



Lake Simcoe Region
conservation authority

REQUEST FOR PROPOSALS (RFP)

FOR

MARKET STUDY

EDUCATION & TRAINING FACILITY PROJECT

SCANLON CREEK CONSERVATION AREA

ISSUED BY:

LAKE SIMCOE REGION CONSERVATION AUTHORITY (LSRCA)

Bid #: CE-2016-ETFP-MS

RFP Submission Due:

April 8, 2016 at 1:00 pm Local Time

LSRCA Contact:

Name: Reneé Jarrett

Title: General Manager, Communications & Education

Email: r.jarrett@LSRCA.on.ca

Phone: 905.895. 1281 ext. 257

Fax: 905. 853. 5881

Any information from sources other than those noted above are not official and may be inaccurate.

Proponents must respond appropriately to ALL sections of this RFP; incomplete proposals may be rejected.

Please use the above RFP title on all related correspondence.

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Terms of Reference (TOR)

1. Introduction

Lake Simcoe Region Conservation Authority (LSRCA) is actively exploring the replacement of its existing outdoor / place-based education facility, the Nature Centre, with a new multi-use facility. The new facility will continue to service outdoor / place-based education, as well as activities such as professional training, business meetings, and workshops/events. Both the existing and new facility are located within LSRCA's Scanlon Creek Conservation Area, in the Town of Bradford West Gwillimbury.



The primary goal of the Market Study is to gather the specific market information needed to evaluate and forecast the demand for use and financial viability of a new multi-use facility at Scanlon Creek Conservation Area, in the Town of Bradford, West Gwillimbury.

Having specific regard to the proposed, multi-use facility, LSRCA is seeking the services of a marketing consultant to conduct *research and analyze market conditions and opportunities* - both current and projected - to determine *service opportunities, financial viability, and operational requirements* of the proposed facility.

The purpose of this Request for Proposal (RFP) is:

- to provide proponents with the context, scope and conditions of the contracted services required; and
- to solicit comprehensive proposals from qualified consultants.

Depending on the quality of proposals submitted in response to this RFP, one or more contract(s) may be negotiated with the successful proponent(s) at the completion of LSRCA's RFP evaluation.

2. Background

Scanlon Creek Conservation Area

Scanlon Creek Conservation Area (SCCA) is a 300 hectare property owned and managed by LSRCA. The property is located in the Town of Bradford, West Gwillimbury, approximately 5 km north of the town centre. In addition to being managed for environmental conservation, the property has a rich history in providing place-based education and recreational program opportunities to students, the public and community/special interest groups. Scanlon Creek Conservation Area holds the most infrastructure of all LSRCA properties, and includes administrative/operations offices, education program facilities, recreational trails and public use features (picnic pavilions, play area). Scanlon Creek serves as the base of operations for LSRCA's education program services.

Education Facility Review

In 2014, LSRCA completed a review of its outdoor education facility assets, including the Nature Centre, located within Scanlon Creek Conservation Area. The purpose of this work was to:

- assess the physical/structural state and aesthetic design of the facilities;
- conduct a space analysis, including functional relationship of interior and exterior spaces;
- identify opportunities for facility enhancements; and
- develop facility-oriented solutions and recommendations to support increased program delivery and enhanced client experience.

Key findings and recommendations for the existing Nature Centre are as follows:

- The facility is at the end of its life cycle;
- The existing facility does not address the spatial or program needs of existing operations;
- There is limited functionality beyond its existing use;
- The facility is poorly located, conflicts with public use and is impacting the quality of the education program experience;
- Major investment will be required to extend the life of the facility, but will not result in key operational gains;
- Recommended strategy is to build a new facility, one that supports multi-use programming, at an alternate location within the conservation area.

