



REQUEST FOR PROPOSAL

P- 015-17

PUBLIC ART MASTER PLAN

ISSUE DATE: JANUARY 6, 2017

CLOSING LOCATION:

Finance Department
1 Halton Hills Drive
Halton Hills ON L7G 5G2

Attention: Simone Gourlay, BBA, CSCMP

CLOSING DATE AND TIME:

Five (5) complete copies of each proposal must be received by:
2:00 p.m. local time on
February 2, 2017.

CONTACT PERSON: SIMONE GOURLAY, BBA, CSCMP
Tel: 905-873-2601 ext 2210 Fax: 905-873-2347
Email: simoneg@haltonhills.ca

TABLE OF CONTENTS

1. EXECUTIVE SUMMARY	3
2. ADMINISTRATIVE REQUIREMENTS	4
3. REQUEST FOR PROPOSAL PROCESS.....	5
4. PROPOSAL PREPARATION	7
5. ADDITIONAL TERMS	9
6. SELECTED CONTRACT CLAUSES.....	11
7. MUNICIPAL SITUATION/OVERVIEW	14
8. TERMS, TIME FRAMES, REQUIREMENTS AND BUDGET	15
9. EVALUATION CRITERIA.....	21
10. PROPONENT RESPONSE	23
11. PROPOSAL FORMAT	24
12. PROPONENT CHECKLIST	25
SCHEDULE 1 - ACCESSIBILITY COMPLIANCE	26
SCHEDULE 2 – REMIT TO INFORMATION	27

1. EXECUTIVE SUMMARY

Summary of the Requirements

The Town of Halton Hills is seeking a qualified consulting team to work collaboratively with the Town of Halton Hills' Cultural Services staff to develop a Public Art Master Plan (HHPAMP) for the next five years that will identify and prioritize suitable sites for public art, and recommend installations that would be complementary to each site. In addition, the HHPAMP will propose processes for artwork selection, implementation and fund management based on best practices. Building on the Town's existing Strategic Plan, and other relevant policies and planning documents, the HHPAMP will create a public art framework to guide future decision-making.

(Refer to <http://www.haltonhills.ca/officialplan/index.php> for Town Strategic Plan).

The HHPAMP will maximize the positive impact of public art, raise the cultural profile of Halton Hills and be highly aspirational.

The ideal team will have demonstrated experience delivering a successful Public Art Master Plan in a similar municipal setting.

2. ADMINISTRATIVE REQUIREMENTS

The following terms will apply to this Request for Proposal and to any subsequent Contract. Submission of a proposal in response to this Request for Proposal indicates acceptance of all the following terms.

Request for Proposal Terminology

Throughout this Request for Proposal, terminology is used as follows:

- a) “Contract” means the written agreement resulting from this Request for Proposal executed by the Town and the Consultant.
- b) “Consultant” means the successful Proponent to this Request for Proposal who enters into a written Contract with the Town.
- c) “Municipality” means the Corporation of the Town of Halton Hills.
- d) “Must”, “mandatory” or “required” means a requirement that shall be met in order for a proposal to receive consideration.
- e) “Proponent” means an individual or a company that submits, or intends to submit, a proposal in response to this “Request for Proposal”.
- f) “Purchasing Services” means the section of the Finance Department responsible for development of policies and procedures for purchasing goods and services within the municipality.
- g) “Town” means the municipal government responsible for the Contract, The Corporation of the Town of Halton Hills.
- h) “Should” or “desirable” means a requirement having a significant degree of importance to the objectives of the Request for Proposal.

3. REQUEST FOR PROPOSAL PROCESS

3.1 PROPONENTS' MEETING – N/A

3.2 ENQUIRIES

All enquiries related to this Request for Proposal are to be directed, in writing, to the following person. Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and may be distributed to all Proponents at the Town's option.

