



Request for Proposal:

Architectural Services for the

New East Ferris

Municipal Office, Fire Hall and

Community Infrastructure

Issued: **Thursday, September 12th, 2019**

Submission Deadline: **2:00:00 pm on Thursday, October 3rd 2019**

Submission Location: **Municipality of East Ferris
390 Hwy. 94
Corbeil, ON
P0H1K0**

**REQUEST FOR PROPOSAL (RFP)
TABLE OF CONTENTS**

Part 1: Invitation and Submission Instructions..... pg 2
Part 2: Evaluation and Ranking..... pg 10
Part 3: Terms and Conditions of the RFP Process pg 11
Appendix A – Form of Proposal pg 18
Appendix B – Pricing Form pg 20
Appendix C – RFP Particulars..... pg 22
Appendix D – Contract Terms and Conditions pg 42
Appendix E – Conditions of Award..... pg 46
Appendix F – Functional Program Requirements..... pg 47
Appendix G – Site Plan pg 50

Part 1

1.1 Invitation to Proponents

This Request for Proposal (“RFP”) is an invitation by The Municipality of East Ferris to prospective proponents to submit proposals for the provision of **Architectural Services for New East Ferris Municipal Office, Fire Hall and Community Infrastructure**, as further described in Appendix C – RFP Particulars (the “Deliverables”).

Introduction

It is the intention of The Municipality of East Ferris to retain a qualified design team, led by an Architectural Prime Consultant, to provide complete design services, including but not limited to master planning, program verification, feasibility, schematic and design development, preparation of contract documents and construction administration services for the New East Ferris Municipal Office, Fire Hall and Community Infrastructure located in Corbeil, ON.

Proponents are advised that the work included as part of this RFP (the “Project”) is to be awarded and completed in two distinct Phases;

Phase 1 is to be awarded to the highest scoring compliant proponent and generally includes Master Planning, Analysis, Program & Scope Development, Design Development, Construction Documents and Construction Procurement (Tender). The award of Phase 2 is not guaranteed and will be contingent on approval of Phase 1 deliverables, capital funding approval and successful performance by the proponent on Phase 1. The commencement of Phase 1 is expected on November 1st 2019 and;

Part 1 – INVITATION AND SUBMISSION INSTRUCTIONS

Phase 2 includes Construction Phase - Contract Administration services. The award of Phase 2 is not guaranteed as per Phase 1 specifications. The commencement of Phase 2 is expected (best case scenario) on March 1st, 2020.

1.2 East Ferris' Procurement Bylaw

East Ferris' procurement processes are governed by its Procurement By-Law No. 2274. If the terms of the RFP are more restrictive than the terms of East Ferris' By-law, the terms of the RFP will prevail. East Ferris By-Laws can be obtained at the Municipal Office. Accordingly, while the Municipality's By-Law does allow for sole-sourcing of architectural fees, the Council has opted to apply to this RFP Section 5.1 of the By-Law that outlines the RFP process.

1.3 East Ferris Contact

For the purposes of this procurement process, the "East Ferris Contact" shall be:
Paul Gervais, Chief Building Official, Tel: 705-752-2740 ext. 222

E-Mail: paul.gervais@eastferris.ca

Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of East Ferris, other than the East Ferris Contact, concerning matters regarding this RFP. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent's proposal.

1.4 Contract for Deliverables

The selected proponent will be required to enter into a contract with Municipality of East Ferris for the provision of the Deliverables based on the Contract Terms and Conditions set out in Appendix D to the RFP (the "Contract"). It is Municipality's intention to enter into the Contract with only one (1) legal entity.

1.5 RFP Timetable

Item	Date
Issue Date of RFP	Thursday, September 12th, 2019
Deadline for Questions	Noon on Monday, September 23rd, 2019
Deadline for Issuing Addenda	Wednesday, September 25th, 2019
Submission Deadline	2:00:00pm on Thursday, October 3rd, 2019
Public Opening Location: Corbeil Park Hall, 390 Hwy. 94, Corbeil ON	2:15:00pm on Thursday, October 3rd, 2019
Anticipated Date for Entering into Contract	Thursday, October 31st, 2019

The RFP timetable is tentative only, and may be changed by Municipality of East Ferris at any time.

1.6 Proponent Meeting

The proponent meeting will be held on **Tuesday, September 17th, 2019** commencing at **1:00 pm** local time at: **Corbeil Park Hall, 390 Hwy 94, Corbeil, ON.**

It is the proponent's responsibility to attend the proponent meeting and to make necessary inquiries to determine the amount and character of the work involved prior to submitting a proposal. No allowance will subsequently be made for any errors or omissions on the part of any proponent.

Attendance at the proponent meeting is **not mandatory**, but all proponents are encouraged to attend.

1.7 Proposal Submission

1.7.1 Proposals Must Be Submitted to Prescribed Location

Proposals must be submitted at:
Municipality of East Ferris Municipal Office
390 Hwy. 94 Corbeil, ON P0H 1K0

1.7.2 Proposals Must Be Submitted on Time

Proposals must be submitted at the location set out above on or before the Submission Deadline. Proposals submitted after the Submission Deadline will be rejected. Onus and responsibility rests solely with the proponent to deliver its proposal to the exact location indicated in the RFP on or before the Submission Deadline. East Ferris does not accept any responsibility for submissions delivered to any other location by the proponent or its delivery agents. Proponents are advised to make submissions well before the deadline. Proponents making submissions near the deadline do so at their own risk. In the event of any question regarding the timely receipt of any submission, the time on the clock designated by the Chief Building Official or Municipal Clerk will absolutely prevail.

1.7.3 Proposals Must Be Submitted in Prescribed Format

Proponents must submit **four (4)** hard copies of their proposal enclosed in a sealed package that is prominently marked with the RFP title (see RFP cover page) and the full legal name and return address of the proponent. One (1) hard copy shall be labelled “Master”.

There will be 3 envelopes to include in the proposal: Information- Envelope A, Proposal Costs- Envelope B, and Supplementary Information – Envelope C The hard copies of the Pricing Form (Appendix B) and any other information in respect of pricing must be separated from the rest of the proposal and enclosed in a separate envelope marked “Pricing Envelope - B”. The separate Pricing Envelope must be packaged in the sealed envelope or box with the rest of the proposal. Proponents must also include in the sealed package one (1) electronic copy of their proposal saved on a USB key. If there is a conflict or inconsistency between the hard copy and the electronic copy of the proposal, the hard copy of the proposal shall prevail.

Information - Envelope - A

In addition to the Form of Proposal the Proponent shall provide a “Proposal Brief”, either in text or tabular format, maximum 12 pages single sided, not including covering letter, resumes and company credentials. The minimum acceptable font size is Arial 11. The Proposal to undertake this assignment shall include a brief covering identifying the Proponent’s interest in carrying out the project and an understanding of the objective(s) of this project. The Proposal should include items listed hereunder, but also include other considerations based on the Proponent’s understanding of the project.

CRITERIA	SUBMITTALS
<p>Project Manager & Senior Staff (15%) 1. Qualifications specific to project (5%)</p> <p>2. Past experience on similar projects (10%)</p>	<ul style="list-style-type: none"> • Proponents to identify the team members being assigned to the project, their specific role in the project and how they have the requisite qualifications and experience to perform in the proposed role. • Provide examples of three (3) Similar Projects (see definition below) that the Proponent has been engaged in.
<p>Technical Support (15%) (including sub consultants)</p>	

Part 1 – INVITATION AND SUBMISSION INSTRUCTIONS

<p>3. Qualifications specific to project (6%)</p> <p>4. Past experience on similar projects (6%)</p> <p>5. Availability and knowledge of Region (3%)</p>	<ul style="list-style-type: none"> • Proponents to identify sub consultants being assigned to the project, their specific role in the project and how they have the requisite qualifications and experience to perform in the proposed role • Provide examples of three (3) Similar Projects (see definition below) that the sub consultants have completed. • Proponent to highlight their knowledge of the Municipality, support of local trades people and sub-contractors and availability to attend the site throughout the duration of the project.
<p>Experience and Past Performance Record on Area and/or Similar Projects (20%)</p> <p>6. Scope, Budget (Consulting Fees / Construction Cost), & Schedule Variances (5%)</p> <p>7. Responsiveness to Project Related Requests (5%)</p> <p>8. Liaison with Public Stakeholders, Approval Agencies, Contractor, and Municipality (5%)</p> <p>9. Availability of Project Manager (5%)</p>	<ul style="list-style-type: none"> • Proponent to demonstrate previous success in meeting client objectives within prescribed timelines and original budgets. • Describe proponent’s approach to dealing with and implementing stakeholder requests into the project. • Demonstrate ability to work with and manage multi stakeholder teams to achieve project objectives. • Demonstrate that the Project Team is available and will be committed to the project for the entire duration.
<p>Understanding of Project (35%)</p> <p>10. Approach and methodology (5%)</p> <p>11. Innovation (5%)</p> <p>12. Compliance with Terms of Reference (5%)</p> <p>13. Concepts/Options/Alternatives considered (5%)</p>	<ul style="list-style-type: none"> • The Proponent’s proposed methodology for carrying out the work. • Provide examples of any innovative tools or processes that the proponent utilizes and would improve the likelihood or project success. • Proponent to demonstrate a clear understanding of the project objectives, deliverables and potential challenges in delivering the project. • Identify high level concepts and options that will be reviewed in trying to achieve the client’s objectives for the project.

