



## REQUEST FOR PROPOSAL 2024-10

# LANDSCAPE ARCHITECTURE DESIGN SERVICES FOR THE CHATSWORTH COMMUNITY HUB DEVELOPMENT

**POSTING DATE: MARCH 8, 2024**

***CLOSING DATE: WEDNESDAY, MARCH 27, 2024 AT 12:00 NOON***

**Bids shall be clearly labelled with the following:**

RFP 2024-10  
LANDSCAPE ARCHITECTURE DESIGN  
SERVICES FOR CHATSWORTH COMMUNITY HUB DEVELOPMENT  
Att: Patty Sinnamon, CAO Clerk

**Return RFP submissions in a sealed envelope to:**

Township of Chatsworth  
316837 Highway 6,  
RR #1 Chatsworth, ON N0H 1G0

\*EVENING DROP BOX AVAILABLE\*

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## REQUEST FOR PROPOSAL 2024-10

### LANDSCAPE DESIGN SERVICES

for

### CHATSWORTH COMMUNITY HUB

**CLOSING DATE: WEDNESDAY, MARCH 27, 2024 AT 12:00 NOON**

The Township of Chatsworth will be receiving sealed proposals, marked on the outside with the name of bidder, bidder's address and, at the Municipal Office located at 316837 Highway 6, Chatsworth, ON at which time proposals will be registered, but not publicly opened, to consider contracting for landscape design services at the proposed Chatsworth Community Hub site located at 5 Toronto-Sydenham Street, Chatsworth.

All questions regarding this must be submitted via email directed to: Patty Sinnamon CAO Clerk, at [patty.sinnamon@chatsworth](mailto:patty.sinnamon@chatsworth). **NOTE: Questions not answered in the Request for Proposal (RFP) documents will only be responded to via an addendum to this RFP issued by the Township of Chatsworth.**

**Proposals received after the deadline will not be considered.**

A copy of the Proposal may be obtained at [www.chatsworth.ca](http://www.chatsworth.ca).

Township of Chatsworth  
316837 Highway 6  
Chatsworth, ON N0H 1G0  
(519) 794-3232, Ext. 124

## **INSTRUCTIONS TO CONSULTANTS:**

### **1. PURPOSE:**

The Township has established Building and Fundraising Committees to move forward the design and construction of a new Community Hub Facility in the Village of Chatsworth. The Township recognizes that construction of the facility may be a few years out, but would like to undertake some greening enhancements and outdoor amenities to the site in the interim.

The proposal is for design and cost of construction estimates only, and not for construction work.

As part of the project, the Township of Chatsworth is desirous of engaging the services of a professional landscape design firm for the landscape design of the Community Hub property in keeping with an approved site plan which is attached as Appendix "A" to this Request for Proposal.

The aim of this RFP is to contract with a qualified firm who will agree to be available to provide quality, professional services in a timely manner to maximize efficiency. Applicants will submit a total fee proposal for performing the entire project with a phased approach as set out herein. Please subdivide the work based on the scope of service below. Reimbursable expenses and hourly rates that occur outside of the described work can be submitted on a separate page in the proposal package.

### **2. ADDRESS OF PROJECT LOCATION**

5 Toronto-Sydenham Road, Chatsworth, ON

### **3. SCOPE OF SERVICE:**

The selected Design Firm shall furnish all expertise, labor, and resources to provide complete design services. The proposal must include cost estimates of completing each phase of the project. The following summarizes the types of scope of services that the Design Firm may be required to perform.

The consultant may be required to complete any or all of the following:

- i) Meet with Township Staff at the site to review any existing amenities or site constraints, and receive direction regarding site specific requirements.
- ii) Inventory site, review pertinent surveys, review architectural and existing site plans or general plans if any currently exist, perform or obtain topographic survey as required, gather information regarding existing site conditions, drainage patterns and vegetation that will affect the concept plan.

iii) Preparation of conceptual plans (24X36 Bonded Color Rendering and reproducible digital copies) for review and presentation and master plans for adoption.

a) Design work comprising of:

- Design, selection layout and specifications of all works such as structures, walking path memorial garden
- Design, selection, layout and specification of all plant materials, including root protection, soil additives and subsequent establishment
- Recommendations for finishes (e.g. paving, woodchip, pea gravel, etc.)
- Selection, layout and specification of any recommended lighting

b) Minimum of 1 Public Presentations for the site: The Design firm will provide a person or persons with experience in public input meetings to work in conjunction with Township staff or appropriate alternative.