Based on these findings and recommendations, the Education and Training Facility Project was initiated to further inform and advance the concept of a new, multi-functional facility to service outdoor education and other corporate initiatives, such as professional training, workshops, events and public programming. This is a multi-year project being advanced in stages, with the findings of each stage informing decisions on if/how to proceed. Project stages and timelines are as follows:

Stage 1: Program Asset Evaluation and Options (2014 - complete)

Stage 2: Concept Development (2015-2016 - in progress)

Stage 3: Detailed Design (2017 - subject to findings and approvals)

Stage 4: Implementation (2018 - subject to findings and approvals)

3. Market Study

Context

LSRCA's Education and Training Facility Project (ETFP) is currently in Stage 2, Concept Development. Completion of this stage is contingent on three key elements:

1. **Business Case** - to confirm operational demand and financial viability.
 - **The Market Study is a critical component of the Business Case and is the focus of this RFP.**
2. **Site Assessment** - to confirm the site development area, site servicing requirements and costs.
 - Underway and scheduled for completion June 2016.
3. **Capital Fundraising Strategy** - to identify and confirm private/public funding opportunities and interest.
 - Pending

Desired Outcomes

The desired outcomes of the Market Study include:

1. Accurate / realistic assessment of the current market conditions relevant to the ETFP Business Case;
2. Comprehensive analysis of market opportunities as related to the ETFP Business Case; and
3. Clear and valuable conclusions and recommendations which effectively inform the ETFP Business Case and advance project goals.

Scope & Key Deliverables

The Education & Training Facility Project Market Study is the sole focus of this RFP and will be required to address – but is not limited to – the key deliverables outlined below. Proponents are encouraged to include additional / adjusted deliverables for consideration of the proposal evaluation committee if the proponent believes they can improve the scope of the project to align with intended outcomes.

1. Market Conditions Analysis

- a. Define and conduct analysis of the character (e.g. competition, demographics) and extent (e.g. geographic reach) of the market for the purposes of the project work and business case development
- b. Determine and conduct analysis of the current state and trend of the defined market
- c. Produce a **preliminary report** on the findings / conclusions of the research and analysis

2. Market Opportunity Analysis

- a. Investigate and conduct analysis of the ‘internal’ market opportunity – including defining client groups, assessing need and determining potential demands/use of internal markets
- b. Investigate and conduct analysis of the ‘external’ market opportunity - including defining client groups, assessing need, geographic reach, and determining potential demands/use of external markets
- c. Produce a **preliminary report** on the findings / conclusions of the research and analysis

3. Conclusions & Recommendations

- a. Working with the LSRCA project team, align findings with requirements for facility development, including:
 - service opportunity – primary and supplemental services
 - facility capacity
 - resource requirements
 - functional design
- b. Based on analysis, produce conclusions and recommendations to support the development of a ETFP Business Case, including:
 - market placement / price point strategies
 - service levels projections (Years 1, 3 ,5)
 - annual service level distribution (time of day, week, year)
 - functional design

4. Project Management and Administration

- a. Coordinate, facilitate and provide records (minutes) for meetings with LSRCA representatives
- b. Produce:
 - Market Conditions Analysis Preliminary Report (digital copy)
 - Market Opportunities Analysis Preliminary Report (digital copy)
 - Market Study – Final Report (digital copy, 3 printed/bound copies)
- c. Oversee Market Study project plan and schedule - milestones, timelines, invoicing, etc.

Process

The *process* for the Market Study will require, but may not be limited to the following steps/services:

- Conduct preliminary meeting(s) with appropriate LSRCA representatives to confirm understanding of:
 - greater (ETFP) project goals
 - project background documentation – including existing facility and site concept / design, use projections, etc.
 - resource requirements – LSRCA and consultant
 - confirm and align scope and deliverables
 - communication and reporting
 - timeline
 - schedules
- Conduct review meetings at appropriate milestones.
- Conduct research, assessment and analysis necessary to achieve project deliverables and outcomes.
- Report findings and recommendations to complete deliverables and support project outcomes.

Timeline

The desired completion date for the ETFP Market Study is **June 2016**. This timeline is not fixed and, with consideration for outcomes and deliverables, Proponents may choose to propose a justified alternate.

Work on this project is to commence upon successful contract execution, anticipated for April 30, 2016.

Budget

The Market Study is one of several components of the ETFP and will be conducted within the constraints of the approved project budget.

Costs associated with implementation of the ETFP, are outside of the scope of the Market Study.

