



REQUEST FOR PROPOSAL

Terrace Bay GHG Reduction Feasibility Study

Proposal Closing Date and Time

April 26, 2024

1:00pm, local time

Proposals are to be delivered to:

The Corporation of the Township of Terrace Bay

Luke Bedard

Community Development Supervisor

1 Selkirk Avenue, P.O. Box 40

Terrace Bay, ON

P0T 2W0

Electronic copies will be accepted, email cds@terracebay.ca

1. Project Information

1.1. Purpose:

The Township of Terrace Bay (the Owner) invites proposals for the conduct of facility energy audits on four municipal buildings from a qualified consulting or engineering firm (the Proponent). The expected outcome of the audits will be an overview of the current state of our energy systems and a detailed plan for energy saving facility upgrades with the expected costs, savings, and payback periods.

1.2. Introduction:

The Township of Terrace Bay is seeking a GHG reduction feasibility study for four municipal buildings. This report will focus on identifying cost-effective and practical measures to reduce GHG emissions, assessing the potential environmental and economic benefits of implementing these measures, and creating a roadmap for the implementation of recommended strategies. This report will not only allow for Terrace Bay to enhance its long-term sustainability by reducing operating costs but will enhance infrastructure's climate change resiliency and provide evidence-based reasoning for transitioning into a greener community. With the support of this report, Township Administrators will be able to apply for green-initiative capital funding to accelerate Terrace Bay's progression into a more sustainable Township.

Using this report as a guide, Terrace Bay is seeking to reduce buildings' GHG emissions by a minimum of 80% within 20 years compared to baseline. This report will compare multiple GHG reduction pathways and provide recommendations for the pathway that best meets Terrace Bay's needs while considering the Township's financial constraints. Additionally, this report will model an aggressive decarbonization scenario which outlines a plan to reduce GHG emissions by at least 80% over a significantly shortened timeframe as either one largescale capital project or by implementing the most impactful measures first. **This report must meet the minimum requirements outlined in the GHG Reduction Pathway Feasibility Study Guidance Document included in Section 1.3.**

The buildings to undergo a GHG emissions reduction feasibility study are:

Terrace Bay Community Centre (1 Selkirk Avenue, Terrace Bay Ontario, P0T 2W0)

Terrace Bay Cultural Centre (13 Selkirk Avenue, Terrace Bay Ontario, P0T 2W0)

Terrace Bay Swimming Pool (5 Selkirk Avenue, Terrace Bay Ontario, P0T 2W0)

Terrace Bay Water Treatment Plant (11 Beaver Creek Rd., Terrace Bay Ontario, P0T 2W0)

1.3 Reference Documents

[GHG Reduction Pathway Feasibility Study Guidance Document
2015 - Township Energy Audit](#)

1.4 Project Scope

Terrace Bay Community Centre



The Terrace Bay Community Centre was built in 1954 and expanded in 1980. The building is approximately 51,000sqft. and includes the Terrace Bay Memorial Arena (28,000sqft), Municipal Office, Recreation Centre (bowling alley, squash court, racquetball court, change rooms, fitness room), various meetings rooms, and a curling rink. The Community Center's primary heat source is an oil-fired boiler with Johnson HVAC Automation controls. The building's backup heating source is an electric boiler, and the arena has propane radiant heaters for warming the stands and one dressing room. The arena refrigeration system has an open loop water-cooled condenser system discharges approximately 27,000,000litres of treated water annually.

Terrace Bay Outdoor Swimming Pool



The Terrace Bay Outdoor Swimming Pool was built in 1963 and utilizes the oil-fired boiler from the Recreation Centre for pool water heating in addition to electric hot water tanks in the swimming pool building for domestic water. The building uses two overhead electric heaters for heating the change rooms. The swimming pool is 4,400sqft and the building is 1,500sqft. The pool is operated from approximately the middle of June to the end of August. Some analysis into utilizing solar heating technology for the pool is expected.