Town of Halton Hills
1 Halton Hills Drive
Halton Hills (Georgetown) ON L7G 5G2
Fax: 905-873-2347 or E-mail at: simoneg@haltonhills.ca
Attention: Simone Gourlay

3.3 CLOSING DATE

Five (5) complete copies of each proposal must be received by 2:00 p.m., local time on Thursday, February 2, 2017 at:

Town of Halton Hills
Finance Department, 1 Halton Hills Drive.
Halton Hills (Georgetown) ON L7G 5G2
Tel: 905-873-2601 ext 2210
Attention: Simone Gourlay, BBA, CSCMP

Proposals must not be sent by facsimile or e-mail. Proposals and their envelopes should be clearly marked with the:

- name and address of the Proponent
- the Request for Proposal number
- the project or program title

3.4 LATE PROPOSALS

Late proposals will not be accepted and will be returned to the Proponent.

3.5 ELIGIBILITY

Proponents are further cautioned that the acceptance of their proposal will preclude their participation as a Proponent in subsequent phases where a conflict of interest may arise. This includes, but is not limited to, current or future corporate or other interests, in connection with this project. It is suggested that prospective Proponents study the project implementation strategy carefully to determine whether or not they plan to submit a proposal on subsequent phases.

3.6 EVALUATION COMMITTEE

Evaluation of proposals will be by a committee formed by the Town and may include a representative of the Purchasing Department or other government agencies.

3.7 EVALUATION AND SELECTION

The evaluation committee will check proposals against the mandatory criteria. Proposals not meeting all mandatory criteria will be rejected without further consideration. Proposals that do meet all the mandatory criteria will then be assessed and scored against the desirable criteria. The Town's intent is to enter into a Contract with the Proponent who has the highest overall ranking.

3.8 NEGOTIATION DELAY

If a written Contract cannot be negotiated within thirty days of notification of the successful Proponent, the Town may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the Request for Proposal process and not enter into a Contract with any of the Proponents.

3.9 DEBRIEFING/DISPUTE RESOLUTION

If a bidder disputes an award decision, the bidder may request a debriefing from the Manager or designate. The award will be held for a week pending any emergency or urgent need. If after this debriefing, the bidder still disputes the decision, an appeal shall be conducted by a Dispute Committee, which shall hear from both Corporation staff and the supplier at a time and place appointed in writing by the Committee. The Dispute Committee shall be comprised of the Manager of Purchasing or designate, and the Senior Management Team member of the using department involved. The decision of the Dispute Committee shall be in writing and it shall be final.

3.10 LOBBYING PROHIBITED

If any director, officer, employee, agent, relationship or other representative of a respondent team, makes, from and after the issue date of the bid document, any representation or solicitation to any elected representative or employee or agent of the Town of Halton Hills, or to the media, with respect to the respondent's submission, the Town will be entitled to reject said submission. This requirement does not extend to any public delegation that may be made to Council or a Committee of Council in accordance with the respective Town's Procedural By-laws.

No successful bidder shall engage in any contact or activities in an attempt to influence any elected representative or employee or agent of the Town of Halton Hills with respect to the purchase of additional enhancements, requirements, options, or modules.

At the discretion of the Town, any supplier, who violates the provisions of this paragraph, shall be prohibited from any further opportunity to provide goods or services to the Town for a reasonable amount of time as determined by the Manager.

4. PROPOSAL PREPARATION

4.1 SIGNED PROPOSALS

The proposal must be signed by the person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to this Request for Proposal.

4.2 ALTERNATIVE SOLUTIONS

If alternative solutions are offered, please submit the information in the same format, as a separate proposal.

4.3 IRREVOCABILITY OF PROPOSALS

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. By submission of a proposal, the Proponent agrees that should its proposal be deemed successful the Proponent will enter into a Contract with the Town.

4.4 CHANGES TO PROPOSAL WORDING

The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the Town for purposes of clarification.

4.5 WORKING LANGUAGE OF THE TOWN

The working language of the municipality is English and all responses to this Request for Proposal must be in English.

4.6 PROPONENTS' EXPENSES

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

4.7 LIMITATION OF DAMAGES

Further to the preceding paragraph, the Proponent, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal and the Proponent, by submitting a proposal, waives any claim for loss of profits if no agreement is made with the Proponent.

