



MUNICIPALITY OF CENTRAL MANITOULIN

REQUEST FOR PROPOSALS 01-2026

FOR: Consulting Services Providence Bay Beach Area Master Plan and Design

Sealed BIDS clearly marked as to contents will be received until:

DEADLINE: Tuesday, September 29, 2026 AT 2:00 PM EDT

ROSE SLEE, MUNICIPAL/PROJECT COORDINATOR
MUNICIPALITY OF CENTRAL MANITOULIN
6020 HWY 542, P.O. BOX 420
MINDEMOYA, ON P0P 1S0

LATE TENDERS WILL NOT BE ACCEPTED
ELECTRONICALLY TRANSMITTED SUBMISSIONS (E-MAIL ONLY) WILL BE ACCEPTED.

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DEFINITIONS & INTERPRETATIONS

The following definitions apply to the interpretation of the Bid Documents:

1. **“Addenda or Addendum”** means such further additions, deletions, modifications, or other changes to any Bid Documents.
2. **“Bid Documents”** means collectively all the documents comprising the Call for Bids, namely Part I to IV and appendices, inclusive.
3. **“Bid or Bid Form”** means the Bid in the form prescribed by these Bid Documents and completed and submitted by a Proponent(s) in response to and in compliance with the Call for Bids and the Bid Documents and for the purpose of entering into the Project with the Owner in the event of award.
4. **“Contract Administrator”** means the person, partnership, or Corporation designated by the Owner to be the Owner’s representative for the purposes of this contract.
5. **“Call for Proposals”** means the Call for Proposals on the terms and conditions set forth in the Bid Documents.
6. **“Closing Time”** means the time specified in Part I Sections 3.0 and 4.0, by which all Proposal submissions shall be received by the Owner.
7. **“Contract”** means the agreement in writing governing the Supply and Services, which has been executed by the Owner and successful Proponent following acceptance by the Owner of the successful Proposal submission. It shall be based upon this proposal, with any agreed upon amendments.
8. **“Council”** means the elected Council for the Municipality of Central Manitoulin.
9. **“Evaluation Team”** means a team consisting of members of Municipal staff and, where considered appropriate by the Municipality in the exercise of an absolute discretion, Independent Consultants, who will perform the evaluation of each of the Proposals and make such reports and recommendations to the award of this RFP as they consider appropriate.
10. **“Mandatory Requirements”** means those requirements described in Parts I through IV, and appendices, inclusive, which shall be fully satisfied in order for any Tender to be considered by the Owner as a qualified Bid.
11. **“Owner, Municipality and Corporation”** means the Municipality of Central Manitoulin, as the case may be, and as identified in the Call for Proposals, and Proposal Documents and for the purpose of the award and execution and performance of the Project shall mean the entity awarding the Project.

12. **“Sub-Contractor”** means a legal entity approved by the Owner undertaking the execution of a part of the Work pursuant to an agreement with the Proponent and includes both “brokers” and “subcontractors”.
13. **“Proponent(s), Bidder(s), and Contractor(s)”** means the successful Proponent to whom the Project is awarded and undertaking the execution of the Project.
14. **“Successful Bidder (s)/ Proponent(s)/ Contractor(s)”** means the Proponent/Contractor/Bidder whose RFP submission is/are accepted and who has/have agreed to supply the Goods and/or Services as outlined herein.
15. **“Supply”** means to supply the necessary tools, material, equipment, and product to satisfy the Tender requirements.
16. **“Total Contract Price”** means the fully inclusive, all-in total Contract price, constituting the sum of all costs quoted by a Proponent in its Proposal with respect to the Work,
 - (i) including the purchase price for all materials, labour costs, service costs, costs for temporary structures and facilities, utility costs, warranty costs, life cycle costs, operating and disposal costs; but
 - (ii) excluding any options or alternatives requested in the Contract Documents that the Municipality elects not to purchase; and,
 - (iii) excluding Harmonized Sales Tax (HST) or other applicable sales taxes, imposed under the Laws of Ontario and the Laws of Canada applicable therein;
17. **“Work”** means Work/service performed to meet a demand to comply with the conditions of the Project, delivery dates, specifications, and technical assistance.
18. Where the words “must”, “shall”, “will” or “mandatory appear in this RFT, the clause is to be considered as a mandatory requirement. “May” used in this document denotes permissive.

PART I – GENERAL TERMS AND CONDITIONS

1.0 GENERAL PROJECT SCOPE

The Municipality of Central Manitoulin is requesting proposals from qualified firms to provide professional consulting services to assist the Municipality in completing a masterplan process for the hamlet of Providence Bay, with a particular focus on the Providence Bay Beach Area, and to complete a design for Providence Bay Beach boardwalk, and surrounding beach area.

A more detailed breakdown of the scope and expected projects phases and deliverables are included in the detailed 'Part II – Detailed Project Scope'.

2.0 INQUIRIES

DEADLINE FOR QUESTIONS: Thursday September 10, 2026 @ 2:00 PM.

Any and all inquiries concerning this RFP must be submitted in writing to the following Municipal representative (the “**Contact Person**”):

Rose Slee
Municipal/Project Coordinator
rslee@centralmanitoulin.ca | 1-705-377-5726

Information that is offered by or obtained from sources other than the Contact Person, including any other representative of the Municipality, is not official, may be inaccurate, and may not be relied on in any way by any Bidder.

No verbal agreement or conversation made or had at any time with an officer, agent or employee of the Municipality shall affect or modify any terms of obligations stated herein or deemed to be any representation or warranty of the Municipality.

Bidders shall submit requests for clarifications, questions and inquiries to the Contact Person in writing before the deadline (the “**Deadline for Inquiries**”).

Responses will be posted on the Municipality of Central Manitoulin’s Website at the following address: www.centralmanitoulin.ca/business-development/bids-and-tenders/.

3.0 SCHEDULE OF EVENTS

RFP Issue Date	-----Thursday, August 27, 2026
Deadline for Inquiries	-----Thursday, September 10 2026, 2:00 p.m.
Response to Inquiries	-----Thursday, September 17, 2026, 2:00 p.m.
RFP DEADLINE	-----Tuesday, September 29, 2026, 2:00 p.m.

