

REQUEST FOR PROPOSAL
FOR THE PROVISION OF
A Climate Change Action Plan Consultant
RFP-PCD-06-19

Issue Date: August 23, 2019
Closing Date: September 18, 2019
Time: 1:59:59 pm Local Time
Location: Bonfire Website
Attention: Sharon Melville, Buyer

***Late Submissions will not be accepted.
The lowest or any Submission may not necessarily be accepted***

Instructions to Respondents

Section 1 – **General Conditions**

1.1 **Form of Proposal**

All Proposals must be upon the forms provided:

- 1.1.1 Proposal Form
- 1.1.2 Bidder Information Form
- 1.1.3 Ability and Experience Form
- 1.1.4 Pricing Form - Details of pricing shall only be present within the Bid Table section of Bonfire
- 1.1.5 Respondent Proposal Details including experience, qualifications and work plan (excluding all pricing)

1.2 **Submission Process**

The County has made a change as to how proposals are to be delivered. Please follow the attached web link to gain access to the Grey County portal on Bonfire. Files are to be uploaded to the attached website and are not to be delivered to the Grey County Administration building.

[Link to Bonfire Website](#)

1.2.1 Requested Files:

Organize your Submission into the following individual files (note the required file types):

Requested Information

Name	Type	# Files	Requirement	Availability
Proposal Form	File Type: PDF (.pdf)	1	Required	Complete form, scan and upload as PDF
Respondent's Information Form	File Type: PDF (.pdf)	1	Required	Complete form, scan and upload as PDF
Respondent's Ability and Experience Form	File Type: PDF (.pdf)	1	Required	Complete form, scan and upload as PDF
Proposal Details including similar experience, team qualifications, understand and work plan	File Type: PDF (.pdf)	1	Required	Scan and upload as one PDF

Name	Type	# Files	Requirement	Availability
Pricing Form	File Type: PDF (.pdf)	1	Required	Complete form, scan and upload as PDF

Each file has a maximum size of 100MB. You will upload each file individually into the Dropbox.

IMPORTANT NOTES:

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed. Allocate sufficient time for all uploads to complete prior to the official closing time. Submissions will not be accepted after the official closing time.

You can only upload ONE file into each document upload slot. If you upload more than 1 file into the same upload slot, only the last file uploaded will be saved. Combine multiple files before uploading if required.

You will receive an email confirmation receipt after all files have been uploaded, and you have finalized your submission.

TECHNICAL SUPPORT:

Grey County is utilizing a [BonfireHub](#) digital submission dropbox. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission.

1.3 Definitions

Corporation: Refers to "The Corporation of the County of Grey"

Owner: Refers to "The Corporation of the County of Grey"

Proponent/Respondent: Refers to "any eligible entity providing a Proposal"

Successful Respondent: Refers, in the event of an award, "to the selected respondent"

RFP: Refers to "Request for Proposal"

1.4 Proposal Closing

Proposal submissions must be received by the County of Grey:

1:59:59 PM local time, September 18, 2019

1.5 Late Submissions

Bidders will not be able to access the Bonfire portal after 1:59:59PM on the day of close.

1.6 Proposal Opening

Respondents are advised there will NOT be a public opening for this RFP. Submissions received, by the date and time of closing, will be opened administratively by respective members of the Corporation at a time subsequent to the closing.

1.7 Last Date for Questions

Questions/Queries regarding the Proposal will only be received until 4:30 p.m. local time three days prior to closing date.

1.8 Completion of the Proposal

All items shall be submitted according to any instruction in the Request for Proposal Documents.

Proposals which are incomplete, conditional, illegible or obscure, or that contain additions not called for, reservations, erasures, alterations incorrectly submitted, or irregularities of any kind may be rejected.

1.9 Proposal Withdrawal

Any Bidder who has submitted a proposal to the Bonfire portal may update their proposal at any time prior to the specified time and date of closing. The last proposal received will supersede all proposals previously submitted.

Bidders may also remove their proposal from the Bonfire portal at any time prior to the time of closing. Please contact the County if you require any assistance.

1.10 Respondent Expense

Any expenses incurred by the Respondent in the preparation of the Proposal submission are entirely the responsibility of the Respondent and will NOT be charged to the Corporation.

1.11 Examination of Request for Proposal Documents

Each Respondent must satisfy himself/herself by a personal study of the RFP documents, by calculations, and by personal inspection of the site, respecting the conditions existing or likely to exist in connection with the proposed work. There will be no consideration of any claim, after Submission of Proposals, that there is a misunderstanding with respect to the conditions imposed by this RFP.

Prices must include all incidental costs and the Respondent must be satisfied as to the full requirements of the RFP. No claims for extra work will be entertained and any additional works must be authorized in writing prior to commencement.

Should the Respondent require more information or clarification on any point, it must be obtained prior to the submission of the RFP.

1.12 Inquiries, Discrepancies and Interpretations

Should a Respondent find omissions from or discrepancies in any of the RFP documents, or should the Respondent be in doubt as to the meaning of any part of such documents, the Respondent shall notify the designated person and office without delay. If the designated person considers that a correction, explanation or interpretation is necessary or desirable, an addendum will be issued to all who have received RFP documents.

No oral explanation or interpretation will modify any of the requirements or provisions of the Proposal documents.

1.13 Acceptance or Rejection of Proposals

1.13.1 The Corporation reserves the right to reject any or all Proposals, and to waive formalities as the interests of the Corporation may require without stating reasons therefore.

Notwithstanding and without restricting the generality of the statement immediately above, the Corporation shall not be required to award or accept a Proposal, or recall the Proposals at a later date:

- a) When only one Proposal has been received as a result of the Proposal call.
- b) Where the most responsive and responsible Respondent substantially exceeds the estimated cost of the goods or service.
- c) When all Proposals received fail to comply with the Specifications or Proposal Terms and Conditions.
- d) Where a change in the scope of work or specifications is required.

1.13.2 The Corporation shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Respondent by reason of the acceptance or the non-acceptance by the Corporation of any Proposal or by reason of any delay in the acceptance of a Proposal, except as provided in the Proposal document.

1.13.3 Each Proposal shall be open for acceptance by the Corporation for a period of 90 calendar days following the date of closing.

1.13.4 Where the Proposal documents do not state a definite delivery/work schedule and a submitted Proposal is based on an unreasonable delivery/work schedule, the Proposal may be rejected.