The following considerations / inclusions for project costs should be made when developing the proposal:

- total cost estimate must be included – ideally in a spreadsheet / visual format – including detailed breakdown of:
 - costs associated with specific services
 - administrative/disbursement charges/fees
 - applicable taxes
- All prices quoted shall be itemized and in Canadian funds with provincial and federal sales taxes noted separately.

The contract anticipated as a result of this RFP will be awarded on a fixed price basis. Proponents must state their total price in their proposal.

4. Proposal

Terminology

Throughout this RFP, the following terminology is defined as follows:

- **Mandatory** - A requirement of this RFP that must be included in your proposal in order for your submission to be considered. May also refer to required attendance at site visit(s) or proponent interviews meetings.
- **Must or Required** - A standard or specification that must be met or agreed to. Proposals should indicate ability to comply.
- **Should or Desirable** - A standard or specification having a significant degree of importance to the RFP goals/intent.
- **Best Value Proposal** - Those proposals that best meet the selection criteria of this RFP. Best value proposals will demonstrate the proponent's ability to provide an efficient solution and carry out the required service(s) in compliance with specified results at a competitive price. Award to the proponent considered offering the best value proposal may not be the lowest priced proposal.
- **Proponent** - Consultant who has submitted a proposal to offer goods and services in response to the request for proposal.
- **Front Runner Proponent** - A short listed proponent considered to have submitted a best value proposal. Front runner proponents will be short listed and may be asked to attend interviews.
- The **Lake Simcoe Region Conservation Authority**, herein after is referred to as LSRCA.

Mandatory Requirements

This section outlines the RFP conditions and submission requirement(s) that are to be followed by all Proponents.

Carefully read and follow the mandatory requirements and conditions as any deviation may result in proposal rejection.

RFP Acknowledgement

All interested Proponents are required to complete the RFP Acknowledgement form and return it to the contact listed. Refer to the MANDATORY FORMS section at the end of the document.

This form must be received by **March 30, 2016**. Any subsequent information will be provided/directed only to those Proponents who submit an RFP Acknowledgement. If the acknowledgment form is not received, responses to inquiries/questions will not be issued. Verbal acknowledgment of an intent to submit a Proposal is not acceptable.

Proponent Profile

Proponents shall provide an overview of organizational resources and identify key persons to be responsible for oversight/management and implementation/execution required to undertake the services proposed and achieve project outcomes. For each individual, please offer a profile that includes:

- Name of Organization
- Name of Individual
- Title
- Anticipated Role (project)
- Contact information
- Pertinent background (education, qualification, relevant experience, etc.)
- Relevant experience

For each company/agency/firm associated with the proposal, please offer a general profile, including:

- Name of Organization
- Relevant experience
- Reference (related/like projects preferred), including contact information

Project Work Plan & Schedule(s)

The proposal shall provide a detailed project work plan recognizing the goals, process(es) and/or deliverable(s).

Although every effort has been made to outline project scope and outcomes in this document, the Proponent may identify additional work and/or alternatives. Any additional work shall be clearly identified and indicated as a separate item in work plans and schedules submitted.

Schedule(s) should demonstrate phasing, scheduling, and clearly identify project stakeholder responsibilities, as applicable.

The proposal must include, but is not limited to, schedule(s) demonstrating clear consideration for and relationships between all of the following:

- Methodology (specified approach / strategy to accomplish outcomes)
- Milestones and Deliverables; including Communication/Reporting
- Costs / Fees
- Payment Structure

Please note, proposed schedule(s) will be considered 'anticipated' and will be refined to include LSRCA input, review(s) and approval(s) prior to contract execution with the successful Proponent.

