

Request for Proposals

Community Services Master Plan (2026-2036)

Issue Date:

March 2, 2026

RFPs Received by:

The Municipality of Huron East

72 Main Street Suth

PO Box 610

Seaforth, Ontario N0K 1W0

Attention:

Jessica Rudy, CAO

T: 519-527-0160 ext. 37

E: cao@huroneast.com

Website: huroneast.com

Part “ A ” – Information to Bidders

1. Proposal Timing

The schedule for the proposal anticipates the following milestones:

- Issuance of RFP: March 2, 2026
- Last Day for Questions: March 16, 2026
- Last Day for Addenda: March 18, 2026
- RFP Submission (Proposals Due): March 23, 2026
- Contract Award: April 14, 2026

2. RFP Closing

Submissions, sealed in an envelope, clearly marked with the return address label (Form 1, attached), will be received by the undersigned or their designated representative, at the Municipal Office, 72 Main Street South, Seaforth, Ontario, until **1:00 p.m.**, local time, as determined by the clock located on the computer in the reception area of the Municipal Office, on **Monday, March 23, 2026 at 1:00pm.**

Submissions received after closing time will **not** be considered.

Municipality of Huron East
72 Main Street South
PO Box 610
Seaforth, Ontario N0K 1W0

Attention: Jessica Rudy, CAO

T: (519) 527-0160 ext.37

E: cao@huroneast.com

3. RFP Submission

One copy of the **completed Declaration**, Appendix A, shall be submitted as part of the Proposal. The Declaration must be properly signed and witnessed, or signed, witnessed and sealed, if the bidder is a corporation. Proposals must be submitted, using the Appendix “D” – RFP Label (to be affixed on your RFP Envelope).

The Proposal must be typewritten. Proposals which are incomplete, conditional or obscure or which contain erasures or alterations not properly initialed, or irregularities of any kind, may be rejected. Submissions must not be restricted by a statement added to the Corporation of Municipality of Huron East’s (“the

Municipality's") documents or by a covering letter, or by alterations to the documents supplied.

Submissions received by fax or email will not be accepted.

4. Proposal Validity

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

5. Clarification of Documents

Any clarification of the Municipality's documents required by the Bidder, prior to submission, shall be directed in writing to the CAO. Any such clarifications so given shall not, in any way, alter the Municipality's documents and the Bidder and the Municipality agree that in no case shall oral arrangements be considered.

No officer, agent or employee of the Municipality is authorized to alter, orally, any portion of these documents except by formal addenda. During the period prior to submissions, alterations will be issued to Bidders as written Addenda. In the submission, the Bidder shall list all Addenda that were issued and considered in the submission.

All questions shall be directed, in writing (by email) to the CAO.

All questions/discrepancies identified must be sent to the Municipality by the last day for questions deadline.

Copies of all questions and answers and any addenda will be posted on the website by the last day for addenda.

6. Contract Documents and Order of Precedence

The Contract documents shall consist of all the pages of the RFP documents, issued by the Municipality, and the Bidders submission. Do not remove any pages from the Municipality's Form.

These documents, and portions thereof, take precedence in the order in which they are named, notwithstanding the chronological order in which they are issued or executed.

The intent of the Contract is that the Company shall supply equipment and materials, or services complete and suitable for the Municipality's intended use.

7. Addenda

Bidders may be advised of addenda, of required additions, deletions or alternations in the requirements of the Request for Proposal documents. All such changes shall become an integral part of the RFP documents and shall be allowed for in arriving at the total submission price.

8. Harmonized Sales Tax

Harmonized Sales Tax (H.S.T.), or any other applicable taxes, will be paid in addition to the total price submission.

The quoted price must clearly show the H.S.T. as a separate item from the total price submission.

9. Health and Safety

The Bidder assumes full responsibility for conforming to all legislation regarding the safety of his/her employees and the public on this Contract and all notices required to comply with the legislation.

Accordingly, the Bidder shall:

- a. Provide a copy of your Company's Health and Safety Policy, dated not later than **2023**, to be submitted with the Proposal. Only an electronic copy is required.
- b. **Provide a copy of the applicable WSIB Certificate of Clearance** or equivalent (if the Company is from outside Ontario), ensuring that all employees are fully covered by WSIB and its regulations, to be submitted with the RFP

10. Accessibility

The Bidder shall provide a declaration with their Proposal that they are compliant with the Accessibility for Ontarians with Disabilities Act and its Regulations. An example of a declaration is attached in Appendix "E".

