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The Corporation of the Town of Deep River

REQUEST FOR PROPOSAL for Streetscape and Urban Landscape Design Services 2022-RFP-001

Proposals shall be submitted **via email (subject line to include 2022-RFP-001) no later than 4pm March 18th, 2022 EST**. Proposals received after that date and time will not be considered further. Proposals must be in accordance with the requirements stated in this RFP.

All proposals shall be directed to the Contact Persons for this RFP:

CONTACT: Christian Kaiser
ADDRESSED TO: ckaiser@deeperiver.ca
SUBJECT: 2022-RFP-001: Streetscape and urban landscape design

Any questions or clarification regarding this Request for Proposal (RFP) must be communicated via email to the Contact Persons listed above by March 9, 2022.

PROPOSALS WILL BE OPENED IN PUBLIC AND PROPONENT NAMES WILL BE ANNOUNCED. PROPOSAL DETAILS INCLUDING COSTS WILL NOT BE ANNOUNCED IN PUBLIC.

NOTE: Should any potential bidders download this Request for Proposal, it is the Proponent's responsibility to check for Addenda which will be posted on the Town website: <http://www.deeperiver.ca>



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1 Request for Proposal – Streetscape and urban landscape design

1.1 Purpose

Through this Request for Proposals (RFP), the Town of Deep River is seeking proposals from qualified Architectural and Urban Landscape Design firms to develop a detailed streetscape design and concept plan for improvements and amenities of Deep River's downtown core, and waterfront and marina areas.

Note that this is not a call for tender but a request for proposals to identify a preferred Proponent and to initiate negotiations for the delivery of the required services.

1.2 Background Information

The Town of Deep River is located along the Ottawa River and the Trans-Canada Highway, approximately mid-way between North Bay and Ottawa in the County of Renfrew. It was established in the early 1950s to house the employees of the Chalk River Nuclear Laboratories and is one of Canada's first planned communities. The Town has a population of just under 4,200 residents, living in approximately 2000 households. The nuclear laboratories (AECL / CNL) are still a major employer in the area, along with the Canadian Armed Forces base in nearby Petawawa.

Deep River's downtown area

The Town's downtown area houses the majority of the Town's primary retail, professional and personal service businesses. A particular feature of the downtown area are the covered sidewalks, where the majority of the sidewalk canopies are town-owned.

The Town's Official Plan was adopted in 2018 and identifies the downtown core and waterfront areas as Community Improvement Areas. In 2021, Deep River's Council approved a Community Improvement Plan with the following goals for the downtown area:

- Improve the visual and functional aspects of the downtown area
- Promote the safety of pedestrians and cyclists within the downtown area
- Promote a favourable climate to encourage private investment for the revitalization, redevelopment, and improvement of the downtown area.

The Community Improvement Plan Area includes the main commercial and retail buildings in the downtown core. These extend towards Highway 17, and also include a number of businesses which are run from converted residential houses. Figure 1 below shows an overhead view of the downtown area, with the CIPA and some key buildings marked.

Developing a Streetscape Strategy is a high-priority first step in implementing the CIP. The Streetscaping Strategy would outline a vision for the streets within the downtown core area and act as a guide for the revitalization of the downtown streetscape. The intent of the Strategy is to provide a vision of the future of the downtown core and offer guiding

policies to reaching that vision. A key aspect of the Streetscaping Strategy will be concept renderings of options for the Town-owned canopies.

