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City of Temiskaming Shores
Request for Proposal
PW-RFP-006-2026

Consultant Services – Transit Hub & Community Space

City of Temiskaming Shores
P.O. Box 2050
325 Farr Drive
Haileybury, Ontario
P0J 1P0

1. Objective

The Corporation of the City of Temiskaming Shores (the City) is seeking proposals from qualified consulting firms to provide professional engineering, landscape architecture, urban design and associated services for the planning and detailed design of the Downtown New Liskeard Transit Hub and Community Space.

The project involves the redevelopment of an existing gravel parking area in downtown New Liskeard, located between Wellington Street South and Armstrong Street South, into a modern, accessible and multifunctional public space.

The primary objective is to establish a centralized transit transfer hub supporting the City's evolving local and regional transit network, while improving public parking, pedestrian connectivity, stormwater management and opportunities for community and economic development activities.

The City envisions a site that balances transportation infrastructure with thoughtful urban design, incorporating a transit waiting shelter, public washroom facilities, paved parking and circulation areas, lighting, landscaping and opportunities for a covered Farmers' Market and community gathering space.

Proponents are encouraged to bring forward innovative, practical and context-sensitive design solutions that reflect the character of Temiskaming Shores, support accessibility and environmental sustainability, and recognize the operational requirements of a Northern Ontario municipality.

The successful Proponent will be responsible for developing design concepts, evaluating alternatives, facilitating one (1) public information session to present preliminary concepts and gather community feedback, preparing preliminary and detailed engineering designs, developing construction cost estimates, and providing tender-ready documents for the City's consideration.

2. Background

The City is advancing improvements to its transit system through the Ontario Transit Investment Fund (OTIF), including the development of a new downtown transit hub in New Liskeard. The proposed hub will support local and regional transit connections while improving passenger accessibility, comfort, and convenience.

The proposed project site is an existing municipal parking area located between Wellington Street South and Armstrong Street South, south of Whitewood Avenue. The City intends to redevelop the area into a functional, accessible, and welcoming public space that accommodates transit operations, public parking, pedestrian movement, and community activities.

The project will require an integrated approach to site planning, urban design, landscape architecture, and municipal engineering. The City is seeking a qualified consulting team to develop a practical and innovative design that balances transit functionality, community use, long-term maintenance, and available funding.

3. Definitions in Context

- 3.1 **City:** means the Corporation of the City of Temiskaming Shores.
- 3.2 **Proponent(s)/ Bidder(s):** means all persons, partnerships or corporations who respond to the RFP and includes their heirs, successors and permitted assigns.
- 3.3 **Request for Proposal:** means this Request for Proposal (RFP) document including all schedules, parts and attachments, as issued by the City, including any addenda or amendments made to it after initial issue.
- 3.4 **Successful Proponent/ Bidder:** means the Proponent/Bidder whose RFP submission is/are accepted to who has/have agreed to supply the goods and/or services, as outlined herein.
- 3.5 **Project Area:** The existing parking area between Wellington Street South and Armstrong Street South, as generally illustrated in the attached mapping.
- 3.6 **Transit Hub:** A centralized facility accommodating passenger boarding, alighting, waiting and transfers between local and regional transit services.
- 3.7 **TSAT:** Temiskaming Shores and Area Transit, the City's evolving local and regional transit initiative.
- 3.8 **Community Space:** A publicly accessible area designed to accommodate gatherings, markets, events and other compatible activities.
- 3.9 **Low Impact Development (LID):** Stormwater management approaches intended to reduce runoff, promote infiltration, improve water quality or support environmental sustainability.

4. Submission

Bids must be submitted electronically, using the **Electronic Bid Submissions Portal** on the City's website:

<https://www.temiskamingshores.ca/en/city-hall/bid-opportunities.aspx>

Submissions must be in a **pdf format** and can be no larger than 50 MB.

Subject Line: PW-RFP-006-2026 "Consultant Services – Transit Hub & Community Space"

Addressed to: Logan Belanger, Clerk

Proponents will receive an automatic email response to indicate that the submission has been received, and to contact the Municipal Clerk for submission opening details. Contact the Clerk at 705-672-3363 ext. 4136 or at clerk@temiskamingshores.ca, should the Proponent not receive a confirmation email.

The City has no liability to the Proponent/ Bidder for any problems encountered, or failure of the Bidder to successfully submit a bid prior to the bid closing time and date. As such, allow sufficient

time for a Bid Submission and attachment(s) (if applicable), to resolve any issues that may arise. Bidders are cautioned that the timing of their Bid Submission is based on when the Bid is **received** by the City.

The closing date for the submission of Proposals will be at **2:00 p.m. local time on Wednesday November 18th, 2026**.

- late Proposals will not be accepted;
- Proposals by fax will not be accepted;
- Proposals by mail will not be accepted;
- Partial Proposals are not accepted;
- Proposals emailed directly to City staff will not be accepted.
- The City reserves the right to accept or reject any or all Proposals;
- The lowest priced Proposal will not necessarily be accepted;
- The City reserves the right to request clarification or supplementary information concerning a Proposal from any Proponent;
- The City reserves the right to enter into negotiations with a Proponent and any changes to the Proposal that are acceptable to both parties will be binding;
- The City reserves the right to confirm with the Proponent, a third party or references (whether provided in the Proposal or not), confirmation of any information provided by the Proponent in their Proposal.
- The Proposal shall be valid for 30 days from submission date.

The Form of Proposal must be signed in the space provided on the form, with the signature of the Bidder or responsible official of the firm bidding. If a joint Bid is submitted, it must be signed and addressed on behalf of both of the Bidders. Any alterations or cross-outs must be initialed in ink by the Bidder. Failure to do so may result in the rejection of the Bidder's Proposal by the City.

Line items and total contract price must be clearly indicated. The Bid must not be restricted by a statement added to the Proposal form or by a covering letter, or by alterations to the Proposal form, as supplied by the City of Temiskaming Shores unless otherwise provided herein.

H.S.T. Tax will be applicable to the supply of labour and equipment.

The City will not be held responsible for Proponent or third-party costs, claims, direct or indirect damages caused by the City exercising its rights reserved in this Section or otherwise expressed or implied in this RFP.

5. Questions

Any questions with respect to the specifications are to be directed to:

Mitch McCrank, CET, PMP, CRS

Director of Transportation Services

City of Temiskaming Shores

325 Farr Drive

Temiskaming Shores, ON P0J 1K0

Phone: (705) 672-3363 ext.4113

Email: mmccrank@temiskamingshores.ca

It will be the Proponent's responsibility to clarify any details in question not mentioned in this Proposal before presenting the submission. Questions relating to this proposal must be received by **November 6th, 2026, 2:00 p.m. local time.**

To ensure fairness to all Proponents, any and all questions that require clarification or that may materially alter this RFP document will be responded to and shared with other Proponents via an addendum, as described herein. Questions received after this date and time will not receive a response. Proponents are notified that any errors or omissions in the proposal may render the proposal invalid.

