



CONSULTANT TERMS OF REFERENCE

Professional Design & Build Services

TOWNSHIP OF SIOUX NARROWS-NESTOR FALLS

Highway Corridor Beautification Elements

1.0 INTRODUCTION

The Township of Sioux Narrows-Nestor Falls is seeking to retain the services of a professional firm to finalize (build upon) the design as included in the Township Highway Corridor Re-Development Plan and to oversee the implementation of various beautification elements along the Highway 17 Corridor.

This project will implement several unifying items that will significantly contribute to bringing the entire plan together. These elements will be extremely visible for residents, and visitors to the community and will function to tie together the two townsites. They will also contribute to the overall appeal of our community as a destination and are expected to increase the profile of the community as a destination resulting in increased economic activity throughout the community.

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 60 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 the services of a professional firm to finalize (build upon) the design as included in the Township Highway Corridor Re-Development Plan, and oversee the implementation of various beautification elements along the Highway 17 Corridor.

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

- Design and installation of new metal banners on highway poles, along with additional complementary decorative elements through out the entire corridor.
- Landscaping and signage improvements at the Nestor Falls visitor information centre.
- Boulevard decorative elements in Nestor Falls and at the SN Government Dock and pedestrian improvements along the main highway corridor (pending Ministry of Transportation approvals).

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. The deadline for submissions is noon on **Monday March 25, 2024**.

7.0 SELECTION CRITERIA

Consultant Experience with similar project operations /30

Qualifications of key staff /15

Project methodology, timelines, and schedule /15

Budget/30

Complete proposal /5

References /5

Please note: The Township reserves the right to accept or reject any and all proposals, all without giving reasons, and not accept any submission. The Township reserves the right to determine, in its sole and unfettered discretion, whether any submission meets the Mandatory Requirements of the Request for Proposal package. Furthermore; The

Township is not bound to accept any proposal. At any time prior to selection of a successful proponent, the Township may, in its sole and unfettered discretion, or for its own convenience, terminate the selection process, cancel this RFP process and proceed with this procurement on different terms.

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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