

**THE CORPORATION OF THE
MUNICIPALITY OF SIOUX LOOKOUT**



SIOUX LOOKOUT
Hub of the North

Request for Proposal (RFP)

R001-2025

**Hillcrest Subdivision Landscaping and Signage
Project**

February 2025

1. Introduction

The Municipality of Sioux Lookout is seeking proposals from qualified firms to provide comprehensive signage and landscaping services for the Hillcrest Subdivision. This project aims to enhance the subdivision's visibility and aesthetic appeal through strategic signage and sustainable landscaping. Hillcrest is set to become a vibrant commercial plaza in Sioux Lookout, providing a hub for businesses and services to support the growing needs of the community. Strategically located, it aims to enhance local commerce while contributing to the town's economic development. The project reflects the municipality's commitment to fostering a dynamic and accessible space for businesses, residents, and visitors alike.

2. Scope of Work

The successful contractor(s) will be responsible for providing comprehensive landscaping services and/or signage installation as outlined below. Firms are invited to submit proposals for either **one or both** components of the project.

2.1 Landscaping Services:

- Installation of softscape features such as trees, shrubs, and native grasses.
- Swale planting and restoration of upper and lower lot areas.
- Coordination of all required inspections and obtaining necessary permits.
- Providing a one-year workmanship warranty effective from project completion.
- The contractor must provide a comprehensive **Maintenance Manual** that outlines phase-wise care instructions for the newly planted trees and vegetation. This manual should include, but not be limited to, the following details:
 - **Initial Care:** Guidelines on watering, mulching, staking, and protection from pests or diseases immediately after planting.
 - **Ongoing Maintenance:** Seasonal care instructions including pruning, fertilization, disease prevention, and long-term health monitoring.
 - **Emergency Care:** Steps to address unexpected issues such as storm damage, pest outbreaks, or disease infestations.

Landscaping sites:

SITE "A" – Approximately 2,120 square metres, site will be built to sub-grade. Install topsoil and seed with a grass species native to this area. Install 6 evenly spaced 1 metre to 1.5-metre-tall trees along the West line and 6 evenly spaced 1 metre to 1.5-metre-tall trees along the North Line. Also, develop a modest-sized picnic area in Site A that offers a functional and inviting space for community use.

Specifications:

- **Patio:** Install a small, paved patio suitable for seating and basic recreational use.
- **Seating:** Provide durable outdoor tables and benches designed for all-weather conditions.
- **Accessibility and Safety:** Construct an accessible pathway connecting the parking area to the picnic area to ensure easy and safe access for all visitors. The pathway should be made from non-slip, durable materials that complement the surrounding landscape.

SITE "B" – Approximately 2,400 square metres, site will be built up to sub-grade. Install topsoil and seed with a grass species native to this area. Install 16 evenly spaced 1 metre to 1.5-metre-tall trees parallel to the sidewalk. Setback approximately 2 metres from the sidewalk.

