



The Corporation of the Town of Iroquois Falls
P.O. Box 230
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Iroquois Falls ON, Ontario
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Request for Proposal (RFP)

Project: RFP-2025-REC-03
Consultation Services for
Devonshire Park Plan.
Iroquois Falls, Ontario

Proposal Closing

Date: Friday December 5th 2025

Time: 2:00 P.M. Local Time (Eastern Standard Time)

Location:

Municipal Office

Town of Iroquois Falls, P.O. Box 230,

253 Main Street

Ontario, P0K 1G0

Municipal Office Hours: Monday – Friday 8:00 a.m. – 4:00 p.m.

Proponents' Questions Deadline for written questions from Proponents is November 24th, 2025.

Proponents' questions will be responded to on or before November 26th, 2025

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INSTRUCTIONS TO PROPONENTS

1. DEFINITIONS

In this Request for Proposal, except where otherwise qualified, these terms will be defined as follows:

2. **“Agreement”** means the agreement between the successful Proponent and the Town of Iroquois Falls for the purchase of Goods and/or Services pursuant to this RFP.
3. **“Business Day”** means a day other than a Saturday, Sunday, or statutory holiday in Ontario.
4. **“Closing Date”** means 3:00:00 p.m. Friday, December 5th, 2025 - Local (Iroquois Falls, ON, Canada) Time.
5. **“Town of Iroquois Falls”** means The Town of Iroquois Falls.
6. **“Treasurer”** means – Mr. Kwabena Oduro Kontah
7. **“Project Manager”** means the representative of the Town of Iroquois Falls that will manage the Scope of Services, contact information to be provided to Supplier.
8. **“Proponent”** means the person or company or entity submitting a proposal under this RFP
9. **“Proposal”** means the Proponent’s response to this RFP.
10. **“RFP”** means this Request for Proposal, including all schedules attached hereto and any addendum or clarifications issued hereafter by the Town of Iroquois Falls.
11. **“Services”** means any work to be performed by the Supplier for the Town of Iroquois Falls pursuant to this RFP and includes any related data or documentation.
12. **“Subcontractor”** means any business or person to whom the Proponent intends to delegate all or part of the execution of the services to be provided under the Agreement.
13. **“Supplier”** means the successful Proponent of this RFP.

2. INTERPRETATION

Throughout this RFP document, the following shall apply unless inconsistent with the context:

Words importing the singular number shall include the plural and vice versa; and

- 1.1. Words importing persons shall include individuals, partnerships, associations, trusts, municipal corporations, Town of Iroquois Falls, unincorporated organizations and corporations.

3. INTRODUCTION

The Town of Iroquois Falls is a single tier municipality in Cochrane District located in northeastern Ontario, approximately 8 Kilometers off Hwy 11 and is nestled on the shores of the Abitibi River. Located 75 km northeast of Timmins and 50km south of Cochrane, the Municipality consists of 4 small communities; Iroquois, Porquis, Monteith and Nellie Lake and has a combined population of 4,418 residents. (Canada 2021 Census). The town has a medium population density of 7.4 persons/sq km. The Town has experienced population growth since the Covid-19 pandemic and is planning on a low population growth scenario.

The Town's Official Plan (OP) defines the Iroquois Falls townsite as an Urban Settlement Area and identifies the mixed-use Villages of Porquis Junction and Monteith as rural settlement areas.

The Iroquois Falls Airport is situated in a rural area, on Highway 11, 9 kilometres west of downtown and three (3) kilometres from Porquis Junction. The Town also has significant rural and recreational waterfront lands with a variety of recreational and resource land uses permitted.

The Town's economic base encompasses healthcare, public services, and educational services as key industries. Other local economic sectors include retail, food services, mining, accommodations, agriculture, and construction.

The Town of Iroquois Falls is developing the Devonshire Park Plan for the expansion and development of a neighbourhood park on a 5418.34 sq meter land parcel. The project involves public consultation, conceptual design development, and detailed engineering as required to facilitate future tendering for the construction of the park.

4. GENERAL INSTRUCTIONS

1. All bid documents must be submitted in accordance with the location, date, time and manner as specified in the Tender/RFP/Quotation Call.
2. Proposal submissions must be dated and signed by an authorized signing authority.

3. All **bid documents and corresponding addendums** must be submitted in a **sealed envelope**, clearly marked as to its contents in ink or typed form or email in PDF to **submissions@iroquoisfalls.com**
4. It is the responsibility of each Proponent to seek clarification about any information in relation to this RFP by contacting Steve Belanger, Director of Recreation Services, Town of Iroquois Falls. Clarifications requested by Proponents must be in writing via email, deadline date is specified in Section 5.0. The reply will be made in the form of an addendum that will be posted on the Town of Iroquois Falls website and via Email. No other interpretation or explanation shall be valid.
5. As submissions are received, they are time and date stamped by the Municipal Office Staff at the Municipal Office to ensure compliance with the closing date and time.
6. Proposals may be submitted in person, by mail or courier or emailed in PDF to **submissions@iroquoisfalls.com**. The Town of Iroquois Falls will not accept **faxed documents**.
7. For Proposals that are mailed in, the form must be received in a sealed envelope bearing a label clearly specifying **Consultation Services, Devonshire Park Plan, RFP-2025-REC-03** must be received by Iroquois Falls Town Hall Office. **253 Main Street, POK 1G0, Box 230, Iroquois Falls ON** no later than 2:00 p.m. (3:00pm in other locations) local time (Eastern Standard Time), on the specified closing date. Late Proposals will not be accepted under any circumstances; however late proposals shall be date and time stamped and returned to the Proponent, unopened, shortly thereafter by regular mail.
8. Openings will be held at the time of closing or shortly thereafter, and on the date as specified in the Tender/RFP/Quotation Call documents. Minutes will be taken; proponent attendance is not required.
9. For tenders, the name of the bidder and the total amount will be read aloud and duly recorded. For RFPs and Quotations, the name of the proponent will be read aloud and recorded, but not the total amount.
10. All members of the public in attendance at the opening are required to sign the Attendance Form.

11. Following the opening, the completed Unofficial Results Form and accompanying bid documents will be given to the Requisitioning Department Head for evaluation.
12. Proposals must be in English only or in English and French
13. The lowest and/or any bid not necessarily accepted.
14. The Town of Iroquois Falls reserves the right to accept/reject, cancel/re-advertise a Tender/RFP/Quotation Call

5. **RFP Estimated Time Table**

The Town of Iroquois Falls cannot guarantee a fixed time schedule for this RFP process; however, this section provides the Town of Iroquois Falls's estimate as to the time required.

The Clerk's Office clock determines the Closing Time of the Proposal Call.

Task	Date
Issue Request for Proposal	November 17th, 2025,
Deadline for Receipt of Proponents Questions	November 24th, 2025
Deadline for response to Proponents Questions	November 26th, 2025
Request for Proposal Closing	December 5th, 2025 @ 3:00pm
Evaluation of Proposals completed	10 days prior to the Regular Meeting of Council at which the awarding By-Law is passed.
Selection of Preferred Proposal	The Council Meeting at which the awarding By-Law is passed, Dec 15th, 2025
Notification to successful Proponent	The business day following the Council meeting noted immediately above, Dec 16, 2025

6. RFP Registration

REGISTRATION FORM

Proponents may register by email request to Steve Belanger, Director of Recreation Services at sbelanger@iroquoisfalls.com

Addendums to bid documents will be forwarded to all registered proponents/bidders upon completion of this form in order to guarantee notification and receipt of addendums (if any). Those who do not complete a Registration Form are responsible for obtaining all addendums associated with this project. The Town of Iroquois Falls shall not be responsible for misinformed proponents/bidders who neglect to complete this form.

Addendums become part of the bid document and shall be submitted along with the originally distributed bid document.

