City of Moncton
Request for Proposal
#RFP26-047

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MONCTON

DEVELOPMENT OF TEN (10) YEAR MUNICIPAL CULTURAL PLAN (2027-2037)

SECTION I – TERMS AND CONDITIONS:

1.0 DOCUMENT LANGUAGE / LANGUE DU DOCUMENT:

1.1 All City of Moncton bid documents are available in English and French. English-language documents are available through the City of Moncton's Bids &Tenders electronic bidding platform (http://moncton.bidsandtenders.ca). French-language documents can be provided upon written request to info.purchasing@moncton.ca prior to the official Closing Date and Time specified in the bid document.

Tous les documents d'appel d'offres de la Ville de Moncton sont disponibles en anglais et en français. Vous pouvez accéder aux documents en anglais à partir de la plateforme électronique Bids & Tenders de la Ville de Moncton. Vous pouvez demander les documents en français par courriel (info.purchasing@moncton.ca) avant la date et l'heure officielles de clôture précisées dans le document d'appel d'offres.

2.0 ORGANIZATIONAL OVERVIEW:

2.1 The City of Moncton is built on the traditional unceded territory of the Mi'kmaq People. The people of the Mi'gma'gi Nation have lived on this territory for more than 10,000 years. The City of Moncton would like to honour the people and land of the Mi'kmaq First Nation and would also like to honour all First Nations, Inuit and Métis People, their elders, their knowledge keepers, their ancestors and their valuable past and present contributions to this land.

2.2 The City of Moncton is located in the County of Westmorland, in the southeast corner of the province of New Brunswick, Canada and has a bilingual population of approximately, one hundred thousand (100,000) residents and is the largest city in New Brunswick. Local industry includes transportation and logistics, administration, government, education, distribution, teleservices, manufacturing, construction and services, as well as robust digital technology and retail sectors.

2.3 The City of Moncton's unique cultural identity is shaped by the presence of diverse communities: anglophone, Acadian, francophone, Indigenous, and ethnocultural - all of which contribute meaningfully to the City's cultural vibrancy.

2.4 Culture contributes significantly to community identity, quality of life, placemaking, social inclusion, economic development, and civic pride. The City of Moncton is committed to fostering a community in which all residents feel valued, respected, and empowered to participate fully in civic and cultural life.

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SECTION I – TERMS AND CONDITIONS: (Cont'd)

2.0 ORGANIZATION OVERVIEW: (Cont'd)

2.5 The City of Moncton is also the economic and commercial center of Atlantic Canada, with a number of key qualities that make it one of the best places in the region to live, work, and do business. Through more than eight hundred and fifty (850) staff and a City Council, the City is responsible for all major services and programs offered to the residents of Moncton, such as:

- Recreation, Parks, Tourism and Culture Programs
- Festivals and Events
- Heritage
- Street Maintenance
- Residential Waste Collection
- Building Inspection / Permits
- Zoning Requests
- Water and Sewer Services
- Stormwater Management
- Public Safety Services
- Municipal Fleet Management
- Facility Maintenance and Energy Management
- Public Transit Services
- Parking and Traffic Management Services

2.6 Vision – The City's Strategic Plan identified culture as one of its key pillars, helping to position Moncton as a vibrant and inclusive community while enriching the lives of residents and visitors.

2.7 Values – As part of a recent visioning exercise, the Moncton Cultural Board, a City advisory committee, identified the following values as foundational to the development of the next Cultural Plan: openness, trust, respect, accessibility, equity, collaboration, imagination, innovation, accountability, diversity (demographic and artistic), and inclusivity.

3.0 PURPOSE:

3.1 The purpose of this Request for Proposal (RFP) is to solicit Proposals from qualified Proponents for the development of a Cultural Plan. The primary goal of the Cultural Plan is to establish a ten (10) year strategic plan, developed in consultation with City staff, City Council, the Cultural Board, the arts and culture community, and other external stakeholders.

4.0 ELIGIBILITY OF PROPONENTS:

4.1 Proponents responding to the public notice are advised that **OFFICIAL** RFP documents may **ONLY** be obtained from the City of Moncton's "Bids & Tenders" electronic bidding platform (http://moncton.bidsandtenders.ca).

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4.0 ELIGIBILITY OF PROPONENTS: (Cont'd)

4.2 Only Proponents who have obtained official RFP documents directly from the City of Moncton's "Bids & Tenders" electronic bidding platform are eligible to submit a Proposal at this time.

4.3 Proposals must be submitted by established firms with a minimum of five (5) years of experience providing consulting and related professional services. Respondents must demonstrate financial stability, the capacity to deliver reliable, timely, and professional services to the City of Moncton, and possess sufficient labour, equipment, and resources to meet the requirements outlined in the RFP. In addition, Proponents must provide references for at least three (3) public sector clients for whom they have delivered services similar in scope to those requested in this RFP.

4.4 Proposals will be accepted from consulting firms or individual consultants with extensive experience in cultural planning and municipal strategic planning projects. Proponents must demonstrate the ability to effectively engage with both French- and English-speaking stakeholders from diverse backgrounds.

In addition, Proponents are expected to either possess or develop a strong understanding of Moncton's local context, including its history, geography, and arts and culture sector, to successfully undertake the assignment.

4.4 The proposed solution offered shall operate within the parameters set forth in this Request for Proposal document.

5.0 DEFINITIONS:

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

- "City" means City of Moncton;
- "RFP" means this Request for Proposal, including all schedules attached hereto and any Addendum issued hereafter by the City;
- "Proponent" shall mean "Consultant", "Supplier", "Vendor", or "Bidder" (person or company) who submits a Proposal(s) under the RFP;
- "Subcontractor" or "Sub-Consultant" refers to any person or firm to whom a Proponent intends to delegate all or part of the execution of the services, to be provided under the Agreement;
- "Selected Supplier / Successful Proponent" means the Bidder(s), if any, whose Proposal is / are accepted by the City.

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6.0 SUBMISSION OF PROPOSALS:

6.1 Proposal submissions will be accepted in an **ELECTRONIC FORMAT** through the City of Moncton's "Bids & Tenders" electronic bidding platform (as per Article 6.2(a)). The City will **NOT** accept Proposals submitted in a printed format.

6.2 Electronic Bid Submission:

(a) Bids shall be submitted through the City of Moncton's "Bids & Tenders" electronic bidding platform (http://moncton.bidsandtenders.ca) prior to the official Closing Date and Time specified herein.

(b) A "Vendor Account" must be created in order to register as an official "Plan Taker" for this bidding opportunity and submit an electronic bid response.

(c) Detailed instructions on how to create a "Vendor Account" and submit an electronic bid are available through the City of Moncton's website (http://www.moncton.ca/bidding-opportunities).

6.2.1 Each Proposal must include the following:

(a) Responses to the General Requirements and/or Specifications (where requested or necessary).

(b) Specific, clear, and concise responses for each request for information (refer to Section III - Proposal Submission Guidelines), which are identically numbered to the articles requesting information.

(c) Detailed pricing information shall be provided as line items, including the applicable unit price, quantity of units, unit of measure (e.g., sq. m, sq. ft), extended price, and any lump-sum items.

All pricing must be submitted in the "Schedule of Pricing" section in Bids & Tenders only. Pricing must not be included in the Technical Proposal or in any document uploaded as part of the technical submission.