11. Proposal Checklist

To assist Bidders with completing a response to this RFP, an RFP Checklist is included in Appendix "C".

12. Withdrawal

A Submission may be withdrawn at any time prior to the closing date and time at the Bidder's discretion. Withdrawal notification must be in written form, signed, and must be submitted to the CAO. No facsimile, telephone calls or emails will be accepted.

After the official closing date and time, all Submissions received shall be irrevocable.

13. Public Opening

All submissions will be opened at the Municipal Office, 72 Main Street South, Seaforth, Ontario, on the same day and time as the closing date.

14. RFP Results

Only the names of the Bidders who submitted a proposal will be made available at the RFP Opening. After the RFP Opening, requests may be submitted to The Corporation of Municipality of Huron East for the results and only the names of the Bidders, as read out at the RFP Opening, will be given in the reply.

15. Submission Acceptance

It shall be the policy of the Municipality that in any procurement of goods, services, facilities or construction invitations to submit a proposal to the Municipality, the Municipality reserves the right to reject an offer to supply goods and/or services or RFP's presented in response to the Municipality's procurement processes where the Municipality determines, in its sole and unfettered discretion, that the entity making the offer has performed poorly on any contract during the previous five-year period.

Municipality of Huron East Council may remove a Bidder's name from consideration for a contract under this Policy, for a period of up to five (5) years, on the basis of documented poor performance or non-performance on a Contract.

The Bidder may be required to show, in terms of experience and facilities, evidence of its ability, as well as that of any proposed subcontractor, to perform the work by the specified delivery date.

The acceptance of any Submission is subject to appropriate funding acceptable to the Municipality.

The lowest, or any RFP, is not necessarily accepted.

The placing in the mail or delivery of a notice of award to the Bidder's address, given the Submission, shall constitute notice of acceptance of the Contract.

16. Insurance

Commercial General Liability Insurance

The Company shall, at their expense obtain and keep in force during the term of the Contract, Commercial General Liability Insurance satisfactory to the Municipality. The policy shall be underwritten by an insurer licensed to conduct business in the Province of Ontario and include but not be limited to the following:

- a. Third Party Bodily Injury, Personal Injury and Property Damage, to an inclusive limit of not less than \$5,000,000 per occurrence with an aggregate of not less than
- b. \$5,000,000.
- c. The Municipality shall be added as an additional insured with respect to the operations of the Named Insured.
- d. The policy shall contain a provision for cross liability and a severability of interest clause.
- e. Non-owned Automobile Coverage for a limit of not less than \$2,000,000 including contractual non-owned coverage.
- f. Products and completed operations coverage.
- g. Contingent Employer's Liability.
- h. Broad Form Property Damage.
- i. The policy shall contain a provision for contractual liability – oral and written.
- j. Owner's and Contractor's Protective.
- k. The policy shall provide the Municipality with 30 days' notice of cancellation or nonrenewal.

Certificate of Insurance

The Company shall provide a Certificate of Insurance evidencing coverage in force at least 10 days prior to Contract commencement.

The Company remains responsible for maintaining the required insurance even if the certificates are never exchanged and/or requested.

Professional Liability Insurance

The Company shall take out and keep in force Professional Liability insurance in the amount of \$5,000,000 providing coverage for acts, errors and omissions arising from their professional services performed under this Agreement. The policy SIR/deductible shall not exceed \$100,000 per claim and if the policy has an aggregate limit, the amount of the aggregate shall be double the required per claim limit. The policy shall be underwritten by an insurer licensed to conduct business in the Province of Ontario and acceptable to the Municipality. The policy shall be renewed for 3 years after contract termination. A Certificate of Insurance evidencing renewal is to be provided each and every year. If the policy is to be cancelled or non-renewed for any reason, 90-day notice of said cancellation or non-renewal must be provided to the Municipality. The Municipality has the right to request that an Extended Reporting Endorsement be purchased by the Company at the Company's sole expense.