6. Scope of Work

The successful Proponent shall provide all necessary professional services to assess the existing site, develop suitable design alternatives and prepare a comprehensive, coordinated design for the proposed Downtown New Liskeard Transit Hub and Community Space.

The scope of work is anticipated to include, but is not limited to, the following components.

Project Initiation and Existing Conditions Review

The successful Proponent shall undertake an initial assessment of the project area to establish existing conditions, opportunities and constraints.

The review shall include:

- A project initiation meeting with City staff to confirm objectives, operational requirements, deliverables and scheduling.
- Review of available municipal mapping, aerial photography, property information, utility records and background studies.
- Topographic and legal survey requirements, including confirmation of property boundaries and existing site features.
- Assessment of existing surface conditions, drainage patterns, access points, grades and surrounding infrastructure.
- Identification of existing underground and overhead utilities, including municipal water, sanitary and storm sewer infrastructure.
- Review of the existing electric vehicle charging station and its associated infrastructure.
- Identification of potential geotechnical, environmental, accessibility and regulatory considerations.
- Consultation with City staff regarding existing parking operations, transit vehicle requirements, winter maintenance and site servicing.

The Proponent shall identify any additional investigations required to support the design and clearly outline these requirements in its proposal.

Site Planning and Urban Design

The City is seeking a coordinated site design that improves the overall functionality, appearance and public use of the existing parking area.

The successful Proponent shall develop a comprehensive site plan considering:

- The integration of a centralized transit hub into the existing downtown environment.
- The organization of vehicle circulation, public parking, transit operations and pedestrian movements.
- Accessible and intuitive connections to Wellington Street South, Armstrong Street South and adjacent downtown businesses through privately owned alleyways.
- Landscaping, seating, shade, pedestrian-scale lighting and opportunities for public gathering.
- Opportunities to incorporate cultural identity, public art, interpretive elements or other placemaking features.
- Flexible areas capable of accommodating the Farmers' Market and other seasonal community activities.
- Safety, visibility, security and Crime Prevention Through Environmental Design principles.
- Winter operations, including snow clearing, snow storage, ice management and pedestrian accessibility.
- Long-term durability, maintenance requirements and lifecycle costs.

The City encourages the Proponent to approach the site as a unified public space rather than a series of individual infrastructure improvements.

The final layout shall be developed collaboratively with City staff and shall balance design creativity with practical operational requirements.

Transit Hub and Passenger Amenities

The City anticipates locating the primary transit hub toward the southwestern portion of the project area, subject to confirmation through the design process.

The facility is intended to provide a recognizable and accessible central transfer point for local and regional transit services.

The proposed hub is anticipated to include:

a) Passenger Waiting Shelter

A permanent, shelter-based waiting area providing weather protection, seating and accessible passenger circulation.

The City is open to a partially enclosed or open-air design, provided that reasonable protection from rain, snow, wind and sun is considered.

b) Public Washroom Facilities

Two public washroom facilities incorporated into or immediately adjacent to the transit shelter, preferably toward the western side of the structure.

The design shall consider universal accessibility, durability, security (self-locking overnight), ventilation, lighting, winterization (All-season) and maintenance.

Water and sanitary service connections are expected to be provided from existing municipal infrastructure along Wellington Street South, subject to confirmation of capacity, elevations and connection requirements.

c) Passenger Information and Communications

Provision for electronic transit information displays, route mapping, and advertising opportunities.

The design shall consider electrical supply, communications infrastructure, future technology integration and suitable placement for public visibility.

d) Lighting and Security

Appropriate lighting for passenger waiting areas, boarding locations, pedestrian pathways and the surrounding public space.

The Proponent shall also evaluate practical security measures, including sightlines, passive surveillance and provisions for future security cameras.

e) Accessibility

Accessible boarding and alighting areas, barrier-free pedestrian routes, appropriate seating, tactile treatments where required, and compliance with applicable accessibility legislation and design standards.

The Proponent shall consider the needs of individuals using wheelchairs, mobility devices, walkers and other mobility aids.

The City does not wish to prescribe the architectural form of the hub and welcomes design approaches that complement the broader public space and downtown character.

Transit Vehicle Circulation and Parking Layout

The site shall accommodate a dedicated transit circulation aisle providing movement between Wellington Street South and Armstrong Street South.

The successful Proponent shall assess the most appropriate arrangement for transit vehicle access, boarding, layover and departures while minimizing conflicts with private vehicles and pedestrians.

The design shall consider:

- Swept-path analysis for the City's existing and anticipated transit fleet. Largest bus being a 35 foot Low-Floor.
- Safe transit vehicle turning movements, including entry and exit at both streets.
- Designated transit loading and unloading locations.
- Accessible passenger boarding and transfer areas.
- Opportunities for multiple transit vehicles to access the hub simultaneously.
- Passenger and vehicle sightlines.
- Emergency vehicle access.
- Public parking layout, accessible parking spaces and appropriate pavement markings.
- Traffic circulation and the potential use of directional movements to improve site efficiency.
- Maintaining reasonable access to surrounding businesses and properties.

The Proponent shall recommend a preferred configuration based on site geometry, operational efficiency, accessibility and safety.

Parking Lot Reconstruction and Surface Improvements

The existing gravel parking area is intended to be upgraded to a hard-surfaced municipal parking facility.

The successful Proponent shall prepare recommendations and detailed designs for:

- Site grading and subgrade preparation.
- Pavement structure and asphalt design based on anticipated vehicle loading and existing ground conditions.
- Parking stall configuration and pavement markings. Conceptual layouts.
- Transit-only circulation and designated passenger loading areas.
- Accessible parking and pedestrian routes.
- Concrete curbing, sidewalks, pedestrian crossings and other appropriate surface treatments.
- Integration with existing municipal streets, private entrances, laneways, alleyways and adjacent properties.
- Consideration of future maintenance, utility access and pavement rehabilitation.

The Proponent shall assess opportunities to optimize the number of parking spaces while providing adequate room for transit operations and public gathering activities.

Portions of the existing parking area located on privately owned lands may be considered for surface improvements, subject to City authorization and appropriate agreements. Permanent structures shall be restricted to lands where the City has confirmed the necessary property rights.

Stormwater Management and Environmental Sustainability

The City recognizes an opportunity to incorporate environmentally responsible stormwater management measures as part of the site's redevelopment.

The successful Proponent shall assess existing drainage conditions and develop a grading and stormwater management strategy that provides positive drainage, protects adjacent properties and minimizes ponding and icing.

The review shall include consideration of:

- Existing storm sewer infrastructure and available outlet capacity.
- Surface grading and drainage collection.
- Opportunities for permeable or porous pavement systems.
- Bioswales, rain gardens, landscaped infiltration areas and other low-impact development features.
- Potential stormwater quality improvements.
- Snowmelt, winter sanding and salt exposure.
- Freeze-thaw performance, groundwater conditions and infiltration suitability.
- Maintenance requirements.
- Opportunities to reduce unnecessary impervious surfaces without compromising accessibility or operational efficiency.

