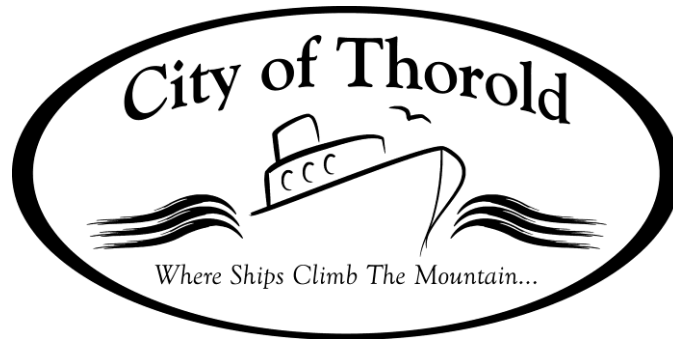


**THE CORPORATION
OF THE CITY OF THOROLD**



**COMMUNITY SERVICES:
CONSULTANT**

REQUEST FOR PROPOSAL FOR

**PORT ROBINSON ECOLOGICAL PARK
CONCEPTUAL RENDERING**

CONTRACT NO. 502CS1005

DUE DATE: APRIL 29th, 2021 AT 2:00 p.m. LOCAL TIME

INTRODUCTION

SCOPE OF WORK

General Requirements

BACKGROUND

This project, creation of an ecological park provides an opportunity to refresh an existing ecological habit and an abandoned bridge currently used as a popular fishing hole / walkway connecting communities across an old canal waterway know for its wildlife. The challenge of the final park design is to reinforce the vision and character of the neighborhood maintaining the ecological connection and sensitivities, while embracing the need to connect the 2 communities over the waterway through repurposing the bridge structure and maintaining the community fishing hole and destination this has become for the local residents.

SCOPE OF SERVICES - Deliverables

To create a final **conceptual rendering** based on the below steps;

To become familiar with the neighborhood characteristics of the existing areas.

- To review all available reports for the site and make written recommendations for additional reports to be prepared. This can include topographic survey, environmental and underground services. (additional reports are not part of this scope, only recommendations)
- The proponent is required to perform 6 site visits in the duration of 2 hrs each visit. Each visit must be announced on the Thorold website along with providing a minimum of 15 posters posted 4 days in advance across the community (Distribution is proponent's responsibility), visits are to be announced and coordinated through the 3 local community groups – “Port Robinson Proud”, “The Port Robison Community Centre” Committee of Council and the “Parks, Trails and Recreation” Committee of Council. The intension of these site visits is to offer the opportunity for residents to openly discuss the space for feedback and design considerations, minutes of these conversations are to be logged.
- A minimum of 6 online surveys are to be conducted around elements of the park requiring public feedback. Surveys are to be posted online and advertised in the “Thorold News” paper and provided to the City to post on Social media and on our local webpage, these surveys will also be distributed to the 3 local community groups as noted above to maximize public participation. Public feedback is of outmost importance during this design. Phone surveying and door to door would be considered an asset above the noted requirement.
- The proponent must prepare three (3) preliminary design concept options for presentation and review in two (2) separate public Information meetings in the evening / after hours.
- The feedback from the two (2) public information meetings will be reviewed specifically with “Port Robinson Proud”, “The Port Robison Community Centre” Committee of Council and the “Parks, Trails and Recreation” Committee of Council a minimum of 2 times each to discuss the ecological park conceptual final design
- A final one conceptual rendering is to be presented to Council out lining the steps and feedback received by residents and the local community groups to achieve the final rendering.
- Features to be considered as part of the final design are as follows
 - Unique surface treatments
 - Water access
 - Lighting

-
- Distinctive landscaping
 - Connectivity to the local amenities
 - Public bathroom facilities
 - Storm water management/drainage
 - Naturalized park amenities i.e. seating
 - Passive open space, picnic area
 - Elements of play for children
 - Highlight the Ecological elements
 - Reuse of the bridge infrastructure

