

# Request for Proposal

CS-2022-01



## Consulting Services for an Administrative Office Expansion Feasibility Study

Closing Date: **Tuesday, April 19<sup>th</sup>, 2022**

Closing Time: **1:00pm, Local Time**

Submission Location: **4432 George Street, Box 100,  
Sydenham, Ontario, K0H 2T0**

## Table of Contents

1.0 BACKGROUND:.....	4
South Frontenac.....	4
2.0 INTENT OF PROPOSAL.....	5
3.0 SCOPE OF WORK & REQUIREMENTS.....	5
3.1 Process.....	5
3.2 Development of Options.....	6
3.3 Building Construction and Servicing Concepts .....	7
3.4 Class D Cost Estimates .....	7
4.0 DELIVERABLES .....	7
Context and Influences (Available documents):.....	8
5.0 PROPOSAL STRUCTURE AND CONTENT REQUIREMENTS .....	8
5.1 Proposal Submission Structure .....	8
5.2 Proposal Content Requirements .....	8
5.2.1 Company Profile.....	8
5.2.2 Qualifications and Experience .....	9
5.2.3 References .....	9
5.2.4 Methodology & Schedule of Work.....	9
5.2.5 Budget.....	9
5.2.6 Other Considerations.....	10
5.3 Validity.....	10
6. PROPOSAL PROCESS.....	10
6.1 PROJECT SCHEDULE .....	10
6.3 Date & Place for Receiving Proposals .....	11
6.4 Interview.....	11
6.5 Negotiations.....	12
6.6 Communications .....	12
6.7 Withdrawal or Substitution of Submission.....	12
6.8 Alterations or Variations .....	12
6.9 Oral Explanation or Interpretation .....	12

7. Proposal Evaluation ..... 12

    7.1 Qualification evaluations..... 12

    7.2 Acceptance of this Proposal and Contract..... 13

    7.3 Incurred Costs..... 13

    7.4 Errors and Omissions ..... 13

    7.5 Cancellation ..... 14

    7.6 Confidentiality ..... 14

    7.7 Invoicing and Payment ..... 14

Appendix A: Schedule of Fees..... 15

## 1. BACKGROUND:

The Township of South Frontenac has identified the need for new or expanded administrative offices. To assess various options available for increasing its current administrative office space located at 4432 George Street, the Township is issuing a Request for Proposals to undertake an Administrative Office Expansion Feasibility Study.

Over the last 10 years, renovations have taken place in the administrative offices to maximize its available footprint. This includes a recent renovation of the lower floor in 2020 which created multiple new offices. Also, a major renovation was undertaken in 2011 which upgraded Council chambers along with the addition of new offices and meeting room in a section previously dedicated to the library.

Efforts are also underway to digitize physical records which will provide opportunities for a few more workstations. However, it is clear that little to no space is available to accommodate future staff or services at this location along with scheduling conflicts with the limited existing meeting space.

### South Frontenac

The Township of South Frontenac is a rural lower tier Municipality located in Eastern Ontario bordering the City of Kingston to the north. The Township was established in 1998 when the four previous Townships of Bedford, Portland, Loughborough, and Storrington were amalgamated to create the 971 sq. km, agriculturally rich municipality that we have today. Being 15 minutes north of Kingston, the community has a growing population of 20,188 (2021), encompasses myriad lakes and trails, and is the location of numerous small, vibrant hamlets and villages that generational families, new residents, farmers, artisans, self-employed trades people, entrepreneurs, and professionals choose to call home.

Like most municipalities, South Frontenac provides a wide range of services, including public road construction & maintenance, solid waste collection and disposal, outdoor parks and amenities, recreational programming, building and planning services, bylaw enforcement, licenses and permits, fire, police and emergency management services, the Sydenham water system, and associated administrative support. Township Council is made up of nine (9) members.

## 2. INTENT OF PROPOSAL

The purpose of this study is to identify available options for increasing the Township's current administrative office space, located at 4432 George Street in Sydenham. The study should identify opportunities to expand the building's current footprint along with up to three (3) alternative satellite/additional offices near the existing administrative offices to provide a concentrated geographic area to serve the greatest number of users from all areas of the Township.

## 3. SCOPE OF WORK & REQUIREMENTS

The Township is looking for the services of an experienced and creative consultant with innovative design background to inform the expansion of its administrative offices. The consultant will develop recommendations supported by data and best practices to provide a logical foundation for sizing and configuration of potential options. The options provided must also consider land use regulations along with regard to applicable legislated design codes (building, planning, fire).

Work under this contract will include all labour, materials, design, and other associated costs required to complete the work in accordance with the general conditions and specifications herein.

