



BRUCE COUNTY MUSEUM & CULTURAL CENTRE

REQUEST FOR PROPOSAL

FOR SERVICES TO DEVELOP A FEASIBILITY STUDY

RFP BCMCC #16-01

Issue Date: Thursday, August 4, 2016

Closing Date: Tuesday, August 30, 2016

Closing Time: 4:00:00 p.m. local time

Submission <https://brucecounty.bonfirehub.ca/opportunities/5359>

Location:

**Only electronic submissions will be accepted
Paper and late submissions will not be accepted.**

NOTE: It is the vendor's sole responsibility to ensure their submissions are received by the time and date specified within the document.

The Lowest or Any Bid Will Not Necessarily Be Accepted

Company Name & Address:

Please return this Cover Sheet with your submission

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1.0 OVERVIEW

Introduction

The Museum Department of the County of Bruce, is seeking proposals from qualified consulting firms/companies to provide professional services to undertake the development of the Bruce County Museum & Cultural Centre's (BCM&CC) Feasibility Study that will fully integrate the mandate and mission of the BCM&CC as a museum, public archive and cultural centre.

The proposed study will investigate and document through research and consultation, the feasibility of the two recommended options purposed in the Accommodation Plan. The study should provide direction in regards to the purposed recommendations to provide a framework for future decisions regarding use of space for the BCM&CC. The Feasibility Study will analyze necessary elements in order to support future projects and be structured to ensure decisions by County Council are supported through accurate documentation including operating and capital budget projections.

1.1 Definitions:

Corporation

Refers to "The Corporation of the County of Bruce"

Contract

Refers to "A binding written Agreement (including purchase orders), which contain the terms and obligations governing the relationship between the Corporation of the County of Bruce and the Successful Respondent".

Owner

Refers to "the Corporation of the County of Bruce"

Respondent

Refers to "any eligible entity providing a Proposal"

Successful Respondent(s)

Refers, in the event of an award, "to the selected Respondent(s)"

RFP

Refers to "Request for Proposal"

1.2 Defining Scope

For further details of the scope and specifications see Terms of Reference (Page 17).

2.0 **PROPOSAL SUBMISSION INSTRUCTIONS FOR SUPPLIERS**

Please follow these instructions to submit via our Public Portal.

2.1. **Prepare your submission materials:**

Name	Type	# Files	Requirement
Cover Sheet	File Type: PDF (.pdf)	1	Required
Acknowledgement Form	File Type: PDF (.pdf)	1	Required
Respondent's Ability and Experience Form	File Type: PDF (.pdf)	1	Required
Bidder Information	File Type: PDF (.pdf)	1	Required
Sub-Contractors Form	File Type: PDF (.pdf)	1	Required
Accessibility Form	File Type: PDF (.pdf)	1	Required
Pricing	File Type: PDF (.pdf)	1	Required
Business Proposal	File Type: PDF (.pdf)	1	Required

Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 100 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

2.2 **Upload your submission at:**

<https://brucecounty.bonfirehub.ca/opportunities/5359>

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **August 30, 2016 4:00 PM EDT**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) hour** before Closing Time to begin the uploading process and to finalize your submission.

Important Notes:

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

NOTE TO BIDDERS: DOUBLE CHECK WHEN UPLOADING THAT THE INDIVIDUAL FILES AND BUSINESS PROPOSAL BEING UPLOADED ARE THE CORRECT FILES. INCORRECT FILES SUBMITTED WILL MEAN THE PROPOSAL IS NON-COMPLIANT.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Internet Explorer 8/9/10+, Google Chrome, or Mozilla Firefox. Javascript must be enabled.

Need Help?

Bruce County uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>

Please see 2.8 “Proposal Documentation” for a listing of documents to include for this submission.

2.3 Proposal Opening

Respondents are advised there will **not** be a public opening for this RFP. Submissions received, by the date and time of closing, will be opened by respective members of the Corporation at closing time.

2.4 Inquiries / Clarification

Respondents are expected to raise any questions, noted errors, discrepancies, ambiguities, exceptions, additions or deficiencies they have concerning this proposal **through email to** jasmith@brucecounty.on.ca.

Inquiries must be received no later than three (3) business days prior to the closing date of the RFP; otherwise, a response may not be provided.

All contact with the Corporation must be through official channels. Any contact with anyone else without the prior authorization of the Purchasing division may result in the disqualification of your proposal.

2.5 Late/Paper Submissions

Proposals received after the official closing time or in paper format will **not** be considered during the selection process and will be returned unopened to the respective Respondent(s).

2.6 Completion of the Proposal

All entries shall be clear, legible and signed. All items shall be submitted according to any instruction in the Request for Proposal Documents.

Alterations may be made, providing they are legible and initialled by the Respondent's signing officer. Proposals which are incomplete, conditional, illegible or obscure, or that contain additions not called for, reservations, erasures, alterations incorrectly submitted, or irregularities of any kind may be rejected.

2.7 Proposal Withdrawal

Any Proposal may be withdrawn prior to the scheduled time for Proposal Closing, or authorized postponement thereof.