Part 1 – INVITATION AND SUBMISSION INSTRUCTIONS

<p>14. QA/QC policy (5%)</p>	<ul style="list-style-type: none"> • The Proponent’s strategy for ensuring that quality assurance and quality control is maintained throughout all stages of the project.
<p>15. Schedule and Detailed Work Plan (10%)</p>	

Similar Projects

All proposed submissions for similar projects will be evaluated in relation to how comparable the submissions are to the proposed East Ferris Municipal, Community and Recreational Facilities. Proponents are encouraged to demonstrate their depth and capability for similar project experience in relation to the criteria outlined below:

- Construction or renovation of similar type, scale and complexity to the proposed Municipal Office, Fire Hall and Infrastructure. This may include but not be limited to Municipal, Provincial or Federal agency buildings, commercial and institutional facilities;
- Constructed or renovated facility with a minimum area of 8,000 square feet;
- Constructed or renovated facility with a minimum construction value of \$4M;
- Completed within the last 7 years:
- Proponents to provide a reference letter from the project owner for each similar project proposed, indicating satisfactory performance.

Proposal Cost - Envelope - B

- Summary of fees and disbursements. Fees to be broken down by the following categories:

	Phase I		Phase II
A	Master Planning	A	Contract Administration
B	Program Development	B	Project Close Out
C	Design Development		
D	Construction Documents/Tender		

- Total costs for the consulting staff on the project team and staff person’s hourly rate;
- All disbursement costs which may include mileage, meals, telephone charges, printing and reproductions, fax charges, courier services, and computer services.

Part 1 – INVITATION AND SUBMISSION INSTRUCTIONS

- A fee schedule indicating a per diem rate or hourly rate for each Proponent and sub-Proponent staff on the project team for the entire project duration;
- A detailed time and task cost breakdown of the workload by staff and hours required.
- Once the Successful Proponent has been approved, revisions to the scope of the assignment may be negotiated. Where such work has been requested and approved by the Municipality, the Proponent shall submit proper documentation of any additional service to support invoices beyond the limit of the Total Fixed Fee.

No invoice for Services rendered will be honored for Phase 1 or 2, if that invoice puts the total cost of that phase over the Fixed Fee specified in Schedule “B” for that phase. Without limiting the forgoing, if all phases are in Municipality’s discretion awarded to the successful proponent, the total cost of all phases combined shall not exceed the Total Fixed Fee set out in the Agreement.

If additional costs are to be incurred over the Fixed Fee for any awarded phase, the Proponent shall obtain written authorization from the Municipality to proceed with these additional costs prior to the additional charges being incurred. All such authorizations, if any shall be made by the Municipality of East Ferris officer with authority to authorize a fee equal to the Total Fixed Fee plus the requested extra costs. Further, the Municipality will not honour any work that was not authorized in accordance with this Municipal policy. Verbal authorization, regardless of the source, will not be honored in considering invoices. Any invoice received, that does not meet the above requirements, will be returned unpaid and no late payment charges can be claimed.

1.7.4 Proposal Submission Content

Proponents must include all forms and other documents or information listed under Section B – Mandatory Requirements in Appendix C – RFP Particulars. Other than inserting the information requested, a proponent may not make any changes to any of the required forms included in this RFP. Any proposal containing any such changes, whether on the face of the form or elsewhere in the proposal, may be disqualified. Irregularities in proposal submissions will be addressed in accordance with the East Ferris Procurement Bylaw. Proposals should also include the suggested proposal content for evaluation described in Section D of Appendix C – RFP Particulars. Failure to provide the requested information will negatively affect the scoring of the proposal in the evaluation process.

1.7.5

Supplementary Information – Envelope - C

Use Envelope – C, for the following documents:

- Descriptive literature for the sole purpose of amplifying the Proposal.
- Catalogues, brochures and bulky documents.

Note: Information provided in Envelope C, will be used in the evaluation of technical proposals

Part 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.7.6 Amendment of Proposals

Proponents may amend their proposals prior to the Submission Deadline by submitting the amendment in a sealed package prominently marked with the RFP title and the full legal name and return address of the proponent to the location set out above. Any amendment should clearly indicate which part of the proposal the amendment is intended to amend or replace.

1.7.7 Withdrawal of Proposals

Proponents may withdraw their proposals prior to the Submission Deadline. To withdraw a proposal, a notice of withdrawal must be sent to the Municipality of East Ferris Contact and must be signed by an authorized representative of the proponent. Withdrawn proposals will be returned unopened to the proponent.

1.7.8 Proposals Irrevocable after Submission Deadline

Proposals shall be irrevocable for a period of **ninety (90) days** running from the moment that the Submission Deadline passes.

[End of Part 1]

PART 2 – EVALUATION AND RANKING

Part 2 – Evaluation and Ranking

2.1 Stages of Proposal Evaluation

Municipality of East Ferris' Municipal Office Project Technical Advisory Committee will conduct the evaluation and ranking process in accordance with the stages set out below.

2.2 Stage I – Mandatory Requirements

Stage I will consist of a review to determine which proposals comply with all of the mandatory requirements. Proposals that do not comply with all of the mandatory requirements as of the Submission Deadline will, subject to the express and implied rights of Municipality of East Ferris, be disqualified and not evaluated further. The mandatory requirements are listed and described in Section B of Appendix C – RFP Particulars.

2.3 Stage II – Rated Criteria

In Stage II, Municipality of East Ferris will evaluate each compliant proposal on the basis of the rated criteria set out in Section C of Appendix C – RFP Particulars.

2.4 Stage III - Pricing

After completion of Stage II, Municipality of East Ferris will evaluate the submitted pricing in each qualified proposal in accordance with the evaluation and ranking method described in Section D of Appendix C – RFP Particulars.

2.5 Stage IV - Ranking and Selection of Top-Ranked Proponent

After the completion of Stage III, proponents will be ranked in accordance with the evaluation and ranking method described in Section D of Appendix C – RFP Particulars. Subject to the reserved rights of Municipality of East Ferris, the top-ranked proponent with the highest score will be selected to enter into the Contract in accordance with Part 3.

[End of Part 2]

Part 3 – Terms and Conditions of the RFP Process

3.1 General Information and Instructions

3.1.1 RFP Incorporated into Proposal

All of the provisions of this RFP are deemed to be accepted by each proponent and incorporated into each proponent's proposal. A proponent who submits conditions, options, variations or contingent statements to the terms as set out in this RFP, including the terms of the Contract in Appendix D, either as part of its proposal or after receiving notice of selection, may be disqualified. If a proponent is not disqualified despite such changes or qualifications, the provisions of this RFP, including the terms of the Contract set out in Appendix D, will prevail over any such changes or qualifications in the proposal.

3.1.2 Proponents to Follow Instructions and Submit Only Requested Information

Proponents should structure their proposals in accordance with the instructions in this RFP. Information must be provided in the form requested. Municipality of East Ferris will not consider any supplementary information or documents that proponents have not been requested to submit.

3.1.3 Proposals in English

All proposals are to be in English.

3.1.4 Information in RFP Only an Estimate

Municipality of East Ferris and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to proponents the general scale and scope of the Deliverables. It is the proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

3.1.5 Examination of Site

Proponents are required to satisfy themselves as to existing conditions of the site and must take all site conditions into account in preparing their proposals.

3.1.6 Proponents Shall Bear Their Own Costs

The proponent shall bear all costs associated with or incurred in the preparation and submission of its proposal.

3.1.7 Proposal to Be Retained by Municipality of East Ferris

Except as otherwise provided in this RFP, Municipality of East Ferris is under no obligation to return the proposal or any accompanying documentation submitted by a proponent.

PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS

3.1.8 No Guarantee of Volume of Work or Exclusivity of Contract

Municipality of East Ferris makes no guarantee of the value or volume of work to be assigned to the successful proponent. The Contract will not be an exclusive contract for the provision of the described Deliverables. Municipality of East Ferris may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

3.2 Communication after Issuance of RFP

3.2.1 Proponents to Review RFP

Proponents shall promptly examine all of the documents comprising this RFP, and

- (a) shall report any errors, omissions or ambiguities; and
- (b) may direct questions or seek additional information

to the Municipality of East Ferris Contact on or before the Deadline for Questions. All communications must be made in writing by email and shall be deemed to be received once the email has entered into the Municipality of East Ferris Contact's email inbox. No such communications are to be directed to anyone other than the Municipality of East Ferris Contact, and East Ferris shall not be responsible for any information provided by or obtained from any source other than the Municipal Contact. Municipality of East Ferris is under no obligation to provide additional information but may do so in its sole and absolute discretion.

3.2.2 All New Information to Proponents by Way of Addenda

This RFP may be amended only by an addendum in accordance with this section. If Municipality of East Ferris, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all proponents by addenda issued in the same manner that this RFP was originally issued. Each addendum forms an integral part of this RFP. Such addenda may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by Municipality of East Ferris. In the Form of Proposal (Appendix A), proponents should confirm their receipt of all addenda by setting out the number of each addendum in the space provided.

3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If Municipality of East Ferris determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the Municipality may extend the Submission Deadline for a reasonable period of time.

3.2.4 Verify, Clarify and Supplement

When evaluating proposals, Municipality of East Ferris may request further information from the proponent or third parties in order to verify, clarify or supplement the information provided in the proponent's proposal. The response received by the Municipality shall, if accepted by East Ferris, form an integral part of that proponent's proposal.

PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS

3.3 Finalization of Contract, Notification and Debriefing

3.3.1 Selection of Proponent and Finalization of Contract

Notice of selection by Municipality of East Ferris to the selected proponent shall be in writing. The selected proponent shall enter into the Contract in the form attached as Appendix A to this RFP and satisfy any other applicable conditions, as set out in Appendix E – Conditions of Award of this RFP, within ten (10) days of notice of selection. This provision is solely for the benefit of Municipality of East Ferris and may be waived by the Municipality in its sole and absolute discretion. The Municipality intends to utilize the latest edition of O.A.A. Contract as the basis for the relationship. All deliverables in this RFP will apply.

3.3.2 Failure to Enter into Contract

In addition to all other remedies available to Municipality of East Ferris, if a selected proponent fails to enter into the Contract or satisfy any other applicable conditions, as set out in Appendix E – Conditions of Award of this RFP, within ten (10) days of notice of selection, the Municipality may, in its sole and absolute discretion and without incurring any liability, withdraw the selection of that proponent and either proceed with the selection of another proponent or cancel the RFP process.

