



# The Corporation of The Township of Assiginack

## Request for Proposal

To prepare and provide design drawings for an Arts  
and Events Center addition to the Assiginack Arena

NO.2022-25

Sealed envelopes to be marked "Arts & Events Design"

ISSUE DATE: Monday, December 5, 2022

PROPOSAL QUESTIONS REQUIRED BY: Friday, December 30, 2022

(Answers will be posted January 04, 2023, on Assiginack.ca)

PROPOSAL SUBMISSION DEADLINE: Tuesday, January 31, 2023 @ 4pm

PROPOSAL SUBMISSION TO:

The Township of Assiginack

156 Arthur Street

P.O. Box 238

Manitowaning, ON P0P 1N0

ATTN: Alton Hobbs, CAO

**\*LOWEST OR ANY PROPOSAL NOT NECESSARILY ACCEPTED\***

**\*FAXED PROPOSALS ARE NOT ACCEPTABLE\***

## Request for Proposal Document Index

### Section

- A. General Information
- B. Terms of Reference
- C. Proposal Submission Requirements

## **Section A: General Information**

### **1. Scope of Proposals**

The Corporation of the Township of Assiginack seeks proposals from qualified architectural firms to source information, compile data and prepare and provide a design package and engineered plans for an Arts & Events Center addition to the Assiginack Arena.

### **2. Project Requirements**

- Attend the Site at your discretion, contacting the Arena Manager to book an appointment so you may be fully aware of the project parameters.
- Schedule multiple meetings and consult with potential user groups, staff, and council
- Provide and apply architectural design based on current building code standards.
- Addition shall be attached to the Arena in such a way as to utilize the current restroom and canteen facilities.
- Provide alternatives for current access and delivery points in the new design.
- Production of Engineer's Report and Building design.

### **3. Terms of this Request for Proposals**

The Terms of Reference for this Project are set out in Section B of this document and the requirements are set forth in Section C. All sections of this document combined comprise the Request for Proposal to prepare and provide the conceptual drawings to build an Arts & Events Center addition.

### **4. Questions and Clarifications**

All questions pertaining to the matters in this RFP shall be directed in the following manner:

- a) Submitted via email to the CAO, Alton Hobbs at [ahobbs@assiginack.ca](mailto:ahobbs@assiginack.ca)
- b) Questions shall be submitted by no later than 12:00 pm (noon) on Friday, December 30, 2022.
- c) Answers to all qualifying questions will be emailed to those posing the questions and will also be posted on the Township's website [www.assiginack.ca](http://www.assiginack.ca) Wednesday, January 4, 2023, by 4:00pm.

- d) Any site meetings shall be scheduled with Jackie White by emailing [jwhite@assiginack.ca](mailto:jwhite@assiginack.ca)

## **5. Addenda**

The Township may choose to issue an addenda to provide clarification or additional information to interested parties. The Addenda will be distributed to all who have submitted questions and will be posted to the Township's website. The information will be distributed to the contact information provided, therefore the onus is on interested parties to ensure the Township has correct contact information. It is the consultant's ultimate responsibility to ensure they have received all addenda.

## **6. Freedom of Information**

Any personal information required on the Submission Form is received under the authority of Municipal Freedom of Information and Protection of Privacy Act. This information will be an integral component of the proposal submission.

All written Submissions received by the Township will become public record, once a Submission is accepted by the Township of Assiginack and a contract is signed, all information contained in them is available to the public, including personal information.

Consultants are reminded to clearly identify in their Submission material, any specific, scientific, technical, commercial, proprietary, intellectual or similar confidential information, the disclosure of which would cause them injury or damage.

Questions about the collection of personal information and Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, M.56, as amended, should direct all enquires to Alton Hobbs, CAO, Township of Assiginack at [ahobbs@assiginack.ca](mailto:ahobbs@assiginack.ca).