Any attachments uploaded in support of the Technical Proposal will be considered part of the technical submission and will be evaluated accordingly. Proponents are responsible for ensuring that no pricing information is included in any technical attachments. Failure to comply will result in disqualification.

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6.0 SUBMISSION OF PROPOSALS: (Cont'd)

6.2.1 (Cont'd)

(d) Any other information that the Proponent feels would aid the City in evaluating their Proposal (i.e. provide any information which describes which methods, experience, expertise, or other qualifications are unique to your firm, or that differentiate your firm from possible competitors).

6.3 Submissions of all RFPs are final. All documents submitted with respect to this RFP shall become the property of the City and will **NOT** be returned to the Proponent.

7.0 PROPOSAL CLOSING:

7.1 Proposals must be received at the Closing Location **before the date and time stated in the "Bid Closing Date" section of the View Details page of the Electronic Bidding System.**

Delivery of Proposals prior to the Closing Date and Time is the sole responsibility of Proponents.

7.2 The Bids & Tenders bidding system web clock is deemed to be conclusively correct as to the date and time of receipt of Proposals. A Proposal will only be considered to have been submitted once it has been **RECEIVED** by the Electronic Bidding System, and a confirmation email from such system is received by the Proponent, confirming receipt of the Proposal, subject to any amendments by the Proponent.

8.0 AUTHORIZING OFFICER / CONTACT:

8.1 All Proposals must be submitted by a representative of your company with lawful authority and include the name of one (1) representative for all communication concerning the Request for Proposal. Included shall be name, address, telephone and e-mail address.

9.0 REQUESTS FOR ADDITIONAL INFORMATION, INSTRUCTIONS AND / OR CLARIFICATION:

9.1 All questions or inquiries related to the RFP shall be submitted in writing through the Electronic Bidding System and before the question deadline stated on the Electronic Bidding System. The Owner may respond to any questions or inquiries (in whole or in part) by issuing an addendum. Information obtained from any other source other than the Electronic Bidding System and any addenda issued thereunder may not be accurate and should not be relied upon.

9.2 Proponents are instructed **NOT** to make any inquiries of City staff, members of Moncton City Council, and/or external Consultants or engage City of Moncton staff to assist with this project. Oral and written information provided to any Proponent by anyone other than the Procurement Lead will **NOT** be binding.

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SECTION I – TERMS AND CONDITIONS: (Cont'd)

9.0 REQUESTS FOR ADDITIONAL INFORMATION, INSTRUCTIONS AND / OR CLARIFICATION: (Cont'd)

9.3 The Proponent represents and warrants that it has carefully and diligently read and followed the instructions set out in this RFP and made best efforts to ask any questions or seek out assistance to ensure that it complies with the terms of this RFP.

9.4 Proponents are responsible for reviewing the documents and should immediately notify the Owner, in writing, if the Proposal documents appear to be incomplete or contain any discrepancies, inconsistencies, ambiguities, errors, or omissions, or if conditions for the Work differ from those described in the Proposal documents.

10.0 MODIFICATION OR WITHDRAWAL OF PROPOSALS:

10.1 Once a Proposal has been submitted, Proponents may amend and resubmit their Proposal (as often as needed) before the Closing Date and Time in accordance with the terms of the RFP. Amendments received after the Closing Date and Time will not be considered, regardless of the reason for their late delivery.

10.2 Any amendments by a Proponent must be made through the Electronic Bidding System and in accordance with the requirements, procedures, and terms of service of the Electronic Bidding System. **After an amendment is made to a Proposal, Proponents must resubmit their Proposal through the Electronic Bidding System.**

10.3 Proponents are solely responsible for ensuring that any applicable bid security and consent of surety reflect and incorporate any amendments that increase or decrease the price of their Proposal.

10.4 If any amendment to a Proposal is unclear, ambiguous as to its meaning or intent, or does not comply with the requirements of this RFP, then the Owner reserves the right, at its discretion to:

1. reject the amendment and the original Proposal, including any previous amendment(s) to the Proposal; or

2. where the amendment has a non-material defect, remedy the non-material defect in accordance with the terms of the RFP, and accept the amendment.

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SECTION I – TERMS AND CONDITIONS: (Cont'd)

10.0 MODIFICATION OR WITHDRAWAL OF PROPOSALS: (Cont'd)

10.5 The Proponent bears the full risk that the Electronic Bidding System, internet, and Owner's equipment function in a proper and timely manner with respect to the delivery of any amendment. The Owner does not assume any risk, responsibility or liability, and makes no representation or warranty in any way, including in Contract or tort (including negligence) to any person or the Proponent that the Electronic Bidding System, internet, or any equipment is able to transmit or receive transmissions or information in an accurate, reliable, or timely manner, or that an electronic transmission or communication is received by the Owner in its entirety or within any time limit specified under this Tender. If Proponents are concerned about the delivery of information or amendments, they are fully and solely responsible for ensuring that such information or amendments are received in accordance with the terms of this RFP before the Closing Date and Time.

11.0 VALIDITY OF PROPOSALS:

11.1 All Proposals must remain valid and open for acceptance by the City for a period of ninety (90) days after the Closing Date. This period may be extended if requested by the City and agreed to by the Proponent in writing.

12.0 INSURANCE:

12.1 The successful Proponent shall be required to provide a "Certificate of Insurance" demonstrating that the Proponent retains **COMMERCIAL GENERAL LIABILITY (CGL) INSURANCE LISTING THE CITY OF MONCTON AS "ADDITIONAL NAMED INSURED"** in a minimum amount of **TWO MILLION DOLLARS ($2,000,000)** for each claim, and **AUTOMOBILE LIABILITY INSURANCE (FOR ALL OWNED AND NON-OWNED VEHICLES)** in a minimum amount of **TWO MILLION DOLLARS ($2,000,000)** for each claim, which shall save harmless the City from all suits and actions for damages and costs to which the City may be put by reason of injury to or death of persons and damage to property resulting from negligence, carelessness or any other cause in the performance of this work.

12.2 Furthermore, the successful Proponent shall also be required to provide proof of **PROFESSIONAL LIABILITY INSURANCE/ERRORS AND OMISSIONS INSURANCE** in a minimum of **FIVE MILLION DOLLARS ($5,000,000)** for each claim, which shall indemnify and save harmless the City from all suits and actions for damages and costs to which the City may be put by reason of errors and / or omissions caused by the negligence of the successful Proponent which may arise as a result of this work. The successful Proponent shall be responsible for full payment of the deductible portion of all claims under this clause.

12.3 Proof of Insurances shall be provided to the City of Moncton's Purchasing Manager or Procurement Officer prior to the commencement of the Contract. Such proof shall contain assurances that the policy cannot be cancelled during the term of the Contract.

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12.0 INSURANCE: (Cont'd)

12.4 Written notification of any cancellation or changes in the Insurance Policy, Insurance Company, etc. must be given to the City of Moncton's Purchasing Manager or Procurement Officer, in writing prior to the date the change will take effect.

12.5 Insurance contracts shall be procured from a Canadian-based Insurance Company licensed to do business in the Province of New Brunswick. Any and all claims shall be settled in Canadian Funds and must be stated on the policy.

