



Request for Proposal

B-02-2019

Condition Assessment for Municipal Facilities

Closing Date:	Thursday, April 18th, 2019
Closing Time:	11:00 a.m., Local Time
Closing Location:	Municipality of Highlands East Main Office 2249 Loop Road Wilberforce, Ontario K0L 3C0

Municipality of Highlands East Website Address:

www.highlandseast.ca

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Statement of Requirement

The Municipality of Highlands East is requesting Proposals from prospective Proponents to prepare comprehensive condition assessments for the municipality’s facilities. The resulting product will enable the Municipality to manage its facility portfolio on a rationalized, efficient and effective basis that meets industry best practices and provincial standards. This Request for Proposal provides the detail on what is required to submit a Proposal and how the Municipality will evaluate the Proposal.

Schedule of Events Table

The events and dates listed below are usual events of the Proposal process. The schedule provided is for guidance only and the Municipality reserves the unqualified right to issue an addendum to modify or eliminate any aspect of the schedule.

Event	Date
Questions from Proponent are due on or before	Wednesday, April 10th, 2019
Closing Date & Time	Thursday, April 18th, 2019, 11:00:00 A.M., Local Time

Proposal Package Submission Checklist

The following chart is a checklist of information and documents to submit in the Proposal Package.

Documents Required in Proposal Package	Checklist
Form of Proposal – Section 6 – complete section 6 and submit the original signed Acknowledgement in the Proposal Package	√
1 Original Submission, 1 USB	

Definitions

1. **“Authorized Agent”** is a representative of the Proponent who has the authority, or appears to have the authority, to enter into a contract on behalf of the Proponent.
2. **“Award”** is the acceptance of a Proposal in accordance with this Request for Proposal, as evidenced by the Municipality’s written notification to the selected Proponent.
3. **“Budget”** refers to any of several documents approved by the Council from time to time, which detail the amounts of money to be spent within a fiscal period by the Municipality on various operating expenses or capital projects. Budgets may be approved annually, or with terms of multiple years, or during any year for one or more specific projects or programs.
4. **“Municipality”** means The Corporation of the Municipality of Highlands East (MHE).
5. **“Contract”** means legal agreement to be entered into by the selected Proponent.
6. **“Council”** means the elected representative of the people of the Municipality of Highlands East with respect to municipal administration.
7. **“Insurance Certificate”** a certified document issued by an insurance company licensed to operate by the Government of Canada or the Province of Ontario certifying that the Proponent is insured in accordance with the Municipality’s requirements.
8. **“May or Should”** used in this RFP document shall be permissive and discretionary but recommended.
9. **“Project”** refers to the set of goods and services required by the Municipality as outlined in the Request for Proposal and to be provided by the Vendor as outlined in the Proposal.
10. **“Project Administrator”** refers to the person, as designated by the Municipality, who is responsible for providing for the Municipality’s obligations and rights under the Contract.
11. **“Project Manager”** refers to the person, as designated by the Vendor, who is responsible for providing for the Vendor’s obligations and rights under the Contract.
12. **“Proponent”** Person who submits a Proposal.
13. **“Proposal”** is a written offer, in a specified form, received from a Proponent in response to a Request for Proposal to provide goods and services based on the approved format of the Municipality containing terms and conditions.

Definitions

14. **“Proposal Package”** is the submitted sealed package that includes the Proposal and any documents requested for evaluation.
15. **“Request for Proposal (RFP)”** is a solicitation from the Municipality to potential Agencies to submit a Proposal.
16. **“Shall or Will”** used in this RFP document is a mandatory requirement that if not met, will result in a Proponent’s disqualification.
17. **“Vendor”** is the company, corporation, agency or professional service provider that has entered into a contract to perform the services detailed and contemplated in this Request for Proposal.

Section 1 – Proposal Information and Instructions

This section of the Request for Proposal (RFP) describes the process to submit a Proposal. Please read this section and all proposal sections and documents carefully.

1.1 **Communication Regarding the Request for Proposal**

All communication concerning this Request for Proposal shall be in writing and directed to:

Brittany McCaw, Deputy CAO/Treasurer
Email: bmccaw@highlandseast.ca
Fax: 705-448-2532

No person other than the above named person or his or her authorized representative is authorized to speak for the Municipality with respect to this Request for Proposal. A Proponent who seeks to obtain information, clarification or interpretation from another Municipal official or employee is advised that such material is used at the Proponent's own risk, and the Municipality shall not be bound by any such representations.

Answers to questions and clarifications may be released in the form of an addendum should the Municipality determine the information is relevant to all Proponents. Any questions shall be sent to the Buyer, in writing, on or before Wednesday, April 10th, 2019. Questions received after this date will not be answered.

No verbal arrangement or Contract, relating to the goods, materials, supplies, equipment, services and construction specified or called for under this document will be considered binding and every notice, advice or other communications pertaining to it, shall be in writing.

1.2 **Information Meeting/Teleconference - How to Complete the Proposal Package**

The Proponent has the option to request a meeting or telephone conference to go over the Request for Proposal document and submission requirements. Contact the Buyer on or before April 12th, 2019, to request a meeting/teleconference to be set up for all interested in participating. No requests will be addressed after this date. This meeting will not address service requirements or technical questions, see item 1.1 for information on how to ask a question in writing. The information meeting will go over the process for submitting a proposal.

Section 1 – Proposal Information and Instructions

1.3 **Electronic Communications**

All enquiries received via facsimile or electronic mail waive all rights of confidentiality of the enquiry in the method of transmission and the Proponent shall assume all risks of such methods of communication.

1.4 **Addenda to the Request for Proposal**

The Proponent is advised that any changes to the Request for Proposal shall only be done by formal written addendum issued by the Buyer. The Municipality hereby reserves the right in its sole discretion to amend this Request for Proposal any time prior to the closing date and time. The Municipality reserves the right in its sole discretion to amend the RFP at any time within the irrevocable period after the RFP closes by the issuance of a post-closing time Request for Proposal addendum.

All interested Proponents shall register with the Deputy CAO/Treasurer or alternate to be on the distribution list for any addenda or any information released on this Proposal.

The addendum notice will be distributed electronically by an email notice. The Proponent may receive the addendum document by request from the Deputy CAO/Treasurer or alternate of the Municipality.

Proponents may be requested to confirm receipt of each addendum. Refer to the Proposal Form for requirements. It is each Proponent's ultimate responsibility to ensure all addenda have been received prior to submission of their proposal or, in any event, prior to the close of the RFP, as a proposal cannot be amended or withdrawn following close of the Request for Proposal, for any reason.

A registered Proponent can contact the Deputy CAO/Treasurer or alternate to confirm if an addendum has been issued for this specific proposal by proposal number. To request the addendum be sent to the Proponent, send an email to: bmccaw@highlandseast.ca or phone 705-448-2981 or fax a request to 705-448-2532. Indicate how the addendum is to be sent at that time.