3.3.3 Notification to Other Proponents

Once the Contract is entered into by Municipality of East Ferris and a proponent, the other proponents may be notified directly in writing and shall be notified by public posting in the same manner that this RFP was originally posted of the outcome of the procurement process.

3.3.4 Debriefing

Proponents may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the Municipality of East Ferris Contact and must be made within thirty (30) days of such notification. The intent of the debriefing information session is to aid the proponent in presenting a better proposal in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process or its outcome.

3.3.5 Proposal Dispute Resolution Procedure

If a proponent wishes to challenge the RFP process, the proponent must submit a written objection providing sufficient detail regarding their complaint (a “Substantive Objection”) to the CAO/Treasurer within 7 days from notification of the outcome of the RFP process. Municipality of East Ferris will respond to a Substantive Objection in accordance with the following steps:

- a) The CAO/Treasurer will arrange a debriefing with the proponent to explain the RFP process that led to the selection of the successful proponent.
- b) The CAO/Treasurer will investigate the complaint and will make a recommendation to the Municipal Office Project/ Technical Advisory Committee as appropriate in accordance with the Municipality’s Procurement By-Law.

PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS

3.4 Conflict of Interest and Prohibited Conduct

3.4.1 Conflict of Interest

Municipality of East Ferris may disqualify a proponent for any conduct, situation or circumstances, determined by East Ferris, in its sole and absolute discretion, to constitute a Conflict of Interest.

For the purposes of this RFP, the term “Conflict of Interest” includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of Municipality of East Ferris in the preparation of its proposal that is not available to other proponents, (ii) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the RFP process; or
- (b) in relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, the proponent’s other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

3.4.2 Disqualification for Prohibited Conduct

Municipality of East Ferris may disqualify a proponent or terminate the Contract if, in the sole and absolute determination of East Ferris, the proponent has engaged in any conduct prohibited by this RFP or East Ferris’ By-law.

3.4.3 Prohibited Proponent Communications

A proponent shall not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Form of Proposal (Appendix A).

3.4.4 Proponent Not to Communicate with Media

A proponent may not at any time directly or indirectly communicate with the media in relation to this RFP or any Contract entered into pursuant to this RFP without first obtaining the written permission of the Municipality of East Ferris Contact.

PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS

3.4.5 No Lobbying

A proponent, including any agent or representative of a proponent, may not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to advocate for any interest that may be affected by the RFP process or to influence the outcome of the RFP process.

3.4.6 Illegal or Unethical Conduct

Proponents shall not engage in any illegal business practices, including activities such as proposal-rigging, price-fixing, bribery, fraud, coercion or collusion. Proponents shall not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications, offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of Municipality of East Ferris, deceitfulness, submitting proposals containing misrepresentations or other misleading or inaccurate information, or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

3.5 Confidential Information

3.5.1 Confidential Information of Municipality of East Ferris

All information provided by or obtained from Municipality of East Ferris in any form in connection with this RFP either before or after the issuance of this RFP

- (a) is the sole property of Municipality of East Ferris and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFP and the performance of the Contract;
- (c) must not be disclosed without prior written authorization from Municipality of East Ferris.

3.5.2 Confidential Information of Proponent

Proponents are advised that the disclosure of information received in proposals or otherwise relevant to the RFP process will be in accordance with the provisions of all relevant access to information and privacy legislation including primarily the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as amended (“*MFIPPA*”). Proponents should identify any confidential information in their proposals. Municipality of East Ferris will make reasonable efforts to maintain the confidentiality of such information, subject to its disclosure requirements under *MFIPPA* or any disclosure requirements imposed by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by Municipality of East Ferris to advise or assist with the RFP process. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the East Ferris Contact.

PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS

3.6 Reserved Rights, Limitation of Liability and Governing Law

3.6.1 Reserved Rights of Municipality of East Ferris

Municipality of East Ferris reserves the right to

- (a) make public the names of any or all proponents;
- (b) request written clarification or the submission of supplementary written information in relation to the clarification request from any proponent and incorporate a proponent's response to that request for clarification into the proponent's proposal;
- (c) assess a proponent's proposal on the basis of
 - (i) a financial analysis determining the actual cost of the proposal when considering factors including quality, service, price and transition costs arising from the replacement of existing goods, services, practices, methodologies and infrastructure (howsoever originally established);
 - (ii) information provided by references;
 - (iii) the proponent's past performance under previous contracts with Municipality of East Ferris;
 - (iv) the information provided by a proponent pursuant to East Ferris exercising its clarification rights under this RFP process; or
 - (v) other relevant information that arises during this RFP process;
- (d) waive formalities and accept proposals that substantially comply with the requirements of this RFP;
- (e) verify with any proponent or with a third party any information set out in a proposal;
- (f) check references other than those provided by any proponent;
- (g) disqualify any proponent whose proposal contains misrepresentations or any other inaccurate or misleading information;
- (h) disqualify any proponent who has engaged in conduct prohibited by this RFP;
- (i) make changes, including substantial changes, to this RFP provided that those changes are issued by way of addenda in the manner set out in this RFP;
- (j) select a proponent other than the proponent whose proposal reflects the lowest cost to Municipality of East Ferris;
- (k) reject any proposal that contains pricing which appears to be unbalanced or unreasonable;
- (l) cancel this RFP process at any stage, and issue a new RFP for deliverables the same
- (m) as or similar to the Deliverables;

PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS

- (n) accept any proposal in whole or in part; or reject any or all proposals;

and these reserved rights are in addition to any other express rights or any other rights that may be implied in the circumstances.

3.6.2 Limitation of Liability

By submitting a proposal, each proponent agrees that

- a) neither Municipality of East Ferris nor any of its employees, officers, agents, elected or appointed officials, advisors or representatives will be liable, under any circumstances, for any claim arising out of this RFP process including but not limited to costs of preparation of the proposal, loss of profits, loss of opportunity or for any other claim; and
- b) the proponent waives any right to or claim for any compensation of any kind whatsoever, including claims for costs of preparation of the proposal, loss of profits or loss of opportunity by reason of Municipality of East Ferris's decision not to accept the proposal submitted by the proponent, to enter into a contract with any other proponent or to cancel this RFP process, and the proponent shall be deemed to have agreed to waive such right or claim.

3.6.3 Governing Law and Interpretation

The terms and conditions in this Part 3 – Terms and Conditions of RFP Process

- a) are included for greater certainty and are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision);
- b) are non-exhaustive (and shall not be construed as being intended to limit the pre-existing rights of the parties); and
- c) are to be governed by and construed in accordance with the laws of the province of Ontario and the federal laws of Canada applicable therein.

[End of Part 3]

Appendix A – Form of Proposal

1. Proponent Information

Please fill out the following form, and name one person to be the contact for the RFP process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under Which the Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax Number:	
Company Website (If Any):	
Proponent Contact Person and Title:	
Proponent Contact Phone:	
Proponent Contact Facsimile:	
Proponent Contact E-mail:	

2. Offer

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required under the RFP. By submitting a proposal, the proponent agrees and consents to the terms, conditions and provisions of the RFP, including the Contract Terms and Conditions and offers to provide the Deliverables in accordance therewith at the rates set out in the Pricing Form (Appendix B).

3. Rates

The proponent has submitted its rates in accordance with the instructions in the RFP and in the Pricing Form set out in Appendix B.

4. No Prohibited Conduct

The proponent declares that it has not engaged in any conduct prohibited by this RFP

5. Conflict of Interest

The proponent has considered the definition of “Conflict of Interest” in Section 3.4 of the RFP and declares that there is no Conflict of Interest relating to the preparation of its proposal, and no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

6. Disclosure of Information

Appendix A – FORM OF PROPOSAL

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by Municipality of East Ferris to Municipal advisers retained for the purpose of evaluating or participating in the evaluation of this proposal.

7. Proposal Irrevocable

The proponent agrees that its Proposal shall be irrevocable for a period of **ninety (90)** days following the Submission Deadline.

8. Enter into Contract

The proponent agrees that in the event its proposal is selected by Municipality of East Ferris, in whole or in part, it will enter into the Contract based on the term and conditions set out in Appendix A to this RFP in accordance with the terms of this RFP and utilize the latest form of the O.A.A. Contract as the basis for the relationship. All deliverables in this RFP will apply.

9. Addenda

The proponent is deemed to have read and accepted all addenda issued by Municipality of East Ferris prior to the Deadline for Issuing Addenda. The onus remains on proponents to make any necessary amendments to their proposals based on the addenda. The proponent is requested to confirm that it has received all addenda by completing the statement below:

The proponent has received addendum/addenda numbers _____ to _____, inclusive, and all changes specified therein have been included in the proponent’s pricing. Proponents who fail to complete this section will be deemed to have received all issued addenda.

Signature of Witness

Signature of Proponent Representative

Name of Witness

Name of Proponent Representative

Title of Proponent Representative

Date

I have the authority to bind the proponent

ORIGINAL SIGNATURES ONLY; NO ELECTRONIC

Appendix B – Pricing Form

1. Instructions on How to Complete Pricing Form

- a) Rates shall be provided in Canadian funds, inclusive of all applicable duties and taxes except for Harmonized Sales Tax (HST), which should be itemized separately.
- b) Rates quoted by the proponent shall be all-inclusive and shall include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery to Municipality of East Ferris, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

c) Disbursements

Proponents should ensure that they have carefully considered the Total Fixed Fee, and Fixed Fee for each Phase and that all Disbursements (mileage, meals, parking, printing and plotting, courier, telephone/fax/cell, presentation materials, documents for required design reviews for each phase, three (3) sets of tender documents, and three (3) sets of issued for construction documents, are included. The Prime Consultant shall make available all Drawings and Specifications in a digital format accessible at any time to bidders and Project Team members. No additional Disbursements or expenses will be paid by the Client unless expressly agreed to in advance and in writing by the Client.

d) Hourly/Per Diem Fee

Attach the Per Diem or Hourly rate for each resource on the Proponent's team including all sub-consultants.