12.6 All insurances remain in effect for the duration of the contract period, or until such time as all project deliverables have been received by the City of Moncton, and final payment has been made to the successful Proponent.

13.0 WORKERS' COMPENSATION ACT / OCCUPATIONAL HEALTH AND SAFETY ACT:

13.1 The successful Proponent will be required to provide the City of Moncton's Purchasing Department with a certificate that verifies registration for Workers' Compensation coverage with WorkSafe NB in accordance with Regulation 82-13 under the Workers' Compensation Act, and which states that their assessment has been paid and their account is in good standing.

13.2 If the successful Proponent does not currently retain Workers' Compensation coverage, they will be required to register with WorkSafe NB, and submit a letter to the City of Moncton's Purchasing Department stating that their assessment has been paid and is in good standing, in order to receive a contract from the City of Moncton to supply the goods and / or services described herein.

13.3 Under the requirements of the New Brunswick Occupational Health and Safety Act, the Act defines the minimum acceptable standard for health and safety to which the employers must comply. A copy of the Act and the Regulations can be obtained by contacting WorkSafe NB (Regulation 91-191). The City of Moncton requires that the successful Proponent respects said standards in the performance of the duties and responsibilities defined within the scope of this agreement.

14.0 OPERATING PERMITS AND BUSINESS LICENSES:

14.1 The Proponent shall obtain and pay for all business and/or professional licenses and operating permits which may be required to comply fully with laws, ordinances, and regulations of the proper public authorities, in connection with the performance of this work.

14.2 The Proponent shall be responsible for all damages and shall indemnify and save the City harmless from and against all damages and liability, which may arise out of the failure of the Proponent to obtain and pay for such licenses and permits and to comply fully with any and all applicable laws, ordinances, and regulations.

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15.0 SUBCONTRACTORS / SUB-CONSULTANTS:

15.1 Proponents must, if applicable, specify in their Proposal the name of each Subcontractor / Sub-Consultant, and the object and details of all the subcontracts they propose to enter into with each of them.

Proponents must also demonstrate the qualifications of each Subcontractor / Sub-Consultant in their Proposal(s), and their capacity to perform in conformity with the RFP and the Vendor's Proposal.

SUBCONTRACTOR(S) / SUB-CONSULTANT(S) WILL BE EXPECTED TO MEET THE SAME STANDARDS AND QUALITY OF WORK AS THOSE REQUIRED FROM PROPONENTS.

15.2 **PROPONENTS WILL BE HELD RESPONSIBLE FOR ALL ASPECTS OF THE WORK CARRIED OUT BY THE SUBCONTRACTOR(S) / SUB-CONSULTANT(S).** Proponents will be solely responsible for the quality of service and/or materials supplied by their Subcontractors / Sub-Consultants. Proponents will have the responsibility to coordinate all activities related to their Subcontractors / Sub-Consultants. The City retains the right to approve all Subcontractors / Sub-Consultants; however, any approval of Subcontractors / Sub-Consultants by the City shall not diminish the responsibility of the successful Proponent.

15.3 If a Proposal with Subcontractors / Sub-Consultants is selected and the successful Proponent wishes to substitute one Subcontractor / Sub-Consultant for another; approval and acceptance of the proposed replacement(s) will be made at the sole discretion of the City.

16.0 CONFLICT OF INTEREST:

16.1 All Proponents and / or Proponent's Partners / Suppliers / Contractors / Subcontractors / Sub-Consultants shall disclose any interests that could conflict with the interests of the City.

17.0 GOVERNING LAW:

17.1 This RFP shall be governed by and construed in accordance with the laws of Canada and New Brunswick. If a Proponent's RFP submission is accepted, the Proponent agrees to submit to the exclusive and irrevocable jurisdiction of the New Brunswick Courts.

18.0 LAWS, ACTS, REGULATIONS, BYLAWS AND CODES:

18.1 The successful Proponent and his / her Subcontractor(s) / Sub-Consultant(s) shall be responsible for carrying out the works in accordance with all Federal, Provincial, and Municipal Laws, Acts, Regulations, Bylaws, Codes, including the City of Moncton's Standard Municipal Specifications (latest edition).

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19.0 INFRINGEMENTS AND INDEMNIFICATIONS:

19.1 Proponents shall protect, defend and save the City harmless against any demand for payment for the use of any patented material, process, article, or device that may enter into the manufacture, construction or form of the work covered by either order or Contract.

19.2 Proponents further shall indemnify and save the City harmless from suits or actions of every nature and description brought against it, for or on account of any injuries or damages received or sustained by a party or parties, by or from any of the acts of the Proponents, and / or the agents, employees, successors or assigns of the Proponents.

20.0 PROPONENT'S RESPONSIBILITIES / REQUIREMENTS:

20.1 This RFP document lists only major details with respect to the products and services required; therefore, it is the Proponent's responsibility to provide all labour, materials, tools, equipment and incidentals required to complete the professional services identified herein, in accordance with the Terms and Conditions, and Specifications detailed herein.

20.2 Notwithstanding the general and specific requirements defined herein, nothing contained in this document shall excuse the successful Proponent from completing assigned work in a professional and timely manner.

20.3 All work shall be performed by skilled, licensed, and professionally trained individuals. The successful Proponent shall work directly with designated City of Moncton staff throughout the term of the Contract. All scheduling and location details shall be coordinated with the City's designated staff person(s).

20.4 If, for any reason, the successful Proponent is unable to meet the timelines established by the City regarding the completion of tasks associated with this agreement, it is the Proponent's responsibility to communicate this information to the City in a timely manner that a milestone will not be met in accordance with the project schedule, and to provide a rationale as to why the milestone cannot be achieved on time (i.e. unexpected illness, greater difficulty in obtaining data than originally anticipated, etc.). The Proponent will also be required to provide a revised project schedule for the City for consideration and approval.

20.5 It is the sole responsibility of the Proponent to become familiar with and understand the nature and extent of the work to be executed. Information on any matter derived from the Plans and Specifications or obtained elsewhere shall not in any way relieve the Proponent from risk or from fulfilling the terms of the Contract. All details with respect to the scope of work, whether in temporary or permanent work, may not be included in this RFP document; however, these items shall be considered as included in the scope of services for the Contract. On submission of the bid, it shall be understood that this has been done and provisions for all risks, incidental items, and contingencies are included in the RFP price.

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20.0 PROPONENT'S RESPONSIBILITIES / REQUIREMENTS:

20.6 All Specifications detailed in Request for Proposal #RFP26-047 shall be considered as the "minimum" acceptable Specifications, unless specified otherwise. The apparent silence of these Specifications and any supplemental Specifications as to any detail, or the omission from the Specifications of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of the highest quality and correct type, size and design are to be used. All interpretations of these Specifications shall be made on the basis of this statement.

21.0 OWNERSHIP OF MATERIALS:

21.1 All finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials resulting from this Contract shall become the property of the City of Moncton upon the City's payment for and final approval of the final report, or upon payment and request by the City at any time before then. The City, at its own risk, may use, extend, or enlarge any document produced under this Contract without the consent, permission of, or further compensation to the successful Proponent and / or Sub-Consultants.