1.14 Errors and/or Omissions

The Corporation shall not be held liable for any errors and/or omissions in any part of this RFP. While the Corporation has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in the RFP is supplied solely as a guideline for Respondents. The information is not guaranteed or warranted to be accurate by the Corporation, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve the Respondents from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

1.15 Addenda

If required by the Corporation, addenda will be distributed to all Respondents registered as a document taker for this Proposal. Addenda will be distributed using the latest contact information as provided by the Respondent. It is the Respondent's responsibility to notify the Corporation of any changes to their email or mailing address. It is the Respondent's ultimate responsibility to ensure all addenda have been received.

Respondents shall be required to acknowledge receipt of addenda on the Respondent's Proposal Form contained in the Proposal document.

1.16 Proposal Award Procedures

Unless stated otherwise, the following procedures will apply:

1.16.1 The Corporation will notify the Successful Respondent of the award, in writing, within 90 calendar days of the Proposal Closing.

1.16.2 Immediately after acceptance of the Proposal by the Corporation, the Successful Respondent shall provide the Corporation with the Certificate of Liability Insurance, if required, and any other required documents within 14 calendar days of the date of Notification of Acceptance & Award.

1.17 Ability and Experience of Respondent

The Corporation of the County of Grey will not award this contract to any Respondent who does not furnish satisfactory evidence of possessing the ability and experience in this class of work and sufficient capital and equipment/manpower to ensure acceptable performance and completion of the Proposal. Any proposal will be considered non-compliant if reference checks or past experience is deemed unsatisfactory, in the opinion of the County of Grey.

1.18 Indemnification

The successful Respondent shall indemnify and hold harmless the Corporation, its officers and employees from and against any and all liabilities, claims, demands, loss, cost, damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of the project attributable to bodily injury, sickness, disease or death or to damage to or destruction of tangible property caused by any acts or omissions of the Respondent, its officers, agents, servants, employees, customers, invitees or licensees, or occurring in or on the premises or any part thereof and, as a result of activities under this Project. Neither the Owner nor the Successful Respondent shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence or for the negligence of anyone other than their own officers, agents, servants, employees, customers, invitees or licensees.

This indemnity shall survive the expiration or early termination of this Agreement and continue in full force and effect.

1.19 Regulation Compliance and Legislation

The successful Respondent shall ensure all services and products provided in respect to this Proposal are in accordance with, and under authorization of all applicable authorities, Municipal, Provincial and/or Federal legislation and Standards.

1.20 Sub-Consultants

No sub consultants or collateral agreements shall be permitted with respect to the work of this assignment, except with the Corporation's express written consent and, in advance of commencement of sub consultant activities. Failure to obtain this consent may result in cancellation of the contract with the Successful Respondent.

1.21 Retrieval of Official Document And Addenda

Only documents found on the County of Grey's website are to be considered the "official" documents. The County of Grey accepts no responsibility for the accuracy of information found on other websites. The onus is on the Respondent to check this site to verify they have received all relevant information.

Addenda will be posted on this website. Although we will attempt to e-mail registered Respondents to notify you when addenda are posted on the website, we do not guarantee that e-mails will be sent to you or received by you. It is the Respondent's sole responsibility to check the website often to inform themselves of any posted addenda.

1.22 Character and Employment of Workers

The successful Respondent shall employ only orderly, competent, and skillful employees to ensure that the services are carried out in a respectable manner. In the event that any person employed by the Successful Respondent in connection with the service arising out of this Proposal gives, in the opinion of the Corporation, just cause for complaint, the successful Respondent upon notification by the Corporation in writing, shall not permit such person to continue in any future service arising out of this Proposal.

1.23 Governing Laws

This Proposal and subsequent contract/agreements will be interpreted and governed by the laws of the Province of Ontario.

1.24 Freedom of Information

All correspondence, documentation and information provided shall become the property of the County. Any personal information required on the documentation presented is received under the authority of the Municipal Freedom of Information and Protection of Privacy Act, 1989, RSO, 1990. This information will be an integral component of the quote submission.

All written Proposals received by the County become a public record, once a Proposal is accepted by the County of Grey, and a contract is signed, all information contained in them is available to the public, including personal information.

Questions about collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, Chapter M.56, as amended, should be directed to:

Clerk, County of Grey
595 9th Avenue East, Owen Sound, Ontario
N4K 3E3 Telephone 519-376-2205

The Clerk has been designated by the Corporation of the County of Grey Council to carry out the responsibilities of the Act.

Section 2 – Specific Conditions

2.1 Notification of Award

The Corporation will notify only the successful vendor in writing. Results are available at www.grey.ca/purchasing. The proposals to offer products and/or services in accordance with this RFP are to be held firm for a minimum of 90 days. Please note: The County reserves the right to not award to any Respondent upon completion of this Request for Proposal process.

2.2 Patent, Copyright or Other Proprietary Rights

In accordance with Municipal Freedom of Information and Protection of Privacy Act, Respondents are reminded to clearly identify in their Proposal material, any specific scientific, technical, commercial, proprietary, intellectual or similar confidential information, the disclosure of which could cause them injury or damage.

Respondents are encouraged to place all such details and information within a separate section of their submission. Complete Proposal details are not to be identified as “Confidential”.

2.3 Pricing

No alterations, additions or deletions from the accepted Tender price will be permitted without the prior written approval of the Owner(s).

2.4 Payment

The normal terms of payment for the Corporation will be net thirty (30) calendar days. Invoices for such services shall be forwarded to the County of Grey Finance Department for processing.

2.5 Performance

Any undue delays in the execution of the work and/or costs incurred by the Corporation due to inefficiencies in performance on behalf of the successful Respondent shall be deemed to be the responsibility of that Respondent and as such, any and all costs, as deemed appropriate and reasonable compensation for the Corporation, will be assessed to the successful Respondent.

2.6 Failure to Perform

Failure of the Consultant to perform in accordance within submitted specifications will void the contract.

2.7 Assignment of Contract

The successful Respondent shall not assign transfer, convey, sublet or otherwise dispose of this contract or his/her right, title or interest therein, or his power to execute such contract, to any other person, company or corporation, without the

previous consent, in writing, of the Corporation's officials, which consent shall not be unreasonably withheld.

2.8 Proposal Evaluation

The specific evaluation criteria are as stipulated under Section 4 of the RFP. All submissions must be in compliance with the requirements of the RFP process in order to be considered for evaluation.