Automobile Liability Insurance

Automobile Liability insurance in respect of licensed vehicles shall limits of not less than \$5,000,000 inclusive per occurrence for bodily injury, death and damage to property, covering all licensed vehicles owned or leased by the Contractor, and endorsed to provide Municipality of Huron East with not less than 30 days' notice, in writing, in advance of any cancellation, change or amendment restricting coverage

17. Indemnification

The Company acknowledges that they are an independent Company and shall, defend, indemnify, protect and save harmless The Corporation of Municipality of Huron East, its officers, members of municipal council, its agents and employees from any and against all damages, liabilities, claims, expenses, demands, loss, costs (including legal costs), actions, legal costs, suits or other proceedings by whomsoever made, directly or indirectly arising out of the Contract attributable to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service and caused by any acts or omissions of the Company, its officers, agents, servants, employees, customers, invitees or licensees, or occurring in or on the premises or third party premises as a result of activities of whatsoever nature arising out of the furnishing by the Company, its agents or employees of the materials and/or performing of the services covered by this Contract. This

indemnity shall be in addition to and not in lieu of any insurance to be provided by the Supplier in accordance with this Contract and shall survive this Contract.

18. Failure to Enter into an Agreement

In addition to all of the Municipality's other remedies, if a selected Bidder fails to execute the accepted agreement or satisfy any other applicable conditions within ten (10) days of notice of selection, the Municipality may, in their sole and absolute discretion and without incurring any liability, approve an extension (*should agreement changes be requested*), or rescind the selection of that Bidder and proceed with the selection of another Bidder.

19. Assignment

The Company shall not assign the Contract, or any portion thereof, without the prior consent of the Municipality.

If the Municipality agrees to the assignment of the Contract, all Assignment Agreements will be prepared, at the sole cost of the Company, and under no circumstances will the Municipality be responsible for these costs.

20. Laws and Regulations

The Company shall comply with relevant federal, provincial and municipal statutes, regulations and by-laws pertaining to the work and its performance. The Company shall be responsible for ensuring similar compliance by its suppliers and subcontractors.

The Company shall be governed and interpreted in accordance with the laws of the Province of Ontario

21. Default by Company

If the Company commits any act of bankruptcy or if a receiver is appointed on account of its insolvency or in respect of any of its property or if the Company makes a general assignment for the benefit of its creditor, then, in any such case, the Municipality may, without notice, terminate the Contract.

If the Company fails to comply with any request, instruction or order of the Municipality or fails to pay its accounts or fails to comply with or persistently disregard statutes, regulations, by-laws or directives or relevant authorities relating to the work or fails to perform the work with skill and diligence or assigns or sublets the Contract without the Municipality written consent or refuses to correct

defective work or is otherwise in default in carrying out its part of any of the terms, conditions and obligations of the Contract, then, in any such case, the Municipality may, upon expiration of ten (10) days from the date of written notice to the Company, terminate the Contract.

Any termination of the Contract by the Municipality, as aforesaid, shall be without prejudice to any other rights or remedies the Municipality may have.

If the Municipality terminates the Contract, they are entitled to:

- Take possession of all of the work in progress and finish the work by whatever means the Municipality may deem appropriate under the circumstances.
- Withhold any further payments to the Company until its liability to the Municipality can be ascertained.
- Recover from the Company loss, damage and expense incurred by the Municipality by reason of the Company's default (which may be deducted from any monies due or becoming due to the Company, any balance to be paid by the Company to the Municipality).

22. Contract Cancellation

The Municipality shall have the right, which may be exercised from time to time, to cancel any uncompleted or unperformed portion of the work or part thereof. In the event of such cancellation, the Municipality and the Company shall negotiate a settlement.

The Municipality shall not be liable to the Company for loss of anticipated profit on the cancelled portions of the work.

23. Responsibility

The Municipality shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Bidder prior to, subsequent to, or by reason of the acceptance or the non-acceptance of an RFP save as provided in the Contract. The Municipality reserves the right to reject any or all RFP's and to waive formalities as the interest of the Municipality may require without stating reasons, therefore, and the lowest or any RFP will not necessarily be accepted.

24. Payments

The Company shall invoice the Municipality monthly, for services and materials provided. The Municipality shall pay said invoice within thirty (30) days of receipt of the invoice.

The Municipality shall have the right to withhold any sum, otherwise payable to the Company, such amount as may be sufficient to remedy any defect or deficiency in the work, pending correction of the same.

Invoices shall contain a breakdown of names of employees, sub-contractor hours and rates, hours of work, position, and expenses. The Company shall provide a financial report with each invoice which shall include the following headings: budget (billings), fees (previous billings), expenses, total contract billing approved amount and percent complete.

The successful Company will be required to complete the applicable paperwork to facilitate payment via Electronic Funds Transfer (EFT). This paperwork will be provided to the Bidder by the Municipality after the Contract is awarded.

25. Disbursements

All reasonable and proper expenses incurred by the Company shall be reimbursed without any allowance for overhead and/or profit.