22.0 INTELLECTUAL PROPERTY:

22.1 All Work produced by the successful Proponent and / or Sub-Consultants under the scope of this agreement shall be classified as "work for hire", and upon payment by the City to the successful Proponent, will become the exclusive property of the City of Moncton, and will be surrendered immediately upon completion, expiration or cancellation of this Contract.

22.2 Work covered includes all reports, notes, studies, photographs, designs, drawings, specifications, materials, CD's (USB's) or other media and any databases established to store or retain the Work. The successful Proponent may retain a copy of the work for its files in order to engage in future consultation with the City and to satisfy records-retention standards. Furthermore, the successful Proponent warrants that the Work does not infringe upon any intellectual property rights of other persons or entities.

22.3 This Contract does not affect the ownership of each party's pre-existing intellectual property, and each party acknowledges that it acquires no rights under this Contract to the other party's pre-existing intellectual property, other than any limited right explicitly granted in this Contract. Notwithstanding the foregoing, ownership of Vendor's pre-existing software, source code, proprietary methodologies, templates, tools, and intellectual property shall remain with the Vendor.

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SECTION I – TERMS AND CONDITIONS: (Cont'd)

23.0 EVALUATION CRITERIA:

23.1 Proposals submitted by non-eligible Proponents, incomplete Proposals, or Proposals that do not comply with the requirements of this RFP, contain false information, or the contents of which do not permit a full analysis thereof, will not be considered by the City. General statements or restatements of the conditions of the RFP will not be satisfactory to the City.

23.2 Proponent selection will be on the basis of those Proponents providing the greatest overall benefit to the City of Moncton, and will include, but not be limited to, the completeness of the RFP response, compliance with all Specifications / Terms of Reference, and any other factors which the City deems appropriate in the determination of the Proponent as a responsive and responsible Proponent and best value to the City.

23.3 In addition to the general evaluation criteria specified above, Proposals shall be evaluated on the following weighted criteria:

TECHNICAL EVALUATION CRITERIA (VALUE: 85 POINTS)

A. PROPONENT QUALIFICATIONS AND CORPORATE EXPERIENCE (15 POINTS)

- Municipal cultural planning experience – 5 points
- Comparable municipal projects and demonstrated outcomes – 4 points
- Public engagement and stakeholder consultation experience – 3 points
- References and project success history – 3 points

B. PROJECT TEAM QUALIFICATIONS AND CAPACITY (15 POINTS)

- Project Manager qualifications and experience – 6 points
- Key team member qualifications and expertise – 4 points
- Team structure, roles and responsibilities – 3 points
- Availability and capacity to complete the assignment – 2 points

C. DEMONSTRATED UNDERSTANDING OF THE PROJECT AND MONCTON CONTEXT (15 POINTS)

- Understanding of project objectives, scope and deliverables – 5 points
- Understanding of the current Cultural Plan and lessons learned – 3 points
- Understanding of Moncton's Cultural landscape and municipal environment – 5 points
- Understanding of equity, diversity, inclusion and reconciliation objectives – 2 points

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23.0 EVALUATION CRITERIA: (Cont'd)

23.3 Cont'd

D. METHODOLOGY AND PUBLIC ENGAGEMENT APPROACH (20 POINTS)

- Overall project methodology and feasibility – 5 points
- Public engagement strategy and consultation approach – 5 points
- Indigenous, equity-seeking and community engagement approach – 5 points
- Data collection, analysis and synthesis methodology – 5 points

E. WORK PLAN, DELIVERABLES AND IMPLEMENTATION FRAMEWORK (20 POINTS)

- Work plan and project schedule – 5 points
- Deliverables and milestone management – 5 points
- Implementation framework and action plan – 5 points
- Performance measurement, monitoring and evaluation framework – 5 points

FINANCIAL EVALUATION CRITERIA (15 POINTS)

F. FINANCIAL PROPOSAL (15 POINTS)

- Evaluated in accordance with Section 23.5

23.4 Only Proponents achieving a minimum technical evaluation score of 55 out of 85 available technical points (65%) will receive further consideration.

23.4.1 The City may conduct reference checks for any Proponent. Information obtained through reference checks may be used to validate information provided in the Proposal and may be considered by the Evaluation Committee when determining final technical scores.

23.5 Financial Proposal scores will be evaluated based on total cost of ownership over the full contract term. The lowest compliant evaluated price will receive full points, with all other compliant pricing scored proportionally.

Financial Score = (Lowest Evaluated Price ÷ Proponent Evaluate Price) x Financial Points Available

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SECTION I – TERMS AND CONDITIONS: (Cont'd)

23.0 EVALUATION CRITERIA: (Cont'd)

23.6 The City, at its discretion, may seek clarification regarding any aspect of any Proposal with one (1) or more of the Proponents at any time. Discussions with any Proponent shall not oblige the City to enter into a Contract with any Proponent or be construed as an acceptance of the Proposal.

23.7 In addition to reviewing the written Proposals, the evaluation process may include, at the sole discretion of the City, a formal interview with one or more of the Proponents involved in the Proposal to allow City staff to verify the capability and resources of the Proponent. Proponents will be advised (in writing) if the interview process will be weighted and scored by the RFP Evaluation Committee members and will be apprised of the assigned criteria and weighting. The Proponent's "interview" score will be added to their technical and pricing scores, which will have been calculated in accordance with the evaluation criteria and weighting detailed in Section 23.3, prior to the interview process taking place.

23.8 Alternatively, the City may request that any Proponent make an oral presentation of its Proposal or may permit an oral presentation by a Proponent who wishes to explain its Proposal. The City shall determine the time and place of these presentations. The terms of the Proposal themselves may not, however, be changed by the Proponent during these oral presentations. The oral presentation process may be subjected to a scoring process (as determined by the RFP Evaluation Committee members), which will be carried out in a similar fashion to the process described in Section 23.6.

23.9 The City has no obligation whatsoever toward Proponents as a result of the acceptance or rejection of any Proposal. By submitting a response to this Request for Proposal, Proponents acknowledge and accept that they cannot challenge, in any way whatsoever, the City's decision to accept or reject any Proposal, nor request any compensation, or claim damages as a result thereof.

24.0 COST OF PREPARATION OF PROPOSALS:

24.1 All expenses incurred by the Proponent in connection with the preparation of its Proposal, including, without limitation, the cost of oral presentations (if requested) shall be borne by the Proponent. The City shall not incur any obligation whatsoever toward the Proponent whether said Proposal is accepted or rejected. All Proposals shall become the property of the City and will not be returned to the Proponent.

25.0 AGREEMENT / CONTRACT:

25.1 Unless otherwise agreed upon or amended in writing by the Proponent and the City, the selection of a Proposal shall be binding upon the selected Proponent, and the Terms and Conditions and undertakings of this RFP document will form part of that agreement unless the agreement provides otherwise. The agreement shall be binding upon and inure to the benefit of the City and the Proponent and their respective successors and permitted assigns.

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SECTION I – TERMS AND CONDITIONS: (Cont'd)

25.0 AGREEMENT / CONTRACT: (Cont'd)

25.2 No alterations or variations of the terms of the Contract shall be valid or binding upon the City of Moncton unless authorized in writing by the City of Moncton's Purchasing Manager, or a Designate acting on their behalf.