Terrace Bay Cultural Centre



The Terrace Bay Cultural Centre was built in the late 1940s and acted as an elementary school until being acquired by the municipality in 2007. The Municipality completed a significant renovation in 2010 to transition the building to the Cultural Centre and include the Terrace Bay Public Library, Superior Seniors Activity Centre, and the Michael King Hall. The building is approximately 23,600sqft and utilizes a propane-fired boiler with an oil-fired boiler backup for the majority of heating through a radiator system.

Terrace Bay Water Treatment Plant



Constructed in 2004, the Water Treatment Plant is an enclosed 16,600sqft Class II facility with a Class I Distribution System. The Water Treatment Plan contains four (4) slow sand filter units, each 23.0 m x 9.2 m x 4.3 m with 1.2 m thickness of filter sand, 600 mm gravel and perforated pipe under drain system, discharging into the clear wells. The clear wells are an underground 5,193 m³ concrete reservoir, consisting of four (4) interconnected chambers with baffles and a recirculation chamber

with two (2) pumps and high lift pumps in two (2) chambers. The high lift pumps are six (6) vertical turbine pumps, consisting of two (2) service pumps, three (3) fire pumps and one (1) jockey pump. The building is heated exclusively by propane radiant heaters.

1.5 Key Deliverables

Through a comprehensive review and consultation process, the Township requires the following key deliverables:

- i. A review of available documents such as drawings, O&M records and manuals, equipment specifications/cutsheets, previous relevant audits/reports/condition assessments, etc.
- ii. Analysis of utility bills or past energy use for a minimum of 12 months (preferably 36 months) and benchmarking performance.
- iii. A facility site survey to review key building systems and fill in gaps in knowledge that may have been identified during the documentation review, as well as interviews with operations and/or property management staff.
- iv. An interview or other form of engagement with operational staff, to allow for operational implications to be captured and to start a fulsome conversation with these critical team members.
- v. A calibrated energy model of the existing building should be prepared. This energy model will be used to determine measure-level and facility-level energy and GHG results and will inform analyses of life cycle costs (e.g. energy cost savings). The model should be calibrated in accordance with the requirements established in the current revision of ASHRAE 14 and a calibration report should be provided.
- vi. Conduct and document a workshop with the study team and key project stakeholders. to confirm the overall direction of the study, identify key study team members and identify and screen measures for further analysis, given the information generated in the site investigation and baseline calibrated modelling steps. Discussion should address site-specific opportunities, constraints, and barriers to implementation of potential measures, and alignment of measures with the facility and broader goals of the project proponent.
- vii. Determine the GHG reduction potential and capital cost of each measure identified during the design workshop using appropriate energy analysis techniques and quantity surveying procedures
- viii. At a minimum, the following measures must be analyzed:
 - o Full facility fuel switch from fossil fuels (including process loads)
 - o Renewable electricity generation (e.g. photovoltaic panels)

- ix. For any facility components requiring replacement during the study period (identified during the site investigation or in the building condition assessment) at least one improved alternate must be studied, where feasible. For example, if windows will require replacement within the study period, at least one window improvement measure must be explored. Each measure explored should discuss:
- a. Scope/high-level design of the measure, including major equipment included in the measure and sufficient detail to understand the systemic complexity of the measure (e.g. high-level schematics)
 - b. Assumptions used to analyze the measure
 - c. Annual GHG reduction potential of the measure
 - d. Capital cost to implement the measure in year zero of the study (adjusted for inflation)
 - e. Identification of measures or systems that are interrelated or dependent on each other for successful operation
 - f. Implementation strategy (including limitations, if any) applicable to the specific measure
 - g. Potential commissioning, measurement and verification, and other relevant implementation considerations
 - h. The accuracy (and associated design detail prepared) of the capital costing in the measure-level analysis should generally be in the range of +/- 20–25%, resulting in a CIQS Class C level capital estimate.
- x. Assemble measures into packages for each GHG reduction pathway scenario and conduct a technical and financial analysis to determine the effectiveness of each package. The analysis should include an incremental capital and life cycle costs comparison for alternative packages to the “minimum performance” GHG reduction pathway scenario. At a minimum, the scenario and package analysis documentation should include:
- a. The full list of the measures that make up the scenario(s) and the reasoning for including them in the
 - b. package. Include descriptions of measures or systems that are interrelated or dependent on each other for successful operation.
 - c. A comparison and discussion of critical GHG reduction and financial metrics (as discussed below).
 - d. A summary of the non-energy or qualitative benefits of the package, building on the measure-level analysis (e.g. SWOT analysis).
- xi. Given the long-time frame of the study, changes in the provincial electricity grids may have a material impact on prospective emission reductions. It is expected that the study team use projected grid emission factors (at least at a provincial/territory/regional level). The study team should clearly document and provide assumptions for the basis of the projected grid emission factors.
- xii. In analyzing the performance of different packages that achieve the 50% and 80% GHG reduction thresholds the study team is required to document the following energy and GHG metrics using an energy model:
- o Total and percentage reduction in operational GHG emissions (including from on-site energy generation)
 - o Greenhouse Gas Intensity (GHGI) (tCO₂e/m²)