Section 1 – Proposal Information and Instructions

1.5 **Cost of Responding to the RFP**

All costs directly or indirectly incurred by the Proponent in responding to this Request for Proposal shall be at the sole cost of the Proponent.

1.6 **Submission of Proposal**

A sealed Proposal Package shall be submitted at or before the closing date and time; **Thursday, April 18th, 2019, at 11:00:00 a.m., local time.**

Clearly address the Proposal Package as follows:

Municipality of Highlands East

Main Office

2249 Loop Road, Box 295

Wilberforce, ON K0L 3C0

Attention: Shannon Hunter, CAO/Treasurer

Re: RFP B-02-2019 Condition Assessment for Municipal Facilities

Provide the Proposal Number, Company Name and the Return Address information on the outside of the Proposal and Courier Packages.

Facsimile and electronically mailed proposals will not be accepted, acknowledged and will not be returned.

Note:

Courier service to this area is not “Same Day” or “Guaranteed” for a specific time of day.

The Proponent is solely responsible for ensuring its proposal is received on time and at the Main Office at the Municipality. The Main Office time stamped receipt will be issued recording the date and time the proposal is delivered to the proposal closing location. A proposal delivered after the closing date and time shall not be accepted or considered and shall be returned to the Proponent unopened.

The proposal shall be irrevocable for any reason for a period of not less than one hundred and twenty (120) days following the closing date.

Section 1 – Proposal Information and Instructions

1.7 **Proposal Package**

The sealed Proposal submission package shall contain one (1) Original Proposal, assembled in a three ring binder and one USB of the Proposal. The package must include the original, signed Proposal sheet and any forms provided in the Request for Proposal document to be completed by the Proponent.

1.8 **Suspension of Service of the Main Office (Office Closed) at the time of the Proposal Closing**

In the event that an emergency, labour disruption or inclement weather forces the suspension of services of the Main Office, by closing of the office, the Request for Proposal shall become due on the next business day at 11:00:00 a.m., local time after the original closing date and time.

A proposal received prior to suspension of services (closing of the office) may be withdrawn and replaced by a new Proposal Package submission and due before the amended closing date and time.

1.9 **Public Proposal Package Opening**

Proposals shall be opened in public and the name of the Proponent(s) read and recorded. The Financial Consideration will not be read at the opening. The names of those individuals in attendance, the time and date of the opening and the names of the firms are recorded. Proposals are opened at or about 11:10 a.m. on the day of the closing, at the Main Office, Wilberforce.

After the public opening meeting, all Proposals opened at the opening are carefully reviewed for compliance by the Buyer and evaluated by consensus by an evaluation committee prior to making any recommendation for a selection for an award.

1.10 ***Municipal Freedom of Information and Protection of Privacy Act***

The Municipality is required by law to adhere to the requirements of the *Municipal Freedom of Information and Protection of Privacy Act*, as amended. Any Proponent who requires that the information in its proposal be kept confidential shall explicitly advise the Municipality of that fact by stamping or boldly marking the information as C o n f i d e n t i a l. Release of any information not marked as confidential will be in compliance with the Municipality's policies and procedures. Proposal results are reported to Council and the reports are for public information.

Section 1 – Proposal Information and Instructions

The Municipality may be required to submit information of the proposal or Proposal Packages received to granting agencies for outside funding. The Proponent will not be notified of such a requirement.

1.11 **Proposal Package Submissions Information Release to Other Proponents**

The number of proposals received and the names of the Proponents are confidential and shall not be divulged prior to the public proposal opening.

1.12 **Request to Withdraw a Proposal Package Submission**

Requests for withdrawal of a proposal shall be allowed if the request is made before the closing date and time for the proposal to which it applies. Requests shall be directed to the Buyer by letter or in person, by an Authorized Agent of the company, with a signed withdrawal request confirming the details. Telephone requests will not be considered. The withdrawal of a proposal does not disqualify a Proponent from submitting another proposal on the same Contract.

1.13 **Proposal Returned Unopened**

A Proposal Package received after the closing time shall be noted and returned unopened to the Proponent, as soon as possible. If a late proposal is received without a return address on the envelope it shall be opened, the address obtained, and then returned. The covering letter will advise why the envelope could not be returned unopened.

1.14 **Submission of More Than One Proposal Package – Two Scenarios:**

- a) If two Proposals for the same Request for Proposal are received in the same envelope, the Proposals shall be contained in separate envelopes within the exterior envelope and shall be marked as Proposal A and Proposal B.
- b) If two Proposals for the same Request for Proposal are received in different envelopes the envelope with the latest date and time received shall be considered the intended Proposal.

1.15 **Joint Venture Proposal Package**

If a joint venture is responding to the Request for Proposal the Proposal Package shall be submitted by a lead Proponent and the others named as subcontractors.

Section 1 – Proposal Information and Instructions

1.16 **Adjustment to a Proposal Package**

Adjustments by telephone, and facsimile (Fax), e-mail or letter to a Proposal Package already submitted will not be considered. A Proponent desiring to make adjustments to a Proposal shall withdraw the Proposal and/or supersede it with a later Proposal submission prior to the specified Proposal closing date and time.

1.17 **Erasures, Overwriting or Strike-outs**

The Authorized Agent signing on behalf of the organization, shall initial erasures, overwriting or strike-outs on all parts of the original submission.

Section 2 - Proposal Terms & Conditions

Each Proponent, by submitting a proposal, represents that the Proponent has carefully read, understands and accepts the terms and conditions and specifications of the Request for Proposal in full.

2.1 Form of Proposal Requirements

Proponents are required to conform to the conditions listed below and those failing to do so will be disqualified for a non-compliant Proposal Form:

- a) The “Form of Proposal”, Section 6 and “Proposal Acknowledgement” as supplied by the Municipality shall be completed with the contact information and signed with the authorized signature of the Proponent or of a designated official of the organization and submitted in the Proposal Package. An original signed document is required in the Proposal Package. A colour or black and white photocopy of a signature shall be rejected.
- b) All Proposal information and pricing shall be legibly written in ink or by computer or typewriter.
- c) The Proposal shall not be restricted by a statement added to the Form of Proposal or a covering letter or alterations to the Form of Proposal provided by the Municipality.

2.2 Specifications and Requirements

It is understood and agreed that each Proponent, by careful examination, satisfy him/herself as to the specifications of goods; nature of the service and the work, the character, quality and quantity of the task, the general and local conditions, warranty and all other matters, which can in any way affect the goods or service.

Each Proponent is directed to carefully examine the proposal documents and to make special inquiry of any details the Proponent is uncertain of and to make further personal inspection and investigation, as the Proponent may deem proper to determine the correctness of the information so obtained.

While the Municipality has made every effort to ensure the accuracy of the information provided in this Request for Proposal and otherwise to the Proponent, the Proponent shall not make any claim against the Municipality for damages or extra work caused or occasioned by the Proponent relying upon such records, reports, or information whether as a whole or in part, furnished by the Municipality, private company or individual.

