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TOWN OF STRATFORD

**234 Shakespeare Drive
Stratford, PE C1B 2V8
Phone: (902) 566-1995
Fax: (902) 569-5000**

**Request for Proposals
Design – Build Services**

Stratford Honour Roll Project

The Town of Stratford is now accepting proposals for the selection of a firm to provide design – build services for the Stratford Honour Roll project located around the existing cenotaph at the Stratford Town Centre in the Town of Stratford.

Proposals must be submitted in triplicate in sealed envelopes clearly marked to identify the contents. A two-envelope system is required - one envelope contains the technical proposal of the design - build services exclusive of the fees and the second sealed envelope outlines the cost of the project (i.e., SECTION III PROPOSAL FORM). The evaluation of the firm on the project will be completed prior to the second envelope with the design costs being opened.

All proposals are due at the Town of Stratford main office, 234 Shakespeare Drive, Stratford, PE C1B 2V8 **no later than 2:00 p.m. on Friday August 28, 2020.**

Any questions may be directed to Jeannie Gallant, P.Eng., Project Manager, via email at jgallant@townofstratford.ca or phone at (902) 367-3734.

SECTION I INFORMATION & INSTRUCTIONS

1.0 Submission Requirements:

The complete original proposal must be submitted in a sealed package and received in accordance with the instructions detailed in the cover letter. All proposals shall be clearly marked - "Design – Build Services for Stratford Honour Roll project".

Proponents shall be responsible for the actual delivery of proposals during business hours to the address indicated in the cover letter. It shall not be sufficient to show that the proposal was mailed in time to be received before scheduled closing time.

No fax or email submission will be considered. All entries in the Proposal Form shall be made in ink or by typewriter. Entries and changes made in pencil shall, unless otherwise decided by the Town of Stratford, be invalid or informal.

1.1 Proposal Format:

Proposals shall include the following information at a minimum:

- This request for proposal document signed by authorized representative;
- A copy of the Proponent's qualifications and experience;
- Examples of at least two (2) similar projects designed and installed by the proponent;
- A detailed design concept;
- Fee proposal; and
- Time schedule.

It is the sole responsibility of the Proponent to assure that they have received the entire Request for Proposal (RFP). Any changes will be issued as an addendum and posted to the Town of Stratford website at www.townofstratford.ca.

No verbal or written information which is obtained other than through this RFP or its addenda shall be binding on the Town of Stratford.

1.2 Right of Rejection of Lowest Fee Estimate:

The Town of Stratford is under no obligation to award this project to the Proponent having the lowest fee estimate, or to any Proponent. The Town of Stratford has the right to award in whole or in part and to waive minor immaterial defects in proposal submissions. Evaluation criteria included in this document shall be used in evaluating proposals. The Proponent acknowledges that it shall have no claim against, or entitlement to damages from the Town of Stratford by reason of the Town's rejection of its proposal or of all proposals.

1.3 Request for Additional Information:

Prior to the final selection, Proponents may be required to submit additional information which the Review Committee may deem necessary to further evaluate the Proponent's qualifications.

1.4 Denial of Reimbursement:

The Town of Stratford will not reimburse Proponents for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.

1.5 Right of Withdrawal:

A proposal may be withdrawn at any time up to the official closing time by submitting a letter bearing the signature of the authorized representative who has signed the proposal.

1.6 Right of Negotiation:

The Town of Stratford reserves the right to negotiate with the selected Proponent the exact terms and conditions of the contract.

1.7 Insurance Requirements:

The Proponent shall secure and maintain a minimum of \$3,000,000 Commercial General Liability Insurance and add as an additional insured the Town of Stratford. The Proponent shall provide to the Town of Stratford 30 days' notice of any material change or policy cancellation. The Proponent shall provide the Town of Stratford with a Certificate of Insurance complying with this RFP upon notification of award of the project.

1.8 Rights to Submitted Material:

All proposals, responses, inquiries, or correspondence relating to, or in reference to, this RFP, and all reports, charts, and other documentation submitted by Proponents shall become the property of the Town of Stratford upon final payment to the Proponent.

1.9 Basis of Award:

A Review Committee will be formed to evaluate the proposals according to the matrix noted below. Following individual evaluations by each member, the committee as a whole will review and discuss the results prior to a final decision being made.

	Evaluation Criteria	Maximum Points
1.	Experience of Firm <ul style="list-style-type: none"> • Relevant experience with similar projects • Client references 	25
2.	Project Design <ul style="list-style-type: none"> • Meets or exceeds Design Considerations 	40
3.	Detailed Project Schedule	10
4.	Fees for Design Services	25
Total Score		100

The Town of Stratford reserves the right to conduct interviews of any or all Proponents as it deems necessary.

