

CORPORATION OF THE UNITED COUNTIES OF PRESCOTT AND RUSSELL



Request for Proposal

DETPR - 001

**Project: Implementation of a Long Distance Community
Transportation Service within the Prescott and Russell Region**

Closing: 3:00 pm, Friday, June 15, 2018

For any information:

Carole Lavigne – Director
Economic Development and Tourism
59 Court St., P.O. Box 304
L'Orignal, ON K0B 1K0
Telephone: (613) 675-4661 / 800-667-6307, Ext. 8100
clavigne@prescott-russell.on.ca

Introduction

The United Counties of Prescott and Russell's Economic Development and Tourism (PREDT) is seeking the professional expertise of a consultant to plan the implementation of the first intercommunity transportation service within the United Counties of Prescott and Russell. This initiative is part of a pilot project financed by the Ministry of Transportation that will take place over a five-year period, from 2018 to 2023.

The intercommunity transportation service that the PREDT wishes to implement should specially target the rural region of all eight municipalities within the Counties. The consultant will develop routes of the intercommunity transit service that will be available to the public via the UCPR Web site and supported by UCPR GIS department.

As such, the consultant or the team of consultants undertaking this project for the United Counties of Prescott and Russell (UCPR) must be familiar with the public transit sector, data collection and analysis needed to plan the implementation of a public transit service in a rural area.

Identifying the needs by conducting public consultations and surveys, will allow the PREDT to establish priorities to implement such transit, enabling the Prescott and Russell population to be able to transit from one municipality to another freely and efficiently. These improvements will also help attract new businesses and industries, contributing to the diversification of the local economy.

Deadlines:

Question period ending	June 12, 2018
Addenda ending	June 13, 2018
Opening of bids	June 18, 2018

Please submit one original and THREE (3) complete copies of the proposal using the attached forms, and send before :

3:00 pm Friday, June 15, 2018 to:

**United Counties of Prescott and Russell
Economic Development and Tourism (PREDT) – Door B108
59 Court Street, P.O. Box 304
L'Orignal, Ontario K0B 1K0**

Inquiries

All inquiries regarding this Request for Proposal must be directed as specified. Any clarification of this document or request for additional information must be received before or by date and time specified previously in this document, by email only to the following address. All proponents will receive a copy of questions and answers.

For more information about this Request for Proposal, please contact:

Carole Lavigne – clavigne@prescott-russell.on.ca
Director, Economic Development and Tourism (PREDT)
613-675-4661 / 1-800-667-6307 ext. 8100

Title: Implementation of a Long Distance Community Transportation Service within the Prescott and Russell Region

Objective

1. Purpose

The purpose of this project is to help the PREDT in its efforts to enhance the competitiveness and attractiveness of the region while balancing strong economic growth with quality of life. The analysis and consultations led by the consultant will ensure that the PREDT implements an intercommunity transportation service that will take into consideration the needs of its population and industries.

In the long term, a public transit service will allow our area to attract investors, new homeowners and tourists. It will ease access to services for many residents, especially those who live in our rural areas far from the major centres of the Prescott and Russell region. The lack of transportation is a factor that affects significantly the availability of workforce, mobility of elderly and teenagers, but also accentuate the isolation of individuals.

2. Approach

Step 1

The consultant will be required to collect information from the Prescott and Russell population regarding its needs for public transit service within the municipalities and within the region as a whole.

- 1- Report on comparable of existing rural transit system;
- 2- Target clientele for consultations and survey:
 - a. A list of possible clientele will be provided by the PREDT;
 - b. Online questionnaire;
 - c. Public consultations (minimum of 4);
- 3- Feasibility study report as per possible routes;
- 4- Report and analysis of consultations with action plan;
 - a. Most important routes as per results of consultations (max 6 routes);
 - b. Mapping or the routes with GIS department
 - c. Validate the cost to use the service (\$10 roundtrip)
- 5- Management plan;
 - a. Interview panel with the PREDT to hire a transit officer (5 years contract);
 - b. Mode of payment – monthly pass, tickets for return, etc.;
- 6- Marketing Strategy report
- 7- Confirm cost with Transit transportation providers;

Step 2

With our GIS Department, the consultant will facilitate the mapping of approved routes and time to be advertised on the UCPR website.

- A. The UCPR GIS infrastructure is based on ESRI technology. The UCPR offer a secured Web mapping application for municipal employees. This Web application is fully maintained in-house and is built on ArcGIS for Server. The UCPR's Web mapping services are served through Geocortex Essentials software. The UCPR intend to redistribute the gathered infrastructure network information, as line information, through this site.