25.3 Selection of a Proponent's RFP submission does not guarantee a Contract with the City. The selection of a Proponent's RFP submission merely initiates the process of negotiations which may lead to a Contract.

25.4 The City is neither bound to accept the lowest cost Proposal, nor to accept any Proposal which is submitted. If an award results from this RFP, the award may not be exclusive. The City may choose to work with the other Suppliers or in-house resources. The City is not bound to justify its decision with respect to the selection or rejection of any Proposal. It may, however, provide any unsuccessful Proponent, upon request, with a debriefing concerning its own Proposal.

25.5 It is the City of Moncton's intention to issue a Purchase Order or formal written agreement to the successful Proponent within thirty (30) working days from the date of award.

26.0 CANCELLATION OF CONTRACT:

26.1 In the event that the successful Proponent fails to comply with the Terms and Conditions, and Specifications outlined in this Request for Proposal document, the City reserves the right to cancel this Contract within thirty (30) days of receipt of written notice and award it to another Proponent without penalty or action against the City.

26.2 This will include, but not be limited to, unsatisfactory performance by the Proponent, his / her employees and / or Sub-Consultants, significant or repetitive deficiencies, use of inexperienced / unqualified staff, poor quality of service and / or products, and / or unresolved problems. The City maintains the right to determine the level of performance that is satisfactory.

26.3 In addition to any investigation of complaints, the general performance of the Proponent and its employees shall be assessed on an ongoing basis and any deficiencies or complaints noticed shall be reported in writing.

26.4 In the event that insufficient funds are appropriated to the City of Moncton for these services in any fiscal year or insufficient funds exist to continue the service, the services will be discontinued and the Contract terminated upon thirty (30) days written notice.

26.5 The City also reserves the right to terminate the Contract(s) should the City decide to employ its own workforce, or for any other reason for which the City must, or deems necessary, to terminate the Contract(s). Thirty (30) days' written notice shall be provided to the successful Proponent(s).

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26.6 In the event that **TWO (2) OR MORE** critical project team members identified in the successful Proponent's submission as being assigned to execute the scope of work detailed in the RFP become unavailable or are unable to complete their assigned tasks, for any reason, and suitable replacements cannot be found, the City reserves the right to terminate the Contract within thirty (30) days written notice.

27.0 PAYMENT TERMS AND INVOICING:

27.1 Proponents are requested to include any proposed payment terms with their RFP submission. In the event a Proponent does not specify a payment term, the City's standard payment term of "Net 30 Days" from date of invoice shall prevail. Payment terms may be negotiated with the successful Proponent.

27.2 Payment(s) shall be authorized upon verification that the work completed meets the Specifications and has been completed in accordance with the Terms and Conditions of the Contract to the satisfaction of the City.

27.3 Invoices shall be directed to:

CITY OF MONCTON
ACCOUNTS PAYABLE
655 MAIN STREET, 4TH FLOOR
MONCTON, N.B. E1C 1E8
CANADA

E-MAIL: ap@moncton.ca

27.4 In addition to the H.S.T. Registration number, Vendors are required to indicate the amount of H.S.T. separately on all invoices.

27.5 The **PURCHASE ORDER NUMBER OR QUOTATION / TENDER / RFP NUMBER** must appear on all invoices.

27.6 The City shall not accept responsibility for timely payment of any invoices which have been sent to City Departments other than Accounts Payable or left with City staff other than those in Finance and Administration.

28.0 CITY'S RIGHTS:

28.1 The City reserves the right to request and obtain additional information as required from Proponents in a reasonable length of time, in order to complete the RFP evaluation process.

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SECTION I – TERMS AND CONDITIONS: (Cont'd)

28.0 CITY'S RIGHTS: (Cont'd)

28.2 The City of Moncton reserves the right to contact the references submitted by the Proponent in their RFP response to verify the Proponent's record and ability to complete the work. The Proponent acknowledges and agrees that the results of the reference checks shall become the property of the City of Moncton and shall not be released to the Proponent or the public. The Proponent further acknowledges and agrees that it shall not seek the release of the results of any reference checks conducted in conjunction with its Proposal submission.

28.3 It is the City's intention to award this RFP **IN WHOLE TO ONE (1) PROPONENT**; however, the City reserves the right to award this RFP in part to more than one (1) Proponent, as may be deemed to be in the City's best interest.

28.4 The City reserves the right to adjust the final quantity of requested goods and / or services to meet budgetary allocations.

28.5 The City reserves the right to **ADD** or **DELETE** components throughout the term of the resulting agreement and negotiate changes to more fully meet the City's needs, subject to the mutual consent of the successful Proponent, at which time the agreement shall be amended in writing.

28.6 The City reserves the right to make interim arrangements if the successful Proponent or its agents are affected by strikes, lockouts, Acts of God, or any other disturbances which render the Proponent unable to perform the services specified herein.

28.7 The City reserves the right to determine acceptability of deviations and / or equivalencies.

28.8 The issue of this RFP or any negotiations with a Proponent after the Closing Date does not bind the City to enter into a Contract to purchase the product / services described herein. Any recommendation must be presented to Moncton City Council or Chief Administrative Officer (CAO) for final approval or rejection. Said authorities will be the final authority.

28.9 If any critical project team members identified in the successful Proponent's submission as being assigned to execute the scope of work detailed in this RFP become unavailable or are unable to complete their assigned tasks, for any reason, acceptance or rejection of any proposed "replacement" project team member(s) shall be at the City's **SOLE** discretion.

28.10 The City's acceptance of any proposed "replacement" project team member(s) will be provided to the successful Proponent **IN WRITING**, and no additional labour costs shall be incurred by the City of Moncton for the use of this "replacement" project team member(s) to complete the scope of work.

28.11 The City of Moncton reserves the right to terminate this agreement within thirty (30) calendar days written notice should ownership of the service provider change.

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SECTION I – TERMS AND CONDITIONS: (Cont'd)

28.0 CITY'S RIGHTS: (Cont'd)

28.12 The City reserves the right to award in its best interest. RFPs offering the lowest price or any price need not necessarily be accepted.

28.13 The City also reserves the right **NOT** to award this RFP due to budgetary or other considerations.

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SECTION II – TERMS OF REFERENCE:

NOTE: **PROPONENTS SHALL PROMPTLY NOTIFY THE CITY OF MONCTON'S PURCHASING DEPARTMENT (IN WRITING) OF ANY AMBIGUITY, INCONSISTENCY, OR ERROR WHICH THEY MAY DISCOVER UPON EXAMINATION OF THE SPECIFICATIONS CONTAINED BELOW.**

INTERPRETATIONS, CORRECTIONS OR CHANGES MADE TO THE RFP DOCUMENT SHALL BE MADE BY ISSUE OF AN ADDENDUM DOCUMENT (Refer to *Article 9.0 – Requests for Additional Information, Instructions and / or Clarification* for detailed instructions on submitting a written request for clarification / information).

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29.0 PROJECT OVERVIEW:

29.1 The City's current Cultural Plan 2016-2026 has provided strategic direction for municipal cultural development over the past decade. The Plan is organized around the following Strategic Actions:

- Enable cultural investments through supportive municipal policy structures
- Leverage creativity and culture to attract and retain people as key drivers of innovation and economic growth
- Create an environment in which enhanced cultural activities can take place
- Implement a recognizable cultural identity for the City that communicates an innovative, transformative and authentic experience

Over the past ten (10) years, the City of Moncton has experienced significant population growth. Since 2021, the population has increased from 81,402 to an estimated 102,378 in 2025.
Source: Population estimates, July 1, by census subdivision, 2021 boundaries

This growth has contributed to increased economic activity and investments, including the establishment of new ethnocultural organizations and cultural programs.