The City is particularly interested in understanding whether sustainable stormwater management features can be incorporated into the site in a manner that is technically feasible, cost-effective and suitable for Northern Ontario's climate.

The Proponent shall provide recommendations identifying the advantages, limitations and estimated costs of appropriate alternatives.

The City does not intend to mandate a specific stormwater management technology where site conditions or operational requirements do not support its use.

Community Event Space

As part of the City's broader economic development and downtown revitalization objectives, the successful Proponent shall evaluate opportunities to incorporate a flexible outdoor space capable of supporting community events.

The Proponent shall consider opportunities for flexible gathering areas, seating, shade, bicycle parking, waste receptacles, and pedestrian wayfinding, while maintaining efficient transit operations, parking, snow removal, and long-term maintenance.

The City is interested in exploring a permanent canopy or similar covered structure that could provide shelter for market vendors and public gatherings while maintaining an open and adaptable layout.

Design considerations shall include:

- A covered or partially covered market structure.
- Flexible vendor stall arrangements.
- Electrical servicing for vendors, lighting and events.
- Pedestrian circulation and accessibility.
- Seating and public gathering opportunities.
- Integration with the transit hub and parking areas.
- Architectural consistency with the overall site.
- Potential for seasonal programming and temporary installations.
- Winter maintenance, snow storage and snow loading.

A key consideration will be minimizing the number and placement of structural supports to preserve usable open space and facilitate municipal snow clearing and maintenance.

The Proponent shall investigate practical structural approaches, including longer-span canopy systems or other configurations that reduce obstructions within the site.

The City recognizes that the final scope and construction of the Farmers' Market component may depend on available funding. The design shall therefore consider opportunities for phased implementation without compromising the overall site layout.

Site Servicing, Electrical and Lighting Design

The successful Proponent shall assess and design the municipal and electrical infrastructure required to support the proposed development.

This shall include, as applicable:

- Water and sanitary service connections for the proposed public washrooms.
- Storm sewer connections and drainage infrastructure.
- Electrical servicing for the transit shelter, electronic displays and lighting.
- Electrical provisions for the Farmers' Market and community events.
- Exterior and pedestrian-scale lighting.
- Communications conduits and future technology provisions.
- Coordination with utility providers and municipal departments.
- Protection or relocation of existing infrastructure where necessary.

The design should consider long-term maintenance, energy efficiency, winter reliability and opportunities to accommodate future improvements.

Concept Development and Evaluation

The successful Proponent shall prepare a minimum of two distinct concept design alternatives for review by City staff.

Each concept shall illustrate the proposed site arrangement, including transit operations, parking, shelter facilities, community space, landscaping, drainage and other major features.

Concept submissions shall include:

- A preliminary site plan.
- Illustrative drawings or renderings sufficient to communicate the design intent.
- A summary of major design features.
- Identification of operational advantages and limitations.
- Preliminary construction cost estimates.
- Consideration of environmental sustainability and maintenance requirements.
- Opportunities for phased implementation.

The Proponent shall facilitate a design review meeting with City staff and incorporate feedback into a recommended preferred concept.

The successful Proponent shall coordinate and facilitate one (1) Public Information Centre (PIC) in collaboration with the City to present preliminary design concepts and gather feedback from residents, businesses, transit users, and other interested stakeholders, including the Farmer's Market. The Proponent shall be responsible for preparing presentation materials, attending the PIC, documenting feedback, and providing a summary of key findings and recommendations. Feedback received shall be considered in the evaluation of design alternatives and development of the preferred concept.

The successful Proponent shall demonstrate the ability to support public consultation and engagement in both English and French. Public-facing consultation materials, including presentation boards, surveys, and project information, shall be made available in both official languages, in coordination with the City. Proponents shall identify their approach to providing bilingual services, including any translation or interpretation requirements, and incorporate associated costs into their fee proposal.

Preliminary and Detailed Design

Following the City's selection of a preferred concept, the successful Proponent shall advance the design through preliminary and detailed engineering stages.

The work shall include all necessary drawings, specifications, calculations and supporting documentation required to support construction tendering.

The design package shall address, as applicable:

- Site layout and grading.
- Pavement design and parking configuration.
- Transit vehicle circulation and passenger loading.
- Stormwater management.
- Water and sanitary servicing.
- Structural and architectural elements.
- Electrical servicing and site lighting.
- Landscaping and public realm improvements.
- Utility coordination.
- Erosion and sediment control, if applicable.
- Construction specifications and quantities.

The Proponent shall coordinate all required disciplines to ensure the final design is complete and suitable for construction procurement.

Approvals and Permits

The successful Proponent shall identify all applicable regulatory approvals, permits, and authorizations required for the proposed development and work collaboratively with the City to facilitate their completion prior to construction. Including, but not limited to, Building Permit, Municipal Services Permit, CLI-ECA documents, etc..

The Proponent shall be responsible for preparing the necessary technical drawings, documentation, and supporting information, coordinating with applicable regulatory agencies, and assisting the City throughout the approval process.

All required approvals and permits shall be identified early in the design process and incorporated into the project schedule to minimize potential impacts on construction commencement.

Construction Cost Estimates and Phasing

The successful Proponent shall prepare construction cost estimates at appropriate design milestones, including concept and final design.

Cost estimates shall be itemized to distinguish major project components, including:

1. Site preparation, grading and parking lot improvements.
2. Transit circulation and passenger loading infrastructure.
3. Transit shelter and public washrooms.
4. Underground servicing, electrical and lighting.
5. Landscaping and sustainable stormwater management.

6. Farmers' Market canopy and community space improvements.
7. Contingencies and other associated construction costs.

The Proponent shall identify potential cost-saving opportunities and recommend practical phasing strategies should the City elect to advance certain components separately.

The design shall recognize the City's need to balance capital investment with long-term operational and maintenance costs.

Tender Preparation and Support

The successful Proponent shall prepare a complete construction tender package, including drawings, specifications, quantities and other necessary technical documents.

The Proponent shall also provide assistance during the construction procurement process, including responding to technical questions, reviewing submissions and preparing recommendations where requested.

Provisional Contract Administration

The successful Proponent may be retained to provide construction administration and part-time inspection services during the construction phase of the project, at the City's discretion.

For proposal purposes, Proponents shall provide a separate provisional fee based on an estimated 250 combined hours of construction administration and part-time site inspection services.

The provisional scope shall include, but not be limited to:

- Attending pre-construction and construction progress meetings.
- Providing part-time site inspections to monitor construction progress and general conformance with the approved drawings and specifications.
- Reviewing shop drawings, material submissions, and contractor requests for information.
- Reviewing construction progress, payment certificates, and proposed change orders.
- Providing technical assistance and recommendations to the City throughout construction.
- Conducting substantial completion and final inspections, including preparation of deficiency lists.
- Reviewing record drawings and supporting project closeout documentation.