2.8 Proposal Documentation

Please ensure your Proposal submission includes the following documents:

- Cover Sheet
- Acknowledgement Form/Conflict of Interest
- Business Proposal (do not include any financial numbers)
- Respondent's Ability and Experience Form
- Pricing & Payment Schedule **in separate files**
- Bidder Information
- Proposed Subcontractors Form
- Accessibility Form

3.0 TERMS AND CONDITIONS

3.1 Respondent Expense

Any expenses incurred by the Respondent in the preparation of the Proposal submission are entirely the responsibility of the Respondent and will **not** be charged to the Corporation.

3.2 Examination of Request for Proposal Documents

Each Respondent must satisfy himself/herself by a personal study of the RFP documents and site visit that they have respected all conditions existing or likely to exist in connection with the proposed work. There will be no consideration of any claim, after Submission of Proposals, that there is a misunderstanding with respect to the conditions imposed by this RFP.

Prices must include all incidental costs and the Respondent must be satisfied as to the full requirements of the RFP. No claims for extra work will be entertained and any additional works must be authorized in writing prior to commencement. Should the Respondent require more information or clarification on any point, it must be obtained prior to the submission of the RFP.

3.3 Acceptance or Rejection of Proposals

The Corporation reserves the right to reject any or all Proposals and to waive formalities as the interests of the Corporation may require without stating reasons therefore.

The Corporation also reserves the right to enter into negotiations with the lowest compliant Respondent if the price bid is over the budgeted amount for the project. Should the Corporation be unable to reach an agreement with the lowest compliant Respondent, the Corporation reserves the right to enter into negotiations with the next lowest compliant Respondent, or to cancel the call – whichever is deemed to be in the best interest of the Corporation.

Notwithstanding and without restricting the generality of the statement immediately above, the Corporation shall not be required to award or accept a Proposal, or recall the Proposals at a later date:

- a) When only one Proposal has been received as a result of the Proposal call.

- b) Where the lowest responsive and responsible Respondent substantially exceeds the estimated cost of the goods or service.
- c) When all Proposals received fail to comply with the Specifications or Proposal Terms and Conditions.
- d) Where a change in the scope of work or specifications is required.

The Corporation shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Respondent by reason of the acceptance or the non-acceptance by the Corporation of any Proposal or by reason of any delay in the acceptance of a Proposal, except as provided in the Proposal document.

Each Proposal shall be open for acceptance by the Corporation for a minimum period of sixty (60) calendar days following the date of closing.

Where the Proposal documents do **not** state a definite delivery/work schedule and/or a submitted Proposal is based on an unreasonable delivery/work schedule, the Proposal may be rejected.

3.4 Contact Time

Standard working time shall be Monday to Friday between 8:30 AM and 4:30 PM EDT.

3.5 Inquiries, Discrepancies and Interpretations

Should a Respondent find omissions from or discrepancies in any of the RFP documents, or should the Respondent be in doubt as to the meaning of any part of such documents, the Respondent shall notify the designated contact person and office without delay. If the designated contact person considers that a correction, explanation or interpretation is necessary or desirable, an addendum will be issued to all who have received RFP documents.

No oral explanation or interpretation will modify any of the requirements or provisions of the Proposal documents.

3.6 Errors and/or Omissions

The Corporation shall not be held liable for any errors and/or omissions in any part of this RFP. While the Corporation has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in the RFP is supplied solely as a guideline for Respondents. The information is not guaranteed or warranted to be accurate by the Corporation, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve the Respondents from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

3.7 Addenda

If required by the Corporation, addenda will be distributed to all Respondents registered as a document taker for this Proposal. Addenda will be distributed using the latest contact information as provided by the Respondent. It is the Respondent's responsibility to notify the Corporation of any changes to their email or mailing address. It is the Respondent's ultimate responsibility to ensure all addenda have been received.

Respondents shall be required to acknowledge receipt of addenda on the Respondent's Information / Addenda Acknowledgement Form contained in the Proposal document.

3.8 Proposal Award Procedures

Unless stated otherwise, the following procedures will apply:

- The Corporation will notify the Successful Respondent(s) of the award within sixty (60) calendar days of the Proposal Closing.
- Notice of Acceptance of Proposal will be by telephone and by written notice.

Immediately after acceptance of the Proposal by the Corporation, The Successful Respondent(s) shall provide the Corporation with the *Certificate of Liability Insurance* and any other required documents within ten (10) calendar days of the date of Notification of Acceptance & Award.

Following receipt of the required documents, the Successful Respondent(s) will receive written authority, in the form of a Professional Services Agreement, Award Letter and/or official Purchase Order, to proceed with the Work.

3.9 Ability and Experience of Respondent(s)

It is not the purpose of the Corporation of the County of Bruce to award this contract to any Respondent(s) who does not furnish satisfactory evidence of possessing the ability and experience in this class of work and sufficient capital to ensure acceptable performance and completion of the Proposal. The Corporation of the County of Bruce reserves the right to be our own reference and may disqualify a Respondent on this basis.

3.10 Responsibility for Damages

The successful Respondent(s) shall indemnify and hold harmless the Corporation, its officers and employees from and against any and all liabilities, claims, demands, loss, cost, damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of the project attributable to bodily injury, sickness, disease or death or to damage to or destruction of tangible property caused by any acts or omissions of the Respondent(s), its officers, agents, servants, employees, customers, invitees or licensees, or occurring in or on the premises or any part thereof and, as a result of activities under this Proposal.