2.9 Liability Insurance

The successful bidder shall, at its expense, obtain and keep in force during the term of this Agreement, Insurance satisfactory to the County of Grey, including the following and underwritten by an insurer licensed to conduct business in the Province of Ontario:

- (a) Commercial General Liability with a limit of liability of not less than \$2,000,000/occurrence, including:
 - i) The Owner shall be named as an additional insured including a provision for cross liability
- (b) Professional liability with limits of not less than \$1,000,000.
- (c) That 30 days prior notice of an alteration, cancellation or material change in policy terms which reduces coverages, shall be given in writing to the Owner.

2.10 Certificate of Insurance

Within 14 days of award, the successful Proponent shall provide the County with a Certificate of Insurance acceptable to the County and, if requested by the County, certified copies of the insurance policies. The Certificate of Insurance must comply with the insurance requirements outlined in this Bid Solicitation and must be on the County's form of Certificate of Insurance, which can be found on the County's website – Website link. If the Certificate of Insurance is provided in a non-original form (e.g. a facsimile, photocopy or scanned electronic copy), the Proponent acknowledges and agrees that the County is fully entitled to treat any such Certificate as an original and that the Proponent will be responsible for the accuracy and validity of the information contained therein.

2.11 Health & Safety/WSIB

The successful bidder is responsible for all costs associated with its workplace accidents and all premiums or assessments owing to the Workplace Safety and Insurance Board (WSIB), or insurance company if applicable for its own employees. If requested, the successful bidder shall, throughout the Term of the Agreement, provide the County with evidence of coverage for itself, its employees, subcontractors and subcontractors' employees under the Workplace Safety and Insurance Act or insurance policy.

The successful bidder shall comply with the Occupational Health and Safety Act (Ontario), the Workplace Safety and Insurance Act (Ontario), the Human Rights Act, (Ontario), and applicable regulations under such legislation and all other legal obligations with respect to worker health, safety and treatment.

2.12 Limited Liabilities

The Corporation's liability under this Proposal shall be limited to the actual goods/services ordered and provided.

2.13 Extra Work

No work shall be regarded as extra work, unless it is ordered in writing by the Corporation and with the agreed price for the same specified in said order, provided said price is not otherwise determined by the Proposal. A statement of the cost of extra work shall be made within 30 calendar days after the completion of the said extra work.

2.14 Laws, Notices, Permits & Fees

The successful Respondent shall obtain the necessary permits and pay the required fees as they pertain to this assignment, which are in force at the date of the Proposal Closing. The County will pay the cost of any such Permit fees.

The successful Respondent shall give the required notices and comply with the laws, ordinances, rules, regulations, codes and orders of the authorities having jurisdiction which are, or become, in force during the period for which services are performed in accordance with the schedule of work.

2.15 Cancellation

- a) The Corporation reserves the right to immediately terminate the Contract for sufficient cause, including but not limited to such items as non-performance, late deliveries, inferior quality, pricing problems, etc.
- b) If the successful Respondent should neglect to execute the work properly, or fail to perform any provision of this Award, the Corporation, after three business days written notice to the successful Respondent, may, without prejudice to any other remedy in existence, make good such deficiencies and may deduct the cost thereof from any payment then and thereafter due to the successful Respondent. Continued failure of the successful Respondent to

- execute the work properly shall result in a termination of Contract. The Corporation shall provide written notice of termination.
- c) The Corporation may elect to terminate the Contract if the original terms and conditions are significantly changed, giving 30 calendar day's written notice to the successful Respondent.
 - d) Either party may terminate the Contract by giving the other party 60 calendar day's written notice, giving reasons acceptable to the other. A period of less than 60 calendar days to terminate the contract may be negotiable if mutually agreeable among the parties involved in the Contract.
 - e) Failure to maintain the required documentation during the term of this contract may result in suspension of the work activities and/or cancellation of the contract.
 - f) Should the Proponent withdraw the development application or alter it substantially so as to nullify the need for this peer review, then this contract will be terminated.

2.16 Conflict of Interest

This proposal is made by the Respondent without any connection, knowledge, comparison of figures or arrangement with any other person or persons making a proposal for the same work and is in all respects fair and without collusion or fraud.

It will be deemed a conflict of interest if the recommendation is to sell/lease the property and the awarded Respondent assists or is affiliated with a potential buyer/lessee.

2.17 Proposal Evaluation and Qualification Criteria

An Evaluation Committee will evaluate each of the RFP's received in accordance with the evaluation criteria as set out below in *Section 4*. The Committee reserves the right to enter into further discussions in order to obtain information that will allow the Committee to reach a decision with a Respondent, and to waive irregularities and omissions if, in doing so, the best interest of the Corporation will be served.

The Corporation reserves the right to interview any, all or none of the respondents that submit a Proposal to provide the evaluation team with additional insight into the Respondent's ability to meet the requirements as requested in the RFP. The interviews would be conducted by the representatives of the Evaluation Committee as soon as possible but preferably within two weeks of the RFP close.

The Corporation reserves the right to negotiate the expense of services with the awarded respondent in order to reduce cost to meet budget requirements.

The Corporation reserves the right to negotiate with the awarded respondent to either expand or reduce the scope of the project to meet all requirements.

2.18 Contact

All enquiries relative to the “**Proposal and Award Process**” shall be directed to:

‘Terms of Reference’ Contact

Hiba Hussain
County of Grey
(519) 372-0219 ext. 1233
595 9th Avenue East
Owen Sound, ON N4K 3E3
hiba.hussain@grey.ca

‘RFP Process’ Contact

Sharon Melville, Buyer
County of Grey
(519) 372-0219 ext. 1244
595 9th Avenue East
Owen Sound ON N4K 3E3
sharon.melville@grey.ca

Respondents shall submit inquiries via E-mail to both contacts.

Questions of clarification will be answered individually, but response(s) to any question that modifies the scope of the RFP will be circulated in writing as a RFP Addendum to all respondents who have received the RFP document from the Corporation.

Inquiries must be received no later than 4:30 p.m. 3 working days prior to the closing date of the RFP; otherwise, a response may not be provided.

2.19 Term

The project shall be completed by August 2020.

Section 3 – *Terms of Reference*

3.1 Scope of Work

The Province recently approved the new County of Grey (County) Official Plan, *Recolour Grey*. As part of our next steps to achieve our environmental and natural heritage goals, the County of Grey is looking to develop a Climate Change Action Plan (CCAP).

Proposals are invited from qualified consultants (hereafter referred to as ‘the consultant’) to help provide data and information to the County of Grey in the process of developing our CCAP. The Grey County CCAP will be based on the Federation of Canadian Municipalities (FCM) Partners for Climate Protection (PCP) Model. <http://www.fcm.ca/home/programs/partners-for-climate-protection.htm>

The County has budgeted \$50,000 for the completion of this project by August 2020.