Please return the completed registration form in person to 729 Synagogue Ave, or by email to sbelanger@iroquoisfalls.com with the subject line listed as: Registration, RFP for Consultation Services, Devonshire Park Plan

PROJECT NAME	
CLOSING DATE	
COMPANY NAME	
PRINCIPLE CONTACT	
ADDRESS	
ADDRESS (LINE 2)	
CITY AND PROVINCE	
POSTAL CODE	
TELEPHONE	
FACSIMILE	
EMAIL ADDRESS	
DATE	

The Town of Iroquois Falls has local Canada Post and courier service outlets. It is the responsibility of the proponent to check with your local Canada Post outlet and/or courier to determine an appropriate timeline to submit your proposal. The Town of Iroquois Falls assumes no responsibility for proposals received after the closing date and time.

7. Inquiries/Questions

All questions and inquiries concerning this RFP, including the RFP documents and RFP process, must be directed in writing (email), before the deadline to submit questions or inquiries. The Town of Iroquois Falls is not obligated to respond to any inquiries submitted after this deadline.

All inquiries with respect to the RFP shall be directed to Steve Belanger, Director of Recreation Service at sbelanger@iroquoisfalls.com. Please list **Consultation Services, Devonshire Park Plan** in the subject line. Information obtained from any other source other than the Director of Recreation Services is not official and may be inaccurate.

Questions must not be directed at anyone else. The Town of Iroquois Falls will not be legally responsible for any verbal statement, instruction, or representations. The Director of Recreation Services is the official and only contact person for questions, comments, or other communications related to the RFP. In the event the Director of Recreation Services determines that additional information is required to respond to such inquiries, the Director of Recreation Services will consult with other personnel and provide the appropriate response to Proponents.

Questions will be responded to in the form of an “Addendum” to the Request for Proposal, which will be distributed to all registered Proponents known to the Town of Iroquois Falls.

8. Proposal Opening/Confidentiality Assurance

Be advised that all Proposals that are received on time will be opened in a public setting however, the Proposals themselves will be maintained in confidence.

All Proposals submitted to the Town of Iroquois Falls become the property of the Town and as such, become subject to the “Municipal Freedom of Information and Protection of Privacy Act”. While the Town of Iroquois Falls considers all Proposals to be confidential and will involve the Proponent in any proceeding challenging that position, it must be understood that the Town of Iroquois Falls will not necessarily be the final decision-maker on that point.

9. Proposal Submissions

One (1) original hard copy of the Proposal are to be submitted on 8 ½ inch by 11 inches paper, including any Addendums that may have been issued under Section 2. The submission must be clearly identified as “Consultation Services, Devonshire Park Plan.”

10. Proposal Response Format

Proponents should follow the format set out below and provide all the information as requested:

10.1 Request Document Form: RFP Response Package (see attached
'Request Document Form RFP Response Package')

Provide a completed "Request Document Form: RFP Response Package", with authorizing signatures.

The "Request Document Form: RFP Response Package" identifies the Proponent and includes a statutory declaration of an authorized officer of the Proponent that contains legally binding covenants about the Proposal and the Proponent and an agreement to abide by the terms of the RFP.

10.2 Request Document Form: Pricing Submission (see attached
'Request Document Form: Pricing Submission')

All fees submitted shall be inclusive of all disbursements and expenses, and all staff, equipment, accommodation, and technical assistance necessary to perform the services and all overhead expenses in connection therewith.

The total cost shown on the Request Document Form: Pricing Submission will be considered as the upper limit for this project and will not be exceeded unless written approval is given by the Town of Iroquois Falls. All prices must be net and firm and will remain firm for the term of the Agreement.

In addition, Proponents should submit hourly rates for all personnel, in case the Town of Iroquois Falls requires additional services and/or a change order is authorized.

Proponents should refer to the Agreement to be signed with the successful Proponent, for further conditions and to fully understand price considerations when preparing proposals.

Proponents shall be responsible for any and all statutory payments and/or deductions required to be made, including those required for Canada Pension Plans, Employment Insurance, and Income Tax.

If a cost is not delineated for any item deemed necessary by the Town of Iroquois Falls to fully meet the requirements contained in this RFP, the proposal may be rejected.

11. Initial Screening

The requisitioning Department Head and Senior Administration Team members (acting individually or together with a team of others) will review and evaluate all Proposals. They will be checked to make sure that they comply with the terms and conditions of this Request for Proposal document. Any Proposal that does not meet all the necessary criteria may be rejected without further consideration.

12. Proponent Qualifications

Provide evidence that supports the Proponent's qualifications for effectively performing the Services detailed in the Scope of Services. The Proponent must demonstrate that they have sufficient knowledge, skills, capacity, and resources to meet the needs of the Town of Iroquois Falls (maximum 2-page summary). The Proponent must demonstrate that they have a minimum of ten (10) years of experience in performing work similar in scope, magnitude, and complexity to the Scope of Services.

Qualified conceptual design planning Proponents are those that demonstrate experience including but not limited to:

- Ten (10) years of experience in park planning and conceptual design involving the development and/or renewal of parks, playgrounds, outdoor public spaces, or similar landscape architecture and design projects.
- Ten (10) years of experience with contract management related to the development and/or renewal of parks, playgrounds and outdoor public spaces projects.
- Experience delivering projects involving multiple disciplines including but not limited to landscape architecture, site grading, electrical, etc.
- Demonstrated experience involving site analysis, conceptual planning and design, and public/stakeholder consultation.
- Proponent to describe each team member including roles and responsibilities on the team, professional credentials and affiliations, relevant project experience, and the proposed role and involvement of each team member in this project.
- Proponent to identify any sub-contractors and associated responsibilities, if applicable.
- Qualified detailed engineering design Proponents are those that demonstrate experience including but not limited to:
 - The proponent, or its designated Subcontractor, has satisfactorily completed three (3) projects similar in scope, magnitude and complexity as the Work completed within the last three (3) years.
 - A list of the last three projects in which the Proponent, or its Subcontractor, performed the same or similar functions as contemplated in these RFP documents. The name and qualifications of the person to be appointed by the Proponent, or its Subcontractor, to complete the detailed engineering design work as required for this project.

12.1 Proponent's Team Experience

Provide information that details the relevant experience of the proposed team. Information provided should clearly demonstrate experience that includes, but is not limited to:

- Landscape Architecture involving the strategic and conceptual design of outdoor public parks and open spaces.
- Park Planning that seeks to optimize the use and functionality of public spaces in alignment with Town of Iroquois Falls, public and stakeholder priorities.
- Civil Engineering involving the detailed design and installation/construction of park and playground infrastructure including but not limited to trails, pathways, play equipment, features and amenities, parking, and the accessibility thereof as applicable.

12.2 Response to the Scope of Services

Provide a detailed response that demonstrates the Proponent understands the requirements and challenges contained in the Scope of Services. At a minimum, please supply the following:

1. Statement of understanding (SOU) of the requirements as provided in this RFP including but not limited to the Scope of Services. The Proponent should identify the key issues associated with the requirements. (Focus more on the Proponent's vision for the work rather than reiterating what was written in the Scope of Services). Identify challenges and opportunities that demonstrate understanding.
2. The method and approach to be undertaken to satisfy the requirements of the Scope of Services, and solutions for dealing with any issues identified in the SOU (including research and analysis).
3. A high-level project schedule and timeline to complete the work in accordance with the Scope of Services (broken out by phase).
4. Information provided should include details and evidence of the Proponent's demonstrated ability, commitment, and strengths to:
 - work collaboratively and effectively with Town of Iroquois Falls staff and management and others as needed; and,
 - manage the delivery of the project on time and on budget.

12.3 Project Work Plan

As part of the process of evaluating responses to this RFP, the evaluation team will be looking for proposals that include a description of:

- a) The research and planning process to be used to deliver the Services;
- b) The overall work plan with a critical path and target dates for key milestones;
- c) The consulting team and their assignments to tasks identified in the work plan;
- d) The overall engagement process approach; and,
- e) The contents of each sub report and final report (general overview).

12.4 Agreement Between a Potential Supplier and Town of Iroquois Falls

The Agreement shall be governed by, and constructed in accordance with, the laws of the Province of Ontario, subject to change by the Town of Iroquois Falls.