- The proponent is prepare and develop a class “D” estimate based on the final conceptual rendering as part of this submission package.
- In preparation of next steps and taking the conceptual rendering to working drawings the successful proponent is to provide a fee proposal only for the following;
 - 1) A proposal and fee to complete a cost A estimate, formal working drawings, Topo surveys, Conservation approvals, Regional approvals, Archeological etc. (full set of bid drawings)
 - 2) A proposed fee for a formal tender creation and execution acting as the City’s main contact for questions for a pre-qual based on the completed working drawings.
 - 3) A proposal and fee to facilitate a short list of pre-qual candidates and perform site visits including submission evaluation and recommendations for award
 - 4) A proposal and fee for a full range of contract administration and site visit services as required to complete project oversight as the contract administrator, delivering the project through to completion. The anticipated construction is 2023.

Available Materials – The following items will be provided to the consultant by the City:

- Previous inspection reports, upon request.
- EA Study (Appendix A)
- General site map (Appendix B)

Schedule – The City must be provided with a schedule of activities. This includes site inspections and all deliverables. Date, time (if applicable) and brief explanation of the activity shall be the main components of the schedule. The City holds the right to change the schedule at their own discretion.

Additional Studies/Investigations – The Consultant shall determine and/or clarify the need for any additional studies, reviews or investigations required to achieve the project and identify the estimated cost of the same;

Agency Coordination – The Consultant shall identify and confer with all relevant outside government and non-government agencies, identify and account for the requirements and complete all applications necessary for project approval as necessary. These agencies are typically, but not limited to the Regional Municipality of Niagara, the Ministry of the Environment, the Ministry of Natural Resources, the Niagara Parks Commission, the Niagara Peninsula Conservation Authority and the Department of Fisheries and Oceans.

Meetings and Correspondence – The Consultant shall document all correspondence/contact with relevant agencies and provide copies/reports to the City. The Consultant shall maintain regular contact with the City and provide written monthly, or as requested, Project Status Reports. In addition to the specific meetings previously indicated, the Consultant shall make allowance for project coordination meetings, as required;

SPECIAL INSTRUCTIONS TO BIDDERS

1. Named Parties

For the purposes of this contract the following parties are identified:

Owner: The Corporation of the City of Thorold

Contract Administrator: The Corporation of the City of Thorold

Contact for Enquiries: Curtis Dray,
Manager, Community Services

Email: Curtis.Dray@Thorold.ca

2. Tender Procedure

The following policy regarding the submission of tenders and the tender opening procedures will be applicable for this project. Tenderers are requested to adhere strictly to the instructions concerning submission.

Proposals shall be submitted in PDF format no later than 2pm on April 29th referring to contract # 502CS1005

(a) *File 1 – To include proposal / presentation,*

i. Statements A,B & C

ii. Form of Tender

iii. Any addendums released.

(b) *File 2 – To Include pricing model. Appendix 1*

Files shall be submitted to Curtis.Dray@thorold.ca please copy Clerk@thorold.ca and [Contact@thorold.ca](mailto>Contact@thorold.ca)

No Public Opening.

Proposals received later than the time specified will not be accepted. Files must be plainly marked to reveal the contents and the Bidder's address, name and include an email address.

Unofficial bid results will be posted on the City of Thorold website at www.Thorold.ca

3. Proposal Award

The award is subject to the Owner obtaining approval from City of Thorold Council

4. Additional Insured

The following parties are identified to be included as additional insured for this project:

The Corporation of the City of Thorold

5. F.O.I. Notice Provisions

This information is being collected pursuant to the provisions of the Municipal Freedoms of Information and Protection of Privacy Act and will only be used to make a decision concerning the acceptance of this proposal. The name of the bidder will be made public. All other information contained in this document will be confidentially viewed by the council if necessary and appropriate staff.

This proposal document is received in confidence save and except the name of the bidder.