- e) It is the Municipality of East Ferris's intention to award Phase 1 of the Municipal, Community and Recreational Facilities Project to the successful proponent. Award of the subsequent Phase 2 is not guaranteed and will be contingent on approval of deliverables from Phase 1, capital funding approval and successful performance by the proponent on the previous phase. The Municipality will evaluate the successful proponent's performance on deliverables from Phase 1 and may elect to award, at its sole discretion, Phase 2 of the work to the successful proponent.

2. Pricing Form

I/We, the undersigned, **having the authority to bind the Company**, certify that I/We have examined the INVITATION AND SUBMISSION INSTRUCTIONS, EVALUATION AND RANKING, TERMS AND CONDITIONS OF THE RFP PROCESS, CONTRACT TERMS AND CONDITIONS, FORM OF PROPOSAL and RFP PARTICULARS, do hereby offer and agree to enter into an agreement with the Municipality of East Ferris to provide Consultancy service for Architectural services for the New Municipal Office, Fire Hall and Community Infrastructure.

Price Summary - (to be included in Envelope ‘B’)

*****Note: Phase 1 of the work will be initially awarded as part of the RFP. Phase 2 work will be awarded subject to capital approval in February / March 2020.**

#	Description	Phase Fee %	Unit of Measure	Total Price
PHASE - 1				
1.1	Master Planning & Programming	Comprising 5% of total fees	Lump Sum	\$
1.2	Conceptual/Schematic Design	Comprising 5% of total fees	Lump Sum	\$
1.3	Detail Design	Comprising 15% of total fees	Lump Sum	\$
1.4	Construction Documents	Comprising 50% of total fees	Lump Sum	\$
1.5	Construction Procurement	Comprising 5% of total fees	Lump Sum	\$
Phase – 1 Fixed Fee				\$
PHASE - 2				
2.1	Construction Phase (Contract Administration)	Comprising 20% of total fees	Lump Sum	\$
Phase – 2 Fixed Fee				\$
Total Fixed Fee - (Sum of Fixed Fees for each Phase)				\$
Disbursements				\$
HST 13%				\$
Grand Total (Including HST)				\$

COMPANY:	SIGNATURE:
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Appendix C – RFP Particulars

A. The Deliverables

a.1) **Note:** The use of “Client(s)” shall be read as equivalent to the defined “Municipality of East Ferris”

a.2) **Note:** The use of “Prime Consultant” shall be read as equivalent to the defined “Successful Proponent”

Background:

The Municipality of East Ferris needs a new municipal office and fire hall in Corbeil. In 1967, an 1,100 sq. ft. office was built for a staff of 3 given a municipal population of 1,200. Today with a larger staff / volunteer count to serve 5,000 citizens, the office is simply way too small. There are absolutely zero meeting rooms or spaces for staff, volunteers, citizens, professionals or Council to gather. The Council uses the Corbeil Park Hall as its meeting chambers.

In the 70s, the office was expanded by 500 sq. ft. when a 2 bay fire hall was added to the property for a few firefighters. This additional 500 sq. ft. office space was designed to accommodate a future expansion of the fire hall. Today the fire hall serves 15 volunteer fire fighters and lacks space to contain vehicles and equipment, a staging area and a Meeting Room.

Furthermore the municipal property located at 390 Hwy. 94 holds a number of other amenities including a sign, Canada Post mailboxes, the Corbeil Park Hall, outdoor storage facilities for the Action 50+ Club, a Net Spectrum Internet Tower, the Bill Vrebosch Park with an outdoor skating rink, volleyball court, soccer field, play structures, tennis courts and the entrance to the North Bay Mattawa Conservation Authority Nature Trails. The Corbeil Park Hall is a municipal building that is shared with a number of community clubs. The parking lot is used by East Ferris Bus Lines for student transfers. This results in a very busy parking lot that at times has insufficient space. The Municipality’s Official Plan and 2019-2022 Strategic Plan call for the development of the heart of Corbeil as a community hub.

Objectives / Description of work to be done

Construct a structure for staff to serve the taxpayers of East Ferris for another 30 years or more of growth and development with room for further expansions in a safe and productive environment.

Preliminary Project Schedule:

Adherence to the project schedule is essential. The successful proponent will develop a detailed schedule to identify all project activities, key milestones and deliverables including required meetings with the Project Manager and Client. The schedule must meet the requirements for the following high-level milestones.

Appendix C – RFP PARTICULARS

Milestone	Date
Successful Proponent Notified of Award Recommendation	October 18 th , 2019
Council Approval	October 21 st , 2019
Contract Acceptance	October 31 st , 2019
Phase 1 Completion	January 31 st , 2020
Phase 2 Award/Commencement (subject to approval of Phase 1 deliverables)	March 1 st , 2020
Phase 2 Completion	June 2021

Proponents are reminded that the milestone dates for Phase 1 and 2 provided above represents a “best case” scenario and are contingent on approvals associated with the deliverables from Phase 1 of the Project.

Prime Consultant:

Delivery of the design will be through the successful proponent who will enter into a contract with the Client for the delivery of all services. The Design Team will be organized by the successful proponent to include members of the municipality’s Technical Ad Hoc Advisory Committee. The successful proponent will advise on the evaluation and selection of other specialty consultants if required and will be responsible for managing and coordinating them in the design phase and throughout the project as required.

Sub-Consultants:

The successful proponent will be responsible to retain and co-ordinate all required sub consultants. The use of local sub-consultants is encouraged. All documents by sub consultants shall bear the seal of an individual in good standing with the appropriate professional association. The successful proponent shall be liable for errors and omissions of all sub-consultants. The anticipated requirements for sub consultants include but are not limited to those listed in the following table which shall become part of the Municipality of East Ferris Professional Design Services Agreement.

Project Team	
Sub-Consultants of the Prime Consultant	Municipality of East Ferris Selected Consultants
Architect	Project Management
Structural Engineer	Geotechnical Engineer
Mechanical Engineer	
Electrical Engineer (including Information Technology, Communications, AV and Security)	
Civil Engineer / well and septic support	Client selected representative(s)
Interior Designer	

Exterior and Interior Signage	
Cost Consultant	

1. General Requirements (All Phases)

1.1 Prime Consultant’s Services

1.1.1 The Prime Consultant’s services consist of those services performed by the Prime Consultant, the Prime Consultant's employees and the consultants engaged by the Prime Consultant. They include the provision of architectural services plus the provision of normal structural, civil, mechanical and electrical engineering services by professional engineers when these consultants are engaged by the Prime Consultant and other design related services performed by other consultants engaged by the Prime Consultant.

1.1.2 The Prime Consultant's services include consultant co-ordination to integrate all parts of the services, e.g.: structural, civil, mechanical and electrical engineering services, landscaping and other required services.

1.2 Design Coordination and Administration

1.2.1 The Prime Consultant shall designate a Design Project Leader as the Prime Consultant’s principal representative for the Project. The Design Project Leader shall not be changed without the prior written approval and authorization of the Client, except that the approval of the Client will not be required for the new Design Project Leader if the original Design Project Leader’s employment with the Prime Consultant ceases or illness and/or injury would materially compromises the Design Project Leader’s ability to perform his or her role as the Prime Consultant’s primary representative for the Project”.

1.2.2 The Design Project Leader shall be solely responsible for assuring the Prime Consultant and its sub consultants deliver all of the required services to the project. The Design Project Leader shall have responsibility for the delivery of services to the Client and shall lead the delivery of services throughout the project. For the duration of the Project, the Design Project Leader will attend all Design Meetings, Construction Meetings and such other meetings as the Client, the Project Manager or Construction Manager may request, as the Prime Consultant’s representative.

1.3 Management of Engineering Consultants

1.3.1 As part of the Architectural Services the Prime Consultant shall include structural, civil, mechanical and electrical engineering consultants, and others as noted in the Request for Proposal.

1.4 General Project Requirements

1.4.1 The Prime Consultant shall:

- a) be responsible for providing expertise on sustainable design, following best practice design strategies with a focus on environmentally friendly initiatives and renewable energy alternatives;
- b) attend and participate in bi-weekly (or as required) Project Team meetings with the Client and Project Manager throughout the project duration;
- c) manage, coordinate and be responsible for any Client appointed sub-consultants (Cost Consultants);
- d) coordinate and consult with the Client appointed consultants (Furniture, A/V) to develop appropriate details and specifications for various building components;
- e) assist the Project Manager and Client with the preparation of reports and presentations to Council, public, and other project stakeholders/partners;
- f) attend and participate in Client Committee meetings; allow for design presentations at these meetings;
- g) schedule, chair, and minute Design Team Meetings and External Stakeholder meetings throughout the project duration; and
- h) submit all minutes of meetings with clear actionable items within 72 hours of the meeting to the Project Manager and the Client

PHASE 1

1.5 Analysis, Program & Scope Development Phase

1.5.1 It is the Prime Consultant's responsibility to verify and refine the preliminary Building(s) Program information (Municipal Office / Fire Hall and Community Infrastructure) with the Client and stakeholders to meet the requirements of the Municipality, resulting in the Functional Building Program (FBP). In connection with the study and development of the site concept options including the finalization of the FBP, the Prime Consultant shall:

- a) review past reports pertaining to the site/building;
- b) visit the site and undertake detailed investigation and audit of the facilities (Municipal Office, Fire Hall, Corbeil Park Hall, Parking Lot and Complete Site) to understand and review building components, existing systems, known building issues, as built conditions, existing buildings and site services and utility infrastructure;
- c) at a minimum frequency of bi-weekly, or more frequently as required to conform to the