c) Present conceptual plans and presentation documents to Township Council for approval prior to public meetings. Approved color rendering/ concept plans provided at public meeting ensuring designs are consistent with the Parks, Recreation & Culture Master Plan and all other governing Township documents.

d) Design firm to present final concept plans to the Township following the public meeting and then incorporate input as necessary.

e) Create preliminary construction cost estimate for initial review by staff.

f) Present final color renderings/ concept plans for presentation at a second meeting for each, incorporate changes as directed by Township Staff and present to Township Staff for approval.

g) Make any required modifications to the drawings as directed by Township Council.

h) Design Firm to generate 75% complete construction documents including specifications for Township Staff review. Drawings shall include but shall not be limited to:

- i) Civil, Landscape, Irrigation, Electrical and Structural (as necessary). Electrical may include site lighting based on desires of community through public process. Minimal electrical shall include power for shelter power, including lighting,
- j) Prepare final rendering and budget estimates for the landscape development of the site including costing for any optional amenities that might be considered.

Estimates to be Separated out as follows:

- Perimeter Walking Trail – including all materials and estimated cost. Provide options for materials (i.e., gravel, surface treated, etc.)
  - Memorial Garden – including all plantings, layout, possible memorial benches
  - Landscaping around perimeter of proposed facility (Architectural drawing of facility attached as Appendix B)
  - Value-Added Proposal may include any other landscape site enhancements suggested by design firm.
- k) Prepare 100% construction documents and specifications for site improvements as digital PDF's for use in bidding, include layout, grading, construction details, irrigation plan, planting plan, planting details and plant list, specifications, costs estimates and written narrative of design elements including maintenance requirements. Incorporate comments from staff as necessary and generate final construction documents for distribution. Design firm will compile and organize all bidding documents. Township will provide available standard template documents.
  - l) Provide an engineer stamped letter verifying consistence with the overall subdivision site and drainage plan.
  - m) Other types of professional services of a nature consistent with the intent of the RFP.
  - n) Acquire geotechnical reports through the township for the site as appropriate with the approved designs, anticipate 2 test holes.

#### **4. PROPOSAL SUBMISSIONS:**

Proposals shall include 1 flash drive and 2 hard copies with the following information:

- 1. Label sealed envelope with:
  - a. Proposal Number: 2024-10

- b. Project Title: Chatsworth Community Hub Landscape Design
  - c. Firm Name: Your Firm Name
2. Submit a total fee proposal for performing the entire project:
    - a. Cost breakdown as set out in Section III j)
    - b. Reimbursable expenses and hourly rates that occur outside of the described work as a separate page
  3. The successful proposer **must** be capable of providing adequate, knowledgeable personnel to fulfill the requirements of the proposed contract. The proposer shall name the sub-consultants. Include:
    - a. Résumés for all key management personnel and core production staff.
    - b. The bidder shall indicate in the proposal any work intended to be performed by sub-consultants or persons outside of the firm.
  4. The successful bidder **must** be capable of providing quality products. Include:
    - a. Recent project information of a similar type completed by the firm. Include:
      - i. The name and telephone number of the point of contact for each project
      - ii. Design and Construction Budget
      - iii. Scope of Design Work Completed
  5. The successful bidder **must** be capable of taking on this project and performing per expectations. Include:
    - a) Current workload and ability to complete project(s) in a timely manner.
  6. The successful bidder **must** be capable of completing the work within the specified timeframe. Include:
    - b) Project timeline
    - c) Cost per hour fee for work above and beyond what is included in the awarded scope Including an Hourly fee breakdown for firm services

**IV PROJECT SCHEDULE:**

**RFP Submission:**

March 7, 2024

March 14, 2024 @ 4:00 p.m.

March 27, 2024 @ 12:00 Noon

Posting of RFP

Deadline for Questions

Proposals Due

Week of March 27  
April 3, 2024

Staff Review Proposals  
Staff report and Recommendations  
to Council on bid proposal

**Conceptual Design Submission**

May 1<sup>st</sup>, 2024  
May 15, 2024  
June 5<sup>th</sup>, 2024

June 30, 2024,  
July 3, 2024,

1<sup>st</sup> drawings submitted to Twp  
Revisions submitted (if required)  
Revised drawing submitted to  
Council  
Public Meeting  
Revised drawings (if required)  
submitted, if none required, final  
approval from Council of conceptual  
drawings

**5. INDEMNIFICATION, DESIGN AND INSURANCE:**

The Consultant agrees to indemnify the Township, its officers and employees, against liability for injury or damage caused by any negligent act or omission by the Consultant, or its sub-consultants, in the performance of this Agreement and shall hold the Township and its agents harmless from any and all claims, suits, expenses, damages or other liabilities, including reasonable attorney fees and court costs, arising out of damage or injury to persons, entities or property caused or sustained by any person(s) as a result of any intentional or negligent act by or failure of Consultant to perform this Agreement according to its terms.

