



Request for Proposals

Village of Cumberland Recreation, Arts and Culture Master Plan

ISSUED: October 22, 2021

Closing Location

2673 Dunsmuir Avenue
PO Box 340
Cumberland, BC V0R 1S0

Closing Date and Time

2:00 pm Pacific Standard Time
Monday November 15, 2021

Submitted to:

Kevin McPhedran
Manager of Parks and Recreation
Telephone: 250-336-3017
Email: info@cumberland.ca

Questions are requested at least five (5) business days before closing.

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A. INTENT

The Corporation of the Village of Cumberland (“The Village”) is seeking Proposals from qualified consultants to provide consulting services for the creation of a Recreation, Arts and Culture Master Plan for the Village, as set out in Part D, Scope of Work, of this RFP.

B. DEFINITIONS AND ADMINISTRATIVE REQUIREMENTS**1.0 DEFINITIONS**

Throughout this Request for Proposal, the following definitions apply:

“**Contract**” means the written agreement resulting from this Request for Proposal executed by the Village and the Consultant.

“**Consultant**” means the successful Proponent to this Request for Proposal who enters into a written Contract with the Village.

“**Council**” means the Council of the Village.

“**must**”, “**shall**” or “**mandatory**” means a requirement that must be met.

“**Proponent**” means an individual or a company that has been requested to and submits, or intends to submit, a proposal in response to this Request for Proposal.

“**Proposal**” means a submission in response to this Request for Proposal.

“**Request for Proposal**” and “**RFP**” means this Request for Proposal.

“**Village**” means as the context requires, the Corporation of the Village of Cumberland or the area within the boundaries of the Village of Cumberland.

2.0 TERMS AND CONDITIONS

The following terms and conditions apply to this RFP. Submission of a Proposal in response to this RFP indicates acceptance of all the terms that follow and that are included in any addenda issued by the Village.

3.0 CHANGES TO PROPOSALS

By submission of a written notice, a Proponent may amend or withdraw its Proposal prior to the closing date and time.

Upon Closing, all Proposals become irrevocable. The Proponent may not change the wording of its Proposal after Closing and no words or comments may be added to the Proposal unless requested by the Village for clarification.

4.0 PROPONENTS’ EXPENSES

Proponents are solely responsible for their own expenses in preparing a Proposal. If the Village elects to reject all Proposals, the Village will not be liable to any Proponent for any claims for costs or damages incurred by the Proponent in preparing the Proposal, loss of

anticipated profit in connection with a final Contract, costs for returning unopened Proposals, or any matter whatsoever.

5.0 PROPOSAL VALIDITY

Proposals will be open for acceptance for at least 60 days after the closing.

6.0 FIRM PRICING

- a) Proponents shall base their Proposal on furnishing everything required to complete the consulting services, including all labour, materials, tools, equipment, travel costs and incidentals.
- b) Proposals must include a Proponent maximum fee including sub-consultants to complete this project.
- c) Prices will be firm for the entire Contract period unless this RFP states otherwise.

7.0 CURRENCY AND TAXES

Prices quoted will be in Canadian Dollars and inclusive of duty, delivery charges where applicable, and exclusive of GST and other taxes which shall be shown separately as applicable.

8.0 SUB-CONTRACTING

- a) Using a sub-consultant (who must be clearly identified in the Proposal) is acceptable. This includes a joint submission by a Proponent and sub-consultant who have no formal corporate links. However, the Proponent must be prepared to take overall responsibility for successful interconnection of the two product or service lines and this must be defined in the Proposal.
- b) Sub-contracting to any firm or individual whose current or past corporate or other interests may, in the Village's opinion, give rise to a conflict of interest in connection with the services will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this RFP.
- c) Where applicable, the names of approved sub-consultants listed in the Proposal will be included in the Contract. No changes or additions to the list will be permitted without the written consent of the Village.

9.0 SOCIAL PROCUREMENT

The Village's procurement is guided by its social procurement framework which may be viewed at cumberland.ca/social-procurement, and the evaluation of proposals takes Social Procurement into consideration.

As part of any submission the Proponent is encouraged to identify to the Village how they may contribute to the following key social, employment and economic goals as outlined in the Village's Social Procurement Framework.

