



THE CORPORATION OF THE CITY OF STRATFORD

REQUEST FOR PROPOSAL REFERENCE: RFP12 - 04

COMMUNITY SERVICES DEPARTMENT

DEVELOPMENT OF A BIKE AND PEDESTRIAN MASTER PLAN

Closing Date: Wednesday, June 13, 2012

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Development of a Bike and Pedestrian Master Plan
Community Services Department

1.0 PURPOSE

This Request for Proposal (“RFP”) sets out certain requirements of The Corporation of the City of Stratford (“the City”) and constitutes an invitation for Firms to submit a proposal addressing such requirements; as such requirements are set out in this RFP including but not limited to the development of a Bike and Pedestrian Master Plan; a guide and framework for the development and management of Stratford’s bikeways, trails, and multi-modal connections to create a comprehensive, connected and sustainable system serving residents, businesses and visitors. The Bike and Pedestrian Plan will build on detail related to trails and bikeways from the *Stratford Master Transportation Plan, 2010*.

The first principals of the plan include:

- aesthetics
- connectivity/accessibility
- financial responsibility
- inclusivity/diversity
- promotion and education
- safety
- supportive amenities/facilities
- sustainability

The Plan should encourage all bicycle and pedestrian travel, including commuter travel to and from transit facilities, employment centers, shopping centers, community gathering areas, and learning institutions using the existing roadways and network of trails. Improving trail connectivity to the adjacent communities of North Perth, Perth East, South Perth, and West Perth should also be considered in an effort to enhance overall trail mobility and accessibility. Where possible, the Bike and Pedestrian Plan should increase multi-modal connectivity by tying into the following facilities:

- existing and future park and ride facilities
- existing and future recreation and education facilities
- existing and future transit stations
- existing and future bus routes

The plan should also consider all relevant planning documents including proposed development and traffic/transportation studies. See Section 5.0: Scope of Services for more information.

2.0 PROJECT SCHEDULE

Tentative Project Schedule

Event	Anticipated Date
Request for Proposal issued	Monday, May 14, 2012
Last day for submitting e-mail inquiries	Friday, May 25, 2012
Final email Response to Bidder Inquiries	Wednesday, May 30, 2012
Proposals Due from Firms	Wednesday, June 13, 2012
1 st Round of presentations by Short Listed Firms	Week of June 18
2 nd Round of presentations, if applicable	Week of June 25
Contract negotiations	Week of July 2
Award of Contract	July 2012

3.0 OBJECTIVE

The City of Stratford is seeking professional services from a nationally-recognized transportation planning and engineering firm with proven experience in the preparation of bicycle and pedestrian master plans. The overall goal of the plan is to improve existing and future trail connectivity. The principal goal of the bicycle element of the plan is to develop a facility program plan for a city-wide bicycle network that can be incrementally and feasibly implemented given present day fiscal realities. The principal goal of the pedestrian element is to recommend a systematic and uniform way-finding sign program that facilitates and thereby increases pedestrian mobility and access to facilities and services.

Staff will play a role in the development of the plan and will be consulted with, through the project manager, on any and all designs that affect their functions. Ultimately, plan recommendations will be reviewed by a City Council committee.

4.0 BACKGROUND

In 2010, staff prepared, and City Council adopted, the City of Stratford Master Transportation Plan, that included a high-level review and identification of streets that could incorporate options for alternative travel modes, such as cycling lines and widening of sidewalks and trails. Some strategies and plans have been implemented; however many other facility improvements have not been constructed due to funding constraints and other capital projects taking precedence. A recognizable deficiency still exists for bicycle facilities and pedestrian facilities, as a means to increase passive recreation opportunities. A new comprehensive, low-level plan is required, that focuses on the importance of establishing/improving a sustainable framework of multi-modal connections and facilities. The need to increase mobility for all citizens, boost access to community centres, and enhance safety of transit alternatives is a key goal.

Proponents are encouraged to review the following documents:

City of Stratford Master Transportation Plan, 2010

Final Report of the City of Stratford Bicycle Friendly Master Plan Committee, 2008

Take a Hike: Guide to Walking, Cycling & Skiing Trails in Perth County, 2004

City Map

5.0 SCOPE OF SERVICES

The Scope of Services for the city-wide Bicycle and Pedestrian Master Plan includes the following tasks:

Task 1. Project Start-up

Project start-up includes refining the work plan and schedule based on the need to incorporate meaningful stakeholder input into the process. The work plan will include specific tasks and deliverables, a public outreach component, project schedule, milestones for staff to review, and an explanation of how the consultant will utilize staff and community resources (i.e.: bike/pedestrian coordination team) throughout the process to maximize deliverables.