The Proponent shall identify the anticipated allocation of hours between construction administration and site inspection, together with applicable hourly rates, personnel classifications, and disbursements.

The City reserves the right to authorize all, part, or none of these provisional services. Actual services and hours shall be subject to City approval and may be adjusted based on construction requirements.

Provisional construction administration and inspection fees shall be identified separately from the base consulting fee.

7. Project Deliverables

The successful Proponent shall provide the following deliverables in electronic format, including PDF and editable design files where applicable.

Milestone	Required deliverables
Project initiation	Work plan, schedule, site investigation requirements and meeting summary
Existing conditions	Survey information, utility review, site constraints and opportunities assessment
Concept design	Minimum two concepts, illustrative site plans, preliminary cost estimates and preferred concept recommendation
Preliminary design	60% design drawings, preliminary specifications, updated estimates and phasing recommendations
Detailed design	90% design submission for City review
Final design	100% sealed drawings, specifications, quantities and final construction estimate
Tender preparation	Construction tender documents and technical procurement assistance

The Proponent shall allow adequate time for City review at each design milestone and shall incorporate comments before proceeding to subsequent stages.

All engineering drawings requiring professional certification shall be prepared and sealed by an appropriately licensed Professional Engineer in Ontario. Architectural and landscape architectural services shall be provided by appropriately qualified professionals.

8. Project Team Qualifications

The City is seeking a consultant or multidisciplinary consulting team with demonstrated experience in municipal infrastructure, transportation facilities and public space design.

The proposed project team should demonstrate expertise in:

- Civil and municipal engineering, including site grading, drainage, pavement design and underground servicing.
- Landscape architecture and urban design, including placemaking and public realm improvements.
- Transit facility design, transportation engineering and vehicle circulation.
- Architectural and structural design of shelters, washrooms and canopy structures.
- Electrical engineering and site lighting.

- Accessibility and universal design.
- Sustainable stormwater management and low-impact development.

The Proponent shall identify the project manager, key personnel, subconsultants and their respective responsibilities.

Experience delivering comparable projects in smaller municipalities and Northern Ontario environments will be considered an asset.

9. Project Schedule

The City intends to advance this project on an accelerated schedule to support the implementation of expanded transit services in September 2027.

The successful Proponent will be expected to prioritize project delivery, coordinate closely with City staff, and establish a realistic schedule that allows sufficient time for design development, public consultation, regulatory approvals, procurement, and construction.

The following represents the City's anticipated project milestones:

Milestone	Target Date
Consultant selection and project initiation	December 2026
Existing conditions review and conceptual design	December 2026 – January 2027
Public information session and preferred concept selection	February 2027
Preliminary and detailed design	February – April 2027
Final construction drawings, specifications, and tender documents	April 30, 2027
Construction tendering and award	May – June 2027
Anticipated construction commencement	July 1, 2027
Transit infrastructure operational readiness	August 31, 2027
Proposed Transit service implementation	September 13, 2027

Proponents shall provide a detailed project schedule identifying key activities, deliverables, review periods, approval requirements, and critical milestones. The schedule shall demonstrate the Proponent's ability to meet the City's intended construction timeline.

Other project components, including the canopy, final washroom construction and finishes, landscaping, and certain community space improvements, may be completed following the commencement of transit services, provided that outstanding work does not compromise public safety, accessibility, or transit operations.

Proponents shall develop a phased implementation strategy that clearly identifies critical-path activities, long-lead items, construction sequencing, and opportunities for early procurement. The proposed schedule shall distinguish between **transit operational readiness by August 31, 2027** and final completion of the remaining project components.

The City will consider practical and innovative approaches to construction phasing that support the September 1, 2027 transit service launch while allowing flexibility for the completion of non-critical project elements.

The ability to meet the proposed schedule will be a key consideration in the evaluation of submissions.

10. Fees

Proponents shall submit a detailed upset-limit fee proposal for the professional consulting services described in this RFP, exclusive of HST.

The fee proposal shall include a breakdown of costs associated with the following project components:

- Project management, coordination, and meetings
- Site investigations and existing conditions review
- Conceptual design and evaluation of alternatives
- Public information session and consultation summary
- Preliminary and detailed engineering design
- Landscape architecture and urban design
- Construction cost estimates
- Preparation of final drawings, specifications, and tender documents
- Tender-period assistance
- Construction administration and inspection services, identified separately

The fee submission shall identify estimated hours, hourly rates, and associated costs by project phase and discipline. All anticipated disbursements, subconsultant fees, and other project-related expenses shall be clearly identified.

Proponents shall also identify any recommended additional services or investigations not included in their base fee, together with the associated costs.

The City reserves the right to adjust the scope of services, including construction-phase services, based on available funding and project requirements.

11. Proposal Submission and Evaluation

The City intends to evaluate all Proposals submitted in accordance with this RFP using quantitative and qualitative assessments to determine which Proposal offers the overall best value to the City. In evaluating Proposals, the City will consider:

1. Completeness of the submission, including the Form of Proposal and all required City forms.
2. The Proponent's understanding of the project objectives, requirements, and Scope of Work.
3. Qualifications, experience, and demonstrated performance on similar projects.
4. Qualifications and availability of the proposed Project Manager and supporting technical team.

5. Proposed methodology, design approach, innovation, and consideration of long-term operational and maintenance requirements.
6. Proposed project schedule, including the ability to meet critical transit infrastructure milestones for September 1, 2027.
7. Proposed fees, disbursements, and overall value to the City.
8. Any value-added services or recommendations that may improve project delivery or outcomes.

Proposals will be evaluated by City representatives based on the information submitted and the evaluation criteria identified below. The City may request clarification or additional information from Proponents but is not obligated to do so.

The City reserves the right to consider relevant information concerning a Proponent's qualifications, past performance, and ability to successfully complete the assignment, and to waive minor irregularities or omissions where doing so is in the City's best interest.

Evaluation Criteria	Weight
Qualifications and Relevant Experience: Demonstrated experience with comparable transit facilities, municipal infrastructure, public spaces, and multidisciplinary design projects. Qualifications of the proposed team and Project Manager.	20%
Project Understanding and Design Approach: Understanding of the City's objectives, site constraints, transit operations, public accessibility, community uses, sustainability, and proposed design methodology.	25%
Project Schedule and Delivery: Availability of key personnel, proposed work plan, critical-path identification, construction phasing, and demonstrated ability to achieve transit operational readiness by August 31, 2027.	20%
Fees and Disbursements: Completeness, competitiveness, and overall value of the proposed professional fees, including subconsultant costs and disbursements.	30%
Value-Added Services and Innovation: Practical recommendations, innovative design solutions, and additional services that enhance project outcomes without compromising schedule or budget.	5%
Total	100%

The City is not obligated to accept the lowest-priced Proposal. The successful Proponent will be selected based on the overall evaluation and demonstrated ability to provide the best value to the City.