- Contribute to a stronger local economy;
- Promote the Living Wage and fair employment practices;
- Increase the number of local jobs that support young working families;
- Increase social inclusion, by improving contract access for equity-seeking groups, such as social enterprises;
- Increase training and apprenticeship opportunities;
- Enhance community arts and culture infrastructure;
- Improve and enhance public spaces;
- Help move people out of poverty, providing increased independence and sustainable employment for those in need;
- Improve opportunities for meaningful independence and community inclusion for citizens living with disabilities; and
- Stimulate an entrepreneurial culture of social innovation.

10.0 ACCEPTANCE OF PROPOSALS

- a) This RFP must not be construed as an agreement to purchase goods or services. The Village is not bound to accept the lowest priced or any Proposal of those submitted. The Village is under no obligation to receive further information, whether written or oral, from any Proponent.
- b) Neither acceptance of a Proposal nor execution of a Contract will constitute approval of any activity contemplated in any Proposal that requires any approval, permit or license pursuant to any federal, provincial, or municipal statute, regulation or bylaw.
- c) The Village reserves the right to reject any Proposal and to accept any Proposal notwithstanding any non-compliance with this RFP. The Village may select any Proposal for acceptance or negotiation with the Proponent by selecting the Proposal which the Village, in its sole unrestricted discretion and on the basis of such criteria as it considers appropriate, deems to be in the best interests of the Village.
- d) If a proposal contains a defect or fails to comply with the requirements of the proposal documents, which in the sole discretion of the Village is not material, the Village may waive the defect and accept the proposal.
- e) No Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, whether in respect of Proposal preparation costs, loss of anticipated profit, or any other matter whatsoever, and by submitting a Proposal each Proponent shall be deemed to have irrevocably waived any such claim.

- f) The Village reserves the right to cancel this RFP at any time and for any reason, and in so doing to reject all Proposals, and will not be responsible for any loss, damage, cost or expense incurred or suffered by any Proponent as a result of such cancellation.
- g) The Village reserves the right to enter into negotiations with one or more Proponents concerning the terms and conditions of the services to be provided, and expressly reserves the right through such negotiations to request changes, alterations, additions or deletions from the terms of any Proposals received.
- h) The Village reserves the right to select one or more Proponents for further consideration following the initial proposal evaluation process. The Village may require in-person presentations or interviews with Proponents selected for final consideration, prior to negotiating a contract.
- i) The acceptance of any Proposal is subject to funding and may require approval of the Council.
- j) After acceptance by the Village, the successful Proponent will be issued a written Notice of Award.

11.0 DEFINITION OF CONTRACT

Notice in writing to a Proponent of the acceptance of its Proposal by the Village and the subsequent full execution of a written Contract will constitute a Contract for the Services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events. By submission of a Proposal, the Proponent agrees that, should it be identified as the successful Proponent, it is willing to enter into a Contract with the Village within fifteen (15) days of the date of the Notice of Award.

12.0 LIABILITY FOR ERRORS

While the Village has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Village, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

13.0 MODIFICATION OF TERMS

The Village reserves the right to modify the terms of the RFP at any time at its sole discretion. Such modifications will be communicated to all Proponents through formal addenda.

14.0 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

All documents, including Proposals, submitted to the Village become the property of the Village. Each Proposal should clearly identify any information that is considered to be confidential or proprietary information.

However, the Village is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. As a result, while section 21 of the *Freedom of Information and Protection of Privacy Act* does offer some protection for confidential third party business, financial and proprietary information, the Village cannot guarantee that any such information provided to the Village will remain confidential if a request for access is made under the *Freedom of Information and Protection of Privacy Act*.

15.0 CONFIDENTIALITY OF INFORMATION

Information pertaining to the Village obtained by the Proponent as a result of participation in this project is confidential and must not be disclosed without written authorization from the of Village.