The points for the fees will be calculated based on the lowest bid receiving the maximum of 25 points. All other bids will be prorated, e.g. low bid of \$12,400.00 will receive 25 points while a bid of \$17,600.00 will receive $12,400/17,600 \times 25 = 17.61$ points.

The successful proponent will be the submission with the highest score out of the possible 100 points, i.e. technical + financial.

1.10 Termination of Contract:

The Town of Stratford may cancel the contract at any time for breach of contractual obligations by providing the successful Proponent with a written notice of such cancellation. Should the Town of Stratford exercise its right to cancel the contract for such reasons, the cancellation shall become effective on the date as specified in the notice of cancellation.

The Proponent may cancel the contract at any time for breach of contractual obligations by providing the Town of Stratford with a written notice of such cancellation and proper supporting documentation.

1.11 Assignment:

The successful Proponent shall not sell, assign, transfer or convey any contract resulting from this RFP, in whole or in part, without the prior written consent of the Town of Stratford.

1.12 Conflict of Interest:

The Proponent covenants that they presently have no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. The Proponent further covenants that no person having any such known interest shall be employed or conveyed an interest, directly or indirectly, in the contract.

1.13 Contract:

The contract between the Town of Stratford and the Proponent shall consist of (1) the Request for Proposal (RFP) and any amendments thereto, (2) the proposal submitted by the Proponent to the Town of Stratford in response to the RFP and (3) in the event of a conflict in language between the documents referenced above, the provisions and requirements set forth and/or referenced in the RFP shall govern. However, the Town of Stratford reserves the right to clarify any contractual relationship in writing with the concurrence of the Proponent, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the Proponent's proposal. In all other matters not affected by the written clarification, if any, the RFP shall govern.

SECTION II SCOPE OF SERVICES

2.0 Overview

The purpose of this project is to ensure those who died while serving our country while at war are not forgotten. This project will recognize and honour 10 soldiers who made the ultimate sacrifice: who did not return from overseas conflicts and those who died at home as a result of the injuries received in those conflicts. This project will also make the existing cenotaph fully accessible year-round so it can be used as an engagement piece for Veterans, Armed Forces members, and residents. It will also serve as a community learning piece for our youth. It is intended to be a place that people can gather throughout the year for remembrance and reflection.

The intent is to increase accessibility to the existing cenotaph while raising awareness of Stratford's Honour Roll. The existing cenotaph is located in a grassy portion of the front lawn with uneven ground. **(See Figure 1)** During wreath placing at Remembrance Day, it can be a challenge if not impossible for those with mobility issues to reach the monument.

The designated area for the project, as shown on Figure 1, is approximately 2,500 sq.ft.. The Town of Stratford can provide topographic information and photographs to the successful proponent.

2.1 Design Considerations

A conceptual layout was completed in 2019 and is attached as a guideline for this project. **(See Figure 2)**

The planning and design is to incorporate, but not be limited to the following:

- A new walkway and hardscaping around the cenotaph to make the cenotaph more accessible;
- The new hardscaping around the cenotaph was suggested to have a compass design incorporated into it representing NATO;
- While many monuments only include the name of fallen soldiers, Stratford's includes the names of all who served. While the Honour Roll is read out at Remembrance Day, there is no special recognition on the monument. The outcome of this project is to raise awareness of these 10 who died in their country's service. The new pathway leading to the cenotaph will prominently feature these soldiers lining both sides of the path;
- A set of military style boots will line the pathway representing each of the 10 fallen soldiers. These boots must be made of a durable material (i.e. cast in concrete) and must be secured to ensure they cannot be removed by vandals;
- Each set of boots will have a place marker with at minimum the soldier's name. If pictures can be found for all soldiers these may also be added to the place marker;
- The existing site conditions and features, including topography of the site in order to minimize disturbance and not affect drainage;
- The desire to retain / enhance the existing landscaped beds; and

- A seamless connectivity with, and a natural flow between, the existing cenotaph and the existing sidewalk in front of the Stratford Town Centre.

2.2 Design Deliverables

The Proponent will be responsible for the following throughout the design process:

- Producing a detailed landscaping plan and site layout plan (in jpeg and pdf formats);
- Allowance for three (3) in-person or Web conference meetings during the design phase; and
- Producing a preliminary cost estimate of the final design.

2.3 Cost Estimate

This cost estimate will be based upon the final design. The estimate is to include, at a minimum:

- Siteworks
- Boots (i.e. concrete)
- Graphic Design
- Place markers/panel production
- Reinstatement
- Plantings

The Town of Stratford and successful Proponent will have a meeting to review this estimate and to establish the scope of work in order to ensure the installation remains within the overall budget as proposed.

