

**REQUEST FOR PROPOSALS
CONSULTANT TO PROVIDE
LAKE PLANS AND REPORTS STUDY**

1. Background Information

In September 2009 the first Integrated Community Sustainability Plan (ICSP) was adopted in Frontenac County. The lead document, *Directions for Our Future*, establishes principles and decision-making policies that encourage, guide, and promote sustainable behaviour throughout the County. The community-driven Plan has a fifty-year vision in making this large geographic area sustainable over the long term. Details of the plan are available at www.directionsforourfuture.ca. A secondary document, *Sustainable Actions*, was updated in November 2010 and serves as the guiding implementation document. It contains a list of about forty initiatives that were identified and assessed on the basis of their contribution to the sustainability of the County both now and in the future.

The value of and the need to continue undertaking lake plans and reports continue to be addressed in the planning documents. The County holds the moniker of the *County of a Thousand Lakes* and the growing need for lake plans and reports across the region has been recognized by many community and lake associations with a number of plans and reports completed over the last number of years. However, missing are: (1) inventories of these plans and reports, (2) assessments of these plans and reports, (3) easy access to the plans and reports, and (4) acknowledgement of best practices and/or common standard actions to assist community and lake associations interested in completing future plans.

This study is being undertaken as a collaborative project with the involvement of a broad representation of the community. It is being coordinated by the Frontenac Stewardship Council and the successful proponent will be selected by and report to a Review Committee.

2. Intent of the Proposal

2.1 Scope and Deliverables

The results of the study need to provide seminal information, available to the stakeholders, landowners, residents and other interested parties, about all of the lakes in the County of Frontenac including:

- Inventory of all lakes in the County and, where available, noting:
 - Name of lake association(s) – active or inactive
 - Fish species
 - Stocking events
 - Fishery surveys
 - Water quality
 - Capacity
 - Other information of general interest/value
- Inventory of all lake associations and community groups associated with the County's lakes

- Key information about the associations and groups (including the development of a comprehensive contact list and their goal, mission and/or vision)
 - Survey associations and groups about their intent to produce Lake Plans or Reports
- Inventory of all Lake Plans or other Plan documents
 - Copy of each Plan
 - Status of each Plan – ie date of completion, timing of any review, etc.
- Review all Lake Plans and reports in place to determine:
 - Content
 - Comprehensiveness
 - Comparability to other lake plans and reports
- Undertake a best practices review of Lake Plans and Reports to identify:
 - Key elements and common recommended actions
 - effective linkages to other official planning documents such as Official Plans
- Analyze formats and content and compare to the standardized formats in the FOCA/FPSI document, “Lake Planning Handbook for Community Groups.” This analysis would be publicly available to provide lake associations the chance to consider different approaches used by others to develop lake plans and reports.
- Provide all information:
 - In a document format
 - In a format that can easily be incorporated into GIS layer(s) as part of the County of Frontenac’s www.frontenacmaps.ca which is housed on a ESRI platform
- Make recommendations on how to ensure the information collected can be kept current and within the public domain

2.2 Timing

The project will be completed over a number of months. The need to make contacts with both resident and non-resident community representatives may extend the normal timing anticipated. Therefore, the first draft of the study will be presented to the Review Committee on July 28, 2011. The final draft will be due September 30, 2011. The final report will be received by October 31, 2011.

2.2 Objectives

- Complete the project within the defined timelines
- Complete the project within the prescribed budget

3. Proposal Structure and Content Requirements

3.1 Proposal Submission Structure

The proposal document should be structured in sections that refer to the headings addressed in the Proposal Content Requirements of this section and should be numbered and tabbed accordingly.

3.2 Proposal Content Requirements

The Steering Committee is seeking proposals from proponents who are both interested in and capable of undertaking the assignment. The onus is on the proponent to demonstrate its knowledge, understanding and capacity to conduct the project. The detail and clarity of the written submission will be indicative of the proponent’s expertise and competence.