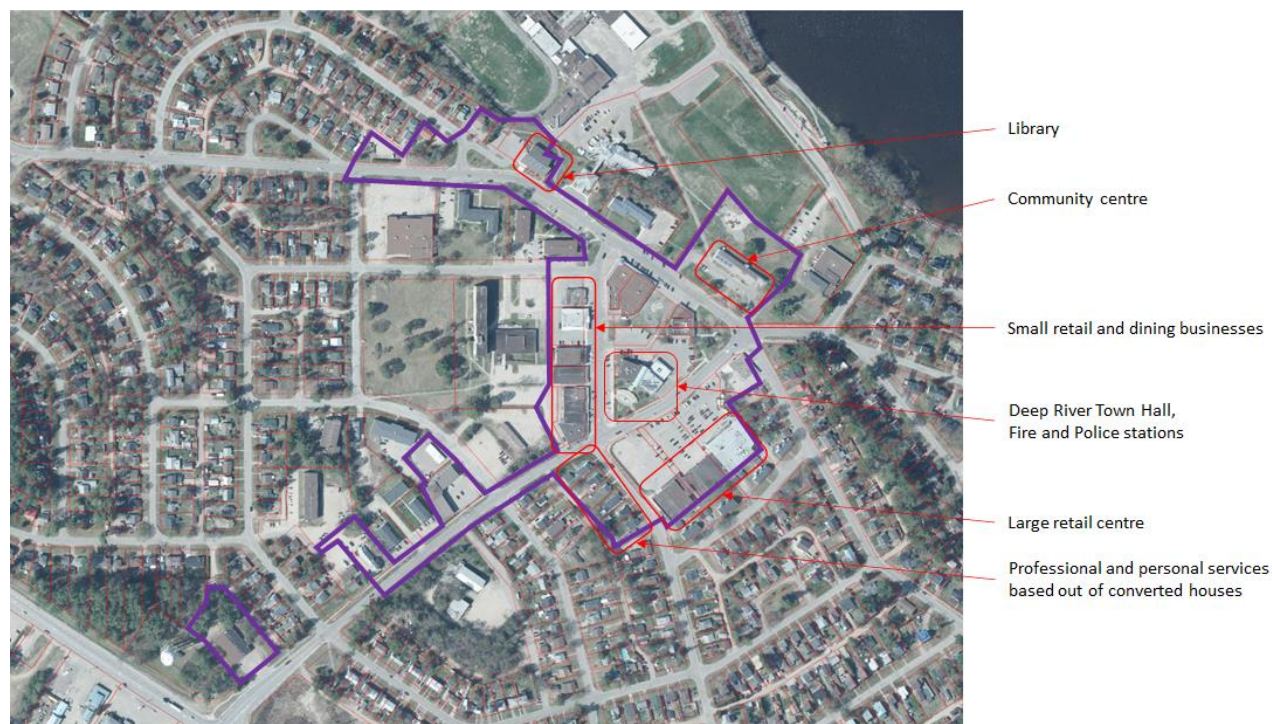


Figure 1: Deep River's downtown area with CIPA marked in purple (images from County of Renfrew mapping services)

Deep River's waterfront area

The waterfront area is a primary tourism attraction for Deep River. It includes a recreational waterfront trail, a marina for small and medium-sized boats, two boat launches, the Deep River Yacht and Tennis Club, and a children's playground. In winter, the launch is well-used as an access point for ice-fishing and snowmobiling on the Ottawa River. There are three parking areas which service these facilities and amenities.

The waterfront area also includes two buildings that have historical significance to Deep River: the Adams House and the Keys Properties.

The Adams House is the only building remaining from the village that predated the Town of Deep River. (Refer to <https://mcelroy.ca/local/adams.shtml> for further information). The Adams House is currently the focus of a study by the School of Architectural Studies at the George Brown College in Toronto.

The Keys Properties are two large waterfront properties that include two log cabin houses built in 1954 as a home for the then-Vice President of the research laboratories (Dr D Keys) and to accommodate visiting prominent visitors. The properties have served as a conference centre since the 1970's, and were later sold to the Town.

The Deep River Yacht and Tennis Club is another key amenity in the waterfront area. AECL owns a significant portion of the land used by the DRYTC; the Adams House is on this property.

The Town's Official Plan identifies the marina area as the desired focal point for more intensive use of the waterfront, recognizing the potential to enhance recreational amenities and economic opportunities. The Official Plan also outlines the intended use of the Keys Properties "to become a commercial/residential focal point for new development that focuses on the waterfront and at the same time supports the uses and activities of the Town Centre". An action in the Town's 2019 to 2022 Strategic plan includes the development of a Secondary Plan for the Keys Properties. This action has been expanded subsequently to include the entirety of the waterfront area, including marina expansion options, picnic areas, play structures, parking lots and waterfront trails.

Prior to the drafting of a Secondary Plan, it was felt that an integrated cohesive concept plan for amenities, improvements and potential land uses would be useful. Extensive public engagement is required to explore the needs, preferences, and input from the community.