12.5 References

Provide a minimum of three (3) references for each of the design components contemplated in these RFP documents (i.e. conceptual design, detailed engineering design), including contact names and telephone numbers, for which similar services have been successfully performed within approximately the last three (3) years. A references form has been provided for this purpose in the response package for the RFP.

13. Award

No information pertaining to the Proposal contents or the number of proposals received will be provided prior to award being made.

If Proponents have an inquiry after the results are made available, questions must be directed to the Procurement Manager via email within a period of fifteen (15) business days after the award is posted.

The Town of Iroquois Falls Senior Administration Team, including its requisitioning Department Head for the department leading this project reserves the right, privilege, entitlement and absolute discretion.

Other Rights and Privileges Reserved by the Town of Iroquois Falls

- 13.1 The Town of Iroquois Falls does not bind itself in any way to accept any Proposal and reserves the right to negotiate alternatives and modifications to the Proposals received.
- 13.2 The Town of Iroquois Falls reserves the right, if the successful Proponent fails to comply with the conditions as listed, to cancel any Agreement in place regarding this RFP and award it to another Proponent without penalty or action against the Town of Iroquois Falls.

- 13.3 The Town of Iroquois Falls reserves the right to not award due to budgetary or other considerations.
- 13.4 The Town of Iroquois Falls reserves the right to award in its best interest. The Proposal with the lowest price or highest score or any need not necessarily be accepted.
- 13.5 The Town of Iroquois Falls reserves the right to request any missing information. during evaluation.
- 13.6 The Town of Iroquois Falls shall not be liable for any costs incurred by any Proponent in the preparation of its response to this RFP, or in respect of selection interviews, if any. Furthermore, the Town of Iroquois Falls shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent, prior or subsequent to, or by reason of cancellation of this RFP or of the acceptance or non- acceptance by the Town of Iroquois Falls of any proposal, or by reason of any delay in the award of the RFP.
- 13.7 The Town of Iroquois Falls, without liability, cost or penalty, and in its sole and absolute discretion, may disqualify and reject any Proposal at any stage of the RFP process if:
- the Proposal contains incorrect information;
 - the Proposal is conditional, non-compliant or obscure;
 - the Proposal contains references which are deemed unacceptable by the Town of Iroquois Falls;
 - the Proposal contains false or misleading information or misrepresentation(s);
 - the Proponent has engaged in unacceptable bidder practices such as bid-rigging, conflict of interest or bribery;
 - the Proponent is involved in any judicial or arbitral proceeding(s) against or by the Town of Iroquois Falls;
 - the Proponent is involved in litigation with the Town of Iroquois Falls;
 - the Proponent fails to co-operate with the Town of Iroquois Falls's attempts to seek clarification or verification of information contained in a Proposal;
 - the Proponent reveals a conflict of interest in its Proposal or a conflict of interest is brought to the attention of the Town of Iroquois Falls;
 - the Proponent contacts any other Town of Iroquois Falls

employee or official other than the representative named in Section 7.0 above, either directly or indirectly in order to obtain information with respect to this RFP process; or

- the Proponent extends, either verbally, in writing, or in person to any staff or other representative of the Town of Iroquois Falls directly or indirectly, any type of inappropriate influence, or action, or activity that, in the view of the Town of Iroquois Falls, is intended to alter the outcome of this RFP.

13.8 The Town of Iroquois Falls, without liability, cost or penalty, and in its sole discretion, may:

- require a Proponent to replace any of the Subcontractors provided in its Proposal if the Subcontractor is deemed unsatisfactory by the Town of Iroquois Falls;
- waive any informalities, or minor irregularities, errors, or other anomalies in a Proposal;
- waive any informalities or irregularities in the proposal procedures as set out herein;
- award the Agreement in whole or in part;
- reject any or all Proposals, including, but not limited to, situations where all Proposals, or the majority of Proposals exceed the Town of Iroquois Falls's budget for the Services;
- cancel this RFP at any time, either prior to or after the Closing Date;
- issue another RFP request, either through an advertised call to the open market or to the lowest compliant and qualified Proponent or Proponents on this RFP request;
- pursue any other course of action it deems appropriate; or
- negotiate any of the terms contained in the RFP documents with the recommended proponent and if such negotiations do not proceed to the Town of Iroquois Falls's satisfaction, the Town of Iroquois Falls may terminate such negotiations and proceed to enter into negotiations with the second lowest compliant and acceptable Proponent.
- The Town of Iroquois Falls shall not be obligated to provide reasons for cancelling the RFP or for taking any other course of action deemed appropriate or necessary to ensure the best overall solution for the Town of Iroquois Falls is obtained.

- 13.9 By submitting a Proposal, the Proponent acknowledges and agrees to the Town of Iroquois Falls' rights as set out in this RFP and waives any right, or cause of action against the Town of Iroquois Falls, its Members of Council, officers, employees, advisors and agents, by reason of any of their respective failure to accept the Proponent's Proposal, whether such right or cause of action arises in contract, negligence, or otherwise
- 13.10 The Town of Iroquois Falls may reproduce any of the Proponent's Proposal and supporting documents for internal use or for any other purposes required by Law. If the Proponent includes proprietary information in their Proposal, it must be marked as such. The Town of Iroquois Falls will take all reasonable steps to prevent disclosure of this information prior to the award. However, please be advised that, if required, the successful proposal may be disclosed and treated as a public document at a regular Town of Iroquois Falls Council meeting.

Information about the Town of Iroquois Falls obtained by a Proponent through this RFP process must not be disclosed unless authorized by the Town of Iroquois Falls. It is agreed that this obligation of confidentiality will survive to the termination of the RFP process and any agreement that might arise between the parties.

This RFP is the property of the Town of Iroquois Falls and is not to be copied or distributed without the prior written approval of the Town of Iroquois Falls.

The Town of Iroquois Falls falls under the Freedom to Information and Protection of Privacy Act (ON) and the Proponent would be subject to the provisions of the legislation.

For clarity, it is recommended that the intention to submit an amendment to the Proposal be conveyed to the Procurement Manager prior to making the submission.

14. Evaluation Method

Proposals will be evaluated based on the information provided by the Proponent at the time of submission of its Proposal and the evaluation criteria, as detailed below.

The Town of Iroquois Falls shall establish the evaluation committee for the purpose of evaluating Proposals in accordance with the RFP documents. The Town of Iroquois Falls, in its sole discretion, shall determine the size, structure, and composition of the evaluation committee and any sub-committees of the evaluation committee. The evaluation committee may be assisted by and receive advice from any of the Town of Iroquois Falls's advisors, and any other employees or representatives of the Town of Iroquois Falls in any manner determined necessary or desirable by the Town of Iroquois Falls.

Mandatory criteria will be rated pass or fail. All other evaluation criteria shall be assigned a score out of ten (10). The score is then multiplied by the weighting factor to determine the weighted score. The weighted scores are then added together to determine the total evaluated score for the Proposal.

An evaluation committee has been established for evaluation purposes. The evaluation of all proposals received will be conducted in a structured manner, ensuring fair and consistent assessment, and selection of the successful Proponent. The process will consist of the following phases:

14.1 Phase 1

Proposals received by the Closing Date shall undergo an administrative evaluation to determine compliance with the mandatory requirements. Proposals will be reviewed and deviations to the requirements of this RFP will be noted and assessed. Only those Proposals determined, in the sole opinion of the Town of Iroquois Falls, to have fulfilled all the mandatory requirements shall be deemed compliant and shall proceed to Phase 2. Proposals that do not meet mandatory requirements shall be deemed non-responsive and shall be disqualified.

A Proposal shall be rejected if:

- It is received after the Closing Date;
- It is illegible or not properly dated and signed by the Proponent;
- It contains any form of qualification of, or any unsolicited alternative to the RFP;
- It does not contain or acknowledge all addenda issued, each signed by the Proponent;
- A Proponent submits more than one Proposal, and they are not alternate proposals, all of the Proposals that are not designated as alternate proposals shall be rejected, except the last Proposal received. An alternate proposal will only be considered if Proponent has also submitted a Proposal as per specification; or
- Contains a change in a written price not initialed by the Proponent.