Insurance

- (a) Proponents must provide and maintain at its own cost and expense, with insurers acceptable to the LSRCA, all the necessary and appropriate insurance that a prudent person in the business of the Proponent would maintain including, but not limited to, the following:
- (i) commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than \$2,000,000 (Canadian dollars) per occurrence, \$2,000,000 (Canadian dollars) products and completed operations aggregate. The policy is to include the following:
 - the LSRCA named as an additional insured with respect to liability arising in the course of performance of the Proponent's obligations under, or otherwise in connection with, the Proposal
 - contractual liability coverage
 - cross-liability clause and severability
 - employers liability coverage
 - 30 day written notice of cancellation, termination or material change
 - non-owned automobile coverage with blanket contractual coverage for hired automobiles
 - (ii) errors & omissions liability insurance, insuring liability for errors and omissions in the performance or failure to perform the services contemplated in this agreement, in the amount of not less than \$2,000,000 (Canadian dollars) per claim.
- (b) Before beginning the work, the Proponent shall provide the LSRCA with a valid Certificate of Insurance that references the work and confirms the above requirements.

If the Proponent does not currently maintain Comprehensive General Liability Insurance, Errors and Omissions and Automotive Liability Insurance equal to or in excess of \$2,000,000 this will not preclude them from consideration. If the successful Proponent does not maintain the required insurance; discussions will be held during the final negotiations/discussion pertaining to the Professional Services Agreement in respect to this matter.

Health and Safety

The Proponent is required to sign and include with the submission the *Proponent Health & Safety Acknowledgement* form – as found in in the Attachment Section of this document.

The Proponent shall submit a current copy of a clearance certificate from the *Workplace Safety and Insurance Board (WSIB)* indicating they are registered with WSIB and have an account in good standing.

Conflict of Interest

Proponents shall disclose to LSRCA, in their proposal, any potential conflict of interest. If such a conflict of interest does exist, LSRCA may, at its discretion, refuse to consider the proposal from the proponent, until the conflict matter is suitably resolved. If during the proposal evaluation process or the negotiation of the contract or execution of the work, the proponent is retained by or provides services for another client giving rise to a potential conflict of interest, then the proponent shall so inform LSRCA, and if LSRCA requests, refuse the new assignment or take such steps as are necessary to remove the conflict of interest concerned.

Accessibility for Ontarians with Disabilities Act, 2005 (AODA) Acknowledgement

The Proponent is required to sign and include with the submission the *Accessibility for Ontarians with Disabilities Act* form – as found in in the Attachment Section of this document.

Confidentiality and Other Purpose

Confidentiality of records and information concerning this project must be maintained at all times.

All correspondence, documentation and information provided by LSRCA to any Proponent in connection with this proposal process and/or the acceptance of any proposal:

1. Remains the property of LSRCA;
2. Must be treated as confidential; and
3. Must not be used for any purpose other than for submitting a proposal and for fulfillment of any resultant contract.

Disclosure

All correspondence, documentation and information provided to LSRCA and its staff by every Proponent in connection with, or arising out of, this proposal and the submission of any proposals become the property of LSRCA and, as such, is subject to the Municipal Freedom of Information and Protection of Privacy Act (the Act) and may be subject to release, pursuant to the Act.

As a result of the Act, Proponents are reminded to identify in their proposal, any specific proprietary or similar confidential information, the disclosure of which could cause them injury.

Format

Proposals should be submitted in the following format:

TITLE PAGE:	Include: <ul style="list-style-type: none">▪ RFP title▪ Company/Organization name▪ Contact person▪ Mailing address▪ Contact information (phone, fax, email) contact person
EXECUTIVE SUMMARY:	One page, introducing the Proponent's company and overview of response. Signed by the person(s) authorized to bind the proponent/company to their proposed offer.
TABLE OF CONTENTS:	Include all sections, including appendices, and corresponding page numbers.
PROPOSER PROFILE:	As outlined in the <i>Mandatory Requirements</i> section above.
PROPOSAL:	Full details of the proposal, including alternate solutions (viable options or combinations of options which allow the proponent to put forward their best-valued proposal) which <i>should</i> include: <ul style="list-style-type: none">▪ explanation of how all RFP/project outcomes and deliverables will be achieved▪ overview to the Proponent's methodology, process and project management, including:<ul style="list-style-type: none">▪ Lead / Supervision▪ Methods▪ Controls – time, cost and quality▪ Safety▪ Communication▪ Reporting▪ address the Proponent's commitment to:<ul style="list-style-type: none">▪ environmental impact▪ health and safety
PROJECT WORK PLAN:	As outlined in the <i>Mandatory Requirements</i> section above.
SCHEDULES:	As outlined in the <i>Project Resources</i> and <i>Mandatory Requirements</i> section above, including but not limited to: <ul style="list-style-type: none">▪ Milestones/Deliverables; including Communication/Reporting▪ Costs/Fees

- Payment Structure (proposed)

APPENDICES: Supplemental information required to support the proposal, at the discretion of the Proponent.

