



## **CONSULTANT TERMS OF REFERENCE**

Professional Design & Build Services

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

#### **BRIDGE PARK UPGRADES**

#### **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 at the Bridge Park Site in Sioux Narrows, as part of the Township's Highway Corridor Development Plan.

The Bridge Park site is currently a park-like space that overlooks a significant area of cultural history in our community. Located right at the famous Sioux Narrows Bridge on Lake of the Woods, the intent of this project is to bring increased usability of the site and enhance awareness to the cultural history of the site. This site is also located directly off of Highway 17 and is at the start of the commercial corridor in Sioux Narrows.

#### **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 720 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 1200 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.

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

The purpose of the RFP is to seek professional landscape/architectural design and build services to make significant improvements to Bridge Park, as outlined in our Highway Corridor Redevelopment Plan. The re-development of the site must reflect the character and promote an understanding of the site's history and culture.

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

- Directional signage from Highway 71
  - both north and south approach to the site
- New gateway signage for Bridge Park”.
  - gateway feature/welcome signage, visible from North & South approach
- Interpretive Signage
  - Heritage site and tourist destination for over 8,000 years
  - area of historical significance and possible archeological significance.
  - physical and cultural history themes
  - water stewardship themes
  - multiple languages
- Enhanced parking and accessibility throughout the site
- Inclusion of small picnic area.

#### **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 **noon on Monday March 25, 2024**.

## **7.0 REFERENCE MATERIAL**

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

1. Highway Corridor Re-vitalization Plan: HTFC (2020)

## **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:***

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**Community Development Officer**

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