

**THE CORPORATION OF THE TOWNSHIP OF
BLACK RIVER-MATHESON**



**REQUEST FOR PROPOSALS
RFP-PW2026-004**

Shillington Hall Rebuild Project Management

Proposals, clearly marked:
“Proposal – Shillington Hall Rebuild Project – Do Not Open”

Starting Date:	September 2nd, 2026
Site Visit:	Available by appointment
Closing Date:	September 25th, 2026 at 2:00 PM local time
Proposal Opening:	Not public – evaluation to follow

The highest-ranked or any Proposal will not necessarily be accepted.

The Corporation of the Township of Black River-Matheson
P.O. Box 601, 421 Fifth Avenue
Matheson, ON P0K 1N0
Email: hlei@twpbrm.ca
Phone: 705-273-2313 ext. 311

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SECTION 1 – INTRODUCTION

1.1 Purpose

The Township of Black River-Matheson invites proposals from qualified multidisciplinary consulting firms to act as Prime Consultant and Project Lead for the replacement of the Shillington Community Hall. The successful Proponent will be the Township's primary professional point of contact and will coordinate the architectural, engineering and specialist services required for the project.

1.2 Background

Council has identified replacement of the existing Shillington Community Hall as the preferred direction. The final building size, layout, site configuration, servicing requirements, demolition scope, schedule and total capital cost have not yet been finalized. The selected consultant will assist the Township in defining the project, establishing realistic costs and risks, and advancing the work in a practical, affordable and phased manner.

The Township will provide available reports, records and facility/property information. The consultant shall review the available information, identify any gaps, and recommend any additional investigations or information required to complete the work. The Township is seeking practical recommendations appropriate to the scale of the facility, the northern Ontario climate and the Township's long-term operating needs.

SECTION 2 – PROJECT OVERVIEW

2.1 Project Objectives

- Establish a functional, affordable and durable replacement community hall suitable for a northern Ontario community.
- Provide the Township with one experienced project lead responsible for coordination, schedule, cost and risk management.
- Develop the project in stages so Council can make informed decisions before major commitments are made.
- Prepare complete design and tender documents, and provide construction administration, if subsequent phases are authorized.
- Incorporate accessibility, durability, energy efficiency, ease of maintenance and life-cycle value into the recommended design.
- Provide sufficient drawings, estimates, schedules and supporting information to assist the Township with funding applications and future Council decisions.

SECTION 3 – SCOPE OF SERVICES

3.1 Prime Consultant / Project Lead

The successful Proponent shall provide a designated Project Manager who will serve as the Township's primary day-to-day contact and coordinate all required professional disciplines and subconsultants. At minimum, the team shall have access to architectural, structural, mechanical, electrical and civil engineering services, with other specialists engaged as required.

- Manage scope, schedule, cost, risks, decisions and consultant coordination throughout each authorized phase.
- Lead project meetings and provide concise written status updates identifying progress, upcoming decisions, budget/schedule concerns and required Township actions.
- Advise the Township promptly where scope, cost or schedule is at risk and recommend practical options to maintain the approved project objectives.

3.2 Phase 1 – Project Definition & Preliminary Design

- Review available reports, records, site information and previous cost information.
- Confirm facility needs and develop a functional program with Township staff/users.
- Review site planning, servicing, zoning/approval, building code, accessibility, fire/life-safety and demolition considerations.
- Identify and coordinate required preliminary investigations such as survey, geotechnical and hazardous-material work.
- Develop concept-level floor plan/site options with sufficient information for the Township to compare function, cost, risks and constructability, and recommend a preferred concept.
- Prepare a Class C capital cost estimate, overall project schedule, key risks, recommended delivery/tender approach and a concise Phase 1 report for Administration/Council.
- Provide concept drawings, descriptions, cost information and schedule information reasonably required to support funding applications.
- Present the Phase 1 findings and recommended concept to Township Administration and/or Council, if requested.