4.0 DELIVERY OF PROPOSALS

Proposals will be accepted via electronic or hard copy submission as follows:

Electronic:

Proposals will be received via Electronic Submission (email) to Municipality of Central Manitoulin until **2:00pm, local time on Tuesday, September 29, 2026**. The submission deadline is the time that the submission is received and not sent by the sender. Confirmation of receipt can be requested by calling the Municipal Office at 705-377-5726.

Proposals shall be emailed to rslee@centralmanitoulin.ca

There will be no public opening. In place of a public opening, bidders will be provided with a summary of bids within four (3) weeks of proposal being submitted.

6.0 ANTICIPATED CONTRACT SCHEDULE

The anticipated date for award of the contract to the successful bidder is **Thursday, October 8, 2026**, with services to begin as soon as possible, following contract award and to proceed according to the agreed upon schedule based on the proposal submission.

7.0 ERRORS, OMISSIONS AND DISCREPANCIES

No oral interpretation shall be effective to modify any provisions of these RFP Documents. Any modification or clarification shall be written Addendum only issued by the Municipal Coordinator. The Addenda shall form part of the procurement documents. Addenda will be posted on the Municipal website at: <https://www.centralmanitoulin.ca/business-development/bids-and-tenders/>

The Municipality of Central Manitoulin has made considerable effort to ensure that the information presented herein reflects, with reasonable accuracy, the nature of the goods and/or services requested and its factual components. The information is supplied as a guideline for Bidders and may not be completely accurate, comprehensive, or exhaustive. The Municipality does not make any representation, warranty, or guarantee as to the accuracy of the information contained herein. It is the Bidder's responsibility to avail itself of all necessary information to prepare a response to this RFP. Nothing in the RFP is intended to relieve Bidders from forming their own opinions and conclusions with respect to the matters addressed in the RFP. There will be no consideration of any claim, after submission of Proposals, that there is a misunderstanding with respect to the conditions imposed by the RFP or the Contract.

8.0 LIMITATION OF DAMAGES AND PROPONENT'S EXPENSES

The Bidder waives any claim, action or demand, however arising, whether in contract (including fundamental breach or breach of a fundamental term), tort (including negligence) or otherwise, or loss of profits, overhead expenses, liabilities, costs, expenses or other losses or damages

incurred, sustained or suffered by themselves or any third party in connection with the acceptance or non-acceptance by the Municipality of any Proposal, any delay in the acceptance of a Proposal, or any other matters connected to the procurement or a subsequent negotiation process. Proponents are solely responsible for their own expenses in preparing a Proposal and for expenses incurred for subsequent negotiations with the Municipality, if any.

9.0 CONFIDENTIALITY AND FREEDOM OF INFORMATION

All Bids submitted to the Owner become the property of the Owner and as such, are subject to the “Municipal Freedom of Information and Protection of Privacy Act.”

In addition, certain contractual information must be disclosed to Council and accordingly may become part of the public record.

A Proponent receiving this RFP may not use, disclose, or duplicate it for any purpose other than to prepare a response. The Proponent shall keep the Municipality of Central Manitoulin data confidential and shall not disclose its content to any other party, other than to those internal employees or agents responsible for preparing a submission, without the prior written approval of the Municipality of Central Manitoulin.

Receipt of this RFP does not entitle the Proponent to associate its services with the Municipality of Central Manitoulin in any way, nor represents in any way that the Municipality of Central Manitoulin has employed or endorsed the Proponent’s services. Any such association or endorsement being contemplated by the Proponent must receive the prior written approval of the Municipality of Central Manitoulin.

The submission of a proposal indicates acceptance by the respondent of all the conditions contained in this Request for Proposals unless clearly and specifically noted in the tender submitted and confirmed in the formal contract between the Municipality of Central Manitoulin and the Proponent. Deviations from the Request for Proposal must be clearly identified in the written submission. Proposals are subject to a formal contract being negotiated, prepared, and executed. The Municipality of Central Manitoulin reserves the right to negotiate the terms and conditions of the contract.

All correspondence, documentation and information provided to staff of the Municipality of Central Manitoulin by any proponent in connection with, or arising out of this RFP, and the submission of any Tender will become the property of the Municipality of Central Manitoulin and as such is subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and may be released, pursuant to the Act. The Proponent’s name at a minimum shall be made public upon request.

In-line with MFIPPA, Proponents are advised to identify in their proposal material, any scientific, technical, commercial, proprietary or similar confidential information, the disclosure of which

could cause them injury. Any information in the Proponents' submissions that is not specifically identified as confidential will be treated as public information. All correspondence, documentation and information provided to the Evaluation Team may be reproduced for the purposes of evaluating the Proponents' submissions to this RFP.

10.0 CONFLICT OF INTEREST, BRIBERY OR FRAUD

Should any prospective Proponent or any of their agents give or offer any gratuity or to attempt to bribe any employee of The Owner, or to commit fraud, the Owner shall be at liberty to cancel the prospective Proponent's submission and to rely upon the Tender Surety submitted for compensation if applicable.

Except as identified in the RFP or as specified in the Contract, the Proponent must certify in its Proposal:

- That no person either natural or body corporate, other than the Proponent, has or will have any interest or share in this tender or in the proposed contract, and
- There is no collusion or arrangement between the Proponent and any other Proponent(s) in connection with this project, and
- The Proponent has no knowledge of the contents of other Proposals and has made no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the tender.

Neither the Proponent, relative, close friend or any employee of the Proponent should have any direct or indirect interest in an entity that provides goods or services to the Project. Proponents participating in this RFP process shall disclose prior to entering into an agreement any potential conflict of interest. If such conflict does exist, the Municipality of Central Manitoulin may at its discretion withhold the award of a contract from the Proponent until the matter is resolved.

Neither, the Proponent, relative, close friend or any employee of the Proponent should offer or receive any entertainment, gifts, gratuities, incentives, inducement, payment, discounts, commissions, fees or special services (gifts/donations), or remuneration of any kind regardless of value, to or from any employee of the Municipality of Central Manitoulin, or to any consultant or contractor employed by the Municipality of Central Manitoulin, or to any real estate representative acting on behalf of the Municipality of Central Manitoulin. All Proponents shall report to the Municipality of Central Manitoulin any such attempts.

The Proponent chosen to provide service to the project shall continue to be bound by the foregoing prohibitions after the execution of a Contract agreement.

