



**Nottawasaga Valley Conservation Authority**

**REQUESTS FOR PROPOSAL (RFP) 02/2018  
FOR NVCA PARTNERSHIP PLANNING PROJECT**

Proposals will be received by the undersigned on behalf of the Nottawasaga Valley Conservation Authority (NVCA) as follows:

Bidders are required to email a PDF submission with the subject line "Confidential – RFP 02/2018 NVCA Partnership Planning Project".

**The completed proposals will be received until 2:00 p.m. EDT on Friday, August 17, 2018 by:**

Kyra Howes  
Manager, Lands & Operations  
Nottawasaga Valley Conservation Authority  
8195 8th Line, Utopia, ON, L0M 1T0  
via email at: [khowes@nvca.on.ca](mailto:khowes@nvca.on.ca)

This time and date will be deemed to be the closing of the submission. Late submissions will not be considered.

Note that the lowest proposal will not necessarily be successful or accepted. NVCA reserves the right to accept any submission or to reject any or all submission.

The selection will take place by the 1<sup>st</sup> week of September, with the successful submission being notified after this time. Only the successful submission will be contacted.

For more information or for a copy of this document in an alternative format, please contact NVCA at 705-424-1479 or [admin@nvca.on.ca](mailto:admin@nvca.on.ca).

## **SECTION A – SCOPE OF CONTRACT**

### **A.1 PROJECT OVERVIEW**

In spring 2018, the County of Simcoe issued an Arts, Culture and Heritage Grant to NVCA. The funds are in support of an NVCA project to build partnerships with groups representing the recreation, environment, arts, culture and heritage, and health (mental and physical wellbeing) sectors – collectively – “REACH” groups – in support of outdoor public programming for local residents and visiting tourists.

NVCA has a number of assets throughout the watershed, including properties (with and without infrastructure) and buildings. With funding from the County grant, NVCA wishes to hire a consultant to facilitate a series of meetings with the intention of speaking with a variety of REACH groups who may be interested in using these assets. This project will allow NVCA to develop a strategic blueprint for future partnerships with REACH groups – as property users and/or as programming providers. The project will allow NVCA to match community needs with facilities and properties that are owned/managed by the authority, and to develop a strategy to foster the connection between potential REACH user groups and NVCA.

It is envisioned that potential REACH project partners will attend one of a series of facilitated meetings for a specific sector (i.e., visual arts representatives will meet together, creative artists would be grouped together, natural heritage groups would be grouped together) or geographic region. The facilitator will then review with each of these user groups previous uses of outdoor (or quasi-outdoor) spaces for programming; requirements of these groups for programming; current programs offered; future needs and programming envisioned; and how NVCA's facilities/resources could be used by these organization. The facilitator will develop a summary from these meetings and present a final strategic blueprint outlining how NVCA and REACH groups can move forward together in support of public programming. It is hoped that one event facilitated by a REACH group will be planned for an NVCA facility or property prior to the end of March 2019.

Project Goal:

- To develop a strategic blueprint to foster the connection between NVCA and local groups representing the recreation, environment, arts, culture and heritage, and health (mental and physical wellbeing) sectors in support of outdoor public programming for local residents and visiting tourists.

Project Objectives:

- Engage in meaningful dialogue on public programming in environmental settings with 25 or more groups representing the recreation, environment, arts, culture and heritage, and health (mental and physical wellbeing) sectors; collectively – “REACH” groups.
- Introduce 25 or more REACH groups to current availability of and facilities offered at NVCA's conservation areas
- Gain better understanding of REACH groups' needs/desires in venues and facilities:
  - Facilities needed (e.g., parking, electricity, water, etc.)
  - Price points
  - Timelines and schedules
  - Insurance and other administrative limitations
- Explore possible programming partnerships between NVCA and local REACH groups.

- Develop a strategic blueprint to increase REACH groups' use of NVCA facilities and to increase a variety of public programming offered at NVCA facilities for both local residents and visiting tourists.

## A.2 PROJECT DELIVERABLES

The selected consultant will:

- Develop a Detailed Facilitation Plan, outlining the approach to gathering information from the REACH groups. (This may include one-on-one interviews, facilitated group meetings, etc.) Additional situational research required should be identified in this document, as should a refined list of groups to contact (NVCA will provide the starting of contact list).
- Facilitate REACH group meetings (up to 4, depending on direction in facilitation plan), other dialogue/information gathering with key REACH groups, and conduct any required follow-up. This will include organizing meeting logistics with support from NVCA. Note that fees for venue rentals, refreshments and other meeting support materials will be covered outside of the consulting fees.
- Conduct additional situational research as required.
- Prepare a Draft Strategic Blueprint for review by NVCA staff and/or partners
- Prepare a Final Strategic Blueprint.

All written documents must be submitted electronically in MS Word or PDF, and must be compliant with AODA (accessibility) legislation.

