



## Cobourg Police Services Board

### **Request for Proposals Document No. RFP#1-2023**

#### **Cobourg Police Service Facility Condition Assessment and Functional Space Analysis**

##### **Site Visit**

Thursday, February 2, 2023 @ 900 hours

See **Section 1.0** of this RFP document for details

##### **Closing Date and Time**

Friday, February 24, 2023 @ 1500 hours

See **Section 2.0** of this RFP document for details

Note: Proposal submission, including all supporting documentation, must be in English only

**Table of Contents**

<b>1.0</b>	<b>Introduction</b>	<b>4</b>
1.1	General Information	4
1.2	Site Visit	5
1.3	Attachments	5
1.4	Appendices	5
1.5	Service Representative	5
<b>2.0</b>	<b>Closing Date and Time</b>	<b>6</b>
<b>3.0</b>	<b>Opening Date, Time and Results</b>	<b>6</b>
<b>4.0</b>	<b>Service Contacts</b>	<b>6</b>
4.1	Errors, Omissions and Questions	6
4.2	Addenda	6
<b>5.0</b>	<b>Accessibility</b>	<b>7</b>
5.1	Training	7
5.2	Incorporating Accessibility into Goods, Services and Facilities	7
<b>6.0</b>	<b>RFP Details/Specifications</b>	<b>7</b>
6.1	Detailed Requirements and Background Information	7
6.2	Specific Requirements of Consultant	14
6.3	Proposed Timetable	15
6.4	Security Requirements	15
6.5	Insurance	16
6.6	WSIB Clearance Certificate	16
6.7	Accessibility for Ontarians with Disabilities Act or "AODA"	17
6.8	HST	17
<b>7.0</b>	<b>Contract</b>	<b>17</b>
7.1	Purchase Order as Contract	18
<b>8.0</b>	<b>Form of Proposal Mandatory Requirements</b>	<b>18</b>
8.1	Addressing Proposal for Submission	18
8.2	Binding and Irrevocable	18
8.3	Original and Copies	18
8.4	Mandatory Form of Proposal Details	18
<b>9.0</b>	<b>Evaluation, Award and Approval</b>	<b>22</b>
9.1	Evaluation	22
9.2	Evaluation Committee	22
9.3	Presentation and Interview	22
9.4	Clarification/References	22
9.5	Evaluation Criteria	22
9.6	Feedback	24
9.7	Recommendation/Award	24
9.8	Requirements on Acceptance of Award	25

---

<b>Attachment 1 – Terms, Conditions and General Information</b>	<b>26</b>
<b>Attachment 2 - Accessibility Training</b>	<b>27</b>
<b>Attachment 3 - Cobourg Police Service Clearance Form for Consultant and all Sub-Consultants</b>	<b>28</b>
<b>Appendix A - Form of Proposal Cover Page and Checklist</b>	<b>29</b>
<b>Appendix B - Acknowledgements</b>	<b>31</b>
<b>Appendix C - Pricing</b>	<b>32</b>
<b>Appendix D - Sub-Consultants</b>	<b>33</b>
<b>Appendix E – Client Reference Form</b>	<b>35</b>

## Introduction

### 1.1 General Information

The Cobourg Police Services Board, or the “Service”, appreciates your interest in this Request for Proposals, or “RFP”.

Through this RFP, the Service is seeking to retain the services of a qualified consulting team with relevant expertise and experience in Police Buildings to undertake a facility condition assessment and police functional space analysis for the current level of service and projected service requirements in 30 years and determine if the service requirements can be accommodated in the current Police Station and if so, how, or, if a new police building(s) would be required, to replace, or supplement the current Police Station, is it cost effective, or necessary; hereinafter referred to as the “Project”.

Refer to **Section 6.0** of this RFP document for information on specifications. The Service reserves the right to reject any Proposal submission that does not meet the general intent of this RFP.

Notwithstanding any terms or conditions contained in this RFP, the Service reserves the right to award the Contract, in whole or in part, or to cancel this RFP for reasons that are in the best interest of, and provide the best value, for the Service.

This RFP will be awarded to **one successful Proponent**.

#### 1.1.1 Format of Bid Solicitation Process and Document

Effective January 16<sup>th</sup>, 2023, the Service will be posting bid solicitation documents to a hosted webpage on **Biddingo**<sup>™</sup>. Bidders must register with **Biddingo**<sup>™</sup>, at <https://cobourgpolicesservice.com/> to receive bid documents, and to be placed on the Plan Takers’ List for notification on addenda, etc. Additional information is available on <https://cobourgpolicesservice.com/>

**Bidders must be registered as a Plan Taker to submit a bid.**

**Attachment 1 “Terms, Conditions and General Information”**, is applicable to all bid solicitation documents. Attachment 1 is available on the Cobourg Police Services Board website at <https://cobourgpolicesservice.com/>. It must be reviewed in conjunction with all bid documents. **The Proponent** must also acknowledge, when completing **Appendix B** of this RFP that they have read and understand **Attachment 1**.

#### 1.1.2 Two Envelope Process

The RFP submission shall be provided in two separate, sealed envelopes and identified as:

- a. Envelope #1 – Mandatory Requirements and Merits; and
- b. Envelope #2 - Pricing Submission.

The Merits and Pricing Score will be combined to determine the recommended Proponent.

Ensure each envelope is labelled with the Proposal Name and Number, and the Proponent's Name and address. See **Items 8.4.1 to 8.4.11** for further details.

## 1.2 Site Visit

Refer to **Section 2.0 of Attachment 1** for details.

A mandatory site meeting will be held on **Thursday, February 2, 2023, at 9:00 a.m. local time**, in the main front lobby at the Police Station, 107 King Street East, Cobourg, Ontario K9A 2M4.

## 1.3 Attachments

The following Attachments are provided for information purposes.