CERTIFICATIONS: As outlined in the *Mandatory Requirements* section above, including:

- Comprehensive *General Liability Insurance and Errors and Omissions*
- *Workplace Safety and Insurance Board (WSIB)* clearance certificate

Submission

Proposal submission must be completed as follows:

- The Proponent must submit 3 hard copies of their proposal in a sealed envelope. Label the sealed envelope as follows:
 - Company Name & Address**
 - CONFIDENTIAL**
 - Attention:** Evaluation Committee – René Jarrett
 - RFP:** Market Study, Education & Training Facility Project, Scanlon Creek Conservation Area
- Proposals must be delivered in person, by mail or courier to the following address:
 - Lake Simcoe Region Conservation Authority**
 - 120 Bayview Parkway, Newmarket, ON L3Y 3W3**
- On receipt, all proposals will be date stamped and the time noted based on LSRCA’s reception clock. The receptionist will initial with the date and time that the proposal is received.
- Proposals must be received NO LATER THAN: **April 8, 2016** at 1:00pm (local time)
- Proposals will not be accepted if received by fax or e-mail.
- Late Proposals will not be accepted and will be returned unopened.
- Proposals will be opened **April 8, 2016** at 1:00pm (local time) at LSRCA offices (120 Bayview Parkway, Newmarket, Ontario).

Please note, the lowest cost of any Proposal or any part of any Proposal will not necessarily be accepted.

Submission Inquiries

- All inquiries must be directed in writing (via email) to:
René Jarrett – GM, Communications & Education r.jarrett@LSRCA.on.ca
- Inquiries should not be directed to any other person.
- Responses given to any significant inquiries/questions will be summarized and made accessible to those Proponents that have submitted the RFP acknowledgement form.

- If a proponent finds, during examination of the Request for Proposal documents, any discrepancies, omissions, ambiguities or conflicts in or among these documents, or is in doubt as to their meaning, the Proponent shall bring them to the attention of LSRCA contact. The LSRCA contact will review the question and, where it is found that information is not clearly indicated or specified, will produce a clarifying addendum that will become part of the Request for Proposal documents.
- The **final date for inquiry submission** is **April 1, 2016** at 1:00pm (local time).
- Questions and/or inquiries made by the proponent(s) after the aforementioned date and time will not receive a response.

5. Proposal Evaluation

Proposals not meeting all mandatory requirements – including confirmed attendance at the scheduled site visit –will be rejected without further consideration. Evaluation of proposals meeting the requirements identified will be reviewed as follows:

Criteria

Proponents must demonstrate in their proposal that they have a clear understanding of the RFP requirements. Proponents need to articulate their proposals, intentions and expectations indicating how they will fulfill the requirements of the RFP and what services they will provide. The submitted RFP(s) will be reviewed in accordance with LSRCA’s Purchasing Policy and Procedures. Evaluation criteria are subject to change without notice, if required by LSRCA. Evaluation criteria used to evaluate proposals fall into the following categories:

Proposal Methodology

35%

Specific technical guidelines and other criteria established by the various levels of governmental agencies restrict, to some degree, the level of originality in all but unusual projects. As such, the corresponding score under methodology will reflect LSRCA’s interpretation of the Proponent’s understanding and acknowledgement of the work involved (services, process) in producing the desired results (deliverables) and the anticipated outcomes. Under this category, LSRCA will consider any revisions, additional work, or any other items identified as alternatives to/in addition to those specified in the terms of reference. *It is worth noting that for the specific goals and outcomes of the Market Study, the methodology proposed is of considerable importance and will be a primary focus in submission review and evaluation.*

Proponent Experience & Capacity

15%

This category will allow for assessment of the Proponent’s experience and capacity to conduct and manage the project work. This assessment draws heavily on the *Proponent Profile* but will reflect multiple elements of the proposal.