12. Amendments

The City at its discretion reserves the right to revise this RFP up to the final date for the deadline for receipt of proposals. The City will issue changes to the RFP Documents by addendum only. No other statement, whether oral or written, made by the City will amend the RFP Documents. The City will make every effort to issue all addenda no later than the seventh (7th) day prior to the closing date. If an addendum is issued within seven days of the closing date, the bid submission date will be moved accordingly.

The Proponent shall not rely on any information or instructions from the City or a City representative except the RFP Documents, and any addenda issued pursuant to this Section.

The Proponent is solely responsible to ensure that it has received all addenda issued by the City. The Proponent shall acknowledge receipt of all addenda on the Form of Proposal. Failure to complete the acknowledgement may result in rejection of the proposal.

The City makes no promise or guarantee that addenda will be delivered by any means to any Proponent. By submitting a proposal submission in response to this RFP, the Proponent acknowledges and agrees that the addenda shall be posted on www.temiskamingshores.ca and it is the sole responsibility of the proponent to check this web site for said addenda. The City reserves the right to withdraw or cancel this Request for Proposal without notice.

13. Proposal Withdrawal or Amendment

Proponents may amend or withdraw their proposal, provided such withdrawal or amendment is received prior to the closing deadline. A Bidder who has already submitted a Proposal may submit a further Proposal at any time up to the official closing time; the last Proposal received shall supersede and invalidate all Proposals previously submitted by the Bidder for this RFP. A bid may be withdrawn at any time up to the official closing time by letter on original letterhead bearing the same signature as in the bid submission.

14. Right to Accept or Reject Submissions

The City does not bind itself to accept any proposal and may proceed as it, in its sole discretion, determines, following receipt of the proposals. The City reserves the right to accept any proposal in whole or in part or to discuss with any respondent different or additional terms to those envisaged in this RFP or in such respondent's proposal.

The City reserves the right to:

1. accept or reject any or all of the proposals;
2. if only one proposal is received, elect to reject it;
3. reject as informal any proposal that is received late or is incomplete or otherwise fails to comply with the requirements of the RFP;
4. elect not to proceed with the projects as it so determines in its sole and absolute discretion; and/ or
5. to waive irregularities and formalities at its sole and absolute discretion.

15. Solicitation

If any director, officer, employee, agent or other representative of a Proponent makes any representation or solicitation to any Mayor, Councillor, officer or employee of the City with respect to the RFP, whether before or after submission of the proposal, the City shall be entitled to reject or not accept the RFP submission.

16. Subcontracting

The Proponent acknowledges that in any potential agreement with the City, no subcontracting or assignment of rights and obligations of the Proponent will be permitted without the written consent

of the City, which consent shall not be unreasonably withheld. At all times throughout the term of a potential agreement, including any renewals, the City shall communicate and respond directly with the Proponent.

17. Independent Contractor Status of Proponent; Declaration of Conflicts

The Proponent fully acknowledges that in providing a Proposal, it provides such as an independent contractor and for the sole purpose of potentially providing services and/or goods to the City. The Proponent's attention is drawn to the provisions of the Occupational Health & Safety Act 2010.

Neither the Proponent nor any of its personnel are engaged as an employee, servant or agent of the City. Any potential conflicts of interest in which a Proponent may have with the City or any employee of the City will be identified and described in detail in the proposal of each proponent (Conflict of Interest Declaration).

18. Insurance (from the Successful Proponent only)

The successful Proponent shall, at their own expense within 10 days of notification of acceptance and prior to the commencement of work, obtain, maintain and provide evidence of until the termination of the Agreement or otherwise stated, the following:

Commercial General Liability

The Successful Proponent shall maintain and pay for Comprehensive General Liability Insurance with coverage limits of no less than Five Million Dollars (\$5,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use.

19. Workplace Safety and Insurance Board (WSIB) (from the successful Proponent only)

The Successful Proponent shall, at their own expense within 10 days of notification of acceptance and prior to the commencement of work, obtain, maintain and provide evidence of until the termination of the Agreement or otherwise stated, a Certificate of good standing from the Workplace Safety & Insurance Board.

The onus is on the Successful Proponent to comply with all applicable local and territorial standards and regulations, in effect and applicable by law in Ontario, Canada.

20. AODA Compliance

The Bidder shall comply with the provisions of the Accessibility for Ontarians with Disabilities Act, 2005, and the Regulations thereunder with regard to the provision of its goods or services contemplated herein to persons with disabilities. Without limitation, if applicable, pursuant to section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service, made under the Accessibility for Ontarians with Disabilities Act, 2005, the Bidder shall ensure that all of its employees, agents, volunteers, or others for whom it is at law responsible, receive training about the provision of its goods and services to persons with disabilities. The Bidder acknowledges that pursuant to the Accessibility for Ontarians with Disabilities Act, 2005, the City of Temiskaming

Shores must, in deciding to purchase goods or services through its procurement process, consider the accessibility for persons with disabilities to such goods or services.

21. Buy Ontario Act Compliance

The Proponent shall comply with all applicable requirements of the Buy Ontario Act (Public Sector Procurement), 2025, and the associated Municipal Buy Ontario Procurement Directive, as amended from time to time.

The successful Proponent shall consider applicable Buy Ontario requirements throughout the design and procurement process, including the selection and specification of materials, equipment, products, and services associated with the proposed development.

Where applicable, the Proponent shall prioritize Ontario-made and Canadian-made goods and services in accordance with the governing legislation and directive, while maintaining compliance with applicable technical standards, trade obligations, and project requirements.

The successful Proponent shall work with the City to incorporate applicable Buy Ontario provisions into the construction tender documents, including any required contractor declarations, documentation, or reporting requirements.

The City reserves the right to request information from the Proponent to demonstrate compliance with applicable procurement requirements.

22. Freedom of Information

Upon submission, all proposals become the property of the City and will not be returned to the proponents. Proponents must be aware that the City is a public body subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act. The City may, at any time, make public the names and bid prices of all respondents. Proposals will be held in confidence by the City, subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act, or unless otherwise required by law.

Any proprietary or confidential information contained in the proposal should be clearly identified.

23. Nature of Request for Proposal

This RFP does not constitute an offer of any nature or kind whatsoever by the City to the Proponent.

24. Preparation of Proposals

All costs and expenses incurred by the Proponent relating to its Proposal will be borne by the Proponent. The City is not liable to pay for such costs and expenses, or to reimburse or to compensate the Proponent in any manner whatsoever for such costs and expenses under any circumstances, including the rejection of any or all proposals or the cancellation of this RFP.

25. Finalizing Terms

This RFP will not constitute a binding agreement but will only form the basis for the finalization of the terms upon which the City and the Successful Proponent will enter into the contract

documentation and does not mean that the Successful Proponent's proposal is necessarily totally acceptable in the form submitted. After the selection of the Successful Proponent's proposal, the City has the right to negotiate with the Successful Proponent and, as part of that process, to negotiate changes, amendments or modifications to the Successful Proponent's proposal without offering the other proponents, the right to amend their proposals.