### 3.1 Process

The following is a suggested process. Should a different process be preferred, please ensure that your submission clearly identifies any changes

- 1) Data Gathering: Review and develop a contextual summary based on:
  - Existing site plans
  - Existing building plans
  - Hazardous materials
  - Geotechnical reports
  - Planning reports
- 2) Preliminary meeting to review initial findings
- 3) Program template development and review of administrative offices.
  - Demographic review to highlight trends and service-related scenarios

- Official plan review to extrapolate overall development goals for the next 15 to 20 years. (Please note that we currently are undertaking an update to our current Official Plan)
- Service delivery trends: review current and future models for delivery of services in the administrative offices based on services including remote work versus on-site, as well as electronic service delivery to consumers versus in-person.
- Ensuring continuity of service delivery: take lessons learned from COVID-19 pandemic to assess how service delivery was impacted or changed and what measures can be retained or added in the future to ensure safe and efficient service delivery with minimum disruption

## 3.2 Development of Options

### 1) Current Administrative Offices

The Development to the rear of the existing building would examine the implications of a two-storey addition with a connection to parking for staff and including realignment of septic services.

This would include a review of peak occupancy for both the administrative offices and the library in comparison to the planned capacity for the existing septic field to determine future parking capacity.

The Township owns the adjoining property to the south which may allow for expanded considerations.

### 2) New Satellite/Additional Administrative Offices

This option would consider maintaining the current administrative offices and supplementing that space with new office space in a location in close proximity that can continue to serve the greatest number of users from all areas of the Township. A location would be considered within the Village of Sydenham hamlet boundaries. The study should include the option of considering up to three (3) satellite locations.

For each option, a schematic site plan that includes a schematic floor plan diagram would be prepared. This would establish the basis for costing and would provide a graphic diagram indicating the degree and extent of renovations or new constructions as well as highlighting any elements that could represent a premium in construction costs.

Each option may provide offsets between feasibility versus additional footprint offered. It will be important for the options to reflect the estimated time provided to the Township before reaching capacity based on its future demographic and growth projections.

The review of options should also provide a review of impacts on other amenities such as parking, traffic, communications/data such as network access, phone system and other impacts to related infrastructure.

### 3.3 Building Construction and Servicing Concepts

The report must provide adequate details on the general construction and servicing required to develop a Class D estimate including:

- Proposed percentage of glazing
- General materials and finishes
- Approach to heating and cooling
- Building envelope efficiency targets
- Consideration for climate adaptation/mitigation initiatives

### 3.4 Class D Cost Estimates

For each option, key parameters used to estimate costs at a concept level would be developed. Through the use of schematic plans, areas to be renovated along with the degree of renovation would be identified. Further, any potential premiums for structural alterations, removal of hazardous substances, soil remediation, etc, would be identified.

The Class D cost estimates would be prepared by a qualified cost estimating firm.

## 4. DELIVERABLES

- 1) The study will provide a full report on options along with related information as itemized under section 3 including:
  - i) the purpose of the report
  - ii) the methodology including who was involved, data sources and the approach used for the research
  - iii) background information relevant to the work undertaken
  - iv) Findings on existing strengths, challenges and gaps in implementing each option
  - v) Recommendation of preferred option. To support the rationale for the option selected along with alternatives, a matrix should be provided that compares the options in accordance with key criteria, including but not limited to:

- a. Capital Costs
- b. Operating Costs
- c. Operational continuity during construction
- d. Phasing and timing
- e. Achieving operational objectives
- f. Accessibility for residents and staff

Each option and category should be ranked through weighted points which provides a basis for the Municipality to assess all other suitable options along with the recommended preferred option.

### **Context and Influences (Available documents):**

- 1) [Watson Consulting – Growth Study – Township of South Frontenac](#)
- 2) [Frontenac County – Pop., Housing, & Employment Projections, 2016-2046](#)
- 3) [Official Plan – South Frontenac](#)
- 4) [County of Frontenac – Frontenac Maps – Interactive webGIS System](#)

## **5. PROPOSAL STRUCTURE AND CONTENT REQUIREMENTS**

### **5.1 Proposal Submission Structure**

The proposal document should be structured in sections that refer to the headings in this section.

### **5.2 Proposal Content Requirements**

#### **5.2.1 Company Profile**

Proponents are to provide company information such as, but not limited to the following:

- a) Name of Consulting Firm, including Principle and contact information
- b) Size of company and office locations
- c) Brief Description including ownership and affiliations of the firm and number of years the firm has been in business
- d) The roles and responsibilities of the proponent and any of its agents, employees and sub-contractors who will be involved in providing the deliverables, together with the names of those who will be performing those roles and their relevant expertise

### 5.2.2 Qualifications and Experience

Provide a brief resume of the project manager and support staff that would be directly involved in the project. Proposal evaluation will include an assessment of the firm's overall ability to provide adequate resources to the project.