- xiii. Document the following financial metrics for each package:
 - An absolute and incremental capital cost comparison of the “minimum performance” package with any other recommended packages over a straight 20-year capital planning horizon (all \$ adjusted back to study baseline year)
 - Operating costs (including maintenance, energy and carbon costs)
 - Incremental life cycle cost (ILCC) vs. “minimum performance” package (\$) over at least 20 years
 - Cost per tonne of carbon abated over the study period (\$ILCC/tCO_{2e})

- xiv. The following should be completed when conducting an LCCA for each option:
 - The analysis should start at the anticipated year of completion of the first major project and extend at least 20 years beyond that point.
 - Life cycle costing should consider capital costs—including hard and soft costs (i.e. design, engineering and construction costs)
 - Operation and maintenance costs (including anticipated repairs and replacement of equipment)
 - Anticipated cost of energy and carbon
 - Available external funding (incentives, grants, etc.)
 - Residual value at last year of study period using (at least) a straight-line depreciation
 - Time value of money assumptions (e.g. interest, inflation, discount rate) reviewed and approved for the purpose of the study by the project proponent

- xv. Conduct and document a workshop with the study team and key project stakeholders addressing the intent.

- xvi. The output of this study should be in the form of a final report. The report should outline the GHG reduction pathway scenarios that allow the facility to achieve the necessary reduction targets within the required time frame. It should also discuss how alternative measures and facility-level options were explored and discussed with the broader stakeholders as part of the process that led to the identification of the preferred pathway(s).

- xvii. Present report findings (virtually or in-person) at a Terrace Bay Council meeting

1.6 Project Schedule

Project is expected to be completed by October 31, 2024

1.7 Project Budget

Proponents shall provide in their cost proposal: estimates of material, labour, travel expenses, warranty, and a total upset price, including HST, with a breakdown of the major items described in the Project Scope section. Proponents are encouraged to include any other cost related information they deem relevant.

2. Proposal Submission

2.1. General

- i. Proposals are to be mailed in a sealed package, marked on the outside with the Proponent's name, title of the project or sent via email.
- ii. All proposal information and pricing shall be legibly written in ink or by computer.
- iii. The Proponent is required to detail a project timeline that indicates when deliverables will be produced.
- iv. Proponents are required to conform to the conditions listed above and those failing to do so, may be disqualified.
- v. Clearly identify the name, title, mailing address, e-mail, and telephone of the person who will be the Township's point of contact.

2.2. Corporate Profile and Experience

Proponents must include a summary of their company's background, area of expertise, and number of project employees. Proponents shall list any subcontractors or sub-consultants they intend to use and provide a similar summary. Proponents shall provide a project organization chart and a table clearly indicating what role and responsibility each team member will play, the anticipated hours of each, and the total role and project hours.

Proponents shall include at least three (3) project abstracts that clearly outline previous projects with similar services that have been successfully completed by their company within the past three (3) years. The project abstracts shall clearly note the project value, a comparison of budget versus actual costs incurred, project constraints, location, client names, and references.

