



CONSULTANT TERMS OF REFERENCE

Professional Design & Build Services

TOWNSHIP OF SIOUX NARROWS-NESTOR FALLS

Northern Ontario Sport Fishing Centre Interpretive Park and Natural Play Ground

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 Northern Ontario Sport Fishing Centre (NOSFC) Interpretive Park and Natural Playground, as part of the Township's Highway Corridor Development Plan.

The NOSFC site is a small park space located just off Highway 71. It is situated on the shores of Lake of the Woods, directly behind the Northern Ontario Sportfishing Centre and adjacent to the Government Dock and parking area in Sioux Narrows.

The purpose of this project is to elevate the Northern Ontario Sport Fishing Centre, located in the heart of Sioux Narrows, to a unique regional must-see attraction. We expect the enhancements to encourage new travel to our community from across the Northern Ontario region and beyond. The Northern Ontario Sport Fishing Centre is unique in its scope and mandate, and this outdoor enhancement project will provide opportunities for visitors to spend longer times at the center, develop strengthened understanding and connections with our region, its unique features and the environment. The site will provide unique fishing and environmental based programming and interpretation opportunities not otherwise found in the Northern Ontario Region. This project will enhance local tourism offering and grow our local economy through increased visitation to the area.

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 the exterior grounds of the Northern Ontario Sport Fishing Centre, as outlined in our Highway Corridor Redevelopment Plan. The re-development 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, with learning, culture, 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 design of an upper deck at the NOSFC for public programming and events.
- 2) Government Dock Area:
 - Expand boat launch area
 - Welcome signage
 - Parking reorganization/ redevelopment
- 3) Provide access to water for visitors:
 - Boardwalk with covered section for fishing demos
 - Possible connections to marina at water level.
- 4) Maintenance and landscape improvements
- 5) Address drainage and stabilization as needed.
- 6) Interpretive area:
 - Fishing themes
 - Multi-generational displays
 - The design, fabrication and installation of interactive exhibits and serve as an extension of the Sport Fishing Centre.
- 7) Complete play area:
 - develop a multi-generational natural playground
 - Interpretive elements that will link playground to NOSFC.
 - Indigenous new plantings that will tie into the interpretation theme of nature.
 - Picnic area for day use

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 Thursday January 13, 2022.**

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. 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:

**Heather Gropp, MBA
Community Development Officer**

Township of Sioux Narrows-Nestor Falls
P.O. Box 417
Sioux Narrows, Ontario

POX 1N0

Tel: 807.226.5241

Cell: 807-464-2720

Fax: 807.226.5712

Email: hgropp@snnf.ca