Deliverables: **A refined work plan, project schedule, and detailed description of the public outreach element** and its role in the completion of each task/deliverable. It is important that the public involvement process be designed to reach under-served populations that are most likely unable to attend typical public forums. **Note:** The consultant may be asked to accompany staff at attending one City Council Committee meeting per quarter.

Task 2. Elaborate Project Goals and Objectives

This task will develop a long range vision, goals and objectives for bike and pedestrian facility planning in the city based on a review of existing plans, standards and policies as well as input from the public. The vision, goals, and objectives will be supplemented with goals from local, provincial and federal organizations.

Deliverables: **Memorandum summarizing project vision, goals, and objectives** based on public input and a review of existing documents.

Task 3. Identify City-wide Grid Network of Bicycle Routes

This task involves the development of a numbered city-wide bike network. This task shall include a public participation element that assists city staff and the consultant in the selection/identification of potential routes. This task also involves the preparation of a detailed inventory of existing conditions for existing facilities. Recommended alignments may likely include the following categories of facilities, among others:

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- functional classification of each selected route (i.e., regional, community or local)
- new or relocated routes, bike lanes, off-street trails, separated bikeways, bike boulevards
- crossing protection/enhancements (video detectors, signs, lighting)
- changes in roadway striping, signage, parking
- grade separated crossings
- road diets
- gap closures

Methodologies for identifying and inventorying facilities may include applications that employ GIS technology. Route selection criteria should include, but are not limited to, the following:

- nationally recognized best practices
- adjacent land uses
- connectivity to neighboring and regional networks
- available right-of-way
- opportunities to utilize off-street facilities
- minimizing barriers/constraints to mobility while maximizing comfort of the user
- connectivity/directness of route
- opportunities to make multi-modal linkages
- secondary access to community and neighborhood activity centers
- safety issues (traffic volumes, roadway width, number of lanes, speed limit, curb cuts, etc.)

Deliverables: A memorandum summarizing the work completed in this task including the results from the public participation element. Delivery of a numbered, city-wide, bike system and matrix of the inventory of existing conditions for the streets, trails and intersections comprising the system network, and analysis of why the selected route was chosen including any issues that may affect the functionality of the route selected (e.g., congested intersection). The memorandum shall also identify potential challenges discovered in this phase of the project that may affect achievement of the goals and objectives of the overall project. Existing condition information and route selection criteria shall be organized by route.

Task 4. Produce a List of Facility Improvements

Utilizing the information generated in Task 3, provide a list of all facility improvements necessary to make the chosen routes operational. The list will detail specific improvements required for each segment of each route necessary to provide a functional network, including identification of trail/path surfacing that is route-specific. Continuity of design, rationale for selecting chosen routes, and functionality of each route, and the network as a whole, will be addressed as a part of this task. The list will include opportunities for phasing improvements (if reasonable, including a rationale for the locations and projects recommended). Areas of the city or sections of a route that pose connectivity/continuity challenges should also be identified. Also included in this task is a requirement to identify a systematic and uniform way-finding sign program that facilitates mobility and complements each facility type and the network as a whole. Sign location criteria for each type of sign shall be developed that take into account the destination and information needs of pedestrians as well as bicyclists. It is the intention that the sign program be applied throughout the city on a variety of bike and pedestrian facilities.

Deliverables: **A memorandum summarizing the work completed in this task including specific examples of the proposed way-finding sign program and a list of specific bicycle facility improvements**, by route, needed to complete the city-wide system identified in Task 3. The information collected in Task 3 shall be integrated into this list in the form of a detailed matrix for each route. In addition to identifying the sign program, the memorandum shall also provide a discussion of why the specific sign program has been recommended, type of information to be provided on each sign (e.g. destinations, distance, travel time) criteria for locating each type of sign, and sign size. The memorandum shall also identify potential challenges discovered in this phase of the project that may affect the goals and objectives of the overall project. A narrative and/or sketch shall be provided for street cross-sections when proposed improvements affect the physical design of a street.

Task 5. Develop Cost Estimates for Each Improvement

Cost estimates will be developed for each improvement for each segment of each bicycle and pedestrian route. The level of detail provided for cost estimates will vary depending upon the type and complexity of the project: simpler projects should provide detailed costs at a price per lineal foot and/or per km basis. More complex projects should provide costs on a planning/conceptual level. A key ingredient of more complex cost estimates will be the identification of cost variables most subject to change and therefore with the greatest potential to affect total costs of installing an improvement. Line item cost assumptions should be a component of each cost estimate. Average yearly cost of maintenance for each improvement shall also be provided.

Deliverables: A memorandum summarizing the work completed in this task along with a cost summary sheet for each improvement of each route section. The memorandum shall also identify potential challenges discovered in this phase of the project that may impact achievement of the goals and objectives of the overall project.