Work Plan & Schedules

15%

The quality and clarity of the proposed project work and management will be assessed. LSRCA requires projects to be completed within reasonable and agreed to parameters. As indicated,

clear time allocations proposed for specific work activity should be presented. Work Plan timeframes should be outlined in phases and graphically, when appropriate/applicable.

Schedules are a mandatory requirement and serve as key comparison tools in proposal evaluations.

Cost

35%

It is the responsibility of public agencies to ensure that project allocated funds are utilized in the most cost effective manner and that the best product/service is obtained for monies spent. Estimated costs required to satisfactorily complete a project are therefore an important consideration in the selection of a consultant.

Cost estimates for a project are necessary:

- As an indicator for comparison purposes;
- For budget allocations;
- To establish payment schedules for specific work activities;

The supplier *must identify their upset limit* in their proposal.

Procedure

Subsequent to the submission of proposals, interviews or presentations may be conducted with short-listed Proponent(s). The interviews or presentations will not be an opportunity for Proponent(s) to provide new or alternate information, oral or written, unless requested by the review committee. When requested, such interviews or presentations will be for the primary purpose of allowing Proponent(s) to provide clarifying information on the proposal they have submitted and respond to technical or administrative questions from LSRCA staff.

Contract & Negotiation

Negotiation sessions may be held to finalize contract details and other expectations of the parties applicable to the services, based on the RFP and the proposal(s) submitted. If an agreement cannot be negotiated with any given *front-runner proponent*, LSRCA may terminate negotiations with that proponent and negotiate a contract agreement with another *front-runner proponent*.

The successful proponent will be required to enter into a contract with LSRCA, meeting the expenditure limits and required terms and conditions as set by the Board of Directors of LSRCA – as well as being in form and content satisfactory to the LSRCA's legal counsel.

The contract will be governed by the laws of the Province of Ontario.

Administration & Conditions

Proposal Revisions

Proposal revisions must be received prior to the RFP submission/closing date and time.

Financing Proposals

The cost(s) associated with preparing/submitting a proposal will not be paid by LSRCA.

Acceptance of RFP Conditions

Receipt of a proposal from a Proponent will be considered acceptance of the RFP submission guidelines, terms and conditions by the Proponent, except those conditions expressly excluded or changed by the Proponent, which will be subject to approval by LSRCA. Mandatory requirements cannot be changed.

Sub-contracting

Sub-contracting may be allowed as a condition of the anticipated contract for service, based on joint proposal submissions. Proposals must indicate which Proponent has overall responsibility for coordination and execution of the two services.

The successful Proponent will not have the right to assign/delegate the contract nor any interest therein nor sub-contract the performance of any service or the supply of any product without the prior written consent of LSRCA.

Project Contact

LSRCA will assign a project contact, if different than the project lead, at the time a service contract is awarded. The successful Proponent will also confirm/assign a project contact at that time.

Proposals Irrevocable

Proposals shall be irrevocable for a period of 45 calendar days from the RFP response closing date.

Disclaimers/Limitations of Liability

Neither acceptance of a proposal nor execution of an Agreement shall constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law. It is the responsibility of the contractor to obtain such approval prior to commencement of the services under the proposed contract.

LSRCA reserves the right to modify the conditions of the RFP, at any time up to closing date.

LSRCA, ITS SERVANTS, AGENTS AND CONSULTANTS EXPRESSLY DISCLAIM ANY AND ALL LIABILITY FOR REPRESENTATIONS, WARRANTIES EXPRESSED OR IMPLIED OR CONTAINED IN, OR FOR OMISSIONS FROM THIS RFP PACKAGE OR ANY TIME TO A PROPONENT BY OR ON BEHALF OF LSRCA. NOTHING IN THIS RFP IS INTENDED TO RELIEVE A PROPONENT FROM FORMING THEIR OWN OPINIONS AND CONCLUSIONS IN RESPECT OF THIS RFP.

