of closing noted in Section 7.1.2 above.

7.1.14 The laws of the Province of Newfoundland and Labrador shall govern this proposal and any subsequent contract resulting from this proposal.

8.0 Access to Information

8.1.1 The Owners are subject to the provisions of the *Access to Information and Protection of Privacy Act.* Section 27 of the Act excludes the disclosure of information that would be harmful to the business interests of a third party and any disclosure by the Owner would be subject to that provision.

9.0 Evaluation Process

9.1.1 An Evaluation Committee, made up of Town Manager, Director of Engineering, and Engineering Support staff will review the proposal submissions. Based on the results of the review, the Committee will make a recommendation to Council on a Consultant. The Committee reserves the right to accept any or none of the proposals submitted and will evaluate proposals based on the best value and not necessarily the lowest cost. Please refer to the Evaluation Criteria outlined in Section 6.0 of the Terms of Reference. Acceptance of the selected Consultant is subject to the approval of the Grand Falls – Windsor Town Council.

9.1.2 The Evaluation Committee reserves the right to conduct pre-selection meetings with Consultants, which may include a run-through of the proposal submission.

10.0 Reporting Structure

10.1.1 The successful Proponent will report directly to:

Nelson Chatman, P. Eng.
Director of Engineering and Works
Town of Grand Falls - Windsor

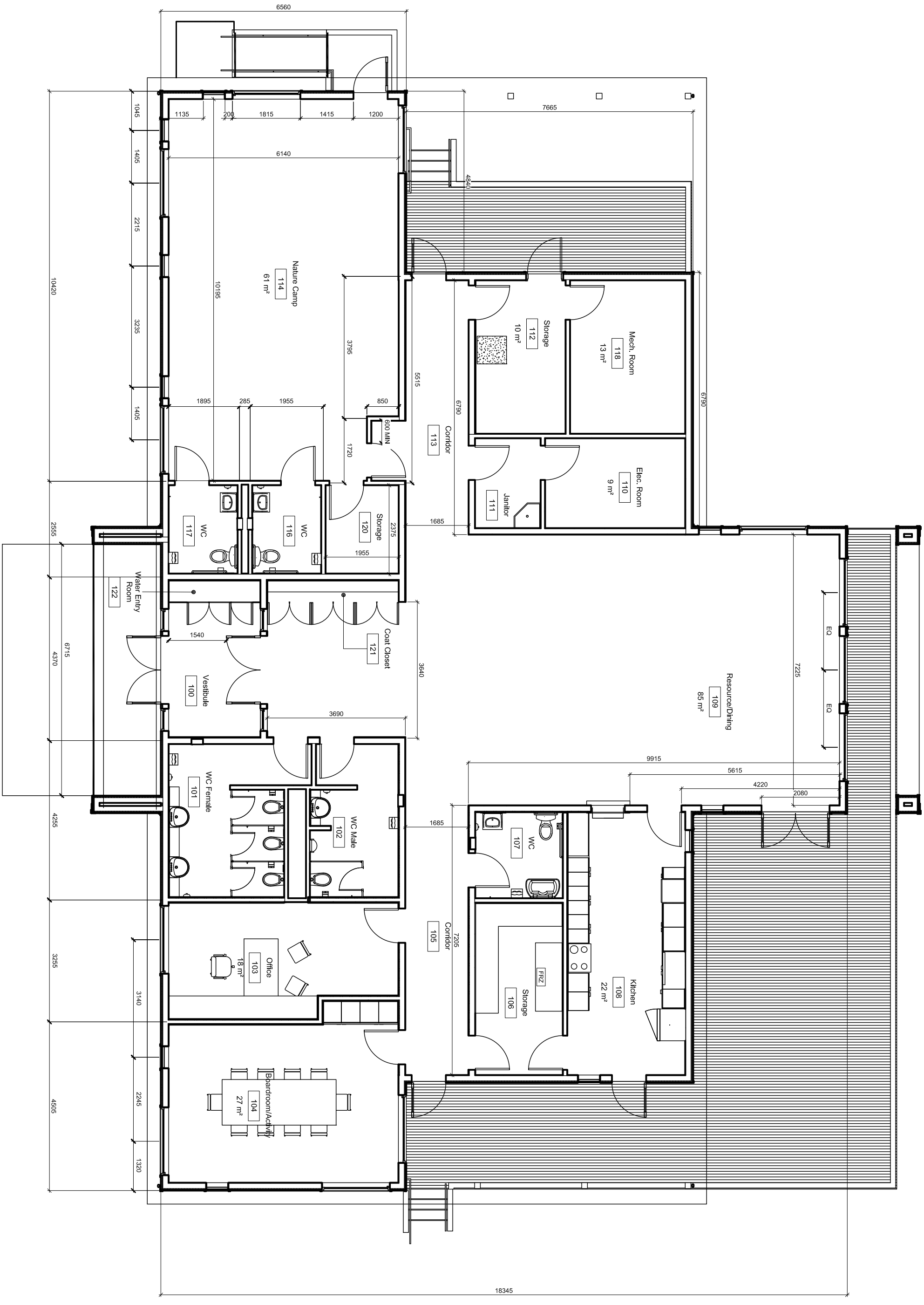
10.2 Enquiries

10.2.1 All enquiries regarding this ***RFP*** must be directed to:

Nelson Chatman, P. Eng. – Director of Engineering and Works

10.2.2 All questions should be submitted, in writing at least six (6) days prior to the closing time and date. No amendments will be issued five (5) days prior to closing.

10.2.3 Any verbal representations, promises, statements or advice made by employees of the Owner other than written responses offered through the Director of Engineering and Works, should not be relied upon.

END OF THIS REQUEST FOR PROPOSALS (RFP) DOCUMENT

APPENDIX A - FLOOR PLAN