11.0 MEETING PRICING REQUIREMENTS AND PER PHASE PRICING

Proponents shall submit a separate cost for each project phase (Phases I through IV). The financial proposal shall clearly identify the fee associated with each phase.

The proposed fee for each phase shall include all mandatory meetings required to successfully complete that phase, including both in-person meetings and virtual (video) meetings. Proponents shall clearly identify the number of in-person and virtual meetings included within the fee for each phase.

Any additional site visits or meetings requested by the Municipality beyond those included in the proposed fee shall be identified as separate line items in the financial proposal. At a minimum, proponents shall provide separate rates for:

- Additional site visits;
- Additional in-person meetings; and
- Additional virtual (video) meetings.

These unit rates shall remain valid for the duration of the assignment and may be used by the Municipality, at its sole discretion, should additional services be required.

12.0 CURRENCY AND TAX

Unless otherwise stipulated, all prices bid, including any Unit Prices, must be stated in Canadian funds. Except as otherwise provided the price(s) bid shall include all duty, delivery, customs clearance, labour, materials, disbursements, and all other charges now or hereafter imposed or in force. Harmonized Sales Tax (HST), where applicable, shall be listed separately from the price(s) quoted.

13.0 WORKING LANGUAGE

The working language of the Municipality of Central Manitoulin is English and all responses to this Request for Tender must be English.

14.0 RIGHT TO ACCEPT OR REJECT TENDER

The Municipality reserves the right to reject any or all proposals or to accept any proposal should it be deemed in the best interest of the Municipality to do so.

15.0 EVALUATION AND SELECTION

The Evaluation Team will review and evaluate all submissions to ensure they comply with the terms and conditions of the RFP Documents. Submissions that do not meet all the necessary criteria may be rejected without further consideration.

Consideration for award shall only be undertaken in relation to Proponents who are determined by the Municipality to have satisfied all the requirements. The Evaluation Committee hereby reserves the right, privilege, entitlement, and absolute discretion, and for any reason whatsoever to:

- A. Accept a Proposal which is not the lowest price submission or reject a Proposal even if it is the only one received.
- B. Accept the Proposal deemed most favorable to address the scope of work.
- C. Accept or reject all Proposals, whether in whole or in part;
- D. Accept or reject any unbalanced, irregular, informal or incomplete Proposals; or
- E. Reject any Proponent who is involved in litigation with the Municipality of Central Manitoulin.

16.0 CONSIDERATION

The Evaluation Committee reserves the right to consider, during the evaluation of Proposals:

- A. The Proponent acknowledges that the Owner may rely upon the criteria which the Owner deems relevant; even though such criteria may not have been disclosed to the Proponent. By submitting a Proposal, the Proponent acknowledges the Owner's rights under this Section and absolutely waives any right, or cause of action against the Owner, by reason of the Owner's failure to accept the Proposal submitted by the Proponent, whether such right or cause of action arises in Project, negligence, or otherwise.
- B. The Municipality reserves the right to negotiate minor changes, amendments or modifications to the Successful Bidder's submission with any Selected Bidder(s) without offering the other Bidders the opportunity to amend their submissions. If the Municipality and Selected Bidder(s) cannot negotiate a successful agreement, the Municipality may terminate the negotiations and begin negotiations with the next Selected Bidder(s). This process can continue until an agreement has been executed or all of the Bidder(s) have been rejected. No Bidder shall have any rights against the Municipality arising from Negotiations.

17.0 REGULATION COMPLIANCE AND LEGISLATION

The Successful Proponent shall ensure all services and products provided in respect to this project are in accordance with and under authorization of all applicable authorities, Municipal, Provincial and Federal legislation, including but not limited to:

- The Occupational Health and Safety Act and its regulations;
- The Workplace Safety & Insurance Act and its regulations;
- The Canadian Environmental Protection Act and its regulations;
- The Municipal Act and its regulations;
- Relevant Provincial regulations, Ministry of Environment, Conservation and Parks regulations, etc.
- The Accessibility for Ontarians with Disability Act, 2005.

Any Contract resulting from this Request for Proposals will be governed by and will be construed and interpreted in accordance with the laws of the Province of Ontario.

18.0 INDEMNIFICATION - MUNICIPALITY NOT EMPLOYER

The Company acknowledges that he/she is an independent Company and shall, defend, indemnify, protect and save harmless Municipality of Central Manitoulin, its officers, members of municipal council, its agents and employees from any and against all damages, liabilities, expenses, fines, loss, costs (including legal costs), interest, actions, claims, demands, suits or other proceedings of any kind, 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 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.

19.0 INSURANCE

The successful Proponent shall provide, maintain, and pay for the insurance coverage as detailed below. Proof of insurance shall be submitted to the Owner within ten (10) days of notice of award of the Contract and prior to the start of work, including proof of valid WSIB coverage.

The successful Proponent shall, at their expense obtain and keep in force during the term of the Contract insurance coverage, including:

- Commercial General Liability Insurance.
- Professional Liability Insurance.
- Automobile Liability Insurance.
- WSIB coverage.

Commercial General Liability Insurance

Coverage shall include but not limited to:

- 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 \$5,000,000.
- b) The Municipality shall be added as an additional insured with respect to the operations of the Named Insured. This insurance shall be non-contributing with and primary to the Municipality.
- c) The policy shall contain a provision for cross liability and a severability of interest clause.
- d) Non-owned Automobile Coverage for a limit of not less than \$5,000,000 including contractual non-owned coverage.
 - a) Products and completed operations coverage.
 - b) Contingent Employer's Liability.

- c) Broad Form Property Damage.
- d) Occurrence Property Damage
- e) Broad Form Completed Operations.
- f) The policy shall contain a provision for contractual liability – oral and written.
- g) Owner's and Contractor's Protective.
- h) The policy shall provide the Municipality with 30 days' notice of cancellation, material change or nonrenewal.

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.

Automobile Liability Insurance

Automobile liability insurance in respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death, and damage to property with a limit of not less than \$5,000,000.00 inclusive for each and every loss. Any and all deductibles applicable to the above-noted insurance policies shall be the sole responsibility of the Company, and the Municipality shall bear no cost towards such deductibles.