C. PROPOSAL SUBMISSION REQUIREMENTS

1.0 PROPOSAL SUBMISSION

- a) Responses should be delivered by hand, mail or email to the following location no later than the closing date and time (Closing) and should be clearly marked '**Village of Cumberland – Recreation, Arts and Culture Master Plan**':

Attention: Kevin McPhedran
Village of Cumberland
2673 Dunsmuir Avenue
Box 340
Cumberland, BC V0R 1S0
Email: info@cumberland.ca

- b) Proposals are to include the following sections:
 - i) General:

An introductory cover letter that includes a general background overview of the Proponent, identification of similar services provided for other clients and outline of expected approach for successfully undertaking the project.
 - ii) Relevant Experience:

This section must include:

- A listing of two (2) recent relevant project experience. Project descriptions should include a summary of related work, including scope, project successes, location and length of time of project

iii) Proposed Schedule and Workplan:

This section must include:

- A schedule for completion of the project broken down by phase and task.
- A description of the workplan to be undertaken and methodologies to be used by the Proponent.
- Lead, team members and sub-consultants.

iv) Qualifications:

This section must include:

- Educational and professional qualifications of each individual to be assigned. Include a summary of each individual's work experience with related projects.
- Identification and brief description of experience and relevant qualifications. Resumes may be included as an appendix.

v) Financial Expectations

This section must include:

- i) Proponent maximum fee.
- ii) A breakdown of project costs by task in a manner that allows for easy cross-referencing of task, personnel, timing and costs:
 - (a) for each task include the hours estimated for each individual, including sub-consultants, showing charge-out rate, total hours and disbursements per task; and
 - (b) subtotals for each phase in the project.
- iii) Total hours and fees per individual, including sub-consultants, to be assigned for the entire project.

- vi) References:
A list of references from a minimum of two (2) clients who have engaged the Proponent to complete similar projects, include the name, address and phone number of references; and,
 - vii) Assurance that the Proponent and any proposed sub-consultant are not in a position which may be perceived as a conflict of interest with respect to undertaking this project.
- c) Proposal format:
- i) Proposals may be either emailed with the Request for Proposal title clearly indicated in the subject line (Please request confirmation of receipt of any emailed proposals), or submitted in a sealed package with the name and address of the Proponent and the Request for Proposal title clearly marked on the outside.
 - ii) Facsimile submissions will not be considered.
 - iii) Late Proposals will not be considered.
 - iv) Proposals that are conditional; illegible; obscure; contain arithmetical errors; erasures, alterations, or irregularities of any kind; may, at the discretion of the Village, be declared disqualified.
 - v) The person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to this RFP must sign the Proposal Form provided herein. Unsigned Proposals will be declared disqualified and returned.
 - vi) Proponents shall be solely responsible for the delivery of their Proposals in the manner and time prescribed. All submissions must be delivered according to the instructions herein. The Village will accept no responsibility for documents delivered to other Village facilities and at the discretion of the Chief Administrative Officer may be declared disqualified.

2.0 ENQUIRIES

- a) All enquiries related to this RFP shall be directed to:

Kevin McPhedran
Manager of Parks and Recreation
Village of Cumberland
Telephone: 250.336.3017
Email: kmcphedran@cumberland.ca
- b) Enquiries will be accepted until 2:00 pm Wednesday, November 10, 2021.
- c) Information obtained from any other source is not official and should not be relied upon.

3.0 ADDENDA

- a) Any questions that are received by the Village that affects the Request for Proposal process will be issued as addenda by the Village.
- b) Addenda will be published at the Village website. It is the responsibility of the proponent to monitor the website to check for updates. All addenda become part of the Contract document and must be considered when responding to this RFP.
- c) Verbal answers are binding only when confirmed by written addenda.

4.0 DISCLAIMER

Each Proponent is responsible to review and understand the terms and conditions of this RFP, and the scope of work being requested. The Village makes no representation or warranty as to the accuracy or completeness of the information contained in this RFP and the Proponent is solely responsible to ensure that it has obtained and considered all information necessary to understand the requirements of the RFP, and to prepare and submit its Proposal. The Village will not be responsible for any loss, damage or expense incurred by a Proponent as a result of any inaccuracy or incompleteness in this RFP, or as a result of any misunderstanding or misinterpretation of the terms of this RFP on the part of any Proponent.

5.0 EVALUATION AND SELECTION CRITERIA

Evaluation of Proposals will be by the Village according to the criteria identified below. Those Proposals passing the mandatory requirements will be further evaluated against the point-rated criteria. During the evaluation process, Proponents may be required to provide clarification to statements made in their Proposals. The Village reserves the right to contact any person or organization to determine the reputation of the proponent.

Mandatory Criteria
Proposal Form completed and signed by a person authorized to bind the Proponent to statements made in the submission.
Proposal must be received at the closing location by the specified Closing date and time.