4.8 FIRM PRICING

Proposal pricing must be firm for at least 90 days after the closing date. Prices will be firm for the entire Contract period.

4.9 CURRENCY AND TAXES

Prices quoted are to be:

- in Canadian dollars
- Harmonized Sales Tax to be indicated as a separate line item

4.10 COMPLETENESS OF PROPOSAL

By submission of a proposal the Proponent warrants that, if this Request for Proposal is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Consultant at no charge.

5. ADDITIONAL TERMS

5.1 SUB-CONTRACTING

Using a sub-consultant (who must be clearly identified in the proposal) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful interconnection of the two product or service lines and this must be defined in the proposal.

Sub-contracting to any firm or individual whose current or past corporate or other interests may, in the Town's opinion, give rise to a conflict of interest in connection with this project will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this Request for Proposal.

5.2 ACCEPTANCE OF PROPOSALS

- a) This Request for Proposal should not be construed as an agreement to purchase goods or services. The Town is not bound to accept the lowest priced or any proposal of those submitted. Proposals will be assessed in light of the evaluation criteria (Section 9.2). The Town will be under no obligation to receive further information, whether written or oral, from any Proponent.
- b) Neither acceptance of a proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

5.3 DEFINITION OF CONTRACT

Notice in writing to a Proponent of the acceptance of its proposal by the Town and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

5.4 LIABILITY FOR ERRORS

While the Town has used considerable efforts to ensure an accurate representation of information in this Request for Proposal, the information contained in this Request for Proposal is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Town, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposal is intended to relieve Proponents

from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposal.

5.5 AGREEMENT WITH TERMS

By submitting a proposal the Proponent agrees to all the terms and conditions of this Request for Proposal.

5.6 MODIFICATION OF TERMS

The Town reserves the right to modify the terms of the Request for Proposal at any time at its sole discretion before the closing date.

5.7 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

All documents, including proposals, submitted to the Town become the property of the Town. They will be received and held in confidence by the Town, subject to the provisions of the **Freedom of Information and Protection of Privacy Act**.

5.8 USE OF REQUEST FOR PROPOSAL

This document or any portion thereof, may not be used for any purpose other than the submission of proposals.

5.9 CONFIDENTIALITY OF INFORMATION

Information pertaining to the Town obtained by the Proponent as a result of participation in this project is confidential and must not be disclosed without written authorization from the Town.

5.10 RECIPROCITY

The Town may consider and evaluate any proposals from other jurisdictions on the same basis that the government purchasing authorities in those jurisdictions would treat a similar proposal from an Ontario supplier.

5.11 PIGGY BACK CLAUSE

The Town of Halton Hills is a member of the Halton Co-operative Purchasing Group (HCPG), whose member agencies are the Region of Halton, City of Burlington, Town of Oakville, Town of Milton, Town of Halton Hills, Halton District School Board, Halton Catholic District School Board, Conservation Halton, Oakville Public Library, Burlington Public Library, Halton Regional Police Services, Burlington Hydro, Oakville Hydro, Halton Children's Aid Society, Sheridan College. Should any or all of the HCPG member agencies wish to acquire services at the same

prices and under the same terms and conditions as the Contractor is providing to the Town of Halton Hills under this Agreement, and provided that the Contractor agrees to provide such services to the HCPG member agencies, then each such member agency may make individual arrangements with the Contractor (e.g. by issuing a purchase order) and the terms and conditions of this Agreement shall apply as between the member agency and the Contractor.

6. SELECTED CONTRACT CLAUSES

6.1 REGISTRATION WITH WORKERS' SAFETY AND INSURANCE BOARD

The Contract may contain a provision that the Contractor and any approved sub-contractors must be registered with the Workers' Safety and Insurance Board (WSIB), in which case WSIB coverage must be maintained for the duration of the Contract. Prior to receiving any payment, the Contractor may be required to submit a WSIB Clearance Letter indicating that all WSIB assessments have been paid.