Certificate of Insurance

The Company shall provide a Certificate of Insurance evidencing coverage as noted above at least 10 days prior to Contract commencement. Such policies shall not be cancelled, changed or lapsed unless the Insurer notifies the Municipality in writing at least thirty (30) days prior to the effective date of such cancellation, material change or lapse. The insurance policies will be in a form and with a company licensed to write business in the Province of Ontario and which are, in all respects, acceptable to the Municipality. The Company remains responsible for maintaining the required insurance even if the certificates are never exchanged and/or requested.

20.0 NON-ASSIGNMENT

The Proponent may assign neither this Proposal nor any Work to be performed under this RFP or any part hereof without the prior written consent of the Owner. Such written consent, however, shall not under any circumstances relieve the Proponent of his/her liabilities and obligations under this RFP and shall be within the sole and unfettered discretion of the Owner.

21.0 FORM OF CONTRACT

The Successful Proponent shall enter a Contract with the Corporation of the Municipality of Central Manitoulin. The Contract shall indicate that Work to be undertaken shall be done to the satisfaction of the Municipality according to the Request for Proposal and for the amount agreed upon by the two parties. The Contract shall also indicate that no additional money shall be paid

to the Proponent for any additional work for which prior authorization has not been given in writing via contemplated the approved change order. The Municipality will use the standard Form of Contract such as OAA doc 600 or an MEA agreement, deemed most suitable for the successful proposal.

22.0 PAYMENT & DISBURSMENTS

The Municipality of Central Manitoulin shall make payments to the Contractor in the following manner:

- The Consultant shall prepare and submit a monthly billing statement to the Municipality Accounts Payable and the Project Manager for payment based on percentage complete for each phase of the project.
- The Consultant shall provide a financial report with each invoice which shall include a percent of completion/ budget remaining for each project phase.

23.0 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*), rescind the selection of that Bidder and proceed with the selection of another Bidder.

24.0 CANCELLATION

- A. In the event the successful Proponent does not comply with the specifications, terms and conditions, and scope of the Document, at any time throughout the duration of the Contract, the Contract shall be cancelled in accordance with the terms contained herein.
- B. The Owner upon non-performance of Contract terms may cancel the Contract; however, in doing so, the Owner does not waive its right to rely upon any obligations or commitments agreed to by the Proponent as part of their Proposal.
- C. 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.
- D. Where there is a question of non-performance, payment in whole or in part may be withheld at the discretion of the Owner. This action shall not prevent the Owner from taking early payment discounts otherwise applicable.
- E. **Force majeure** are causes beyond a party's control, which are not avoidable by the exercise of reasonable foresight. Neither party shall be responsible for any delay or failure to perform its obligations under this agreement by reason of force majeure, including fire or other casualty, strike, order of a public authority, Act of God, or other cause beyond the reasonable control of such party, then such party shall be excused from such performance of the Contract for the duration of such cause. In the event such inability to

perform shall continue longer than thirty (30) days, either party may terminate this agreement without further liability by giving written notice to the other party.

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).

PART II – DETAILED SCOPE AND BACKGROUND INFORMATION

General Scope:

The Municipality of Central Manitoulin is requesting proposals from qualified firms to provide professional consulting services to assist the Municipality in completing a masterplan process for the hamlet of Providence Bay, with a particular focus on the Providence Bay Beach Area, and to complete a design for Providence Bay Beach boardwalk, and surrounding beach area.

Detailed Scope:

The Municipality would like to prepare a plan for the hamlet that addresses the following core elements which have been identified:

- **Parking** – In the summer, the capacity of the parking area is exceeded. Parking spaces are not marked, so the available space is not always used effectively. The successful proponent will study the existing scenario, provide potential options, and build the selected solution into the final plan and design. Options to be explored should include, but not be limited to, options for parking passes or paid parking, as well as provision of additional parking to manage the current traffic volume.
- **Washroom/Changeroom capacity** – The current washroom/change-house does not meet accessibility compliance and struggles to meet the demand during peak times. The capacity of the current septic system is unknown, and the supply of potable water can be precarious during peak times. The successful proponent will explore options for upgrading washroom/changeroom facilities on site to address the identified needs.
- **Accessibility (AODA Compliance)** – The Harbour Centre, Providence Bay Hall, Boardwalk, and Washroom facilities all require renovations and adjustments to improve accessibility and move toward compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Though the Municipality may not be able to achieve full compliance immediately, the successful proponent will ensure there is a design and implementation plan that establishes a clear path toward achieving this goal.
- **Boardwalk Redevelopment** – The current boardwalk underwent repairs in 2022 to extend its useful life until a new design could be prepared. This process will include preparing a comprehensive design for the boardwalk while exploring opportunities to improve its level of service, including widening, additional viewing areas, improved entrance locations, alternative construction materials to reduce maintenance, and design solutions to minimize sand accumulation.
- **Sand Management** – The current infrastructure (boardwalk, parking area, washroom area, playground equipment, and other public amenities) is continually impacted by blowing sand. The beach is exposed to strong winds, and the dunes shift seasonally, creating significant maintenance challenges. The successful proponent will develop long-term sand management strategies to reduce maintenance requirements while protecting the natural beach environment.
- **Sidewalk Improvements** – Council has received requests from residents to repair the existing sidewalk and boulevard, extend the sidewalk through the hamlet to the beach,

and consolidate the sidewalk onto one side of the road. Much of the existing sidewalk and boulevard is located along Provincial Highway 551. The master plan shall include recommendations and conceptual designs that build upon previous planning work.

- **Playground and Outdoor Fitness Equipment** – Assessment of the existing Providence Bay Beach playground and outdoor exercise equipment, including recommendations for future replacement, conceptual design, lifecycle planning, and cost estimates to support future funding applications.
- **Signage Strategy** – Develop a comprehensive signage strategy that includes branding of Providence Bay Beach and the hamlet, gateway features, directional signage, interpretive signage, regulatory signage, and visitor information signage. The strategy should create a cohesive identity while improving visitor navigation and accessibility.
- **Waste Management Plan** – Prepare a waste management strategy that addresses the significant seasonal increase in visitors and associated waste generation. The plan should assess the current waste collection system, including the more than 45 waste receptacles located at the Providence Bay Beach area, and provide recommendations for specialized garbage and recycling stations, collection frequency, waste diversion opportunities, and operational efficiencies.
- **Emergency Access and Evacuation Planning** – Review existing emergency access routes and prepare an emergency response and evacuation plan for the beach, boardwalk, campground, harbour, and surrounding public spaces. The plan should consider emergency vehicle access, pedestrian evacuation routes and coordination with emergency services.
- **Performance and Gathering Space** – Evaluate opportunities for the development of a permanent outdoor sound stage and amphitheater within the beach area. This amenity has been requested by local musicians, community organizations, including the Providence Bay/Spring Bay Lion's Club, and event organizers. The assessment should identify suitable locations, conceptual designs, servicing requirements, operational considerations, and estimated construction costs.
- **Foot Washing Stations** – Assess the need for foot washing stations at key beach access points to improve visitor experience, reduce sand tracked into washroom facilities and vehicles, and help minimize sand accumulation within municipal infrastructure.
- **Designated Dog Area Review** – Review the existing designated dog beach area to assess its location, size, accessibility, signage, amenities, and overall effectiveness. Recommendations should consider user needs, environmental impacts, operational requirements, and opportunities for improvement while balancing the interests of all beach users.