Section 2 – Proposal Terms & Conditions

2.3 **Omissions, Discrepancies, Clarifications and Addenda**

Considerable effort has been made to ensure an accurate representation of information in this proposal document. The information is not guaranteed or warranted to be accurate by the Municipality, nor is it necessarily comprehensive or exhaustive. Nothing in the Request for Proposal is intended to relieve the Proponent from forming their own opinions and conclusions with respect to the matters addressed in the Request for Proposal.

Should a Proponent find omissions from, or discrepancies in, any of the proposal documents, or should he/she be in doubt as to the meaning of any part of those documents, it will be the Proponent's responsibility to immediately notify the Municipality in writing. (Reference Section 1.1 for contact information)

If the Municipality considers that a correction, explanation or interpretation is necessary or desirable, the Municipality may issue a written addendum to all who have registered their interest in the Proposal.

2.4 **Mathematical Errors**

In the event of mathematical errors in extension of prices or other ambiguities, unit prices shall govern over total proposal fees.

2.5 **Allocation of Risk**

The Municipality shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent by reason of non-acceptance by the Municipality of any proposal submission or by reason of any delay in its acceptance.

2.6 **Cancellation of Request for Proposal**

The Municipality reserves the right to cancel the Request for Proposal at any point in the process without liability to the Proponent.

2.7 **Future Opportunity to Proposal**

The Municipality reserves the right to remove from the list of Companies, for an indeterminate period, the name of any selected Proponent for failure to enter into a Contract, or the name of any Proponent for unsatisfactory performance of a service or delivery of a good, in accordance with the Purchasing Policy.

Failure by a Proponent to declare any potential conflict of interest or to obtain a waiver of any such conflict shall be grounds for the Municipality to disqualify a proposal or terminate any contract formed without liability and for cause. The Proponent shall be aware of the Municipality's Conflict of Interest Policy.

Section 2 – Proposal Terms & Conditions

2.8 Terms and Conditions of Service Performance Contract

The standard terms and conditions of service contained in Section 4 of this Proposal are general terms that will be in a final contract. A contract will be prepared in consideration of this RFP and the selected proposal for an award and any details negotiated through a “Best and Final Offer”.

The terms and conditions of a final contract for any award with all relevant documents, deliverables and specifications referred to therein, shall apply. The Proponent agrees to the standard terms and conditions and, if selected, will fulfill its obligations according to the RFP documents and the contract.

2.9 Lobbying

In order to ensure fairness to all Proponents, the Municipality shall endeavour to prevent unfair advantage created by lobbying. Therefore, the Municipality reserves the right to disqualify, at any time and at its sole discretion, any Proponent engaging in lobbying in connection with a competitive process between a date that is no later than the date of issue of the document and the date of signing of a contract between the Municipality and the selected Proponent(s). The Municipality may disqualify a Proponent at any time in the procurement process, including after the selection process has been completed.

Lobbying may include any activity that the Municipality, in its sole discretion, determines has or may give an unfair advantage to one Proponent relative to other Proponents. Without limiting the foregoing, lobbying may include:

- a) Verbal or written approaches to any Municipal staff other than those identified as contacts in the procurement document.
- b) Verbal or written approaches to any Municipal Council member.
- c) Verbal or written approaches to the Member of Parliament, Members of Provincial Parliament or any related government ministries.
- d) Verbal or written approaches to any staff of the Premier’s Office, Cabinet Office or any other member of Cabinet or equivalent federal counterpart.
- e) Verbal or written approaches to any expert or other advisor assisting the Evaluation and Selection Committee.
- f) Verbal or written approaches to any member of the Proposal Evaluator, or an Evaluation and Selection Committee.
- g) Direct or indirect requests by the Proponent to any person, organization or group to provide a written or verbal expression of support not required by this competitive process to any member of the Evaluation and Selection Team, Committee or Council.
- h) Verbal or written communication with media organizations.

Section 2 – Proposal Terms & Conditions

2.10 **Legal Proceeding with the Municipality**

No Proposal will be accepted from any company which has a claim or has instituted a legal proceeding against the Municipality or against whom the Municipality has a claim or instituted a legal proceeding without prior approval by Council.

2.11 **Indemnity**

By submitting a Proposal to the Municipality, the Proponent agrees that he/she shall be responsible for and shall give adequate attention to the faithful prosecution and completion of all matters pursuant to the contract. In addition to the protection provided, the Proponent shall promptly indemnify and save harmless the Municipality from all suits and actions for damages and costs to which the Municipality might be put by reason of injury to or death of persons and damage to property resulting from negligence, breach, fault, act, omission, default, carelessness or any other cause in the service performance of this Contract. The indemnity obtained in the contract shall not be prejudiced by, and shall survive the termination of the contract.

2.12 **Conflict Of Interest**

Failure by a Proponent and/or their affiliates to declare any potential conflict of interest or to obtain a waiver of any such conflict shall be grounds for the Municipality to terminate any Contract formed or Purchase Order without liability and for cause. The Consultant shall be aware of the Municipality's Code of Conduct and the Municipality's Conflict of Interest Policy.

2.13 **Gratuities**

The Proponent shall certify that no officer, councillor, or employee of the Municipality has benefited or will benefit financially or materially from the Contract. A Consultant will be disqualified for future Proposals or a Contract or Purchase Order will be terminated by the Municipality if it is determined that gratuities of any kind were either offered to, or received by, any Municipal officer, councillor or employee. The Consultant shall be aware of the Municipality's Code of Conduct and the Municipality's Conflict of Interest Policy.

Section 3 – Proposal Evaluation and Proposal Selection

3.1 General Proposal Process

All proposals will be requested, received, evaluated, accepted and processed in accordance with the Municipality's Purchasing Policy including amendments.

The Municipality reserves the right in its sole discretion to:

- a) Waive irregularities and/or minor non-compliance by any Proponent with the requirements of this Request for Proposal.
- b) Request clarification and/or further information from one or more Proponents after closing without becoming obligated to offer the same opportunity to all Proponents.

3.2 Proposal Content and Organization

The Municipality may choose to interview certain proponents to clarify Proposal issues. Proponents are advised that only complete submissions will be reviewed and evaluated. The Proposal should be organized so as to include, address and comply with the following:

- a) Company Profile
Provide a description of your firm, number of employees, capability and means to complete the requirements. Include your firm's years of experience relevant to the proposed Project. Provide a list of similar projects undertaken by your firm, the date when the work was completed and the associated employees whom undertook the work. Identify if your firm has any pending, outstanding or recent (within the past five years) lawsuits related to similar services requested in this Proposal.
- b) Project Approach and Methodology
Clearly demonstrate your understanding of the scope of work and propose a detailed approach for undertaking the Project and tailoring your services to meet the Municipality's requirements. Also include a complete description of the method proposed to meet the objectives of the Project, being sure to address the requirements set forth in Section 5.
- c) Project Schedule and Management Plan
Present a task-based schedule (e.g. Gantt chart) and management strategy for the Project. Identify factors that may influence timely and effective completion of the Project, and provide strategies for managing these.
- d) Project Team and Relevant Experience
List proposed team members, including subcontractors, and include a resume (CV) for each which demonstrates relevant experience and qualifications. Identify the level of involvement in each proposed task. Identify prior projects