6. Employment Standards Act

The successful bidder will employ competent personnel and shall adhere to the Employment Standards Act and any other applicable laws, regulations or rules that may govern the operation of its business from time to time, including without limiting the generality of the foregoing, the Occupational Health and Safety Act (Ontario) and for the purpose of which, the successful bidder shall be the "constructor" as defined in the Act. In addition, the successful bidder must comply to the City of Thorold Health and Safety Policy, to be supplied by the City upon contract award.

Any personnel operating motorized vehicles while performing work under this agreement shall have a valid Ontario driver's license (Class G) and shall be properly insured to operate such vehicle in accordance with the terms of this agreement.

7. Workplace Safety & Insurance Board

A generic and/or specific Certificate of Clearance shall be provided to the Department Director or designate and the Certificate shall be valid for ninety (90) days from the date of commencement of the project.

All bidders shall furnish the Workplace Safety & Insurance Board account number in the form of tender where indicated. Prior to release of each and every progress draw if the payment falls out of the ninety (90) day validity period, the successful bidder shall be required to provide a Certificate of Clearance from the Workplace Safety & Insurance Board to the Corporation. Such a Certificate shall indicate that the bidder has complied with the requirements of the Workplace Safety & Insurance Board and is in good standing in the records of the Board.

8. AODA Responsibilities

Pursuant to section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service (the "Regulation"), made under the *Accessibility for Ontarians with Disabilities Act, 2005* (the "Act"), the Contractor shall ensure that all of its employees, agents, volunteers, or others for whom it is responsible, receive training about the provision of goods and services provided to people with disabilities. The Contractor shall submit a completed Appendix A, providing its representation, warranty and acknowledgement that its employees, agents, volunteers, or others will have completed the Accessible Customer Service Training. The Accessible Customer Service Training shall be provided in accordance with section 6 of the Regulation and shall include, without limitation, a review of the purposes of the Act and the requirements of the Regulation, as well as instruction regarding all matters set out in section 6 of the Regulation.

The Contractor shall submit to the City, if requested, documentation describing its accessible customer service training policies, practices and procedures, and a summary of the contents of training, together with a record of the dates on which training is provided and the attendees. The City reserves the right to require the Contractor, at the Contractor's expense, to amend its training policies, practices and procedures if the City deems them not to be in compliance with the requirements of the Regulation. The Contractor shall only assign those employees who have successfully completed training, in accordance with Section 6 of the Regulation, to provide services to, or on behalf of, the City.

9. Contractors Liability

The Contractor assumes liability for, and hereby indemnifies, protects, and saves and keeps harmless the City of Thorold, its agents, employees, officers, directors, successors and assigns, from and against any and all liabilities, obligations, losses, damages, penalties, claims, actions, suits, costs and expenses including reasonable legal expenses on a solicitor and client basis imposed in, incurred by or asserted against the City, its agents, employees, officers, directors, successors and assigns relating to, arising from or in connection with the following matters: Any misrepresentation or breach of any warranty of the contractor set forth in this agreement;

- i. The breach or failure to perform or observe any term, covenant or agreement contained in this agreement to be performed by the contractor;
- ii. The contravention or violation of any law, statute, rule or regulation, as a result of the contractor's performance or failure to perform its duties or obligations under this agreement or at law;
- iii. Any liability, loss, damage or injury sustained by or incurred by any customer of the City or third party, to the extent caused by any negligent act of omission of the contractor or those persons for whom the contractor is responsible at law.

10. Adjustment of Quantities

The City of Thorold reserves the right to reduce and / or eliminate contract items to suit available funding. The awarding of the proposal will be based on the Bidder's price derived from the Schedule of Quantities and Prices.

11. Vehicles and Equipment

The contractor shall be responsible for the licensing and maintenance function of all vehicles and equipment to a safe working order according to law and industry standards. The contractor's vehicle and equipment will be subject to inspection by the City of

Thorold for compliance to manufacturer's specifications and MTO requirements.

12. Bidders Site Meeting

A site meeting is available upon request when applicable, while not mandatory, it remains the bidder's responsibility to satisfy themselves as to all requirements related to this project including but not limited to any existing conditions, the amount and character of the work. No claim for extra payment will be allowed for work or difficulties encountered due to conditions of the site which were visible or reasonably inferred prior to date of submission.