The successful consultant will work with the County, municipalities, stakeholders, and community members to develop parts of an action plan that establishes a clear vision for the future, sets goals and objectives and establishes a clear plan for climate change. This Climate Change Action Plan will identify a path forward for a ‘sustainable community’ and identify and close gaps in the existing policy framework to achieve the vision and goals that will be developed in the Plan. The CCAP will ultimately develop a results-oriented policy document that will identify various projects and further policy initiatives that can be implemented to achieve climate change goals and overall GHG reductions.

The Project will include four phases as follows:

Phase 1: Project planning, visioning and communication plan development;

Phase 2: FCM – PCP Milestone One - Completion of a full inventory of green house gas (GHG) in the community and corporation;

Phase 3: FCM – PCP Milestone Two – Assessment of current situation and setting of emissions reduction target;

Phase 4: FCM – PCP Milestone Three – Provide the County of Grey with recommendations to develop Climate Change Action Plan policies. Set the structure to develop implementation and monitoring strategy.

PROVISIONAL:

Phase 5: Create a ready Climate Change Action Plan which will be provided to staff upon completion.

3.2 Background

As a two-tier government, the County of Grey is made up of nine distinctive municipalities which value their heritage, natural beauty, clean, healthy environment and rural lifestyle. Many thousands more 'non-permanent' residents have second and seasonal homes and recreational properties in the County, as the popularity of this area for business, recreation and retirement continues to grow. It is estimated that the county attracts over 1.8 million visitors annually. As the fourth largest county in Ontario, Grey County covers an area of 4,513 square kilometres or 454,000 hectares of land and is home to approximately 96,000 residents, with its southern boundary only 1 ½ hours north of Toronto. Grey County currently maintains 877 kilometres of County roads and there are numerous municipal roads, as well as Provincial Highways 6, 10, 21, 26 and 89 which traverse Grey County.

The County recognizes the value of our charmed and irreplaceable natural setting. Residents value their cultural heritage, the economic and environmental quality of the area's natural resources and agriculture; the entrepreneurship of local businesses and the significance of the tourism industry. Furthermore, the County wants to ensure that future growth is managed and developed in a sustainable manner. A Growth Management Strategy that was completed for the County indicated that the population of the County will grow to over 109,000 people by the year 2038. Total Employment Growth for the County is intended to be over 45,000 jobs by the year of 2038. There are concerns that this projected growth may have implications on the current environmental, economic, social and cultural facets of the community. Furthermore, the County wants to ensure that future growth is managed and developed in a sustainable manner that ensures the integrity of our environment and natural heritage systems.

Grey County's current Official Plan Recolour Grey, was approved by the Province on June 6, 2019. As part of Recolour Grey, County planning staff developed several discussion papers to outline the key sectors that are critical to Grey County's growth. Further, the County has undertaken a Natural Heritage System Study called Green in Grey which was developed to understand and delineate the complex natural heritage system located within the County. The study identified key natural core areas and linkages and recommended policies related to these features. The County has identified key areas of natural heritage protection and has made natural heritage protection and climate change a priority.

The County also recently worked with a team of students from the University of Guelph's Masters of Rural Planning and Development Program to create a report titled '*Climate-Conscious Grey: Developing a Climate Change Action Plan for Grey County, Ontario*'. This report provides some background research and high-level recommendations that will be useful in developing the County's Climate Change Action Plan and the Grey County Energy Conservation and Demand Management Plan. Through the *Climate-Conscious Grey* Report and the work being conducted by other departments, County Council have determined Climate Change and the environment a priority in Grey County.

The County of Grey is seeking proposals from qualified firms to provide consultant services to develop a Grey County Climate Change Action Plan. The successful consultant will work with the County, municipalities, stakeholders, and community members to develop parts of an action plan that establishes a clear vision for the future, sets goals and objectives and establishes a clear plan for climate change.

This Climate Change Action Plan will identify a path forward for a 'sustainable community' and identify and close gaps in the existing policy framework to achieve the vision and goals that will be developed in the Plan. The CCAP will ultimately develop a results-oriented policy document that will identify various projects and further policy initiatives that can be implemented to achieve climate change goals and overall GHG reductions.

3.3 Objectives

The main objective of the Grey County Climate Change Action Plan is to successfully reduce greenhouse gas emissions as set out in the FCM Partners for Climate Protection Framework. Grey County is hoping to address many of the impacts of climate change to our communities and to develop achievable recommendations.

3.4 Phasing and Schedule of Work

The FCM PCP program is a process developed for municipalities to manage energy. The consultant is expected to complete the first three phases of the FCM PCP program, while also providing input on Phase four including, but not limited to guidelines on an implementation and monitoring strategy.

3.4.1 Phase One: Project planning, visioning and communication plan development

Engage Consultant

County staff will meet with the consultant to review and finalize the overall proposal, understand and confirm the work plan, roles and responsibilities.

All necessary local background material will start to be compiled and provided to the consultant including the previous Green in Grey study, the Recolour Grey Official Plan, and research conducted to date in regard to corporate and regional climate change initiatives.

Form Organizational Structure

The Consultant will be required to create a Working Group, which should include internal departments such as the Housing Department and the Transportation Department and external organizations such as the Grey Bruce Public Health Unit, Municipal staff, the Grey Bruce Climate Change Working Group and the Conservation Authorities. These organizations should be consulted early to provide guidance on the overall process and will meet periodically to discuss engagement opportunities and outcomes, and plan content. The Consultant will be required to meet with this Working Group a minimum of three (3) times to get feedback throughout the process and help inform decision making.

Identify Resource Needs and Relevant Background Information

A session with County planning staff will focus on technical information such as a discussion of all relevant background information available or needed, and data to be compiled.

Communication Plans and Tactics

The consultant will need to develop a compelling backgrounder explaining why we are undertaking this project. Additional communication tools are needed to act as the call to action for climate change planning, conservation, and reduction. All communication tactics are to be tailored to the local audience and a two-tier governmental system. The Consultant will be required to conduct one workshop with County Council to get their feedback on the CCAP. The Consultant will also be required to present to County Council a minimum of two (2) times during the process to provide updates and feedback on work completed to date. The first presentation should occur during phase one while the second presentation to Council should occur between phases three and four. A key component is to further build staff and Council support, a Climate Change and Protection presentations will be important to gather Council feedback and create excitement around Climate Change.

The consultant will work with the Manager of Communications to develop a communication plan using the County's website and other communication tools. Updates to the community and stakeholders on

project scope, updates, promotion of events, and successes will be developed and executed.