- a) Consultant shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of all services rendered by Consultant and any sub-consultants and shall, without additional compensation, promptly remedy and correct any errors, omissions, or other deficiencies.
- b) Consultant, at its expense, shall procure and maintain in full force and effect for the duration of this Agreement, Worker's Compensation Insurance, Employers' Liability Insurance, Commercial General Liability Insurance in the amount of \$1,000,000 combined single limits, and Errors and Omissions Insurance in the amount of \$1,000,000. The Consultant is not relieved of any liability or other obligations assumed pursuant to this Agreement by reason of its failure to obtain or maintain insurance or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.
- c) In submitting a proposal, the proposer agrees that acceptance of any or all proposals by the Township of Chatsworth within a reasonable time or period constitutes a contract.



- d) All information submitted in response to this Request for Proposal (RFP) is public. The consultant should not include as part of the response to the RFP any information which they believe to be a trade secret or other privileged or confidential data. If the consultant wishes to include such material with a proposal, then the material should be supplied under separate cover and identified as confidential. Statements that the entire proposal is confidential will not be honored.
- e) The Township of Chatsworth reserves the right to reject any and/or all proposals, to further negotiate with the successful consultant and to waive informalities and minor irregularities in proposals received, and to accept any portion of the proposal if deemed to be in the best interest of the Township of Chatsworth to do so. The total cost of preparation and submission shall be borne by the consultant.

**6. CAUSE FOR REJECTION**

Bids which are conditional or obscure, or which contain additions not called for, erasures, alterations or irregularities of any kind, may be rejected. Bids that contain prices which appear to be so unbalanced as likely to adversely affect the interests of the Municipality may be rejected.

The following bids may be rejected:

- a) Bid received late (closing time shall be determined by the Township of Chatsworth Bid Time Clock)
- b) Bid not legible in whole or in part;
- c) Incomplete bid;
- d) Bid not signed;
- e) Bid not sealed;

## 7. REVIEW AND ASSESSMENT

Professional firms will be evaluated on the following criteria. These criteria will be the basis for review of the written proposals. At the option of the Township of Chatsworth, selected firms may be asked to attend interviews.

The rating scale shall be from 1 to 10, with 1 being a poor rating. Points for qualifications are noted.

<b>QUALIFICATION</b>	<b>STANDARD</b>	<b>RATING SCALE</b>
Scope of Proposal	Does the proposal show an understanding of the project objective and results that are desired from the project, quality approach and methodology	/25 points
Company Profile	Qualifications, recent relevant experience of project team	/25 points
Availability	Can the work be completed in accordance with the Project Schedule	/15 points
Value-Added Enhancements	Are there any value-added enhancements recommended by the Design Firm that can be implemented prior to building construction	/10 points
Sub-Total Points	Financial Points will only be considered for submissions that have achieved a minimum rating of 50 points	<b>/75 points</b>
Financial	Costing/Budget - The lowest cost submitted will be awarded 25 points and the other cost proposals will be awarded points based upon the ratio of the cost submitted to the highest cost.  Eg: <u>Proposed Cost – Lowest</u> Highest-Lowest	/25 points
Total Points		<b>/100 points</b>

## 7. REFERENCE EVALUATION (Top Ranked Firm)

The Project Manager will check references using the following criteria. The evaluation rankings will be labeled Satisfactory/Unsatisfactory.

QUALIFICATION	STANDARD
Overall Performance	Would you hire this Professional again? Did they show the skills required by this project?
Timetable	Was the original Scope of Work completed within the specified time? Were interim deadlines met in a timely manner?
Completeness	Was the Professional responsive to client needs; did the Professional anticipate problems? Were problems solved quickly and effectively?
Budget	Was the original Scope of Work completed within the project budget?
Job Knowledge	a) If a study, did it meet the Scope of Work? b) If Professional administered a construction contract, was the project functional upon completion and did it operate properly? Were problems corrected quickly and effectively?