INSTRUCTIONS TO BIDDERS

1. Withdrawal of Proposals

A bidder who has already submitted a proposal may submit a further proposal at any time up to the official closing time. The last proposal received shall supersede and invalidate all proposals previously submitted by that bidder.

A bidder may withdraw their proposal at any time up to the official closing time by delivery of a letter bearing their signature and seal as in their proposal, to the Owner. No other means of notification will be considered.

2. Acceptances or Rejection of Proposals

The City reserves the right to reject any or all bids as the interests of the City may require, without stating reasons therefore, and the lowest or any tender will not necessarily be accepted.

Bidders shall keep their proposals open for acceptance for sixty (60) days after the closing date. Withdrawal during this period may result in the forfeiture of deposit.

The City reserves the right to consider unsolicited alternatives submitted by a Proposal.

3. Unbalanced Proposals and Discrepancies

Proposals that contain prices that appear to be unbalanced as likely to adversely affect the interests of the Owner may be rejected.

When in a proposal the amount proposed for an item does not agree with the extension of the estimated quantity and the tendered unit price, the unit price shall govern and the amount of the total Proposal Price shall be corrected accordingly.

In the case of an error in addition, the correct sum of the amounts shown for each tendered item shall be deemed to be the total tender price regardless of the amount submitted by the bidder.

4. Informal Proposals

Bidders are strongly encouraged to review the Purchasing Policy. This policy can be found at www.Thorold.com

5. Omissions and Discrepancies

If a bidder finds discrepancies in, or omissions from, the drawings, specifications or other tender documents, or if he is in doubt as to their meaning, he should advise the Contract Administrator immediately. A written addendum will be sent to all Bidders if, in the opinion of the Contract Administrator, it is required.

6. Quantities are estimated

The quantities shown for the items in the Form of Tender are estimates only and are for the sole purpose of indicating to Bidders the general magnitude of the work. For any work done or materials supplied on the unit price basis, the Contractor will be paid for the actual measured quantities at the respective unit prices tendered.

7. Examination of Site

Bidders are required to satisfy themselves as to existing conditions of the site and make appropriate allowances in preparing the proposal. The Owner assumes that the information provided is the best available at the time of request for proposal advertising and that Bidders will use the available information as a basis for pricing in the proposal. The bidder shall allow for any conditions deemed reasonable and appropriate for the performance of the work as outlined in the request documents and incorporate such reasonable allowances in the pricing of the work.

8. Clarification

Should a bidder find discrepancies in or omission from the RFP documents, or should he/she be in doubt as to their meaning, he/she shall clarify them with the appropriate City personnel, who may send an addendum to all bidders. The said City personnel shall make no oral explanation or interpretation.

9. Liability Insurance

Bidders are required to provide liability insurance as defined below:

- a. Policy to be written on the comprehensive coverage including contractual liability and complete operations with an inclusive limit of two million dollars (\$2,000,000) bodily injury and property damage with a deductible not greater than one thousand dollars (\$1000.00).
- b. Standard Automobile Policy on both owned and non-owned vehicles and inclusive limits of not less than two million (\$2,000,000) bodily injury and property damage with a deductible not greater than one thousand dollars (\$1,000.00).
- c. A "Cross Liability" clause or endorsement
- d. An endorsement certifying the City of Thorold as an additional names insured
- e. An endorsement to the effect that the policy or policies will not be cancelled or allowed to lapse without thirty (30) days prior written notice to the City of Thorold
- f. A certificate from the Workplace Safety & Insurance Board (WSIB) certifying that the contractor is in good standing with the board.

10. Non Performance

The City of Thorold reserves the right to cancel the contract if services are not rendered and completed by the specified contract date. For any work done or materials supplied on the unit price basis, the Contractor will be paid for the actual measured quantities at the respective unit prices tendered.