Section 3 – Proposal Evaluation and Proposal Selection

on which they have worked that are relevant to the Project. In particular, detail the qualifications of the Project Manager to provide effective management of the Project.

e) Satisfaction of Section 5 Requirements

The Proposal shall clearly indicate whether, and explain how and to what extent, the requirements outlined in Section 5 are met by the Proposal or will be met through undertaking the Project.

f) Proposal Length

The main body of the Proposal is recommended to be no more than twenty (20) pages in length. Notwithstanding this, appendices to the main body are acceptable if they provide supporting information on corporate profile, resumes and CVs, etc. or charts and tables so as to streamline reading of the Proposal.

g) References

Provide three (3) or more Municipal references that can be contacted where recent relevant projects have been completed or are in progress. In particular, provide municipal contacts who can verify your firm's capabilities and qualifications through experience.

h) Project Fee

The Proposal shall clearly propose a lump-sum project fee to be paid by the Municipality to the Vendor for completion of the Project, and shall apportion this fee across all subject facilities as per Schedule 1 – Facility List and Fee Apportionment. This fee shall include any and all reasonably expected and foreseeable costs and disbursements arising to be incurred by the Vendor while undertaking the Project.

The proposed fee of a Proposal will be scored on a weighted basis as per Section 3.1 according to the following formula:

$$\frac{\text{Lowest Fee Among Proposals Being Evaluated}}{\text{Fee of Proposal Being Evaluated}} \times \text{Weight of Project Fee}$$

Section 3 – Proposal Evaluation and Proposal Selection

The Municipality reserves the right to make adjustments to this formula to reflect imbalances, discrepancies or a change in Project scope, as per Schedule 1 – Facility List and Fee Apportionment, to meet budgetary constraints or other objectives of the Municipality.

3.3 Proposal Evaluation

The Proposal Package will be subject to a comprehensive analysis and evaluation by an evaluation committee to determine the overall value of the Proposal to the Municipality. The Proposal Package will be checked for compliance with the RFP. In particular, the Proposal Package shall:

- a) Reflect the required Proposal content and organization as set forth in Section 3.2.
- b) Adequately address the requirements set forth in Section 5.
- c) Have regard for overall quality, readability, completeness and level of compliance with the RFP.

Proposals will be evaluated by an evaluation committee designated by the Municipality, the proceedings of which are confidential, in accordance with the table below:

Proposal Package Scoring Matrix		
Reference	Evaluation Category	Weighted Points
All Sections	Overall quality, readability, completeness and compliance	35
Section 5	Satisfaction of Section 5 requirements	40
Schedule 1	Project fee and apportionment	25
	Total	100

The Proposal achieving the highest total score out of 100 points will be recommended to Municipal Council for award, subject to budgetary constraints.

3.4 Confidential Presentation

Up to three (3) of the highest scoring Proponents may be requested to provide the evaluation committee with a confidential presentation to support the Proposal. Whether such a presentation occurs is entirely at the Municipality’s discretion. No Proponent is entitled to be present or to receive any information regarding the presentation of any other Proponent.

Section 3 – Proposal Evaluation and Proposal Selection

During the evaluation period, normally the 2-week period after the RFP closes, the Proponent shall be prepared to present to the evaluation committee upon request. Representatives of the Proponent that present shall be fully versed on the contents of the RFP and the Proposal and shall have the full authority to bind the Proponent to any matters discussed at the presentation. The evaluation committee will reevaluate the Proposal based on the information discussed and presented.

3.5 **Best and Final Proposal**

The evaluation committee may decide to request a best and final Proposal from one or more Proponents if additional information is necessary, or request responses to be altered in order to make a final decision. The evaluation committee may request only one best and final Proposal of the Proponent. The Proponent may not request an opportunity to submit a best and final Proposal.

The Buyer would notify the Proponent that they have been given the opportunity to submit a best and final Proposal and the areas that are to be addressed accordingly. The date and time to submit the best and final Proposal will be stated at the time of the request. The evaluation committee may adjust the score of a Proponent requested to submit a best and final Proposal based on the new information received.

3.6 **Terms of Award**

- a) The lowest or any Proposal will not necessarily be accepted and the Municipality reserves the right to award any portion of the Proposal;
- b) Proposals are irrevocable for one hundred and twenty (120) days from the date the Proposal is opened;
- c) The award of the Contract is subject to approval of the Council of the Municipality of Highlands East and the availability of funding; and
- d) An award is non-exclusive to the Proponent.

3.7 **Selection for Award**

Upon receiving approval to award the Proposal, the Municipality shall contact the selected Proponent by mail, courier, fax or by e-mail to the contact person named at the address given in his/her Proposal Package.

When so requested by the Municipality, the selected Proponent shall execute a formal contract with the Municipality for the complete performance specified therein. The Proposal, Request for Proposal and any addendum issued will form part of the Contract. Acceptance of the Proposal will occur when the contract has been signed by both parties. The Contract shall reference this Proposal to describe the terms, conditions, performance requirements and specifications that the Contract is authorizing.

Section 3 – Proposal Evaluation and Proposal Selection

3.8 Complete Proposal Package

The Proponent is advised to ensure that his offer is a complete Proposal. All information submitted and made available will support the Request for Proposal specifications and requirements. Any waiver or clarification will not be considered as an opportunity for a Proponent to correct errors or change the offer in his Proposal.

Section 4 – Performance Contract Standard Terms & Conditions

The Municipal Engineer's Association Agreement for Professional Consulting Services shall form part of the Proposal and shall apply accordingly to the selected Proposal for award and the Contract. The Proponent is responsible for obtaining, understanding and complying with this agreement.

4.1 **Commencement and Completion of Work**

It shall be the intent of the Project that once the Vendor commences work, continuous working days, (except Saturday, Sunday and Statutory Holidays unless prior approval given), shall be used to complete the Project to the Project Administrator's satisfaction no later than October 31st, 2019. The Municipality expects the Vendor to commence work on the Project on or before June 1st, 2019, allowing approximately five (5) months for completion of the Project.

4.2 **Accessibility for Ontarians with Disabilities Act**

The Corporation of the Municipality of Highlands East shall incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities, except where it is not practicable to do so. The Municipality shall commit to the Municipality of Highlands East Integrated Accessibility Policy #2013-201.

If the Corporation of the Municipality of Highlands East determines that it is not practicable to incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities, it shall provide upon request an explanation.

All Vendors, Suppliers and Contractors who provide goods, services or facilities shall comply with the Accessibility for Ontarians with Disabilities Act, 2005; all Regulations emanating therefrom and the Corporation of the Municipality of Highlands East's Integrated Accessibility Policy #2013-201.

All Vendors, Suppliers and Contractors who provide goods, services or facilities shall ensure that all of its employees, volunteers and others, for which the supplier, contractor is responsible for, are compliant with the training requirements as legislated under the Ontario Regulation 429/07 (section 6), Accessibility Standards for Customer Service.