26. Commitment to Negotiate

The Successful Proponent shall execute any documentation, drafted in accordance with the terms of the Successful Proponent's proposal and any subsequent negotiations, within thirty (30) days of the date of notification of the Successful Proponent's selection.

Proponents not initially selected as the Successful Proponent hereby commit themselves, subject to notification by the City to execute documentation as aforesaid up to sixty (60) days following the date of submission of their proposals.

27. Agreement

A written agreement, prepared by the City shall be executed by the City and the Successful Proponent if the terms are mutually agreeable to all Parties. There is no guarantee that City Council will enter into any Agreement.

Any agreement resulting from this Request for Proposal shall be governed by and interpreted in accordance with the laws of the Province of Ontario.

28. Performance

Any undue delays in the execution of the work and/or costs incurred by the City due to inefficiencies in performance on behalf of the Successful Proponent shall be deemed to be the responsibility of that Proponent and as such, any and all costs, as deemed appropriate and reasonable compensation for the City, will be assessed to the Successful Proponent.

29. Conflict Resolution

This Agreement is based upon mutual obligation of good faith and fair dealing between the parties in its performance and enforcement. Accordingly, both parties, with a commitment to honesty and integrity, agree to the following:

- 1) That each will function within the laws and statutes that apply to its duties and responsibilities; that each will assist in the other's performance; that each will avoid hindering the other's performance; that each will work diligently to fulfil its obligations; and that each will cooperate in the common endeavour of the contract;
- 2) Both parties to this Agreement shall attempt to resolve all claims, disputes and other matters in question arising out of or relating to this Agreement or breach thereof first through negotiations between the Successful Proponent's representative and the City or representative by means of discussions built around mutual understanding and respect;
- 3) Failing resolution by negotiations, all claims, disputes and other matters in question shall attempt to be resolved through mediation, under the guidance of a qualified mediator;

- 4) Failing resolution by mediation, all claims, disputes and other matters in question shall be referred to arbitration;
- 5) No person shall be appointed to act as mediator or arbitrator who is in any way interested, financially or otherwise, in the conduct of the work on the Project or in the business or other affairs of either the City or the Successful Proponent;
- 6) The award of the arbitrator shall be final and binding upon the parties;
- 7) The provisions of the Arbitration Act, 1991 S.O. 1991, Chapter 17 shall apply.

30. Cancellation

Nothing herein shall be construed as giving the Proponent the right to carry out the terms and requirements of the tasks contemplated under this RFP or the Agreement beyond the time when such services become unsatisfactory to the City. In the event that the Proponent shall be discharged before all the services contemplated hereunder have been completed, or the services are for any reason terminated, stopped or discontinued because of the inability of the Proponent to serve under this Agreement, the Proponent shall be paid only goods and/or services which shall have been satisfactorily completed at the time of termination.

Should the City or the Successful Proponent wish to terminate the Agreement, he/she shall provide written notice of the termination not less than 90 days from the date of termination. Failure to maintain the required documentation during the term of the Agreement may result in suspension of the work activities and/or cancellation of the contract.

31. Indemnification

The Successful Proponent shall indemnify and hold harmless the City, its elected and other officials, officers, employees, agents, servants, representatives, and volunteers from and against any and all liability, loss, claims, demands, legal proceedings, expenses, including but not limited to legal expenses (hereinafter collectively referred to as the "Claims"), when the Claims arise wholly or in part, directly or indirectly, as a result of any wrongful, blameworthy, or negligent acts or omissions, or breach of any terms of this Agreement by the Successful Proponent, or its officers, directors, employees, sub-contractors, agents, representatives or volunteers in the course of providing services pursuant to this Agreement.

This indemnity shall survive the termination, completion, or expiry of this Agreement, and in particular any risk that further Claims against the City are made after the termination, completion, or expiry of this Agreement, such risk is assumed entirely by the Successful Proponent.

32. Unenforceable Provisions

Should any provision of this document be deemed unenforceable by a court of law, all other provisions shall remain in effect.

33. Force Majeure

It is understood and agreed that the Successful Proponent shall not be held liable for any losses resulting if the fulfillment of the terms of the Agreement shall be delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God, or for any other cause not within the control of

the Successful Proponent and which by the exercise of reasonable diligence, the Successful Proponent is unable to prevent. Should the performance of any contract be delayed or prevented herein set forth, the Successful Proponent agrees to give immediate written notice and explanation of the cause and probable duration of any such delay and to provide written notice as to when Contract obligations resume. In any case, such delay shall not exceed the length of time of the interruption/disruption.

34. Errors & Omissions

It is understood, acknowledged and agreed that while this Proposal includes specific requirements and specifications, and while the City has used considerable efforts to ensure an accurate representation of information in this proposal, the information is not guaranteed by the City to be comprehensive or exhaustive. Nothing in the proposal is intended to relieve the Proponents from forming their own opinions and conclusions with respect to the matters addressed in the proposal. There will be no consideration of any claim, after submission of proposals, that there is a misunderstanding with respect to the conditions imposed by the Proposal and/or Agreement.

City of Temiskaming Shores
PW-RFP-006-2026
Consultant Services – Transit Hub & Community Space
Form of Proposal

Proponent's submission of bid to:

The Corporation of the City of Temiskaming Shores

Stipulated Bid Price

We/I,

(Registered Company Name/Individuals Name)

Of,

(Registered Address and Postal Code)

Phone Number: _____ Email: _____

We/I hereby offer to enter into an agreement for the services, as required in accordance to the Proposal for a price of (must be CDN funds and without HST):

Upset Limit

Consultant Services Fee:

\$

**Contract Admin and Inspection
Fee:**

\$

Acknowledgement of Addenda

I/We have received and allowed for ADDENDA NUMBER _____ in preparing my/our proposal.

Bidder's Authorized Official: _____

Title: _____

Signature: _____

Date: _____

Form 1 to be submitted.

City of Temiskaming Shores
PW-RFP-006-2026
Consultant Services – Transit Hub & Community Space
Non-Collusion Affidavit

I/ We _____ the undersigned am fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such bid.

Such bid is genuine and is not a collusive or sham bid.

Neither the bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other Bidder, firm or person to submit a collective or sham bid in connection with the work for which the attached bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other Bidder, or to fix any overhead, profit or cost element of the bid price or the price of any bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Temiskaming Shores or any person interested in the proposed bid.

The price or prices proposed in the attached bid are fair and proper and not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

The bid, quotation or proposal of any person, company, corporation or organization that does attempt to influence the outcome of any City purchasing or disposal process will be disqualified, and the person, company, corporation or organization may be subject to exclusion or suspension.

Dated at: _____ this _____ day of _____, 2026.

Bidder's Authorized Official: _____

Title: _____

Signature: _____

Date: _____

Form 2 to be submitted.