6.2 BUSINESS REGISTRATION

The successful Proponent may be required to register to conduct business in Ontario.

6.3 LAWS OF ONTARIO

Any Contract 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.

6.4 ARBITRATION

All disputes arising out of, or in connection with the Contract, must, unless the parties otherwise agree, be referred to and finally resolved by arbitration pursuant to the Commercial Arbitration Act.

6.5 INDEMNITY

The Consultant will indemnify and save harmless the Town, its employees and agents from and against all claims, demands, losses, damages, costs and expenses made against or incurred, suffered or sustained by the Town at any time or times (either before or after the expiration or sooner termination of this Contract) where the same or any of them are based upon or arise out of or from anything done or omitted to be done by the Consultant or by any servant, employee, officer, director or sub-consultant

of the Consultant pursuant to the Contract excepting always liability arising out of the independent acts of the Town.

6.6 INSURANCE

When requested, the Proponent shall supply to the Town of Halton Hills, a summary of insurance coverage presently being maintained by the Proponent including but not exclusive to Professional Liability Insurance, Comprehensive General Liability and Automobile Insurance, in the amount of Two (2) Million Dollars. Such summary shall include the name of the Insurance Company, type of insurance and amount of such coverage.

If The Town of Halton Hills requests that the amount of coverage of the Proponent's Insurance be increased or special insurance be obtained for this Project, then the Proponent shall co-operate with the Town of Halton Hills to obtain such increased or special insurance coverage. The cost of this increased insurance will be negotiated.

The furnishing of this insurance shall not limit any of the indemnification, obligations or liabilities expressed elsewhere in the Contract documents.

It is understood and agreed, that the coverage provided by either of those insurance policies or specially required will not be cancelled by the Proponent until thirty (30) days after written notice such cancellation has been delivered to the Proponent.

6.7 CONTRACT ADMINISTRATOR

A Contract Administrator will be assigned by the Town to oversee the Contract awarded to the successful Proponent. The Consultant will name a counterpart Project Manager. The Consultant's Project Manager will be responsible for providing scheduled status reports to the Contract Administrator or a designate.

6.8 PAYMENT HOLDBACK

The Contract may contain a provision whereby the Town will hold back a portion of the total Contract price until the requirements of the Contract have been met.

6.9 COMPLIANCE WITH LAWS

The Consultant will give all the notices and obtain all the licenses and permits required to perform the work. The Consultant will comply with all laws applicable to the work or performance of the Contract.

6.10 BUYER INDEMNIFICATION

The Proponent shall hold the Town's officers, agents, and employees free and harmless from and against any and all liability, including, but not limited to, cost of claims, suits, and counsel fees arising from, growing out of, or incidental to the actual or alleged use of any copyrighted composition, secret or proprietary process, patented or unpatented invention article or appliance, including foreign letters patents, furnished as a result of this proposal.

6.11 SOFTWARE

It is the Consultant's responsibility to ensure that the Town has all licenses required to use any software that may be supplied by the Consultant prior to award of the Contract.

6.12 INTELLECTUAL PROPERTY RIGHTS

The Town will be the owner of the intellectual property rights, including patent, copyright, trademark, industrial design and trade secrets in any product developed through a Contract. Licensing and marketing rights to the developed product will not be granted in the Contract. Proposals regarding these rights should not be submitted in response to this Request for Proposal and will not be considered in evaluating responses. If, in the future, the Town elects to commercialize the developed product, the licensing and marketing rights will be negotiated separately.

6.13 ONTARIO DISABILITY ACT

The Town is committed to the accessibility principles of preventing and removing barriers in accessing goods and services for people with disabilities and is bound by the Standards under the Accessibility for Ontarians with Disabilities Act, 2005 as may be amended from time to time. Regulations enacted under the Act apply to every designated public sector organization and other third parties that provide goods and services to the members of the public.

The consultant/contractor and all sub-contractors hired by the consultant/contractor in the completion of its work, will meet or exceed compliance with all applicable regulations under the Accessibility for Ontarians with Disabilities Act, 2005 as may be amended from time to time.