3.2.1 Applicable Expertise and Resources

Describe the expertise you will bring to the project including but not limited to:

- Project management
- Results orientation
- Lake planning
- Working with multiple stakeholders and levels of government
- Soliciting information from community associations

Provide resumes of all individuals who may be involved.

- a) A list of professionals to be utilized on this assignment, including curriculum vitae (maximum 1 page per resume) for the key members involved.
- b) Resumes must demonstrate your personnel's technical knowledge, experience, as well as organizational and managerial competency to perform effectively the required tasks associated with this project.

3.2.2 Team Strength

Outline the working relationship between team members i.e. which individual will be responsible for which aspect. Please note that individuals proposed for the project team cannot be changed without approval from the Review Committee.

3.2.3 Project Experience

Provide examples of recent projects, which are similar in nature and size. Include details on project budgets, final costs and schedules. The Review Committee may use this list as a further reference. Please restrict this list to **three** examples.

3.2.4 Project References

Also provide a list of references, whom the Review Committee may contact, complete with telephone numbers and email addresses to supplement this information. Please restrict this list to **three** references.

3.2.5 Understanding of the Requirements

Outline your understanding of the project needs.

3.2.6 Methodology

Please separately outline in detail how you will undertake this assignment. Describe how you would insure that the Review Committee is informed of your activities. Please indicate the number of hours/days you are including in your work plan for each phase of the project.

3.2.7 Budget

A budget summary shall be provided and shall include all costs associated with the project including an estimate for expenses. The budget shall include a maximum amount that cannot be exceeded. The successful candidate will be asked to sign a **Maximum Upset Limit** type contract and will report to the Review Committee on a monthly basis to advise on expenditures to date.

Hourly charge rates for individuals, which shall apply for the duration of the contract, must be provided as part of the Budget proposal.

3.2.8 Corporate Information

- a) Proponent's complete name, address (postal, e-mail and Internet), telephone and fax number and the name of the contact for this bid submission.
- b) Philosophy on customer service and quality assurance.

3.2.9 Other Considerations

Please include any other items, not covered in the previous sections, which will identify why your firm(s) should be selected by the Review Committee for this assignment.

4. Proposal Process

4.1 Timeline

The proposed schedule for preparation, receipt, and review of proposals and selection of the successful consultant is anticipated to be as follows:

Issue RFP	January 15, 2011
Receipt of Proposals	January 31, 2011
Review and Short Listing of Consultants	February 1, 2011
Interviews of Short Listed Consultants	February 2, 2011
Award of the Assignment	February 3, 2011

4.2 Date and Place for Receiving Proposals

- a) Proposals will be received until 3:00 pm local time on January 31, 2011. E-mailed submissions will be accepted but it is solely the proponent's responsibility to ensure its receipt as required. Note that proposals received after 3:00 p.m. local time on January 31, 2011 will be returned unopened.
- b) Proposals must be addressed to:
Frontenac Stewardship Council
Attention: Cam McCauley
51 Heakes Lane
Kingston, ON K7M 9B1
The envelope containing the proposal must be clearly marked: **Request for Proposal – Lake Plans and Reports Study.**
- c) Before being officially received, the proposal envelope will be marked with the time and the date that the envelope was received in the office.
- d) All proposal submissions are appreciated. However, the Review Committee will be contacting only those selected for an interview/presentation.

4.3 Documentation

- a) **Three (3) copies** of the proposal are required.
- b) All proposals must be legible and typewritten.

4.4 Interview /Presentation

It is anticipated that an interview will be necessary to assist in the evaluation process. Short-listed proponents will be advised on February 1, 2011 and may be required to attend an interview on February 2, 2011.

Please ensure your firm is available on February 2, 2011 for a possible interview.

4.5 Negotiations

The Review Committee retains the right to negotiate the scope, work plan, payment schedule and fees of the preferred proponent prior to award and execution of the contract.