3.11 Regulation Compliance and Legislation

The successful Respondent(s) shall ensure all services and products provided in respect to this Proposal are in accordance with, and under authorization of all applicable authorities, Municipal, Provincial and/or Federal legislation and Standards.

3.12 Sub-Consultants

No sub consultants or collateral agreements shall be permitted with respect to the work of this assignment, except with the Corporation's express written consent and, in advance of commencement of sub consultant activities.

Failure to obtain this consent may result in cancellation of the contract with the Successful Respondent(s).

3.13 Indemnity

The Contractor shall indemnify and save harmless the Corporation and its officers from all claims, demands, losses, costs, damages, actions, suits or proceedings by whomsoever made, occasioned by or attributable to the activities or omissions of the Contractor or those for whom the Contractor is responsible in performing the Contract.

3.14 Protection of Work and Property

The successful respondent shall provide continuous and adequate protection of all work from damage and shall protect the Corporation's property from injury or damage arising from or in connection with this work. The successful Respondent(s) shall make good on any such damage or injury.

3.15 Character and Employment of Workers

The successful Respondent(s) shall employ only orderly, competent, and skillful employees to ensure that the services are carried out in a respectable manner.

In the event that any person employed by the Successful Respondent(s) in connection with the service arising out of this Proposal gives, in the opinion of the Corporation, just cause for complaint, the successful Respondent(s) upon notification by the Corporation in writing, shall not permit such person to continue in any future service arising out of this Proposal.

3.16 Freedom of Information

All correspondence, documentation and information provided shall become the property of the Corporation. Any personal information required on the documentation presented is received under the authority of the Municipal Freedom of Information and Protection of Privacy Act, 1989, RSO, 1990. This information will be an integral component of the quote submission.

All written Proposals received by the Corporation become a public record.

Once a Proposal is accepted by the Corporation, and a contract is signed, all information contained in them is available to the public, including personal information.

Questions about collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, Chapter M.56, as amended, should be directed to:

**Director of Corporate Services, County of Bruce
30 Park Street, Walkerton, Ontario, N0G 2V0
Telephone (519) 881-1291**

The Clerk-Treasurer has been designated by the Corporation of the County of Bruce Council to carry out the responsibilities of the Act.

3.17 Accessibility Requirements

The Successful Respondent will be required to provide Accessible Customer Service Training and Integrated Accessibility Standards Regulation (IASR) Training under the Accessibility for Ontarians with Disabilities Act (AODA)

The Corporation is committed to providing quality goods and services that are accessible to all persons that we serve. Contracted employees, third party employees, agents and others that provide services on behalf of the Corporation must meet the requirements of Ontario Regulation 429/07 and Ontario Regulation 191/11 with regard to training. A document containing the details of training dates and attendees may be requested by the Corporation prior to the commencement of work.

4.0 SPECIFIC CONDITIONS

4.1 Notification of Award

The Corporation will notify only the respondent(s) presenting the awarded Proposal(s) in writing. The County will be selecting one qualified supplier for this project.

4.2 Budget Approval

The Corporation reserves the right to remove and/or delay portions of the contract depending upon approvals and/or budgetary restraints, or for any other reason that may arise.

4.3 Patent, Copyright, or other Proprietary Rights

In accordance with Municipal Freedom of Information and Protection of Privacy Act, Respondents are reminded to clearly identify in their Proposal material, any specific scientific, technical, commercial, proprietary, intellectual or similar confidential information, the disclosure of which could cause them injury or damage.

Respondents are encouraged to place all such details and information within a separate section of their submission. Complete Proposal details are **not** to be identified as “Confidential”.

4.4 Harmonized Sales Tax (HST)

All prices within this document shall be quoted exclusive of HST.

4.5 Unbalanced or Incorrect Proposals

Where the amount of an item does not agree with the extension of the estimate quantity and the proposed unit price, the unit price shall govern and both the item amount and the total proposal price shall be corrected accordingly. If both the unit price and the total price for an item are left blank, then both shall be considered a zero. If the unit price is left blank, but a total price is shown for the item, then the unit price shall be determined by dividing the total price by the estimated quantity.

4.6 Performance

Any undue delays in the execution of the work and/or costs incurred by the Corporation due to inefficiencies in performance on behalf of the successful Respondent(s) shall be deemed to be the responsibility of that Respondent(s) and as such, any and all costs, as deemed appropriate and reasonable compensation for the Corporation, will be assessed to the successful Respondent(s).

4.7 Taking the Work Out of the Contractor's Hands

Where the Contractor becomes bankrupt or insolvent, delays commencing or diligently executing the Work, abandons the Work or has otherwise failed to perform any of the provisions of the Contract, the Corporation may, without previous notice and without process or suit at law, take the work out of the hands of the Contractor and have it completed by whatever means are considered necessary. In addition to any other remedy available in law or equity, the Corporation may use all monies due on the Contract to correct or complete the work.