It is the consultant/contractors responsibility to ensure they are fully aware of, and meet all requirements under the Act. A Declaration of Accessibility Compliance will be required by the successful bidder, which is attached as Schedule 1.

6.14 REMIT TO INFORMATION

The remittance information, for payment purposes only, is to be filled in by the successful bidder. It is attached as Schedule 2.

7. MUNICIPAL SITUATION/OVERVIEW

The Town of Halton Hills is located on the outer edge of the rapidly growing Greater Toronto Area. Much of the municipality remains rural in character, with significant portions of the municipality protected by the Greenbelt Plan as well as the Niagara Escarpment Plan.

The Town is a community of several urban communities, villages and rural settlements with a distinctive and enviable identity that comes from the beauty and tranquillity of the rural setting, rolling hills, rivers and valleys.

Bordering the Town to the south and east are two of Canada's fastest growing municipalities, the Town of Milton and the City of Brampton. In light of its geographic location, Halton Hills faces significant growth pressures.

Halton Hills is a place where residents enjoy safe family living, scenic beauty and active community life. The community recognizes the unique attributes that set it apart from other places and is passionate about preserving its small-town character and rural feeling. The preservation and enhancement of these features, while keeping pace with the diverse needs of the community, is at the forefront of the Town's vision for its future.

In 2011, the Town's population was about 59,000, growing by 6.7% since 2006. By 2031, the Town's population is anticipated to reach 94,000.

Refer to the key map below for the HHPAMP boundary area.



8. TERMS, TIME FRAMES, REQUIREMENTS AND BUDGET

8.1 TIME-FRAMES

Bid submission	February 2, 2017
Notification of shortlist	February 16, 2017
Interviews for shortlist	February 28, 2017
Award of project	March 1, 2017
Project kick off	March 20, 2017
Project completion	By September 30, 2017

8.2 BASIC REQUIREMENTS

The Town of Halton Hills is seeking a qualified consulting team to work collaboratively with the Town of Halton Hills' Cultural Services staff to develop a Public Art Master Plan (HHPAMP) for the next five years that will identify and prioritize suitable sites for public art, and recommend installations that would be complementary to each site. In addition, the HHPAMP will propose processes for artwork selection, implementation and fund management based on best practices. Building on the Town's

existing Strategic Plan, and relevant policies, the HHPAMP will create a public art framework to guide future decision-making. The HHPAMP will maximize the positive impact of public art, raise the cultural profile of Halton Hills and be highly aspirational.

Halton Hills' Public Art Program

The Town of Halton Hills has a recently approved Public Art Policy (<http://www.haltonhills.ca/calendars/2016/COMMSERV-2016-0002.pdf>), the goals of which are to:

- ensure the integrity of artworks owned by the Town of Halton Hills by valuing artists and the artistic process;
- provide a range of opportunities to artists at various stages of their careers through a set of processes and procedures that allow for innovation and respect the creative rights of artists;
- enhance community sense of ownership and value by commissioning works which are site-specific and encourage awareness of collective heritages and neighbourhood identities;
- ensure that all artworks in the Town of Halton Hills collection will be maintained and preserved;
- build upon existing relationships between the Town, artists and arts organizations and community members to improve the opportunities for citizens to participate in the arts in the course of their daily lives;
- encourage civic discussion about public art and make possible the expression of a variety of cultural voices;
- promote Halton Hills as a creative Town recognized both nationally and internationally as valuing the arts and as a destination for cultural tourism; and
- utilize Town resources wisely to develop projects in a strategic and cost effective manner.

See the attached link for the complete Public Art Policy.