**Attachment 1 – Terms, Conditions, and General Information** - is applicable to all bid solicitation documents issued by the Cobourg Police Services Board. Note: **Attachment 1** is available on the Services' website at <https://cobourgpolicesservice.com/>

**Attachment 2 – Accessibility Training** - must be completed and submitted by **the successful Proponent only**. See **Section 5.0** of this RFP document for details.

**Attachment 3 - Cobourg Police Service Clearance Form** for consultant and all sub-consultants. See **Section 6.0** of this RFP document for details.

## 1.4 Appendices

The Appendices listed below are included in this RFP. They are to be completed and submitted as part of the Proposal, and provided in two envelopes, as follows:

### 1.4.1 Envelope #1 - Mandatory and Merit submission

**Appendix A – Form of Proposal Cover Page and Checklist**

**Appendix B – Acknowledgements**

**Appendix D – Sub-Consultants**

**Appendix E – Client Reference Form**

### 1.4.2 Envelope #2 – Pricing Submission

**Appendix C – Pricing**

## 1.5 Service Representative

The Service representative shall be referred to as the "Owner".

Cobourg Police Service  
107 King Street W  
Cobourg, ON K9A 2M4  
Representative: Chief Administrative Officer  
Tel: 905 377 4430  
Email: roger.ramkissoon@cobourgpolicesservice.com

## 2.0 Closing Date and Time

Refer to **Section 6.0 of Attachment 1** for details.

Sealed Proposals are to be submitted to the Cobourg Police Services Board, Tenders and Proposals, 107 King Street West, Cobourg, ON the “Station” **before 3:00 p.m. local time, on Friday February 24, 2023, or the “Closing”**.

## 3.0 Opening Date, Time and Results

Refer to **Section 6.0 of Attachment 1** for details.

All Proposals received on time will be opened in public on **Friday, February 24, 2023 at 3:15 p.m. local time**, at the Station. Only the names of submitting **Proponents** will be provided at the Opening.

## 4.0 Contacts

Refer to **Section 8.0 of Attachment 1** for details.

### 4.1 Errors, Omissions and Questions

- 4.1.1 The Service shall not be held liable for any errors or omissions in any part in the bid solicitation document. **Proponents** with questions related to a specific bid solicitation document, finding errors in, or omissions from the drawings or documents, or having any doubt as to the meaning or intent of any part of the bid solicitation document, must make their inquiry through the “**Submit Question**” feature on **Biddingo™** providing reference to the applicable Section(s) and Item number(s).

The Deadline for Questions is **before 12:00 NOON Eastern Standard Time, on Monday, February 6<sup>th</sup>, 2023**.

Staff will prepare and distribute an addendum through **Biddingo™**, as necessary, in sufficient time to allow for **Proponents** to receive and understand the new information. **Questions received after the Deadline for Questions will not be responded to.**

The Service will not consider any claim, after submission of the Proposal, that there has been a misunderstanding with respect to the conditions imposed by the bid solicitation document. It is each **Proponent's** obligation to satisfy itself that it understands every aspect of the bid solicitation document.

**Only Proponents registered as Plan Takers may submit a question.**

### 4.2 Addenda

Refer to **Section 4.0 of Attachment 1** for details.

**The Proponent** must confirm the correct number of addenda issued when completing **Appendix B**.

## Accessibility

Refer to **Section 12.0 of Attachment 1** for details.

### 5.1 Training

**The successful Proponent** shall submit the completed **Attachment 2** within 10 business days of notification of award. If not submitted, the Contract will be terminated.

The following chart outlines required training for this document:

Accessibility Training Module	Required
Accessibility Standards for Customer Service	Yes
Ontario's Human Rights Code Training	Yes
IAS General Requirements	Yes
IAS Design of Public Spaces Standards	Yes

### 5.2 Incorporating Accessibility into Goods, Services and Facilities

Refer to **Section 6.0** of this RFP document for accessibility specifications, if applicable.

## RFP Details/Specifications

Note: in **Section 6.0**, "the successful Proponent" shall be referred to as "**the Consultant**".

### 6.1 Detailed Requirements and Background Information

#### 6.1.1 Cobourg Police Services Board Information

The Service is situated in the Town of Cobourg. The Town has a population of approximately 19,500 residents serviced by the Police Service. The Service has a gross operating budget of \$10M million and a capital budget of about \$600K (2023 estimates).

#### 6.1.2 Police Service Operates from Two Facilities

Presently, the Cobourg Police Service operates from two locations.

The Police Station is located at 107 King Street West, Cobourg, ON, K9A 2M4, while our Business Centre operates from 739 D'Arcy Street. Space is provided by the Town of Cobourg. All officers and uniform complement operate from the Station. The Police Station building is accessible to the Monday to Friday from 8:00 a.m. to 8:00 p.m.

This RFP document relates only to the functions of the existing Police Station located at 107 King Street West. Refer to **Item 6.2.6** for further information.

Police Services in the province of Ontario must provide service that is consistent with six principles: to ensure the safety and security of all persons and property, to safeguard the rights of all persons as defined by the *Canadian Charter of Rights and Freedoms* and the *Ontario Human Rights Code*, to work in cooperation with the community, to respect victims of crime and be understanding of their needs, to be sensitive to the pluralistic and multicultural character of the community, and to ensure they are representative of the community they serve.

There are five core functions which form the foundation of adequate and effective policing: emergency response, law enforcement, crime prevention, public order maintenance, and assistance to victims of crime.

The Cobourg Police Service is diligent in providing service that is consistent with the principles and core functions set out. The Service is a leader in community policing and undertakes successful collaborations.

The Service maintains an exceptionally high clearance rate, which can be attributed to a variety of factors, including an investigative services division focused on specific crime categories; i.e. vulnerable persons, sexual offences, street crime, drugs, intelligence; and investigative techniques; i.e. forensics, computer forensics, intelligence gathering.

Civilian members of the Service have a broad range of duties, including evidence management, conducting criminal record checks, fleet and facilities management, human resource management, victim services, community development, media relations, finance management and other administrative support.

Cobourg Police Service is responsible for security at one local Court, at 860 William Street, Cobourg that serve the Town and surrounding areas. A team of Sworn and Civilian Members work at this location based on a set schedule.