## Section B: Terms of Reference

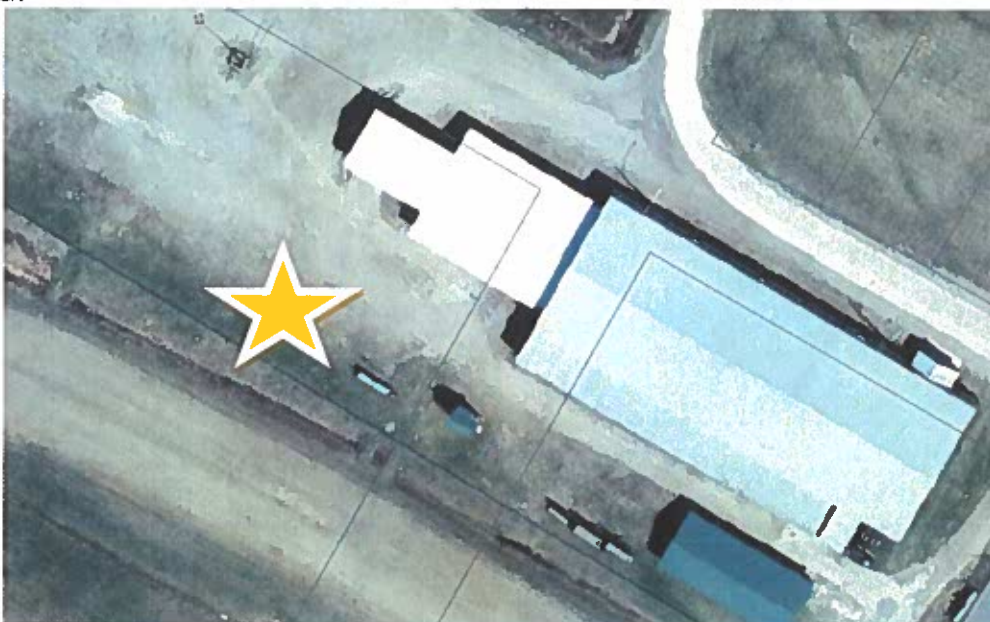
### 1. Context & Purpose

The Corporation of the Township of Assignack seeks proposals from qualified architectural designers to source information, compile data and prepare and provide a design package and engineered plans for Phase One of our Arts and Events Centre (AAEC) addition to the Assignack Arena. Phase Two will be completed at a later date and will encompass the construction process.

The vision for the AAEC is a sustainable, multipurpose venue that will offer a creative space to a variety of organizations, area residents and visitors alike who are interested in an extensive range of activities including innovative arts, local culture, and other local interest-based experiences. This Centre will be incorporated into the current Recreation Centre as a structural addition with the vision that it will generate it's own flow of revenues, tourism traffic and positive economic impact to local businesses through direct and indirect spending.

### 2. Project Area

To place addition to the south of the current atrium of the Assignack Arena at 59 Vankoughnet Street in Manitowaning as indicated by the star in the following photo. Ensuring location of buildings & fuel tanks are considered and flow of traffic is maintained.



### **3. Scope of Work**

The project shall be started on the award date and completion to be no later than March 31, 2023. To complete the requirements as outlined in Section A.2 and as discussed at the various user group meetings. Proponent shall outline how they will conduct the user group meetings. User groups include but are not limited to: Burns Wharf Theatre players, Debajehmujig Theatre Group & Story Tellers, Manitowaning Agricultural Society, Southeast Manitoulin Lions Club, Assiginack Public School, Horticultural Society, Staff and Council.

### **4. Funding Annex 1 for Project Number 851-513758**

This document is attached and further describes the parameters of the funding procedures. Inserted are pages 21 through 27.

## THE PROJECT - STATEMENT OF WORK

Recipient: Corporation of the Township of Assiginack

Project Number: 851-513758

### I. PROJECT SCOPE

i) Description:

The project goal is to undertake Phase One of the project to construct the Assiginack Multipurpose Arts and Events Centre (AAEC). Phase One includes the engineering and design work, with the construction to come in the second and final phase. The vision for the AAEC is a sustainable, multipurpose venue, suitable to a vast range of innovative arts, culture and event-based activities, serving tourists and area residents. The facility would be built as an add-on to the existing, recently upgraded Recreation Centre, with its own distinct facilities and operations. The long-term goal is to increase economic impact through increased tourism traffic, as well as both direct and indirect spending at local businesses.

ii) Project Location:

Manitowaning, ON

iii) Dates:

- a) Commencement Date - November 19, 2021
- b) Completion Date - March 31, 2023

iv) Key Workplan Activities, Timelines and Milestones:

Project activities include:

- Consultation with architect and engineer.
- Production of Engineer's Report and Building Design.
- Project wrap-up, evaluation, and transition to construction phase.

v) Performance Measures and Tracking Plan:

Expected results include:

- One Engineering/Design Report produced.
- Two strategic alliances maintained.