Note that the drafting of the Secondary Plan policies and the related approval process will form a separate project and falls outside of the scope of this Request for Proposal.



Figure 2: Deep River's waterfront area (images from County of Renfrew GIS services)

1.3 Closing Date and Time

Proposals must be submitted prior to or by **4pm March 18th, 2022 EST**. All proposals received after the specified closing time will not be considered. A virtual Public Opening will be held in which only Proponents' names will be announced. All Proponents will be invited to attend the Public Opening and a recording will be posted on the Town's website.

1.4 Municipal Contact

Prior to submitting a Proposal, read the entire solicitation, including the Terms and Conditions, all addenda, any other documentation supplied by the Municipality for information purposes.

Any questions or concerns arising out of this RFP should be addressed to:

CONTACT:	Christian Kaiser	Jessy Pace
ADDRESSED TO:	ckaiser@depriver.ca	jp pace@depriver.ca
SUBJECT:	2022-RFP-001: Streetscape and urban landscape design services	

2 Service Requirements

The primary purpose of this project is to develop a cohesive and holistic vision for the downtown and waterfront areas. This vision would be expressed through a streetscape strategy, urban design concepts, and renderings of key areas and components. A detailed description of supporting policies will allow the Town to create the regulatory framework to support and encourage the implementation of the vision.

Ideally, the vision would be used by local developers and businesses to identify and prioritise physical improvements and investments. Town staff will use the deliverables of this project as the key design inputs when planning asset and infrastructure rehabilitation projects.

While this project's outcomes should be future-focused, both the downtown and waterfront areas are historically significant to Deep River and its residents. Public involvement in the development of this vision is critical, and the project should include extensive public engagement.

The Town's budget for this project is \$45,000, including all disbursements and additional fees.

The following is a brief description of the main deliverables of this project, as understood by the Town. ***The Town, however, would consider alternative approaches and outcomes, where a Proponent feels these would better meet the purpose of the project.***

2.1 Potential project activities

The project may include the following main activities

- **Project start-up**, including review of existing documents and plans, site visits, project team formation, initial meetings with Town staff and other stakeholders.
- **Community engagement and consultation**, which may be through community workshops, surveys, focus groups, interviews, etc.
- **Concept design**, including various options, presentations to Town staff, stakeholders, the community, and Town Council
- **Final design and documentation**, including any required reports, design guidelines, and presentations to Town Council

2.2 Deliverable: Downtown Streetscape Strategy

The Downtown Streetscape Strategy would provide a cohesive and holistic vision of the future of the downtown core, offer guiding policies to reaching that vision, and form the basis for the revitalization of the various aspects of the downtown area.

A key aspect of the Streetscaping Strategy will be concept renderings of options for the Town-owned canopies, building façades, sidewalks, parking and roadways, street

furnishings, and public art.

The Strategy should consider the following elements:

- Pedestrian and cyclist safety (e.g., improved crossings and sidewalks, bike lanes)
- Street furnishings (e.g., vegetation, benches, lighting, public art, garbage receptacles, etc.)
- Wayfinding (e.g., signage, information boards, Town map)
- Accessibility
- Development/redevelopment of town-owned lands in the area

The Strategy should provide preliminary site design considerations, sample construction details, and cost estimates for the various elements slated for revitalization. It will be used as the basis for the other components of the Community Improvement Plan, including:

- The development of Streetscape Design Guidelines,
- In-ground Infrastructure Replacement programs,
- A Canopy and Sidewalk Improvement program,
- A Gateway and Wayfinding Improvement program, and
- A CIP-based financial incentive / grant program.

2.3 Deliverable: Waterfront area Concept Plan

The Waterfront Concept Plan should outline the proposed land use and landscape architecture for each of the main waterfront components, ideally in a cohesive integrated urban design:

- The marina and associated boat launches
- The waterfront trail
- The Keys Properties

In developing the Concept Plan, the following should be considered:

- Expanding the marina to allow additional boat slips, specifically identifying potential sites for expansion. ***It is anticipated that the successful Proponent will work with Town staff and specialist marina contractors to identify appropriate sites and methods for expanding the Marina.***
- Potential land-uses for the Keys Properties and any associated municipal policies that may need to be updated
- The preservation and highlighting of the Adams House

Similar to the Streetscape Strategy, the Concept Plan will be used to prioritize improvements and infrastructure development in the area. It is anticipated that a Secondary Plan / Official Plan amendment will be required to address land-use regulations for the Key Properties. The Concept Plan will be a key input into the development of this amendment.