The Police Service Board's business plans have noted it is crucial that a careful analysis be undertaken to ensure that the facilities plan is responsive to future growth and changes in the policing environment. Anticipated changes include an increasing percentage of female officers; estimates of up to 40%; tiered response, and civilianization of some roles. Increased use of technology in both administrative



and investigative duties is expected. Increased collaborative work may also impact the need for space.

### **6.1.3 Policing Services Provided to Town of Cobourg**

The Cobourg Police Service provides policing to the residents of the Town of Cobourg only. The Cobourg Police Service is open to the consideration of other new agreements with surrounding Municipalities or Townships.

### **6.1.4 The Cobourg Police Service Main Police Station**

The Cobourg Police Service Main Police Station, located at 107 King Street West, in Cobourg, Ontario, is a three-story building; including the basement.

The Facility was opened in 1904, and, at the time, the building consisted of a lower floor, or basement and a first, or main, floor. Each floor was approximately 9,800 square feet that provided approximately 20,000 square feet.

### **6.1.5 Space Becoming an Issue**

The Police Service complement has increased over the last few years and the facility must accommodate up to 60 people at various times including up to 40 sworn officers and 20 civilian staff. As a result of space constraints at the station, we have been utilizing a second location on D'Arcy Street in Cobourg to operate our Business Centre. Staffing levels are shown below:-

**Current and Projected Sworn Personnel**

<b>Line</b>	<b>Description</b>	<b>Current Staffing Levels</b>	<b>Projected Staffing Levels in 10</b>	<b>Projected Staffing Levels in 20</b>
1.1	Sworn officers - Male	32	38	45
1.2	Sworn officer - Female	8	15	20
1.3	<b>Total Sworn Personnel</b>	<b>40</b>	<b>53</b>	<b>65</b>

**Current and Projected Civilian Personnel**

<b>Line</b>	<b>Description</b>	<b>Current Staffing Levels</b>	<b>Projected Staffing Levels in 10</b>	<b>Projected Staffing Levels in 20</b>
2.1	Civilians - Male	5	6	6
2.2	Civilians - Female	45	50	53
2.3	<b>Total Civilians</b>	<b>50</b>	<b>56</b>	<b>59</b>

**Current and Projected Special Constables**

<b>Line</b>	<b>Description</b>	<b>Current Staffing Levels</b>	<b>Projected Staffing Levels in 10*</b>	<b>Projected Staffing Levels in 20*</b>
3.1	Special Constable - Male	14	18	20
3.2	Special Constable - Female	2	5	7
3.3	<b>Total Special Constable</b>	<b>16</b>	<b>23</b>	<b>27</b>

**Current and Projected Volunteer Personnel**

<b>Line</b>	<b>Description</b>	<b>Current Staffing Levels</b>	<b>Projected Staffing Levels in 10 Yrs</b>	<b>Projected Staffing Levels in 20 Yrs</b>
4.1	Auxiliary members	16	20	25
4.2	Students	2	2	2
4.3	<b>Total Volunteers</b>	<b>18</b>	<b>22</b>	<b>27</b>

### 6.1.6 Facility Needs Steering Committee and Project Lead

The Facility Needs Steering Committee is made up of the following members:

Board Chair (or designate) - Cobourg Police Services Board  
Chief of Police – Cobourg Police Service  
Chief Administrative Officer – Cobourg Police Service

### 6.1.7 Budget for the Review

The Cobourg Police Services board has approved a budget for a Facility and Space Needs Assessment Review Project at the Cobourg Police Station. The approved budget will not be made public.

The Facility Needs Steering Committee has requested that an RFP be issued to hire a Consulting team to conduct a complete Facility Space Needs Study.

### 6.1.8 Facility Review Committee Identified Considerations

#### a. Exterior

- i. Aged building constructed opened in 1904.
- ii. Building access does not meet current AODA requirements.
- iii. No underground parking
- iv. Heritage Building
- v. Unable to expand

#### b. Interior

- i. Lack of interior storage space, requires the renting of off-site storage;
- ii. Evidence lockers and cell being used for ammunition and firearm storage;
- iii. Interview rooms converted to offices, creating a need for interview rooms;
- iv. Current layout of facility does not provide enough lockers for all staff;
- v. Insufficient and outdated lobby set-up and access for the public;
- vi. Cells are outdated and do not meet current requirements;
- vii. Insufficient training/meeting space requires outside rentals to accommodate;
- viii. Facility does not have a firing range requiring use of third party range;
- ix. Sewer and humidity issues in men's shower room;
- x. Over-occupation has caused advanced wear and tear.

#### c. Technology

- i. Insufficient technology storage space, the server room; and
- ii. Limited ability to provide a video link for sureties for WASH Court as required.

## 6.2 Specific Requirements of Consultant

Specifically, the Cobourg Police Services Board are seeking to secure a **Consultant** to undertake a review of its main Police Station building, located at 107 King Street West, Cobourg. Through extensive consultation with Department staff at all levels, **the Consultant** is expected to familiarize themselves with the current layout of the facility and the various work functions and work flows that currently exist. **The Consultant** shall collect information required to deliver a

detailed report that addresses the following:

#### **6.2.1 Functional Space Analysis**

Current policing operations and departmental organization as it relates to staffing, space use and layout of the existing facility. This would include a program of requirements, current, and projected to 20 years.

#### **6.2.2 Code and Regulatory Compliance**

Identify whether components and elements of the current facility are compliant with:

- a. AODA;
- b. Building Code/Life Safety;
- c. Health and Safety; and
- d. Police Adequacy Standards/Best Practices.

#### **6.2.3 Condition of Current Building Systems and Structure**

Inventory and evaluate the condition and remaining life span of components and elements of the following:

- a. Building Structure and overall premises;
- b. Mechanical and Electrical systems;
- c. Site and Parking;
- d. Security and CPTFD, or Crime Prevention Through Environmental Design; and
- e. Review and make recommendations pertaining to any Environmental Reports that the Town provides as background information.