4.8 Assignment of Contract

The successful Respondent(s) shall not assign transfer, convey, sublet or otherwise dispose of this contract or his/her right, title or interest therein, or his power to execute such contract, to any other person, company or corporation, without the previous consent, in writing, of the Corporation's officials, which consent shall not be unreasonably withheld.

4.9 Contact(s)

All enquiries relative to this RFP shall be directed in writing to:

Main Contact:

Jennifer Smith

Purchasing Analyst

County of Bruce – Corporate Services Department

Phone: (519) 881-1291, ext. 284

Questions of clarification will be answered individually, but response(s) to any question that modifies the scope of the RFP will be circulated in writing as a RFP Addendum to all Respondents who have received the RFP document from the Corporation.

4.10 Proposal Evaluation

All submissions must be in compliance with the requirements of the RFP process in order to be considered.

4.11 Insurance Requirements

a) Commercial General Liability

The successful Respondent(s) shall, at his/her expense, obtain and keep in force during the term of this Agreement, Commercial General Liability Insurance satisfactory to the Corporation, including the following and underwritten by an insurer licensed to conduct business in the Province of Ontario:

- i) A limit of liability of not less than \$2,000,000/occurrence;
- ii) The Corporation shall be named as an additional insured;
- iii) The policy shall contain a provision for cross liability in respect of the named insured;
- iv) Non-owned automobile coverage with a limit of at least \$2,000,000 including contractual non-owned coverage;
- v) Products and completed operation coverage (Broad Form) with an aggregate limit not less than \$2,000,000;
- vi) That 30 days' prior notice of an alteration, cancellation or material change in policy terms which reduces coverage shall be given in writing to the Corporation.

b) Proof of Insurance

The successful Respondent(s) shall provide, together with its Executed agreement, a certificate(s) of insurance of certified copy(s) of the above-referred to policies, satisfactory to the Corporation, together with proof of renewal at least ten (10) days prior to expiry. Provided that if a certificate is provided, all requirements as above set forth must be shown on the said certificate and notwithstanding the provision of any certificate, the County may require that the Respondent(s) provide a certified copy of the policy.

4.12 **Workplace Safety & Insurance Board**

Bruce County will be using the Workplace Safety & Insurance Board's E-Clearance System to obtain Clearance Certificate's indicating the Respondent(s)'s good standing with the board:

- Prior to Award
- Prior to the expiration of the Contract Period
- At any other time when deemed necessary by the Corporation

For non-construction work only, if the Contractor is unable to obtain a clearance as required, because it is an independent operator, with no insurable workers, it shall submit to the Corporation written confirmation from the Workers' Compensation Board of its status as an independent operator for the Contract. This must be given to the Corporation within 7 (seven) Business Days of receipt of the notification of the award. If the Contractor does not produce such confirmation, the Corporation may at its sole option, terminate the Contract.

4.13 **Health & Safety**

The successful Bidder, upon request, will provide the Corporation, prior to commencement of work, with a written copy of the Health and Safety Policy for their firm. The successful bidder will also, upon request, review and sign the Corporation of the County of Bruce's Health and Safety Policy prior to commencement of work.

<http://www.brucecounty.on.ca/government-council/departments/health-and-safety.php>

The successful Bidder, will be expected to work in accordance with the Occupational Health and Safety Act (re: duties of employers) and applicable regulations.

All applicable current health and safety legislation and environmental legislation and regulations are considered the minimum requirements that the Contractor must meet. The Contractor must ensure that all of their employees and sub-contractors have safety training and certifications equal to, or exceeding, the requirements set forth in the current Occupational Health and Safety Act and current regulations. Health and Safety issues will always be given immediate attention by the Corporation and its representatives, and the Contractors and its sub-contractors.

All employees, contractors/sub-contractors, suppliers and visitors/residents must immediately report unsafe conditions, incidents, and accidents to the Project/Site Supervisor/ Inspector.

The Corporation takes pride in the commitment of our employees and contractors, and will take the necessary steps to ensure Health & Safety on all projects.

4.14 Laws, Notices, Permits & Fees

The successful Respondent(s) shall obtain the necessary permits, licenses and pay the required fees, as they pertain to this assignment, which are in force at the date of the Proposal Closing.

The successful Respondent(s) shall give the required notices and comply with the laws, ordinances, rules, regulations, codes and orders of the authorities having jurisdiction which are, or become, in force during the period for which services are performed in accordance with the schedule of work.

Vendors are required to comply with Ontario's Personal Health Information Protection Act (PHIPA), Canada's Personal Information Protection and Electronic Documents Act (PIPEDA) as well as any privacy and /or confidentiality requirements provided in the Agreement.

4.15 Extra Work

No work shall be regarded as extra work, unless it is ordered in writing by the Corporation and with the agreed price for the same specified in said order, provided said price is not otherwise determined by the Proposal. A statement of the cost of extra work shall be made within thirty (30) calendar days after the completion of the said extra work.

4.16 Cancellation

The Corporation reserves the right to immediately terminate the Contract for sufficient cause, including but not limited to such items as non-performance, late deliveries, inferior quality, pricing problems, etc.