A Proposal may be accepted notwithstanding that it:

- Contains errors in mathematics, in which case the proper computation will be carried out and the resultant total used in determining the Proposal price;
- Does not contain pricing; or
- Contains minor irregularities the Town of Iroquois Falls will be the sole judge as to what constitutes a minor irregularity or what is considered a major irregularity which constitutes a rejection of the Proponent's Proposal.

14.2 Phase 2

The evaluation committee members will individually review and score compliant proposals based on content and cost. Upon completion of individual evaluations, the evaluation committee will meet to conduct a consensus/summary evaluation. During the consensus/summary evaluation the evaluation committee will decide if it is necessary to establish a short list of Proponents.

15. Evaluation Criteria

In evaluating a Proposal, the evaluation committee shall determine the score out of ten (10) for each evaluation category based on the guidelines set out below.

Score	Description
10 = Excellent	Response is excellent and exceeds the requirements.
8-9 = Very Good	Substantially meets and exceeds some of the requirements
7 = Good	Meets the basic requirements.
5-6 = Satisfactory	Response is satisfactory and meets most of the requirements.
3-4 = Fair	Response is fair and meets some requirements.
1-2 = Poor	Response is poor. Information provided is too vague and does not clearly explain how requirements will be met.
0 = non-relevant	No relevant response or simple statement of compliance with no substantiation.

Following receipt of proposals, the Town of Iroquois Falls will score all proposals received. At this point, the Town of Iroquois Falls could choose to award to the top scored Proponent subject to negotiations. The Town of Iroquois Falls could choose to not award at this point. The Town of Iroquois Falls could choose to short list the top scored Proponents and invite them to interview. Following the interviews, the Town of Iroquois Falls shall re-score the shortlisted Proponents and could choose to award at this point, or not to award, or request a best and final offer from the shortlisted Proponents.

15.1 Compliant proposals will be scored by the evaluation team with points given on a scale of 1 - 10 where 1 means “poor” and 10 means “excellent”. Points for each criterion will then have weights applied as shown in the table below.

If two or more proponents have the same total score the proponent with the lower cost proposal will be selected as the preferred proponent.

Proponent Attributes and Response Criteria	Weight
Proximity to Project	5
Proponents Qualifications	10
Proponents Team Experience	10
Response to the Scope of Services	22.5
Project Work Plan	22.5
Financial Proposal	30
TOTAL SCORE	100

16. Proponent's Statement of Understanding

The submission of a Proposal is the Proponent's assurance to the Town of Iroquois Falls that it has carefully examined this Request for Proposal document. The Proponent acknowledges that it understands the documents and project and has had sufficient opportunity to get clarification on any or all portions of the document, or project that it did not understand.

17. Irrevocability of Proposals – Binding Agreement

Until the closing time, any Proponent may withdraw its previously submitted Proposal, whether or not another is submitted in its place. However, upon closing time, all Proposals become irrevocable.

The submission of a Proposal is the Proponent's assurance to the Town of Iroquois Falls that, if its proposal is selected, it will become legally bound to the Town of Iroquois Falls by agreement. The terms and conditions of this Request for Proposal document, the Town of Iroquois Falls' policies, and the Proponent's Proposal (in that order of preferential sequence) will form the foundation of the contract between the successful Proponent and the Town.

18. Errors and Omissions

Nothing verbally said to anyone by anyone can modify any provisions of this Request for Proposal document. Any modification or clarification must be in writing, issued by the Requisitioning Department Head leading the project. All of these written materials, called

“Addendums”, will be issued in accordance with Section 6 and will become part of the Request for Proposal document.

19. Proponents’ Expenses

Proponents are solely responsible for their own expenses in preparing a Proposal and for subsequent negotiations with the Town of Iroquois Falls, if any. If the Town of Iroquois Falls elects to reject all Proposals, the Town of Iroquois Falls will not be liable to any Proponent for any claims, whether for costs or damages incurred by any Proponent in preparing its Proposal, for loss of anticipated profit in connection with any final agreement, or for any other matter whatsoever.

20. Insurance

The successful Proponent must obtain, maintain, and pay for Comprehensive General Liability Insurance with an insurer acceptable to the Town of Iroquois Falls. This insurance coverage shall be subject to limits of not less than five million (\$5,000,000.00) dollars, inclusive, per occurrence, for bodily injury, death and damage to property, including loss of use of property, for any one occurrence. All required insurance must be endorsed to provide the Town with thirty (30) days’ advance written notice of cancellation or material change. The successful Proponent will provide the Town of Iroquois Falls with evidence of the required insurance, in the form of a completed Certificate of Insurance, immediately following execution and delivery of the formal legal Agreement.

21. Compliance with Applicable Law

The successful Proponent must make sure that its operations, and all of the services and products that it provides relating to this project, are in accordance with, and appropriately authorized under, all relevant and applicable law. Some of the many laws that might apply are: the Workplace Safety and Insurance Act, 1997, the Occupational Health and Safety Act, the Accessibility for Ontarians with Disabilities Act, 2005. Other laws will also apply, and they could be provincial or federal statutes or regulations, or municipal by-laws and policies. The successful Proponent is responsible for applying for and receiving any required authorizations or licences to undertake the work associated with the project. The successful Proponent guarantees to the Town of Iroquois Falls that it does, and that it will continue to comply with all applicable laws in this regard. The successful Proponent will allow the Town of Iroquois Falls to view its books and records, including personnel training records, where reasonably necessary, to satisfy itself that this Section is being complied with.

22. Professional Operations

The successful Proponent guarantees to the Town of Iroquois Falls that it will run the project in a professional and prudent manner without negligence. It will ensure that its staff

(including contract workers or volunteers) are properly trained and provide quality customer service to patrons of the project.

23. Indemnification

The Proponent shall be responsible for all damages, losses, or expenses caused by it, its employees, agents, volunteers and sub-contractors that arise out of the work associated with the project. This may be due to the existence, location, condition of work relating to the project, to any materials, plant or machinery used for the project, or which may happen by reason of the successful Proponent's failure (or the failure of those for whom it is responsible) to do or perform any or all of the things required to be done by them under the Proposal. The successful Proponent agrees to indemnify and hold the Town of Iroquois Falls harmless from any such damages, losses, or expenses, or claims by third parties, including any and all legal costs incurred by the Town of Iroquois Falls in connection.

24. Termination for Cause

The Town of Iroquois Falls retains the right to terminate the Agreement with the successful Proponent at any time, in whole or in part, if the work is not performed in strict accordance with the Agreement. This applies even if the Town of Iroquois Falls has been lenient to the successful Proponent with respect to the same or a different performance issue.

25. Laws of Ontario

The Agreement resulting from this Request for Proposal will be governed by, and will be construed and interpreted in accordance with, the laws of the Province of Ontario.

26. Encumbered Goods

The Proponent guarantees to the Town of Iroquois Falls that the goods, inventory and equipment being supplied to the project, are free and clear of any liens, charges, encumbrances, mortgages, hypothecations, copyright, patents or any third-party statutory claims, excepting any for which it has provided the Town of Iroquois Falls with written notice.

27. Conflict of Interest

In its Proposal, the Proponent must disclose to the Town of Iroquois Falls any possible conflict of interest that might compromise the project. This applies to actual conflicts of interest, and also to circumstances that might lead an ordinary person to believe that a conflict of interest exists, even if it does not. If a conflict of interest exists or appears to exist, the Town of Iroquois Falls may, at its discretion, refuse to consider the Proposal. If the Proponent becomes aware of a possible conflict of interest after it has submitted its Proposal but before the selection process has been completed, that Proponent must inform the Town of Iroquois Falls by contacting Steve Belanger, via email at sbelanger@iroquoisfalls.com

28. Local Government right to Negotiate

Each Proponent must prepare its Proposal with the understanding that the Town of Iroquois Falls may select the successful Proponent on the basis of the Proposals received, without discussion. Each Proposal should contain the Proponent's best terms and information, including all required documents as listed. The Town of Iroquois Falls reserves the right to enter into negotiations with any Proponent. If the Town of Iroquois Falls and a Proponent cannot negotiate a successful agreement, the Town of Iroquois Falls may terminate the negotiations and begin negotiations with another Proponent. This process may continue until an agreement has been executed or all Proponents have been rejected. No Proponent shall have any rights against the Town of Iroquois Falls arising from negotiations.