3.4 Confidentiality and the Freedom of Information and Protection of Privacy Act

All submissions shall remain confidential during the procurement process until a recommendation is made to the Town Council. A virtual Public Opening will be held in which only Proponents' names will be announced. All Proponents will be invited to attend the Public Opening and a recording will be posted on the Town's website.

Note that proposals may be made public once an award of contract is made. Evaluation scores, however, will remain confidential, and no feedback will be provided to unsuccessful respondents.

The Municipality is required by law to adhere to the requirements of the freedom of Information and Protection of Privacy Act, as amended. ***Proponents must explicitly identify any materials they wish to remain confidential in their submission*** by stamping or boldly marking the information as "CONFIDENTIAL". Proponents must also cite the relevant specific subsection of Section 239 of the Municipal Act, as amended, as the basis for preventing the material from being released to the public. The Town retains sole discretion as to any materials that may or may not be released to the public. It is further understood that the Ontario Information and Privacy commissioner retains final determination as to any materials that may be released to the public.

3.5 Request to withdraw a proposal submitted

Requests for withdrawal of a Proposal shall be allowed if the request is made prior to the closing date and time. Requests shall be directed to the Municipal Contact by letter or email, by an Authorized Agent of the company, with a signed withdrawal request confirming the details. Telephone requests will not be considered. The withdrawal of a Proposal does not disqualify a Proponent from submitting another Proposal on the same RFP.

3.6 Adjustment to a proposal

Adjustments by telephone, fax, email or letter to a submitted Proposal will not be considered. A Proponent desiring to make adjustments to a Proposal shall withdraw the Proposal and/or supersede it with a later Proposal submission prior to the specified Proposal closing date and time.

3.7 Proposal Returned Unopened

A Proposal received after the closing time shall be noted and returned unopened to the Proponent, as soon as possible. If a late Proposal is received without a return address on the envelope, it shall be opened to obtain the address, and then returned. The covering letter will advise why the submission was not returned unopened.

3.8 Submission of more than one proposal package

If two (2) or more Proposals are received for the same RFP in different envelopes, the envelope with the latest time and date received shall be considered the intended Proposal.

3.9 Ownership

Once received, all Proposals will become the property of the Municipality.

4 Content Requirements

4.1 General Requirements

Your Proposal must:

- Include a signed Statement of Acceptance, attached as Schedule A
- Include responses to all requirements noted
- Be no larger than 50 pages in size, per proposal
- Be signed

4.2 Proposal Clarity / Presentation

The Proponent is requested to respond to each and every aspect of the RFP's objectives, expectations, specifications, schedules and requirements to allow for fair evaluation of the Proposal submissions. In order for the Evaluation Committee to conduct a careful evaluation of all Proposals received, Proposals must be clear, well ordered, detailed and concise.

4.3 Program Costs

The Proponent shall provide a firm quotation for the fees to be charged. All fees should be quoted including Harmonized Sales Tax (HST). Include a proposed schedule of billing dates.

Fee schedules should show the estimate of hours broken down by category of staff assigned to the project. One-time fees should be identified separately. Out of pocket expenses should be clearly stated to be part of the estimated fee or should be estimated separately.

Additionally, an indication should be provided of how fees for any additional or supplementary services (where identified) would be determined.

4.4 Corporate Profile

Please include a brief profile of your firm indicating the scope of its practice and the range of activities performed by the firm. Clearly identify the Proponent's contact person for this RFP, with phone number and email address.

4.5 Qualification & Experience; References

Please provide a brief description of some of your previous work that is similar to this project, with contactable references.

4.6 Staffing

Provide the names and brief resumes of the partner(s), manager(s) and other key staff who would be assigned to this project.