The following costs shall not be reimbursed:

- communication expenses including facsimile, local phone and cellular charges, and
- standard PC or computer-aided design and drafting equipment (excludes specialized equipment or software as identified in the Company's proposal).

26. Municipal Freedom of Information and Protection of Privacy Act

Any personal information collected by or on behalf of the Municipality under this Request for Proposal is subject to the *Municipal Freedom of Information and Protection of Privacy Act*. The information provided to the Municipality may be used to confirm certain information provided in the submissions for this project. The person submitting this Proposal consents to such collection and use of the information. The person submitting this Proposal acknowledges the Proposal is a public document and that the information contained in the Proposal may become public and consents to the release of that information. By responding to this Request for Proposal, respondents waive any challenge to the Municipality decision in this regard. Any questions regarding the collection, use, or disclosure of the information should be directed to the Clerk (clerk@huroneast.com).

Part “ B” – Project Information

1. Project Overview

The purpose of the plan is to help identify service priorities in the Community Services Department through the provision of a comprehensive, community-wide review and needs assessment. From there, the consultant will provide appropriate recommendations, while satisfying all stated objectives. It is imperative that the process be built upon solid community engagement principles, as residents and key stakeholders need to be engaged throughout.

Upon completion the plan will help staff and Council make strategic decisions that best meet the needs of the community. It will provide guidance and clear recommendations on community needs related to recreation programming, event planning, service provision, parks, and recreation facility usage and will serve as a guiding document over the next ten years.

2. Background

The Municipality of Huron East is a rural municipality in Huron County located due west of Kitchener/Waterloo and due north of London. A permanent population of approximately 9,500. The Municipality represents a land area of approximately 669 square kilometres and consists of the urban centres of Seaforth and Brussels, the villages of Vanastra, Walton, Cranbrook, and Ethel, and former Townships of Grey, McKillop, and Tuckersmith.

The Municipality is home to three large recreational facilities (2 arenas and 1 indoor pool), a full time daycare facility operated out of the Vanastra Recreation Centre, , two outdoor pools (one operated by the local Lions Club), several small community hall and ball diamonds operated by committees of Council, several parks, operated by local service groups, and three cemeteries, individually operated, by volunteer boards.

The Community Services Department oversees the followings services:

- Municipal facilities
- Recreational facilities
 - 2 arenas
 - 1 indoor pool facility
 - 1 outdoor pool
- Small community halls
 - operated by volunteers as committees of council

- Cemeteries
 - Three (3) cemeteries, operated by volunteer members as committees of council
- Recreational leisure and cultural services programs
- Parks
- Ball Diamonds
- Childcare services
 - 1 centre located within the Vanastra Recreation Centre
- Outdoor spaces

3. Project Objectives

The Municipality requires the following key objectives to be met:

- The recreation of an impactful vision for the delivery of recreation and cultural programming that reflects the varied needs, interests and priorities of the community, while also aligning with the priorities of Council.
- The development of a comprehensive inventory of Recreation and Culture programs, services, events and relevant facilities – including an analysis on utilization levels, capacity, and sustainability of these particular items.
- The completion of a detailed needs assessment/gap analysis to determine the current and desired states of recreation in the community, while identifying gaps, barriers, and opportunities relative to recreation programming, services, events, facilities, and parks.
- The completion of a detailed needs assessment/gap analysis of the current staffing compliment and the capacity to deliver the identified gaps in recreational service delivery.
- Identify partnership opportunities for the enhancement of recreation and cultural programs, activities, events and services.
- Examine the dedicated community-use spaces currently being utilized in municipal operated facilities (dressing rooms, multi-purpose rooms, etc.) and provide recommendations on how to best manage these particular assets.
- Examine the use of Committees of Council (volunteers) as a management body for small halls and cemeteries.
- To ensure that the personal, social, economic and environmental benefits of recreation and culture are considered throughout the plan.
- Complete a comprehensive S.W.O.T Analysis in order to provide a detailed overview of the strengths, weaknesses, opportunities and threats facing the

systems of recreation program/service provision currently being utilized by the Municipality.

- To clearly identify and assess the diverse recreational needs and wishes of the general public, user groups, community partners and other key stakeholders.
- To identify the key funding strategies (including identifying high-potential grant programs) that will help sustain the current service delivery and maximize potential opportunities to enhance overall service provision.
- Identify opportunities to promote healthy living and personal wellness among all age groups and segments of the community through recreation service provision.
- Provide meaningful strategies with volunteer opportunities and engage in recreation programs and services.