#### **6.2.4 Summary of Deficiencies**

Summarize and categorize deficient components and elements, including code and regulatory compliance issues. If **the Consultant** recommends expanding the existing site or constructing a new building(s), a detailed analysis of the proposed requirements and building(s) being recommended is required.

### 6.2.5 Priorities, Solution and Associated Costs

Prioritize and identify options, both short and long term, to mitigate deficiencies and plan for future accommodation needs. The prioritized options shall include a plan for end of life replacement and renewal of components and elements of the building and parking needs. This shall include a replacement and renewal schedule along with associated Class “D” cost estimates. If **the Consultant** recommends constructing a new building(s), provide a concept for a new replacement facility to meet 20-year needs, based upon a generic site.

### 6.2.6 Recommendations

Make recommendations related to options presented on-site and necessary improvements to the existing facility, or the need for a new Police Station or satellite building and what would go there, and the estimated costs associated with all Proposal recommendations.

### 6.2.7 Presentations

**The Consultant** shall present to the Evaluation Committee a summary and highlights of the detailed report.

## 6.3 Proposed Timetable

The Evaluation Committee has set out a proposed timetable for the RFP process; see **Chart 6**. It is a proposed timetable only and is subject to change based upon **the Consultant’s** feedback.

**Chart 6  
Proposed Timetable**

Line	Event or Action	Time Line
1	RFP#1-2023 Issued	January 2023
2	RFP#1-2023 Closes	February 2023
3	Evaluation Committee reviews submissions, selects short list for interviews	March 2023
4	RFP Awarded	April 2023
5	Contract prepared and signed, <b>Consultant</b> commences work	May 2023
6	<b>Consultant</b> undertakes the work	May to July 2023
7	<b>Consultant</b> submits final report	August 2023

## 6.4 Security Requirements

Refer to **Section 10.0 of Attachment 1** for details.

**The security of the Cobourg Police Service facilities and sites** is for the assurance that information, assets and services are protected against compromise and that individuals are safeguarded against workplace violence.

All persons employed to contribute to the delivery of policing services, including those indirectly providing service through contractual agreements, must meet a high level of standard, with respect to personal history of both direct and indirect contact with police. To help ensure a professional delivery of police services, all individuals including employees of **the Consultant** and sub-consultants will be required to have their history of contact with police reviewed. The awarded **Consultant** and all sub-consultants will be required to undergo a security clearance for their personnel prior to a P.O. being issued and prior to the commencement of the Project. All applications for security clearance must be submitted to the Cobourg Police Service, refer to **Attachment 3**. All costs for the clearance process will be borne by the Police Services. Failure to submit a clearance form in a timely manner can delay the commencement of the Contract.

No **Consultant** or sub-consultant personnel will be permitted to access the Cobourg Police site without obtaining and maintaining in good standing, a security clearance, through the duration of the Contract. It is **the Consultant's** responsibility to ensure that all employees submit the clearance forms as required.

**A security clearance may be revoked at any time** should information provided to Cobourg Police Service determine that an employee of **the Consultant** and/or sub-consultant no longer meets the standards for security clearance.

**The Consultant**, their employees and any sub-consultant will be required to wear a Cobourg Police Service issued photo identification badge while on site at all times. **The Consultant's** employees or sub-consultants who do not comply with Cobourg Police Service security requirements may be dismissed from the site without penalty or impact to the Service or to the schedule of the work to be performed. Cobourg Police Service may at any time, based on new or evolving security screening information, refuse to allow any consultant, employee or sub-consultant employee on the site without penalty or impact to the Service or to the schedule of work being performed.

## 6.5 Insurance

Refer to **Section 9.0 of Attachment 1** and **Section 8.0** of this RFP document for details.

**The Consultant** shall, within 10 working days of notification of award of the Proposal, provide certificate of insurance(s) for insurance requirements stated in **Section 8.0** of this RFP document.

**Failure by the Consultant to provide the certificate(s) of insurance, as herein requested, shall cause the Contract to be terminated and the Contract will be awarded to the next qualified Proponent.**

## 6.6 WSIB Clearance Certificate

Refer to **Attachment 1, Section 11.0** for details.

**The Consultant** shall submit a copy of a current and valid Clearance Certificate

from the WSIB for all team members for the type of work applicable to this Proposal, or documentation from the WSIB confirming their exemption.

## **6.7 Accessibility for Ontarians with Disabilities Act or “AODA”**

### **6.7.1 Documents**

The Service is required to comply with the **Accessibility for Ontarians with Disabilities Act, 2005**, as amended, which includes ensuring that all documents posted on the Service website meet the international standard for website accessibility called World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.0.

**The successful Proponent** shall ensure that all documents they prepare are formatted to meet WCAG 2.0, Level AA prior to submitting to the Town representative.

#### **Resources:**

The W3C’s [PDF Techniques for WCAG 2.0](https://www.w3.org/TR/WCAG-TECHS/pdf.html) for general techniques on how to meet WCAG 2.0 compliance:

<https://www.w3.org/TR/WCAG-TECHS/pdf.html>

The Accessible Digital Office Document (ADOD) Project for various [software-specific accessible document techniques](https://adod.idrc.ocadu.ca):

<https://adod.idrc.ocadu.ca>

### **6.7.2 Meetings and Presentations**

**The successful Proponent** shall ensure that physical access to public consultation meetings and format of presentation materials shall be accessible to all participants, including people with disabilities. Refer to the Guide to Conducting Accessible Meetings prepared by Ontario Municipal Social Services Association, or “OMSSA”:

[https://www.omssa.com/docs/OMSSA\\_Guide\\_to\\_Conducting\\_Accessible\\_Meetings\\_-\\_EN.pdf](https://www.omssa.com/docs/OMSSA_Guide_to_Conducting_Accessible_Meetings_-_EN.pdf)

## **6.8 HST**

**Refer to Section 8.0 of this RFP document for additional details.**

**The Consultant** shall provide their HST registration number on all invoices.

**The Consultant** shall notify the Town immediately if their HST registration lapses, is revoked, or changes, at any time during the Contract.