The City has also prioritized projects and initiatives that support and promote local Indigenous culture, in alignment with the Truth and Reconciliation Commission of Canada's Call to Actions.

29.2 As the current Cultural Plan 2016-2026 approaches the end of its planning horizon, the City of Moncton is seeking to develop a new municipal Cultural Plan to guide cultural development for the next planning period, 2027-2037. This work will provide an opportunity to assess achievements, identify emerging issues and opportunities, confirm municipal priorities, and establish a renewed strategic direction for culture in Moncton.

29.3 The new Cultural Plan is expected to support city-building objectives and help ensure that culture continues to be integrated across municipal planning, policy, partnerships, investment decisions and services delivery, reflecting current realities.

SECTION II – TERMS OF REFERENCE: (Cont'd)

30.0 PROJECT SCOPE:

30.1 The City of Moncton (the "City") is seeking to procure the services of a qualified consultant or consulting firm to develop a new ten (10) year municipal Cultural Plan (2027-2037).

30.2 The purpose of this assignment is to prepare a strategic and actional Cultural Plan that will guide the City's cultural development for the next ten (10) years. The new plan shall build on the work undertaken through the current Cultural Plan (2016-2026), including consideration of the four Strategic Actions identified therein, and assess their continued relevance, outcomes and future application.

30.3 The Consultant shall undertake a review of the current Cultural Plan, related municipal plans and policies, current cultural conditions, existing resources and emerging opportunities. The new plan shall establish a renewed vision, strategic directions, priorities, and actions for the next phase of cultural development in Moncton.

Consultant Experience:

The Consultant must demonstrate:

- Experience in the municipal, and arts and culture sector
- Experience designing and facilitating consultations, interviews, and engagement sessions
- Knowledge of successful practices, models, and examples from comparable jurisdictions
- Experience in data analysis and impact assessment
- A strong awareness of the Moncton community and its cultural landscape, knowledge of and sensitivity to local Indigenous, Acadian, anglophone and ethnocultural communities

Public Engagement:

The public engagement component is a core element of this assignment and will be considered a mandatory part of the Consultant's scope of work. Proponents should demonstrate experience in designing and facilitating meaningful engagement processes involving municipal governments, advisory bodies, sector interested parties and the public.

30.4 Public engagement will be planned and delivered jointly by the Consultant in coordination with the City's project team. The engagement process must be designed to gather meaningful input from municipal leadership, the cultural sector, community partners, equity-seeking communities and the public, and to support the development of practical and well-informed recommendations.

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SECTION II – TERMS OF REFERENCE: (Cont'd)

30.0 PROJECT SCOPE: (Cont'd)

30.4 Cont'd

As part of the engagement and planning process, the Consultant shall be responsible for conducting interviews, meetings and/or facilitated work sessions with the following groups:

- Moncton Cultural Board (City advisory committee)
- City Council
- City Administration
- A Cultural forum or workshop for the local community that includes members of the arts, culture and heritage community and other relevant interested parties identified by the City
- Local indigenous communities, supported by the City team

Public engagement with Moncton residents/public: City Administration will work jointly with the Consultant for the engagement portion with the public through various methods, including, but not limited to pop-ups/booths during existing public events, consultation through the City's online engagement platform: Let's Chat Moncton, social media campaign, etc.

The City of Moncton has access to various municipal data and statistics through internal reports and external resources, e.g., Moncton Community Grants reports, Creative City Network of Canada/Cultural Statistics partnership.

30.5 The Consultant will be expected to work closely with the City team throughout the project. The public engagement approach, materials, timelines and key milestones shall be shared with and coordinated through the City team to ensure alignment with municipal expectations, communications practices and project governance.

City of Moncton Official Languages Policy:

As the City of Moncton is officially bilingual, all documents and materials intended for public distribution, consultation or presentation as part of this assignment must be available in both English and French. This includes presentations and all supporting public engagement materials. Proponents must factor the time required for translation (done by the City's Translation Services), review and production of bilingual materials into their proposed project timeline.

30.6 The resulting Cultural Plan shall be practical, measurable and implementation oriented. It should identify strategic priorities, recommended actions, identify partners, potential resource implications and measures of success.

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SECTION II – TERMS OF REFERENCE: (Cont'd)

31.0 PROJECT OBJECTIVES AND DELIVERABLES:

31.1 The objectives of this project are to:

- Review and assess the current Cultural Plan 2016-2026, including its strategic actions, achievements, gaps and lessons learned
- Identify current and emerging cultural priorities, opportunities and challenges for the City of Moncton
- Provide a collaborative and inclusive public engagement process that supports meaningful participation and community-informed recommendations
- Develop a renewed vision, mission, guiding principles and strategic framework for cultural development
- Establish clean strategic directions, priority actions and implementation measures for the next ten (10) years, including a framework for a five-year (midpoint) assessment
- Identify culture and placemaking strategies that enhance Moncton's public spaces and neighborhoods
- Ensure the new Plan reflects the perspectives of City Council, City Administration, the Cultural Board, the cultural sector and the broader community
- Develop implementation considerations, including roles, phasing, partnership opportunities, resourcing implications and performance measures
- Identify and support opportunities for creative industry development through policy, partnerships and sector engagement
- Present the final Cultural Plan and recommendations to the City for review and approval

31.2 The Consultant's deliverables shall include, at a minimum:

- Detailed work plan and project schedule
- Public engagement plan, including proposed methods, target groups, timelines and communications approach
- Interviews and facilitated sessions with the Moncton Cultural Board, City Council and City Administration
- Planning and facilitation of a cultural forum or workshops for the local community
- Summary of engagement findings and key themes
- Draft Cultural Plan for review by the City Administration and Cultural Board including implementation framework identify priority actions, performance measures, timeline, and framework for a five-year (midpoint) assessment and evaluation of progress
- Final Cultural Plan incorporating feedback
- Presentation of the final Plan and recommendations to City Council and/or other designated bodies

Note: the final and public version of the Cultural Plan shall follow City of Moncton graphic guidelines. The City team will assist with providing images, visuals and graphic elements.

