



The Corporation of the Township of St. Joseph

REQUEST FOR QUOTATION

Project Name:	Consulting for Downtown Community Improvement Plan for Richards Landing
RFQ #	2024-04

1.0 INTRODUCTION

The Township of St. Joseph invites proposals from qualified consultants with WSIB and insurance coverage to provide consulting services to develop a Community Improvement Plan (CIP) for the re-development of the Downtown area of Richards Landing, improving the physical aesthetic appeal, wayfinding, and functionality of private and publicly owned infrastructure to create a unique identity and sense of place for the area. The CIP will also identify strategies for the development of the public waterfront area to support public accessibility, tourism and community pride.

The Plan will provide a high-level vision as well as guiding principles, and include a cohesive streetscape concept plan, design and building strategies, and recommendations that establish a framework to be used when engaging engineering firms for roadwork, traffic safety measures, accessibility and environmental protection. The document can also be referenced in government funding applications for capital improvements, resulting in targeted funding and investment.

The objective of the CIP is to achieve the anticipated measurable economic benefits including:

- Incentives for private-sector improvements to properties in targeted areas of the downtown,
- Increased investment from municipal and other levels of government for capital improvements such as road work, streetscape improvements, accessibility, wayfinding and public facility improvements,
- Re-purpose and redevelop at least one underutilized municipal waterfront site to support public accessibility to the water, enhance tourism and community pride,
- Enhancements to the streetscape to promote revitalization and place-making as catalyzing elements that attract tourism, business investments, and economic development opportunities; and
- Effective use of community infrastructure.

2.0 SCOPE OF WORK

The project is located in Richards Landing, Ontario and encompasses the area from the Marina (1140 Richards Street) to Lake Street (1223 Richards Street) and includes the downtown business area, please see site map attached. The following scope of work is required for the project:

2.1 Project Start-up - Background Review and Site Visit (2 weeks)

Work is focused on increasing our understanding of project objectives and our familiarity with the Richards Landing Downtown Streetscape and Waterfront area. Specific tasks associated with this project stage include:

- Review background documents to familiarize ourselves with the project study area and previously completed work, including the St. Joseph Island Official Plan.

- Conduct a virtual start-up meeting with Township Staff and select members of Council to confirm project objectives, work plan, schedule, and deliverables.
- Assemble base plans with mapping provided by the Township.
- Conduct a site visit to familiarize ourselves with the downtown and waterfront study area, document existing conditions, and identify preliminary opportunities and constraints.
- Conduct inventory of existing uses.
- Prepare Opportunities and Constraints / Amenities Map.

2.2 Vision and Guiding Principles (1-2 weeks)

- Meet with Township staff and local business owners to review outcomes of previous work and community consultation, identify common themes, and set direction for the Richards Landing CIP.
- Develop high-level guiding principles based on background research findings and input from staff, which will guide the development of the concept plan, strategies and future decision-making.

2.3 Concept Plan Development and Street Cross-Section (2-3 weeks)

- Prepare streetscape, public space, and waterfront enhancement concepts, including identifying opportunities for new connections to the waterfront. Concept deliverables will likely include a combination of hand-drawn and digital plans, sketches, sections, perspective sketches, graphics, and renderings.
- Assemble conceptual visual palettes for proposed furnishings, materials, and finishes, to convey the desired feel of the study area.
- Identify opportunities and development potential within private and public lands. The plan should include at least one new access point to waterfront from municipally owned lands within the study area.
- Develop a new parking strategy that considers appropriate locations for angled and/or parallel street parking, while creating adequate space for new street trees and plantings, active transportation enhancements and commercial patios. Recommendations for tree species will be carefully considered to avoid conflicts with overhead power lines.
- Traffic lanes and sidewalks will be redesigned to create a pedestrian-friendly environment, while maintaining usability and safety with adequate minimum widths.
- Identify potential locations for public washroom facilities.

2.4 Urban Design and Landscape Guidelines (2 weeks)

- Prepare Urban Design guidelines and recommendations, including opportunities for landscaping, public art, materials and colour palettes, signage and wayfinding, public event spaces, architectural control for new development (building heights, active frontages, rhythm, retail signage standards, active transportation, vegetation, tree canopy and landscape furniture, traffic calming and safety).
- Universal Design, Accessibility and Wayfinding principles will be considered from the beginning of the concept development stage. This plan will not include detailed signage design or placement, but rather will establish direction and potential enhancements.
- Recommendations for underground power lines infrastructure will be considered and explored with the intent of a creating a more inviting pedestrian environment.

2.5 Engagement Strategy (1 week)

- At least one (1) public community engagement session will be required to ensure success for the project and to meet Planning Act requirements. We recommend an open house session, to facilitate interaction with the public when reviewing the final version of the CIP.