3. Key Objectives and Deliverables

Under the oversight of the PREDT, the consultant will conduct public consultations in order to develop a web-based mapping tool to share and visualize the results of the final routes. The analysis and its web-based mapping tool will help economic development officials from the UCPR to better plan their economic development efforts, increase the region's readiness to attract investments and better support its existing businesses in order to strengthen the economy of Prescott and Russell.

- a. Report on comparable existing rural transit system – **July 13th**;
- b. Management Plan – Transit Officer interview – **June 22nd**;
- c. Public consultations and surveys ending – **August 17th** ;
- d. Most important routes as per results of consultations report- **August 31st**;
- e. Feasibility study report as per possible routes- **September 15th**;
- f. Confirm cost with transportation providers closing – **September 21st**;
- g. Marketing strategy report – **September 30**;
- h. Transit in operation – **October 1st**.

5. Our evaluation criteria:

- b) Affordability of professional fees;
- c) Experience in public transit development, community development principles and economic development strategies;
- d) Outgoing and energetic with the ability to work effectively as a facilitator and as part of a team;
- e) Sufficient work experience with various computer software to prepare correspondence, reports, forms, statistical and technical documents;
- f) Excellent analytical skills;
- g) Very strong organizational skills;
- h) Previous experience in analyzing, collecting data and transit mapping as per the results of the conducted surveys;
- i) Experience and strong capabilities to develop rural transit routes;
- j) Exceptional written and verbal communication skills;
- k) **Mandatory** to be able to communicate in both **French** and **English**;

6. Privacy and Confidentiality

The selected consultant will be required to protect all personal and confidential information.

7. Insurance

The following conditions are required for all works undertaken on behalf of the United Counties of Prescott and Russell. The selected bidder must provide a certificate of insurance, to the Counties according to the following requirements:

7.1.1 Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$5 million per occurrence / maximum of \$5 million (annual aggregate for any negligent acts or omissions relating to the obligations under the Bid Request). Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form insurance coverage against property damage; owners & contractors protective; occurrence property damage; products & broad form completed operations; employees; contingent employers liability; tenants legal liability; Non-Owned Automobile; cross liability and severability of interest clause.

The United Counties of Prescott-Russell shall be added as an additional Insured. This insurance shall be non-contributing with and apply as primary and not the excess of any insurance available and shall contain a waiver of subrogation in favor of the Corporation.

The successful bidder shall indemnify and release the Corporation from any responsibility, loss, claims, demands, costs and expenses, including reasonable legal fees, caused wholly or in part by any negligence or acts or omissions whether wilful or otherwise by the bidder, its agents, officers, employees or other persons for whom the bidder is legally responsible.

7.1.2 Automobile liability insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the Services covering liability for bodily injury, death and damage to property with a limit of not less than \$2 million inclusive for each and every loss.

7.1.3 Professional liability (errors and omissions) insurance coverage shall be obtained to a limit of not less than \$2 million. If such insurance is written on a claim made basis, such coverage shall contain a 24-month extended reporting period or be maintained for a period of two years subsequent the conclusion of services provided under this Agreement. The United Counties of Prescott-Russell shall be added as an additional Insured. This insurance shall be non-contributing with and apply as primary and not the excess of any insurance available and shall contain a waiver of subrogation in favor of the Corporation.

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7.2 The successful Bidder must furnish, at his or its cost, a certificate of insurance verifying the above-noted coverage prior to the effective date of the contract, to the satisfaction of the Counties and in force for the entire contract period.

7.3 An endorsement to the effect that the policy or policies will not be altered canceled or allowed to lapse without giving the Corporation a written notice of thirty days.

7.4 The Counties reserve the right to assess exposures and add additional insurance requirements where deemed necessary.

8. Proposal

- a) Proposal to be no longer than (ten)10 pages
- b) Establish your eligibility
- c) Validate your capacity
- d) References for similar work completed within the last 24 months
- e) Brief outline of methodology (point form)
- f) Confirmation of availability until **December, 2018**
- g) Expectation of remuneration
- h) Form 1(see **Appendix A**) must be signed, sealed or signed before witness and presented with the proposal, without which the proposal will be rejected.
- i) Affixed submission label attached with your Company name. (see **Appendix B**)

9. INFORMATION TO BIDDERS

All prospective suppliers of goods or services should ensure that they are familiar with the "Procurement Policy" of the Corporation. The policy is available at any time on the Counties website:[http://en.prescott-](http://en.prescott-russell.on.ca/UserFiles/Servers/Server_2375121/File/Services/Finances/Politique_dapprovisionnement_2014.pdf)

[russell.on.ca/UserFiles/Servers/Server_2375121/File/Services/Finances/Politique_dapprovisionnement_2014.pdf](http://en.prescott-russell.on.ca/UserFiles/Servers/Server_2375121/File/Services/Finances/Politique_dapprovisionnement_2014.pdf)

9.1 General Terms and Conditions

The following terms and conditions are deemed accepted by all proponents of proposals in response to this RFP and are deemed incorporated into every contract with the Corporation of the United Counties of Prescott and Russell resulting from this RFP:

9.1.1 Improper Delivery.

Handwritten, telegraphic, telephone, or facsimile submissions in response to this RFP will not be accepted. Late proposals in response to this RFP will also not be accepted.