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SECTION II – TERMS OF REFERENCE: (Cont'd)

32.0 PROPOSED METHODOLOGY:

32.1 The Consultant's proposed methodology shall include, but not be limited to, the following components:

- Review of the current Cultural Plan 2016-2026, including the four Strategic Actions and related implementation progress
- Analyze relevant City plans, strategies, policies and background documents intersecting with culture, including events and venues, heritage, recreation, community development, social inclusion, tourism, economic development, immigration and placemaking
- Analysis of current municipal support, programs, investments, infrastructure and policy tools related to culture
- Analysis of current conditions, trends, opportunities and challenges affecting cultural development in Moncton, introduce actionable directives and initiatives
- In coordination with City administration, the development of public engagement strategy, including:
    - Facilitation of interviews and/or work sessions with the Cultural Board, City Council and City Administration
    - Design and delivery of a cultural forum or work sessions with representatives of cultural and community organizations, artistic communities, associations and other interested parties as appropriate
    - Synthesis and analysis of all input received through the consultation and engagement process
- Preparation of a draft Cultural Plan, including strategic directions, action items and implementation considerations
- Refinement of the drat plan based on feedback from the City team and designated review bodies
- Preparation and presentation of the final Cultural Plan

32.2 The methodology should clearly demonstrate how the Consultant will:

- Engage participant effectively and inclusively
- Capture and synthesize qualitative and quantitative input
- Align recommendations with municipal priorities and operational realities
- Advance equity, diversity, access and inclusion principles
- Translate engagement findings into practical, community-informed and achievable actions
- Support the City in developing a Plan that is forward-looking, measurable and implementable

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SECTION III – PROPOSAL SUBMISSION GUIDELINES:

33.0 PROPOSAL SUBMISSION GUIDELINES:

A joint committee of City of Moncton staff will evaluate all proposals. The evaluation will consider the Proponent's qualifications, methodology, understanding of the project, compliance with specifications, implementation plan, support, demonstration, and financial proposal.

The City reserves the right to shortlist Proponents for further evaluation, clarification, interviews, demonstrations, or presentations.

Proposal Organization: Any supplementary documentation uploaded as part of the Technical Submission shall be organized using the numbering and headings contained in Sections 33.1 through 33.6 in accordance with the corresponding section of the Proposal.

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33.1 Proponent Qualifications and Corporate Experience **(VALUE: 15%)**

This criterion evaluates the Proponent's experience, qualifications, organizational capacity, and demonstrated success delivering similar projects or services.

Proponents will be evaluated on:

- Demonstrated experience preparing municipal cultural plans, cultural strategies, arts and culture master plans, or similar strategic planning initiatives;
- Experience working with municipalities of comparable size and complexity;
- Demonstrated success delivering projects involving public engagement and interested parties consultation;
- Experience working with bilingual communities and diverse cultural sectors;
- Demonstrate an understanding of Indigenous, Acadian, anglophone and ethnocultural communities;
- References from comparable/similar completed projects – provide a minimum of three (3) references for whom they have provided **SIMILAR/IDENTICAL SERVICES WITHIN THE LAST FIVE (5) YEARS.**
- Quality and relevance of comparable project examples.

Submission Requirements: Proponents shall provide:

- A company profile including legal name, office locations, years in business, and areas of specialization;
- A summary of the firm's experience developing municipal cultural plans, cultural strategies, arts and culture master plans, community development plans, or similar strategic planning initiatives;

SECTION III – PROPOSAL SUBMISSION GUIDELINES: (Cont'd)

33.0 PROPOSAL SUBMISSION GUIDELINES: (Cont'd)

33.1 Proponent Qualifications and Corporate Experience **(VALUE: 15%)** (Cont'd)

Submission Requirements (Cont'd)

- A description of at least three (3) comparable projects completed within the last five (5) years, including:
  - Client name
  - Project description
  - Project value
  - Completion date
  - Scope of services provided
  - Outcomes achieved
- A description of experience working with municipalities of comparable size and complexity;
- Examples of projects involving public engagement, stakeholder consultation and facilitation;
- Examples demonstrating experience working with bilingual communities;
- Examples demonstrating experience working with Indigenous, Acadian, Anglophone, ethnocultural and diverse communities;
- A minimum of three (3) client references for similar projects completed within the last five (5) years, including contact name, title, organization, telephone number and email address

33.2 Project Team Qualifications and Capacity **(VALUE: 15%)**

This criterion will evaluate the following:

- Qualifications, experience and expertise of the proposed Project Manager and key team members;
- Clarity of team structure, roles and responsibilities;
- Availability and capacity of the proposed team to complete the assignment within the required timeline;
- Qualifications and experience of any proposed sub-consultants;
- Demonstrated experience of key personnel on similar municipal cultural planning projects.
- Resumes of key personnel
- Organizational chart

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SECTION III – PROPOSAL SUBMISSION GUIDELINES: (Cont'd)

33.0 PROPOSAL SUBMISSION GUIDELINES: (Cont'd)

33.2 Project Team Qualifications and Capacity **(VALUE: 15%)** (Cont'd)

Submission Requirements: Proponents shall provide:

- An organizational chart identifying all proposed team members and reporting relationships;
- Identification of the Project Manager and all key personnel proposed for the assignment;
- Resumes for all key personnel and sub-consultants assigned to the project;
- A description of each team member's role and responsibilities;
- A summary of each team member's relevant experience on similar projects;
- Details regarding any proposed sub-consultants, including qualifications and specific responsibilities;
- Description of firm's capacity and resources to successfully complete the project on time

33.3 Demonstrated Understanding of the Project and Moncton Context **(VALUE: 15%)**

This criterion will evaluate the following:

- Understanding of the project objectives, scope, deliverables and desired outcomes;
- Understanding of the current Cultural Plan 2016-2026 and the need to assess its achievements and lessons learned;
- Understanding of Moncton's cultural landscape, demographic changes, cultural assets and opportunities;
- Understanding of municipal governance, strategic planning processes and implementation considerations;
- Recognition of the City's commitment to accessibility, equity, diversity, inclusion and reconciliation.

Submission requirements: Proponents shall provide:

- A written statement demonstrating their understanding of the project objectives, scope, deliverables and desired outcomes;
- A summary of their understanding of the current Cultural Plan (2016-2026), including opportunities, challenges and lessons learned;
- A description of their understanding of Moncton's cultural landscape, demographic trends and community context;
- A discussion of municipal cultural planning best practices relevant to Moncton;
- A description of key issues, opportunities and considerations that may influence the development of the new Cultural Plan;

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SECTION III – PROPOSAL SUBMISSION GUIDELINES: (Cont'd)

33.0 PROPOSAL SUBMISSION GUIDELINES: (Cont'd)

33.3 Demonstrated Understanding of the Project and Moncton Context **(VALUE: 15%)** (Cont'd)

Submission Requirements: Cont'd

- A description of how equity, diversity, inclusion, accessibility and reconciliation principles will be incorporated into the project

33.4 Methodology and Public Engagement Approach **(VALUE: 20%)**

This criterion will evaluate the following:

- Quality, completeness and feasibility of the proposed methodology;
- Approach to reviewing existing municipal plans, policies, programs and cultural conditions;
- Quality and inclusiveness of the public engagement strategy;
- Proposed methods for engaging City Council, City Administration, the Cultural Board, cultural organizations, Indigenous communities, equity-seeking groups and the public;
- Ability to effectively gather, analyze and synthesize qualitative and quantitative information;
- Demonstrated innovation and effectiveness of engagement techniques;
- Ability to translate engagement findings into actionable recommendations.