2.3. Approach & Methodology

Proponents are to confirm their understanding of the scope of work and clearly define and describe how their proposed approach would meet those requirements. The work plan should include a scheduling of activities and resources necessary to meet the project objectives, including the provision of a quality assurance and control plan that ensures senior technical review of relevant project activities.

2.4 Quality Assurance & Control

Strategic decisions will be based on the collected data and analysis results provided by the Consultant. Proponents shall provide a description of an internal quality assurance and control program designed to minimize potential sources of error that could affect the analysis and negatively impact decision-making processes on which recommendations to the Township are made.

2.5 Schedule Of Work

Proponents are to provide a detail work plan including proposed start date, progress meeting dates, milestones, other key events, and major project deliverables shall be clearly identified on the project schedule. The schedule shall identify the critical path, delineate what resources will be required, and when they will be required.

2.6 Budget and Cost

Maximum total cost of the project, for each project component, broken down by deliverable, where major tasks or milestones, travel, report writing, and other disbursements are listed separately.

Proponents shall provide in their cost proposal: estimates of material, labour, travel expenses, warranty, and a total upset price, including HST, with a breakdown of the major items described in the Project Scope section. Proponents are encouraged to include any other cost related information they deem relevant.

2.7 Value Added

- i. Proposal demonstrates that thought and consideration have gone into answering the goals of the project, highlighting any additional items or approaches.
- ii. Innovative procedures, engagement methods and/or documentation output presented in the Proposal.
- iii. Familiarity with Northern Ontario or rural municipalities
- iv. The Township recognizes that “best value” is the essential component of this project, and therefore the Township will give careful consideration to technical and cost factors in its selection criteria.

2.8 References

Proponents must provide a minimum of three references. References should refer to recent or current projects or contracts of a similar type, scope, and magnitude as that to be undertaken on behalf of the Township. Each reference should include: the name of the person, organization or municipality, a contact name, address and phone number, and a brief description of the work performed, including the duration of the project. The Township of Terrace Bay may contact any or all the references provided in its evaluation of the proposal.

2.9 Submission General Conditions

A) Disqualification

The Township reserves the right in its sole discretion to reject any or all proposals. Failure of the Proponent to satisfy any term or condition of this RFP may result in the rejection of said Proposal. Further, any incomplete proposals, qualified proposals, proposals not properly signed/dated,

proposals received after the closing date/time, proposals completed in pencil, proposals with incomplete calculations, and proposals lacking required information may be rejected as incomplete.

B) Examination of Documents

Each Proponent must satisfy himself or herself by a personal study of the RFP documents, by budgetary calculations, and scope of work, respecting the conditions existing or likely to exist in connection with the proposed work. There will be no consideration of any claim, after submission of Proposals, that there is a misunderstanding with respect to the conditions imposed by this RFP. Prices must include all incidental costs and the Proponent must be satisfied as to the full requirements of the RFP.

C) Addenda

If the Township determines that an amendment is required to this RFP, the Township will send an electronic copy of the written addendum to each Proponent that submits a proposal.

D) Proposal Withdrawal or Replacement

Any Proposal may be withdrawn prior to the scheduled time for Proposal Closing by submitting written notice to the RFP contact. Replacement Proposals are welcome until the Proposal Closing.

E) Amendments to Proposals

Proposals may be amended in writing and delivered to the closing location before the closing time. Such amendments should be signed by the authorized signatory of the Proponent and hand delivered to the Community Development Supervisor

F) Clarification of Submissions by the Municipality

To assist in the examination, evaluation and comparison of submissions, the Municipality may, at its discretion, ask the Proponent for clarification of its proposal. The request for clarification and the response shall be in writing and no change in substance of the submission shall be sought, offered, or permitted.