Task 6. Develop a Prioritized List of Improvements

The development of the prioritization criteria will involve public participation that engages a broad cross-section of stakeholders. The list of prioritized improvements shall be supplemented with a list of projects proposed for implementation in the first five years. The development of the prioritized list will utilize a weighted decision-making matrix of prioritization criteria that includes, but is not limited to:

- closure of critical gaps or correction of bottlenecks
- immediate safety needs
- high use facilities
- service to all parts of the city
- cost effectiveness
- the needs of under-served populations
- interface with other transportation modes

Consultants are encouraged to propose a framework for prioritizing projects.

Deliverables: A memorandum summarizing the work completed in this task including input from the various stakeholder groups, discussion of the development of the prioritization criteria, a prioritized list of bicycle facility improvements, and a five-year facility improvement plan.

Task 7. Identify Potential Funding Sources, Implementation Strategies and Next Steps

The successful completion of this task involves concurrent coordination with Task #6 to ensure the proposed five-year plan is feasible from a funding perspective. The iterative relationship between Tasks 6 and 7 will likely require that they be performed in a concurrent fashion. For comparative purposes, the consultant shall provide examples of annual funding levels and funding sources for bicycle improvement programs for a cross-section of cities in the region. The consultant will then identify and recommend feasible sources of funds necessary to implement the five-year improvement plan and match the funding source to the facility improvement. Opportunities for interdepartmental coordination should be identified as a key element of the implementation plan. Identify specific department processes/coordination necessary for inclusion of bicycle facility improvements in the capital improvement program, parties/positions responsible for coordination necessary for implementing improvements. Implementation strategies shall be supported by reference to local policy documents and move the city towards a more sustainable and equitable transportation system. Next steps shall identify short, medium and long-term work objectives necessary to complete to ensure a results-driven work program for implementing the improvements.

Deliverables: A memorandum discussing and summarizing the work completed in this task as described above including lists of specific funding sources matched to improvements, implementation strategies and next steps (short, medium and long-term) for the improvement plan as well as procedural, funding and implementation responsibilities necessary to implement and maintain the improvements proposed. The memorandum shall also recommend future projects the city should undertake (and reasons for the same) to continue to develop and enhance a bicycle and pedestrian environment that serves all citizens and is a model for safety and performance in the region.

Task 8. Provide Guidance for Producing a Bicycle Facility Map

This task involves assembling a variety of examples of bike maps and reviewing these with city staff and stakeholders. A preferred graphic style and scale and map features that best fits the city's and user's needs will be recommended. Options for on-line applications that allow the map user to customize the map for their specific needs shall be provided. The consultant shall help the city choose a graphic style and scale for the map that:

- provides applications meeting accessibility requirements
- is easily interpreted and is highly functional
- offers opportunities for web-based applications
- includes the ability to zoom-in on specific areas of the city in more detail
- can be easily updated

Deliverables: A memorandum with graphic examples describing the recommendations for a citywide bike map that can be easily modified to accept additional layers of user information. Explicit instructions on development of the map to allow the city to move to the next step and have the map produced.

Task 9. Bicycle & Pedestrian Master Plan Report

In order to facilitate project efficiencies, options for the format of the final bicycle and pedestrian master plan report are open for consideration. One option for consideration could entail formatting the task memorandums as attachments summarizing the completion of tasks throughout the course of the project with the final report in an executive summary format with the prioritized list of improvements, implementation strategies, funding sources, and next steps necessary to implement the plan. Another option would be the preparation of a formal report.

Deliverables: A final report summarizing the tasks performed and the task results in a format that is comprehensive yet concise. Details on the plans development are to be provided as attachments to the final plan.

6.0 SUBMISSION INSTRUCTIONS

6.1 General

Submission of a proposal indicates acceptance by the proponents of all the terms, conditions and specifications contained in the Request for Proposal unless clearly and specifically noted in the proposal submitted and confirmed in the formal contract between the City and the Proponent. Deviations from the RFP must be clearly identified in the written submission.

This Request for Proposal document, the proponent's response to this solicitation and subsequent written contract to the successful proponent shall form the basis of the binding contract to be executed between the parties. Proponents shall enclose in their submission, a form of written contract that they expect to be bound by in performing the work and services called for in this RFP, and which will be reviewed and finalized by both parties.

Proponents are required to submit four (4) copies bound and one (1) original signed unbound on your company letterhead complete with the signed Form of Proposal (Section 11.0) in a sealed envelope – clearly identified.

6.2 Closing date and time

Proponents are to submit their proposals to:

**City of Stratford, City Hall, ATT: Purchasing Department BID#: RFP12 - 04,
P. O. Box 818, 1 Wellington Street, Stratford, Ontario, N5A 6W1** will be received up to:
2:00:00 p.m., Local Time, Wednesday, June 13, 2012.