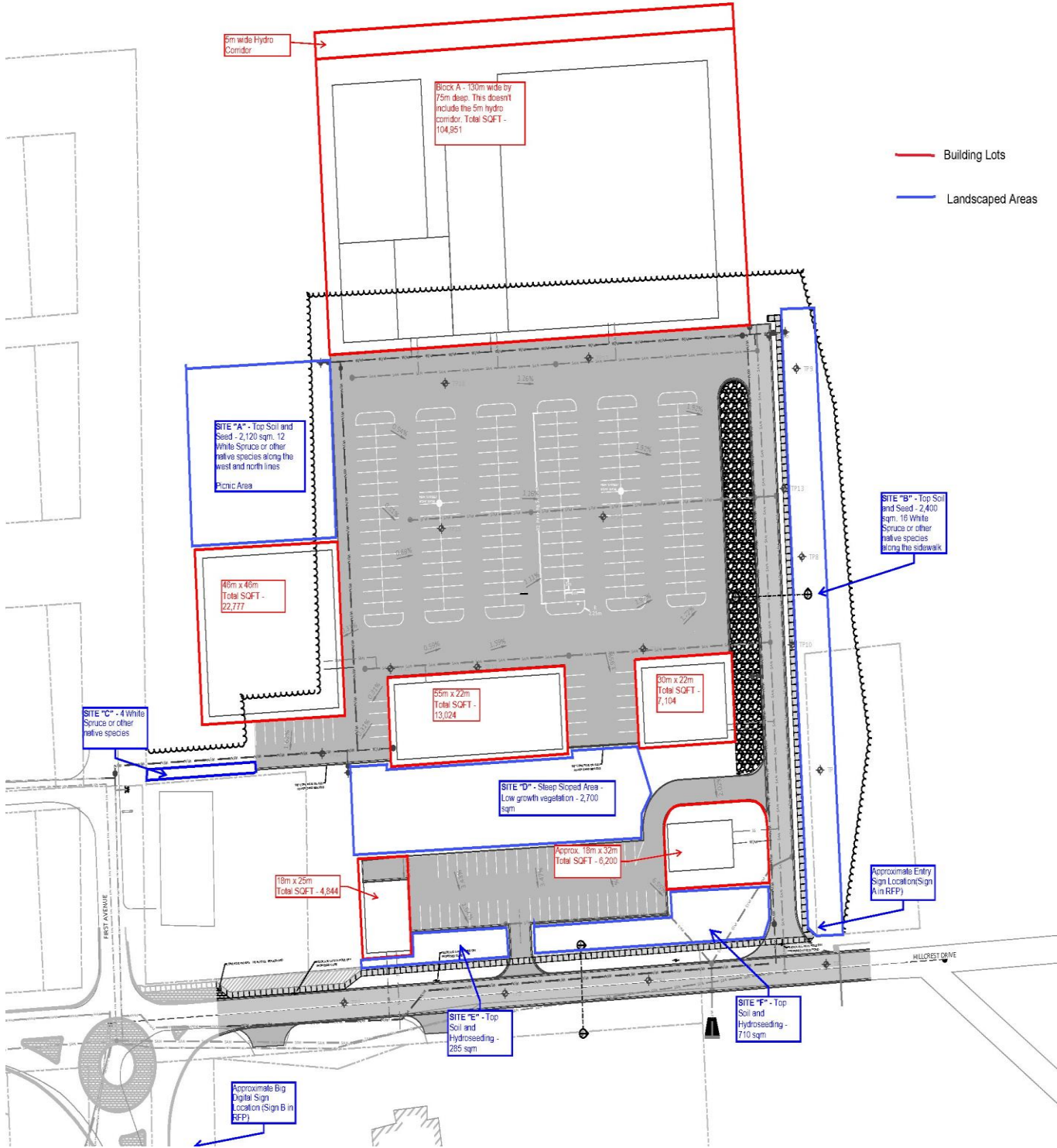
SITE "C" – Install 4 evenly spaced 1 metre to 1.5-metre-tall trees setback 1 metre from the West/East property line.

SITE "D" – Approximately 2,700 square metres, steep slope with some bedrock. Remove existing vegetation and debris and plant low growth, slope suitable vegetation. Utilizing a species native to this region – Bearberry, Creeping Juniper, Wild Strawberries, etc.

SITE "E" – Approximately 285 square metres, some slope, will be built up to sub-grade. Install topsoil and hydroseed, using a grass species native to this area.

SITE "F" – Approximately 710 square metres, sloped, will be built up to sub-grade. Install topsoil and hydroseed, using a grass species native to this area.

Contractors are required to propose and plant durable, native species that are suitable for the local climate and soil conditions. **White Spruce (Picea glauca) is highly recommended due to its adaptability and the ecological benefits it offers. However, contractors may also suggest other native species that meet or exceed the project's sustainability and aesthetic goals.*



2.2 Signage Services:

- Design and installation of two signs for the commercial plaza and provide a coloured rendition of each sign:
 - a. **Entry Sign:** A standard sign marking the entrance of the plaza. Including timber frame elements based on the pictures appended to this document, utilizing White or Red Pine lumber.



- b. **Main Plaza Sign:** A large digital engineered sign with foundation capable of displaying the names of businesses. This sign should be designed to allow easy updates and modifications to the displayed content. Given the absence of direct electricity to the sign's location, propose alternative energy sources such as solar panels or other sustainable lighting technologies to ensure the sign is well illuminated.



- Both signs should complement the aesthetic of the landscaping and meet all local zoning and signage regulations.

3. Project Timelines

The RFP process will follow the schedule below:

- RFP Issuance: January 24, 2025
- Proposal Submission Deadline: February 14, 2025
- Anticipated Project Start: August 2025

4. Proposal Requirements

4.1 Contractor Qualifications:

- Demonstrable experience in landscaping and/or signage design and implementation.
- Capacity to oversee design and physical implementation for the services they are bidding on.
- Relevant certifications in landscaping and/or digital signage systems.