11. Additional Proponent Clarifications

Proponent's price is based on the applicable codes, laws, by-laws, regulations (the "Regulations") in force at the time the RFP closes. Any updates to the regulations that cause Proponent to incur additional costs will be invoiced separately and addition to the contract price at an agreed upon value as discussed with the City prior to invoicing.

Proponent will be liable for its proportionate share of direct damages. Notwithstanding anything to the contrary, in no event shall either party be liable to the other party for any (i) loss of profits or revenue(ii) loss of goodwill, (iii) loss of use, (iv) increase in financing

costs, (v) consequential, incidental, or indirect damages, that arise out of or relate to the Agreement even if such party has been advised of the possibility of such damages, unless as a direct result of proponent neglect.

Force Majeure: Proponent shall not be liable for any loss, damage, claim or delay due to any cause beyond its control, including but limited to; strikes, lock outs, acts of war, malicious mischief, vandalism or acts of god. During a force majeure event, regular maintenance may be suspended and this shall not be considered a breach of contract by the proponent, All the remaining terms of the agreement will remain in force, the City will be invoiced based on a revised maintenance schedule.

Hazardous Material – Notwithstanding anything contained to the contrary within this bid or contract Proponents work shall not include any abatement or disturbance of asbestos containing material (ACM), presumed asbestos containing (PACM) or other hazardous materials. (I,e lead, PCB's) (collectively "Hazmat"). Proponent shall have the right to discontinue its work in any location where suspected HazMat is encountered or disturbed. Any Hazmat removal or abatement or delays caused by such, required in order for the proponent to perform its work shall be the customer's sole responsibility and expense.

Obsolescence – A component may become obsolete during the term of this agreement. Obsolete components are not covered under this agreement. Proponent will provide City with a separate quotation for the price to replace obsolete components. Equipment modifications necessary to accommodate replacement of obsolete components will also be at the City's expense. Components include without limitation any part, component, assembly, product, or firmware or software module. A component is obsolete when it is no longer available as a stock item from the OEM. No exception to the above will be made for a component designated as obsolete because it can be custom made, repaired or acquired at any price. Proponent will not be required to furnish reconditioned or used components. The component that replaces the obsolete component is covered under this Agreement.

The contractor shall maintain the equipment described above, using experienced, competent and well trained personnel directly employed and supervised in order to keep the equipment in proper safe condition.

This service shall include the labour necessary for the making of regular examinations of the equipment to meet a minimum equipment availability level of 98.5%, including cleaning and oiling machine , motor, signal devices, interlocks and controller , greasing or oiling guides, necessary minor adjustments at the time of the regular examinations and furnish the necessary oils and greases, rope preservatives and wiping cloths. No work, parts, hydraulic fluid or supplies, except those specified herein, will be furnished under this Agreement. The interval of scheduled visits shall be quarterly, and / or meet the requirements of the TSSA.

FORM OF TENDER

**PORT ROBINSON ECOLOGICAL PARK
CONCEPTUAL RENDERING**

Contract No. 502CS1005

FORM OF TENDER – PAGE 1 of 2

I/We, the undersigned Contractor(s) have carefully examined the attached documents as herein listed and forming part of this tender; and

**DOCUMENTS
INCLUDED
IN CONTRACT**

The Tender document including
Special Instructions to Bidders
Instructions to Bidders
General Conditions (as noted)
Addenda (if applicable)

I/We have carefully examined the site and location of the work to be done under this contract. We, the undersigned Contractor(s), understand and accept the said drawings and contract documents, and for the prices set forth in this Tender, hereby offer to furnish all machinery, labour, tools, apparatus and other means of construction, furnish all materials except as otherwise specified in the Contract, and to complete the work in strict accordance with the drawings and contract documents referred to above, for the total tender price submitted in Appendix 1

FORM OF TENDER – PAGE 2 of 2

I/We acknowledge that we have received Addendum/Addenda No. _____ Inclusive, and that all changes specified in the Addendum/ Addenda have been included in the prices submitted.

ADDENDA

I/We agreed to commence work as specified to proceed continuously to the completion and to complete all the work.