6.3 Opening of Submission

A public opening at the same location will be held at 2:15:00 p.m., Local Time, Wednesday, June 13, 2012. Only the names of the proponents who submitted a proposal will be announced.

6.4 Late Submission

Proposals received by the Purchasing Department later than the specified closing time will be returned, unopened, to the proponent.

6.5 Questions/Clarifications

Enquiries regarding the process or format of the response must be directed in writing, to Mr. Brad Hernden, Manager of Recreation and Marketing at bhernden@city.stratford.on.ca . No enquiries are to be directed to any other employee or elected Officials. Directing enquiries to other than the Manager of Recreation and Marketing may, in the City's sole discretion, result in your submission being rejected.

All clarification requests are to be sent in writing to the individual mentioned above. No clarification requests will be accepted by phone. Responses to clarification requests will be provided to all proponents in writing in the form of an addendum.

Any changes to the request for proposal, prior to the proposal closing will be issued as an addendum. If addenda are issued, their receipt must be acknowledged by the proponent in the appropriate section of the Form of Proposal. The City will assume no responsibility for oral instruction or suggestions. Failure to acknowledge all addenda will result in your proposal being rejected.

No addendum(s) will be issued within 48 hours prior to bid closing. All addendum(s) become part of the bid documents and must be acknowledged and/or submitted as instructed with the bid. All addendum(s) will be posted on the City of Stratford website; http://www.city.stratford.on.ca/site_stepstocityhall/purchasing_tenders_quotes.asp . It is the Bidder's sole responsibility to check the website for addendum(s) prior to submitting their bid. Any bid received without addendum(s) acknowledged and/or submitted as instructed will be rejected.

6.6 Acceptance of a Proposal

The proposal submission is to remain firm for acceptance for a period of ninety (90) days from date of closing.

6.7 Rights Reserved by the City

6.7.1 The City reserves the right to accept or reject any or all proposals and/or to reissue the RFP in its original or revised form. The lowest cost proposal will not necessarily be accepted and the City reserves the right to determine in its own mind the proponent best qualified to undertake this project. The City further reserves the right to cancel this RFP at any, without any penalty or cost to the City.

6.7.2 The City is not liable for any costs incurred by interest parties in the preparation of their response to this request or selection of interviews. Furthermore, the City shall not be responsible for any liabilities, costs, express loss or damage incurred, sustained or suffered by any interested party, prior or subsequent to, or by reason of the acceptance, or non-acceptance by the City of any response, or by reason of any delay in the acceptance of the response.

6.7.3 The City reserves the right to request interested parties to:

6.7.3.1 Address specific requirements not adequately covered in their initial submission

6.7.3.2 Clarify information in the response

6.7.4 In the event of any disagreement between the City and the proponent regarding the interpretation of the provisions of the RFP, the Manager of Recreation and Marketing or an individual acting in that capacity, shall make the final determination as to interpretation.

6.7.5 The City reserves the right to modify any and all requirements stated in the RFP at anytime prior to the possible awarding of the contract.

6.8 Treatment of Information

All proposal documents are the property of the City. The proposals will be considered confidential during the evaluation process but are subject to access requests under the Municipal Freedom of Information and Protection of Privacy Act. Extracts of proposals and the costs of their solutions may be used as part of a public document, Proponents must indicate in the proposal which parts of their proposal if any are exempt from disclosure.

7.0 GENERAL TERMS AND CONDITIONS

7.1 Exclusion of Proponents in Litigation

No bid will be accepted from any bidder inclusive of its subcontractor(s), which has a claim or instituted a legal proceeding or has threatened a claim or instituted a legal proceeding against The Corporation or against whom the Corporation has a claim or instituted a legal proceeding with respect to any previous contract, without prior approval by Council.

7.2 Assignment

The Proponent will not, without written consent of the Manager of Recreation and Marketing make any assignment or any subcontract for the execution of any service or product hereby quoted on.

7.3 Harmonized Sales Tax

All submissions shall indicate separately, Harmonized Sales Tax.

7.4 Workplace Safety & Insurance Board

a) The successful bidder shall furnish a WSIB Clearance Certificate indicating their WSIB firm number, account number and that their account is in good standing. This certificate must be furnished prior to commencement of work, and shall provide additional certificates prior to the expiry date of the certificate on file during the term of the contract to ensure their WSIB account in good standing throughout the contract period.

b) If the successful bidder is an independent operator, sole proprietor, partner in partnership or executive officer and is exempt from requiring WSIB coverage by being recognized as an 'independent operator' they must produce a letter from WSIB acknowledging independent operator status which confirms WSIB coverage is not required. Such evidence must be provided to the City prior to commencement of work. Effective January 1, 2013, independent operators, sole proprietors, partners in partnership and executive officers in the construction industry will be required to have WSIB coverage and therefore subject to clause a.