2.4 Installation Considerations and Deliverables

This site is in the front yard of the Stratford Town Centre. As such, the safety of users in this area during the construction of the project is of utmost importance. Vehicle travel lanes and sidewalks are not to be blocked or damaged during the construction process. All areas disturbed during construction are to be reinstated to their original or better condition. All grassed areas must be sodded.

The successful proponent is responsible for the complete design, supply and installation of the walkway materials, boots, place markers, and complete site work as per the agreed upon design and budget.

2.5 Project Costs and Schedule

The level of effort for the required design-build services as described herein is anticipated to be completed within a budget of \$50,000 plus HST. Should Proponents feel this budget warrants an adjustment, an explanation of any changes should be outlined and justified in their proposal.

The proponent must show how they will work with the Town of Stratford to minimize installation costs and utilize local materials and skills to complete the project.

The Proponent must provide a detailed project schedule. This schedule shall include milestones for deliverables. The project is to be completed in its entirety on or before October 16th, 2020.

SECTION III

PROPOSAL FORM

I have read and understand the requirements of this request for proposal (RFP) and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material and equipment to provide the full services as described herein, including all expenses. The fixed lump sum fee for providing the required service is:

Design and Construction Services (including all reinstatement)	\$ _____
HST (15%)	\$ _____
TOTAL	\$ _____

SUBMITTED BY:

PROPONENT: _____

BY: _____
SIGNATURE

NAME (PRINT): _____

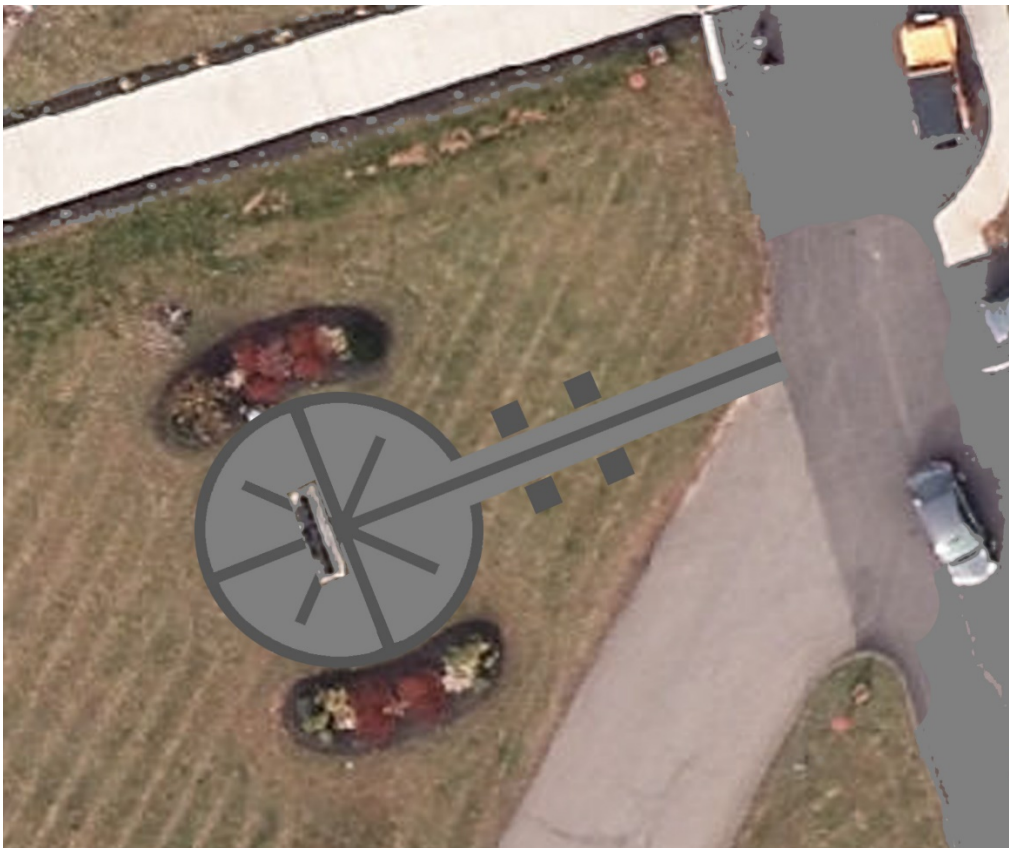
ADDRESS: _____ **POSTAL CODE:** _____

TELEPHONE: (____) _____

Figure 1



Figure 2



Request for Proposals
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Stratford Honour Roll Project