4. Scope of Work

The scope of work represents the Municipality's best estimate of work needed to accomplish objectives for this projection. Huron East expects that the following groups of tasks will be identified in the submitted proposals, indicating an approach for each task:

Needs Assessment

Undertaking a comprehensive review of the current state (snapshot) and determine the desired state, and identify gaps and priorities with respect to parks, open spaces, recreation facilities, community programs, services and events, through a robust validated consultation process. With the following outcomes:

- Review level of usage for specific age groups and barriers to participation.
- Identify differences between users and nonusers of leisure activities.
- Ascertaining degree of satisfaction in current programs, events, facilities and parks.
- 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.
- Identify the extent to which leisure services outside the community are utilized and opportunities for the Municipality to capture some of this usership.
- Identify level of awareness of programs and services are offered.

- Identify preferred program, service and facility improvements and willingness to pay.

Programming

- Assess community strengths, weaknesses, opportunities and threats to the delivery of parks, recreation and cultural services.
- Determine if the current mix of programs, services and events (public, private, 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.
- Determine where the Municipality should expand or curtail events, programming, services and facilities in such areas, but not limited to the following:
 - Children, youth, older adults, lower income, community engagement, special needs, direct programming and facility allocation.
- Develop and assess delivery and programming options, recommending preferred options and rationale for the same.
- 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.

Recreation Facilities

- 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.
- Develop goals and objectives for the provision of facilities as it reflects programs and services for the short, medium and long term.
- Evaluate facility location and design in relation to demographic requirements over the life of the Plan.

Parks and Open Space

- Evaluate the existing inventory of parks and open space (including existing amenities) based on the active and passive opportunities the spaces provide.

- Determine a viable park and open space hierarchy and rationalize the suitability for users and the Municipality now and into the future (i.e. what is suitable in/for a neighbourhood park or community park, greenspaces, specialty parks etc.).
- Determine suitable locations and provide rationale for specialty parks, such as dog parks.
- Find a balance between public/open spaces and private properties.

Policy Considerations

- Huron East's role in providing recreation, parks, facility and cultural opportunities from a community wide perspective as well as from a visitor's perspective.
- Assessment of the array of programs and services currently provided in relation to community needs and desires over the life of the Master Plan.
- The relationship between municipal services and those provided by other local agencies, organizations and the private sector.
- The role of existing partnerships in guiding the development of community partnership arrangements in the future.
- A contemporary and future look at the role that volunteers play in the provision of parks, recreation services, and facility operations.
- Changes required or needed to current policies and processes to move the current status quo to a desired future state.
- Location options for future opportunities to provide additional facilities, parks and amenities including but not limited to single purpose or multipurpose facilities, trails, parks, natural and open spaces, outdoor/indoor sport facilities, active and passive space for spontaneous use.
- Evaluate facility, indoor and outdoor, recreational needs over the short, medium and long term life of the plan.
- Evaluate the existing inventory of parks and recreational facilities based on a shift towards multiuse and multipurpose experiences.
- Assessment of the current organizational structure, staffing capacity and resource allocation to achieve the desired goals and objectives of the plan.
- Provide recommendations on best practice models for operational and long-term improvement funding of recreational and cultural services in Huron East, including shared funding and services with neighbouring municipalities.

- Develop standards to guide the decision-making process for Council, related to recreational infrastructure to ensure decisions are based on sound information, good judgment, and financial sustainability.
- Evaluate the benefits and/or drawbacks of a committee structure in the operational management of small halls, parks and cemeteries.

5. Consultation and Engagement

In order for this plan to be successful, a key priority of the Municipality of Huron East is to ensure that community engagement is a key component of the planning process. As such, proposals must have a detailed overview of how the community, Council, staff/administration, community partners, community user groups, and other key stakeholders will be engaged. At a minimum the consultation must include:

- Meetings and/or interviews with all members of Council, the CAO, the Director of Community Services, Manager of Parks and Recreations, Facility Supervisors, Aquatic Facility Manager, Daycare Manager and other members of the management team as decided by the Director of Community Services.
- Engagement with Members of the:
 - Recreation Advisory Committee
 - Brussels Cemetery Board
 - Presbyterian Cemetery Board
 - Mount Pleasant Cemetery Board
 - Ethel Community Centre Committee
 - Ethel Minor Ball Committee
 - Walton Community Hall Committee
 - Walton Park Committee
 - Winthrop Park Committee
 - Cranbrook Community Hall Committee
- Meetings with all user groups, key stakeholders, community partners, service clubs, youth and the public-at-large.
- The application shall include an outline of methodologies that will be utilized for outreach and engagement. Options must include a combination of the following:
 - Open houses,
 - Interviews,
 - Round-table discussions,
 - Meetings, and

- Community presentations.