7.5 Health and Safety Requirements

.1 The classification of Contractors and Sub-Contractors in the City of Stratford Health and Safety Policies and Procedures Manual is external to the City of Stratford and includes all those individuals or organizations working on a contract for the City of Stratford. The health and safety responsibilities attached to this classification include the following:

- Demonstrate the establishment and maintenance of health and safety program, with objectives and standards and will provide qualified workers and meet all applicable legislation as well as City of Stratford Health and Safety Policies and Procedures.
- Are held accountable for their health and safety performance.
- Ensure the workers in their employ are aware of the hazardous substances that may be in use at the workplace and wear the appropriate personal protective equipment required for the area.

Proof of the above may be required by the City at any time from tendering to project completion.

.2 All work performed under this Contract must be carried out in accordance with the terms and conditions of the OCCUPATIONAL HEALTH & SAFETY ACT, R.S.O., 1990, C.01. as amended, the Environmental Protection Act, the Highway Traffic Act and all other applicable Acts, Regulations, or By-Laws governing the work to be performed. Violations of any such legislation may result in a termination of this agreement.

NOTE: Each successful contractor MUST comply with the City of Stratford's Contractor Health and Safety Program and provide all required documents as noted in that program or requested by the City Representative.

The following link is for the City of Stratford – Health & Safety Manual with attached Standard Operating Procedures indicating minimum standards for Health & Safety Best Practices. Especially Note Policy 4, Page 9; Contractors & Subcontractors Responsibilities and Duties as well as Policy 21, Contract Administration.

http://www.city.stratford.on.ca/documents/Onlineforms/Health_and_Safety_Program_Manual.pdf

7.6 Accessibility Standards for Customer Service:

The Bidder shall comply with the provisions of the *Accessibility for Ontarians with Disabilities Act, 2005*, and the Regulations thereunder with regard to the provision of its goods or services contemplated herein in persons with disabilities. Without limitation, if applicable, pursuant to section 6 of Ontario Regulation 429/07, *Accessibility Standards for Customer Service*, made under the *Accessibility for Ontarians with Disabilities Act, 2005*, the Bidder shall ensure that all of its employees, agents, volunteers, or others for whom it is at law responsible, receive training about the provision of its goods and services to persons with disabilities. The Bidder acknowledges that pursuant to the *Accessibility for Ontarians with Disabilities Act, 2005*, the City of Stratford must, in deciding to purchase goods or services through its procurement process, consider the accessibility for persons with disabilities to such goods or services. The City's Accessibility Plan can be found on the website at

http://www.city.stratford.on.ca/site_stepstocityhall/accessibility_customer_service.asp

7.7 Errors & Omissions

It shall be understood and acknowledged that while this RFP includes specific requirements and specifications minor items or details not herein specified, but obviously required shall be provided as if specified in conformance with current practices and workmanship. Any omissions, errors or misinterpretation of these requirements and specifications or within the proposal bid shall not relieve the bidder of the responsibility of providing the goods and services as aforesaid.

7.8 Insurance

The Proponent shall include with this submission proof of ability to obtain insurance as listed below. The City's Certificate of Insurance, attached in Section 11.0, shall be completed and submitted by the successful Proponent, within seven (7) days of notification of award of this project. This form is to be completed by the Proponent's insurance provider(s).

The Certificate of Insurance can also be found on the internet at

http://www.city.stratford.on.ca/documents/tenders/Certificate_of_Insurance.pdf. This certificate must detail such coverage as provided under the Commercial General Liability policy, Non Owned Automobile Liability policy and Standard Owners Automobile Liability policy, Coverage shall be effected by such Insurer(s) licensed in the Province of Ontario, Canada, and/or acceptable to the City.

The Commercial General Liability shall be on an "Occurrence basis". "Claims Made" and/or Comprehensive General Liability policies are not acceptable unless approved in writing by the Manager of Financial Services.

The policies will not be altered to the detriment of the City, cancelled or allowed to lapse without giving 30 days written notice to the City and shall remain in force from Contract execution to the end of the Warranty period.

The City must be included as Additional Insured with respect to the Commercial General Liability policy.

The Proponent shall indemnify and hold harmless the Corporation of the City of Stratford, its officers and employees from and against any and all liabilities, claims, demands, loss, cost, damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of the project attributable to bodily injury, sickness, disease or death or to damage to or destruction of tangible property caused by acts or omissions of the Proponent, its officers, agents, servants, employees, customers, invitees or licensees, or occurring in or on the premises or any part thereof and, as a result of activities under this contract.

Mandatory Coverage:

(i) Commercial General Liability (IBC 2100 or its Equivalency)

Shall include the Owner, its employees and Consultants as Insureds. The Corporation of the City of Stratford and such other entities as directed shall be added as additional Insureds. Minimum acceptable limits are \$2,000,000 per Occurrence.