Background:

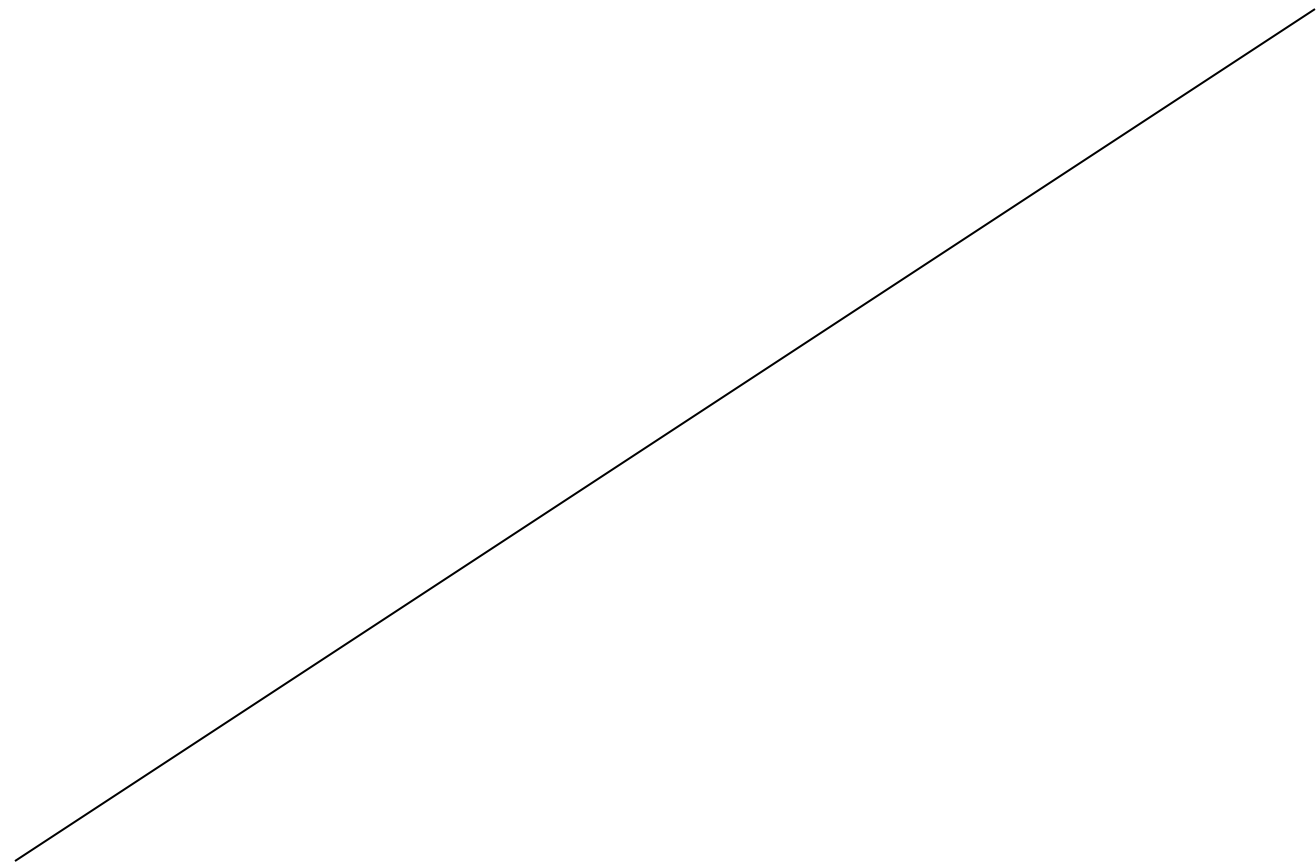
ABOUT MUNICIPALITY OF CENTRAL MANITOULIN:

The Municipality of Central Manitoulin is a rural municipality located in Northern Ontario on Manitoulin Island, in Lake Huron. The permanent population of the municipality is approximately 2100 people in 1630 households. The Municipality also provides services to a significant

population of seasonal residents. The Municipality was created in 1998 with the amalgamation of the Townships of Campbell, Carnarvon, and Sandfield, and now exists as a single-tier municipality with a ward system (3 wards). There are 5 distinct community identities within the Municipality based on geographic bounds of the historical hamlets and villages (Sandfield, Big Lake, Mindemoya, Spring Bay, and Providence Bay).

PROVIDENCE BAY:

The hamlet of Providence Bay contains a popular 2km sand beach on Lake Huron at the outlet of the Mindemoya River. The beach area is operated and maintained by the Municipality. It has a pedestrian bridge which spans the Mindemoya river that connects to wooden boardwalk infrastructure that extends approximately 800m southeast down the beach. The beach is home to a sensitive sand-dune structure, unique plants and wildlife. The hamlet area and beach are a popular tourist destination seasonally, as well as a beloved amenity for locals year-round. In the beach area, the Municipality owns/operates the Providence Bay Community Hall and parkette, a change house/washroom, a replica lighthouse, beachside playground, parking area, as well as the Harbourview Centre building which has a Discovery Centre nature display, as well as a leased restaurant space. The hamlet of Providence Bay comes alive in the summer with beachgoers, events, and concerts such as the Providence Bay Agriculture Society's Fair, Bluegrass in the Country Festival, weekly music series at the beach, among others. These events are mainly hosted at the Providence Bay Arena and Fair grounds, approximately one kilometer up the road from the beach.