<http://www.haltonhills.ca/calendars/2016/COMMSERV-2016-0002.pdf>

Scope of Work

Proponents are encouraged to propose an approach to carrying out the work in order to best achieve the objectives stated below:

Objectives

The HHPAMP will provide strategic direction to the Town on a Public Art Program for Halton Hills. To this end, the consulting team will identify public art opportunities through a detailed analysis of potential sites including sites scheduled for future capital improvements. The analysis will determine priorities and offer recommendations around the type of art that would best complement and increase the attractions of each site. The resulting HHPAMP will consist of a list of prospective sites in priority order, along with art installation options, and a proposed process for the selection of art, implementation and fund management. In addition, the HHPAMP will note existing art installations and how they will be integrated into the overall program. The HHPAMP will lay the groundwork for enhancing the public realm with high quality public art in support of the Town's Public Art Policy.

Completion of the Public Art Master Plan will involve three (3) phases:

Phase I

Study Design, Background, Analysis and Consultation

The consulting team will conduct research to gain a comprehensive understanding of Halton Hills. The Vision and Guiding Principles for the HHPAMP will be derived, in part, from existing policies and directions expressed in the reference material below:

Cultural Master Plan

http://www.haltonhills.ca/initiatives/pdf/masterplans/CMP/HaltonHills_Cultural_Master_Plan_FINAL.pdf

Imagine Halton Hills

http://www.haltonhills.ca/SustainabilityStrategy/pdf/1_Imagine%20Halton%20Hills%20Sustainability%20Strategy_Final.pdf

Town Official Plan

<http://www.haltonhills.ca/officialplan/index.php>

The consultant team will meet with Town staff to review background information.

Specific consultant responsibilities will include the following:

1. submission of a study design and detailed schedule for approval;
2. review of the reference material
3. a summary of current and ongoing initiatives related to and/or influencing the public realm. The focus of this summary will be to provide an analysis on how these initiatives may support or have an adverse impact on potential sites for public art. Initiatives may include, but are not limited to:
 - potential development sites
 - transit and transportation plans
 - park, other public realm plans
 - streetscape improvements
 - identification of heritage buildings, landscapes and protected/significant views associated with the heritage elements along with a summary of the heritage value of the elements and opportunities for public art to enhance the site heritage;
4. an inventory of existing public art, including but not limited to:
 - mapping the current locations of public art
 - assessing the condition of public art installations, and the surrounding site
 - evaluating current and potential cultural and urban design contributions
5. In addition, the following engagement will be required:
 - consultation with elected officials and senior Town staff;
 - stakeholder (Cultural Services staff, Public Art Advisory Board, Halton Hills Cultural Roundtable etc.) and community outreach;

One stakeholder meeting will be required, followed by a separate community consultation meeting. The consultation will bridge Phases I and II, and will include input into the Vision and Guiding Principles.

The consultant will submit a Phase I summary report for approval prior to proceeding with Phase II.

Phase II

The Guiding Principles/Vision

Informed by a comprehensive understanding of the site through the background review, analysis and consultation, the consultant team will develop the Guiding Principles and Vision that will inform the HHPAMP. The Principles and Vision should reflect the strategic and current planning direction of Halton Hills, and the needs and values of local community. The Principles/Vision will guide the siting of art works, along with their purpose and implementation.

Public Art Master Plan

The HHPAMP will include a highly visual plan and supporting material that identifies:

- a public space hierarchy that addresses public realm gateways and corridors as well as other opportunities for iconic works, integrated works of art and functional works of art;
- public art "types" that are appropriate for spaces identified in the hierarchy;
- criteria for identifying priority and secondary public and private sites; and
- public art opportunities associated with heritage elements, open space/parks, community and Town sites and buildings.

The opportunities identified in the HHPAMP should focus on sites on public property (distinguishing between Town- owned lands and other publicly owned lands), but may make suggestions regarding sites on private property (distinguishing between existing developments and potential development sites). In addition to considerations of location, scale and aesthetics, the HHPAMP will also take into consideration opportunities to enhance:

- the environment;
- knowledge;
- economic development;
- community participation/outreach; and
- social equity and the cultural diversity of the Town of Halton Hills.

Following the draft of Phase II, the consulting team will present the Vision, Principles and plan to the Halton Hills Public Art Advisory Board and will seek approval prior to proceeding with Phase III. The consultant will submit a Phase II summary report.