29. Warranty

Proponents will submit and highlight details of manufacturer's warranty on the Materials. The contractor will provide to the owner a minimum five (5) year warranty against defects of installation and workmanship, such as fastener pullout, water leakage, detachment and sealant failure. The Proponent warrants that the material will provide leak proof service for a period of thirty (30) years from the date of the total performance of the contract and that any or all damage resulting from failure to provide the above stated performance shall be repaired to the satisfaction of the owner at no extra cost. Defects will be made good promptly within the warranty period and such defects will include, but not be limited to, leakage, deformation, detachment, wind damage.

30. Subcontractor or assignment of the contract

The Town of Iroquois Falls must approve, in writing, any assignment and/or subcontractor related to this contract.

If a subcontractor is to be used, the following information is required of the subcontractor:

- Total years of experience in providing similar services
- Total years in business under current corporate structure
- Description of years' experience, certifications and general qualifications of staff assigned to this project (including contracted staff)
- Minimum of three references (with contact information) for similar projects

31. Business licence

A business license is required by the contractor to perform work in the Town of Iroquois Falls. It is the responsibility of the Contractor to obtain, and submit a copy of this license, prior to starting the work. The Contractor will ensure that the price for the license (\$100.00) has been incorporated in their bid price. The license can be purchased at the Iroquois Falls Municipal Office located at 253 Main Street, Iroquois Falls Ontario.

SCOPE OF SERVICES

32. Project Description and Background

The Town of Iroquois Falls is developing the Devonshire Park Plan for the expansion and development of a new community park on an approximate 5400 square metre parcel that borders Devonshire Avenue, Cambridge Avenue and Windigo Street – (see below). The project involves public consultation, conceptual design development, and detailed engineering as required to facilitate future tendering for construction of the park.



Components to be included for consideration in the planning, design, and contract documents include, but are not limited to a new inclusive playground with accessible surfacing, two beach volleyball courts, three pickleball courts, as well as accessible seating and gathering space including a gazebo like structure that will serve as a central social zone between the activities. The Town of Iroquois Falls has pre-determined the location of a 2500-sq foot splash park, which is to be located on the most northern portion of the parcel, immediately beside the existing playground, and the Iroquois Falls Fire Training Centre located at 189 Devonshire Ave. Construction of the anticipated splash park will be summer 2026. Design and engineering of the splash park is to be considered “OUT OF SCOPE” although the preferred respondent will be offered the opportunity to participate in consultations between the Town of Iroquois Falls and the supplier/installer, and to communicate concerns or considerations that may impact the park as a whole.

Town of Iroquois Falls has included a survey of the site, listed as “Appendix A” in this RFP document.

33. Areas of Focus

The park plan project for Devonshire Park has the following areas of focus:

Phase I: Engagement, Park Plan, and Conceptual Designs

- a) Public engagement: This will involve a creative approach to engaging area residents as well as the broader community in a manner that ensures the vision for development of the park reflects the diverse interests and priorities of both current and future residents of the subject area.
- b) Park Plan summary report that provides a clear overview of the Park's vision and design objectives.
- c) Detailed conceptual designs: Final detailed conceptual designs will be provided in a manner that enables the Town of Iroquois Falls to advance the concepts to detailed engineering design.

33.1 Phase II: Detailed Engineering Design

- a) Detailed engineering design involving the provision of detailed engineering designs for Phase 1 as required to facilitate park construction.

33.2 Phase III: Construction Administration Services (OPTION PRICING)

- a) The Town of Iroquois Falls reserves the right to have the Supplier (consultant) complete Construction Administration Services during park construction. This would be completed within the Term of the Agreement. The work would include site visits, producing on-going deficiency list and site review reports. Include for processing of contractor monthly progress payment certificates. Complete shop drawing reviews, changes to the contract and miscellaneous contract administrative duties required by the CCDC agreement between the Client and the General Contractor.

34. Project Goal and Objectives

The goal of this project is to develop an overall park plan, conceptual designs, and detailed engineering designs to facilitate the development of a new neighbourhood park serving all Iroquois Falls residents. This project shall:

- 34.1 Ensure alignment with applicable policies and/or recommendations related to parkland as provided in the Imagine Iroquois Falls Municipal Plan;

- 34.2 Protecting valued and significant natural features;
- 34.3 Containing a diversity of features that celebrate nature and encourage a range of outdoor recreation activities in all seasons;
- 34.4 Involve a public engagement process that encourages participation and creates meaningful opportunity for the community to provide input regarding the nature of the park; and,
- 34.5 Establish a clear vision and plan for the development of the Devonshire Park that reflects community engagement outcomes and considers professional best practices given site challenges and the shopping list of items.

35. Deliverables

The Supplier is responsible for providing the following:

Phase I: Engagement, Park Plan, and Conceptual Designs

- 35.1.1 Development and delivery of a public and stakeholder engagement strategy which:
- 35.1.2 Employs creative solutions to gather public input from a broad cross-section of the community with respect to age, ability, culture, race, and socioeconomic status as it relates to preferences for the development of new parks. The purpose of this broader engagement measure is to ensure the vision for the Devonshire Park reflects the broad cross-section of the community and thus is representative of residents whom may reside in this neighbourhood following the completion of planned residential uses.
- 35.1.3 Seeks to engage existing residents located within an appropriate catchment area of the park, to be determined between agreement with the Town of Iroquois Falls and the Supplier, through targeted engagement that seeks to ensure the priorities and interests of existing residents within the subject neighbourhood are considered in the development of the Park Plan and conceptual designs.
- 35.1.4 Ensures residents have the opportunity to provide input into both the Plan vision as well as the detailed conceptual designs
- 35.1.5 The engagement approach should have opportunities for both online and participation.
- 35.2 Preparation of a clear and concise Park Plan Summary Report (maximum 15 pages) that provides clear usage and design direction inclusive of but not limited to the following neighbourhood

characteristics;

- a) Site conditions;
- b) Consultation process and outcomes;
- c) Park vision and design approach;
- d) Park Plan conceptual design overview;
- e) Implementation plan with phasing identified (if applicable); and,
- f) Budget

36 Detailed Conceptual Designs:

Develop a detailed conceptual design plan that advances the Park Plan vision and approach and facilitates advancement of the conceptual design to detailed engineering design immediately following completion of this project.

36.1 Detailed conceptual design should include but is not limited to the following:

- a) Level of activity – active vs. passive.
- b) Location and types of play equipment.
- c) Other features and amenities such as seating, non-equipment-based activities, shade, plantings, etc.
- d) Parking, if required per park attributes.
- e) Signage and wayfinding.
- f) Pathways and connectivity.
- g) Inclusion and accessibility with respect to active play, passive use, and access.

37 Phase II : Detailed Engineering Designs

The Supplier shall provide detailed engineering Drawings, Diagrams and Documents as required to facilitate construction of all aspects of the final Park Plan and conceptual designs completed in Phase I:

37.1 All drawings shall be prepared and submitted using AutoCAD. The Consultant shall provide both stamped electronic PDF and corresponding native (.dwg) files for all drawings issued for tender and issued for construction.

37.2 Stamped electronic PDF 'Issued for Tender' drawings and documents are to be submitted.

Supplier to provide Town of Iroquois Falls with specifications, and other relevant documents, both on hard copy and respective computer files. Hard copy documents shall be forwarded in an appropriate size format and with black text on white background, such that they readily reproduce a clear, sharp, and readable image on standard recycled photocopy stock using standard photocopy equipment. The computer files shall be forwarded such that they are in a format compatible with and directly readable by the Town of Iroquois Falls's corporate standard system.