OVERVIEW OF BUILDINGS/ FACILITIES IN PROVIDENCE BAY:

The table below provides a brief overview of the community and recreational facilities under the Municipality's care or ownership and that fall within scope of this project:

Table 1 – Overview of Municipal Facilities in the Hamlet:

Facility	Address	Year	Usage Type	Reports Avail.
Facilities & Parks close to the beach area				
Harbourview/ Discovery Centre	24 Mutchmor Street, Providence Bay	1989	Seasonal. Municipally operated science display/museum. Public washrooms. Externally rented restaurant/gift shop.	BCA 2023
Providence Bay Hall, Parking area, and Market Square Park	11 Mutchmor Street, Prov.	1965 (parts are older than this)	Year round. Rental facility. Lion's club and Senior's Club have permanent space downstairs	BCA 2023
Providence Bay Beach Change house	23 Mutchmor, Providence Bay	1977	Seasonal. Public washroom and change house	BCA 2024
Providence Bay Beach Boardwalk, parking lot, playground and playground equipment.	End of Mutchmor Street, Providence Bay		Boardwalk and beach & playground are seasonally maintained. Parking lot is cleared in the winter.	Condition Assessment on Boardwalk 2021. Desktop environmental constraints review completed 2021. Surveying and site imagery – 2021. Repairs completed 2022 – documentation available.

Facility	Address	Year	Usage Type	Reports Avail.
Facility in the Hamlet, 700m away from beach area				
Providence Bay Centennial Arena	5143 Highway 551, Providence Bay	1945	Artificial Ice Nov to March. Rental facility year-round. Large Events on grounds include: Providence Bay Agricultural Fair; Bluegrass in the Country, etc.	Structural Assessment 2020 BCA 2024 Updated Structural 2024

Available Documents:

The process will benefit from a larger picture, master planning process that takes into account previous work. However, the successful proponent shall start from first principles with recognition of the fact that some work has been completed to date.

The successful proponent will need to develop a list of material they wish the municipality to provide during the document review/research phase of the project. However, at minimum, the successful proponent will have access to the following documents:

1. The Municipality installed a trail counter on the boardwalk. One season worth of data from July to September is available in raw data format. A trail counter is available to be re-installed to collect more data if desired.
2. Sign-in book for discovery centre and number counts for visitors to the discovery centre.
3. Building Condition Assessments on the Harbourview Centre, and Providence Bay Community Hall completed between 2022-2024.
4. Designated Substance Survey reports on selected buildings – focussed DSS information is available for some facilities, as well as recent ARO report completed for audit purposes.
5. Information from previous sidewalk design process for Providence Bay.
6. OSIM reports on pedestrian bridge that forms part of the Boardwalk.
7. Desktop Environmental Opportunities and Constrains Assessment - Providence Bay Boardwalk - Tulloch Environmental (28 July 2021)
8. Condition Assessment on Providence Bay Boardwalk completed in 2021 as well as record of repairs completed in 2022 based on the assessment.
9. Providence Bay Change house/washroom preliminary report on Options – Tulloch Engineering 2021.

10. BCA - Providence Bay Change house/Washroom – ABSI 2024
11. Recreation Infrastructure Review – 3rd Line Studio, Perkins & Will, Sierra Planning 2025 - For reference (Providence Bay Arena)
12. Newly drafted Strategic Plan 2025-2028.

Detailed Scope:

The Municipality of Central Manitoulin is seeking proposals from qualified consultants to prepare a long-term strategy for Municipal facilities. The strategy will evaluate the Municipality's existing facilities and identify opportunities to support their long-term sustainability, functionality, and alignment with current and future community needs. Because of the Municipality's demographics, population size, local context, and staffing levels, the portfolio of municipally owned and operated facilities must be considered holistically to develop a practical and sustainable long-term plan. The project will gather information and prepare reports to support Council's decision-making process on the following key questions:

Objective 1 - Determining Future of the Beach and Tourist Destination – options review:

1. Is it feasible for the Municipality to continue to operate the tourist location with the additional cost of waste management, increased maintenance costs to the aging infrastructure? How are demands for tourism changing? What options should be considered for the existing facilities – (ex. Adaptive reuse, decommissioning, rebuild, etc.)? And what is the best timing to implement the selected option?
2. Should the municipality invest in the existing facilities – upgrade/ renovate - to meet identified needs of the community as well as accessibility requirements? Should the municipality invest in the existing change house pavilion, or should the municipality prepare a plan for a new larger accessible? (ex. cost comparison and value-for-dollar comparison on renovate versus retire/replace).
3. If a new facility is warranted, what is the cost-benefit analysis on preparing a standard design versus an energy efficient design vs. a pre engineered building.

Objective 2 – Preliminary Design and Funding Application Preparation on selected option:

The goal of completing Objectives 1 and 2 is to get Council (and the community) to the point where they have received enough background information to select a desired path forward both in terms of a strategy for managing and investing in the beach and waterfront, as well as a plan for the future of the beach. Objective 3, therefore, will be to develop the selected option to the preliminary design phase to support funding applications. It is expected that the successful proponent will have experience in developing funding application packages to funders like ICIP, FCM – GMF, and other federal and provincial agencies and that the proponent will include budgetary allowance to support application preparation.

Proposed Phases and Methodology:

Proponents shall provide a detailed proposal that includes their methodology, proposed project phases and deliverables. The Municipality is providing the outline of phases below to help Proponents to conceptualize the scope of work and to communicate the desired outcome as clearly as possible:

Phase	Expected meetings	Outcome	Timeline
Phase I – Stakeholder Engagement			
During this phase, the successful proponent shall engage with key stakeholder groups to gather information on community needs, priorities, aspirations, and concerns. Stakeholder engagement shall include representatives from the hamlets that comprise the amalgamated municipality, a minimum of two Council Committees, Full Council, and community and user groups identified by the Municipality. Note (applicable to all phases): Regular Council and Council Committee meetings begin at 7:00 p.m. Community group workshops and engagement sessions are typically scheduled during evenings or on weekends, outside of standard business hours. Proponents should account for these scheduling requirements when preparing their work plan and project budget.	1 in person workshop with the Public 1 in person workshop with Social and Community Groups 1 in person workshop with Council 1 in person workshop with senior staff Final in person presentation to Council of findings Include minimum 1 site visit. <u>*Mandatory Meetings to be included in bid cost. Additional meetings/site visits to be quoted as separate line item</u>	Findings summary report and presentation to Council	Nov 2026