3.3 Phase 2 – Detailed Design & Approvals

- Develop the approved concept into coordinated, permit-ready and tender-ready construction documents.
- Complete coordinated architectural, structural, mechanical, electrical and civil design, together with required permit and approval submissions.
- Provide design reviews and updated cost estimates at appropriate milestones and identify value-management options where the design is forecast to exceed the approved cost target.
- Prepare coordinated, signed/sealed drawings, specifications, schedules and technical tender documents suitable for construction procurement.
- Provide a pre-tender Class B cost estimate and updated project schedule.

3.4 Phase 3 – Construction Procurement Assistance

- Finalize technical tender documents and bidder requirements.
- Attend a bidder/site meeting if required, respond to technical questions and prepare technical addenda material for Township issuance.
- Review the technical aspects of bids for compliance and completeness and reconcile tender pricing to the pre-tender estimate.
- Recommend appropriate construction contract insurance, bonding, warranty, testing, commissioning and technical requirements for inclusion in the Township's future construction procurement.
- Provide a written recommendation to the Township.

3.5 Phase 4 – Construction Administration, Project Management & Closeout

- Lead project/start-up and regular construction meetings and maintain concise minutes/action records.
- Provide required professional site reviews and general review services. Continuous or full-time inspection is excluded unless separately authorized in writing.
- Manage technical RFIs, shop drawings/submittals and consultant coordination.
- Review proposed changes, contractor quotations, claims, schedule impacts and payment applications and provide written recommendations/certification where applicable before Township approval.

- Monitor project cost, schedule, deficiencies, testing/commissioning and closeout documentation, and flag material variances promptly.
- Support substantial performance, occupancy, final completion and warranty review, and provide record drawings, warranties/closeout documentation and a final project closeout summary.

3.6 Optional / Additional Services

Proponents shall identify any optional or additional services that may reasonably be required but are not included in the base fees. Examples may include expanded public consultation, grant application support, specialized environmental or archaeological work, legal survey, full-time site inspection, independent commissioning or other specialist services. No additional service is compensable without prior written authorization.

3.7 Phased Authorization

The Township intends to retain one Prime Consultant for continuity; however, only services specifically authorized in writing may proceed. Initial authorization is expected to be Phase 1. Future phases are subject to Council direction, available funding, required approvals and written authorization. Authorization of one phase does not authorize any subsequent phase, and the Township may defer, modify or discontinue any future phase without guaranteeing additional work.

3.8 Township Responsibilities

The Township will provide available background information and reasonable site access, designate a Township representative, provide consolidated comments and decisions, obtain Council approvals, and remain the formal procurement and contracting authority for any future construction work.

External permit/application fees and third-party costs will be the Township's responsibility unless specifically identified as included in the Consultant's fee.

SECTION 4 – PROPOSAL FORMAT & SUBMISSION REQUIREMENTS

Proposals should be concise and focused on the assignment. The technical proposal should not exceed ten (10) pages, excluding resumes and Appendix A.

- Cover letter and primary contact information.
- Firm experience on up to four comparable municipal, civic, community or institutional building projects.
- Project Manager and key team members, including roles, qualifications, availability and relevant experience.
- Proposed subconsultants and professional disciplines, including how multidisciplinary coordination will be managed.
- Understanding of the assignment and proposed approach/work plan for all four phases, including cost control, schedule, risk management, approvals and communication with the Township.
- Proposed Phase 1 schedule and general availability for later phases.
- Three client references for comparable assignments.
- Appendix A – Proposal Submission Form
- Hourly rate schedule for the Project Manager, key disciplines and optional/additional services.
- Any assumptions, exclusions or proposed contractual exceptions that may affect scope, fee or schedule.

- Confirmation that the Proponent and proposed professional team are legally authorized to provide the applicable architectural and engineering services in Ontario, including OAA/PEO authorizations where required.
- Confirmation that the insurance and WSIB requirements in Section 6 can be satisfied upon award. Certificates and clearances are not required with the Proposal unless specifically requested by the Township.
- Acknowledgement of all issued Addenda and disclosure of any actual, potential or perceived conflict of interest, material contractual exception or requested deviation from the RFP.

