



## **CONSULTANT TERMS OF REFERENCE**

Professional Design & Build Services

### **TOWNSHIP OF SIOUX NARROWS-NESTOR FALLS**

#### **Bass Lake Park and Playground**

##### **1.0 INTRODUCTION**

The Township of Sioux Narrows-Nestor Falls is seeking to retain the services of a professional design firm to complete the design phase, develop construction documents, and oversee the installation of the Bass Lake Park and Playground upgrades, as part of the Townships Community Economic Development Plan.

Bass Lake Park is a beautiful park space located in Nestor Falls. It is situated on the shores of Bass Lake, in close proximity to the newly developed Red Pine Bike Trails. A connector trail between the Park and Trails is being constructed.

The purpose of this project is to develop a high quality recreation space that is appealing to community members of all ages. Additionally we expect the enhancements to encourage new travel to our community, in conjunction with the bike trail, from across the Northern Ontario region and beyond. We are looking to develop a high quality, connected recreation space that serves as a destination for visitors to the community ( a natural attraction), and a great place for local residents to gather and enjoy the beauty that our community has to offer. Bass Lake park is currently an under-utilized space in our community. It has baseball diamonds, a basic beach space, outdated playground and poor washroom facilities. This project is being undertaken to improve the amenities and useability of the space for all community members.

##### **2.0 BACKGROUND**

The Township of Sioux Narrows –Nestor Falls is a rural township located on the eastern shore of Lake of the Woods. It has a permanent year-round population of 727 and is 156,358 hectares in size. The local economy is based primarily on cottaging and tourism, with an emphasis on lake based recreational activities.

The municipality has over 1400 households, and has over 60 customer service facilities. Kenora and Fort Frances are the two nearest regional services centers. The median age is 46.3 years, and many of the residents are seasonal, choosing to reside at their

lakefront residences from May through to mid-October. Tourism is the mainstay of the local economy, with over 80% of businesses directly reliant on it.

### **3.0 SCOPE OF WORK and DELIVERABLES**

The purpose of the RFP is to seek a professional landscape/architectural design and build services to make significant improvements to Bass Lake Park. The redevelopment of the site must reflect the overall vision and culture of the site, and provide both community members and visitors to our community a unique and engaging outdoor space. The redeveloped site must combine free outdoor play, and community connections in a space that is accessible and designed with multi-generational users in mind.

Specific elements required as part of this project include (but are not limited to):

- 1) The redesign (enhancement) of the beach area to make it a more useable and enjoyable space.
- 2) Overall site design, including creating space or upgraded washroom and enhanced playgrounds.
- 3) Improvement to the public picnic area for day use.
- 4) Maintenance and landscape improvements
- 5) Address drainage and stabilization as needed.
- 6) Complete play area: The Township has purchased playground equipment. The design must create space for this new equipment and the site plan must include the ground preparation for its installation.
- 7) Additionally: the Township will be developing a connector trail from the Bass Lake Park to the Red Pine Bike Trails and rebuilding the washroom facilities on site.

### **4.0 PROJECT TEAM**

The consultant shall report to the Township of Sioux Narrows Nestor Falls project team in undertaking the completion of the work. Representation on the team consists of Township staff and elected Municipal Councilors.

### **5.0 PROJECT REQUIREMENTS**

#### **5.1 GENERAL**

All information, electronic data, reports, mapping, literature or software/hardware developed or acquired by the consultants in the course of this study and having application to this project shall become the property of the Township. This property shall be delivered to Township with the final billing unless the Township provides the consultant with explicit written direction to the

contrary.

A contingency allowance should not be used in making cost estimates for the completion of the work. All proposals should clearly indicate that the work to be provided will be for an “upset limit”. Cost overruns will not be considered by the Project Team.

Regular progress payments will be conditional upon the receipt of work completed, submission of an invoice for the work and approval by the Township.

## **5.2 MEETINGS**

The minimum number of meetings required to be held at the following stages of the work program are as follows:

1. An introductory meeting between the Project Team and the consultant to conduct a site visit, discuss the scope of work, identify the key planning issues & areas of concern, establishment of design parameters and confirmation of timelines and project completion;
2. A meeting between the consultant and the Project Team to review the draft designs at key phases of the work.

Draft documents need not be in bound form and, may be accompanied by full sized sites/drawings and schedules in order to keep costs down.

## **6.0 CONSULTANT PROPOSAL**

The consultant selected by the Project Team shall prepare a proposal which clearly indicates how the consultant will carry out the work set out in the terms of reference. The consultant’s proposal must contain at least, but not be limited to:

- The methodological approach that will be used in the Project;
- Names, qualifications and experience of staff/sub-consultants assigned to this project;
- Per diem rates for key personnel involved in the assignment.
- Disbursement costs for the proposed work.

The consultant shall submit **one electronic copy** of the above noted proposal, not later than **12:00 p.m. on Monday February 2<sup>nd</sup>, 2026.**

It should be noted that proposals will be evaluated based on cost, previous experience, proposed plan for interpretation and interactive displays and demonstrated understanding of project. We are not obligated to award this contract, if all requirements are not met to our satisfaction.

## **7.0 REFERENCE MATERIAL**

The consultant will have access to the following in the preparation of proposals:

1. Community Economic Development Plan, 2022

## **8.0 CONTRACT**

The consultant shall enter into a contract with the Township of Sioux Narrows-Nestor Falls. The contract shall indicate that the work undertaken shall be completed to the satisfaction of the Township, according to the terms of reference, and for the amounts as set out in the consultant's proposal. The contract shall also indicate that no additional money shall be paid to the consultant for any additional work for which prior authorization has not been given in writing.

### **8.1 CHANGING THE CONTRACT**

The contract may be revised during the project provided a complete analysis of the effect of any proposed change is submitted and agreed upon in writing by both parties. This analysis would include an assessment of the impact on target dates and costs.

***Questions on this proposal call may be referred to:***

**Heather Gropp, MBA  
Chief Administrative Officer**

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