If the successful Respondent(s) should neglect to execute the work properly, or fail to perform any provision of this Award, the Corporation, after three (3) business days written notice to the successful Respondent(s), may, without prejudice to any other remedy in existence, make good such deficiencies and may deduct the cost thereof from any payment then and thereafter due to the successful Respondent(s). Continued failure of the successful Respondent(s) to execute the work properly shall result in a termination of Contract. The Corporation shall provide written notice of termination.

The Corporation may elect to terminate the Contract if the original terms and conditions are significantly changed, giving thirty (30) calendar day's written notice to the successful Respondent(s).

Either party may terminate the Contract by giving the other party sixty (60) calendar day's written notice, giving reasons acceptable to the other. A period of less than sixty (60) calendar days to terminate the contract may be negotiable if mutually agreeable among the parties involved in the Contract.

Failure to maintain the required documentation during the term of this contract may result in suspension of the work activities and/or cancellation of the contract.

4.17 Consultants

Any consultant involved in developing the specifications intended to be used with the Proposal process cannot be involved in the creation of the response to those specifications.

4.18 Conflict of Interest

This Proposal is made by the Respondent without any connection, knowledge, comparison of figures or arrangement with any other person or persons making a Proposal for the same work, and is in all respects fair and without collusion or fraud.

4.19 Contract Award

Without limiting all other rights that may be exercised by the Corporation pursuant to this Document, vendors are advised that the Corporation reserves the right to fully evaluate Vendor Submissions, which evaluation may include, without limitation, a review of references, past performance history, completion history (including extended completion dates), litigation history (including construction liens filed by subcontractors for non-payment) and claims history of the vendors, and to reject a Vendor Submission if same is not satisfactory to the Corporation.

5.0 TERMS OF REFERENCE

5.1 Background on the County of Bruce

The Bruce County Museum & Cultural Centre has served the people of the County of Bruce (population 66,102 as of the 2011 Census) since 1955. Our home is in Southampton, on the shore of Lake Huron. Bruce County, 2 ½ hours north-west of GTA, is primarily a rural area, with a burgeoning tourism business due to our proximity to major urban centres, and to the outstanding natural beauty of our region. The County's major employer is Bruce Power.

The BCM&CC serves our resident population, which as of the 2006 Census was more than six years older than the population of the Province of Ontario as a whole. Bruce County's population has an income level 10% lower than the rest of the province, and 9% fewer people have a university degree. Bruce County is home to the Chippewas of Nawash at Cape Croker on the Bruce Peninsula, and the Saugeen First Nation #29, adjacent to the Museum's site. The Museum provides cultural, educational, and community-based programs and events for our local patrons.

Visitors to our community also enjoy our facility, primarily during the summer months. We are one of the area's primary trip motivators for tourism, and as such we are part of Bruce County's economic development picture, bringing both visitors and new residents to our communities. We are also the repository for the archives of Bruce County, providing ongoing services to researchers and genealogists from the local area and beyond.

5.2 Background on the Bruce County Museum & Cultural Centre

Since the inception of the Bruce County Museum within a school house in 1955, and then through progressive developments to also become the County Archive and Cultural Centre in 2005, over a 60+ year span the BCMC&CC has achieved remarkable success in establishing itself as a world-class facility.

Throughout the last six decades of growth, the following have been achieved:

- Maintained a vibrant series of museum exhibits.
- Successfully expanded the mandate and facilities as an archive and cultural centre.
- Achieved good working relationships with historical and cultural societies in the region.
- Provided a meeting place to celebrate the social history, learn about the natural history and explore many subjects of public interest.
- Successfully developed good longstanding partnerships with a number of organizations and associations who contribute to the financial health of the BCM&CC.

Through each phase of these developments, the BCM&CC has faced and overcome important challenges leading to continued growth and expansion of the mandate and mission.

A change in name from 'Bruce County Museum & Archives' to 'Bruce County Museum & Cultural Centre' was effected in July 2005 to reflect the broader mandate expected from a museum in today's economy and social environment. The undertaking of an Identity Action Plan (IAP) and Branding Strategy was completed in 2008 to further assist in defining the direction and possible areas of growth for the BCM&CC.

A new five year forward thinking Strategic Plan was initiated in 2014 and is currently in various stages of implementation. The 2015-2020 Strategic Plan focuses on five distinct pillars of activity:

Strategic Pillars

1. Forge Partnerships and Relationships
2. Provide Compelling Relevant Programming
3. Optimize the Use of Space
4. Create County-Wide Awareness
5. Develop the Resources Required

The intent of this structure for the strategic plan is to show that the Museum, archives and cultural program activities of the BCM&CC area all seamlessly integrated into one organization that provides services in the collection of relevant materials relating to the historical growth, development and current situation of Bruce County, and the interpretation of this resource through programs and activities both in the Centre and throughout the County.

Based on direction from the Strategic Plan (2015-2020), the BCM&CC undertook an Accommodation Plan which outlined ways to optimize our current footprint and identify future growth potential. The Accommodation Plan suggested five options, of which two have been approved for further exploration. The first recommendation is a new community oriented centre with larger Archival space, a larger theatre space and also a designated community space to fill identified needs. The second option would re-purpose the existing archives and theatre space for much needed storage/work area for our collections, community and programming space.