Appendix C – RFP PARTICULARS

- program development schedule, meet with the Client, Project Manager and the stakeholders to review the FBP and concept designs. Gather information, refine, modify and customize the concept designs and FBP as required, to meet the specific needs and requirements of each site option;
- d) produce minutes of all such meetings identifying the actionable items and submit these minutes to the Project Manager within 72 hours of each meeting;
 - e) review and confirm site infrastructure capabilities (in particular power, water, septic) to confirm suitability for proposed works. Advise of those services that must be addressed in order to support the planned works;
 - f) undertake and provide a preliminary storm water management assessment;
 - g) review and provide comments on any investigation reports prepared by specialist consultants (Geotechnical). The Surveyor and Geotechnical Engineer consultants hired by the Owner and coordinated by the Consultant.
 - h) research, review and compile background information relating to the site and adjacent lands;
 - i) identify the need for additional studies and surveys as necessary and prepare scope of work documents for this work to assist the Municipality with the engagement of services that will provide the additional required studies and surveys;
 - j) prepare a proximity matrix for functional spaces complete with stacking and blocking diagrams;
 - k) Prepare a site Master Plan;
 - l) prepare a minimum of three (3) conceptual Site Plans and floor plan(s) indicating building frontage, street access, and parking once Master Plan is approved.
 - m) prepare a comprehensive FBP document customized to the requirements of the Client stakeholders;
 - n) prepare and verify with project stakeholders, the furniture, fixtures and equipment (FF&E) needs and requirements for the proposed expansion, this is to include a verified list of existing furniture that will be re-used along with the required FF&E items that are to be purchased by Client;
 - o) prepare a Class D cost estimate for each concept design and verify that the approved

FBP conforms to the identified construction budget;

- p) prepare appropriate presentation materials and attend and present information to Council and municipal officials as required to obtain approval to proceed;
- q) obtain the Client's approval before proceeding with the Design.

1.6 Master Plan Phase

1.6.1 **Definition:** Master Planning intends to provide a dynamic long-term planning document that provides a conceptual layout guide to future growth and development. The Master Plan will include analysis, recommendations and proposal for the site.

1.6.2 **Purpose:** to provide direction for proper placement of built form on site as well as future growth, movement of pedestrians and traffic as well as environmental issues.

1.6.3 **The Prime Consultant shall:**

- Review all previous mater plans;
- Review relevant literature (zoning, municipal, provincial documents);
- Coordinate with relevant stakeholders vetted by steering committee;
- Prepare Master Plan;
- Obtain approval from Municipality Technical Ad Hoc Advisory committee.

1.7 Schematic Design Phase

1.7.1 **Definition:** Schematic Design develops the form, size, character and a preliminary design detail of the project based on approved FBP, and is to include input from all professional disciplines on the project team.

1.7.2 **Purpose:** To prepare a schematic design (architectural, structural, mechanical, electrical, civil and interior design) for all exterior and interior components of the project.

1.7.3 The Prime Consultant shall:

- a) coordinate services of all consultants;
- b) schedule, chair, and minute bi-weekly design meetings (at the Client offices) with the Client, the Project Manager, sub- consultants, and other specialist consultants. Submit all minutes of meetings with clear actionable items within 72 hours of the meeting to the Project Manager and the Client;
- c) provide all support to analyze current and future requirements of the provincial OADA standards;
- d) review all applicable statutes, regulations, codes and by-laws and where necessary review the same with the authorities having jurisdiction;

Appendix C – RFP PARTICULARS

- e) review all applicable project site studies and survey's, coordinate the design with the recommendations made in these reports;
- f) continue to review and confirm that the proposed design is in conformance with the approved FBP;
- g) apply for and obtain preliminary approvals from authorities (via pre-consultation meetings) having jurisdiction for all, planning, zoning, building and related Site Plan Application (SPA) requirements;
- h) review the eligibility requirements of any Local, Provincial or Federal applicable incentive or energy related programs or grants in order that the Client can take advantage of such programs, the consultant is to provide all required services to make all applications on behalf of Client and provide all required follow up, services and documentation as required to obtain program or grant approval;
- i) support the Municipality with all work associated with the "Green Municipal Fund" and other funding opportunities with the following requirements:
 - a) Net Zero: Building – process;
 - b) LEED – non-certified process;
 - c) Passive House – non-certified process.

Consultant to provide all services to assist Municipality in achieving these goals.

- j) provide expertise on sustainable design taking into account energy and environmental conservation principles. Identify sustainable design features. Ensure all requested and approved design principles are implemented and integrated into the design and construction;
- k) create individual Room Data Sheets for all distinct areas of the facility and summarize initial program requirements of each area for Client review and approval;
- l) review and coordinate with the Client and area plan partners to determine required needs and ongoing coordination items as it relates to adjacent road developments and revised site access requirements that may impact the proposed design;
- m) review and record on an approved electronic data base (e.g. AutoCAD) all existing and proposed new furniture, fixtures and equipment that are to be included in the final design to ensure the plans meet the Client FF&E requirements;
- n) prepare a proximity matrix (Adjacency Diagrams) for functional spaces complete with a blocking and stacking plan;
- o) based on the approved program of requirements, schedule and construction budget and Client preferences, prepare designs for the Client's review and

approval, schematic design documents to illustrate the scale and character of the project and how the parts of the project function, including but not limited to:

- storm water management plan;
 - site plan;
 - spatial relationship and interior circulation diagrams;
 - principal floor plans;
 - building sections;
 - exterior elevations;
 - preliminary landscape and grading plan;
 - prepare all application documents and provide the lead role to obtain approval of authorities having jurisdiction for the Site Plan Application;
 - three dimensional (3-D) renderings of the exterior of the project and key interior elements; and
 - order of magnitude costing
- p) Provide Project Brief detailing area calculations, building systems and outline specifications to describe the size and character of the entire project including the architectural, structural, mechanical, and electrical systems, civil systems, materials and existing building elements and issues requiring replacement and renovation, including operational and performance characteristics of building systems and infrastructure and expected utility service replacement;
- q) prepare and submit an Elemental Order of Magnitude Construction Cost Estimate for building construction, excluding loose furnishings, fixtures and equipment;
- r) present the design at Council, to Senior staff, Technical Advisory Committee and at public meetings if required;
- v) obtain the Client's approval before proceeding with the Design Development Design.

1.8 Design Development Phase

1.8.1 **Definition:** Design Development specifies the actual form, size, character and design details of the project, and includes all professional disciplines and fixes the budget and construction schedule of the project.

1.8.2 **Purpose:** To produce final designs (interior design, architecture and building systems) for all interior and exterior components.

1.8.3 The Prime Consultant shall:

- a) coordinate services of sub-consultants as applicable;

Appendix C – RFP PARTICULARS

- b) schedule, chair, and minute bi-weekly design meetings with the Project Manager, sub-consultants, and other specialist consultants. Submit all minutes of meetings with clear actionable items within 72 hours of the meeting to the Project Manager and the Client;
- c) continue to review and confirm that the proposed design is in conformance with the finalized FBP;
- d) provide complete performance specifications for FF&E, audio-visual, data/voice communications, security, and signage and assist in the evaluation and procurement of all Proponents;
- e) finalize the Space Data Sheets identifying the design details, spatial and functional requirements for all distinct areas of the facility to the satisfaction of the Client;
- f) complete the civil engineering for the site;
- g) further develop and prepare the design documents for the Client's review and approval, consisting of drawings and other documents appropriate to the size of the Project, as listed below:
 - site plan;
 - plans;
 - elevations;
 - sections;
 - room data sheets;
 - phasing and hoarding requirements;
 - Project Brief detailing area calculations, building systems and outline specifications; and
 - any other documents that may be required, to describe the size and character of the entire Project including the architectural, structural, mechanical, and electrical systems, materials and such other elements as may be appropriate for presentation to the Client
- h) continue to review applicable statutes, regulations, codes and by- laws as the design of the project is developed;
- i) continue to coordinate and provide the lead role with the authorities having jurisdiction for the SPA, responding to and resolving any outstanding conditions of SPA in a timely manner;
- j) prepare all application documents and provide the lead role to obtain approval of the Building Permit Application;

- k) prepare a presentation package that illustrates the overall site and building design;
- l) prepare a presentation of light fixtures, plumbing fixtures, millwork, signage and related way-finding systems, all furnishings and proposed interior/exterior finishes;
- m) submit facility life cycle costs analysis associated with alternative mechanical, electrical and other building systems (such analysis shall be sufficiently detailed to permit the Client to assess the comparative merits of alternative systems, and shall be accompanied by the Prime Consultant's recommendation for a preferred solution);
- n) make design presentations at public meetings and/or Committee meetings;
- o) prepare an Elemental design development cost estimate;
- p) provide value engineering / analysis and cost reduction strategies and recommendations to align the Design Development documents to the approved construction budget, implement necessary document revisions;
- q) continue to design in accordance with sustainable design strategies determined in previous phases; and
- r) Obtain the Client's approval before proceeding with the Construction Documents Phase.

1.9 Construction Documents Phase

1.9.1 **Purpose:** To prepare all necessary contract documents (drawings and specifications) including site plans, floor plans, descriptions, elevations, sections and construction details for all professional disciplines, on the basis of the approved final design documents, and suitable for tendering and submission to authorities for approval.