Point-rated Criteria	Points Assigned	Score per Criteria (Multiplier)					Weighted Total
		Poor (.3)	Marg. (.5)	Fair (.7)	Good (.9)	Exc. (1.0)	
Experience and qualifications	30						
Methodology - Detailed method/planning and work program	40						
Cost to the Village including disbursements	15						
Reputation and feedback from references	10						
Social Procurement	5						
Total Points	100						

6.0 COMMITMENT BY THE VILLAGE

- a) The Village will make available, upon request and at no cost to the successful Proponent, any existing Village maps, plans, reports and copies of relevant background information, including hard copies that are not posted on the Village website.
- b) The successful Proponent may be required to sign non-disclosure, confidentiality or other agreements when access is provided to Village information.
- c) Village meeting rooms, when available, may be used at no charge to the Consultant and are to be arranged through Village administration.

D. SCOPE OF WORK

1.0 OVERVIEW OF THE VILLAGE OF CUMBERLAND

The Village of Cumberland is a community in transition. According to Census data, between 2011 and 2016 over 1300 people moved to Cumberland, meaning approximately one third of the Village's population are new residents. This represented a 10.4% increase in population change, approximately double the Provincial average (5.6%) for this time.

The Cumberland Official Community Plan indicates there could be more than 4,000 new housing units in future years, and that the population could reach 8,500 by 2030. Cumberland is also comprised of younger families than the other municipalities within the Comox Valley region and has an average age approximately 10 years younger (39)

than its neighbouring communities. Similarly, 23% of the Village population (875 persons) is less than 19 years of age.

The Village is a vibrant community with a lively recreation centre and plays host to numerous arts and culture events and festivals each year, in addition to several non-motorized trail-based races and competitions. Cumberland has become a popular tourist destination, attracting visitors from near and far to experience its outdoor recreation, history, arts, cultural and music, and growing culinary scene. However, Village recreation and cultural infrastructure is ageing at a time when demand on these municipal services is on the rise.

With the creation of a Recreation, Arts and Culture Master Plan, the Village seeks to create a comprehensive road map to guide the delivery of its recreation, arts and culture services to the community over the next ten years.

2.0 PROJECT BACKGROUND

The Village of Cumberland Parks and Recreation Department currently oversees the delivery of recreation, culture and parks services, offering a wide range of fitness, culture, arts, youth and general recreation programs and special events, and is responsible for booking and maintaining a variety of community facilities and parks. The department has full time, part time, seasonal and casual staff, as well as contracted program instructors. Volunteers of all ages supplement the delivery of programs and special events. The department also maintains a variety of partnerships in the community, including relationships with other governmental agencies, education organizations, non-profit societies and businesses.

The primary indoor facilities programmed and operated by the department are the Cumberland Recreation Centre and the Cultural Centre. The Recreation Centre composes of a fitness studio, kitchen, gymnasium with a climbing wall, two squash courts and supporting amenities including change rooms, washrooms, administration offices and storage areas. The Cultural Centre composes of two large halls on two levels, each with a small adjoining kitchen, bathrooms and storage areas. Currently, the upper hall is used primarily for fitness and individual sport programming; meanwhile, the lower hall is used for cultural programming and special event rentals. Additionally, the building is home to the Cumberland Museum and Archives, who lease space from the Village, and recently completed a significant renovation project.

The department oversees the programming, rentals and special event bookings for parks and outdoor spaces in the Village. These bookings primarily occur in Village Park (playground, family area, washroom building, spray park, courts, forested areas, playing fields, off-leash dog park, skatepark and jump park), Village Square, and No. 6 Mine

Park. The recreation, arts and cultural use of these parks, including related infrastructure, is within scope of this project.

The building service section of the department manages the day-to-day maintenance and cleaning of recreation and park facilities.

Meanwhile, the department works closely with the Village’s Economic Development Officer, who acts as the Village’s primary liaison with the local business community and other related government and non-profit stakeholders using the Cumberland Economic Development Strategy (2018-2023) for direction. Specifically, the Strategy identifies the need to support arts and culture as a community economic driver leveraging the Village’s economic development services with arts and culture producers in Cumberland on finding ways to support their work. Participation and involvement of the Village’s economic development service within the development of the Recreation Arts and Culture Master Plan will provide an organizational foundation with which to advance/support the Village’s economic development interests.