The Commercial General Liability policy must include "Blanket Contractual Liability" and "Cross Liability" endorsements.

Maximum Property Damage/Bodily Injury Deductible \$2,500 for which The Contractor assumes full responsibility.

(ii) Non Owned Automobile Liability Policy

Minimum Limits of Liability \$2,000,000 and coverage must be extended to include vehicles hired under Contract.

(iii) Standard Owners Automobile Liability Policy

Minimum Limits of Liability \$2,000,000

(iv) Professional Liability Insurance:

Professional liability insurance in the Proponent's name not less than \$ 2,000,000 per occurrence.

(v) The City may require coverage for other hazards as required on a project basis.

(vi) The City reserves the right to modify the insurance requirements as deemed suitable.

7.9 Infringements and Indemnification

Proponents shall protect, defend and save the City harmless from suits or actions of every nature and description brought against it, for or on account of any injuries or damages received or sustained by a part or parties, by or from any of the acts of the proponent, and/or the agents, employees, successors, or assigns the proponent.

7.10 Compliance with Laws

The Proponent shall comply with all applicable laws relating to the RFP, the Submission and any contract resulting there from.

7.11 Publicity

The Proponent and its affiliates shall not release for publication any information in connection with the RFP or contract without prior written permission from the municipality. However, the City of Stratford reserves the right to share with any consultant of their choosing the RFP and submitted proposals to secure expert opinion.

8.0 SUBMISSION REQUIREMENTS

The main body of the proposal shall include responses to the following submittal requirements:

- ✓ General Information
- ✓ Team Organization
- ✓ Key Project Personnel (including résumés)
- ✓ Past Record of Performance and Experience on Similar Projects
- ✓ Project Management
- ✓ References
- ✓ Project Understanding
- ✓ Scope of Services and Schedule
- ✓ Financial Information

The City shall be the sole judge of whether or not a Consultant demonstrates the necessary organization and personnel, management, and technical understanding to successfully complete all elements related to this RFP.

Project Team Organization

Provide an organizational chart showing the proposed team staffing structure for this project. Designate the lead firm and Project Manager. Include disciplines anticipated to be required or any key personnel believed to demonstrate the ability to complete the scope of services for this project. Show percentage of time each proposed team member would have available for this project. The team presented in the proposal shall work on the project until completion.

Key Project Personnel

Proposals shall include a detailed résumé for the Project Team's *Project Manager* that includes, as a minimum, the information specified below. For projects listed, include owner's name, contact reference name and phone, original schedule and budget, schedule and budget at completion. For other *Key Project Personnel* to be assigned to this project, provide summary résumés.

Past Record of Performance and Experience on Similar Projects

Provide a discussion regarding completed or current projects and a brief written description for projects demonstrating that the project team has worked on projects similar to this one. Written descriptions of projects should include the owner's name, owner contact, contact phone number. Projects should include those managed by the *Team* that best demonstrate an understanding and familiarity with projects that are of similar scope and size to this project.

Project Management

Provide information summarizing the management team's experience in the following areas:

- Approach. Briefly describe your approach to preparing a Bike-Pedestrian Master Plan.
- Scheduling. Briefly describe your work scheduling capabilities, policies, and systems.
- Cost Management. Briefly describe your cost tracking capabilities, policies, and system.
- Quality Control/Quality Assurance. Describe your approach to project quality control and quality assurance construction.
- Project Management/Executives. Describe the duties and levels of project management experience existent within your firm. Attach résumés of project personnel you will assign to the project. In addition, please provide the name and attach the résumé of the Project Executive you would assign to the project. One key point of contact is critical to the success of this project.
- Conflicts of Interest. Are there any potential conflicts of interest with this proposed scope of work?

References

A list of three (3) client references shall be provided for similar professional services. References shall include descriptions of previous work and names and telephone numbers for contact persons from the owner and the team on each project. **The City shall be the sole judge of whether or not the team demonstrates the necessary abilities and experience.**

Project Understanding

Provide a description of your team's general approach to the successful completion of bike-pedestrian master plan. Please state your understanding of the project and identify any issues you believe to be "critical" to the timely (on-budget) success of the project.

Scope of Services and Schedule

Provide a scope of services as outlined in Section 5.0. Provide a schedule in bar chart or other suitable form clearly indicating work to be performed and completion dates.

Price

Detailed price proposal to perform tasks outlined in the proposed Scope of Services. Costs shall be presented in tabular format and must match the scope, broken down into the individual tasks defined within the scope. Provide appropriate labour rate categories and cost/rate category and expense table(s). All bids must be in Canadian dollars. All applicable taxes must be shown separately. The total budget for this planning effort is a maximum of \$45,000, excluding taxes.

9.0 PROPOSAL EVALUATION

This Request for Proposal is being solicited under a multi-step procurement procedure consisting of three phases.