- a) coordinate services of consultants as applicable;
- b) schedule, chair, and minute bi-weekly design meetings with the Project Manager, sub-consultants, and other specialist consultants. Submit all minutes of meetings with clear actionable items within 72 hours of the meeting to the Project Manager and the Client;
- c) review statutes, regulations, codes and by-laws applicable to the design and where necessary review the same with the authorities having jurisdiction and

Appendix C – RFP PARTICULARS

- obtain the consents, approvals, licenses and permits necessary for the Project;
- d) assemble, prepare, and take responsibility for the submission of all remaining documents requested by the authorities having jurisdiction, including but not limited to Building Permit Application and provide all communication with the authorities as required;
 - e) prepare for the Client's review and approval, construction documents consisting of drawings and specifications setting forth in detail the requirements for the Project;
 - f) actively respond to and resolve any outstanding conditions of SPA to facilitate Building Permit issuance;
 - g) ensure sustainable protocols, including waste diversion and management protocols are included in the Construction Documents;
 - h) prepare and submit a 50% construction cost estimate, and recommend to the Client design adjustments to meet the approved construction budget;
 - i) assist the Project Manager to pre-qualify General Contractors;
 - j) prepare for the Project Manager a list of proposed warranties applicable to building components;
 - k) verify specified materials and equipment are available within the required schedule;
 - l) continue to design in accordance with the sustainable design strategies determined in previous phases, and to obtain all grant and incentive opportunities as agreed in the prior phases;
 - m) continue to implement project phasing and hoarding requirements;
 - n) review with Client and finalize a proposed hardware schedule that is to be included in the proposal documents (not through a cash allowance);
 - o) provide colour board samples and finish material selection sample boards including presentations to the Client, for approval;
 - p) at least 20 days prior to tender prepare and submit a Pre-Tender Divisional cost estimate aligned to the approved construction budget for Client approval. The cost estimate shall be received no later than 10 days prior to proposal;

Appendix C – RFP PARTICULARS

- q) at least 20 days prior to tender, provide the Client with a complete set of coordinated Construction Documents prior to the Construction Procurement Phase for an independent Construction Document review, and subsequently make any necessary revisions to the Construction Documents arising from items identified during the Construction Document review; and
- r) Obtain the Client's approval before proceeding with the Construction Procurement Phase

1.10 Construction Procurement Phase

1.10.1 **Purpose:** In consultation with the Project Manager prepare the necessary bidding information, bidding forms, conditions of contract, including supplementary general conditions, and form of contract between the Client and the General Contractor.

1.10.2 The Prime Consultant shall:

- a) assist the Client and Project Manager in preparing the construction contract Supplementary General Conditions;
- b) prepare for the Client's review the Bid Form (inclusive of any project specific alternates, itemized and separate prices), Instructions to Bidders, and other contract documents and revise the documents to incorporate the Client comments;
- c) act in an advisory role to the Project Manager and Client who will tender the project, provide electronic format copies of all related documents;
- d) participate in the pre-tender "Job Showing" for bidders;
- e) respond to questions raised by bidders and prepare addenda or clarifications for issue to bidders;
- f) assist the Project Manager with the examining and evaluation of proposal, including valuation of itemized prices and advise on acceptance; and
- g) prepare "Issued for Construction" set of drawings and specifications incorporating all addenda for review by the Project Manager and use for construction by the successful General Contractor.

PHASE 2:

1.11 Construction Phase – Contract Administration

1.11.1 **Purpose:** To support the administration of the construction contract, and in particular to inspect the construction to ensure compliance with the design documents.

Appendix C – RFP PARTICULARS

1.11.2 The Prime Consultant shall:

- a) coordinate services of consultants as applicable;
- b) serve as the “Consultant” as per the 2008 CCDC 2 Stipulated Price Contract Agreement between the Client and the General Contractor;
- c) distribute “Issued for Construction” set of drawings and specifications upon award of the General Contractor Contract;
- d) provide sealed contract set of documents for signature and distribution to all contracted parties;
- e) provide continuity of resources from the design phases;
- f) submit for the review and approval of the Client a quality assurance plan that details the requirements and measurements for site reviews, testing, inspection, and other construction monitoring. Indicate critical building elements;
- g) have the authority to act on the Client’s behalf to the extent provided in this Contract and the Contract Documents;
- h) examine, evaluate and report on the General Contractor adherence to phasing and hoarding requirements, issue associated instruction if non-conformances are found;
- i) forward all instructions from the Client to the General Contractor;
- j) carry out and coordinate as applicable the General Review/Field Review of the Work and include in each Field Review detailed written comments on quality of work, adherence to construction schedule, verification of trades on site and overall conformance with contract documents. Site attendance shall be a minimum of weekly, or as required by the construction activity;
- k) examine, evaluate and report to the Client upon representative samples of the Work;
- l) prepare, as necessary but at a minimum monthly, a written assessment of the construction progress as it relates to the approved construction schedule, including recommendations on remedial action where necessary;
- m) render interpretations in written and graphic form as may be required with reasonable promptness on the written request of either the Client or the General Contractor;

Appendix C – RFP PARTICULARS

- n) render written findings within a reasonable time on all claims, disputes and other matters in question between the Client and the General Contractor relating to the execution, schedule or performance of the Work or the interpretation of the Contract Documents;
- o) render interpretations and findings consistent with the intent of and reasonably inferable from the Contract Documents; showing partiality to neither the Client or the General Contractor;
- p) exercise the authority to reject work which does not conform to the Contract Documents, and whenever, in the Prime Consultant's opinion, it is necessary or advisable for the implementation of the intent of the Contract Documents, exercise the authority to require special inspection or testing of work, whether or not such work has been fabricated, installed or completed;
- q) review General Contractor's submittals and/or shop drawings, product data, and samples, for conformance with the general design concept of the Work as provided in the Contract Documents;
- r) advise the General Contractor of any discrepancies in the work and ensure that remediation occurs;
- s) maintain an electronic log to evidence the status and disposition of Shop Drawings and other required contractor submittals;
- t) prepare Contemplated Change Notices (CCN), Change Directives (CD) and Change Orders (CO) for the consideration of the Project Manager and for the Client's approval and signature in accordance with the Contract Documents;
- u) maintain electronic logs to accurately document the status of all issued and contemplated CCN's, CD's and CO's cross referenced to the General Contractor's numbering system for changes and quotes and incorporating the Prime Consultant's estimated cost. Provide clear and justified rationale with each and every change;
- v) provide timely responses and reviews to General Contractor Request for Information or quotations associated with CCNs or CDs;
- w) furnish Supplemental Instructions to the General Contractor with reasonable promptness or in accordance with a schedule for such instructions agreed to by the Prime Consultant and the General Contractor;
- x) receive from the General Contractor and forward to the Client for the Client's

Appendix C – RFP PARTICULARS

- review the written warranties and related documents;
- y) issue certificates for payments in the value proportionate to the value of work performed and products delivered to the place of the work;
- z) the Prime Consultant shall ensure the maintenance of a proper record of changes as the Project progresses and shall maintain copies organized in two (2) binders for the benefit of the Client. The Prime Consultant shall submit an un-compressed copy of the entire Project's record (As-Built) drawings on a USB drive for the Client's use;
- aa) receive from the General Contractor and review and approve the General Contractor's as-built drawings, and provide to the Client a complete set of electronic as-built drawings for all building systems and components;
- bb) provide progress photographs in electronic format on a monthly basis;
- cc) determine the amounts owing to the General Contractor under the Construction Contract based on the Prime Consultant's observations and evaluation of the General Contractor's application(s) for payment;
- dd) issue certificates for payments in the value proportionate to the amount of the Construction Contract and the General Contractor's Schedule of Values, of work performed and products delivered to the place of the Work;
- ee) determine the date of Substantial Performance of the work and oversee the building handover to Client;
- ff) create a comprehensive deficiency list (all disciplines) in addition to the list prepared by the General Contractor;
- gg) coordinate services of consultants as applicable;
- hh) receive from the General Contractor and review and approve the General Contractor's as-built drawings, and provide to the Client a complete set of AutoCAD as-built drawings for all building systems and components in a format acceptable to the Client;
- ii) prior to the end of the period of one year following the date of Substantial Performance of the Work, review any defects or deficiencies which have been observed and reported during that period, and notify the General Contractor in writing of those items requiring attention by the General Contractor to complete the Work in accordance with the Contract;

Appendix C – RFP PARTICULARS

- jj) actively direct or instruct the General Contractor to ensure timely correction of deficiencies by the General Contractor and address warranty item issues;
- kk) re-inspections as reasonably necessary to determine sufficiency of correction of deficiencies by the General Contractor (allow 2 additional site inspections following the final deficiency review);
- ll) liaise and follow-up with the Client and General Contractor with respect to the timely correction of deficiencies and addressing of warranty item issues and the status thereof; and
- mm) verify the validity of the General Contractor's application for final payment and issue a certificate of final payment. This shall also include the subsequent release of any Maintenance Holdback monies after the expiry of the Warranty Period.

1.12 Quality Management

Quality, in the context of quality management, is the degree to which a set of inherent characteristics fulfils requirements. The quality of the product of this project, and all the deliverables leading to project completion, are of great importance to the Client.

To ensure an effective quality management system is implemented during the delivery of this project, the disposition of the Prime Consultant towards quality management and the level of maturity of their quality management systems will be evaluated.

1.12.1 Quality Assurance

Quality assurance is the component of a quality management system that is focused on providing confidence that the quality requirements of the project will be fulfilled. Inputs to the quality assurance effort are the design drawings, specifications, project plans and progress reports.

The Prime Consultant shall:

- a) coordinate the engineering and other design documents with the architectural drawings and specifications;
- b) implement a document control system to identify changes to drawings and specifications;
- c) control and track the distribution of design documents to prevent the unintended use of obsolete information;
- d) commit the services of a consistent team of resources from initial concept design through contract administration and commissioning; and
- e) verify the compliance of the design with the functional, spatial, performance and aesthetic needs of the project, along with applicable codes, standards and Municipal by-laws.

1.12.2 Quality Control

Quality control is the component of a quality management system that is focused on fulfilling the quality requirements. The quality control effort involves inspections, tests, and corrective and preventive action on site.

The Prime Consultant shall:

- a) carry out all inspections and supervise or witness all tests, as defined in the Plan, to verify that the Contract work is proceeding in accordance with the Contract Documents and to ensure that the time required to correct contractor deficiencies during the facility start-up phase is minimized;
- b) maintain the Plan and submit monthly updates to the Client for the duration of the project; and
- c) identify and track deficient work on site from discovery to correction.