Support to staff in creating an organizational culture that understands climate change and values the environment. There are currently many staff and council members of Grey County that are unaware of climate change and its impacts. The consultant must be able to provide an effective method of implementing practices that mitigate climate change so that it becomes a valued and ongoing part of Grey County.

Complete and post an end of Phase communications and update to staff.

3.4.2 Phase Two: Complete FCM Milestone One: Completion of a full inventory of green house gas (GHG) in the community and corporation

Conduct Facilitated Sessions to Introduce the Process

This stage will create a GHG emissions inventory to include identification of consumption by all sectors rather than simply the former *Green Energy Act* reporting requirements.

- The corporate energy management plan will provide the corporate inventory of energy consuming assets and their consumption by type. The corporate energy management plan includes but not limited to: fleet, recreation facilities, administrative buildings and infrastructure, water, wastewater, solid waste, housing and street lights. The consultant should identify further corporate energy consuming assets.
- Areas evaluated in the community inventory may include but not limited to: fuel (e.g. natural gas, fuel oil, etc.) and electrical consumption for residential, commercial community waste and community transportation sectors which includes active transportation. The Grey County Climate Change Action Plan will also consider the contributions of land use patterns, planned growth and green space to climate change mitigation. The Consultant should identify further community areas of focus for GHG emissions.

The information obtained is to be used for modeling purposes using GIS or another analytical tool, as proposed by the Consultant.

Forecast Energy and GHG Emissions

Forecasting will involve conducting a Business-as-Usual (BAU) forecast outlining energy and GHG emissions trends with current BAU

consumption rates and projected population growth, land use pattern developments for target dates 5,10, and 25 years forward. The Consultant will provide the rationale for and confirmation of target dates.

This stage of forecasting will be focused on current BAU; supplemented with later forecasting of energy, electrical and emissions trends under the alternative scenarios that will be considered in the Grey County Climate Change Action Plan.

Conduct Energy and GHG Emissions Mapping

This stage will identify and map energy demand and supply by sources and infrastructure across the community. It will also map out the GHG emissions by source, by sector and by percentage to illustrate current use. This information will help to visualize the current and future energy and GHG emissions which will be useful for the launch of the project.

Modeling

The Consultant will develop and refine input variables for the modeling of GHG emissions and energy forecasting. The consultant will familiarize County staff with this analytical tool and present the findings.

The consultant will define the variables, fixed assumptions and milestone dates for spatial modeling related to land use, building (codes and policies), transportation, energy systems, water, wastewater, and waste management for key scenarios. The intent of the key scenarios is to assess the full range of possible responses and their local impacts.

Scenarios to be discussed and confirmed with the consultant, County Staff, and the Working Group include:

- Modeling Scenario 1: Status quo:
 - i) Do as little as possible,
 - ii) Do what we think we can do – set target, and
 - iii) Do everything we can do – set target.
- Modeling Scenario 2: Future State:
 - i) 5 years from now,
 - ii) 10 years from now, and
 - iii) 25 years from now.

Identify Existing or Planned Initiatives, Opportunities & Constraints

This stage identifies energy demand and GHG emissions reduction opportunities in existing and new initiatives, and the operation of County owned assets. The consultant will consult with County staff, and other stakeholders as needed to create an inventory of noteworthy GHG reduction initiatives that are already underway or planned within the Community and Corporate Sectors.

County Staff, Green in Grey, Recolour Grey, Energy Conservation and Demand Management Plan, and the 'Climate-Conscious Grey: Developing a Climate Change Action Plan for Grey County, Ontario' research study will be prime sources of information about what is already happening in the Corporate and Community Sectors as well as reference the policies, by-laws, and resolutions that may affect the proposed projects. Municipal documentation from Grey County's member municipalities should also be used as an information source.

The consultant will be expected to liaise with the relevant internal and external organizations, and the working group to assess ongoing and existing initiatives within the community along with their potential contribution towards local energy conservation and GHG reductions.

The following are the tasks in this stage:

Community Stakeholder Engagement Strategy	Consultant will work with County staff to scope, plan and develop an engagement strategy which will focus on creating awareness, scope mitigation opportunities and constraints. The engagement strategy should focus on communicating the state of GHG emissions in the County and opportunities for protentional emission reductions measures.
Communications	In collaboration with staff, the consultant will develop a strategy framework for citizen and business empowerment tools. Together, we will create a highly useful, relevant, concise and web-based source and tools regarding information, measures, incentives for reducing energy and emissions from homes, buildings, transportation, waste and lifestyle choices including local food. The tools will include simple connections to

	energy and GHG emissions reduction and conservation that fall in line with the goals, objectives, actions and activities of the Climate Change Action Plan.
Funding/Grant Opportunities and applications	The Consultant, in collaboration with staff will identify grants that are available to the County and prepare the applications for those grants/funding opportunities.

The formulas, modelling and all strategies utilized to assess greenhouse gas (GHG) in the community and corporation shall be the property of the County of Grey. The County of Grey shall have access to all software, data, and information developed through this plan for future monitoring and updating needs. The consultants shall use a methodology for monitoring and implementation that can be used to monitor the plan after the Consultants work is completed, and without the need for future professional consulting services.

Finally, complete and post an end of Phase communications and update to staff.

3.4.1 Phase Three: Complete FCM Milestone Two: Assessment of current situation and setting of emissions reduction target

Develop Goals and Targets

This phase would assess the potential implications of high-level changes in policy and practice, as related to alternative GHG reduction target scenarios. It would include consideration and analysis of various opportunities and their associated policies, targets and actions, as well as an assessment of their implications. The emission reduction potential of the different scenarios would be quantified to assist County staff in establishing and recommending updated reduction targets to Council.

The consultant will take the input from Council, staff and the public to develop and define the vision and preliminary mitigation goals and targets, generating recommendations for forecast dates, for an aggressive energy and GHG emissions reduction agenda.

The following will be accomplished in this phase:

- Develop strategies and policy recommendations to reduce energy use and GHG emissions to support the vision, goals and targets in keeping with the FCM milestone deliverables,
- Develop proposed integrated land use, building, solid waste, water, wastewater, and transportation strategies to support the vision and goals, and

- Identify implementation strategies to increase energy efficiency program participation in the community, particularly the commercial business and residential sectors.