Late proposals will not be accepted.

SECTION 5 – EVALUATION CRITERIA

Proposals will first be reviewed for substantial compliance with the submission requirements, including receipt before closing, a designated Project Manager/team, relevant references, completed Appendix A and the ability to provide required insurance and WSIB documentation. Compliant proposals will then be evaluated using the following weighted criteria. The Township will select the proposal offering the best overall value and is not obligated to select the lowest fee.

Criterion	Weight
Prime Consultant / Team Qualifications & Comparable Experience	25%
Understanding, Methodology & Project Approach	25%
Project Manager & Key Personnel	20%
Schedule, Capacity & Availability	10%
Fee Proposal	20%

Fee points may be calculated proportionally using the lowest evaluated fee. The Township may conduct reference checks, request clarifications and/or interview the highest-ranked Proponents before finalizing the selection.

SECTION 6 – INSURANCE & WSIB

6.1 Insurance Requirements

Prior to commencement of any Services, the successful Proponent shall provide evidence satisfactory to the Township of the following insurance, maintained with insurers licensed to conduct business in Ontario:

- Commercial General Liability insurance of not less than \$5,000,000 per occurrence, including contractual liability, cross liability and non-owned automobile coverage, with the Township named as an additional insured with respect to the Consultant's operations.
- Automobile Liability insurance of not less than \$2,000,000 for licensed vehicles used in the performance of the Services, where applicable.
- Professional Errors and Omissions Liability insurance of not less than \$2,000,000 per claim, maintained throughout the performance of the professional Services and for not less than two (2) years following completion of those Services.

The Consultant shall maintain the required coverage for the duration specified in the Agreement and shall provide certificates or other satisfactory evidence of coverage upon

request. Final insurance wording, limits and evidence requirements will be confirmed as part of contract execution.

6.2 WSIB

The Consultant shall maintain applicable Workplace Safety and Insurance Board coverage or valid independent operator/exemption status, as applicable, and shall provide a current WSIB Clearance Certificate or other satisfactory evidence before commencing Services and thereafter when reasonably requested by the Township.

6.3 Subconsultants

The Prime Consultant remains fully responsible to the Township for the performance, coordination, quality and deliverables of its Subconsultants. The Prime Consultant shall ensure that its Subconsultants maintain insurance, WSIB status and professional authorizations appropriate to the Services they perform.

SECTION 7 – STANDARD OF CARE, INDEMNITY & AUTHORITY

7.1 Standard of Care

The Consultant shall perform the Services with the degree of care, skill and diligence ordinarily exercised by qualified professional consultants performing comparable services under similar circumstances. All professional documents shall be signed and sealed where required by law or professional standards.

7.2 Indemnification

The Consultant shall indemnify and hold harmless the Township, its elected officials, officers and employees from third-party claims, losses, damages and reasonable costs to the extent caused by the negligent act or omission, wilful misconduct or breach of the Agreement by the Consultant or persons for whom the Consultant is legally responsible. Final indemnity language will be contained in the executed professional services Agreement.

7.3 Authority to Bind the Township

The Consultant shall not award a construction contract, waive a procurement requirement, authorize a contractor to commence work, approve an increase to Township cost or scope, or otherwise commit Township funds unless expressly authorized in writing within the limits of delegated authority.

SECTION 8 – HEALTH, SAFETY, ACCESSIBILITY & LEGAL COMPLIANCE

8.1 Compliance with Laws and Professional Requirements

The Consultant shall comply with all applicable federal, provincial and municipal laws, regulations, codes, approvals, professional obligations, funding conditions and Township policies applicable to the authorized Services. This includes, as applicable, the Building Code Act and Ontario Building Code, Architects Act, Professional Engineers Act, Accessibility for Ontarians with Disabilities Act, Occupational Health and Safety Act, Construction Act, applicable planning/fire/electrical/environmental requirements and applicable procurement obligations.