3. Submission Instructions

3.1 Address for Submission of Proposals

cds@terracebay.ca

OR

Luke Bedard
1 Selkirk Avenue
PO Box 40
Terrace Bay ON
P0T 2W0
807 825 3315 x7105

3.2 Key Dates

Proposal Submission Deadline: On or before 1:00pm local time, April 26, 2024

Consultant Selection: May 1 – 5, 2024

3.3 Inquiries

All inquiries related to this Proposal should be directed in writing to the person(s) named below (the “Township Representative(s)”). Information obtained from any person or source other than the Township Representative(s) may not be relied upon.

Name: Luke Bedard

Email: [cgs@terracebay.ca](mailto:cds@terracebay.ca)

Phone: 807 825 3315 x7105

The Township reserves the right not to respond to inquiries made after the date mentioned in the previous schedule. Inquiries and responses will be recorded and may be distributed to all Proponents in the form of addenda at the discretion of the Township.

Proponents finding discrepancies or omissions in the Contract or Proposal or having doubts as to the meaning or intent of any provision, should immediately notify the Township Representative(s). If the Township determines that an amendment is required to this Proposal, the Township Representative(s) will issue an addendum. No verbal conversation will affect or modify the terms of this Proposal or may be relied upon by any Proponent.

3.4 Opening of Proposals

The Township intends to open and evaluate Proposals internally. There will not be a public opening.

4. Evaluation & Selection

4.1 Evaluation Team

The evaluation of Proposals will be undertaken on behalf of the Township by the Evaluation Team. The staff-based Evaluation Team may consult with others including Township staff members, third party consultants and references, as the Evaluation Team may in its discretion decide is required. The Evaluation Team will give a written recommendation for the selection of a Preferred Proponent or Preferred Proponents to the Township Representative.

4.2 Evaluation Criteria

The Evaluation Team will compare and evaluate all Proposals to determine the Proponent's strength and ability to provide the services in order to determine the Proposal, which is most advantageous to the Township, using the following criteria:

All Proposals will be evaluated by Terrace Bay in its sole discretion. The Evaluation Team will not be limited to the criteria referred to below, and the Evaluation Team may consider other criteria that the team identifies as relevant during the evaluation process. The Evaluation Team may apply the evaluation criteria on a comparative basis, evaluating the Proposals by comparing one Proponent's Proposal to another Proponent's Proposal. All criteria considered will be applied evenly and fairly to all Proposals.

- A) Desirable Criteria Points Qualifications & Experience (30)
- i. Three Project references (3)
 - ii. Specialties or capabilities of the Proponent
 - iii. Provides evidence of being able to successfully perform this work on or ahead of schedule.
 - iv. Credentials of staff or subcontractors assigned to this project.
 - v. Experience in the preparation of GHG Reduction Pathway Studies or similar planning work
 - vi. Ability to distill research into plain language documents free of technical jargon.
 - vii. Project Team, roles and responsibilities, and, if applicable methodology
 - viii. Suitability and comprehensiveness of proposal, indicating a thorough understanding of the request and the expected deliverables.
 - ix. Shows an understanding of the consultative process with community and stakeholders.
 - x. Comprehensiveness of the proposed strategy and likelihood of success in reaching the most diverse community members.
 - xi. Shows an understanding of the reporting and interaction with the Township Project Manager
 - xii. Technical expertise in community engagement, policy development, and graphic design
 - xiii. Project design for each phase and tasks listed and creativity and feasibility in project delivery.
 - xiv. Completeness, overall quality, and level of details submitted with the proposal.
 - xv. Total number of hours proposed and distribution of those hours amongst the Project Team.
 - xvi. Proponents commence implementation plan.

- B) Proposed Fees (20)
 - i. The fee is fixed and competitive for the work identified and with other proposals.
 - ii. Pricing will include structure fees, disbursements, costs, hourly rates.
 - iii. Proposal Cost and perceived overall value of services proposed.

- C) Proposal Quality, Including Approach and Methodology (20)
 - i. Ease of understanding.
 - ii. General approach.
 - iii. Proposed public and stakeholder consultation.
 - iv. Understanding of project objectives.
 - v. Quality and presentation of the proposal; and
 - vi. Proposed level of effort.