## **Contract**

Refer to **Section 14.0 of Attachment 1** for details.

**7.1 Purchase Order as Contract**

The Service will issue a formal Purchase Order and/or Contract as confirmation of the award. **The successful Proponent** must accept the Service's Purchase Order and/or Contract, which will supersede all other contracts.

**Form of Proposal Mandatory Requirements**

Refer to **Section 7.0 of Attachment 1** for details.

**8.1 Addressing Proposal for Submission**

A Proposal shall be accepted only when submitted in an envelope sealed and clearly addressed to "**Cobourg Police Services Board, Tenders and Proposals, 107 King Street West, Cobourg, ON K9A 2M4**" and marked "**RFP#1-2022 Cobourg Police Service Facility Condition Assessment and Functional Space Analysis**" and include the name and address of the **Proponent**.

**8.2 Binding and Irrevocable**

Offers made in a Proposal will be considered by the Service to be binding and irrevocable and shall remain open for acceptance by the Service for a period of 90 days from the Proposal Closing.

**8.3 Original and Copies**

Refer to **Section 7.0 of Attachment 1** for details.

**The Proponent** shall submit **one original, ten copies and one USB memory stick** of all requirements in PDF format with the exception of **Appendix C**. **Appendix C** must be submitted in Envelope #2, as set out in **Appendix A**.

**8.4 Mandatory Form of Proposal Details**

The Service is seeking Proposals from **Proponents** who are both interested and capable of undertaking the work. The onus is on **the Proponent** to demonstrate their knowledge, understanding and capacity to conduct the work. The detail and clarity of the written submission will be indicative of **the Proponent's** expertise and competence.

**Note: Items 8.4.1 to 8.4.10** shall be provided in a sealed envelope marked "**Envelope #1 – Mandatory and Merit Submission**". The main body of the submission for the Proposal shall be **limited to 30 single sided pages**, submitted in **12 pt Arial font, not including appendices**. Failure to follow this requirement may be a consideration during the evaluation process.

Proposals should be succinct. Proposals shall be submitted based on the format and order stated below. In addition to providing the completed Appendices, **the Proponent** shall specifically and fully address each of the items in **Section 8.0** in their Proposal submission.

To facilitate the review of the submitted Proposals, please use the following headings in your response. Failure to follow this format may be a consideration during the evaluation process.



**Failure to provide any of the required documents in Item 8.0 will result in rejection of the submission.**

**8.4.1 Table of Contents** – provide a Table of Contents, with page numbers and identification of all materials included in the Proposal. Completed Appendices shall appear first in the Table of Contents and in the submission.

**8.4.2 Appendix A - Form of Proposal Cover Page and Checklist** - mark an “X” in the “**Proponent Included**” column, beside all items included.

**8.4.3 Appendix B - Acknowledgements** – acknowledge the correct number of addenda received, indicate that **Attachment 1** has been reviewed and is understood and provide current HST registration verification and HST number. The Proponent may obtain the necessary documentation to indicate registration by going to:

<http://www.cra-arc.gc.ca/esrvc-srvce/tx/bsnss/gsthstrgstry/trms-eng.html>

**Note:** failure to provide the documentation and HST number may result in rejection of the Proposal submission.

**8.4.4 Appendix D - Sub-Consultants** – provide a complete list of all sub-consultants to be used in the Contract.

**8.4.5 Appendix E – Client Reference Form**

The Proponent must complete **Appendix E – Client Reference Form** and include it with their submission. All three of the listed references must be an Owner/Facility Manager that the Proponent has worked with in the past three years performing similar type of Assessment and Functional Space Analysis work.

**Proponents** must also submit a detailed list of experience they have in providing similar services, minimum of three projects whose references are included in **Appendix E – Client Reference Form**. Items to be included in the list should include the following information:

- a. Client/Contact Name in which your firm has done similar work, along with Phone Number and Email address;
- b. Nature of Assignment;
- c. Term of Assignment; and
- d. Identify the original project budget, the final budget and the reasons for variance, if any.

**8.4.6 Proponent Qualifications – Prime Consultant and Consulting Team**

The Consultant team shall be led and managed by the Prime Consultant. The team shall consist of all sub-consultants and subject matter experts necessary to complete this assignment. The Prime Consultant shall have proven similar experience in the past five years, working on feasibility studies and space accommodation plans for police and government entities and shall have experience in the design of police facilities.

The team shall consist of all sub-consultants and subject matter experts necessary to complete this assignment. In addition, the Consultant team shall have knowledge of and be able to apply applicable codes, standards, acts, regulations etc. to the Project in its entirety, in general and specific to the nature of this assignment. Provide background with respect to the organization and relevant experience. Describe the composition of the team and sub-consultants, including specific experience with policing facilities. Include qualifications of key personnel and resources to be dedicated to this Project, specifically indicating their role. Provide references as per **Appendix E**, along with contact information, where similar services have been undertaken.

The Consultant team, led by the Prime Consultant, shall consist of, but not be limited to, the following sub-consulting disciplines and subject matter experts:

- a. Space Planning and Accommodation;
- b. Architectural;
- c. Electrical and Mechanical;
- d. Structural;
- e. Civil;
- f. Cost Consultant; and
- g. Building Code and Life Safety.

#### **Key Team Lead Personnel**

It is important that the work be provided by a team that can demonstrate knowledge of, and experience in providing Facility Condition Assessments and Functional Space Analysis for municipal buildings and in particular Police Stations. In particular, **the Proponent** shall provide an overview of the key team lead personnel who would be primarily involved in the Project and include the following:

- a. **Condensed resumes**, maximum one page, and professional credentials of Prime Consultant and each sub-consultant member on the Project Team that highlights their education, training, and work history;
- b. Current and future project list that will be undertaken by **the Proponent's** team, including their current workload, e.g. identify other competing priorities that are assigned to each member of the team; and
- c. Organizational chart of all staff for each sub-consultant and an organizational chart for the team that clearly defines the chain of command for each sub-consultant and the overall team.