Phase	Expected meetings	Outcome	Timeline
Phase II – Infrastructure Masterplan			
During this phase, the successful proponent shall review available information related to existing municipal facilities, including previous studies, reports, and other relevant background documents. Building on the stakeholder input and findings from Phase I, the successful proponent shall assess the Municipality's current portfolio of facilities in Providence Bay and develop a comprehensive Infrastructure Master Plan. The plan shall consider existing community needs, projected population growth, service levels, and the Municipality's long-term strategic objectives. As part of this phase, the successful proponent shall: 1. Review facility usage data, demographic information, and population growth projections to complete a current and future recreation facility needs assessment. The assessment shall include a realistic level-of-service analysis that balances community needs and expectations with the Municipality's financial and operational capacity. The analysis shall include all municipally owned facilities within Providence Bay. 2. Evaluate the existing facility portfolio and provide recommendations regarding the continued use, repurposing, consolidation, or replacement of facilities to best meet identified community needs. 3. Prepare a functional program that outlines the recommended space requirements and facility components based on the needs assessment and facility usage analysis.	2 virtual meetings with internal staff (minimum) 1 virtual meeting with Council /committee to review draft. Final presentation to Council (can be in person or by video)	Recommendations report	January 2027

Phase	Expected meetings	Outcome	Timeline
Phase II – Infrastructure Masterplan (con't) 4. Assess and recommend the most appropriate long-term infrastructure approach, including renovation or retrofit of existing facilities, construction of new facilities, or development of net-zero or other sustainable facility options. The successful proponent shall prepare Class D (or equivalent preliminary) cost estimates for the recommended options to support the business case analysis. These estimates shall be refined and updated during Phases III and V.			
Phase III – Financial Analysis			
During this phase, the successful proponent shall build upon the findings and recommendations of Phase II to develop a comprehensive business case that evaluates the financial feasibility of the recommended infrastructure options. The business case shall support Council in evaluating the costs, benefits, risks, and long-term sustainability of each option. As part of this phase, the successful proponent shall: 1. Review the Municipality's current operating model for recreation and community facilities and provide recommendations for a sustainable and efficient operating model. At a minimum, the review shall consider facility usage levels, hours of operation, staffing requirements, parking, by-law enforcement, waste management, maintenance practices, and other relevant operational considerations. The Municipality encourages innovative approaches, including opportunities for shared services, public-private partnerships, collaborations with community	2 virtual meetings with internal staff (minimum) 1 virtual meeting with Council /committee to review draft. Final virtual presentation to Council	Funding & Partnership Strategy report.	April 2027

Phase	Expected meetings	Outcome	Timeline
Phase III – Financial Analysis (con’t) organizations, and other alternative service delivery models. 2. Identify and evaluate potential partnerships that could support the planning, funding, development, ownership, or operation of the recommended infrastructure options. Recommendations shall identify partnership opportunities that improve project feasibility, financial sustainability, and community benefit. 3. Identify potential funding opportunities available through municipal, provincial, federal, and other applicable programs. The successful proponent shall summarize eligibility requirements, anticipated intake timelines, application deadlines, and key considerations for securing funding. 4. Prepare a detailed financial analysis of the preferred options identified in Phase II, including capital and operating cost implications, lifecycle considerations, and long-term financial sustainability to support Council's decision-making process. For the Change House Pavilion and Harbour Centre building options, the financial analysis shall include consideration of a new net-zero facility. While detailed energy modelling is not required at this stage, preliminary cost estimates shall include reasonable allowances for achieving net-zero performance. Detailed energy modelling may be undertaken during a future phase of the project to support design development and funding applications.			
Phase IV – Consolidated Report, Preliminary Design, and Funding Readiness			
During this phase, the successful proponent shall consolidate the findings and recommendations from Phases I through III into a comprehensive Report and advance	1 virtual meeting with internal staff (minimum)	Providence Bay Beach Area Masterplan	May 2027 – July 2027 or to

Phase	Expected meetings	Outcome	Timeline
Phase IV – Consolidated Report, Preliminary Design, and Funding Readiness (con’t) the Council-endorsed preferred infrastructure option(s) to a level of development suitable to support funding applications and future detailed design. The Consolidated Report shall present clear, evidence-based recommendations that reflect the Municipality's service needs, financial capacity, long-term objectives, and stakeholder input. The report shall provide Council with a practical and actionable implementation plan while establishing a foundation for project advancement. As part of this phase, the successful proponent shall, at a minimum: 1. Prepare a comprehensive Report summarizing the findings, analyses, and recommendations from each project phase. 2. Evaluate the preferred infrastructure option(s), including the rationale supporting the recommended approach. 3. Develop a prioritized implementation strategy identifying short-, medium-, and long-term actions. 4. Prepare preliminary implementation timelines, key milestones, and critical decision points. 5. Recommend funding strategies, partnership opportunities, and financing approaches to support project implementation. 6. Identify key project risks, assumptions, constraints, and recommended mitigation measures. 7. Identify future work required to advance the preferred option(s), including additional studies, detailed design, regulatory	1 in person meeting with Council/ committee to review draft. 1 in person community meeting to review draft. Final in person presentation to Council	Preliminary Design with Class D costing.	achieve funder deadlines identified in Phase III

Phase	Expected meetings	Outcome	Timeline
Phase IV – Consolidated Report, Preliminary Design, and Funding Readiness (con’t) approvals, procurement, and construction planning. 8. Prepare preliminary design concepts for the Council-approved preferred option(s), including site considerations, functional layouts, and conceptual building design sufficient to support funding applications and future design development. 9. Update and refine the cost estimates developed in Phases II and III by preparing Class D (or equivalent) cost estimates for the preferred option(s), including appropriate contingencies and allowances. 10. Confirm that the preliminary design is consistent with the approved functional program, recommended service levels, sustainability objectives, and implementation strategy. 11. Provide technical information, conceptual drawings, cost estimates, narratives, and other supporting documentation required to assist the Municipality in preparing and submitting funding applications. The successful proponent shall work collaboratively with municipal staff to respond to funding program requirements and application criteria. The final deliverables from this phase shall include a Council-ready Consolidated Report, a preliminary design package, and Class D (or equivalent) cost estimates that provide the Municipality with a clear, realistic, and actionable path forward. Collectively, these deliverables shall support municipal decision-making, capital planning, external funding applications, and the transition to detailed design, approvals, and implementation.			