COMMENCEMENT AND COMPLETION

I/We agree that this tender is to continue open to acceptance and irrevocable until the formal contract has been executed by the successful tenderer for the said work, and the bond or bonds as specified have been executed by the approved surety or sureties, and that the Owner may, at any time, within 60 (sixty) calendar days of closing date, accept this tender without notice, whether any tender has been previously accepted or not.

TENDER IS OPEN TO ACCEPTANCE & IRREVOCABLE

*to be filled in by the Tenderer

OFFERED ON BEHALF OF THE CONTRACTOR

Insert Workplace Safety and Insurance Board Account No. _____

Signature

Contact Email

Contact Person Name

Contact Number

Company Name

Contractor's Seal
(If Corporation)

Address

Witness

Date

Witness

STATEMENT “A” – SUBMIT IF APPLICABLE

LIST OF SUB-CONTRACTORS

If applicable, the bidder shall list hereunder the names of all sub-contractors that they intend use in the execution of this work subject to the approval of the Contract Administrator.

All work not performed directly by the Contractor's forces shall be included in this list. Unless this list is properly completed, the Tender may be disqualified. All changes to this list must be approved by the Contract Administrator.

List of subcontractors shall include the supplier of services

| SUB-TRADE | NAME OF SUB-CONTRACTOR | ADDRESS OF SUB-CONTRACTOR |
|------------------|-------------------------------|----------------------------------|
| | | |

STATEMENT "B" - SUBMIT

BIDDERS'S EXPERIENCE IN SIMILAR WORK

The bidder shall list hereunder examples of previous work of similar size and scope. Do not utilize City of Thorold's projects or staff in this listing.

| YEAR COMPLETED | DESCRIPTION OF WORK | FOR WHOM WORK PERFORMED | VALUE |
|----------------|---------------------|-------------------------|-------|
| | | | |

STATEMENT "C" - SUBMIT

REFERENCES

The bidder shall list hereunder the names and contact information of references from projects of similar size and scope, performed by the Contractor and Sub-contractors, whom the City of Thorold may contact for further information. Do not utilize City of Thorold projects or staff in this listing.

Reference #1

| | |
|--|--|
| Company Name: | |
| Company Address: | |
| Contact Name: | |
| Contact Telephone Number: | |
| Date Work Undertaken: | |
| Nature and Value of Assignment: | |

Reference #2

| | |
|--|--|
| Company Name: | |
| Company Address: | |
| Contact Name: | |
| Contact Telephone Number: | |
| Date Work Undertaken: | |
| Nature and Value of Assignment: | |

Reference #3

| | |
|--|--|
| Company Name: | |
| Company Address: | |
| Contact Name: | |
| Contact Telephone Number: | |
| Date Work Undertaken: | |
| Nature and Value of Assignment: | |

SAMPLE - AGREEMENT

THIS AGREEMENT made in duplicate this _____ day of _____, 2021 by and between **THE CORPORATION OF THE CITY OF THORLD**, herein after called the **“CITY”**

---and---

herein after called the **“CONTRACTOR”**

WITNESSETH: That the City and the Contractor undertake and agree as follows:

- a) Provide labour, materials, training and transportation as necessary as described in the Tender Documents titled **“PORT ROBINSON ECOLOGICAL PARK CONCEPTUAL RENDERING”** and;
- b) Do and fulfill everything indicated by the Agreement.

The City and the Contractor have the right to terminate the Contract, for any reason, on a minimum of thirty (30) days' notice in writing to the other party.

The date of commencement of the Contract shall be _____.

All communication, in writing, between the parties shall be deemed to have been received by the addressee if delivered to the individual or to a member of the firm or to an officer of the City for whom they are intended or if sent by post addressed as follows:

The Corporation of the City of Thorold
3540 Schmon Parkway
Thorold ON, L2V 4Y6

The Contractor at:

IN WITNESSETH WHEREOF the parties hereto have executed this Agreement, this day and the year first above written.