4.7 Implementation

Proposals must clearly show the firm's understanding of the work to be performed, approach and commitment to perform the work within the time period specified in the schedule. This would include the approach to be used, a proposed schedule and any specific techniques or processes.

4.8 Other Services

Provide a description and typical fees of any other services that may be ancillary or supportive of this project.

5 Evaluation Process

5.1 Evaluation Committee

An Evaluation Committee will evaluate each of the compliant Proposals received in accordance with the evaluation criteria as set out below and score the Proposals using a “consensus” approach, in relation to the criteria and points which are identified herein.

The evaluation process and results will be kept confidential. Only the decision of the preferred Proponent will be released.

5.2 Presentation

An award may be made solely on the basis of the offer received, without the Municipality seeking any clarification, meeting or presentation by the Proponent. Therefore, each Proposal should contain the Proponent’s best terms/information, including all required documentation and information as listed in the RFP.

The Town reserves the right, however, to seek Proposal clarification from any Proponent to assist in making evaluations.

5.3 Evaluation Criteria

The following criteria outlines the primary considerations to be used in the evaluation and consequent awarding of this contract (not in any particular order). Evaluation of Proposals will include but not be limited to the following:

- Understanding of engagement
- Implementation approach
- Municipal experience
- Personnel qualifications and experience
- References
- Fee Proposal

The weighting of criterion will be as follows:

Criterion	Weight
Comprehensive Approach	30
Qualifications and Experience	30
Municipal References	30
Proposal Clarity / Presentation	10
Total	100

6 Terms and Conditions

6.1 Acceptance

The submission of a Proposal(s) indicates acceptance by the Proponent of the instructions, terms, conditions, and requirements or other information as set out in this RFP. Any variations from this information must be submitted in writing with the completed Proposal.

6.2 Proponent's Minimum Qualifications

The preferred firm will have extensive experience in urban design, planning, and landscape architecture. A primary focus of the streetscape strategy is the town-owned canopies and therefore expertise and experience in urban architecture would be useful.

Proponents shall demonstrate that they have the resources and capability to provide the services required for this project.

6.3 Municipal Information Waiver

All information contained in this document and any potential subsequent addenda, with respect to operations, qualities, values, description of properties, losses etc., are reasonably and realistically accurate to the best of the Municipality's knowledge however, accuracy is not guaranteed by the Municipality.

6.4 Expenses Incurred

Submissions are made at the sole expense of the Proponent and the Municipality takes no responsibility for any expense incurred by a Proponent in preparing or submitting its proposal.

6.5 Conflict of Interest

Proponents must ensure that they are not in a position that may be perceived as a conflict of interest. Any possible conflict of interest of staff must be disclosed along with any means of mitigation.

6.6 Legal Proceedings with the Municipality

No Proposal will be accepted from any Proponent which has a claim or has instituted a legal proceeding against the Municipality or against whom the Municipality has a claim or instituted a legal proceeding with respect to any previous contract, bid submission or business transactions.

6.7 Rights Reserved

The following are rights reserved by the Municipality:

- This request does not commit the Municipality to award a contract for Streetscape and Urban Landscape Design Services.
 - The Municipality shall not be liable for any expense, loss or damage incurred or suffered by any proponent as a result of a non-award of this Proposal call.
 - The Municipality reserves the right to ultimately select, in its own best judgment, and at its sole discretion the firm it deems best qualified to carry out this agreement. The Municipality's determination will be final and not open to review or challenge, whether it is alleged that the selection is arbitrary or otherwise not in accordance with standard trade practice.
 - The Municipality reserves the right to cancel, terminate or withdraw this Proposal call at any time or to accept or reject all or any part of any Proposal.
 - The Municipality reserves the right to retain all Proposals submitted and to employ any concepts contained in a Proposal regardless of whether or not that Proposal is selected.
 - The proposal with the lowest cost will not necessarily be accepted.
 - The Municipality reserves the right to enter into further discussions in order to obtain information that will allow the Municipality to reach a decision with a Proponent, and to waive irregularities and omissions if, in doing so, the best interest of the Municipality will be served.
-

7 Contract with Successful Proponent

7.1 Contact Terms and Conditions

The Contract with the Successful Proponent will contain the following Contract Terms and Conditions. Proponents taking exception to these terms and conditions or intending to propose additional or alternative language must:

- Identify the specific terms and conditions to which they take exception or seek to amend or replace; and
- Include any additional or different language with their Proposal.