5.3 Project Rationale

The creation of a Feasibility Study for the BCM&CC is a necessary step in order further analyze and address specific issues regarding the strategic pillar: Optimize the Use of Space. The study will have the capacity to provide a framework for future decisions regarding the use of current space as well as addressing growth related.

The proposed plan should be a long-term focus that will fully integrate the mandate and mission of the BCM&CC and its profile related to exhibits, events, programming, archives and collections at the BCM&CC. The plan will evaluate the recommendations for a new build and re-purposing of existing space in a phased approach. Consideration of potential partnerships and adjacent buildings and or new build opportunities should also be evaluated.

5.4 Objectives

The plans objective will be to create a study that assesses the recommendations from the Accommodation Plan regarding a potential new build and repurposing of current space within the BCM&CC footprint.

The plan should analyze the BCM&CC's opportunities and challenges regarding a new build and repurposing projects.

- Outline exact project details: 1. New Build (Archives/Theatre/Community Partner Space, or Archives/Theatre), 2. Repurpose of existing space (conversion of Bruce Power Theatre into Programming Space & Repurpose current Archives into Office Space and Potential Collections storage for small artifacts/workspace)
- Review and evaluate land acquisition opportunities adjacent to existing BCM&CC as well adjacent buildings.
- Determine public support for the project and identify any potential challenges.

- Identify specific areas for funding, local, corporate, provincial and federal.
- Identify potential community partners for the purpose of support (financial and partnering in space).
- Identify specific costs & timelines for both projects including: architectural drawings, land costs, estimated operational costs.
- Fundraising plan (high level including cost estimates).
- Outline operating costs for new build scenario.

More specifically the plan should include:

County: Review alignment with the County of Bruce's Strategic Plan and Operational Review. Identify opportunities or strategies for developing stronger partnerships.

Museum: Review alignment with the BCM&CC 2015-2020 Strategic Plan & Accommodation Plan recommendations.

Facility: Review recommendations from the Accommodation Plan and determine specific requirements pertaining to recommendations. Two (2) options identified (new build and repurposing of space).

Storage: Investigate storage capacity for optimization and determine requirements for future (new build and repurposing of space).

Community Involvement & Partnerships: Investigate potential partnerships and areas for growth (strategic, financial and in-kind).

Capital Costs: Project capital costs for any new proposed facilities and repurposing of space including, but not limited to architectural design fees; permit fees construction costs; fabrication and installation; furnishings; land acquisitions; and landscaping.

Operating Costs: Project operating costs for any new proposed facilities and repurposing of space including but not limited to staffing, utilities, and maintenance.

Tasks and Requirements

- Identify, set up and coordinate a Project Committee.
- Identify and review key secondary data sources, including reports, policies and work plans with respect to the BCM&CC.
- Through consultation and interviews, assess the current BMC&CC related services and identify potential opportunities and challenges.
- Assess the relationship between the Bruce County Archives and Corporate Records Management.

- Assess current partnerships and report finding as well as identify new opportunities for community involvement and partnership information.

5.5 Deliverables

The planning process is expected to result in the submission of a Feasibility Study, developed in conjunction with Museum staff and a project committee. The study should contain an executive summary and be supported by relevant information and visual materials. All supplementary material should be contained in appendices or schedules attached to the main report. Original graphics and visuals that form part of the plan will become the possession of the County of Bruce. Copyright for these materials and the plan will be owned by the County of Bruce.

5.6 Evaluation Criteria

Proposals will be assessed against the following criteria. The Corporation will shortlist firms for further evaluation and interviews which will impact the final decision. Proposals will be scored based on meeting or exceeding the expectations of the established evaluation criteria.

	Evaluation Criteria	Weight Factor
A	Experience	20
B	Quality of Proposal, Methodology and Understanding	40
C	Qualifications of Team	20
D	Price	20
	TOTAL	100

The evaluation will be carried out by a committee that includes senior management of the Bruce County Museum & Cultural Centre. The committee will review and evaluate all submissions and carry out interview with short listed firms in necessary.

5.7 Respondent Selection Procedure

Evaluation

Response Evaluation is based on the following criteria:

- Experience of the firm doing similar projects.
- Qualifications of personnel assigned to the work.

- Approach to the work and methodology.

Commitment of the consulting firm/company resources to the work, total fees, upset limits, per diem or hourly fees, and disbursements.

5.8 Criteria # A & C - Qualifications and Experience of the Respondent and the Team

- Does the Respondent have relevant experience on the subject matter? Is the experience with other museums and cultural centres?
- Have they demonstrated expertise in other projects of similar size and scope?
- What is the extent/relevance of their experience?
- Is the allocation of time/resources of the Respondent's team members appropriate?
- Has the Respondent identified and provided the qualifications/background of each member of their team involved with this project?
- Has the team demonstrated experience in designing and implementing effective public and stakeholder consultation strategies?
- Will any aspect of the project be subcontracted? Has the Respondent identified who the sub-contractors will be?