4.6 Communications

All requests for information and/or clarification as well as questions regarding the interpretation of the terms set out in this document should be referred to **Cam McCauley, Frontenac Stewardship Coordinator via email at cam.mccauley@ontario.ca**.

The Review Committee reserves the right to distribute any or all questions and answers to the other proponents.

4.7 Withdrawal or Substitution of Submission

A proponent may withdraw or substitute all or part of his/her proposal at any time up to the official closing time. The last proposal received shall supersede and invalidate all proposals previously submitted by that proponent for this proposal.

A proponent may withdraw or qualify his proposal at any time up to the official closing time, by submitting a letter bearing the signature as in his proposal to Cam McCauley, Frontenac Stewardship Council, 51 Heakes Lane, Kingston, ON K7M 9B1 who will mark thereon the time and date of receipt and will place the letter in the tender box. Electronic transmissions of this letter will be accepted but it is solely the proponent's responsibility to ensure its receipt as required.

4.8 Alterations or Variations

No alterations or variations of this document shall be valid or binding upon the Frontenac Stewardship Council unless authorized in writing in accordance with the procedure set out above in Communications 4.6.

4.9 Oral Explanation or Interpretation

No oral explanation or interpretation shall modify any of the documents or provisions of the Council's request for proposal documents.

5. Proposal Evaluation

5.1 Qualification evaluations

Proposals will be evaluated based on the following criteria:

Applicable expertise and resources	25
Similar Project Experience	25
References	10
Project Understanding	15
Overall Quality of Proposal	5
Interview	5
Cost factor	15
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Total	100

5.2 Review Committee

The Review Committee will be comprised of representatives of the Frontenac Stewardship Council, the County of Frontenac and other stakeholders yet to be identified.

5.3 Acceptance of this Proposal and Contract

It is expected that one proponent will be selected for this project. Upon selection, the successful proponent will enter into a contract with the Frontenac Stewardship Council for the Lake Plans and Reports Study. The contract will be based on the terms and conditions expressed in this document, the successful proponent's proposal and any documented negotiations.

6. General Conditions

6.1 Errors and Omissions

The Frontenac Stewardship Council shall not be held liable for any errors or omissions in any part of this Tender. While the Council has used considerable effort to ensure an accurate representation of information in this Tender, the information contained in the Tender is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Frontenac Stewardship Council, nor is it necessarily comprehensive or exhaustive.

6.2 Acceptance of Tenders

The Frontenac Stewardship Council is not obliged to accept the lowest or any tender.

6.3 Cancellation of Tenders

The Frontenac Stewardship Council reserves the right to cancel this bid document at any time up to the award of the contract.

6.4 Laws, Notices, Permits and Fees

The laws of the municipality where the project is situated will apply to all work.

6.5 WSIB

The successful Proponent(s) must submit the following to the Frontenac Stewardship Council within ten (10) days of the contract award:

- i. A fully executed Contract in duplicate
- ii. A Certificate of Clearance from the Workplace Safety & Insurance Board (W.S.I.B.) certifying that the proponent is in good standing with the Board and confirming that its insurance is active and up to date.

6.6 Indemnification

The successful Proponent agrees to indemnify and save harmless the Frontenac Stewardship Council from and against all actions, claims, and demands of any nature which may be made by any person or entity arising from or in connection with the services provided including all bodily injury, death, property damage, losses, charges, costs and expenses which the Frontenac Stewardship Council, its employees, officers or agents may incur or be liable for in consequence of any such claims, demands or actions or in consequence of damages sustained to the Frontenac Stewardship Council property or facilities.

6.7 Insurance

The successful Proponent shall maintain liability insurance in an amount of not less than \$2,000,000.00 and Errors and Omissions Insurance as required by the professional licensing bodies in the Province of Ontario. The Contractor will be required to provide proof of such insurance. The Insurance Certificate must contain a firm undertaking to give the Owner thirty (30) days notice prior to any cancellation.