City of Temiskaming Shores
PW-RFP-006-2026
Consultant Services – Transit Hub & Community Space

Conflict of Interest Declaration

Please check appropriate response:

☐ I/We hereby confirm that there is not nor was there any actual perceived conflict of interest in our Proposal submission or performing/providing the Goods/Services required by the Agreement.

☐ The following is a list of situations, each of which may be a conflict of interest, or appears as potentially a conflict of interest in our Company's Proposal submission or the contractual obligations under the Agreement.

List Situations:

In making this Proposal submission, our Company has / has no (*strike out inapplicable portion*) knowledge of or the ability to avail ourselves of confidential information of the City (other than confidential information which may have been disclosed by the City in the normal course of the RFP process) and the confidential information was relevant to the Work/Services, their pricing or quotation evaluation process.

Dated at: _____ this _____ day of _____, 2026

Signature: _____

Bidder's Authorized Official: _____

Title: _____

Company Name: _____

Form 3 to be submitted.

City of Temiskaming Shores
PW-RFP-006-2026
Consultant Services – Transit Hub & Community Space

Accessibility for Ontarians with Disabilities Act, 2005 Compliance Agreement

I/We, by our signature below, certify that we are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service made under the *Accessibility for Ontarians with Disabilities Act, 2005*. If requested, we are able to provide written proof that all employees have been trained as required under the act.

This regulation establishes accessibility standards for customer service as it applies to every designated public sector organization and to every person or organization that provides goods or services to members of the public or other third parties and that have at least one employee in Ontario.

Name: _____ Company Name: _____

Phone Number: _____ Email: _____

I, _____, declare that I, or my company, are in **full compliance** with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the Accessibility for Ontarians with Disabilities Act, 2005.

OR

I, _____, declare that I, or my company, are **NOT** in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the Accessibility for Ontarians with Disabilities Act, 2005, yet fully agree to meet the required compliance training standards on or before the delivery of the required goods and/or services. In an effort to assist non-compliant vendors, please visit: <https://www.ontario.ca/page/how-train-your-staff-accessibility>.

Form 4 to be submitted.