Step 1: Requires all firms to submit proposals addressing only those items cited in Section 8.0, Submission Requirements. Proposals will be evaluated and ranked based on the evaluation criteria outlined in Section 9.0, Proposal Evaluation, to select a short list of consultants for further evaluation. Only those firms who are placed on the short list on the basis of the evaluation criteria will be considered for the second phase.

Step 2: Interviews may be conducted with each of the short list of firms. If, upon review of the submitted proposals and subsequent ranking by the selection committee, justification for a direct selection of a firm can be made, based on the findings of the committee, interviews will be waived. The Selection Committee will then re-evaluate the proposals based on the evaluation criteria outlined in Section 9.0, Proposal Evaluation, taking into consideration the information provided in the interviews to select the top ranked firm.

Step 3: The staff's recommendation for contract award will be sent to Community Services Subcommittee for direction. Should an award be issued, the contract is signed and work may begin.

9.1 Evaluation Team

Proposals will be evaluated by the selection committee comprised of four (4) individuals from the City of Stratford.

BY RESPONDING TO THIS RFP, PROPONENT AGREE TO ACCEPT THE RECOMMENDATION OF THE EVALUATION TEAM AS TO THE SUCCESSFUL PROPONENT AND ACKNOWLEDGE AND AGREE THAT THE CITY MAKES THE FINAL DECISION.

9.2 Evaluation Criteria

The lowest bid received will not be the sole selection criteria. Proponent selection will be on the basis of the solution having the greatest overall benefit to the City, and will include but not be limited to the ability of the proposed work to meet the specifications as well as meeting the requirements, and completeness of the RFP response.

Firms will be evaluated based on their exhibited understanding and familiarity with the project issues as demonstrated by the firm's unique perspective and presentation on the proposed strategies, approach, team structure, experience/expertise, and schedule. The selection committee will evaluate the proposals based on the following criteria:

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1. Firm Information: Exhibited strength of firm to complete this project based on the information provided in the proposal including, experience of Project Manager; project management structure; technical discipline leads, support project engineers and other professional staff; sub-consultants; and location(s) of key personnel, including sub-consultants. (25 points)
2. Project Understanding: Project approach and scope of work, including demonstrated understanding of technical and non-technical issues associated with the master plan, understanding of City policies and procedures, and value added by the firm's proposed approach. (30 points)
3. Similar/pertinent project experience and references. (20 points)
4. Overall quality, readability and responsiveness of the proposal. (10 points)
5. Price (15 points)

In evaluating submissions, the City, at its discretion, may clarify any aspect of any proposal with one (1) or more of the Proponents at any time. Any such clarification will not alter the proposal and will not constitute negotiations of the total price of the goods and services to be supplied or performed as set out in the proposal at the close of the RFP call. Clarifications with any Proponent shall not oblige the City to enter into a contract with any Proponent or be construed as an acceptance of the proposal. All clarification shall be in writing, in a form satisfactory for inclusion into a contract.

The Proponent is expected to provide with their submission, any items or suggestions that may be of interest to the City in the Services being provided.

The prices bid are to include any and all costs that are involved in the provision of the Services.

All qualifying Submissions become the property of the municipality on the closing date.

9.3 Short Listing, If Required

Each Short Listed Proponent may be invited to present its proposal to the Evaluation Team at The City, at the Proponent's own expense. Each of these presentations will be divided into three (3) sections.

- In the first section, the Proponent will be given an open format to present its proposal.
- In the second section, the Proponent will be asked to respond to specific questions presented to it by The City.
- The third section will be an open question and answer format, where either the Proponent or The City can ask questions.

If you have any A/V or Internet connectivity requirements other than access to a LCD projector, please contact Mr. Brad Hernden, Manager of Recreation and Marketing, at 519-271-0250 ext. 286 or at bhernden@city.stratford.on.ca. Access to the Internet will not be provided.

9.4 Final Evaluation

Upon completion of oral presentations and demonstrations by short listed Proponents, The City's evaluation team will review the preliminary evaluation and make adjustments based on the information obtained in the proposal, the oral presentation and reference checks.

9.5 Notification of Outcome

The successful Proponent will be notified by telephone with subsequent written confirmation sent to the address identified in the Submission. All other Proponents who made a Submission within the allowed time will be notified in writing of the outcome of this RFP.

The award of this contract is subject to Community Services Subcommittee approval and budgetary limitations.