The process would involve:

Modeling	Visual tool development – apply analytical tools and/or models to explore multiple scenarios related to future energy use and GHG emissions reduction, in consultation with staff and the broader community.
Scenarios	Develop and assess future scenarios. Following confirmation and validation of assumptions and results complete a short report that summarizes energy and emissions performance results and policy, development and operational implications for each scenario. General cost implications for all stakeholders will also be evaluated.
Strategy Development	In order to develop appropriate GHG reduction targets, an analysis of future emissions would be undertaken that considers for example: future population and economic growth rates, projected land use patterns, the rate of building energy efficiency retrofits, district energy opportunities, likely provincial effects on building codes, improved fuel efficiency standards, the implications of projected transportation improvements, and changes to total transportation movements.
Key Areas of Focus	The consultant will identify keys area of focus and create a document that outlines key actions that need to be undertaken as part of the Climate Change Action Plan. The document should speak to a two-tier government system and speak to how the municipalities fit into larger County Climate Change Action Plan. The document shall include actions that can be undertaken at both the County level and at the municipal level but recognize that member municipalities within Grey

	may develop their own action plans or climate change strategies.
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The consultant will analyze proposed strategies quantitatively, where possible and qualitatively, for the potential to contribute to targets, economic valuation, and alignment with co-benefits for environmental, social and economic sustainability. Business case development will be required. Areas may be identified where sensitivity analysis would be helpful in further assessing targets, actions and measures.

The consultant will collaborate with staff to establish and utilize criteria for selecting strategies that will successful lead to the reduction in GHG emissions.

These criteria might include:

- Demonstrated community support through the consultation process,
- Initial cost of the initiative balanced against the payback period,
- Comparison of cost per tonne and emission reductions,
- Ability to build upon or have synergies with existing initiatives, and
- Ability to engage the community and partner with stakeholder groups.

Priority strategies may be identified with viable short, medium and long-term strategies to be pursued by County staff. All key tasks will be reviewed by County staff at this stage to prepare for pulling the plan together for draft review and confirmation process.

Presentation to Council – Current Assessment & Emission Reduction Targets Report

The Consultant will write a report on preliminary assessment and GHG emission reductions targets, expected energy and GHG emission performance outcomes and policy recommendations to address GHG emissions. The Consultant will present to Council to obtain approval. Key visuals will help explain the data. Consultant will update partnerships and stakeholder engagement, general policy, planning, cost and development implications.

Finally, complete and post an end of Phase communications and update to staff.

3.4.2 Phase 4: FCM Milestone Three - Provide the County of Grey with recommendations to develop Climate Change Action Plan policies. Set the structure to develop implementation and monitoring strategy

This phase forms the basis for the Climate Change Action Plan and would present the recommended GHG emission reduction targets for the County as well as the specific associated strategies, policies, and actions. By analyzing current and forecasted GHG emissions with the Working Group, the plan will outline the contribution that various sectors make to the total Corporate and Community emissions. It will also indicate how various factors such as urban form, density and transit, influence GHG emissions by examining some of the research and precedents, and layout objective and targets for reducing Corporate and Community GHG emissions. The consultant will provide recommendations and varied scenarios that will be utilized in the Climate Change Action Plan. The Consultant will create a brief report on the recommendations and policies that should be included in the Climate Change Action Plan.

Develop recommendations for the Climate Change Action Plan.

Grey County staff will write the Climate Change Action Plan with the support of the Consultant. The Consultant will develop all key features of the draft Climate Change Action Plan and provide the County with a report outlining broadly the key ideas and policies that should be included in each section of the Plan.

Develop recommendations for the Implementation and Monitoring Plan.

Grey County staff will write the Implementation and Monitoring Plan with the support of the Consultant. The Consultant will develop all key features of the draft Implementation and Monitoring Plan and provide the County with a report outlining broadly the key ideas and policies that should be included in the Implementation and Monitoring Plan.

The Consultant shall speak to in their recommendations:

- Implementation phasing and prioritizing,
- An adaptive management strategy including ongoing monitoring and reporting methodologies and indicators for both performance and implementation,
- Identification and possibly the development of tools to promote success for ongoing community energy and GHG emissions management and reduction.

Key tasks in this phase include: vision, goals and targets for forecast dates, for energy and GHG emissions; developing a structure for the implementation plan including prioritized actions, timelines, costs, potential

partners, outline of the monitoring and reporting, and Community engagement sessions to seek input.

The formulas, modelling and all strategies utilized to develop the implementation and monitoring recommendations shall be the property of the County of Grey. The County of Grey shall have access to all software, data, and information developed through this plan for future monitoring and updating needs. The consultants shall use a methodology for monitoring and implementation that can be used to monitor the plan after the Consultants work is completed, and without the need for future professional consulting services.

Finally, complete and post an end of Phase communications and update to staff.

PROVISIONAL

3.4.3 Phase 5: Create a ready Climate Change Action Plan which will be provided to staff upon completion

This task will include a focused session with the Working Group, as needed, to write, review and confirm the draft Climate Change Action Plan. The Consultant will be responsible for writing and producing a final copy of the Climate Change Action Plan. This stage includes Council approval of the draft Climate Change Action Plan and approval to conduct a community engagement event to review and approve the draft plan. The Consultant will lead both the presentations to Council and the community engagement event. The Consultant will scope, plan and execute a community event focused on discussion of the draft Climate Change Action Plan to gain public and stakeholder feedback and support.

Develop Draft Climate Change Action Plan the Consultant will develop all key features of the draft plan:

- Vision, goals and targets; priority strategies and actions; outline of roles and responsibilities
- Synthesis of process and input from community and stakeholder engagement; a description of partnerships
- Recommendation of emission reduction actions; implementation plan; approach to monitoring
- Schedule and resources required to achieve the targets including associated costs, such as implementation and review of plan; human resources and resources needed

3.5 Available Background Information

Grey County Current Official Plan - June 2019

<https://docs.grey.ca/share/public?nodeRef=workspace://SpacesStore/faddf07b-9915-4617-b5ff-96de2e36092b>

Grey County Growth Management Strategy – April 2008

<https://docs.grey.ca/share/s/ilfykM4jTiCC2rcDtCffgA>

Grey County Growth Management Strategy Update – December 2015

<https://docs.grey.ca/share/s/gbXgOhWeTRSDknnmqiWM0w>

Green in Grey: Natural Heritage Study – January 2017

<https://www.grey.ca/programs-initiatives/green-grey-natural-environment-study>

Climate-Conscious Grey By Guelph Research Students – April 2018

<https://docs.grey.ca/share/public?nodeRef=workspace://SpacesStore/74bec817-0ae8-4831-abeb-b9baf483779b>