- D) Experience in Completing Similar Plans (20)
 - i. Experience with similar projects.
 - ii. Experience with rural northern communities.
 - iii. Experience with municipalities of 10,000 people and less.
 - iv. Familiarity and experience in Northwestern Ontario.
 - v. Public and Stakeholder Engagement experience.
 - vi. Project Team qualifications.

- E) Work Plan & Schedule (10)
 - i. Proponents clearly identify project milestones.
 - ii. Proponents are able to meet Township time constraints.

It should be clearly understood that the Township has the right to assign weighting to each of the five (5) above mentioned categories and if any proposal submitted fails to include any mandatory requirements as outlined in the Terms of Reference, the proposal may be disqualified.

4.3 Additional Information

The Evaluation Team may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Team may make such requests to only selected Proponents. The Evaluation Team may consider such clarifications or additional information in evaluating a Proposal.

4.4 Interviews

The Evaluation Team may, at its discretion, invite some or all the Proponents to appear before the Evaluation Team to provide clarifications of their Proposals. In such event, the Evaluation Team will be entitled to consider the answers received in evaluating Proposals.

4.5 Multiple Preferred Proponents

The Township reserves the right and discretion to divide up the Services; either by scope, geographic area, or other basis as the Township may decide and select one or more Preferred Proponents to enter discussions with the Township for one or more Contracts to perform a portion or portions of the Services. If the Township exercises its discretion to divide up the Services, the Township will do so reasonably having regard for the Proposal and the basis of Proposals.

In addition to any other provision of this Proposal, Proposals may be evaluated based on advantages and disadvantages to the Township that might result or be achieved from the Township dividing up the Services and entering into one or more Contracts with one or more Proponents.

4.6 Negotiation of Contract and Award

If the Township selects a Preferred Proponent or Preferred Proponents, then it may:

- a) Enter into a Contract with the Preferred Proponent(s); or
- b) Enter into discussions with the Preferred Proponent(s) to attempt to finalize the terms of the Contract(s), including financial terms, and such discussions may include:
 - i. Clarification of any outstanding issues arising from the Preferred Proponent's Proposal;
 - ii. Negotiation of amendments to proposed work plan and/or scope of the Proposal of the Preferred Proponent
 - iii. Negotiation of amendments to the Preferred Proponent's price and/or scope of Services if:
 - The Preferred Proponent's financial Proposal exceeds the Township's approved budget, or
 - The Township reasonably concludes the Preferred Proponent's financial Proposal includes a price that is unbalanced, or
 - A knowledgeable third party would judge that the Preferred Proponent's price materially exceeds a fair market price for services like the Services offered by the Preferred Proponent as described in the Preferred Proponent's Proposal;or
 - iv. If at any time the Township reasonably forms the opinion that a mutually acceptable agreement is not likely to be reached within a reasonable time, give the Preferred Proponent(s) written notice to terminate discussions, in which event the Township may then either open discussions with another Proponent or terminate this Proposal and retain or obtain the Services in some other manner.
- c) The Corporation of the Township of Terrace Bay reserves the right to accept or reject any or all proposals. There shall be no obligation of Terrace Bay to proceed with work set out in a Proposal, if accepted, until an Agreement is executed by the Township and the Successful Proponent. Any proposals prepared in response to this RFP shall be prepared at the cost of the Proponent.

5. Selected Proponent Standard Terms and Conditions of Contract

5.1 Indemnification and Insurance

The successful Proponent shall indemnify, defend and save harmless the Township of Terrace Bay from and against any liability, claims, damages, losses, expenses, actions and suits whatsoever, including injury or death of others or any employee of the Proponent caused by or arising out of performance act, or omission of any terms of the final contracts. This indemnification shall survive the termination or expiry of the contract.

The successful Proponent shall provide and maintain during the term of the contract, Commercial General Liability insurance which shall include coverage of Professional Liability/Errors and Omissions Insurance in a form acceptable to the Township and subject to limits of not less than \$5,000,000 inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof.

The successful Proponent shall provide and maintain during the term of the Contract liability insurance in respect to owned and leased licensed Motor Vehicles subject to a limit not less than \$2,000,000 inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof.