1.13 Cost Control

1.13.1 General

- a) The Prime Consultant shall monitor project costs from the commencement of the work through to post-construction evaluation of the completed project. The Prime Consultant shall be responsible for the production of a design that can be implemented within the Construction Budget (within a range of +/- 5%).
- b) For the purpose of cost control, the Prime Consultant shall support the Quantity Surveyor in obtaining estimates of construction costs. Potential cost overruns shall be reported by the Prime Consultant well in advance of their anticipated occurrence to allow the Project Manager sufficient opportunity to take remedial measures.
- c) The Prime Consultant shall provide assistance to the Project Manager by responding to questions concerning project costs and alternative cost solutions. For the purpose of determining the cost of construction, the Project Manager shall first rely on prices obtained by tender, and then on cost estimates supplied by the Prime Consultant.
- d) Where the Client and Project Manager, having examined the Prime Consultant's cost estimates, concludes that the design provided by the Prime Consultant for the examined estimate cannot be implemented within the Construction Budget (within a range of +/- 5%) then the Prime Consultant shall be responsible to amend or redesign its work until a design is produced that can be accomplished within the Construction Budget (within a range of +/- 5%). There shall be no additional fees paid for such redesign work.

1.13.2 Cost Estimates

- a) A complete cost estimate submission will be provided by the Cost Consultant at the completion of the Schematic Design and at the completion of Design Development. The Prime Consultant will support the Quantity Surveyor in a detailed divisional estimate at 50% and a Pre-Tender estimate in the Construction Documents Phase that is to be aligned with the approved Construction Budget (within a range of +/- 5%).
- b) In addition, the Prime Consultant shall support the Quantity Surveyor in obtaining cost comparisons and cost reports identifying the differences between each succeeding cost estimate, along with the reasons for these differences and their cost effect on the project.
- c) All construction estimates to include design and estimating contingency sums as are deemed necessary in light of the design information available.
- d) Unit rates and prices used in arriving at estimated costs will be based on current rates at the time of submission and will include increases that would normally occur during the construction period. Escalation for the period between submission and the start of construction will be shown separately.

1.13.3 Change Orders

The Prime Consultant shall provide the Project Manager with cost estimates for Contemplated Change Notices (CCN) prior to the CCN being issued to the General Contractor and shall further identify the anticipated impact on the construction schedule. The Prime Consultant shall analyze the General Contractor's submission in detail; submit to the Project Manager detailed documentation supporting the Prime Consultant's determination of the fair value of each CCN, and issue written advice to the Project Manager regarding the disposition of CCN's.

1.14 Schedule Control

- 1.14.1 The Prime Consultant shall, within ten working days of notification of General Contractors Construction contract award, submit a detailed schedule provided by the General Contractor based on the milestones in the Project Schedule. This Construction Schedule will then be used to coordinate all phases of the work. Once the Project Manager approves the schedule, the Prime Consultant shall review the work in accordance with the approved schedule.
- 1.14.2 The Prime Consultant will include in the Contract Documents the requirement of the General Contractor to provide a monthly Earned Value assessment of the actual construction performance compared to the approved baseline.
- 1.14.3 As Contract Administrator, emphasis will be made upon the Contract Administrator's role during construction in verifying payment, requesting schedule updates and reviewing and analyzing the General Contractors schedule for conformance to the contractual date of Substantial Performance.

B. Mandatory Requirements

1. Form of Proposal (Appendix A)

Each proposal must include; (a) a Form of Proposal (Appendix A) completed and signed by an authorized representative of the proponent and (b) a proposal brief as described in Sec. 1.7.4. Part 1

2. Pricing Form (Appendix B)

Each proposal must include a Pricing Form (Appendix B) completed according to the instructions contained in the form.

C. Rated Criteria

1. Summary of Rated Criteria

The following is a summary of the rated criteria and weightings for the evaluation of proposals. If a minimum threshold is identified, proponents who do not meet the minimum threshold score will not proceed to the next stage of the evaluation process.

CRITERIA	Weighting %	Points (0-10)	Weighted Points
1. PROPOSAL (envelope - A)			
Project Manager & Senior Staff (15%)			
• Qualifications specific to project	5%		
• Past experience on similar projects	10%		
Technical Support (15%) (including sub consultants)			
• Qualifications specific to project	6%		
• Past experience on similar projects	6%		
• Availability and knowledge of Region	3%		
Experience and Past Performance Record on Regional and/or Similar Projects (20%)			
• Scope, Budget (Engineering Fees / Construction Cost), & Schedule Variances	5%		
• Responsiveness to Project Related Requests	5%		
• Liaison with Public Stakeholders, Approval Agencies, Contractor, and Region	5%		
• Availability of Lead Consultant	5%		
Understanding of Project (35%)			
• Approach and methodology	5%		
• Innovation	5%		

Appendix C – RFP PARTICULARS

• Compliance with Terms of Reference	5%		
• Concepts/Options/Alternatives considered	5%		
• QA/QC policy	5%		
• Schedule and Detailed Work Plan	10%		
SUBTOTAL – Technical Proposal	85%		
2. FEE PROPOSAL (envelope - B)	15%		
TOTAL	100%		

D. Evaluation and Ranking Method

The ranking of proponents will be based on the total score calculated by adding the pricing points to the total points for rated criteria.

$$\text{proponent's total score} = \text{total points for rated criteria} + \text{pricing points}$$

Pricing is worth **15%** points. The proponent's price is determined by **SUB TOTAL FOR ALL PHASES**. The pricing points for each proponent will be determined based on a relative pricing formula:

$$\text{lowest price} \div \text{proponent's price} \times \text{weighting} = \text{proponent's pricing points}$$

Scoring Category	Description	Numeric Score
Fail	Requirement is not met or is not acceptable.	0
Poor	Minimally addresses the component, but one or more major considerations of the component are not addressed.	1 - 2
Fair	The response addresses some aspects of the component, but minor considerations may not be addressed.	3 - 4
Good	The response addresses the component and provides a reasonably good quality solution.	5 - 6
Very Good	There is a high degree of confidence in the proponent's response as a proposed solution to address the component.	7 - 8
Exceptional	The proposed solution goes above and beyond the requirements as well as provides a high degree of confidence in its effectiveness.	9 - 10

Appendix D – Contract Terms and Conditions

FORM OF AGREEMENT

BETWEEN:

MUNICIPALITY OF EAST FERRIS

AND:

[*INSERT FULL LEGAL NAME OF SUPPLIER*]

(referred to as the “Supplier”)

In consideration of their respective agreements set out herein, the parties covenant and agree as follows:

1. Contract Documents

The contract between the parties in respect of:

[Insert Name of Project or Brief Description of Deliverables – should match the description used as the title of the RFP document]

is comprised of the following documents, which are collectively referred to as the “Contract” and attached hereto:

- (a) this Agreement;
- (b) the Schedule of Deliverables, Rates and Specific Provisions, attached hereto as **Schedule 1**;
- (c) Form of Agreement Terms and Conditions, including Article 8 - Indemnity and Insurance, Commercial General Liability Insurance and Automobile Insurance requirements;
- (d) the [***Insert RFP Document Name**], including any addenda, (the “Solicitation Document”); and
- (e) all the documentation submitted by the Supplier in response to the Solicitation Document (the “Supplier’s Submission”).

2. Interpretive Value of Contract Documents

Any ambiguity, conflict or inconsistency between or among the documents comprising the Contract will be resolved by giving precedence to the express terms of the documents in the order in which they appear above, so that a first mentioned document shall prevail notwithstanding any term or aspect of a later mentioned document.

3. Execution

This Agreement may be executed and (i) delivered by facsimile transmission or (ii) scanned and delivered by electronic transmission, and when so executed and delivered, will be deemed an original.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the date first above written.

The Municipality of East Ferris

Per: _____ Name:
Title:
Date of Signature:

Per: _____ Name:
Title:
Date of Signature:

I/We have authority to bind the corporation

[Insert Full Legal Name of Supplier**]**

Per: _____ Name:
Title:
Date of Signature:

Per: _____ Name:
Title:
Date of Signature:

I/We have authority to bind the corporation

Schedule 1 to Municipality of East Ferris Form of Agreement – Schedule of Deliverables, Rates and Specific Provisions

A. Description of Deliverables

[*Describe the Deliverables. Reference can be made to the Solicitation Document and/or Supplier Submission, as appropriate*]

B. Rates and Disbursements

B.1 Maximum Fee

Notwithstanding anything else in the Contract, the total amount payable by Municipality of East Ferris to the Supplier under the Contract shall not exceed [*insert maximum contract amount*] (\$xxx).

B.2 Personnel and Rates

The following individuals are responsible for the Deliverables. The Rates for these individuals are set out below and shall remain fixed during the Term of this Contract:

[*insert personnel and rate information or replace this section with other applicable form of rate breakdown*]

C. Payment Terms

The payment terms for the Contract are as follows: [*insert payment terms (i.e. monthly invoices, full payment upon acceptance, progress payments, etc.)*]

D. Client and Supplier Representatives

The **Municipality of East Ferris Representative** and contact information for the Contract is:

[*insert name and title of East Ferris representative in charge of the contract and contact details, including mailing address and email address*]

The **Supplier Representative** and contact information for the Contract is:

[*insert name and title of Supplier representative in charge of the contact and contact details, including mailing address and email address*]

E. Term of Contract

The Contract shall take effect on the [*insert date*] (the “**Effective Date**”) and shall be in effect for a period of [*insert # of years or months] from the Effective Date, with an option in favour of Municipality of East Ferris to extend the term for an additional period of [*insert extension period, if applicable, or revise this language as necessary*], unless it is terminated earlier in accordance with the terms of the Contract or otherwise by operation of law.

F. Specific Provisions

F.1 Additional Insurance Requirements

In addition to the Commercial General Liability Insurance and Automobile Insurance requirements specified in the Form of Agreement Terms and Conditions, the Supplier shall purchase and maintain at all times during the term of the Contract the additional insurance coverage listed below:

- 1) Professional/Errors and Omissions Liability
 - a) Errors and Omissions insurance insuring the Supplier in an amount not less than TWO MILLION DOLLARS (\$2,000,000) per claim.