In addition, other options for consideration consist of:

- Social media forums,
- Surveys,
- Print advertisements, and
- Webpage interaction.

6. Timeline

Proponents should provide a provisional timeline as part of their submission.

It is anticipated that the final report be submitted and presented to Council at a public meeting of Council.

Proposals must include sufficient time to ensure the level of engagement is appropriate to achieve the highest level of community engagement possible.

7. Project Deliverables

The consultant will be responsible for providing expert advice throughout the project and for the following deliverables (note that consultants are not limited by the deliverables and may wish to expand upon them):

- **Project Coordination:** including meetings and status reports to keep the project on schedule and keep identified administration apprised of the process;
- **Background Review:** includes a review of key issues and existing direction to be considered to develop a Community Services Master Plan;
- **Community/Administration Input:** gathering of stakeholder information and input and using appropriate methods of communication and engagement;
- **Process and Meeting Facilitation:** leading and facilitating discussion, ensuring that conversations are forward-looking, action oriented and move the participants towards a shared future with established and clear priorities;
- **Plan Documentation:** including creation of a final plan (and executive summary) for public review and presentation.

All report materials are to be submitted in digital and hard copy format and permitted to be used by the Municipality of Huron East, as it sees fit. All documentation should contain full references where other reports or documents are used as sources of information.

A presentation of the final version from the successful proponent shall be made to Council.

8. Project Reporting

Jessica Rudy, CAO, will be the key contact person for this project:

Mailing Address: 72 Main Street, South, PO Box 610, Seaforth, ON N0K 1W0

Telephone: 519-527-0160 ext. 37

Email: cao@huroneast.com

Part “ C” – Proposal Requirements

1. Submission Instructions

This RFP is to be divided into two components – Technical Proposal and Financial.

The Bidder shall submit, in one sealed package, five (5) hardcopies of Component 1, Technical Proposal, and two (2) hard copies of Component 2, Financial, in separate documents. The submissions shall also include one electronic copy, in PDF format, of both components saved as separate files.

Bidders are required to prepare their submission as follows:

Component 1 – Technical Proposal

Shall be a response to Part “B” – Project Information including any appendices, a cover letter and a table of contents. Component 1 shall also include the following as appendices:

- Appendix “A” – Declaration
- Appendix “C” – Bidders Checklist
- Appendix “E” – Accessibility Declaration
- Health and Safety Policy – 2023
- WSIB Clearance

Component 2 - Financial

Shall be the Bidder’s financial offer and should correspond with the Bidder’s proposed schedule and each phase of the project. This section shall provide a breakdown of costs for each phase and contain the following:

- Appendix “B” – Financial Offer & Manning Table – with hours, rates, etc. for all project team members

It is requested that pricing information not be included within Component 1 of the submission.

2. Evaluation and Selection Methodology

Proposals will be evaluated in accordance with the steps identified below. Bidders are required to address each requirement in sufficient depth in their submission to permit a full evaluation of their Proposal. The onus is on the Bidder to demonstrate that it meets the requirements specified in this RFP.

The Municipality will evaluate the submission solely on the documentation provided as part of the Proposal. References in the submission to additional information not submitted as part of the Proposal, such as a website address where additional information can be found, will not be considered in the evaluation of the Proposal.

Assessment of the Proposal submissions will commence after the RFP closing date.

3. Conduct of Evaluation

In conducting its evaluation of Proposals, the Municipality may, but will not be obligated to do the following:

- Seek clarification or verification from the Bidder regarding any or all information provided by them with respect to this RFP;
- Contact any or all references supplied by the Bidder to verify and validate any information provided by them;
- Request specific information with respect to the Bidder’s legal status;
- Conduct a survey of the Bidder’s financial capabilities to determine if they are adequate to meet the requirements of this RFP.

Bidders will be given a specific number of days by the Municipality to comply with any request related to any of the above items. Failure to comply with the request may result in the Proposal being declared non-responsive.

4. Evaluation Team and Process

An evaluation team comprised of Municipality officials will review all Proposals received and score the Proposals using a consensus approach in relation to the requirements and points that are identified herein. The Municipality reserves the right to engage professional external or subject matter experts to assist with the evaluation process.