- Prepare materials and content for the Open House.
- Attend and facilitate Open House in person.
- Attend a coordination meeting with Township Staff to prepare for Open House.
- Review and summarize outcomes of community consultation Open House and survey responses.
- Coordinate and meet with main stakeholders (North Shore Health Network Hospital, Harmony St. Mark's United Church and select local business owners) to understand their needs and concerns.
- Coordinate and meet with representatives from the Ontario Ministry of Transportation (MTO) to discuss potential improvements to the Highway 548, Richards Street and Gore Street intersection.

It is expected that the Township will provide the venue/refreshments, as desired.

2.6 Prepare Community Improvement Plan Document (2-3 weeks)

- This step includes the formatting of all the work completed to date into a comprehensive report that includes policies, development strategies, and incentive programs in a user-friendly public-facing document.
- Refine guiding principles, concepts, and strategies.
- Complete and format report.
- Perform one (1) virtual presentation to Council.

3.0 GENERAL

3.1 All information provided by a proponent in response to this RFP must contain sufficient detail to support the work being proposed. The detail and clarity of the proponent's submission will be considered indicative of their expertise and competence to satisfactorily complete the proposed project.

3.2 The following specific requirements are identified for inclusion in the proposal:

- a) The name, address, telephone number, cell number and email address of the proponent firm and its principal contact person.
- b) Identification of the firm's experience in undertaking similar work, along with three references which shall include the name of the organization, the contact person, telephone number and address.
- c) A detailed breakdown of the total costs for each item in the scope of work.
- d) Provide a timeline of the proposed start date and time to complete the work.

3.3 The successful bidder shall supply all labour, materials, and equipment necessary to complete the work in a satisfactory and professional manner.

3.6 The successful bidder is to provide proof of WSIB and valid liability insurance with a minimum of \$2,000,000.00 (two million Canadian dollars).

4.7 Proposals must include labour and materials and include ALL applicable taxes.

5.0 COMPLETION DATE

Work may begin as soon as contract is awarded.

All work must be completed before Dec 31, 2024.

6.0 SUBMISSION AND TIMING

6.1 **The deadline for submitting quotes is August 30, 2024, at 12:00pm**

6.2 Envelopes may be dropped off at 1669 Arthur Street, Richards Landing. Proposals may also be emailed to the contact person below.

Submissions to be clearly marked as Request for Proposals – 2024-04 Consulting for Downtown Community Improvement Plan for Richards Landing, addressed to:

Amanda Richardson, Clerk Administrator
PO Box 187
1669 Arthur Street, Richards Landing, ON P0R 1J0
clerkadmin@stjosephtownship.com

6.3 Enquiries/Contacts – Any questions regarding this Request for Proposals shall be directed to the contact above.

6.4 The work is to be completed in a timely fashion using the most efficient and safe methods available. Anticipated start and completion dates are to be included in your submission.

6.5 The Township reserves the right to request proponents to clarify information provided or to address specific requirements not adequately covered in their submission.

6.6 The lowest, or any bid, may not necessarily be accepted and the Township of St. Joseph reserves the right to accept or reject any or all proposals.

6.7 The successful bidder is to provide proof of WSIB and valid liability insurance upon notice of successful award. WSIB and Insurance for each subtrade or subcontractor must also be provided to the Township prior to the commencement of work.





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Project Name:	Consulting for Downtown Community Improvement Plan for Richards Landing
RFP #	2024-04

THIS PAGE MUST BE SUBMITTED AS PART OF YOUR OVERALL PROPOSAL

Proponent Firm Name:	
Principle Contact Person:	
Address:	
Phone Number:	

References

Three references that can attest to your experience and knowledge of work:

Company Name	
Contact Person Name	
Telephone and/or email Contact:	
Company Name	
Contact Person Name	
Telephone and/or email Contact:	
Company Name	
Contact Person Name	
Telephone and/or email Contact:	

THIS PAGE MUST BE SUBMITTED AS PART OF YOUR OVERALL PROPOSAL

Quotation Details

Warranty:

Materials and Supplies

Labour

Start Date

Estimated Completion Date

MATERIALS AND SUPPLIES *ATTACH DETAILED BREAKDOWN OF MATERIALS AND SUPPLIES SEPARATELY*	\$
LABOUR	\$
SUBTOTAL	\$
TAXES	\$
TOTAL WITH HST	\$

PLEASE NOTE THAT THE SUCCESSFUL FIRM WILL HAVE ACCESS TO CURRENT DRAWINGS FOR ANY CLARIFICATION AND/OR QUESTIONS ON THE DESIGNS AND SPECIFIC PRODUCTS LISTED.

I, _____ (print name) do solemnly attest that I have the authority to bind the corporation and submit that I will be responsible for any and all assertions made herein.

Signature

Date