No previous Master Planning processes have been completed to guide Recreation, Arts and Culture services; however, a Parks and Greenways Master Plan (2014) currently exists, as do master plans for major parks (including Village Park.)

3.0 PROJECT DELIVERABLES AND REQUIREMENTS

The table below provides a breakdown of in-scope tasks for the Proposed Services. The consultant will be responsible for all aspects of project design and plan development. The Village will retain responsibility for project oversight and communication.

The overall Master Plan should consider all facets of the delivery of Recreation, Arts and Culture Services in the Village, including but not limited to: facilities and infrastructure, programs, special events, staffing, and partnerships.

The proposed planning process and Master Plan should consider the following:

	In Scope (Consultant)
Background Review	<p>Background research review and develop inventory of existing facilities. Information to be collected and researched should include:</p> <ul style="list-style-type: none"> • An inventory and analysis of existing recreation and culture facilities in the Village, including services offered, focusing on the Cumberland Recreation Centre; the Cultural Centre and Cumberland Museum and Archives; Village Park; Village Square; and No. 6 Mine Park. • An inventory of school district and other private and/or non-profit recreation, arts and culture facilities and venues. • An inventory and analysis of recreational and cultural programming and special events being offered by the Village and other community stakeholders.

	<ul style="list-style-type: none"> • Compiling and reviewing existing reports relevant to the planning process. • A review of current trends and best practices in community recreation, arts and culture facility design, management and programming; • Existing and potential partnerships and synergies including with Comox Valley Regional District recreation services and School District 71. • Consideration of the outcomes of the ongoing Village Properties Review, scheduled to be completed at the end of this year. • Compile a listing of all relevant stakeholders and organizations.
Communications and engagement	<p>The consultant shall prepare an engagement plan outlining how Council, staff, key stakeholders and the public will be informed and involved in the process to confirm the Village’s current and future role in the delivery of recreation and culture services moving forward.</p> <p>Assess and prioritize opportunities including partnerships, programs, further policy development and facility planning</p> <p>Engagement should include, but not be limited to, consulting:</p> <ul style="list-style-type: none"> • The public (residents) via survey(s) and an open house (minimum one) • Direct outreach and consultation with: <ul style="list-style-type: none"> ○ Local community groups/ non-profits ○ Special event organizers ○ School District 71 ○ CVRD Recreation Services ○ Recreation and culture businesses ○ Village of Cumberland staff (the planning process will be supported by a working group composed of the Manager of Recreation; Recreation and Culture Supervisor; and Economic Development Officer). ○ Village of Cumberland Committees: Accessibility and Economic Development Steering Committee • Council Workshop
Analysis and Plan Development	<p>Final plan development and content should include:</p> <ul style="list-style-type: none"> • a situation analysis including a review of the current and any potential service delivery model; existing and future demand/need for services; marketing of current/future services; partnerships, collaboration, and joint use agreements (e.g. education, health, non-profit sectors); and current issues (e.g.

	<p>youth services, seniors services, special event facilitation, facility accessibility, etc).</p> <ul style="list-style-type: none"> • recommendations and priorities for resource allocation considering societal trends, community benefits, service delivery models and levels of service. • a gap analysis identifying and recommending ways to improve the management of the delivery of recreation and cultural services. This shall include analysis of such topics as facility utilization, functional capacity and service delivery gaps. • a strategy for addressing municipal recreation and culture infrastructure assets, including recommendations on the renewal, renovation, and/or replacement of the Recreation Centre and Cultural Centre and related park facilities that support the delivery of recreation and cultural programming, activities and events. • In support of facility planning, the report should incorporate conceptual options for major (e.g. Recreation Centre) and minor (e.g. park washrooms; outdoor covered areas) facilities. • prioritized implementation plan, which is clear, concise, user friendly, flexible, and useful as a planning tool.
Schedule	<ul style="list-style-type: none"> • Contract award: Late November or early December 2021 • Project start up, background report review and inventory of existing conditions: December 2021 and January 2022 • Public and Stakeholder Outreach and Consultation: February and March 2022. • Plan Development and Conceptual Facility Design: April and May 2022. • Presentation of final report to Council: June 2021 • The project completion date is targeted to be complete before July 30, 2022.