Criteria # B- Respondent's Understanding of Project Requirements, Completeness of Proposal, Project Methodology and Work Plan

- Is the proposal complete?
- Does the Respondent understand the objectives of the project?
- Is the approach suggested by the Respondent commensurate with this understanding?
- Does the proposal include a project schedule with milestones identified?
- Does the proposal meet expectations in regards to quality, clarity and completeness?
- Does the proposal provide confidence the project will be completed on schedule and within budget?
- Does the Respondent have a comprehensive, achievable and logical project plan to manage the project on budget and schedule?
- Is the project timeline identifying milestones and deliverables realistic?
- Does the proposal clearly define roles, responsibilities and level of involvement of key personnel for the duration of the project?
- Does the work adequately address the project objectives?
- Will the Respondent include research findings such as best practices, measurement criteria to guide the Board and staff during various meetings conducted during the strategic planning process?
- Does the work plan provide innovative ideas and insights?
- Are the proposed deliverables satisfactory and detailed?

Criteria # D - Price Proposal – Short-listed Respondents Only

Proposals will be evaluated on their own merit, separate from price. Price will only be evaluated for short-listed candidates.

5.9 Additional Requirements

Proposals must include the following additional information:

- Provide a brief explanation on why your firm should be selected (specific details, verifiable information). Include any innovative or creative ideas respecting this project.
- Provide a sample list of firm's current/past clients of relevance to this project indicating the type(s) of service performed.
- List the key personnel with whom the Project Committee would be dealing, along with a brief summary of their level of expertise. In particular, include name, number of years in the business, expertise or training and any other information that the firm feels is relevant to the proposal.
- Identification of the Project Manager who will act as the designated liaison.
- The firm must indicate in the proposal their agreement to the terms and conditions of this request for proposal. Please indicate any components of this request for proposal that cannot be met.
- A detailed description of the consultant's approach to meeting the scope of the work, including a time chart for carrying out the components of the contract.
- A detailed cost estimate for each of the components of the contract including the work plan and deliverables outlined above. The proposal will include a table showing the per diem rates for all staff, contractors and sub-contractors. The overall contract costs for both professional fees and expenses shall be an upset limit.
- Provide three references where the vendor has provided similar services, including contact and phone number.
- See Evaluation Criteria (Page 21) for additional guidance on the content of the proposal.

5.10 Project Implementation and Timetable

Upon selection, the successful firm will hold an initial meeting with the Project Committee in order to:

- Clarify staff and the Project Committees' view(s) of the study and their experiences to date;
- Reach agreement on the critical path and timetable for study completion; and,
- Reach agreement on the scope of the study and the format of the plan.

5.11 Funding

Funding for the BCM&CC Accommodation Plan will be funded directly through the BCM&CC's 2016 budget allocation.

5.12 Budget

The maximum project budget for contract costs is \$30,000 plus HST (firms must have an HST number). The proposal must be specific on any mark-ups on disbursements. Disbursements may include phone, fax, courier, incidental printing, travel and related costs. The contract must be completed and invoiced

prior to March 31, 2017. Based on this the consultant/firm is to include a proposed schedule of progress payments, including amounts and timing.

5.13 Terms of Engagement

The terms of engagement will be for services to be rendered in 2016 and prior to March 31, 2017. The BCM&CC will provide all meeting rooms, if needed, to host consultations and focus groups. There will be a “mutual non-disclosure agreement” undertaken and all intellectual property rights are waived to the BCM&CC strategic plan during the course of this project.

5.14 Project Committee and Special Interest Groups

A Project Committee will be established in September 2015 comprised of BCM&CC staff, a representative of County Staff, and a Community representative. The Project Committee will serve in an advisory capacity to the consultant and shall report through the Project Committee Chair. Third party stakeholders, municipal staff and interests will be consulted in accordance with the consultation strategy.

5.15 Project Schedule

DATE	TASK
August 2016	Issue RFP
September 2016	Evaluate bids and select Consultant/Firm. Interview if required.
October 2016	Meet with Consultant/Firm to set schedule and expectations.
October – December 2016	First draft of plan, following a period of research and creation
January 2017	Presentation and consideration of first draft of plan to County Council.
February 2017	Presentation and consideration of 2 nd draft of plan.
March 2017	Final plan approved and adopted by County Council.

5.16 Proposal Submission Format

Proposals should include, but not be limited to, the following components:

1. Outline the respondents understanding of the work to be undertaken and the respondent's experience and results with similar engagements including at least three (3) references.
2. Outline the respondent's approach and strategies.
3. Identify the person or persons who will be on the study team and directly involved with the assignment for its duration, including resumes outlining education and experience.
4. Outline how the data will be collected and evaluated.
5. Outline how the options will be developed and evaluated.
6. Identify the tasks to be undertaken by Bruce County staff.
7. Identify the stages of interim reporting.
8. Identify the final reporting methods and products.
9. Identify communication, implementation and monitoring strategies.
10. Provide an itemized cost estimate to achieve each milestone within the respondent's recommended approach, including consulting fees (hourly and per diem rates for each member of the team) miscellaneous expenses, disbursements and HST.
11. An indication of costs, fees, expenses and parameters that is NOT included in the proposal.