The coverage under the Errors and Omissions policy shall be maintained continuously during the term of this Contract and for two (2) years after the termination or expiration of this Contract and shall cover insurable losses arising out of or in association with an error or omission in the rendering of or failure to render the Services. If coverage under the policy is cancelled within the two (2) year period after the termination or expiration of this Contract, the Supplier shall provide Municipality of East Ferris with notice within thirty (30) days of cancellation and shall be required to purchase an extended reporting endorsement

Appendix E – Conditions of Award

The selected proponent must satisfy the following conditions and provide the following information within 14 days of the notice of selection:

1. Certificate of Insurance

The selected proponent must provide Municipality of East Ferris with a Certificate of Insurance acceptable to the Municipality and, if requested by East Ferris, certified copies of the insurance policies. The Certificate of Insurance must comply with the insurance requirements outlined in the Contract Terms and Conditions (Appendix D). If the Certificate of Insurance is provided in a non-original form (e.g. a facsimile, photocopy or scanned electronic copy), the proponent acknowledges and agrees that Municipality of East Ferris is fully entitled to treat any such Certificate as an original and that the proponent will be responsible for the accuracy and validity of the information contained therein. All subsequent policy renewals and certificates of insurance thereafter, during the time that the Contract is in force, shall be forwarded to Municipality of East Ferris within fifteen (15) days of their renewal date.

2. Workplace Safety and Insurance Board Clearance

The selected proponent shall provide:

- (a) A valid, current Clearance Certificate declaring that the selected bidder is registered with Workplace Safety and Insurance Board (“WSIB”), and has an account in good standing; or
- (b) A Letter of Good Standing issued by WSIB.

If WSIB coverage is not required by law to be carried by the selected proponent, the selected proponent shall provide one of the following (as the case may be):

- (a) An Exemption Letter from WSIB, satisfactory to Municipality of East Ferris;
- (b) An Independent Operators Status Certificate issued by WSIB; or
- (c) Such further and other evidence as may be satisfactory to Municipality of East Ferris.

In addition to the indemnification provided by the selected bidder elsewhere in this RFP, the selected bidder agrees to indemnify Municipality of East Ferris and its respective elected officials, directors, officers, agents, employees, and volunteers, successors and assigns for all losses, claims, expenses (including reasonable legal fees) or other charges related to the selected bidder’s status with WSIB.

- b) confirm that coverage is maintained.

Appendix F – Functional Program Requirements

Functional Program Requirements

The Consultant’s Master Plan will confirm the ideal building and space configuration for the Municipal Office and Fire Hall. The impetus for the project is that the current buildings are too small, not efficient or accessible and in need of major repairs just to bring them up to the current building code. More importantly East Ferris is growing and needs more space for its municipal and community activities.

Once the Consultant’s Master Plan has specified the site location of building(s), then address the integration of the site’s community infrastructure. Try to maintain intact the current infrastructure but develop the full 8+ acres of land to facilitate increased access to the site’s recreational and community infrastructure. Following is a brief summary of the municipal and community requirements.

Municipal Office

Area	Space Requirements	Notes
Reception Area	200 sq. ft.	To include racks for pamphlets, large computer display for community events, closet, seating
Public Reception Counter	100 sq. ft.	To provide security to staff
Public Meeting Rooms - 2 x	300 sq. ft.	10 ft. x 15 ft. office = 150 sq. ft. per meeting room 20 sq. ft. / 25 sq. ft per person seated (4 / 7 people meeting)
Training Room	400 sq. ft.	20 sq. ft. / 25 sq. ft. per person seated (16 / 20 people)
Council Chamber	1,500 sq. ft. (current 2,100)	Ability to handle large public delegations ranging between 50 – 75, audio/visual equipment, coffee station
Large Offices – 2 x	500 sq. ft.	250 sq. ft. per office for staff who hold meetings
Medium Offices – 7 x	1050 sq. ft.	150 sq. ft. per office (standard 150 to 250 sq. ft. per person, small office standard 90 to 150 sq. ft. per person)
Open Space Workstations – 6 x	600 sq. ft.	100 sq. ft. per person (standard 60 to 110 sq. ft. per person)
Mail / Photocopy / Work Room	200 sq. ft.	Standard 125 ft. to handle machines, Standard 125 to 200 sq. ft for work room
Filing Room	100 sq. ft.	Standard
IT Room	100 sq. ft.	
Lunch / Room	200 sq. ft.	Standard 75 sq. ft. + 20 sq. ft. / 25 sq. ft. per person seated (assuming 5 / 10 seated)
Bathrooms	500 sq. ft.	Standard
Janitorial Room	50 sq. ft.	
Storage Room	100 sq. ft.	
Mechanical Room	300 sq. ft.	Energy efficient equipment
Accessible Halls / Closets	1,690 sq. ft.	25% - standard 20% to 30% of the total usable area
Total estimated square footage	8,000 - 9,000 sq. ft.	

Appendix F – FUNCTIONAL PROGRAM REQUIREMENTS

Fire Hall

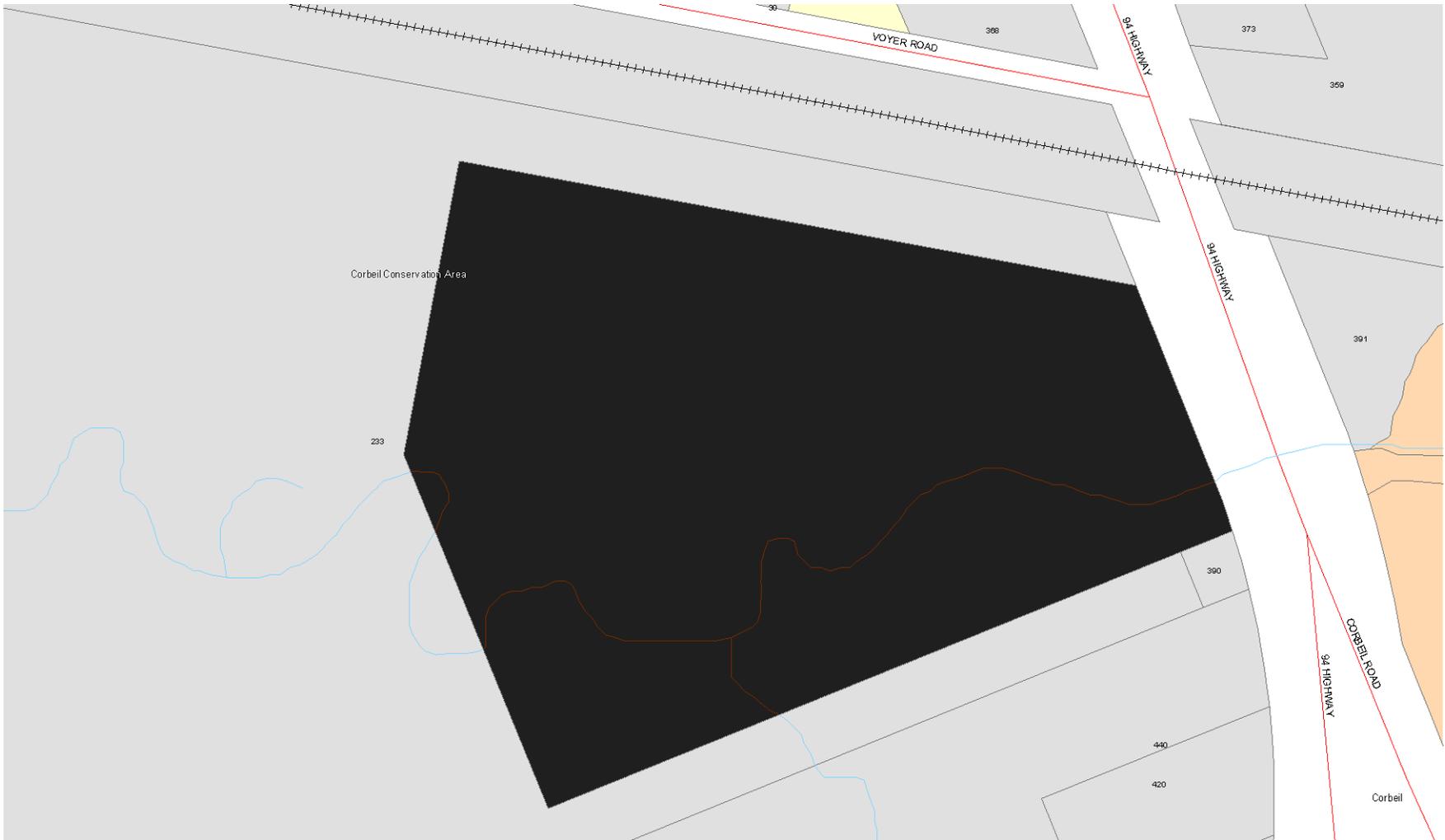
Area	Space Requirements	Notes
Apparatus Bays 3x	4,800 sq. ft.	1,600 x 3 drive-through bays for 6 vehicles
Equipment Storage / Maintenance Room	300 sq. ft.	
Administration / Communication Centre / Workstations	300 sq. ft.	
Training Room	500 sq. ft.	Based on 20 fire fighters / first responders / equipment
Lockers / Bathrooms / Washing Decontamination Room	300 sq. ft.	
Mechanical / Compressor Room	400 sq. ft.	
Accessible Halls / Closets	300 sq. ft.	5% the total usable area
Total estimated square footage	6,500 - 7,500 sq. ft.	

Community Infrastructure

Master Plan to integrate and ensure access to the following site amenities:

- Corbeil Park Hall (Seniors Active Living Centre)
- Large electronic road sign to promote municipal & community events
- Parking for 150 cars
- An outdoor rink
- A soccer field
- A tennis court
- A children's playground
- A volleyball court
- A running / walking circuit
- Two sheds for community & recreational storage
- North Bay Mattawa Conservation Authority bridge / trails
- Postal boxes
- Library box
- Internet tower

APPENDIX G- Site Plan



APPENDIX G- Site Plan