#### **8.4.7 Proponent Information**

**The Proponent** shall provide the following information:

- a. Company name, mailing address, phone number, fax number, and email of the organization submitting a Proposal;
- b. Organizational chart;
- c. Name and title of contact person, including day and evening telephone numbers, and email address;
- d. Number of years in operation; and

e. Description of services provided by the company.

#### 8.4.8 Project Understanding and Approach

**The Proponent** shall demonstrate their understanding of the project. Describe the approach and methodology. Outline the structure and level of detail that can be expected for the final report. Include a work plan. The Service has established this Project as a priority and, as such **the Proponent** shall provide a detailed outline of how they would efficiently provide this service to the Police Service. Provide detail on key/critical tasks throughout the assessment, including provisional items.

Include detailed Time-Task matrix for all phases of the Project.

#### 8.4.9 Work Plan

Proponents must submit with their submission a detailed schedule identifying their work plan showing major tasks and estimated timeframes. A significant portion of the total points to be awarded during the evaluation process will be based on the proponent's work plan. The plan should, therefore, be as detailed as possible.

#### 8.4.10 Insurance

Refer to **Section 9.0 of Attachment 1** and **Section 6.0** of this RFP document for details.

All insurance costs indicated below, will be borne by **the successful Proponent**.

**The Proponent** shall provide, with their Proposal, proof of insurance(s) required per the following list. In the event that satisfactory proof of insurance cannot be provided, a letter from their insurance company, confirming that **the Proponent** will be able to obtain the required insurance, will suffice.

The following requirements are standard for the Service and are included as an indication of the level of coverage which will be sought.

#### Chart of Required Insurance

Type	Amount	Deductible/Aggregate
Commercial General Liability	\$5,000,000	\$5,000
Standard OAP 1 Automobile Policy	\$2,000,000	Physical damage deductible not to exceed <b>\$5,000</b> .
Professional Liability/Errors and Omissions	\$2,000,000	\$50,000

#### Envelope #2 Pricing Submission

**8.4.11 Appendix C - Pricing** – provide a fee schedule indicating a total upset limit amount for the performance and completion of all Services, as outlined in the RFP. The total fee shall include all disbursements and expenses, staff, equipment, accommodations and overhead expenses necessary to complete the Services. Provide a detailed breakdown indicating estimated number of hours by each team member and their corresponding hourly rate fee. All fees must be firm for the duration of the Project.

## **Evaluation, Award and Approval**

Refer to **Section 16.0 of Attachment 1** for details.

### **9.1 Evaluation**

This RFP shall be awarded based on evaluation of the criteria set out in this Section.

### **9.2 Evaluation Committee**

The Evaluation Committee shall be comprised of the Chief of Police – Cobourg Police Service, Board Chair (or designate) – Cobourg Police Services Board, Chief Administrative Officer - Cobourg Police Service. The Service reserves the right to change the makeup of the Committee, if required.

### **9.3 Presentation and Interview**

The Evaluation Committee may undertake an interview process with a short-list of **Proponents**. A date will be determined following the Closing of the RFP.

The short listed **Proponents** shall be prepared to make a presentation on one past project that is relevant to this current Work and answer questions on their submission and presentation. The Prime Consultant listed in the Proposal submission for this Project shall be prepared to lead the presentation.

### **9.4 Clarification/References**

The Service may investigate as it deems necessary to seek clarification of the contents of their bid submission or to determine the ability of **the Proponent** to provide the goods/services, and **the Proponent** shall furnish the Service all such information and data for this purpose as the Service may request.

The reference checks will be completed for the highest scoring **Proponent**. Should the highest scoring candidate receive one or more negative reference(s), the Service, at its discretion, may remove **the Proponent** and proceed to the next highest candidate.

Reference checks initiated by the Service will be limited to the same time period stated **Section 8.0** of this RFP document, which provides requirements for references for completion of **Appendix E**.

### **9.5 Evaluation Criteria**

Refer to **Section 8.0** of this RFP document for details.

Proposals will be evaluated using a best value approach considering both merit and price. The Evaluation Committee will evaluate submissions in the following stages:

#### **9.5.1 Stage One – Mandatory Requirements**

During this stage the Evaluation Committee will open **Envelope #1** and review **the Proponent's** submission to ensure all mandatory requirements are included

and that the Proponent has submitted two separate envelopes. **Proposal submissions that contain** all the mandatory requirements, as stated in **Section 8.0** of this RFP document, will move to Stage Two.

### 9.5.2 Stage Two – Proposal Merits

During this stage each Proposal will be evaluated on its own merit in relation to the criteria stated in **Item 9.5.4 Evaluation Table Stage 2 – Proposal Merits**. Only Proponents who score 60 of 75 points, the “benchmark”, or higher, on the Merit Evaluation of **Envelope #1**, per **Item 9.5.4, Evaluation Table**, will move on to Stage Three. In the event that there are less than two **Proponents** that achieve the benchmark score, the Service may elect, at its sole discretion, to lower the benchmark score by no more than 10 points to achieve the intended number of Proposals. In the event the Service does not receive the intended number of Proposals after the benchmark reduction, the Service, at its sole discretion, may opt to evaluate **Envelope #2** of the Proposals conforming to the reduced benchmark score, or, in the event that the Service does not receive the intended number of Proposals after the benchmark reduction, the Service may cancel the RFP.

Each of the components in **Stage 2 – Proposal Merits** is evaluated and assigned a rating between 0% and 100%. The Evaluation Committee will rate each component as a group. The rating percentage is then used to calculate a score based on the points allocated to that component. The above table outlines key rating percentages:

**Example:** If a component is evaluated as better than “Very Good” and rated at 95% and 30 points are allocated, the score for the component will be  $0.95 \times 30 = 28.5$  points.