4.3 **Insurance**

The selected Vendor shall submit the required insurance certificate within seven (7) days of notification of selection for the award. The insurance coverage shall be for:

Section 4 – Performance Contract Standard Terms & Conditions

- a) Commercial general liability, including bodily injury including death, property damage, personal injury, contingent employer's liability and cross liability. The limit of liability required is no less than Two million dollars (\$2,000,000.00) per occurrence, and no less than two million dollars (\$2,000,000.00) per claim;
- b) Motor Vehicle Liability Insurance including Non-Owned automobile of not less than two million dollars (\$2,000,000.00) per occurrence; and
- c) Professional Liability Insurance in respect to the services provided by the Consultant with policy limits of not less than \$2,000,000.00 per claim.

All insurance costs shall be at the Vendor's sole cost and expense. The Vendor shall be required to pay any deductible amounts in connection with all insurance policies.

If selected, the Vendor shall provide a Certificate of Insurance with the Municipality, its council and employees and any persons, firms or corporations designated by the Municipality as additional insured's as their interest may appear to the Commercial General Liability policy and shall contain a clause that the insurer will not cancel or change the insurance without giving the Municipality thirty days prior written notice. The Vendor shall provide the Municipality with a new Certificate of Insurance showing any changes. All policies shall be written with insurance companies qualified to do insurance business in the Province of Ontario. The insurance shall be with insurers acceptable to the Municipality and with policies in a form satisfactory to the Municipality.

4.4 **Workplace Safety Insurance Board Clearance Certificate (WSIB)**

A WSIB Clearance Certificate be supplied by the Selected Vendor within 7 days of notification of selection for award. A Certificate of Clearance issued by the WSIB with the WSIB number and proof of satisfactory standing is mandatory for the Selected Bidder.

4.5 **Amending of the Contract**

The Contract may be amended in writing by the consent of both the Municipality and Vendor.

4.6 **Termination of Contract**

In addition to any other right of termination specifically provided for in the Contract, the Contract may be terminated for the Municipality's convenience, and without requirement of cause, by giving at least 30 Days' notice of termination to the Vendor.

Upon termination of the Contract or upon notice of the intent to terminate this Contract, the Vendor will promptly review all work in progress. The Vendor will determine the appropriate professional course to be followed in closing and

Section 4 – Performance Contract Standard Terms & Conditions

transferring files and information. This will be monitored by the Municipality.

4.7 Termination With Cause

In addition to any other right of termination specifically provided for hereunder, this Contract may be terminated upon the occurrence of any of the following:

(a) Upon giving written notice if a Party commits a material default or breach of any of its obligations hereunder which is not cured within five (5) Days after written notice is provided to the defaulting Party;

(b) Immediately upon the occurrence of any one of the following events:

- (i) the other Party is dissolved, liquidated, adjudicated bankrupt, becomes insolvent, files or has filed against it a petition under any bankruptcy or insolvency law which is not dismissed within thirty (30) Days, or makes an assignment for the benefit of its creditors; or
- (ii) a court assumes jurisdiction of the assets of such other Party under a federal bankruptcy or reorganization act or otherwise; or
- (iii) a trustee or receiver is appointed for all or a substantial portion of the assets of such other Party, unless such appointment is dismissed or set aside within thirty (30) Days from the date of such appointment.

4.8 Termination for Vendor Default

Upon the termination of this Contract for cause, the Vendor shall have no claim for any further payment, but shall remain liable to the Municipality for all loss and damage which may be suffered by the Municipality by reason of the default or occurrence upon which such notice was based.

4.9 Confidential Information Non-Disclosure

The Vendor will not reveal information concerning the Contract, Municipal Staff or other confidential information unless required by law. If the Vendor discloses any Confidential Information in violation of this Contract, the Municipality may, in addition to any other remedies which may be available, terminate this Contract for cause.

4.10 Notice

Any notice required under this Contract shall be made in writing and shall be delivered personally, or sent by fax, registered or certified mail or commercial courier, to the parties at their respective addresses first above written or as subsequently changed by notice duly given. (Persons and addresses to be added.)

4.11 Governing Law

This Contract shall be governed by, enforced and construed in accordance with

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the domestic laws of the Province of Ontario and the federal laws of Canada applicable therein, without regard to its conflict of laws rules.

4.12 **Force Majeure**

As used in this Contract, "Force Majeure" means any event or circumstance (but specifically excluding economic factors alone) which (a) was beyond the reasonable control of the Vendor, (b) could not reasonably have been foreseen, (c) could not reasonably have been prevented, circumvented or avoided by the Vendor by reasonable precautions, (including without limitation back-up systems) through the use of alternate sources, work-around plans or other means, and (d) occurred without the fault or negligence of the Vendor or of its Subcontractors or agents; including without limitation acts of God, war, acts of terrorism, civil disturbances, insurrections, riots, storms beyond ordinary strength, fire, explosions, floods, epidemics, embargos, orders or acts of civil or military authority.

In the event of a Force Majeure, there shall be an equitable adjustment to the delivery schedule (to be formalized by the execution of an amendment to this Contract); provided, however, Vendor acknowledges and agrees that the occurrence of a Force Majeure event shall not entitle Vendor to an increase in the Contract price. The Municipality is not liable for any costs or charges of any nature incurred by the Vendor or any of its Subcontractors or agents as a result of a Force Majeure.

The Municipality shall have the right to investigate the causes or circumstances claimed by the Vendor to constitute a Force Majeure.

If the Municipality terminates this Contract for Force Majeure, its sole liability will be to pay any balance due for Services received before the issuance of the Municipality's termination notice and the Vendor agrees to repay immediately to the Municipality the portion of any advance payment that is not utilized at the date of the termination.

Section 5 – Project Scope and Requirements

Section 5 – Project Scope and Requirements

5.1 Background

The Municipality of Highlands East was created on January 1, 2001 as a result of the amalgamation of the Townships of Bicroft, Cardiff, Glamorgan and Monmouth. According to current records, the Municipality owns approximately 33 distinct facilities utilized by various departments and spread over approximately 758 Km², all of which are the subject of this RFP and are listed in Schedule 1 – Facility List and Fee Apportionment along with their names, addresses, gross floor area (building footprint) and other basic attributes.

5.2 Project Scope

A comprehensive condition assessment is to be undertaken and prepared for each municipal facility that would mirror Uniformat II Elemental Classification for Building Specifications, Cost Estimating and Cost Analysis. Among other requirements, this involves development and implementation of systems, methods and standards for condition rating, data capture and recording and data analysis and reporting. It also involves the development of a preventive and predictive maintenance strategy and a detailed capital needs forecast for each facility based on condition and minimizing expected lifecycle costs subject to meeting acceptable or expected service and risk levels.

Within this scope, which is more particularly defined in Subsection 5.4 below, the Project's scale is indicated by the facility list displayed in Schedule 1 – Facility List and Fee Apportionment.