**2022-25 Arts & Events Center Design****Request for Proposals****Township of Assiginack  
Manitowaning, ON P0P1N0**vi) Project Costs and Financing:

<u>Project Costs:</u>		<u>Financing:</u>	
Eligible Costs		FedNor	\$126,000
- Supported	\$168,000	Other Federal	\$0
- Not Supported	\$0	Provincial	\$0
Ineligible Costs	\$0	Municipal	\$0
		Financial Institution	\$0
		Recipient	\$42,000
		Other	\$0
Total	<u>\$168,000</u>		<u>\$168,000</u>

	<u>Supported</u>	<u>Not Supported</u>	<u>Total</u>
<u>Eligible Costs:</u>			
Engineering & Design	\$168,000		\$168,000
<b>TOTAL ELIGIBLE COSTS</b>	<u>\$168,000</u>		<u>\$168,000</u>
<u>Ineligible Costs</u>			\$0
<b>TOTAL INELIGIBLE COSTS</b>			<u>\$0</u>
<b>TOTAL PROJECT COSTS</b>			<u>\$168,000</u>

\* Eligible Costs include the amount of Harmonized Sales Tax. (HST), net of any refund or eligible credits due from the Canada Revenue Agency.

vii) Official Languages Obligations:

For greater certainty, Section 10.0 includes:

The project can be carried out in the official language chosen by the recipient.

**II. PROJECT FUNDING CONDITIONS**i) Variance of any of the Eligible Supported Costs

Variance of any of the Eligible Supported Costs listed above in excess of 15% requires the prior written approval of the Agency.



**2022-25 Arts & Events Center Design****Request for Proposals****Township of Assiginack  
Manitowaning, ON P0P1N0****ii) Pre-disbursement Conditions**

Prior to receiving payment towards Eligible and Supported Costs incurred, the Recipient, on or before the date of first payment, shall:

- a) provide evidence that it has arranged for the balance of the funding required to enable the Project to proceed, on terms and conditions that are satisfactory to the Agency.

**III. REPORTING REQUIREMENTS**

The Recipient shall submit the following reports in a form satisfactory to the Agency:

- i) Progress Reports and claims for Eligible and Supported Costs incurred as per a schedule provided by the Agency.
- ii) A Final Activity Report by the Final Claims Reporting Date:
- iii) Performance Reports, including:
  - a) a Final Results Report at project end on results achieved between the project start and end date;
  - b) a Two-Year Follow-up Results Report for projects forecasting additional outcomes within two (2) years of project completion. If applicable, completed reports are to be submitted within one (1) month of receiving the report template; and
  - c) a Five-Year Follow-up Results Report for projects forecasting additional outcomes within five (5) years of project completion. If applicable, completed reports are to be submitted within one (1) month of receiving the report template.

**COSTING MEMORANDUM**

**Tourism Relief Fund - Product Development (Non-capital)**

**1.0 General Conditions**

1.1 Costs are Eligible Costs for the purposes of this Agreement only if they are, in the opinion of the Agency:

- a) directly related to the Project;
- b) reasonable;
- c) appear in the "The Project-Statement of Work";
- d) incurred in respect of activities which are incremental to the usual activities of the Recipient; and
- e) incurred between April 19, 2021 and the Completion Date.

1.2 Costs incurred by way of the exercise of an option to purchase or hire are eligible only if the exercise of the option is at the sole discretion of the Recipient and the option has been exercised between April 19, 2021 and the Completion Date.

1.3 Costs of all goods and services (including labour) acquired from an entity which is, in the opinion of the Agency related to the Recipient, shall be valued at the cost which, in the opinion of the Agency, represents the fair market value of such goods or services, which cost shall not include any mark up for profit or return on investment.

1.4 No cost described in section 2.0 shall be eligible for inclusion in Eligible Costs unless the Recipient causes the supplying entity to maintain proper books, accounts and records of the costs related to the Project, and to provide to any representative of the Agency access to such books, accounts and records.

**2.0 Eligible Costs**

Where consistent with the approved Eligible and Supported costs, as defined in Annex 1 - The Project - Statement of Work, the following criteria will be used in determining eligibility of costs:

2.1 Travel Costs - Prime Transportation

Eligible travel costs are those which are deemed necessary to the performance of the Project. To be eligible, travel costs must be clearly documented as to the purpose of each trip. Travel expenses, at economy rates, shall be charged as at actual costs, but only to the extent that they are considered reasonable by the Department.