Transportation Master Plan – September 2014

<https://docs.grey.ca/share/s/65Hda9GYShagfvrijltAkhg>

Move Grey Discussion Paper –

<https://docs.grey.ca/share/s/ME8rd30gTKeFC7WeHA9SYg>

Cultivate Grey Discussion Paper –

<https://docs.grey.ca/share/s/DbBwcSL2RJqfQaMiZhmlYQ>

Develop Grey Discussion Paper –

<https://docs.grey.ca/share/s/qcrL5e6iTxOQyFATZGhS7A>

Live Grey Discussion Paper –

<https://docs.grey.ca/share/s/zDITK9oRQDymQxKxDo3YCCQ>

Natural Grey Discussion Paper –

<https://docs.grey.ca/share/s/M95qUtakSo2udDBBblpOYw>

Draft Recreational Trails Master Plan –

<https://www.grey.ca/programs-initiatives/recreational-trails-master-plan>

Grey Sauble Conservation Authority Watershed Report Card 2018

http://www.greysauble.on.ca/wp-content/uploads/2018/03/booklet_format_WRC_final2018_flip2.pdf

Saugeen Valley Conservation Authority Watershed Report Card 2018

<http://saugeenconservation.com/downloads/WatershedReportCard2018-SVCA.pdf>

Grand River Conservation Authority Studies and Reports

<https://www.grandriver.ca/en/our-watershed/Studies-and-reports.aspx>

Nottawasaga Valley Conservation Authority Watershed Report Cards 2018

https://www.nvca.on.ca/Shared%20Documents/Watershed_Report_Card_2018_NVC_A_web.pdf

Municipal Documents

Georgian Bluffs Official Plan – August 2012

https://www.georgianbluffs.ca/en/township-services/resources/Official_Plan.pdf

Owen Sound Official Plan – December 2012

<https://www.owensound.ca/en/resourcesGeneral/Documents/Official-Plan---February-2017/FINAL-OFFICIAL-PLAN-w-OPA-7-Jan-2017-Consolidation.pdf>

West Grey Official Plan – February 2012

http://www.westgrey.com/public_docs/documents/West%20Grey%20Official%20Plan.pdf

Grey Highlands Official Plan – September 2017

<https://greyhighlands.civicweb.net/document/187365>

Hanover Official Plan – August 2014

<https://www.hanover.ca/documents-library/official-plan>

Meaford Official Plan – November 2014

<https://www.meaford.ca/en/living-here/resources/Documents/OP-Consolidation-Post-OPA-16-Nov-2014.pdf>

The Town of The Blue Mountains Official Plan – June 2016

https://www.thebluemountains.ca/document_viewer.cfm?doc=5

Southgate Official Plan – August 2006

<https://southgate.civicweb.net/document/444>

Meaford Sustainability Plan – December 2012

<https://www.meaford.ca/en/our-government/resources/Documents/Meaford-Sustainability-Report.pdf>

3.6 Deliverables

1. Professionally bound hardcopy of a report indicating Current Corporate and Community GHG emissions, targets to reduce GHG emissions, and policy recommendations to be undertaken by the County of Grey. One electronic file in Microsoft Word along with all data and information.
2. A report outlining all the key features of the draft Climate Change Action Plan, outlining the key ideas and policies that should be included in each section of the Plan.
3. A report outlining all the key features of the draft Implementation and Monitoring Plan, outlining the key ideas and policies that should be included in the plan.
4. The Consultant will be required to meet with this Working Group a minimum of three (3) times to get feedback throughout the process and help inform decision making.
5. The Consultant will also be required to present to County Council a minimum of two (2) times during the process to provide updates and feedback on work completed to date.

Provisional deliverables:

6. Professionally bound hardcopy of the Climate Change Action Plan.

Section 4 – Respondent Selection Procedure

4.1 Schedule

The following schedule is proposed for the selection of the successful Respondent for this assignment.

Activity	Date
Request for Proposal Issued.	August 23, 2019
Request for Proposal Closed.	September 18, 2019
Interviews (if required)	September 2019
Selection of Successful Respondent	October 2019

Note: although every attempt will be made to meet all dates, the Corporation reserves the right to modify any or all dates at its sole discretion.

4.2 Selection Process

Proposals will be assessed on the basis of information provided by the Respondent at the time of submission as well as any additional information provided during subsequent meetings with the Respondent if required.

An evaluation committee will consist of the Director of Corporate Services, the Deputy Treasurers, and Purchasing and Materials Manager

4.3 Evaluation Criteria

Proposals will be assessed against the following criteria. The Corporation reserves the right to shortlist firms for further evaluation and interviews which may alter the final scoring results. Proposals will be scored based on meeting or exceeding the expectations of the established evaluation criteria.

Evaluation Criteria	Weighting
<p>Understands the scope of work and approach to meet the Municipality's requirements.</p> <ul style="list-style-type: none"> • Must demonstrate a thorough understanding of the tasks to be undertaken, and objectives and deliverables of the FCM PCP Framework; • Technical Proposal shall fully describe the main tasks to be undertaken and all sub-tasks required to execute all aspects of work; • Must demonstrate comprehensive knowledge of federal and provincial policies in relation to planning and environmental policies; • Must demonstrate resource/support services available and identify strengths relevant to this project • Must demonstrate an understanding of legislation relevant to the municipal environment. 	25
<p>Demonstrated performance of the firm for contracts of this magnitude for municipalities (upper tier municipality).</p> <ul style="list-style-type: none"> • Must provide a profile of the firm, including work conducted in relation to Climate Change and Environmental policies/plans; • Clearly identifies the prime firm and office location which would be responsible for the work; • Must have through knowledge of how a two-tier governments function and operate; • Description of previous relevant experience in conducting GHG Emissions calculations and Environmental policy development, outlining the approach from the initial introductory meeting to the final draft recommendations; • Provide three municipal references that will be contacted where the firm has completed similar projects of relevancy that have been completed within the past five years or are in progress, with be acceptable. Include names, dates worked and contact numbers and email addresses of three Municipalities, who can certify Proponent's ability to perform projects of similar scope/magnitude; • Must identify risks that the municipality should be aware of with the undertaking of this project. 	15