5.3 General Standards

Preparation of Project deliverables should draw from and align with the following industry standards as much as practicable:

- a) *UNIFORMAT II Elemental Classification for Building Specifications, Cost Estimating, and Cost Analysis* (U.S. Department of Commerce, 1999)
- b) *Building Condition Assessment and Performance Assessment Guidelines* (IPWEA, 2009)

It is the Proponent's responsibility to acquire, understand and have considerable regard for these documents, as well as to integrate their principles, as may be applicable, into his Proposal. The Proposal may draw from standards of an equivalent nature, but in this case must demonstrate this equivalence to the evaluation committee's satisfaction. The evaluation committee will review the Proposal in the context of these general standards to determine the extent to which the Proposal adopts or adapts acceptable industry best practices.

Section 5 – Project Scope and Requirements

5.4 Condition Assessment

For greater definition, the condition assessment of municipal facilities includes, but is not limited to, the following specific minimum requirements:

a) Assessment System: A rational system for the condition assessment of the Municipality's facility portfolio, including overall framework, model, approach, and set of guiding principles, is to be developed and implemented by the Vendor. This should align with or adapt an established industry standard, such as that outlined in *Building Condition Assessment and Performance Assessment Guidelines* (IPWEA, 2009). The Proposal should be clear on what industry standards it is adapting to the Project, and the proposed system should address the following considerations at a minimum:

- Definition and Scope of Condition Assessment
- Portfolio Assessment Plan
- Levels of Service
- Legal Obligations
- Risk and Criticality
- Information Management
- Facility Decomposition Hierarchy
- Condition Rating System
- Off-Site and Site Assessment Processes
- Data Standards and Collection
- Data Analysis and Assessment Reporting
- Lifecycle Analysis and Project Prioritization
- Preventive and Predictive Maintenance
- Capital Renewal and Replacement
- Long-Term Financial Implications
- Portfolio Assessment Improvement and Monitoring Program

b) Facility Performance System: The Proposal should develop a facility performance system, including acceptable/recommended service and risk levels, against which realized facility service levels and risk can be measured. For this purpose, the Proposal should develop service and risk standards and matrices, and clearly identify and explain the industry standards being adopted or adapted.

c) Condition Rating System: The Proposal will use the following 1-10 condition rating system in order to facilitate the accurate and consistent assessment of facility component assets:

Section 5 – Project Scope and Requirements

Rating	Standard
1	A new, near new or fully rehabilitated asset with no visible signs of deterioration.
2	An asset in excellent overall condition, where only very slight decline is evident but where it is also obvious that the asset is no longer in new condition.
3	An asset in very good overall condition with some early stages of deterioration evident, where the deterioration is minor in nature and causing no serviceability problems.
4	An asset in good overall condition, where some deterioration is evident and serviceability is impaired very slightly.
5	An asset in fair overall condition, where deterioration is obvious and serviceability is impaired materially.
6	An asset in fair to poor overall condition, where deterioration is quite obvious, serviceability is noticeably impaired and maintenance costs are noticeably increasing.
7	As asset in poor overall condition, where deterioration and serviceability impairment are considerable and maintenance costs and risk are relatively high.
8	An asset in very poor overall condition, where deterioration and serviceability impairment are severe. Maintenance costs and risk, including the risk of failure, are substantial and maintenance ineffective to the point such that rehabilitation is the only cost-effective means of restoring serviceability.
9	An asset in extremely poor overall condition and approaching failure, where deterioration and serviceability impairment are extreme. Rehabilitation is needed immediately as maintenance costs are extremely high, maintenance can no longer materially improve serviceability and/or the failing asset poses an unacceptable risk.
10	An asset that has failed; it is either no longer in service or should be removed from service immediately to mitigate the extreme risk it poses while in failure mode. Rehabilitation is the only option to restore serviceability.

- d) Data Analysis and Reporting System: The Proposal should develop and implement a system for analyzing and reporting asset data, including a data validation and confidence system to ensure and assess data validity, integrity, accuracy and applicability. This system should:
- Produce meaningful and sufficiently detailed reports, including summary statistics and photographs, by facility.

Section 5 – Project Scope and Requirements

- Integrate into the Project analysis pre-Project data and information (e.g. blueprints, maintenance history, local knowledge etc.) provided by the Municipality, where available, for each facility.
- Utilize statistical, engineering and economic analysis, as appropriate, to identify facility issues, propose solutions and prioritize capital projects within and across facilities.
- Strategize and plan capital programs based on sound data analysis, including analysis of long-term financial implications and assurance that the recommended forecasts minimize lifecycle (maintenance + capital) costs of achieving acceptable/expected service and risk levels.
- Provide maintenance program strategies that support and complement the capital programs.
- Be amenable to improvement and updating.

The Proposal should be clear on what industry standards it is adapting to the Project, and the proposed system should culminate in the production of a Facility Condition Report (FCR) for each facility with the following components (or equivalents thereof) at a minimum:

- Executive Summary
- Historical and Functional Description
- Condition Assessment and Rating
- Risk Assessment and Rating
- Discussion of Observations and Assessments
- Facility Operating Costs Review
- Maintenance Program Strategy
- Capital Replacement Costs Review
- Capital Program Strategy and Forecast
- Appendices (e.g. photographs, summary statistics etc.)

The FCRs prepared must adequately inform Municipal decisions around performance and service levels, optimization and rationalization, investment and divestment, preventive and predictive maintenance and capital renewal and replacement. The FCRs along with supporting data must also be conveyed to the Municipality in an accessible, usable and rewritable electronic format acceptable to the Project Administrator.

Once FCRs are completed for each facility, the Vendor shall prepare a Master FCR for the Municipality's facility portfolio as a whole, reflecting the structure of the FCRs though excluding facility-specific information identified by the Project Administrator. This master report should summarize and aggregate the facility level information in a rational and meaningful manner acceptable to the Project Administrator.

Section 5 – Project Scope and Requirements

- e) Capital Program Strategy and Forecast: The capital program strategy and forecast is an integral part of FCRs and is critical to understanding the various needs of each facility over a reasonable planning horizon. For the maintenance program, the FCR should be restricted to strategies only. For the capital program, however, the FCR should not only provide strategies but also a detailed forecast of major/appreciable needed capital works (e.g. renewals, rehabilitations, replacements etc.). The Proposal should provide definition, scale and scope of capital projects included in the capital forecast. The capital strategy and forecast should at a minimum:
- Be based on a planning horizon of not less than 10 years and preferably more than 10 years.
 - Be based on industry standards and best practices as identified in the Proposal, and in particular on minimizing the lifecycle costs of meeting acceptable/expected service and risk levels.
 - Be based on proven, thorough and transparent modelling and data analysis.
 - Recommend and prioritize identified capital projects over the planning horizon, and provide a brief rationale for each individual capital project identified.
 - Prepare a capital expenditure table outlining the timing and cost of each recommended capital project, where cost estimates are based on current market and facility conditions.
 - Rationalize and estimate a current replacement cost for the facility as a whole, inclusive of related siteworks (e.g. parking lots, utilities etc.), separating land from structures and other improvements to land.
- f) Improvement and Monitoring Program: The Proposal should develop and establish a program to continuously improve, monitor and prioritize facility condition assessments across the portfolio over time. This program should define the optimal state to achieve in this regard, outline the path to it and guide the Municipality toward achieving it, ideally within a 10-year planning horizon. This program shall propose long-term improvements and refinements to be considered for future facility condition assessment projects.