Stage 2 – Proposal Merits		
Key Rating %	Characteristics	
0%	Unacceptable	Does not meet any of the requirements.
30%	Poor	Does not meet all of the basic requirements.
60%	Fair	Meets very basic requirements. Minimally acceptable.
75%	Good	Meets all key requirements. An acceptable standard.
90%	Very Good	Meets all requirements and expectations.
100%	Excellent	Exceeds the requirements. Provides additional benefit.

The **Proponent** must score a minimum of 60% of the available points in **Stage 2 – Proposal Merits**, to be further considered and evaluated for the financial component of the Proposal.

### 9.5.3 Financial Evaluation

The Evaluation Committee will open **Envelope #2** for all Proposals that make it to Stage Three. The scores from **Stage Two – Proposal Merits** and **Stage Three – Financial Evaluation** will be added together.

The reference checks will be completed for the highest scoring **Proponent**. Should the highest scoring candidate receive one or more negative reference(s), the Service, at its discretion, may remove **the Proponent** and proceed to the next highest candidate.

The Service reserves the right to undertake additional reference checks with other clients who have received services from **the Proponent** within the past five past years.

#### 9.5.4 Evaluation Table Stages

<b>Stage 1 – Mandatory Requirements:</b>	
Compliant Mandatory and Submission Requirements	Pass/Fail
<b>Stage 2 – Proposal Merits</b>	
Proponent Qualifications - Based on criteria requested under <b>Item 8.4.7</b>	35
Project Understanding - Based on criteria requested under <b>Item 8.4.9</b>	35
Quality of Proposal	5
<b>Stage 3 Financial:</b>	
Total Price: scores for the cost criterion will be calculated as follows: The lowest cost Proposal receives 25 points; The remaining Proposals are assigned points based on the formula: (lowest cost proposal / Proponents proposal x 25)	25
<b>Total Available Points</b>	<b>100</b>

The Proposal that achieves the highest score total score will be ranked first. In the event of a tie total score, **the Proponent** with the lowest cost will be ranked first overall.

#### 9.6 Feedback

**The Proponent** may request feedback on the evaluation of their Proposal submission from the Service Representative listed in **Section 1.0** of the RFP document within 60 days of notification of award results. The response from the Service will include the final ranking of **the Proponent's** Proposal submission only, along with a few points on strengths and weaknesses of the submission to provide feedback to assist **the Proponent** on future opportunities.

#### 9.7 Recommendation/Award

Recommendation for award of any Proposal will be based on **the Proponent's** overall total score. By responding to the RFP, **the Proponent** agrees to accept the recommendation of the Evaluation Committee as final and binding.

The award of any RFP shall be in accordance with the Cobourg Police Services Board's current Purchasing By-law. The decision of the Service will be final.

**The successful Proponent** shall not make any claims for additional costs, or expenses, due to the delay in, or cancellation of, the award of any RFP due to the approval process.

The Service will post an award report for this RFP to **Biddingo™** once the approval body has approved the recommendation for award.

#### **9.8 Requirements on Acceptance of Award**

**The successful Proponent** will be required to submit, within 10 business days of notification of award of the RFP, and prior to start of Work, the following:

- a. Certificate(s) of Insurance – **Section 6.0** of this RFP document;
- b. Proof of a valid and current Clearance Certificate from the WSIB – **Section 6.0** of this RFP document;
- c. Completed **Attachment 2**, regarding Accessibility Training – **Section 5.0** of this RFP document; and
- d. Completed **Attachment 3 “Cobourg Police Service Clearance Form for Consultant and all Sub-Consultants”**.

---

## **Attachment 1 – Terms, Conditions and General Information**

**Attachment 1** is applicable to all bid solicitation documents issued by the Cobourg Police Services Board. Attachment 1 refers to items 1 to 9 of this RFP document.

**Attachment 1** is not provided with each bid solicitation document.



## Attachment 2 - Accessibility Training

Company Name \_\_\_\_\_

### Hereby represents and warrants that:

My/Our employees, agents, volunteers, or others for whom I/We are responsible, will have successfully completed Accessibility Training as required in this RFP prior to commencement of the Project on behalf of the Cobourg Police Services Board, in accordance with the award of **RFP#1-2023** for the **Cobourg Police Service Facility Condition Assessment and Functional Space Analysis**.

### Acknowledgement

I/We, the undersigned, acknowledge and agree that this representation and warranty will be relied upon by the Cobourg Police Services Board and as such I/We solemnly provide this representation and warranty as if it were given under oath.

**I/We have the authority to bind the Company.**

Company Name:	
Signature(s):	
Name(s):	
Title(s):	
Date:	

**Attachment 3 - Cobourg Police Service Clearance Form for Consultant  
and all Sub-Consultants**

See separate attached PDF Document:-

**Appendix A - Form of Proposal Cover Page and Checklist**

**Cobourg Police Services Board**



**Request for Proposals  
Document No. RFP#1-2023**

**Cobourg Police Service Facility Condition Assessment and Functional  
Space Analysis**

**Submit To:**

**Cobourg Police Services Board  
107 King Street West  
Cobourg, ON  
K9A 2M4  
Attn: Roger Ramkissoon  
Chief Administrative Officer  
Tel: 905 377 4430  
Email: roger.ramkissoon@cobourgpolic.com**

**Submitted By:**

---

**Company Name**

---

**Address**

**Appendix A - cont'd****Part 1.0 Form of Proposal**

The Form of Proposal for this RFP shall include all Appendices and requirements listed in the checklist below.

**Part 2.0 Checklist**

**The Proponent** shall include all items with an “X” in the “**Required**” column in their Proposal submission and **in the order shown below**. Failure to provide the items required may result in the rejection of the Proposal submission as incomplete. “N/A” shall mean not applicable to this RFP and not required in the Proposal submission. **The Proponent** shall mark an “X” in the “**Proponent Included**” column to indicate the items that are included in their Proposal submission. **See Section 8.0** of this RFP document for details.