<p>Relevant experience and qualifications of key personnel identified to perform the work.</p> <ul style="list-style-type: none"> • Must provide names and resumes of the lead project manager, and identify key team members for all phases having direct involvement with this project; • Identify their individual role as it relates to this project; • Include a curriculum vitae (CV) for each key team member detailing related experience and qualifications to demonstrate their ability to contribute to the success of this project; • Must describe any specialized skills, training and background in climate change policy development by assigned individuals (may include education, participation in municipal or provincial consulting assignments, speaker or instructor roles in conferences); • Identify any sub-consultants proposed for a particular phase describing their role and commitment. Include CV's for each key team member. 	20
<p>Work plan and schedule</p> <ul style="list-style-type: none"> • Submit a Gantt chart project schedule for each phase in addition to any written summaries, outlining realistic time requirements and dates of completion for the project's main tasks, subtasks and activities as defined in the detailed work plan in order to complete works by the specified completion dates including start and finish dates of the main tasks; • Include Milestone dates for deliverables to the County, for the phases outlined in the Terms of Reference; • Include submission dates to review/approval agencies; • Time breakdowns and summations of estimated person-hours required for each identified task and named member of the Consultant's project team and support staff as required to complete all tasks of the project. 	20
<p>Cost</p> <ul style="list-style-type: none"> • Shall provide a detailed project fee (total lump sum) per phase. The fee shall be broken down according to the tasks of each phase including but not limited to, report preparation, staff hourly rates, all fees and disbursements required to complete the project. Disbursements are to be included and shown as a separate line item which include printing, travel, courier service, and any telephone/facsimile charges. HST will be shown separately; • Include an additional summary of fee requirements for provisional phase; 	20

<ul style="list-style-type: none"> Proponents shall identify and include any costs believed not to be covered in this RFP but considered necessary for completion of the assignment. 	
Total	100

The Corporation reserves the right to reject any or all proposals. The Corporation also reserves the right to not proceed with the project without stating reason thereof.

Selection of a Proposal will be based on all the above criteria and any other relevant information provided by the Respondent(s). Final selection will be based upon the evaluation of proposals unless it is deemed necessary to conduct interviews with one or more of the Respondents. The Respondent determined the best qualified to perform this project will be required to be recommended to County Committee of the Whole and Council for contract award.

All proposals are to be submitted with the understanding that the selection of a Proposal for discussion by the Evaluation Committee shall not thereby result in the formation of a contract. Nor shall it create any obligation on the Corporation to enter into further discussions.

The project will be awarded to the Respondent who, in the sole judgment of the Corporation, provides the best overall value. The Corporation will not be obligated to select the lowest cost or any proposal.

The Corporation reserves the right to conduct reference checks on the Respondents, the results of which may affect the award decision.

4.4 Proposal Submission Format

The Proposal shall, at a minimum, include and cover the following items:

- i. A profile of the firm, including breadth of other work conducted in relation to climate change and environmental policy; resource/support services available; and strengths relevant to this plan.
- ii. Experience in municipal policy development, specifically experience with any upper-tier municipalities.
- iii. An outline of the workplan to be used for meeting the requirements of the phases outlined in the Terms of Reference.
- iv. A list of necessary documents, data, policies and other information to be prepared by County staff.
- v. Demonstrate an understanding of legislation relevant to the municipal environment.
- vi. Describe any specialized skills, training and background in climate change or environmental policy. This may include education or participation in

municipal or provincial consulting assignments, speaker or instructor roles in conferences or seminars.

- vii. The location of the office(s) which would be responsible for the work and the names and resumes of the all staff who will be assigned to the project if the firm is successful. It is expected that continuity of staff will be given a high priority, and this should be indicated.
- viii. The names and contact information for three municipal references (at minimum, one upper-tier municipality is required) who may be contacted for reference information.
- ix. Identify risks that the municipality should be aware of with the undertaking of this project.

The Proposal should include any information regarding advisory services and publications which may be available free of charge on routine matters. These may include webinars and training opportunities, staff assistance and/or publications.

4.6 Fees and Expenses

The fee estimate shall show the estimate of hours required to complete the project allocated between the various responsibilities which are perceived to be required and showing the category of staff assigned to each of the responsibilities.

Out of pocket expenses, such as travel and accommodation, should be included as part of the basic fee and are not to be billed separately.

Proposal Form

For the Provision of: **Climate Change Consulting Services**

As Supplied by:

Firm Name

Address

City, Province and Postal Code

To:

The Corporation of Grey County
595 9th Avenue East
Owen Sound Ontario N4K 3E3

Hereinafter Called the Corporation

The Bidder Declares

1. No person(s), firm or corporation, other than the Bidder, has any personal interest in this Proposal or in the award for which this Proposal is made;
2. No member of Council, no officer or employee of the Corporation is or will become interested directly or indirectly as a contracting party, partner, shareholder, surety or in any portion of the profits thereof, or in any of the monies to be derived, therefrom;
3. This Proposal is made without any connection, comparison of figures, or arrangements with, or knowledge of any other corporation, firm or person making a Proposal for the same and is in all respects without collusion or fraud;
4. By signing this submission, I confirm I have read and understood the content and requirements of this Proposal document;

Acknowledgement to receipt of Addenda

This will acknowledge receipt of the following addenda and that the pricing quoted includes the provision set out in such addenda;

Addendum #

Date Received

☐ **Check here if NO Addenda received**

LOWEST OR ANY TENDER NOT NECESSARILY ACCEPTED

Date _____, 2019

Signature of Bidder

By my signature, I hereby confirm I am a principal, or
have been duly authorized by the principal/board, to sign
on behalf of the above named.

Pricing Form

Included in the bid price for all items shall be all associated disbursements and any other activity relating to the completion of the assignment.

Item	Bid Price (Excl. taxes)
Bid Price for Services as Listed Phases 1 through 4	\$

Item	Bid Price (Excl. taxes)
Provisional Pricing for Phase 5	\$

Name: _____ Date _____

Signature: _____

Respondent Information Form

Bidders must complete this form and include with the Proposal Submission.
Please ensure all information is legible.

1.	Bidder's Contact Individual	
2.	Office Phone #	
3.	Mobile #	
4.	Email Address	
5.	WSIB Account# (if applicable)	
6.	HST Account #	

Name: _____

Date _____

Signature: _____

Respondent's Ability and Experience Form

Respondents shall provide information below on contracts in this class of work that has been successfully undertaken by the Bidder's Firm in the past three years.

Contract #1	
Reference Name	
Contact & telephone #	
Contract Term (# years)	
Total Value (annual)	
Description of Work	
Additional Comments (optional)	
Contract #2	
Reference Name	
Contact & telephone #	
Contract Term (# years)	
Total Value (annual)	
Description of Work	
Additional Comments (optional)	
Contract #3	
Reference Name	
Contact & telephone #	
Contract Term (# years)	
Total Value (annual)	
Description of Work	
Additional Comments (optional)	

Bidder: _____

Date _____

Signature: _____