37.3 Safety Requirements, the Supplier shall utilize safe-by-design engineering principles;

37.4 Utilize Crime Prevention Through Environmental Designs (CPTED)

37.5 Take reasonable steps to ensure that the design minimizes any person's exposure to hazards during the life cycle of the project at commissioning, operation, and future maintenance.

37.6 Computer CAD files shall be encoded with the Supplier's stamp and signature (Sent through a digital file transfer).

37.7 All original, plans, drawings, specifications, designs, computer files (including CAD files), data and documents, prepared by the Supplier shall be and remain the property of the Town of Iroquois Falls. The Supplier may retain a copy of such documents for record purposes only, and shall not use, nor permit the use thereof, for any other purpose without the prior written consent of the Town of Iroquois Falls.

38. Research Interests

The Supplier shall refer to documents, studies, and initiatives previously prepared and undertaken by the Town of Iroquois Falls. It will be necessary to maintain the connection with previous community documents. The Supplier shall review (at minimum) the following:

- Accessibility Plan and Integrated Standards
- Town of Iroquois Falls Official Plan

The documents identified above, in addition to supplemental material, will be made available to the Supplier upon award.

39. Timing

The proposed project start date is immediately upon execution of Agreement. Completion dates for major project deliverables are provided below and must be considered by the successful Proponent.

Engagement Strategy completed	DATE: 4 to 5 weeks
Park Plan Summary Report completed and related engagement completed.	DATE: 3 to 4 weeks
Draft Detailed Conceptual Designs Completed and related engagement completed.	DATE: 3 to 4 months
Final detailed conceptual design completed.	DATE: May 31, 2026
Anticipated Tender	DATE: June 1 to June 18, 2026
Anticipated Construction Start	DATE: July 6, 2026

40. Project Plan

The Supplier shall provide the Director of Recreation Services with a detailed project work plan and schedule that outlines each task, target dates for progress, draft and final reports, meetings, and presentations. The Proponent shall provide a Gantt Chart outlining a “Proposed Work Schedule” with a clearly identify the critical path for the project and identify how it will be managed, including starting date and scheduled substantial Completion date for each phase of the project. The project plan and schedule will be created at the onset of the project and may be revised and confirmed by the Town of Iroquois Falls as the project progresses.

41. Project Management

The Supplier shall appoint a senior professional in the firm as the project manager. The project manager shall be the main contact and shall be responsible for the coordination of all Supplier resources for the duration of the project. The project manager shall represent the Supplier team at required meetings, as considered appropriate by the Town of Iroquois Falls.

42. Reports and Files

The Supplier shall deliver a Park Plan Summary Report and detailed conceptual design plan for the development of a new park on the subject property as per the project objectives outlined above.

42.1 Draft Reports

The Supplier shall provide electronic PDF and MS Word copies of the Park Plan Summary Report. The Supplier shall also provide draft conceptual designs electronically in PDF and/or PowerPoint format.

42.2 Final Report

The Supplier shall provide electronic PDF and MS Word copies of the final Park Plan Summary Report. The Supplier shall provide the final conceptual designs electronically in PDF and/or PowerPoint format. The Supplier shall also provide the final conceptual designs in CAD format.

42.3 Electronic Format

The Supplier shall provide an electronic copy of all electronic research papers and web-based documentation and electronic files used for analysis related to this project, all e-mail correspondence between the Town of Iroquois Falls and the Supplier team, all primary research collected for this project including consultation activities, all draft and final documents prepared for this project and any related graphics or maps in the project documents. All files shall be compatible with Adobe Acrobat or Microsoft Office Products.

42.4 Presentation Materials

The Supplier shall be responsible for developing and producing all presentations and presentation materials required for this project, including presentation boards, PowerPoint presentations and handouts, surveys, and presentation evaluation forms.

For use by individuals – see next page for use by incorporated Proponents

STATEMENT OF UNDERSTANDING (INDIVIDUALS)

I declare that I have read and understand Part I to Part VI of this Request for Proposal document with respect to the Consultation Services, Devonshire Park Plan Project

I also acknowledge that Part I to Part VI, inclusive, form the complete Request for Proposal document and shall be returned to The Corporation of the Town of Iroquois Falls as the RFP submission.

Name(s) of each Proponent:

Dated at the _____
(insert City/Town and Province where document was signed)

This _____ day of _____, 20_____
(insert date on which document was signed)

Signatures:

Signature of Witness (an individual Proponent's signature must be signed before a witness who must also sign here) 	Signature of Proponent (or, where there is more than one individual Proponent, one representative Proponent)
Print Witness' name legibly beneath signature	Print Proponent's name legibly beneath signature By signing, I am representing that each individual Proponent (where there is more than one) has authorized me to sign on all of our behalves and we are all bound by this signature)

For use by corporate Proponents- see prior page for individuals

STATEMENT OF UNDERSTANDING (CORPORATIONS)

I am the _____ (insert title) of the Proponent. I declare that I have read and understand Part I to Part VI of this Request for Proposal document with respect to the Consultation Services, Devonshire Park Project on the corporation's behalf.

I also acknowledge that Part I to Part VI, inclusive, form the complete Request for Proposal document and shall be returned to The Corporation of the Town of Iroquois Falls as the corporation's RFP submission.

Formal, legal name of corporate Proponent:

Dated at the _____
(insert City/Town and Province where document was signed)

This _____ day of _____, 20_____
(insert date on which document was signed) Signatures:

Signatures:

	Signature(s) on behalf of corporate Proponent

	(Print signatory's name and title legibly beneath signature)
	c/s
	(Print signatory's name and title legibly beneath signature)
	By signing, I/we am/are representing that I/we have been duly authorized by the corporate Proponent to execute this Proposal, and that our signatures bind the corporation on whose behalf we have executed, whether or not the corporate seal is applied

ACKNOWLEDGEMENT OF ADDENDUMS

I/WE declare that I/WE have carefully examined all Addendums (as referenced in Section 2) and hereby acknowledge that these Addendums are part and parcel of any Contract to be let for all work described in this Request for Proposal document.

Addendum No.1 _____	Addendum No.4 _____
Addendum No.2 _____	Addendum No.5 _____
Addendum No.3 _____	Addendum No.1 _____

☐

Check here if NO Addendum was received.

Dated at the _____
(insert City/Town and Province where document was signed)

This _____ day of _____, 20_____
(insert date on which document was signed)

	Signature(s) on behalf of corporate Proponent _____ (Print signatory's name and title legibly beneath signature) _____ (Print signatory's name and title legibly beneath signature) By signing, I/we am/are representing that I/we have been duly authorized by the corporate Proponent to execute this Proposal, and that our signatures bind the corporation on whose behalf we have executed, whether or not the corporate seal is applied
--	---

Signature of/for Individual Proponent(s):

Signature of Witness (an individual Proponent's signature must be signed before a witness who must also sign here): _____ Print witness' name legibly beneath signature	Signature of Proponent (or, where there is more than one individual Proponent, one representative Proponent): _____ Print Proponent's name legibly beneath signature By signing, I am representing that each individual Proponent. (where there is more than one) has authorized me to sign on all of our behaves and we are all bound by this signature)
--	--

REFERENCES

Proponents are asked to provide a minimum of 3 references of similar contract size. If the Proponent is new in this business; alternative references may be submitted.

Reference #1

Company: _____

Contact Person: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Fax: _____

Contract Value: _____

Reference #2

Company: _____

Contact Person: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Fax: _____

Contract Value: _____

Reference #3

Company: _____

Contact Person: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Fax: _____

Contract Value: _____

Signature

The Proponent has carefully examined the proposal document in its entirety and submits the price according to these documents.

The Proponent by this bid offers to complete the proposal as per all documents.