Necessary return airfare, train fare or bus fare at economy rates for participation personnel. Where a personal automobile is to be used, kilometre (mileage) allowance will be based on current Treasury Board of Canada Travel Directives. Eligible Costs shall be limited to the cost that would have been incurred and paid had normal public transportation at economy rates been used.

Actual costs at the destination will be allowed for food, accommodation and surface transportation (i.e., taxis, etc.). Meal rates will be based on current Treasury Board of Canada Travel Directives. Please note receipts are required for all items except meals. Entertainment (hospitality) costs are not eligible.

2.2 Audit of Project Costs

If expressly approved in writing by the Agency, Eligible Costs may include the cost of professional accountants certifying the accuracy of any costs claimed.

2.3 Contractor/Consultants

Save as herein provided, the direct costs of studies and/or services carried out by a private contractor, consultant or Canadian University or Research Institute are eligible.

Where a contractor or consultant is to be used, prior consultation with the Agency is advised to ensure that the costs for these services are eligible. The Agency may not contribute to the cost of goods or services that are not, in the opinion of the Agency, provided by an entity who is at arm's length from the Recipient

The contractor, consultant, University or Institute shall not acquire any rights to the product or process developed as a result of services provided.

**Request for Proposals**  
Calculation of Direct Labour Costs

The Recipient may claim only that time worked directly on the Project by its employees and may not claim for indirect time, non-project related time, holidays, vacation, paid sickness, etc. Paid overtime, where considered reasonable in the opinion of the Agency, may be claimed. Time in lieu of payment is eligible if taken and paid within the project period. Time claimed will normally be expressed in hours.

The payroll rate is the actual gross pay rate for each employee (normal periodic remuneration before deductions). The payroll rate excludes all premiums (e.g., overtime), shift differentials and any reimbursement or benefit conferred in lieu of salaries or wages except as noted in the last paragraph.

Employment benefits (CPP, EI, holidays, and vacations, etc.) not exceeding 20% of direct labour costs may be claimed (supporting documentation not required).

2.5 Harmonized Sales Tax (HST)

Eligible Costs include the amount of Harmonized Sales Tax (HST), net of any refund or eligible credits due from the Canada Revenue Agency.

In order to have the HST approved as an eligible cost on future claims, the Recipient may be required to provide documentation verifying the organization's status under HST legislation.

2.6 Patent and Copyright Costs

Relevant searches and filing fees related to North American or worldwide rights are eligible when detailed in the Statement of Work.

2.7 Direct Materials

Eligible costs include the net price to the Project after deducting all trade discounts of materials, sourced internally or externally, that are consumed in carrying out the Project including those utilized in the construction of pilot plants or prototypes. Agency in advance and specifically identified in the Statement of Work.

2.8 Special Purpose Equipment

Equipment that is acquired or constructed exclusively for use in the Project that is not normal to operations, and specifically identified in the Statement of Work. Eligible costs will be net of trade discounts; where the equipment is leased, costs net of interest and carrying costs are eligible.

**2022-25 Arts & Events Center Design  
Request for Proposals**

**Township of Assiginack  
Manitowaning, ON P0P1N0**

**3.0      Ineligible Costs**

For greater certainty, any costs not specifically described as Eligible Costs in accordance with section 2.0, shall be ineligible for inclusion in the Eligible Costs.



## Section C: Request for Proposal (RFP) Procedures

1. All inquiries concerning the RFP shall be prior to posted questioning date and time and shall be directed to:

Township of Assiginack  
c/o Alton Hobbs  
Box 238, 156 Arthur Street  
Manitowaning, ON., P0P 1N0  
ahobbs@assiginack.ca (for enquires only)

2. Acceptance notification will be by telephone and written form of notice to the address of the Contractor used on the bid forms. The date of acceptance shall be deemed to be the date of receipt of the Acceptance Notice by the Contractor. A proposal may be voided by superseding it with a later proposal letter of withdrawal, prior to the closing date and time.

### 3. BASIS OF REJECTION OF PROPOSAL

Proposals not confirming to the following requirements will be disqualified:

- a) Proposal must be legible, in ink, by typewriter or by printer.
- b) Proposal must be in possession of the Municipality by the closing date and time
- c) Proposal must be on the municipal bid form provided
- d) Proposal must be signed and sealed by an authorized official of the bidding organization. A joint Proposal must be signed and sealed by each company
- e) All items must be bid
- f) Proposal must not be restricted or modified in any way.