Phase III

Implementation/Conservation Strategy

The consultant team will undertake an implementation strategy in order to ensure the recommendations are achievable within a reasonable time frame and within the allocated budget. The strategy will include:

- an approach for phasing the HHPAMP and identifying a hierarchy of priority locations;
- an appropriate budget range for recommended public art sites;
- a strategy for effective Public Art fund management;
- an appropriate procurement process for public art, recognizing Town of Halton Hills processes in place;
- recommendations for the composition of an art work selection committee;

- recommendations for the branding the HHPAMP; and
- recommendations for an enhanced maintenance and conservation program for the existing and future inventory.

Upon completion of Phase III, the draft HHPAMP will be presented to the Public Art Advisory Board, followed by a presentation to the Town's Community Affairs Committee.

Deliverables

Phase I

The Phase I Summary Report and PowerPoint presentation will contain:

1. The Executive Summary;
2. A summary of background documentation;
3. A summary of current and ongoing initiatives;
4. A summary of applicable heritage elements;
5. An analysis of existing public art installations;
6. A summary of community and stakeholder consultations.

Phase II

The Phase II Report and PowerPoint presentation will consist of:

1. The Guiding Principles/Vision;
2. The Plan;
3. A summary of Public Art Advisory Board feedback.

Phase III

The Phase III Report and PowerPoint presentation will consist of:

1. An Implementation Strategy, which includes an a recommended phased in approach, the budget range for each potential installation, an approach for fund management, and a proposed selection and procurement process;
2. A conservation strategy for existing and future inventory;
3. The final HHPAMP Report
4. Separate Presentations to Public Art Advisory Board and Community Affairs Committee of Council.

Format

1. Reports shall be concise and written in plain English. They shall have an emphasis on drawings, annotated diagrams and plans to aid in demonstrating and presenting the information in a manner that is suitable for a wide audience.
2. Final and Interim Reports shall be formatted letter size.
3. Final and Interim Reports shall be AODA compliant. Image files (photos or renderings) shall have embedded SMP metadata, preferably stored with the file. If it is not possible to store the information in the file, then metadata will be provided in a separate sidebar file.

4. Final and Interim Reports must also include an appropriate graphical representation of the information (including maps and illustrations). A Microsoft Word version of the document must also be provided.
5. All maps/illustrations/charts/3D models shall be provided to the Town in their native format (eg. CAD, Adobe Creative Suite, Sketchup)
6. The consulting team shall provide the Town at least ten (10) bound, hard copy, colour versions of each final report.
7. A summary document, adhering to the Town's AODA guidelines, should accompany the Final and Interim Reports that can easily be posted on the Town's website for public consumption.
8. Final and Interim Reports will be subject to review and approval by the Commissioner of Community Services prior to submission of the final version report.

8.3 BUDGET

The Town's budget for this project is \$44,000 plus tax. Please note that this amount is only an approximation and does not reflect the total amount that will be paid to any consulting team. This amount is for information only and should not form the basis of any submission.

9. EVALUATION CRITERIA

The following criteria, shown in order of importance, form the basis upon which evaluation of proposals will be made.

9.1 MANDATORY CRITERIA

The following are mandatory requirements. Proposals not clearly demonstrating that they meet them will receive no further consideration during the evaluation process.

Mandatory Criteria
a) Five (5) copies of the proposal
b) Received by Thursday, February 2, 2017 at the Finance Services Department, Town of Halton Hills, 1 Halton Hills Drive, Halton Hills ON L7G 5G2 by 2:00 p.m. local time.

9.2 DESIRABLE CRITERIA

Proposals meeting the mandatory requirements will be further assessed against the following criteria. The relative weighting for each criterion is also given.