5.5 Project Replication and Evolution

The Vender shall ensure it provides the Municipality with all concepts, models, techniques and other information requested by the Project Administrator for the purpose of enabling the Municipality to replicate and evolve the work of the Project once the Project is complete. In particular, the requested information must enable the Municipality to extend the work of the Project to facilities excluded from the Project. As part of the Project, the requested information shall

Section 5 – Project Scope and Requirements

be provided to the Municipality by the Vendor in a manner and format acceptable to the Project Administrator.

5.6 **Deadlines**

The Project must be completed by the Vendor to the Municipality's satisfaction by October 31st, 2019 to ensure the Municipality is sufficiently prepared to use this updated information for the Capital Forecasting exercise regarding the 2020 budget. Ahead of this deadline, the Vendor shall have all Contract deliverables completed in draft by September 30th, 2019, giving the Project Administrator and Project Manager approximately one (1) month to review and refine the draft products as required to meet the Municipality's needs and to the Municipality's satisfaction.

5.7 **Project Management**

On behalf of the Vendor, the Project Manager is responsible for ensuring the Project is managed effectively and remains within the project fee and budget. While the Project Administrator and other Municipal staff may assist in terms of facilitating the Project, responsibility for satisfactory completion of the Project ultimately rests with the Project Manager and Vendor.

The Project Manager shall work closely with the Project Administrator, and ensure at a minimum the Project Administrator is:

- Regularly informed of work progress to date.
- Copied on all pertinent written correspondence via email.
- Advised of material problems or issues that arise in the course of the work and the solutions considered and adopted.
- Sought for permission regarding deviations from standards, specifications and procedures prior to their implementation.
- Invited to meetings with stakeholders.
- Advised of any potentially controversial issues.
- Sought for permission regarding changes to cost, scope and or schedule of the Project.

This is not an exhaustive list of the Project Manager's responsibilities to the Project Administrator.

5.8 **Project Administration and Regulation**

On behalf of the Municipality, the Project Administrator is responsible for ensuring the Project is undertaken by the Vendor in accordance with the Contract and in a manner satisfactory to the Municipality. In order to ensure the Project is completed successfully, the Vendor agrees the Project Administrator shall have sufficient latitude to hold the Vendor and Project Manager to account and to oversee, modify, adjust, refine and regulate the work, methods and processes

Section 5 – Project Scope and Requirements

they apply to the Project. For this purpose, the Project Administrator may exercise regulatory control over the Project work and require the Project Manager and other representatives of the Vendor, as may be required, to participate in administrative processes, including but not limited to:

- A Project commencement meeting following execution of the Contract.
- Ongoing adjustment and refinement of project approach and methodology.
- Regular work progress updates, consultations and meetings.
- Regular work reviews and refinements.
- Meetings, consultations and other activities required to coordinate the Project

The Project Administrator shall not be unreasonable in the discharge of his or her duties.

5.9 Facility List and Fee Apportionment

The Proponent shall complete Schedule 1 – Facility List and Fee Apportionment in accordance with that schedule's instructions. Failure to do so may result immediate rejection of the Proposal. One purpose of this schedule is to provide the Municipality with an estimate of the cost of the Project by facility and to facilitate invoicing as the Project work progresses. Another purpose of this schedule is to indicate the scale of the Project within the scope of work, and facilitate scope changes if so required by the Municipality or Project Administrator to meet budgetary constraints or other objectives of the Municipality.

The main priority buildings for this project will be as follows:

- 1) Municipal Offices (3)
- 2) Fire Halls (5)
- 3) Works Garages (5)
- 4) Community Centres (4)
- 5) All others not mentioned above (16)

5.10 Invoicing and Payments

For the purpose of payment for Project work, the Vendor shall invoice the Municipality monthly based on the amount of work completed to date in accordance with the apportionment of fees/costs summarized in Schedule 1 – Facility List and Fee Apportionment, as may be amended to reflect changes in project scope. Invoices shall be directed to the Project Administrator. The Municipality may refuse payment of an invoice if the Project Administrator is of the opinion that the relevant work has not been completed to the Municipality's satisfaction. Payment of any invoice and return of any surety or performance bond are subject to the approval of the Project Administrator.

Section 6 - Form of Proposal

(Return all of Section 6 with the Proposal Package submission)

6.1 Contact Information of the Proponent

Complete the following information clearly for the Proposal Package.

Legal Name of the Vendor **Business Registration Number**

Mailing & Courier Delivery Address with Postal Code

Telephone **Cell Number** **Fax Number**

H.S.T. Number

Contact Person and Their Title

Contact's Email Address

Section 6 – Form of Proposal

6.2 Acknowledgement of Documents Received by the Proponent and Contract to Terms and Conditions of the Proposal Request

I/We, hereby acknowledge and confirm, on behalf of Vendor named in Section 6.1 that, I/We have received the entire Request for Proposal document and have been provided with all the details required to permit me/us to submit a Proposal on Request for Proposal No. B-02-2019 Asset Registry Compilation and Condition Assessment for Municipal Facilities;

I/We declare that the Proposal is NOT made in connection with any other Proponent submitting a Proposal for the same goods and/or services or work and is in all respects fair and without collusion or fraud and that full disclosure has been made of any conflict of interest or potential conflict of interest;

I/We hereby confirm that the firm is licensed to do business in the Province of Ontario;

I/We hereby agree, having carefully reviewed the Request for Proposal documents, to provide and pay for all equipment, labour, materials, software, printing, delivery, and incidentals necessary for the asset registry compilation and condition assessment as specified in accordance with all the sections, appendices, schedules and addendum #_____ to #_____ of Proposal No. B-02-2019;

It is certified that the undersigned is/are authorized, appointed and empowered to sign and submit this Proposal and bind them to its offer, terms and conditions.

Executed on this _____ day of _____, 2019

I have the authority to bind the Corporation/Company

Corporate Seal

Print Name and Position Held

Schedule 1 – Facility List and Fee Apportionment

Proponents shall ensure this schedule is completed and included in the Proposal. For this purpose, the Proponent shall apportion the entire project fee across all 33 facilities in the list below, ensuring the sum of fees by facility is equal to the project fee. The basis of the apportionment should reflect the Proponent's professional estimation of the share of the project cost attributable to each facility. The Proponent accepts that this schedule will be used by the Municipality before and throughout the Project to adjust the Project's scope, and thus cost, as may be necessary in the Municipality's opinion.