Acknowledgement Form RFP #BCMCC #16-01

For The Provision Of:	For Services to Develop a Feasibility Study	
As Supplied By:	_____	
	Firm Name	
	_____	_____
	Address	Postal Code
(Hereinafter Called The Bidder)		

To:	The Corporation of the County of Bruce, Box 70, 30 Park Street Walkerton, Ontario N0G 2V0
(Hereinafter Called The Corporation)	

The Respondent Declares

1. No person(s), firm or corporation, other than the Respondent, has any personal interest in this Proposal or in the award for which this Proposal is made.
2. No member of Council, officer or employee of the Corporation is or will become interested directly or indirectly as a contracting party, partner, shareholder, and surety or in any portion of the profits thereof, or in any of the monies to be derived, there from.
3. This Proposal is made without any connection, comparison of figures, or arrangements with, or knowledge of any other corporation, firm or person making a Proposal for the same and is in all respects without collusion or fraud.
4. By signing this submission, I confirm I have read and understood the content and requirements of this Proposal document.

Acknowledgement To Receipt Of Addenda

This will acknowledge receipt of the following addenda and, that the pricing quoted includes the provision set out in such addenda.

Addendum #	Date Received
# _____	_____
# _____	_____
# _____	_____

Check here if No Addenda received

Dated at _____ this _____ day of _____ 2016

Signature of Respondent

By my signature, I hereby confirm I am a principal, or have been duly authorized by the principal/board, to sign on behalf of the above named.

Please return this form with submission

PRICING PROPOSAL FORM

RFP BCMCC 16-01 Services to Develop a Feasibility Study Bruce County Museum & Cultural Centre	
Price must include all incidentals, travel, accommodations, meals, printing, etc. required in order to perform services.	Price \$ _____ HST \$ _____ \$ _____ Total Price including HST in Canadian Funds

Note: Include a separate itemized cost breakdown to achieve each milestone within the respondent's recommended approach, including consulting fees (hourly and per diem rates for each member of the team), travel, accommodations, miscellaneous expenses, disbursements and HST to achieve deliverables. Also include an itemized cost list for additional meetings, workshops, and presentations, if required.

Please include on the Pricing Proposal Form your Proposed Payment Schedule.

Respondent's Name & Title

Signature

Date

PLEASE RETURN THIS FORM WITH SUBMISSION

BIDDER INFORMATION FORM

Bidders must complete this form and name one person to be the contact for the RFP response and for any clarifications or amendments that might be necessary,

1.	Full Legal Name of Respondent:	
2.	Any Other Relevant Name Under Which the Respondent Carries on Business	
3.	Street Address:	
4.	City, Province/State:	
5.	Postal/Zip Code	
6.	Office Toll Free Number (if any):	
7.	Office Phone Number:	
8.	Office Fax Number:	
9.	Company Website (if any):	
10.	WSIB Number (if applicable):	
11.	HST Account Number:	
12.	RFP Contact Person's Name and Title:	
13.	RFP Contact Person's Office Phone Number:	
14.	RFP Contact Person's Cell Phone Number:	
15.	RFP Contact Person's Fax Number:	
16.	RFP Contact Person's E-mail:	

PLEASE RETURN THIS FORM WITH SUBMISSION

RESPONDENT'S ABILITY AND EXPERIENCE FORM

Respondents shall provide information below on contracts in this class of work that has been successfully undertaken by the Bidder's Firm in the past five years.

Contract #1	
Reference Name	
Contact & telephone #	
Contract Date	
Contract Value	
Description of Work	
Additional Comments (optional)	
<hr/>	
Contract #2	
Reference Name	
Contact & telephone #	
Contract Date	
Contract Value	
Description of Work	
Additional Comments (optional)	
<hr/>	
Contract #3	
Reference Name	
Contact & telephone #	
Contract Date	
Contract Value	
Description of Work	
Additional Comments (optional)	

PLEASE RETURN THIS FORM WITH SUBMISSION

SUBCONTRACTOR INFORMATION FORM

1. Check here _____ if **NO Subcontracting**
2. The **Bidder** shall list below, the Subcontractors which will assist in the completion of the work.

Name of Subcontractor	Address of Subcontractor	Work Type to be Subcontracted	Scope of Work & Experience

Note: If additional space is required please include extra pages as required.

Bidder: _____

Date _____

Signature: _____

Please return this form with submission



The Corporation of the County of Bruce

Accessibility Regulations for Contracted Services

In accordance with Ontario Regulation 429/07, Accessibility Standards for Customer Service and Ontario Regulation 191/11, the Integrated Accessibility Standards Regulation, contracted employees, third party employees, agents and others who deal with members of the public on behalf of the Corporation of the County of Bruce must meet requirements of these Regulations with regard to training.

Training for the aforementioned regulations can be accessed online at the following website addresses:

Customer Service - <http://www.mcass.gov.on.ca/en/serve-ability/01.aspx>

Integrated Accessibility Standard - <http://www.accessforward.ca>

Human Rights Code - <http://www.ohrc.on.ca/en/learning/working-together-ontario-human-rights-code-and-accessibility-ontarians-disabilities-act>

Contracted services suppliers are to ensure that training records are maintained, including dates when training is provided, the number of personnel who received training and individual training records. The suppliers are to ensure that this information is available to the County of Bruce any time during the Term of the Contract.

I acknowledge the aforementioned accessibility regulations:

Company Name _____ Date _____

Authorized Representative: _____ Position _____

Signature _____

Please return this form with your submission