#### **4. BASIS OF PAYMENT**

Payment at the Contract Price shall be compensation in full for performing the work specified in the proposal item and for the supply of all labour, equipment, and materials, (except as otherwise provided in the proposal), necessary to complete the work to the satisfaction of the Municipality.

#### **5. COMPLETION DATE**

The Contractor shall complete the work by March 31, 2023 to be ready to meet funding dates.

If the time limit above is not sufficient to permit the completion by the Contractor working a normal number of hours, the Contractor shall make changes to the permit work to be completed by the above date and advise the CAO to ensure no conflicts. All additional costs incurred shall be deemed included in the price bid for the work.

#### **6. PAYMENT TERMS**

Payment will be made in response to the Contractor's Invoice. This payment will be made when all work has been completed to the satisfaction of the CAO and Council. Payment to the Contractor shall be verified from measurements taken and recorded by the CAO.

#### **7. CONTRACTORS TO INVESTIGATE**

Contractors must satisfy themselves by personal examination of the Township requirements and site(s) in order to assess the methods and general requirements of the work.

#### **8. GOODS AND SERVICES TAX**

Unit and / or lump sum pricing shall not include the Harmonized Sales Tax.



# **Request for Proposals Bid Form**

the Corporation of the Township of Assiginack

Please ensure that all subsequent pages are completed fully and received by  
The Township by the required deadlines and in the required format.

### Request for Proposal Form

The Contractor: (Name of Individual or Firm)	
Telephone Number:	
Email Address:	
Mailing Address:	

**PLEASE CHECK ALL IN ACKNOWLEDGEMENT:**

- ☐ The Contractor has carefully examined the conditions and specifications of this tender and referred to in this contract and has carefully examined the site and work location and understands and accepts the said conditions and specifications, and for the prices set forth in this quote, hereby offers to furnish all labour, equipment and materials, except as otherwise specified in the contract, to complete the work in strict accordance with said conditions and specifications.
- ☐ The Contractor has attached a separate sheet to identify the process they will take to ensure the various user groups are contacted, consulted and included in this process.

ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL VALUE
1	Site Visit & Meetings				
2	Completed Design Package				
3					

**HST ACCOUNT#:**

**Estimated Tender:**

**Harmonized Sales Tax:**

**Total Estimated Tender:**

**Continued Agreement for the Contractor**

**NAME:** \_\_\_\_\_

**PLEASE CHECK ALL IN ACKNOWLEDGEMENT:**

- ☐ It is also agreed that, upon acceptance in writing by the municipality, this form becomes the "Agreement for the Performance of Work" between the contractor and the Municipality.
- ☐ This offer shall be irrevocable for the period of thirty (30) calendar days following the date of opening.
- ☐ I/We (the Contractor) promise to perform the work without undue delay and complete the work by **March 31, 2022 @ noon**. And to provide the Township of Assiginack with 3 paper copies of the project as well as a digital version for the use during funding applications.
- ☐ I / We agree that this offer shall remain open for acceptance until the formal Contract is executed by the successful Contractor for the said opening, whichever event first occurs; and that the Township may, at any time within that period and without notice, accept this Tender whether any other Proposal has previously been accepted or not.
- ☐ I / We agree that the awarding of the Contract, based on this Proposal, by the council of the Township of Assiginack shall constitute acceptance.
- ☐ I / We hereby agree that notification of acceptance of this Tender shall be in writing and may be sent by prepaid post. If sent by prepaid post, acceptance shall be deemed to have been made on the date of the mailing of the notification.

Furthermore:

To aid the Township in determining the responsibility of each Contractor, the following contains statements that are required as part of the Form of Tender.

**Contractor Statements:**

<b>STATEMENT "A" – CONTRACTOR'S EXPERIENCE FOR REFERENCE</b>
Stating the Contractor's experience in similar work that was successfully completed.
1.
2.
3.

**Continued Agreement for the Contractor**

**NAME:** \_\_\_\_\_

**STATEMENT "B" – LIST OF SUB-CONTRACTORS**

Giving the name and address of each proposed Subcontractor used in making up the tender and shall state the portion of the work allotted to each. Only one Subcontractor shall be named for each part of the work to be sublet.

1.

2.

3.

**STATEMENT "C" – LIST OF SUPPLIERS**

1.

2.

3.

**Designation of Signing Authority for the Contractor:**

Firm / Company Name

Individual's Name (Please Print)

Position:

Signature & Seal:

Date:

Witness to Signature & Seal:  
(Please print)

Witness Signature

Contractor  
Seal here