PART III – PROPOSAL REQUIREMENTS AND EVALUATION CRITERIA

The RFP is divided into three components – Part A – Technical Proposal, Part B – Required Forms and Form of Contract, and Part C – Financial Proposal.

The proponents shall include the following in their proposal package:

Proposal Part A – Technical Proposal – Methodology and Relevant Experience (total 70pts)

This section shall be a response to the project scope information and shall include:

1. The proposal shall include a description of the firm and the firm's areas of expertise.
2. The proposal shall include information about key project team members. It shall include a brief introduction to the team members who will be assigned to each portion of the scope of work, and their role, as well as relevant experience/qualifications.
3. Proponents shall include a list of all sub-consultants, sub-contractors and vendors who will be used to complete the scope of work. Relevant team members and roles must be identified for the sub-consultants as well as for the lead proponent.
4. Submissions shall include descriptions of the project methodology, proposed approach to each phase of the project, key deliverables for each phase of the project and shall demonstrate an understanding of the project scope and the needs of the municipality.
5. The proponent shall demonstrate experience delivering high quality outcomes on other comparable scopes of work by submitting a brief description of at least three other relevant projects, including at least one other Municipal project. References for these projects shall be provided. Proponents should demonstrate their experience and ability to provide meaningful stakeholder engagement as well as a track record of successfully working closely with Municipal councils.
6. The proponent shall provide a project schedule for each project phase, including key milestones, meetings, deliverables, and corresponding delivery dates, as well as an estimated date for total completion of all phases.

Proposal Part B – Forms and Sample Contract (pass/fail)

7. The Proponent shall submit the completed and signed Proposal Summary Form and Declaration Form included in PART IV of this RFP document.

Proposal Part C – Financial Proposal (40pts)

1. The Proponent shall submit their financial offer. This offer should correspond with the proponent's proposed schedule and methodology and shall be provided as lump sum by project phase/deliverable with contingency allowance of \$15,000 for the total project.
2. All costs shall be provided in Canadian dollars with taxes excluded.

Evaluation

The Proposals will be evaluated and scored in accordance with the requirements of the RFP using the following Scoring Guide:

Parts A and B

Detailed Workplan and Experience Evaluation	Point Allocation
All required forms and components are completed, signed as required, and submitted by deadline: • Proposal Summary Form • Declaration Form • Technical proposal with all required components (Part A) • Financial Proposal with all required components in a separate .pdf (Part B)	Pass/fail
Firm's Qualifications & Project Team's Experience (including all sub-contractors)	15
Project Understanding and Experience on Relevant Example Assignments of Similar Scope, Size, etc.	15
Work Plan, Methodology, list of deliverables	30
Project Schedule	10
Total	70 pts

Proponents are required to achieve a minimum of 70% (49pts) on the overall rated criteria above, as well as a pass on the pass/fail components to be able to proceed to the second stage evaluation of the financial information provided.

Part C

Financial Information evaluation	Awarded Price Points
Remaining price points will be awarded based on the following formula: $\text{Awarded Price Points} = \frac{\text{Lowest Proposal}}{\text{Evaluated Proposal}} \times \text{MAX POINTS (30)}$	30
Total	30pts

PART IV - PROPOSAL FORMS

***** THESE FORMS MUST BE COMPLETED AND INCLUDED IN ADDITION TO THE PROPOSAL MATERIAL AS PART OF THE SUBMISSION PACKAGE *****

PROPOSAL SUMMARY FORM

PROJECT DESCRIPTION: Consulting Services Providence Bay Beach Area Master Plan and Design.

PROJECT LOCATION: Providence Bay Beach Area, Municipality of Central Manitoulin, Manitoulin Island, Ontario.

OWNER: Municipality of Central Manitoulin

PROPONENT:

DATE: _____

FIRM NAME: _____

ADDRESS (City, Province, Postal Code): _____

TELEPHONE: _____

EMAIL: _____

AUTHORIZED SIGNATURE: _____

NAME AND POSITION OF SIGNER: _____

WEBSITE: _____

PROPOSALS RECEIVED BY

The Municipality of Central Manitoulin
6020 Highway 542
PO Box 420
Mindemoya, ON P0P 1S0

DECLARATION

TO: Chair and Members of the Proposal Committee, The Municipality of Central Manitoulin

DATED AT: _____ the _____ day of _____, 2026.

1. I, _____, 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.
2. **I 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.
3. **I FURTHER DECLARE** that no member of the Municipal Council, or any Officer of The Corporation 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.
4. **I FURTHER DECLARE** that all items in the Proposal are in all respects true.
5. **I 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.
6. **I FURTHER DECLARE** that I have a clear understanding of all the work involved in this contract.
7. **I 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.
8. **I FURTHER DECLARE** that the awarding of the contract based on this Request for Proposal by the Municipality shall be an acceptance of this Proposal.
9. **I 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 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.

10. **I 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 (I have authority to bind the company)

Date

Name of Company

E-mail Address

Address

Name of Signing Authority

Telephone

SCHEDULE A – SPECIFICATIONS & PRICE FORM

**THIS INFORMATION MUST BE INCLUDED WITH THE QUOTE SUBMISSION BUT
MAY BE SUPPLIED EITHER ON THE FORM PROVIDED OR IN THE
PROPONENT’S STANDARD QUOTE FORMAT**

Provide the company’s website address: _____

Provide three references for relevant projects:

Project Details	Date	Contact Information

Provide details on the Scope of work and proposed schedule ****Each phase must include, at a minimum, the cost of all mandatory in-person and virtual meetings. Pricing for additional site visits, in-person meetings, or virtual meetings must be identified as separate line items within the cost breakdown for each phase as per Clause 11 ****

:

	Schedule	Quote
<u>Phase I – Stakeholder Engagement</u>		
<u>Phase II – Infrastructure Masterplan.</u>		
<u>Phase III – Financial Analysis</u>		

Phase IV – Consolidated Report, Preliminary Design, and <u>Funding Readiness.</u>		
<u>Total:</u>		

Company name: _____

Authorized Individual/ Contact Person: _____

Title of Authorized Individual: _____

SIGNATURE OF BIDDER: _____

DATE SIGNED: _____, 20____