8.2 Health and Safety

The Consultant is responsible for the health and safety of its own personnel and Subconsultants while performing the Services and shall comply with site-specific safety requirements communicated by the Township or construction contractor. Nothing in this RFP is intended to assign statutory “constructor” status to the Consultant; statutory roles and obligations will be governed by applicable law and the executed project agreements.

The Consultant's site reviews or observations do not relieve any construction contractor of responsibility for construction means, methods, sequences, procedures, workmanship or site safety, except to the extent expressly required by applicable law or the executed Agreement.

8.3 Accessibility

Accessibility shall be considered throughout programming, site planning and building design, including exterior routes, entrances, circulation, washrooms, signage/wayfinding and other public-use elements. Public-facing materials prepared for the Township shall be capable of being provided in accessible formats upon request.

SECTION 9 – CONFLICT OF INTEREST, PROPONENT CONDUCT & ETHICS

9.1 Conflict of Interest

Proponents shall disclose any actual, potential or perceived conflict of interest that could reasonably affect the fairness of the procurement or the independent performance of the Services. The Township may reject a Proposal or require an acceptable conflict-management approach where a conflict is identified.

9.2 Lobbying, Collusion and Misrepresentation

Any attempt by a Proponent or its representatives to improperly influence the procurement through lobbying of Council members, evaluation committee members or Township employees outside the authorized RFP communication process may result in disqualification. Proponents shall not engage in bid-rigging, collusion, fraud or misrepresentation of qualifications, experience, capacity or fees.

SECTION 10 – CONFIDENTIALITY, MFIPPA & PROJECT DOCUMENTS

10.1 MFIPPA and Confidentiality

Proposals submitted to the Township become the property of the Township and are subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Proponents should clearly identify information they consider confidential or proprietary and the basis for that claim; such identification does not guarantee exemption from disclosure where access is required by law.

Information acquired from the Township for purposes of this RFP or the Services shall be used only for the Project and shall not be disclosed except as required to prepare the Proposal, perform the Services or comply with law. The Consultant shall appropriately safeguard personal and confidential information in its custody or control.

10.2 Ownership and Use of Deliverables

The Consultant may retain ownership of pre-existing methodologies, standard details, software and other intellectual property developed independently of the Project. Upon payment for the applicable authorized Services, the Township shall receive a perpetual, royalty-free right to use, reproduce and permit others to use Project-specific drawings, specifications, reports, estimates, schedules and other deliverables for purposes connected with this Project, including completion, operation, maintenance, repair and municipal records. Native/editable files shall be provided where reasonably available.

SECTION 11 – GENERAL TERMS & CONDITIONS

11.1 No Binding Agreement / Approvals

This RFP does not constitute an agreement. Identification of a preferred Proponent does not create a binding contract. Award is subject to required Township approvals, budget and

funding availability, satisfactory due diligence and execution of a professional services Agreement acceptable to the Township.

11.2 Township Rights

Subject to applicable law and the Township's Procurement Policy, the Township may reject any or all Proposals; request clarification; verify references, qualifications and professional authorizations; waive minor informalities that do not affect fairness; negotiate reasonable scope, schedule, assumptions, fees and agreement terms with the highest-ranked Proponent; defer award; or cancel, amend, suspend or reissue the RFP without liability for proposal preparation costs or anticipated profits.

11.3 Proponent Due Diligence

The Township will provide available background information in good faith; however, Proponents remain responsible for their own professional due diligence, site review and identification of assumptions, investigations and information required to perform the Services. Existing reports, drawings, surveys and records do not relieve the Consultant of its professional obligations.