Provide a high-level overview of the firm's experience related to the scope of work required through this RFP.

### 5.2.3 References

Proponents shall provide a description of at least three (3) specific previous engagements of similar scope and cost with government/public sector entities of a similar size to the Township, that have been successfully completed in the past five (5) years. References should include names, contact persons and phone numbers.

### 5.2.4 Methodology & Schedule of Work

Please outline in detail how you will undertake the scope of work including the estimated number of hours to undertake each step of your methodology. This should include the following points at a minimum:

- a) A work plan that outlines the detailed tasks and activities to be completed in order to meet the project requirements
- b) A project schedule by task/activity, which indicates the approximate timing of key events, proposed dates, milestones and sufficient definition of the tasks to be completed; The proposed schedule should include the time required to complete each task as well the timing of input/review from Township staff. Proposed meeting dates, other key events/decision-making points, and major project deliverables should be clearly identified on the project schedule. The proposal should include a presentation to Council summarizing the study and recommended option.

### 5.2.5 Budget

**NOTE:** A fixed budget amount for these works will not be provided. Proponents are expected to provide a budget commensurate with the scope of work and resources required to achieve the deliverables.

The Proponent's budget submission shall include:

- a) Overall project cost exclusive of HST
- b) A detailed cost and time breakdown of each major activity identified in the proposal

- c) A time and cost breakdown for each team member
- d) Any disbursements and the associated costs
- e) A fee schedule and hourly rates for all project team members
- f) Hourly/incremental costs for additional work outside the scope of the proposal

Proponents shall indicate a breakdown of costs as provided for on the **Appendix A: Schedule of Fees**, inclusive of all costs associated with providing services. Proponents should also confirm the number of satellite offices options included in their proposal along with identifying separately the cost off adding a removing a satellite office option within the study.

### 5.2.6 Other Considerations

Please include any other items, not covered in the previous sections, which may support why your firm should be selected by the Township. Information should be included in the proposal regarding any innovation or value-added services which may be available to the municipality could be complementary to this consultation or provide additional project offerings to ensure the success of the project defined under this RFP.

## 5.3 Validity

Proposals shall be irrevocable and open for acceptance by the Township at any time within sixty (60) days from the closing date.

## 6. PROPOSAL PROCESS

### 6.1 PROJECT SCHEDULE

The following timeline has been established for the Proposal selection process:

Event:	Date:
Request for Proposal Issued	Friday, March 25 <sup>th</sup> , 2022
Questions from proponents received until	Thursday, April 7 <sup>th</sup> , 2022
Questions Answered / Response	Monday, April 11 <sup>th</sup> , 2022
Closing Date & Time	Tuesday April 19 <sup>th</sup> , 2022 @ 1 pm, local time
Interview (if required)	Friday, April 22 <sup>nd</sup> , 2022
Contract Award	Tuesday, May 3 <sup>rd</sup> , 2022

### 6.3 Date & Place for Receiving Proposals

a) Proposals will be received by Tuesday, April 19<sup>th</sup>, 2022 @ 1 pm, local time.

It is the responsibility of the proponent to ensure that the documents have been received before the closing time and date.

- ONLY SUBMISSIONS MADE IN HARD COPY or ELECTRONIC BID VIA BIDDINGO WILL BE ACCEPTED
- FAX or EMAIL COPIES WILL NOT BE ACCEPTED
- Proposals received after Tuesday, April 19<sup>th</sup>, 2022 @ 1 pm, local time will be returned unopened.

b) **Proposals must be addressed to:**

Township of South Frontenac  
4432 George Street  
Sydenham, ON  
K0H 2T0  
Attention: Louise Fragnito, Interim CAO

Proposals should be clearly marked: **Request for Proposal – “Administrative Office Expansion Feasibility Study”**

- a) Before being officially received, hard copy proposal envelopes will be marked by the Township, with the time and the date that the envelope was received in the office.
- b) If a submission is made via Biddingo, there is no requirement to also submit hard copies of the proposal.
- c) All proposals must be legible and typewritten.
- d) All proposal submissions are appreciated. However, the Township will be contacting only those selected for an interview.

### 6.4 Interview

An interview may be necessary as part of the evaluation process. Proponents may be contacted to attend an interview on Friday, April 22<sup>nd</sup>, 2022.