SIGNED, SEALED AND DELIVERED

in the presence of

Mayor

Clerk

Witness

Contractor

SAMPLE - CERTIFICATE OF INSURANCE

(REQUIRED BY SUCCESSFUL BIDDER UPON AWARD OF CONTRACT)

TO: CORPORATION OF THE CITY OF THOROLD
ADDRESS: CITY OF THOROLD, 3540 Schmon Parkway, Thorold, Ontario L2V 4Y6

EVIDENCE OF INSURANCE COVERAGE WILL BE ACCEPTED ON THIS FORM ONLY.

This is to certify that policies of insurance, subject to their terms, conditions and exclusions, are at present in force for the insured named below with the Insurer specified for a limited of not less than \$ _____ for any other accident or occurrence.

NAME OF INSURED: _____
 ADDRESS OF INSURED: _____

| COMPREHENSIVE GENERAL LIABILITY | POLICY NO. | EFFECTIVE DATE | EXPIRATION DATE | UNITS OF LIABILITY |
|--|------------|----------------|-----------------|---|
| INSURER | | | | \$ _____ INCLUSIVE LIMIT BODILY INJURY & PROPERTY DAMAGE \$ _____ INCLUSIVE LIMIT BODILY INJURY & PROPERTY DAMAGE |
| The following have been added as an additional insured to the Comprehensive General Liability policy, but only as respect to the liability arising out of the operations of the named insured. | | | | <u>INCL</u> <u>EXCL</u> |
| - THE CORPORATION OF THE CITY OF THOROLD | | | | COMPLETED OPERATIONS <input type="checkbox"/> <input type="checkbox"/> PRODUCTS LIABILITY <input type="checkbox"/> <input type="checkbox"/> CONTRACTOR PROTECTIVE <input type="checkbox"/> <input type="checkbox"/> CONTRACTUAL LIABILITY <input type="checkbox"/> <input type="checkbox"/> SHORING & UNDERPINNING <input type="checkbox"/> <input type="checkbox"/> USE OF EXPLOSIVES <input type="checkbox"/> <input type="checkbox"/> |

| AUTOMOBILE | POLICY NO. | EFFECTIVE DATE | EXPIRATION DATE | LIMITS OF LIABILITY |
|------------|------------|----------------|-----------------|--|
| INSURER | | | | \$ _____ INCLUSIVE LIMIT BODILY INJURY & PROPERTY DAMAGE |

| OTHER INSURANCE | POLICY NO. | EFFECTIVE DATE | EXPIRATION DATE | LIMITS OF LIABILITY |
|-----------------|------------|----------------|-----------------|---------------------|
| INSURER | | | | |

The above policy(ies) shall not be terminated, cancelled or materially altered unless thirty (30) days prior written notice of such is given in writing by the Insurer(s) to The Corporation of the CITY OF THOROLD.

DATED: _____ 20 ____ .
 AUTHORIZED REPRESENTATIVE _____
 BROKER _____ ADDRESS _____

APPENDIX 1 – COST MATRIX

| |
|---|
| PORT ROBINSON ECOLOGICAL PARK CONCEPTUAL RENDERING |
|---|

Contract No. 502CS1005

| | Sub-Total | HST | Total |
|--------------|------------------|------------|--------------|
| TOTAL | \$ | \$ | \$ |

Evaluation of Proposals:

An evaluation team consisting of Staff from the City's will conduct an evaluation of the proposals. Proposals will be evaluated in accordance with the following criteria:

| Consultant Proposal Evaluation Criteria | Weight | Total Points |
|--|---------------|---------------------|
| Understanding of Scope | 10 | ____/10 |
| Work Plan | 35 | ____/35 |
| Added Value | 10 | ____/10 |
| Corporate Experience/Qualifications | 10 | ____/10 |
| Direct Staff Experience/Goal | 15 | ____/15 |
| Schedule | 5 | ____/5 |
| | | |
| Fees | 15 | ____/15 |
| TOTAL POINTS | | 100 |

Criteria will be scored as a percentage average total based on the tally of the selection committee.