By submitting a Proposal, the Bidder agrees to be bound by the process set out in this RFP regarding the evaluation of Proposals.

Step	Evaluation Stage Description	Weighting
1	Evaluation against Rated Requirements	80
2	Evaluation of Financial Offers	20
	Total Points Available	100

The following must be provided in the Proposal for Consideration:

- Project Schedule – Pass/Fail
- Completed Declaration – Pass/Fail
- Health & Safety Policy – Pass/Fail
- WSIB Certificate of Clearance – Pass/Fail
- Accessibility Declaration – Pass/Fail
- Financial Appendix “B” – Pass/Fail

Step 1 – Technical Proposal Evaluation Against Rated Requirements (80 points)

Technical Proposals will be evaluated and scored in accordance with the rated requirements of this RFP and the following Scoring Guide:

- Experience and Qualifications (40 %)
 - Related experience
 - Planning and Project Management
 - Project Team and Resumes
 - References
- Approach (40%)
 - Quality of the Consultant’s Approach
 - Proposed Frameworks and Methodologies
 - Timeline and Duration
 - Implementation Plan

Bidders are required to achieve a minimum of 56.0 points (70%) on the technical proposal evaluation. Failure to achieve the minimum score will render a Proposal non-responsive and will be given no further consideration.

Step 2 – Evaluation of Financial Proposals (20 points)

Only Technical Proposals meeting all the requirements detailed in Step 1 will be considered at this point.

Proposals will be evaluated for the “Proposal Fee” portion based on the following:

The lowest fee proposed shall be awarded the full amount of points available for the fee portion of the evaluation (20). All higher fees proposed shall be awarded

points, rounded to the closest full point for the portion of the evaluation by the following:

$$\text{Awarded Price Points} = \frac{\text{Lowest Proposal}}{\text{Evaluated Proposal}} \times \text{Max Points (20)}$$

For example: if the low fee is \$100,000; 2nd lowest fee is \$120,000 and 3rd lowest fee is \$200,000 their respective scoring would be as follows:

1. The Bidder with the low fee of \$100,000 would be awarded 20Points.
2. The Bidder with the 2nd low fee of \$120,000 would be awarded points as follows:

$$\text{Awarded Price Points} = \frac{\$100,000}{\$120,000} \times 20 = 16.7$$

3. The Bidder with the 3rd low fee of \$200,000 would be awarded points as follows:

$$\text{Awarded Price Points} = \frac{\$100,000}{\$200,000} \times 20 = 10$$

4. This formula would be applied to the balance of proposals received that met the minimum technical score of 70%.

Step 3 – Due Diligence

The Municipality, at its sole discretion, may conduct a due diligence phase to review the certainty, reasonableness and comprehensiveness of a Proposal. The Municipality may seek clarification of any of the elements contained in the Proposal and contact the project references in order to confirm the information provided. Bidders are expected to cooperate in providing clarification on any of the components of their Proposal.

Proposals that fail to satisfy the due diligence phase shall not be given any further consideration.

Bidders may be required, and shall diligently do so if requested by the Municipality, to furnish supplemental information concerning their Proposals. Generally, diligently shall mean within 48 hours of such notice given by the Municipality.

Step 4 – Selection of Successful Bidder

The evaluation team intends to recommend Proposals for authorization on the basis of “best value” to the Municipality, as determined by Proposals having met and passed all the preceding steps, meaning:

- achieves an overall evaluation score which meets or exceeds the Rated Requirements threshold, as outlined in Step1;
- have passed the Financial Offer evaluation, as outlined in Step2;
- scored the highest awarded points after adding the points awarded in Step 1 to the points awarded in Step 2 and,
- have passed the Due Diligence evaluation, as outlined in Step3.

Step 5 – Award

Following the selection of a Successful Company, authorization of the Contract will be made in accordance with the provisions of the Municipality’s Procurement Policy.

Step 6 – Debriefing

Bidders are entitled to request a debriefing from the Municipality of how their submission was evaluated. Debriefing sessions will be scheduled by the Project Manager following Step 5 of the evaluation process. Debriefing sessions shall be conducted for the sole purpose of providing constructive and instructive feedback to a Bidder. A debriefing session will only involve a review of how the Municipality considered and evaluated a particular Bidder’s Proposal and will not include disclosure of any aspects of the Municipality evaluation of other Proposals received from other Bidders.