## 6.5 Negotiations

In the event that a proposal does not precisely and entirely meet the Township's requirements, the Township reserves the right to enter into negotiations with the selected Proponent(s) to arrive at a mutually satisfactory arrangement with respect to any modifications to a proposal.

## 6.6 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 Louise Fragnito, Interim Chief Administrative Officer at [lfragnito@southfrontenac.net](mailto:lfragnito@southfrontenac.net).

Notification of addendums will be uploaded to the website. It is the proponent's responsibility to inquire on the website for addendums.

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

## 6.7 Withdrawal or Substitution of Submission

A proponent may withdraw or substitute all or part of their 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 their proposal at any time up to the official closing time, by submitting a letter bearing the signature as in their proposal to the Chief Administrative Officer (CAO), who will mark thereon the time and date of receipt.

## 6.8 Alterations or Variations

No alterations or variations of this document shall be valid or binding upon the Township unless authorized in writing.

## 6.9 Oral Explanation or Interpretation

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

# 7. Proposal Evaluation

**7.1 Qualification evaluations** will be carried out based on the following criteria:

Item	Criteria	Weight
1	Profile, Expertise and Qualifications, Project Manager	25%
2	Methodology and Schedule of Work	35%
3	Quality of Proposal	10%
4	References	10%
5	Budget	20%
<b>Total</b>		<b>100%</b>

The submissions will be assessed on the merits of the information provided. Proposals should address the categories listed above to enable the Review Committee to undertake adequate assessment.

**NOTE:** THE LOWEST COST BID WILL NOT NECESSARILY BE ACCEPTED. THE TOWNSHIP RESERVES THE RIGHT TO SELECT ANY OR NONE OF THE SUBMISSIONS.

## 7.2 Acceptance of this Proposal and Contract

It is expected that one proponent will be selected to conduct this project. Upon selection, the successful proponent will be required to enter into a contract with the Township.

The contract will be based on the specifications, terms and conditions expressed in this document, the successful proponent's proposal and documented negotiations and will include the requirement of proof of professional liability insurance.

## 7.3 Incurred Costs

The Township shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent(s) prior or subsequent to or by reason of the acceptance or non-acceptance by the Township of any proposal by reason of any delay in the acceptance of a proposal.

## 7.4 Errors and Omissions

The Township shall not be held liable for any errors or omissions in any part of this RFP. While the Township has used considerable effort to ensure an accurate representation of information in this RFP, the information contained in the RFP is supplied solely as a guideline

for Proponents. The information is not guaranteed or warranted to be accurate by the Township, nor is it necessarily comprehensive or exhaustive.

## **7.5 Cancellation**

The Township reserves the right to cancel this Request for Proposals at any time up to the Award of a Contract.

## **7.6 Confidentiality**

The successful proponent shall not at any time before, during or after the completion of the engagement, divulge any confidential information communicated to or acquired by the proponent in the course of carrying out the engagement. No such information shall be used on any other project without prior written approval.

## **7.7 Invoicing and Payment**

All invoices shall show the actual hours, responsibilities, staff and hourly rates. All payments will be made in response to invoices itemized in accordance with the final signed contract, provided the invoices are based on work described in the scope of the project, consistent with the negotiated deliverables and completed to the Township's satisfaction.

For further certainty, in the event that invoices are rendered that are in excess of the fees quoted in the final signed contract, payment will not be made unless the additional deliverables have been negotiated with and accepted by the relevant entity in advance of the conduct of the work.

### Appendix A: Schedule of Fees

Complete the cost summary chart below by breaking down costs, before HST in Canadian Dollars (CAD). Proponents must complete this form and include with the Proposal Submission.

#### RFP# CS-2022-01– Administrative Office Expansion Feasibility Study

Description	Cost
Proposed <b>Total</b> Fee (inclusive of all costs except for HST) for <b>all options</b> itemized to complete all tasks noted in RFP# CS-2022-01	\$
<b>SUB TOTAL</b>	\$
<b>HST</b>	\$
<b>TOTAL</b>	\$

Number of satellite options included in Total Fee above: \_\_\_\_\_

Description	Cost
Proposed Fee (inclusive of all costs except for HST), <b>per satellite option</b> , to complete all tasks noted in RFP# CS-2022-01	\$
<b>SUB TOTAL</b>	\$
<b>HST</b>	\$
<b>TOTAL</b>	\$

**Appendix A: Schedule of Fees (continued)**

The quoted price shall be an upset limit to include all labour, materials, travel, accommodation, meals, long distance charges and incidental expenses incurred by the successful respondent in the provision of all services as specified herein.

**Proponent's Name:** \_\_\_\_\_

**Proponent's Signature:** \_\_\_\_\_

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