10.0 CERTIFICATE OF INSURANCE

THE CORPORATION OF THE CITY OF STRATFORD

This is to certify that the Insured, named below, is insured as described below

CITY FILE NUMBER RFP12 -04

This form must be completed and signed by your insurer or insurance broker

Note:	1. Proof of liability insurance will be accepted on this form only (with no amendments) 2. If a facsimile has been transmitted, the original certificate must follow
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NAME OF INSURED	TELEPHONE NUMBER	AREA CODE
ADDRESS OF INSURED	STREET NAME	CITY
		POSTAL CODE

TYPE OF INSURANCE	INSURER'S NAME	POLICY NUMBER	EFFECTIVE DATE			EXPIRY DATE			LIMITS OF LIABILITY Bodily Injury & Property Damage- Inclusive
			YR.	MO.	DAY	YR.	MO.	DAY	
Commercial General Liability									Per Occurrence \$ Aggregate \$
<input type="checkbox"/> Umbrella <input type="checkbox"/> Excess									\$

Commercial General Liability Occurrence Basis CLAIMS MADE POLICIES ARE NOT ACCEPTABLE

Including Personal Injury, Property Damage, Broad Form Property Damage, Contractual Liability, Non-Owned Automobile liability, Owner's and Contractor's Protective Coverage, Products - Completed Operations, Contingent Employers Liability, Cross Liability Clause and Severability of Interest Clause. The policy also includes:

Tenant's Legal Liability No or Yes (Limit) \$ _____ Liquor Liability No or Yes (Limit) \$ _____

XCU Endorsement (Excavation and Underground Work Contracts) No or Yes (Limit) \$ _____ Deductible \$ _____

Professional Liability or Errors & Omissions Insurance									\$
--	--	--	--	--	--	--	--	--	----

Environmental Liability or Contractors Pollution Liability									\$
--	--	--	--	--	--	--	--	--	----

Environmental Liability Policy includes coverage for off-site operations Yes or No

Motor Vehicle Liability									\$
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Motor Vehicle Liability - Must cover all vehicles owned or operated by the insured

THE CORPORATION OF THE CITY OF STRATFORD has been added as an additional insured but only with respects to their interest in the operation of the Named Insured.

This is to certify that the Policies of Insurance as described above have been issued by the undersigned, an Insurer licensed in the Province of Ontario, Canada, to the insured named above are in force at this time.

If cancelled or changed in any manner that would affect The Corporation of the City of Stratford as outlined in coverage specified herein for any reason, so as to affect this certificate, thirty (30) days prior written notice by registered mail or facsimile transmission will be given by the insurer(s) to:

The Corporation of the City of Stratford
Attention: Purchasing Department
P. O. Box 818, 1 Wellington Street, Stratford Ontario, N5A 6W1
Fax: 519-271-4357

This Certificate is executed and issued to the aforesaid, The Corporation City of Stratford, the day and date herein written below.

Date	YR	MO	DAY	NAME OF INSURANCE COMPANY OR BROKER (COMPLETING FORM)
ADDRESS OF INSURER OR INSURANCE BROKER		TELEPHONE NO.	FAX NO	AUTHORIZED REPRESENTATIVE OR OFFICIAL BY:

THIS FORM MUST BE COMPLETED, SIGNED & STAMPED BY YOUR INSURER OR INSURANCE BROKER

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 Community Services Department

11.0 FORM OF PROPOSAL

This request for proposal is submitted by _____

- 11.1 I/WE DECLARE that no one person, firm or corporation other than the one whose signature or the signature of whose proper officers I attached below, has any interest in this proposal or in the Contract proposed to be undertaken.
- 11.2 I/WE FURTHER DECLARE that all statements, schedules and other information provided in this proposal are true, complete and accurate in all respects to the best knowledge and belief of the Bidder.
- 11.3 I/WE FURTHER DECLARE that this proposal is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making a bid for the same requirement (unless performed under a "joint" agreement and so declared in the bid), and is in all respects fair without collusion for fraud.
- 11.4 I/WE FURTHER DECLARE that no employee of the City of Stratford, or Member of Council is, or will become interested, directly or indirectly as a contracting party unless disclosed as follows:

- 11.5 I/WE FURTHER DECLARE that the several matters stated in the said proposal are in all respects true.
- 11.6 I/WE FURTHER DECLARE that I have carefully examined the proposal, response requirements, general conditions, requirements and hereby acknowledge the same to be part and parcel of any contract to be let for this project therein described or defined and do all the work and to provide the services of the project mentioned for the price stated.
- 11.7 I/WE FURTHER DECLARE that the awarding of the contract based on this proposal by the City shall be open for acceptance for a period of up to ninety (90) days, and until a formal contract is executed or a purchase order is issued for this proposal.
- 11.8 I/WE further declare that the agent listed below is hereby authorized by the Bidder to submit this proposal and is authorized to negotiate all matters with the City representatives on behalf of the Bidder.
- 11.9 I/WE have received and allowed for addenda numbered ____ to ____

Company Bidding			
Address			
City		Postal Code	
Telephone		Fax Number	
Contact Name			
Title			
Authorized Signature			
Print Name			
Email Address			
Date			