The Municipality has made best efforts to compile a complete and accurate facility list, however despite this some information may be inaccurate and some remains missing or unknown. By submitting a Proposal, the Proponent recognizes and accepts these limitations, and, notwithstanding them, he further accepts that he must nonetheless base the project fee and apportionment on his professional judgment and estimation of the costs likely to be incurred based on the information provided in the facility list. Under no circumstances may the Proponent at any time claim extra costs beyond the project fee on the basis of the inaccuracy or omission of information in the facility list.

Schedule 1 – Facility List and Fee Apportionment

List Number	Assessment Roll Number	Facility Name	Address	Geographic Township	Department	Division	Year Constructed	Gross Floor Area (ft ²)	Apportioned Fee (\$)
1	460140100009000	Cardiff Post Office & Food Bank	2778 Monck Rd.	Bicroft	General Government	Corporate Management	1979	720	\$
2	460140100009000	Cardiff Municipal Office & Library	2778 Monck Rd.	Bicroft	General Government/ Rec. Services	Corporate Management/ Library	1975	2,500	\$
3	460140100014600	Cardiff Fire Hall (Station 1) & Community Centre	2747 Monck Rd.	Bicroft	Protection Services/Rec Services	Fire/Rec. Facilities	1978	3,640	\$
4	460140100015700	Cardiff Rescue Garage (Sub Fire Station)	16 Sprucedale St.	Bicroft	Protection Services	Fire	1960	384	\$
5	460140100014200	Cardiff Works Garage	2756 Monck Rd.	Bicroft	Environmental Services	Water & Wastewater/ Landfills	1980	2,400	\$
6	460140100027200	Cardiff Pool & Change House	2 Balsam St.	Bicroft	Recreation Services	Rec. Facilities	1957	2,133	\$
7	460140100004700	Bicroft Ridge Road Water Pumphouse	Inlet Bay Road	Bicroft	Environmental Services	Water & Wastewater	1982	128	\$
8	460140100014200	Cardiff Well Pumphouse	2756 Monck Rd.	Bicroft	Environmental Services	Water & Wastewater	1958	64	\$
9	460140100014200	Cardiff Water Pumping Station	2756 Monck Rd.	Bicroft	Environmental Services	Water & Wastewater	1958	106	\$
10	460140100014200	Cardiff Water Treatment Plant	2756 Monck Rd.	Bicroft	Environmental Services	Water & Wastewater	2004	2,400	\$
11	460140100000700	Dyno Estates Water Treatment Plant	1018 Estates Rd.	Bicroft	Environmental Services	Water & Wastewater	1998	150	\$
12	460140100009000	Cardiff Sewage Plant	2806 Monck Rd.	Bicroft	Environmental Services	Water & Wastewater	1997	570	\$
13	460140100008100	Cardiff Sewage Lagoon Pumphouse	1017 Inlet Bay Rd.	Bicroft	Environmental Services	Water & Wastewater	1958	20	\$
14	460110100052700	Hwy. 28 Fire Hall (Station 6)	26538 Hwy. 28 South	Cardiff	Protection Services	Fire	1973	2,640	\$

Schedule 1 – Facility List and Fee Apportionment

15	460110300018601	Highland Grove Fire Hall (Station 2) & Garage	1010 Meteorite Lake Rd.	Cardiff	Protection Services/Rec Services	Fire/Rec. Facilities	1973	4,560	\$
16	460110300019700	Highland Grove Community Centre & Library	5373 Loop Rd.	Cardiff	Recreation Services	Rec. Facilities/Library	1950	1,920	\$
17	460190100072000	Gooderham Building Department & Library	1032 Gooderham St.	Glamorgan	General Government/Rec Services	Corporate Management/Rec. Facilities	1987	2,265	\$
18	460190100072500	Gooderham Fire Hall (Station 3)	1043 Community Centre Rd.	Glamorgan	Protection Services	Fire	1973	2,808	\$
19	460190100076600	Glamorgan Equipment Shelter	1070 McColls Rd.	Glamorgan	Transportation Services	Roads	1997	925	\$
20	460190100076600	Glamorgan Equipment Garage	1070 McColls Rd.	Glamorgan	Transportation Services	Roads	1985	1,764	\$
21	460190100072500	Robert McCausland Memorial Community Centre	1043 Community Centre Rd.	Glamorgan	Recreation Services	Rec. Facilities	1985	4,060	\$
22	460160200037400	Wilberforce Municipal Office, LWMC & Food Hub Addition	2249 Loop Rd.	Monmouth	General Government/Rec. Services	Corporate Management/Rec. Facilities	1975/2015	13,875	\$
23	460160200037400	Wilberforce Fire Hall (Station 4)	2259 Loop Rd.	Monmouth	Protection Services	Fire	1973	3,584	\$
24	460160100050601	Wilberforce Roads Garage (MTO)	19897 Hwy. 118	Monmouth	Transportation Services	Roads	1980	5,600	\$
25	460160100050610	Wilberforce Roads Garage (Municipal)	19951 Hwy. 118	Monmouth	Transportation Services	Roads	1990	1,080	\$
26	460160100050610	Sand Dome	19951 Hwy. 118	Monmouth	Transportation Services	Roads	1990	2,500 yd capacity	\$
27	460160200043800	Keith Tallman Memorial Arena	2256 Loop Rd.	Monmouth	Recreation Services	Rec. Facilities	1978	23,900	\$
28	460160200044900	Red Cross Outpost Museum	2314 Loop Rd.	Monmouth	Recreation Services	Cultural	1910	1,576	\$
29	460160200039800	Wilberforce Library	1101 Holmes Rd.	Monmouth	Recreation Services	Library	2014	2,200	\$
30	460160200037400	Wilberforce Curling Club	2786 Essonville Ln.	Monmouth	Recreation Services	Recreation Facilities	1978	6,400	\$
31	460160100050601	Salt Dome	19897 Hwy. 118	Monmouth	Transportation Services	Roads	1985	3,300 yd capacity	\$

Schedule 1 – Facility List and Fee Apportionment

32	460160100050610	Wilberforce Salt Dome	19951 Hwy. 118	Monmouth	Transportation Services	Roads	2013	5,882 yd capacity	\$
33	460160200037400	Wilberforce Water Treatment Plant	2249 Loop Rd.	Monmouth	Environmental Services	Water & Wastewater	2006	200	\$
							Total	106,254	\$

Notice of “Decline to Respond to the RFP” Form

There is no obligation to submit a proposal, however, should you choose not to submit, complete this form by circling the number(s) indicating your reason for decline, or explain briefly. It is not necessary to return any other portion of the RFP document if you are **not** submitting a proposal. Please return the completed form by fax to (705) 448-2532 or scan and email to shunter@highlandseast.ca

- 1) Our schedule would not permit us to perform the requested requirement.
- 2) Insufficient time to respond to the request.
- 3) We are not interested in this project.
- 4) Unable to submit a comprehensive solution for the RFP.
- 6) Project is too large.
- 7) Project is too small.
- 8) Cannot meet program requirements.
- 9) Other reasons or additional comments _____

Company Name (Print)

Signature

Date

Name and Title