LSRCA Right of Termination

The undertaking proposed by LSRCA contained within this RFP may be subject to formal LSRCA budget approval. LSRCA reserves the right to terminate any proceedings and/or negotiations if deemed necessary by LSRCA. Acceptance of proposals from Proponents does not bind LSRCA to select a successful Proponent and/or enter into an agreement with any party.

LSRCA Board of Directors Approval

In accordance with LSRCA purchasing policies, staff may provide a staff report to LSRCA's Board of Directors, which would recommend that LSRCA enter into an agreement with a successful proponent that was selected in respect to LSRCA's proposal evaluation criteria. LSRCA's Board of Directors will then pass a resolution that may accept or deny LSRCA's staff recommendation.

6.

Schedule A: MANDATORY FORMS

RFP Acknowledgement

- To be received by **April 1, 2016**

Proponent Health & Safety Acknowledgement

- Must be included in proposal

Accessibility for Ontarians with Disabilities Act, 2005 (AODA) Acknowledgement

- Must be included in proposal

Signed Representations

- Must be included in proposal

RFP Acknowledgement

Request for Proposal for: **Market Study, Education & Training Facility Project, Scanlon Creek Conservation Area**

Complete this form and return to the LSRCA, Attention:

Reneé Jarrett
General Manager, Communications & Education
Lake Simcoe Region Conservation LSRCA
120 Bayview Parkway
Newmarket, ON
L3Y 3W3

Company	
Address	
Contact Person	
Title	
Contact Email	
Phone Number	
Fax Number	

I/We authorize LSRCA to send further correspondence relevant to this RFP that is deemed to be of an urgent nature by the following method:

Method	Authorize (YES or NO)	Preference (indicate one)
Fax		
Email		

Title	
Name	
Signature	
Date	

Proponent Health and Safety Acknowledgement

If contracted by the Lake Simcoe Region Conservation LSRCA (LSRCA) all Proponents and their employees must comply with all applicable LSRCA Health & Safety Policies and Procedures and the laws and regulations governed by the Occupational Health and Safety Act.

Prior to the commencement of any work, the Proponent must also demonstrate to LSRCA the establishment and maintenance of a health and safety program with standards consistent with applicable legislation.

The Proponent is responsible for ensuring that their employees are fully qualified, trained and aware of their responsibilities while working with LSRCA. The Proponent shall provide LSRCA with documentation to certify that all employees working on LSRCA's contract have been trained on WHMIS and all other Legislative requirements that relate to the work being done.

A list of all-hazardous material and controlled substances that the Proponent will be introducing into the workplace will be available on request along with safety data sheets on those substances. The Proponent shall ensure that all appropriate personal protective equipment is worn, as required.

As required by LSRCA, a current Certificate of Insurance, WSIB Clearance Certificate, and/or WSIB Workplace Injury Summary report must be submitted.

LSRCA reserves the right to change or amend their Health & Safety Policies and Procedures at any time.

By signing below, I _____ fully acknowledge that I have read, and that I understand what my responsibilities would be as a proponent with the Lake Simcoe Region Conservation Authority (LSRCA) and will provide all necessary documentation and ensure appropriate training of employees prior to any work being undertaken.

Signature of Proponent

Date

Accessibility for Ontarians with Disabilities Act, 2005 (AODA) Acknowledgement

If being contracted by the Lake Simcoe Region Conservation Authority (LSRCA) all Proponents and their employees must comply with the applicable Accessibility for Ontarians with Disabilities regulations.

Prior to the commencement of any work, by signing below, I _____ fully acknowledge that work will be conducted with full consideration for and in compliance with the applicable requirements as outlined in the AODA.

Signature of Proponent

Date

Signed Representations

The statements made in this proposal are correct and truthful representations.

If selected, I/we will negotiate in good faith with LSRCA.

This proposal will be irrevocable for 45 days from the date of closing.

Proponent Name (print / type)

Name and Title

Signature

I have the authority to bind the Proponent

Date