**City of Temiskaming Shores
PW-RFP-006-2026
Consultant Services – Transit Hub & Community Space**

Appendix A: Area Maps

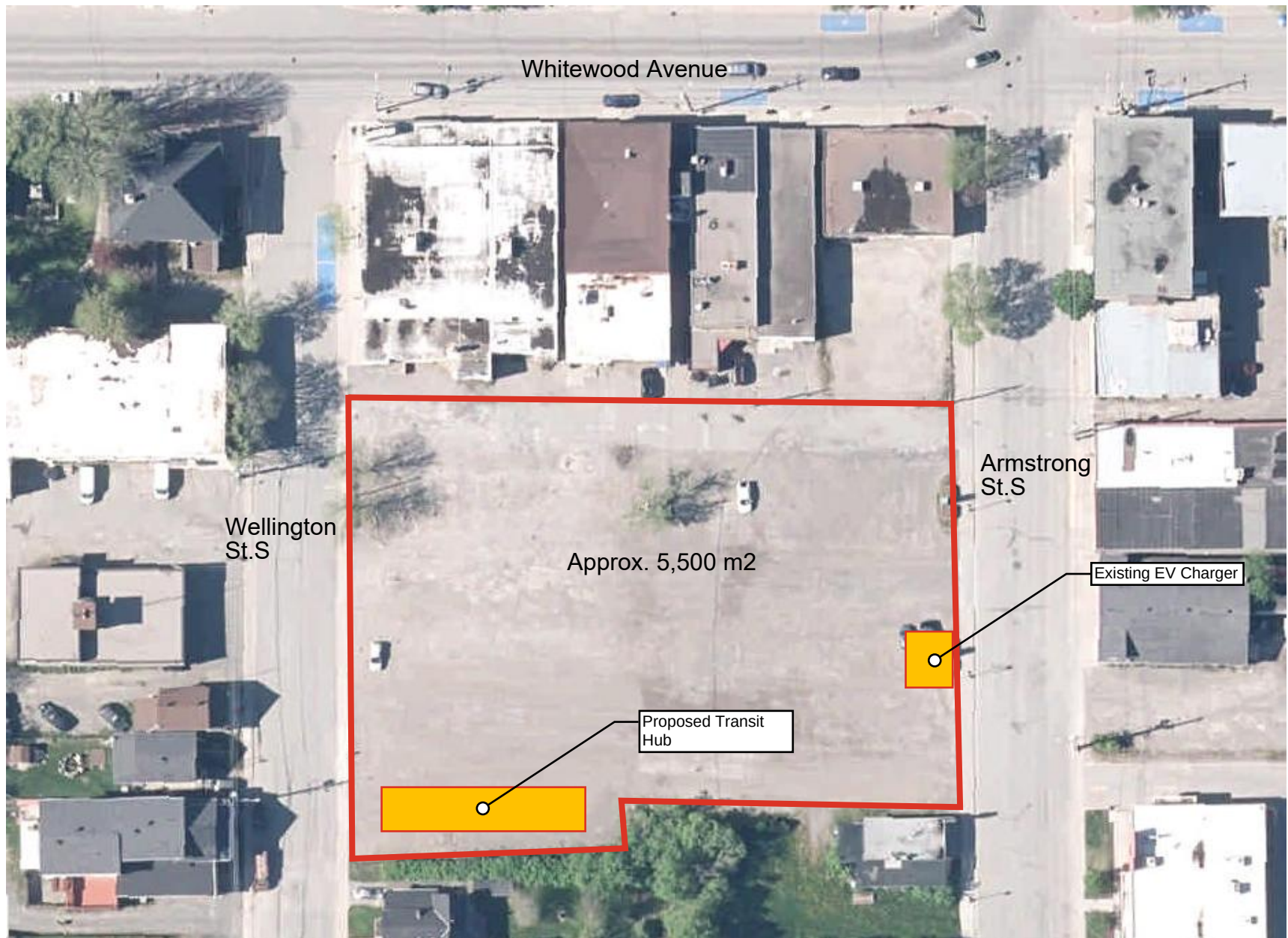


Figure 1: COSINE Ontario image

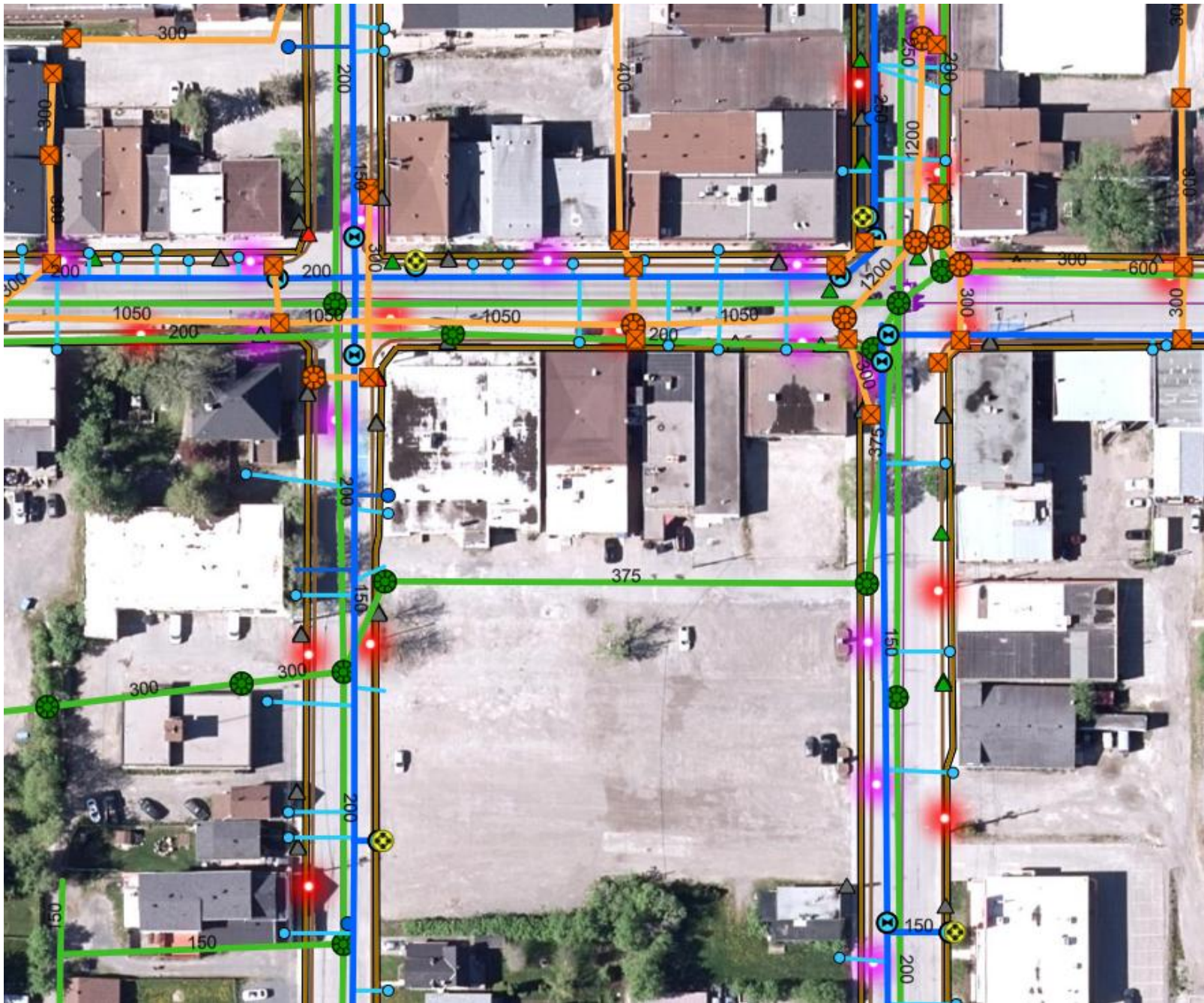


Figure 2: Esri Image with Infrastructure

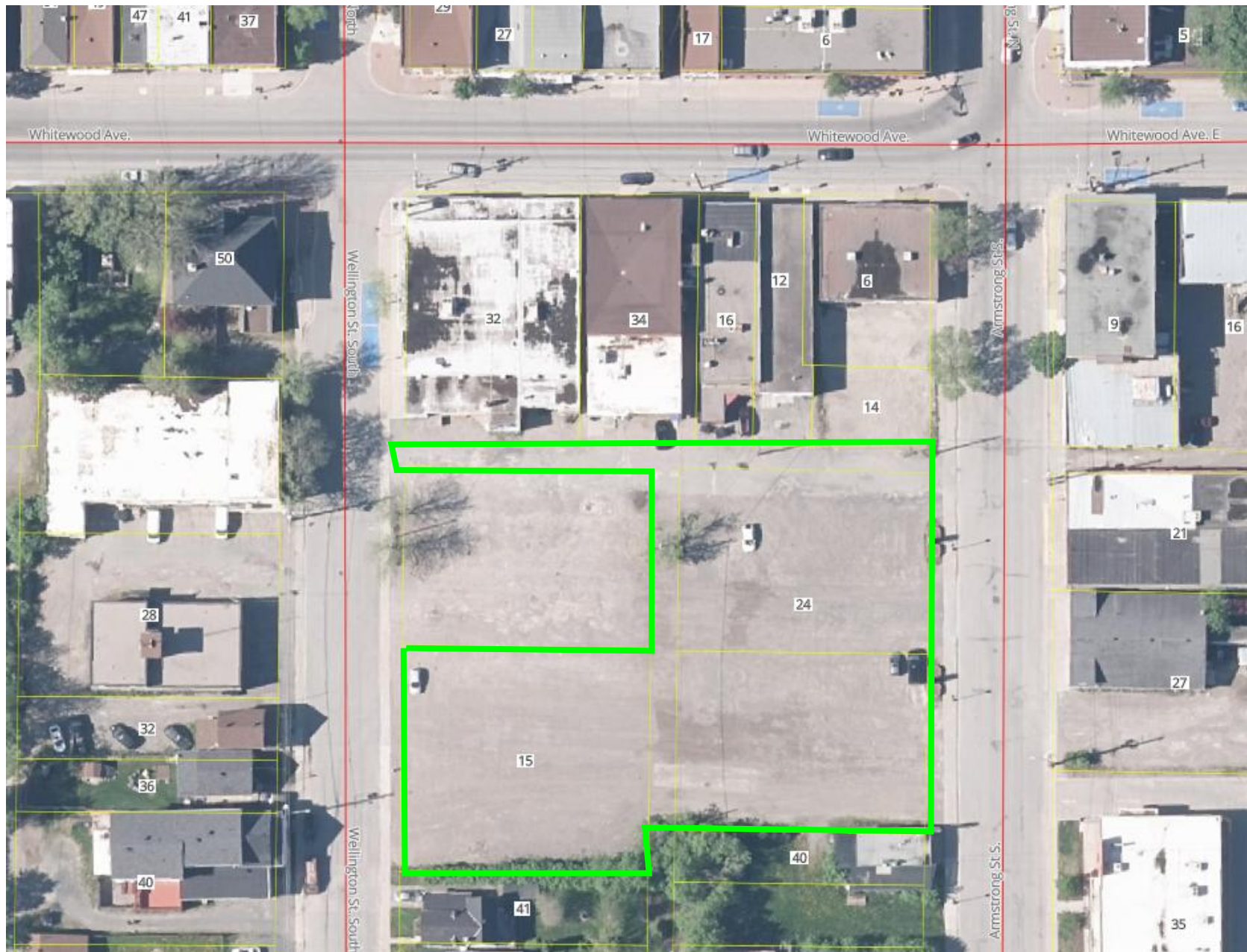


Figure 3: GIS Image with Properties