11.4 Phased Authorization / No Guarantee of Future Work

The anticipated initial authorization is Phase 1 only. No Phase or Additional Service may commence without written authorization from the Township. Authorization of one Phase does not authorize any subsequent Phase. The Township may omit, reduce, modify, suspend, defer or discontinue any unperformed Phase due to Council direction, funding, approvals, operational requirements or other lawful reasons, without guaranteeing future work or fees.

11.5 Additional Services and Change Control

No Additional Service or out-of-scope work will be compensable unless authorized in writing by the Township before the work is performed. Requests for additional services shall clearly identify the reason, proposed scope, fee and schedule impact. The Consultant shall promptly advise the Township of any circumstance expected to materially affect approved scope, cost or schedule.

11.6 Proposal Costs, Currency and Irrevocability

All costs of preparing and submitting a Proposal are the Proponent's responsibility. Fees shall be quoted in Canadian dollars and HST shall be shown separately. Proposals shall remain irrevocable for sixty (60) calendar days following the closing date unless otherwise agreed by the Township in writing.

11.7 Agreement and Notice to Proceed

The successful Proponent shall execute the Township's professional services Agreement and provide required insurance, WSIB and professional authorization documentation within the timeframe specified by the Township. No Services may commence until the Agreement is executed and written authorization to proceed has been issued.

SECTION 12 – ADDENDA

All clarifications, modifications or changes to this RFP prior to closing will be issued by written Addendum. It is each Proponent's responsibility to ensure that all Addenda have been received, reviewed and incorporated into the Proposal. Oral explanations or instructions do not modify the RFP unless confirmed by written Addendum.

SECTION 13 – CLOSING & INQUIRIES

13.1 Closing

Proposals must be received electronically in PDF format no later than 2:00 PM (local time) on September 25, 2026. Submissions shall be emailed to hlei@twpbrm.ca with the subject line “RFP-PW2026-004 – Shillington Hall Rebuild Project Management.” Late submissions will not be accepted. The Township reserves the right to extend the closing date by Addendum. **13.2**

Delivery Address

The Corporation of the Township of Black River-Matheson
P.O. Box 601, 421 Fifth Avenue
Matheson, ON P0K 1N0

13.3 Inquiries

All inquiries shall be submitted in writing to Hong Ji Lei, Municipal Clerk, at hlei@twpbrm.ca no later than five (5) business days before closing. Responses that may affect Proposal preparation will be issued by Addendum.

APPENDIX A - PROPOSAL SUBMISSION FORM

Proponent/Firm: _____

Address: _____

Telephone: _____

Email: _____

Contact Person: _____

Title: _____

Description of Services:

Prime Consultant and Project Management Services for the proposed replacement of the Shillington Community Hall, in accordance with the requirements of this Request for Proposal.

Fee Proposal:

ITEM	DESCRIPTION	FEE
1.1	Phase 1 – Project Definition & Preliminary Design	\$
1.2	Phase 2 – Detailed Design & Approvals	\$
1.3	Phase 3 – Construction Procurement Assistance	\$
1.4	Phase 4 – Construction Administration / Project Management*	\$
	Total Evaluated Fee (excluding HST)	\$
	HST	\$
	Total Fee (including HST)	\$

*For fee comparison, Phase 4 shall assume a twelve (12) month active construction period with monthly progress meetings and a reasonable level of professional site review. Clearly state any assumptions affecting this fee.

A Concise Technical Proposal and Hourly Rate Schedule Must Be Attached or Included in the Proposal Package

Addenda acknowledged (if any): _____

By signing below, I acknowledge that I have read and understand this Request for Proposal and agree to abide by its terms and conditions. I confirm that the information provided is accurate, all issued Addenda have been considered, any known conflict of interest or requested contractual exception has been disclosed, and the Proponent can satisfy the insurance, WSIB and professional authorization requirements upon award. I have authority to bind the Proponent.

Print Name: _____

Date: _____

Authorized Signature: _____

Date: _____

Witness: _____

Date: _____

(Authorized Signature - I have authority to bind the Proponent)