4.2 Proposal Contents:

- **Company Profile and Capability Statement:** Detail your organization's history, structure, areas of expertise, and any unique qualifications that make you the best choice for this project.
- **Detailed Methodology and Approach for the Services Being Offered:** Describe your technical approach to the landscaping and signage work, including innovative practices and technologies you plan to use.
- **Itemized Budget and Cost Breakdown for All Proposed Services:** Provide a comprehensive and transparent budget that outlines all costs associated with the project, including materials, labor, and any contingencies.
- **Proposed Project Timeline with Milestones for Design, Approval, and Implementation:** Outline a clear timeline that includes key milestones, from the initial design phase through to the final implementation, ensuring all deadlines are realistic and achievable.
- **Frequency and Types of Meetings:** Propose a schedule for regular meetings such as bi-weekly progress checks, ad-hoc problem-solving meetings, and major milestone reviews to ensure ongoing communication and project alignment.
- **References from Projects of Similar Scope and Complexity:** Provide details of previous projects that demonstrate your ability to manage and complete projects of this scale and nature.

5. Contractual and Construction Standards

5.1 CCDC Compliance:

The contract resulting from this RFP will adhere to the standards and guidelines set forth by the Canadian Construction Documents Committee (CCDC), ensuring that best practices in the construction industry are followed. Specific CCDC standards include:

- 5.1.1 CCDC 2 (Stipulated Price Contract):** This standard contract form will be used to define the terms and responsibilities between the Municipality of Sioux Lookout and the successful bidder. It covers the stipulated price, scope of work, and other contractual obligations.
- 5.1.2 CCDC 24 (Guide to Model Forms and Support Documents):** Bidders must adhere to the guidelines provided in CCDC 24 for preparing the bonds, insurances, and other related documents necessary for the execution of the project.

5.2 Contractor Responsibilities:

- **Documentation:** Contractors must submit all required CCDC documents, including performance bonds, labor and material payment bonds, and insurance certificates, in compliance with CCDC recommendations.
- **Standards Adherence:** All construction practices, site management, and project execution must align with CCDC standards to ensure quality, efficiency, and legal compliance throughout the project lifecycle.

5.3 Municipality Oversight:

The Municipality of Sioux Lookout will actively oversee compliance with CCDC standards throughout the project duration. Regular audits and reviews will be conducted to ensure adherence to contractual guidelines and project specifications.

5.4 Provision for Amendments:

Any amendments to the standard CCDC contract forms must be mutually agreed upon in writing by both parties, with a clear rationale for deviations from standard practices, if any, and their implications on project outcomes and responsibilities.

6. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Relevant experience and qualifications – 30%
2. Project approach and Innovativeness – 30%
3. Cost Effectiveness – 25%
4. Timeline Feasibility – 10%
5. References and past performance – 5%

7. Submission Instructions

- All Proposal submissions shall be in electronic format through Biddingo.com, Government Contract Portal.
- The proposal must be uploaded to Biddingo no later than February 14, 2025, at 3:00 PM Local time (CST) The Submissions should be clearly labeled as **“Hillcrest Subdivision Landscaping and Signage RFP”**
- Any and all addenda issues prior to the closing date will be posted on www.siouxlookout.ca and www.biddingo.com for downloading by bidders. It is the bidder’s sole responsibility to download and review all Addenda, and acknowledge that Addenda were downloaded, and that the pricing quoted includes the provision set out in such Addenda.
- The Proposal submission package shall be clearly addressed to:

Jackie Trenholm

Deputy Clerk

Municipality of Sioux Lookout

- The Proposal Submissions shall be clearly marked with the Proposal number, name and the name of the Proponent.
- Email, Facsimile and hard copy Proposals will not be accepted. Proposals are to be uploaded by the closing time of February 14, 2025 , 2:00 p.m. Local time (CST). No late digital submissions will be accepted.

8. Terms and Conditions

- The Municipality reserves the right to reject any or all proposals.
- All quotes submitted must remain valid for a period of 120 days from the date of submission.
- The successful proponent will be required to provide proof of valid WSIB clearance and insurance coverage, including general liability insurance of no less than \$2,000,000 prior to commencement of work.
- All materials submitted become the property of the Municipality.
- This RFP does not constitute a commitment to award a contract.
- Standard contractual clauses regarding performance expectations, penalties for non-compliance, and terms of payment.

9. Communications

For further inquiries or technical clarification, please contact:

Yajvir Deswal

Engineering & Capital Projects Manager, Public Works Department

Municipality of Sioux Lookout
41 Fifth Avenue,
Sioux Lookout, ON, P8T 1A4

Email: ydeswal@siouxlookout.ca

Submission Format: Please ensure all communications clearly reference RFP R001-2025 in the subject line.

Deadline for Submission of Questions: All inquiries must be submitted no later than February 7, 2025, by 3:00 PM CST. Adhering to this deadline ensures prompt responses, allowing for equitable information distribution to all interested parties well before the proposal submission date.