Submission Requirements: Proponents shall provide:

- A detailed description of their proposed methodology for completing the project;
- A description of how existing plans, policies, studies, data and background materials will be reviewed and analyzed;
- A comprehensive public engagement strategy outlining:
  - Proposed engagement methods;
  - Target stakeholder groups
  - Engagement objectives
  - Facilitation techniques
  - Communication methods
- A description of how engagement will be undertaken with:
  - City Council;
  - City Administration;
  - Moncton Cultural Board;
  - Arts, culture and heritage organizations;
  - Indigenous communities
  - Equity-seeking communities/
  - Residents and the general public

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SECTION III – PROPOSAL SUBMISSION GUIDELINES: (Cont'd)

33.0 PROPOSAL SUBMISSION GUIDELINES: (Cont'd)

33.4 Methodology and Public Engagement Approach **(VALUE: 20%)** (Cont'd)

Submission Requirements: Cont'd

- A description of how qualitative and quantitative information will be collected, analyzed and synthesized;
- A description of any innovative tools, technologies or engagement techniques proposed
- A description of how engagement findings will be translated into practical and actionable recommendations.

33.5 Work Plan, Deliverables and Implementation Framework **(VALUE: 20%)**

This criterion will evaluate the following:

- Quality and realism of the proposed work plan and project schedule;
- Understanding of project milestones, deliverables and reporting requirements;
- Approach to developing a practical and measurable Cultural Plan;
- Quality of the proposed implementation framework, including strategic directions, priority actions, timelines, performance measures and monitoring mechanisms;
- Approach to identifying partnership opportunities, resource implications and implementation responsibilities;
- Overall likelihood of successfully delivering the project within the City's desired timeframe.

Submission Requirements: Proponents shall provide:

- A detailed work plan outlining all major project phases, activities and deliverables;
- A project schedule identifying key milestones, review periods and anticipated completion dates;
- A description of the proposed approach for developing the draft and final Cultural Plan;
- A description of the proposed implementation framework, including:
    - Strategic directions;
    - Priority actions;
    - Implementation timelines;
    - Roles and responsibilities;
    - Partnership opportunities;
    - Resource considerations;
- A description of how performance measures and indicators will be developed;
- A description of the proposed monitoring, reporting and evaluation framework, including recommended five-year review process;
- A description of potential project risks and mitigation strategies;

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SECTION III – PROPOSAL SUBMISSION GUIDELINES: (Cont'd)

33.0 PROPOSAL SUBMISSION GUIDELINES: (Cont'd)

33.6 Financial Proposal **(VALUE: 15%)**

TO BE COMPLETED ONLINE THROUGH BIDS&TENDERS BIDDING SYSTEM

NOTE: As per Section 6.2.1(c), all pricing information must be submitted separately in the "Schedule of Pricing" section of the Bids&Tenders platform and must not be included in the Technical Proposal or any attachments supporting the technical submission.

Furthermore, failure on the part of the Proponent to submit all pricing information **SEPARATELY** from the Proponent's technical response shall be grounds for **REJECTION** of the Proponent's bid submission.

a. Proponents shall indicate their Fixed Bid Price in the "Schedule of Pricing" section of the "Bids&Tenders" platform to produce the Municipal Cultural Plan 2027-2037, in accordance with the Terms of Reference detailed herein.

The Harmonized Sales Tax (H.S.T. @ 15%) shall be considered as "extra" and will be tabulated automatically by the "Bids&Tenders" platform.

b. Any expenses/disbursements occurring over and above the Fixed Bid price specified above must be **AUTHORIZED AND PRE-APPROVED** by the City upon submission of the appropriate documentation (i.e. Supplier invoices) to the City.

THE CITY SHALL NOT ASSUME RESPONSIBILITY FOR PAYMENT OF ANY UNAUTHORIZED CHARGES.

c. Proponents shall also provide an **HOURLY RATE SCHEDULE** for all personnel who will be utilized on the assignment, along with their designations (i.e. technical, clerical support).

These rates will be applied should the City of Moncton request that the successful Proponent (and/or their Sub-Consultants) complete tasks which are **ABOVE AND BEYOND THE ORIGINAL SCOPE OF WORK** outlined in this RFP and/or the Proponent's work plan, which results in additional labour hours being required.

d. A **MISCELLANEOUS COST SCHEDULE** shall also be provided which outlines any miscellaneous charges (i.e. mileage rates, travel per diems, meal allowances, etc.) that may apply for additional work which is required **ABOVE AND BEYOND THE ORIGINAL SCOPE OF WORK** outlined in this RFP and/or the Proponent's work plan.

e. Proponents may also provide pricing for any **OPTIONAL/VALUE-ADDED SERVICES** which may be contemplated by the City, which are to be considered as "above and beyond" the Scope of Work detailed herein.

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SECTION III – PROPOSAL SUBMISSION GUIDELINES: (Cont'd)

33.0 PROPOSAL SUBMISSION GUIDELINES: (Cont'd)

33.6 Financial Proposal **(VALUE: 15%)** (Cont'd)

f. Service fees and rates shall be inclusive of all labour, materials, equipment, tools, consumables, indirect costs, insurance, Workers Compensation, Vacation Pay Assessment, Canada Pension Plan, Employment Insurance and all other payroll burdens, together with all applicable transportation and set-up costs to and from the job site(s), the Proponent's overhead and profit, and any other costs detailed or implied in these documents (except as otherwise specified).

g. Pricing shall be in Canadian funds and include freight, duty, sales tax and all taxes, rates, fees, and charges which are applicable at the time of RFP submission. It is the responsibility of the Proponent to find out from the appropriate authorities what taxes, rates, fees, and charges are applicable to this RFP.

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APPENDIX to RFP26-047
Development of Ten (10) Year Municipal Cultural Plan (2027-2037)
Links to documents and suggested resources

29.1- Population estimates, July 1, by census subdivision, 2021 boundaries

30.4 - Public Engagement Platform *Let's Chat Moncton*
EN Let's Chat Moncton
FR Jasons Moncton

Strategic Plans and Reports, City website:

Strategic Plans and Reports | City of Moncton (All plans and reports)	Plans stratégiques et rapports | Ville de Moncton (Tous les plans et rapports)
City of Moncton Strategic Plan	Plan stratégique Ville de Moncton
Strategic Plan Report 2025	rapport sur le Plan stratégique 2025

Selected Plans and Reports

Cultural Plan (2016-2026)	Plan culturel (2016-2026)	
Public Art Master Plan (2019-2029) and Policy	Politique et plan directeur sur l'art public (2019-2029)	
Social Inclusion Plan (2023-2027)	Plan d'inclusion sociale (2023-2027)	
A Vision for Moncton's Riverfront (2016)	Vision d'avenir du secteur riverain à Moncton (2016)	New Plan in development * Riverfront Master Plan | Let's Chat Moncton
Recreation Master Plan - Phase 2	Plan directeur des loisirs phase 2 (2023)	
Greater Moncton Immigration Strategy (2020-2024)	Stratégie d'immigration du Grand Moncton (2020-2024)	
Urban Growth Strategy (2024)	Stratégie de croissance urbaine (2024)	
Municipal Plan (2013)	Plan municipal (2013)	New plan under review, currently in development phase: Municipal Plan Review | Let's Chat Moncton

**Riverfront Master Plan: Prior to City Council's adoption of the Riverfront Master Plan, the City may share selected and relevant elements of the plan with the successful proponent, as appropriate.*

Additional Policies and Programs related to culture

Community Grants | City of Moncton	Subventions communautaires | Ville de Moncton
Film Policy	Politique sur les tournages cinématographiques
Art Acquisition Policy	Politique d'acquisition d'oeuvres d'art

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