Failure to both identify with specificity those terms and conditions the Proponent takes exception to or seeks to amend or replace as well as to provide Proponent's additional or alternate Contract terms may result in rejection of the Proposal. While the Municipality may accept additional or alternate language if provided with the Proposal, the Terms and Conditions marked with an asterisk (*) are mandatory and non-negotiable.

7.2 Contract Term

It is expected that the term of the Contract shall be for a period and scope of the project as described in this Request for Proposal. Should the Municipality exercise the right to extend this Contract, the Successful Proponent and the Municipality shall enter into negotiations to determine the new rates for services. Only upon satisfactory negotiations of both parties shall the contract be extended. All rates negotiated for each contract extension shall remain firm for the entire extension.

7.3 Procedures

The Successful Proponent shall not comply with requests and/or orders issued by any individual other than the Project Manager or his/her authorized representative(s) acting within their authority for the Municipality. Any change to the Contract must be approved in writing by the Project Manager and the Successful Proponent.

7.4 WSIB Clearance *

The Proponent certifies that it is in full compliance with the Workplace Safety and Insurance Act.

7.5 Indemnification

The Successful Proponent must agree to keep the Municipality indemnified against any and all claims, actions or demands that may be brought, made or arise in respect of anything done or omitted to be done by the Successful Proponent or its employees who shall be and remain at all times and for all purposes, the servants or employees of the Successful Proponent, save and except to the extent that such claims, actions or demands arise from or relate to the negligence, wrongful act or omission of the Municipality, or any of its officers or employees.

7.6 Accessibility for Ontarians with Disability Act (AODA) *

The Proponent will provide the Municipality with documentation indicating that training in accordance with the requirements of Regulation 429/07 has been provided to all of their staff who will be providing goods and services on behalf of the Municipality.

7.7 Assignment of Contract *

This Contract may not be assigned in whole or in part without the written consent of the Treasurer.

7.8 Termination *

The Municipality reserves the right, without prejudice, to cancel the remaining term of the Contract, by providing 30 days' notice in writing if dissatisfied in any way with performance, or any other elements of the service provided.

7.9 Contractual Disputes *

In the event of a dispute between the Municipality and the Successful Proponent, both parties agree to appoint representatives, who in good faith, will use their best efforts to resolve the dispute. Should the representatives be unable to promptly resolve the dispute, both parties shall agree to continue the work as required being understood that neither party will jeopardize any claim that they may have.

7.10 Severability *

In the event that any provision shall be judged or decreed to be invalid, such ruling shall not invalidate the entire Agreement but shall pertain only to the provision in question and the remaining provisions shall continue to be valid, binding and in full force and effect

7.11 Non-exclusive

Any Contract awarded as a result of the RFP will be non-exclusive. The Municipality may, at its sole discretion, purchase the same or similar services from other sources during the term of the Contract.

7.12 Cancellation

Any contract termination by the Successful Proponent will require sixty (60) days' notice to the Municipality unless otherwise noted and agreed to by the Municipality.

7.13 Governing Law

Any Contract resulting from this RFP shall be governed by and interpreted in accordance with the laws of the Province of Ontario.

Schedule A: Statement of Acceptance

All responses should be signed.

I/We certify that the information provided in this RFP Response Document is true and complete

I/We declare that no employee of the Town of Deep River is or will become interested, directly or indirectly as a contracting party or otherwise in the supplies, work or business to which it relates or in any portion of the profits thereof, or in any such supplies to be therein or in any of the monies derived there from.

I/We further declare that the undersigned is empowered by the Proponent to negotiate all matters with the partnering municipality's representatives, relative to this Proposal.

I/We further declare that the agent listed below is hereby authorized by the Proponent to submit this Proposal and is authorized to negotiate on behalf of the Proponent.

Legal Company Name:	
Companies Address:	
Respondent's Signature:	
Respondent's Printed Name:	
Respondent's Title:	
Email:	
Business Phone:	
Business Fax:	