<b>Required</b>	<b>Requirement</b>	<b>Proponent Included</b>
<b>X</b>	One Original, ten copies and one USB memory stick of Proposal Submission	
<b>Provide the Following with Original and all Copies in “Envelope 1”</b>		
<b>X</b>	Table of Contents	
<b>X</b>	Appendix A - Form of Proposal Cover Page and Checklist	
<b>X</b>	Appendix B - Acknowledgements	
<b>X</b>	Appendix D - Sub-Consultants	
<b>X</b>	Appendix E – Client Reference Form	
<b>X</b>	Proponent Qualifications – Prime Consultant and Consulting Team	
<b>X</b>	Key Team Lead Personnel	
<b>X</b>	Proponent Information	
<b>X</b>	Project Understanding and Approach	
<b>X</b>	Work Plan	
<b>X</b>	Insurance	
<b>X</b>	Project Understanding and Approach	
<b>Provide the following in a separate sealed envelope marked “Envelope 2”</b>		
<b>X</b>	Appendix C – Pricing	

## Appendix B - Acknowledgements

**I/We Acknowledge** that this Proposal is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making a Proposal for the same goods/services and is in all respects fair and without collusion or fraud.

**I/We Acknowledge** that all matters stated in the said Proposal are, in all respects, true.

**I/We Acknowledge** that I/We having read **RFP#1-2023 and Attachment 1 “Terms, Conditions and General Information”**, that I/We have satisfied ourselves as to the Terms, Conditions, General Information and any specifications and do hereby submit a Proposal, including Pricing as set out in **Appendix C**, for the **Cobourg Police Service Facility Condition Assessment and Functional Space Analysis**.

**I/We Acknowledge** that \_\_\_\_\_ addenda have been issued for this RFP and that I/We understand it is **the Proponent’s** ultimate responsibility to ensure all addenda issued have been received. **NOTE:** failure to include the correct number of addenda in this Appendix may, at the discretion of the Service, result in disqualification of the Proposal submission.

**I/We Acknowledge** that acceptance of this Proposal and the issuance of a Purchase Order shall be considered a binding contract upon both parties. If specified at any time by the Service, it is agreed that the terms and conditions and any representations made in reference to this RFP shall be incorporated in a Contract to be executed by the parties once the Service has formally accepted the Proposal.

**I/We Acknowledge** that I/We have attached current HST registration verification and include My/Our HST number herein:

\_\_\_\_\_

**I/We** have the authority to bind the Company.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_

Firm or Organization Name

\_\_\_\_\_

Signing Authority

\_\_\_\_\_

Street Address

\_\_\_\_\_

Signature

\_\_\_\_\_

Town/City

\_\_\_\_\_

Postal Code

\_\_\_\_\_

Telephone and Fax Number

\_\_\_\_\_

Email

## Appendix C - Pricing

### Part 1.0 Pricing

Line	Description of Work	Price
1.1	Lump sum price to perform all work	\$
1.2	HST – for Line 1.1	\$
<b>1.3</b>	<b>Total</b> - including HST – sum of Lines 1.1 + 1.2	<b>\$</b>

### Part 2.0 Hourly Rates

Line	Consultant	Estimated # of Hrs	Hourly Rate
2.1	Lead Consultant		\$
2.2	Space Planning and Accommodation		\$
2.3	Mechanical Consultant		\$
2.4	Electrical Consultant		\$
2.5	Structural Consultant		\$
2.6	Civil Consultant		\$
2.7	Cost Consultant		\$
2.8	Other		\$

**Appendix C** and any related pricing information should be sealed in an envelope clearly marked as **Envelope #2 - Pricing. Appendix C** must be completed as part of the submission. The Evaluation Committee reserves the right not to evaluate a submission if **Appendix C** has not been completed.

## Appendix D - Sub-Consultants

Submit a list of sub-consultants to be used for the supply of the goods/services, or indicate "Not Applicable".

Contact	Details
Name:	<b>Space Planning and Accommodation Consultant</b> Company Name:
	Type of Goods/Services provided:
Phone:	Address:
Email:	Years in Business:
Name:	<b>Mechanical Consultant</b> Company Name:
	Type of Goods/Services provided:
Phone:	Address:
Email:	Years in Business:
Name:	<b>Electrical Consultant</b> Company Name:
	Type of Goods/Services provided:
Phone:	Address:
Email:	Years in Business:
Name:	<b>Structural Consultant</b> Company Name:
	Type of Goods/Services provided:
Phone:	Address:
Email:	Years in Business:

**Appendix D Cont'd**

<b>Contact</b>	<b>Details</b>
Name:	<b>Civil Consultant</b> Company Name:
	Type of Goods/Services provided:
Phone:	Address:
Email:	Years in Business:
Name:	<b>Cost Consultant</b> Company Name:
	Type of Goods/Services provided:
Phone:	Address:
Email:	Years in Business:
Name:	<b>Other Consultant</b> Company Name:
	Type of Goods/Services provided:
Phone:	Address:
Email:	Years in Business:

**Note:**  
 If insufficient space is provided in this Appendix, please provide the required information in the same format on a separate form and attach to this Appendix.



## Appendix E – Client Reference Form

This document is intended to provide information on the capacity, skill and experience of the Consulting Team.

“**Client Reference Form**” must be completed and included with the submission and must list the three references. All three of the listed references must be an Owner or Facility Manager that **the Proponent** has worked with in the past three years performing similar type Assessment and Functional Space Analysis work.

### Client Reference Form

#### Reference #1

Reference Company Name:	
Owner <input type="checkbox"/> Facility Manager <input type="checkbox"/> Please check one.	
Contact Person:	Position:
Email Address:	

#### Reference #2

Reference Company Name:	
Owner <input type="checkbox"/> Facility Manager <input type="checkbox"/> Please check one.	
Contact Person:	Position:
Email Address:	

#### Reference #3

Reference Company Name:	
Owner <input type="checkbox"/> Facility Manager <input type="checkbox"/> Please check one.	
Contact Person:	Position:
Email Address:	