4.0 REMUNERATION

- a) A budget of up to \$70,000 is available for the project.
- b) Invoices shall be paid by the Village up to 80% of the contract value until receipt of the accepted Final Report and deliverables, upon which the remaining 20% shall be paid.
- c) A summary report with each invoice shall include details of the work performed, the number of hours worked for each day and date, the disbursements expended, and the totals for the period.

- d) Payment of monthly invoices by the Village shall be made within thirty (30) days after receipt by the Village.

5.0 AVAILABLE INFORMATION

The following is a preliminary list of relevant Village studies and reports that should be reviewed during the background research and review phase of the project. These are available at <https://cumberland.ca/plans/>

- Official Community Plan Bylaw 990, 2014
 - Facility Master Plan and Space Needs Assessment, 2017
 - Facilities Assessment, 2012
 - Economic Development Strategy 2018-2023
 - Child Care Space Creation Action Plan, 2020
 - Age Friendly Assessment and Action Plan, 2020
 - Facility and Infrastructure Accessibility Review, 2016
 - Recreation Review, 2014
 - Cumberland Recreation Centre Renovation Study, 2016
 - Parks and Greenways Master Plan, 2014
 - Village Park Master Plan, 2013
 - Cultural Centre Assessments*:
 - Structural Facilities Assessment and Renewals Plan (2010)
 - Building Enclosure Condition Assessment Report (2010)
- * Studies will be made available to the successful proponent in addition to recommendation implementation status

E. CONTRACT CONDITIONS

By submission of a Proposal, the Proponent agrees that should its Proposal be successful, the Proponent will enter into a Contract with the Village based on this RFP, the Proponent's Proposal, and any negotiations concluded pursuant to Section B.12.

1.0 COMPLIANCE WITH LAWS

The Consultant will comply with all laws applicable to the work or performance of the Contract.

2.0 LAWS OF BRITISH COLUMBIA

Any Contract resulting from this RFP will be governed by and will be construed and interpreted in accordance with all laws in effect of the province of British Columbia.

3.0 INDEMNITY

Notwithstanding the providing of insurance coverage by the Consultant, the Consultant hereby agrees to indemnify and save harmless the Village, its employee(s), agent(s) and authorized representative(s) and each of them from and against losses, claims, damages, actions and causes of action (collectively referred to as “Claims”), that the Village may sustain, incur, suffer or be put to at any time, either before or after the expiration or termination of this Agreement, that arise out of the acts or omissions, including negligent acts or omissions of the Consultant or its sub-contractor(s), servant(s), agent(s) or employee(s) under this Agreement, expecting always that this indemnity does not apply to the extent, if any, to which the Claims are caused by errors, omissions or the negligent acts of the Village, its other consultant(s), assign(s) and authorized representative(s) or any other persons.

4.0 INSURANCE

The Consultant will be required to provide and maintain professional liability insurance in an amount not less than \$1,000,000.00 insuring the Consultants’ liability resulting from errors and omissions in the performance of professional services under the Contract. Proof of insurance must be provided to the satisfaction of the Village.

5.0 REGISTRATION WITH WORKSAFEBC

The Consultant shall have WorkSafeBC coverage for itself, all workers and any shareholders, directors, partners or other individuals employed or engaged in the execution of the Work, and shall comply with all conditions of the Workers Compensation Act and regulations there under. Upon request, the Village may consider providing the Consultant coverage under the Village’s existing WorkSafeBC coverage. Any such inclusion under the Village’s existing coverage shall be at the Consultants expense.

6.0 OWNERSHIP

The material produced, furnished and used by the Consultant as a result of this Agreement will be the exclusive property of the Village upon completion of the Work.

F. PROPOSAL FORM

Village of Cumberland *Recreation, Arts and Culture Master Plan* Consultant

CLOSING: 2:00 PM PACIFIC STANDARD TIME ON MONDAY NOVEMBER 15 2021

This form must be completed, signed and included with the submission.

The undersigned confirms that their submission is in response to the Request for Proposals for the Village of Cumberland Properties and Facilities Consultant and the Proponent acknowledges receipt of addenda # _____ through addenda # _____

Name of Firm: _____

Address: _____

Phone: _____ **Fax:** _____

Email: _____

Contact Name: _____

Position : _____

Phone: _____ **Fax:** _____

Email: _____

Authorized Signature

Name and Title

Date