Name of Company or Individual(s) forming the "Proponent"	
Street Address and/or P.O. Box #	
City and Province	
Postal Code	

Dated at the _____
(insert City/Town and Province where document was signed)

This _____ **day of** _____ **20** _____
(insert date on which document was signed)

	Signature(s) on behalf of corporate Proponent. _____ (Print signatory's name and title legibly beneath signature) _____ (Print signatory's name and title legibly beneath signature) By signing, I/we am/are representing that I/we have been duly authorized by the corporate Proponent to execute this Proposal, and that our signatures bind the corporation on whose behalf we have executed, whether or not the corporate seal is applied
--	--

Signature of/for individual Proponent(s):

Signature of Witness (an individual Proponent's signature must be signed before a witness who must also sign here): _____ Print witness' name legibly beneath signature	Signature of Proponent (or, where there is more than one individual Proponent, one representative Proponent): _____ Print Proponent's name legibly beneath signature By signing, I am representing that each individual Proponent (where there is more than one) has authorized me to sign on all of our behalves and we are all bound by this signature)
--	--

PRICING SUBMISSION FORM

PROPOSAL Price	Prices
Project Deliverables	\$ _____
Extras to the contract: List and describe any recommendations by the contractor/respondent. (OPTION PRICING) Phase III: Construction Administration Services	\$ _____ \$ _____
TAXES	\$ _____
TOTAL BID AMOUNT	\$ _____

Reminder: All bids must be mailed to

Town of Iroquois Falls Municipal Office
253 Main Street
Iroquois Falls, ON, P.O. Box 230,
P0K 1G0

Email Submissions:

Proponents who email their proposal to submissions@iroquoisfalls.com should receive a reply confirming receipt of their Proposal. If the Proponent does not receive the automatic reply, the Director of Recreation Services should be contacted by telephone at 705-232-5203 and emailed at sbelanger@iroquoisfalls.com. Limit the submission email size to a maximum of 35 MB or send the Proposal in multiple pieces. Files that are larger than 35 MB will bounce back. The Town of Iroquois Falls shall not be liable for any loss or damage of any nature whatsoever if an email submission is not received by the Town of Iroquois Falls prior to the designated time and date due to malfunctioning equipment, the inability to complete the transmission of a document, or for any other reason.

PROPONENT'S CHECKLIST

Completion (2) Original Request for Proposal Documents

Signed Statement of Understanding

Signed Acknowledgment of Addendums

References

Pricing Submission Form.

Signature Page

RETURN ADDRESS:

Telephone: _____

DELIVER TO:

The Corporation of the Town of Iroquois Falls

P.O. Box 230

253 Main Street

Iroquois Falls, Ontario

P0K 1G0

SEALED PROPOSAL:

RFP – Consultation Services, Devonshire Park Plan

Municipal Use Only:

Received By: _____

Date Stamped: _____

The Corporation of the Town of Iroquois Falls



UNOFFICIAL RESULTS FORM

RFP/QUOTATION RESULTS

Project Name: _____

Closing Date and Time: _____

No.	Proponents Name	TOTAL BASE AMOUNT INCLUDING HST (NOT TO BE READ ALOUD, RECORDED ONLY)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Requisitioning Dept. Head Signature: _____

The Corporation of the Town of Iroquois Falls is not responsible for any irregularities during the reading of information and will review and correct accordingly.

"THE ABOVE RESULTS ARE PRELIMINARY AND NO CONCLUSION OF AWARD SHOULD BE MADE
FROM THE INFORMATION ABOVE"

The Corporation of the Town of Iroquois Falls



BID IRREGULARITIES

A Bid Irregularity is a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response.

For the purposes of this policy, Bid irregularities are further classified as "**Major Irregularities**" or "**Minor Irregularities**".

A "**Major Irregularity**" is a deviation from the bid request that affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the proponent/bidder could gain an unfair advantage over competitors. The Requisitioning Department Head must reject any bid, which contains a major irregularity.

A "**Minor Irregularity**" is a deviation from the bid request, which affects form, rather than substance. The effect on the price, quality or delivery is not material to the award. If the deviation is permitted or corrected, the proponent/bidder would not gain an unfair advantage over competitors. The Requisitioning Department Head may permit the proponent/bidder to correct a minor irregularity.

Action Taken

The Requisitioning Department Head will be responsible for all action taken in dealing with bid irregularities, and acts in accordance with the nature of the irregularity:

- Major Irregularity (Automatic Rejection)
- Minor Irregularity (Proponent/Bidder May Rectify)

In the event that the Proponent/Bidder withdraws a bid due to the identification of a Major Irregularity, the Municipality may disqualify such Proponent/Bidder from participating in Municipal Tenders/RFP/Quotation Calls for a period of up to one (1) year.

BID IRREGULARITIES-SUMMARY

Item	Description	Major	Minor	Action
1.	Faxed Documents	X		Automatic Rejection
2.	Late Bids (By Any Amount of Time)	X		Automatic Rejection
3.	Bid Completed in Pencil	X		Automatic Rejection
4.	Execution of Bid Bonds: a) Corporate Seal or Equivalent proof of authority to bind company or signature of Proponent/Bidder or both missing ' b) Corporate Seal or Equivalent proof of authority to bind company or signature of Bonding Company missing	X		Automatic Rejection
5.	Other Bid Security: Cheque which has not been certified	X		Automatic Rejection
6.	Proponent /Bidder not attending mandatory site meeting by a qualified representative of the organization.	X		Automatic Rejection
7.	Unsealed RFP Envelopes	X		Automatic Rejection
8.	Pricing or Signatures pages missing	X		Automatic Rejection
9.	Bid Received on documents other than those provided in request.	X		Not acceptable unless specified otherwise in request - Automatic Rejection
10.	Execution of Bid Document-Proof of authority to bind is missing.	X		Automatic Rejection
11.	Part bids (i.e. all items not included in bid)	X or	X	Acceptable unless complete bid has been specified in the request
12.	Bids containing minor clerical errors		X	Two (2) working days to correct and initial errors electronically (email) but originals must follow. Municipality reserves the right to waive initialing and accept bid
13.	Uninitialed changes to request documents which are minor (i.e. proponent's/bidder's		X	Two (2) working days to correct initial errors

	address in amended by overwriting but not initialed			electronically (email or fax) but originals must follow. Municipality reserves the right to waive initialing and accept bid
14.	Alternate Items in Whole or in Part.		X	Available for further consideration unless specified otherwise in request
15.	Pages requiring completion of information by proponent/bidder are missing.	X		Automatic Rejection
16.	Bid Documents which suggest that the proponent/bidder has made a major mistake in calculations or bid	X or	X	Consultation with a Solicitor on a Case-by-Case basis and referenced within the staff report if applicable.

NOTE: The above list of irregularities should not be considered all-inclusive. The Requisitioning Department Head will review minor irregularities not listed. The Requisitioning Department Head may then accept the bid or request that the proponent/bidder rectify the deviation.

Appendix “A”

SEE ATTACHED SURVEY PLAN

Appendix “B”