Criteria	Weight
<p>Consultant Team Experience</p> <ul style="list-style-type: none"> • Experience and success of consulting team with municipal studies of similar scope and scale • Demonstrated experience of consulting team in the planning and implementation of public art programs, particularly the primary consultant. • Experience of consulting team in facilitation of public engagement initiatives, inclusive of public workshops and open houses. 	35
<p>Approach and Work Plan</p> <ul style="list-style-type: none"> • Responsiveness of the proposed project approach, methodology, and detailed work program to the Town's requirements as described in this Request for Proposal. • Commitment to, and integration of, public engagement in the proposed project approach, methodology, and detailed work program. • Creativity in addressing the issue of public art siting, and potential installations • Understanding of the Town's strengths, weaknesses, opportunities, and constraints. • Compliance with in the project time frame. 	35
Price	30

10. PROPONENT RESPONSE

In order to receive full consideration during evaluation, proposals should include the following:

- Minimum qualifications include:
 - previous experience in developing Public Art Master Plans for similar municipalities;
 - demonstrated research ability and strong technical writing skills;
 - ability to communicate effectively, e.g, excellent observation, listening, analytical and public speaking skills
 - ability to build consensus among varied constituents
 - attention to detail
 - ability to work independently and produce high-quality written materials within the given deadlines
 - an understanding of contemporary public art within a community setting
 - a list of referrals of past clients for whom projects of similar scope and scale were completed.

- Provide a detailed work program and project schedule for the project time frame, which includes tasks, timelines, and milestone dates by project team member. The assignment of resources and estimation of workload should be demonstrated through a work breakdown structure and Gantt chart. It should be clear as to who will be the primary consultant. The project schedule must be practical and achievable.

- Include a fee schedule that describes allocation of staff resources, hourly rates, and disbursements by task. If mileage, printing, telephone, fax or courier costs are charged, they must be included as part of your fee. Pricing can include a breakdown of the schedule and related hours and staff against each phase.

11. PROPOSAL FORMAT

Evaluation of proposals is made easier when Proponents respond in a similar manner. The following format and sequence should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- Title Page, showing Request for Proposal number, Proponent's name and address, telephone number and a contact person with email address
- One page letter of introduction signed by the person or persons authorized to sign on behalf of, and bind the Proponent to, statements made in the proposal
- Table of contents including page numbers
- A short (one or two page) summary of the key features of the proposal
- The body of the proposal, including pricing, i.e. the "Proponent Response"
- Any additional information

12. PROPONENT CHECKLIST

- This checklist has been provided solely for the convenience of the Proponent. Its use is not mandatory and it does not have to be returned with the proposal.
- The requirements of the Request for Proposal have been read and understood by everyone involved in putting together the proposal.
- The proposal addresses everything asked for in the Request for Proposal.
- The proposal meets all the mandatory requirements of the Request for Proposal.
- The proposal clearly identifies the Proponent, the project, and the Request for Proposal number.
- The Proponent's name and the Request for Proposal number appear on the proposal envelope.
- The appropriate number of copies of the proposal has been made. (Proposals without the correct number of copies may be rejected.)
- Every care has been taken to make sure the proposals are at the closing location in plenty of time, as late proposals will be rejected.
- The proposal is being delivered by hand, courier, or mail, as faxed or emailed proposals are not accepted.

SCHEDULE 1 - ACCESSIBILITY COMPLIANCE

DECLARATION OF ACCESSIBILITY COMPLIANCE

COMPANY NAME:	
PRINT NAME:	
TITLE:	DATED:

I/ we acknowledge that as a Contractor/Consultant of the Town of Halton Hills we are bound to comply with all accessibility Standards under the Accessibility for Ontarians with Disabilities Act, 2005 as amended from time to time.

I/we declare that I/we have read, understand and will meet or exceed all enacted accessibility Standards as amended from time to time.

I/we further declare that I/we will undertake to ensure all sub-contractors hired by us in completion of our work will also comply with the above Standards.

Authorized Signature

Dated

SCHEDULE 2 – REMIT TO INFORMATION

FOR PAYMENT PURPOSES

Company Name: _____

Contact Name: _____

Email Address: _____

Remit to Address: _____

Phone Number: _____

HST _____