## A.3 PROJECT TIMELINE

Deliverables for the project are to be completed in the following timeline:

- Detailed Facilitation Plan Completed – September 30, 2018
- Facilitated Meetings & Situational Research Completed – November 30, 2018
- Draft Strategic Blueprint Completed – January 7, 2019
- Final Strategic Blueprint Completed – February 8, 2019
- Final Invoicing Submitted to NVCA – February 28, 2019

## **SECTION B - INSTRUCTIONS**

### B.1 FORM OF THE PROPOSAL

All proposals must include the following:

- Brief description of how the contract is to be carried out – see overview, deliverables and timeline in Section A
- Price quotation for the work outlined in the proposal – see overview, deliverables and timeline in Section A
- Payment schedule for the work outlined in the proposal – see overview, deliverables and timeline in Section A

- ❑ Details on the number of persons that will carry out the contract, including brief summaries of their expertise – Section B.7
- ❑ Proof of Insurance (or letter of intention to have insurance as outlined prior to start of contract if successful bidder) - Section B.4
- ❑ Proof of WSIB Coverage (or letter proving coverage not required) - Section B.6
- ❑ Three References – Section D
- ❑ Submission Form - Section E  
Note: The submission form must be signed in the spaces provided on the form, with the signature of the bidder or an authorized signing authority for the organization bidding. The submission must be clearly legible and all blanks filled in.

Additional background information including examples of past work, client lists, etc. may be included, but are not required.

## B.2 PRICING

All prices submitted shall remain firm until the completion of the contract. Recognizing unforeseen circumstances, any deviation from the agreed upon quote must be pre-approved in writing by both parties.

## B.3 SUBMISSION ADJUSTMENT

Adjustment by fax, e-mail or letter to a quote already submitted will not be considered. A bidder desiring to make adjustment to a submission must withdraw the submission and submit another before the closing date and time, clearly noting 'an amended submission', and showing an amended submission date. A submission may be withdrawn at any time prior to the time of closing.

Should there be any error in extensions, additions or computations, the final price shown will govern.

## B.4 INSURANCE

The consultant shall maintain liability insurance in the amount of not less than five million dollars (\$5,000,000.00) per occurrence. The NVCA shall be named as an additional insured. Prior to signing of the contract the contractor shall submit proof of insurance to the NVCA. The consultant will also be required to sign a Hold Harmless agreement and provide a Certificate of Insurance.

## B.5 LIABILITY

The consultant shall be responsible for all injuries to persons and for damage to property caused by their operations and their employees engaged in connection with the work. The consultant shall indemnify and save harmless the NVCA from all suits and actions for damages and costs to which the NVCA may be put by reason of injury or death to persons and damage to property of the NVCA and others resulting in the performance of the services required.

## B.6 WORKPLACE SAFETY & INSURANCE BOARD

The successful consultant will be required to supply a certificate from the Workplace Safety and Insurance Board (WSIB) indicating they are in good standing with the board before commencement, if applicable. If not applicable, the successful consultant will be required to provide a waiver indicating such.

### B.7 PROOF OF ABILITY

The consultant will be competent and capable of performing the scope of work specified. It is not the intent of NVCA to award this contract to anyone who does not furnish satisfactory evidence of sufficient experience in this class of work.

### B.8 RIGHT TO ACCEPT OR REJECT

No claims will be allowed after the submission of a quote or award of a contract on the basis that there was a misunderstanding of the terms and conditions or specifications or for any other reason.

NVCA reserves the right to accept or reject any or all quotes and the lowest or any quote will not necessarily be accepted.

### B.9 QUERIES REGARDING RFP

Any queries regarding the work and services required under this project should be directed to the Manager, Lands & Operations via email to [khowes@nvca.on.ca](mailto:khowes@nvca.on.ca); however, NVCA will not be responsible for any email enquiries not responded to.

## **SECTION C – GENERAL CONDITIONS**

### C.1 TIMELINE

The consultant will be secured in September with project commencement thereafter. The final product, a Final Strategic Blueprint **must** be completed by February 8, 2019. An extension in the completion time may be permitted and must be pre-approved in writing by both parties.

### C.2 EQUIPMENT

All equipment must be provided by the contractor. All workers will follow all required safety regulations and best practices for the tasks undertaken during this project.

### C.3 OWNERSHIP OF MATERIALS

All information and materials (documents, reports, photos, etc.) collected and/or produced through this contract will become property of NVCA.

## **SECTION D - REFERENCES**

Provide three references that can attest to the work of the consultant, to be verified for this contract. For each reference, include:

- Individual/Company Name
- Contact Person
- Phone Number

**SECTION E – SUBMISSION FORM**

Nottawasaga Valley Conservation Authority

SUBMISSION FORM  
NVCA PARTNERSHIP PLANNING PROJECT  
RFP 02/2018

I/We \_\_\_\_\_

having carefully examined the project outline information and having familiarizing myself/ourselves with the scope of work, do hereby quote to supply all necessary labour, material and equipment to fulfil the contract obligations at the fee provided below:

FEE: \_\_\_\_\_

**SIGNATURES**

For the Consultant

Consultant/Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For the NVCA (to be signed back by NVCA to the successful consultant)

Authorized by: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**August 9, 2018**

**Request for Proposal: 02/2018  
NVCA Partnership Planning Project  
(1 page)**

**ADDENDUM NO. 1**

This addendum forms part of the Request for Proposal document and is to be read, interpreted and coordinated with all other parts. The following clarifications and answers to questions form part of the original proposal document.

**NOTICE TO ALL POTENTIAL PROPONENTS**

1. *Question* ...can you tell us if the budget you have for this project is set at \$20,000?

*Answer:* The budgeted maximum amount for outside facilitation is \$10,000.

**END OF ADDENDUM NO. 1**