Appendix “ A” – Declaration

I/we _____ of _____

Declare that no person, firm or Corporation, other than the one whose signature or the signature of whose proper officers and seal is or are attached below, has any interest in this submission or in the Contract proposed to be taken.

I/we further declare that this Proposal is made without any connections, knowledge, comparison of figures or arrangement with any other company, firm or person making a submission for the same project and is in all respects fair and without collusion or fraud.

I/we further declare that no member of the Municipality Council, or any Officer of The Corporation of Municipality of Huron East is or will become interested, directly or indirectly, as a contracting party or otherwise, in the performance of the Contract, or in the supplies, work or business to which it relates or any portion of the profits thereof, or any such supplies to be used therein or in any of the monies to be derived therefrom.

I/we further declare that several matters stated in the said Proposal are in all respects true.

I/we further declare that I have carefully examined the Request for Proposal document, and hereby acknowledge the same to be part and parcel of any contract to be let for the project therein described or defined and do all the work and to provide the services for the prices stated.

I/we further declare that I have a clear understanding of all the work involved in this contract.

I/we further declare that this offer is to continue open to acceptance until the formal contract is executed by the successful Company for the said project OR for a period of sixty (60) days after the closing date, whichever first occurs and that the Municipality may, at any time, within that period, without notice, accept this Submission whether any other Submission has been previously accepted.

I/we further declare that the awarding of the contract based on this Request for Proposal by the Municipality shall be acceptance of this Proposal.

I/we further declare that in the event of default or failure on our part, that the

Municipality shall be at liberty to advertise for new Requests for Proposals, or to carry out the works in any other way they deem best, and I also agree to pay to the said Municipality the difference between this Request for Proposal and any greater sum which the said Municipality may expend or incur by reason of such default or failure or by reason of such action as aforesaid, on their part, including the cost of any advertisement for new Request for Proposals; and to indemnify and save harmless the said Municipality and their officers from all loss, damage, cost charges and expenses which they may suffer or be put to by reason of any such default or failure on our part.

I/we further declare that Addendum/Addenda No. _____, inclusive, has/have been received, and that all changes specified in the Addendum/Addenda have been included in the prices submitted.

Witness

Signature

Date

Name of Company

E-mail Address

Address

Name of Signing Authority
for contract (Please print)

Telephone

Appendix “ B” – Financial

The Bidder offers to provide the services noted within this Proposal package and identified tasks, and as further detailed in the Company’s proposal, to the acceptance of the Municipality for the following Upset Cost Limit.

Project	Professional Fees	Disbursements	Total Cost (Excluding HST)
Community Services Master Plan	\$	\$	\$

In addition to this summary, the Bidder is required to provide a detailed Manning Table breakdown by major tasks with the Proposal. The breakdown should include the specific activities planned, the timing and associated level of effort by individual or classifications.

Appendix “ C” – Bidders Checklist

To be submitted as part of the RFP:

1. Completed Declaration (Appendix “A”)
2. 2023 Health and Safety Policy (Part A (#9))
3. WSIB Certificate of Clearance (Part A (#9))
4. Accessibility Declaration (Part A (#10)/Appendix “E”)

To be submitted upon Contract Award:

1. Insurance Requirements (Part A (#16))

Appendix “ D” – RFP Label

To help identify your RFP, please **cut out the label below and affix this label to the outside of your RFP Envelope:**

<p>The Corporation of Municipality of Huron East Request for Proposal</p> <p>Community Services Master Plan</p>	
<p>The Corporation of Municipality of Huron East 72 Main Street South, Seaforth, Ontario N0K 1W0</p> <p>Attention: Jessica Rudy, CAO Telephone: 519-527-0160 ext. 37 E- mail: cao@huroneast.com</p>	
<p>Contract Number: 2026-RFP-001</p>	<p>Closing Time/Date: 1:00 PM March 23, 2026 at 1:00 pm</p>
<p>Your Company Name and Address:</p> 	

Use the above label for your envelope when you submit your RFP Document.

Appendix “ E” – Accessibility Declaration

[COMPANY LETTERHEAD]

To: The Corporation of Municipality of Huron East

From: [COMPANY NAME]

[DATE]

[CONTRACT NUMBER, CONTRACT TITLE]

Re: Declaration of Compliance – Accessibility of Ontarians with Disabilities Act (AODA)

Please accept this letter as confirmation [COMPANY NAME] is in compliance with the Accessibility of Ontarians with Disabilities Act and its regulations.

[SIGNATURE]

[NAME]

[POSITION]

[CONTACT INFORMATION]

[COMPANY]