9.1.2 Signing Requirements.

Submissions that are not signed will be rejected. If the submitter of a proposal is an incorporated company, the proposal must be executed by the proper signing officer(s) of the company with the company seal placed beside the signature(s). If the submitter of a proposal is not an incorporated company, the submitter of a proposal should sign his or her own name in the presence of a witness who should sign beside the submitter of a proposal's name.

9.1.3 The Counties not liable for RFP costs.

The Counties shall not be liable for any costs incurred by any Proponent, whether successful or not, in responding to this RFP.

9.1.4 No Obligation to Contract.

The Bidder acknowledges that the Counties shall have the right to reject any, or all, Proposals for any reason, or to accept any Proposal which the Owner in its *sole unfettered discretion* deems most advantageous to itself. The lowest, or any, Proposal will not necessarily be accepted and the Owner shall have the *unfettered* right to:

- i. Accept a non-compliant Proposal;
- ii. Accept a Proposal which is not the lowest Proposal; and
- iii. Reject a Proposal that is the lowest Proposal even if it is the only Proposal received.

Notwithstanding anything contained in the Agreement to the contrary, the Counties may, at any time prior to the completion of the services, terminate this Agreement by giving thirty (30) days written notice to the Contractor. Upon a termination notice being given, the Contractor shall immediately cease services in accordance with and to the extent specified in the notice. In the event of a termination notice being given in accordance with this Agreement, the Contractor shall be entitled to be paid, to the extent that costs have been reasonably and properly incurred for purposes of performing the services and for which the Contractor has not already been so paid or reimbursed by the Counties.

9.1.5 Contract Payments. Unless otherwise stated, the Counties and the selected firm will sign an agreement on the details of project delivery. The payment of the contract will be 50% at signature of the agreement and 50% at the end of the project.

- i. **Limitation of Liability.** Unless otherwise agreed, should the Counties enter into a contract relating to the Project, the other contracting party shall agree to hold the Counties, all Municipal officers, employees, servants and agents, officers, employees, servants and agents of its Boards and Commissions and volunteers harmless from any and all liability, claim (including damages, fines, insurance adjuster's fees and legal costs on a full recovery basis), loss, expense, action, liens or suit arising from the Project.

- ii. Dispute.
In cases of dispute as to whether or not deliverables meet the requirements of the Counties, the decision of such agent as the Counties may appoint will be final and binding.
- iii. No Assignment.
Unless otherwise agreed, there shall be no assignment or subcontract or any aspect of the Project or the deliverables without the written consent of the Counties.
- iv. Deemed Satisfaction as to Submission.
The delivery of a Proposal shall be deemed conclusive proof that the Proponent has satisfied itself as to all the requirements set out in the RFP, all the conditions which may be encountered, what materials and/or services he/she will be required to supply, or any other matter which may enter into the carrying out the Project. No claims will be entertained by the Counties based on the assertion by the submitter of a proposal that it was uninformed as to any of the requirements of the quotation. Should anything be omitted from the specifications necessary to the proper completion of the work herein specified, or should any disagreement in the specification exist, or appear to exist, the successful proponent shall not avail himself/herself of any such manifestly unintentional error or omission, but must have the same explained or adjusted before proceeding with the work in mention. In the event that the successful proponent fails to give notice, the successful proponent shall, at his/her own expense, make good any omission by supplying the proper materials and labor, and make good any changes to or defect in his/her work caused by such omission. Each Proponent agrees that prices quoted in the Proposal documents include all costs and expenses which may be required in and for the work described together with all general risks, liabilities and obligations set forth.
- v. Default under Project.
In the case of a default of performance of the Project or any other breach of contract, the Counties reserve the right to transfer the Project to another source. All additional expenses arising from such transfer will be charged to the original submitter of a proposal or successful proponent and due forthwith.

9.1.6 Opening Process.

All Sealed Bid submissions will be opened at a time announced by the department as soon after the closing as is practical. Such Sealed Bid submissions opening shall be open to the public. The Department Head, Treasurer and/or the Clerk or their respective representative shall attend. The names of those in attendance shall be recorded.

Appendix A
Form 1

Appendix B
Submission Label

For more information about this Request for Proposal, please contact:

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