SEE ATTACHED SITE SERVICES PLAN

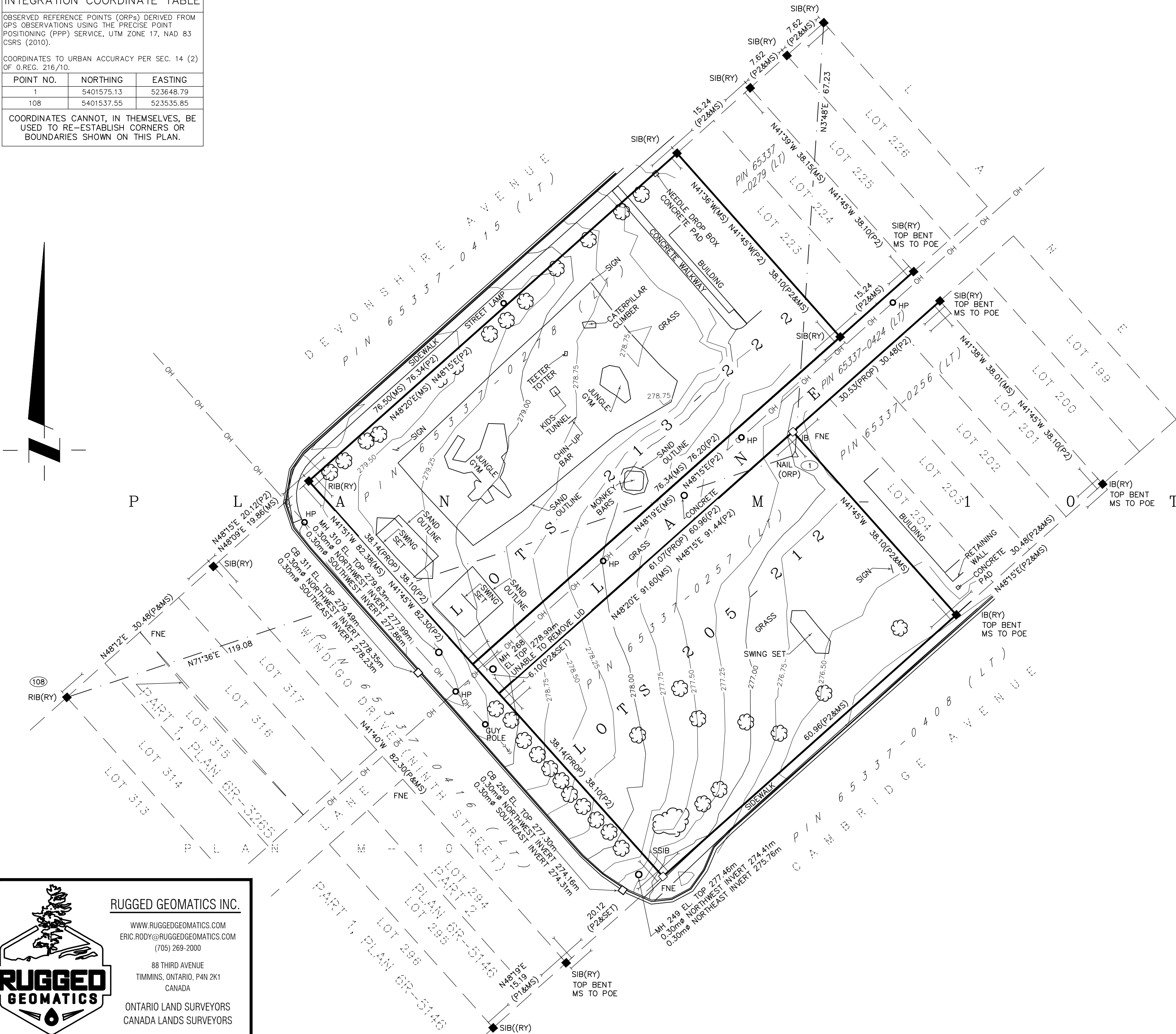
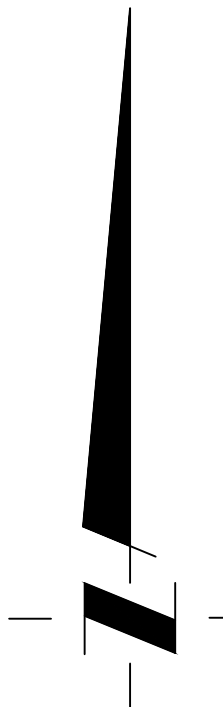
INTEGRATION COORDINATE TABLE

OBSERVED REFERENCE POINTS (ORPs) DERIVED FROM GPS OBSERVATIONS USING THE PRECISE POINT POSITIONING (PPP) SERVICE, UTM ZONE 17, NAD 83 CSRS (2010).

COORDINATES TO URBAN ACCURACY PER SEC. 14 (2) OF O.REG. 216/10.

POINT NO.	NORTHING	EASTING
1	5401575.13	523648.79
108	5401537.55	523535.85

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.



PLAN OF SURVEY OF

ALL OF
 LOTS 205-213, INCLUSIVE AND
 LOT 213-222, INCLUSIVE
 AND PART OF
 LANE

PLAN M-10T

TOWN OF IROQUOIS FALLS

DISTRICT OF COCHRANE

ERIC RODY, OLS

SCALE 1 : 400



METRIC: DISTANCES SHOWN HEREON ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

AREAS SHOWN ON THIS PLAN ARE IN HECTARES AND CAN BE CONVERTED TO ACRES BY MULTIPLYING BY 2.471.

BEARING NOTE

BEARINGS AND COORDINATES ARE UTM GRID, DERIVED FROM STATIC GPS OBSERVATIONS PROCESSED USING NATURAL RESOURCES CANADA PRECISE POINT POSITIONING ON NAIL 1 AND MONUMENT 1089 TO YIELD A GRID BEARING OF N 71°36' E, NAD 83 CSRS AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 17 (81° W LONGITUDE) (2010).

ELEVATION NOTE

ELEVATIONS SHOWN HEREON ARE GEODETIC REFERRED TO THE CGVD28 DATUM DERIVED FROM GPS OBSERVATIONS COLLECTED AT POINT 1 AND POST PROCESSED UTILIZING THE PRECISE POINT POSITIONING (PPP) NRCAN SERVICE. ELEVATION OF POINT 1 IS 277.25m.

ROTATION NOTE

FOR BEARING COMPARISONS, A ROTATION OF 0°19' (COUNTER CLOCKWISE) WAS APPLIED TO BEARINGS ON P, A ROTATION OF 0°12' (COUNTER CLOCKWISE) WAS APPLIED TO BEARINGS ON P1 AND A ROTATION OF 0°16' (COUNTER CLOCKWISE) WAS APPLIED TO BEARINGS ON P2 TO CONVERT TO UTM BEARINGS.

SCALE FACTOR NOTE

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999569.

LEGEND

■	-----	DENOTES	-	SURVEY MONUMENT FOUND
□	-----	DENOTES	-	SURVEY MONUMENT PLANTED
IB	-----	DENOTES	-	IRON BAR
SSIB	-----	DENOTES	-	SHORT STANDARD IRON BAR
SIB	-----	DENOTES	-	STANDARD IRON BAR
RY	-----	DENOTES	-	T. E. RODY LIMITED
P	-----	DENOTES	-	PLAN 6R-3265
P1	-----	DENOTES	-	PLAN 6R-5146
P2	-----	DENOTES	-	PLAN M-10-T
MS	-----	DENOTES	-	MEASURED
PROP	-----	DENOTES	-	PROPORTIONED
- OH -	-----	DENOTES	-	OVERHEAD UTILITY LINE
POE	-----	DENOTES	-	POINT OF ENTRY
FNE	-----	DENOTES	-	FOUND NO EVIDENCE
✓	-----	DENOTES	-	CULVERT
○ HP	-----	DENOTES	-	HYDRO POLE
⊗	-----	DENOTES	-	TREE

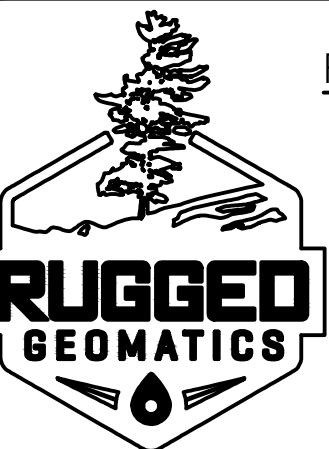
SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT, AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON 2025 09 18

20_ _ _ _ _

ERIC RODY
 ONTARIO LAND SURVEYOR



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ONTARIO LAND SURVEYORS
 CANADA LANDS SURVEYORS

PARTY CHIEF: RILEY MCBRIDE AND DAN DUNSTAN

CHECKED BY: ERIC RODY, O.L.S., C.L.S.

FILE: ST25061

DRAWN BY: TAYLOR MCBRIDE

ASSOCIATION OF ONTARIO
 LAND SURVEYORS
 PLAN SUBMISSION FORM
 V-111069



THIS PLAN IS NOT VALID
 UNLESS IT IS AN EMBOSSED
 ORIGINAL COPY
 ISSUED BY THE SURVEYOR
 In accordance with
 Regulation 1026, Section 29(3).