Liability insurance coverage shall not be subject to a deductible.

It is understood and agreed that the coverage provided by the policy will not be changed or amended in any way nor cancelled until thirty (30) days after written notice of such change or cancellation shall have been given to all Additional Insured.

At the time of entering into the contract, the successful Proponent shall provide evidence in the form of a Certificate of Insurance of the insurance coverage to the Township in respect to this Contract. If the contract period extends beyond the term of the insurance policy, the successful Proponent shall provide to the Township a renewed insurance certificate thirty (30) days prior to the policy's expiry date.

5.2 Confidentiality

Material provided to Proponent by the Township must be kept confidential (unless already identified as public documents) including records and information relating to this work. All correspondence, documentation, and information provided by the Township to the Proponent in connection with this RFP, or the acceptance of any proposal, remains the property of the Township. All documents shall subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Any documents and information provided to the Proponent by the Township shall not be used for any purpose other than for replying to this RFP, and for fulfillment of any related commitments.

5.3 Conflict of Interest

In its Proposal, the Proponent shall disclose to the Township any potential conflict of interest that might compromise the performance of the work. If such a conflict of interest does exist, the Township may, at its discretion, refuse to consider the Proposal. If, during the Proposal evaluation process or the negotiation of the Agreement, the Proponent is retained by another client giving rise to a potential conflict of interest, then the Proponent will so inform the Township. If the Township requests, the Proponent will refuse the new assignment or take such steps as are necessary to remove the conflict of interest.

5.4 Costs Incurred by Proponents

All costs and expenses incurred in the preparation and submission of proposals shall be borne by the Proponent. No payment will be made for any proposals received, or for any other effort required of or made by the Proponent prior to the commencement of work defined by the proposal approved by the Township. There shall be no direct payment for the preparation and submission of Proposals, or to attend interviews in response to this Request for Proposal.

Every effort will be made to accommodate interviews by conference call and/or Skype where appropriate to minimize any related costs to the Proponent.

5.5 Errors and/or Omissions

It is understood and acknowledged that while the RFP includes specific requirements, a complete review and recommendation is required. Minor items not herein specified, but obviously required, shall be provided as if specified. The Proponent shall satisfy themselves fully as to the extent of the work required and shall provide all services required to complete the intent of the project. Any misinterpretation of requirements within this request for Proposal shall not relieve a proponent of the responsibility of providing the required services if a Proposal is accepted and provide a contract executed between the Proponent and the Township.

5.6 Influence

Proponents and their agents will not contact any member of the Township Council or Township Staff with respect to this RFP, other than the Township Representatives as named within this document. Any person, company, corporation, or organization that attempts to influence the outcome of any Township purchasing or hiring process shall be disqualified, and the person, company, corporation, or organization may be subject to exclusion or suspension from this or other works with the Township.

5.7 Non-Collusion

A Proponent shall not discuss or communicate, directly or indirectly, with any other Proponent or their agent or representative about the preparation of the Proposals. Each Proponent shall attest that its participation in the RFP process is conducted without any collusion or fraud. If the Township discovers there has been a breach of this requirement at any time, the Township may not consider a proposal or execute an agreement with the successful Proponent, if any.

5.8 Assignment of Agreement

It is mutually agreed and understood that the Proponent shall not assign, transfer, convey, sublet or otherwise dispose of the contract, if one is awarded, or his right, title or interest therein, or his power to execute such contract, to any other person, firm, company or corporation without the previous written consent of the Municipality.

5.9 Ownership of Proposals and Freedom of Information

All proposals submitted to the Township become the property of the Township and as such are subject to disclosure under Ontario's *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). By submitting a proposal, the Proponent agrees to public disclosure of its contents as required under this Act. The Proponent's name at a minimum shall be made public on request. Any information the Proponent considers "personal information" because of its proprietary nature should be marked as "confidential" and will be subject to appropriate consideration as defined within the Act.

5.10 Accessibility

The Township of Terrace Bay 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/contractor's 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.