

RECREATION MASTER PLAN



**REQUEST FOR PROPOSALS**

**City of Iqaluit Recreation Master Plan  
REC-2019-001**

**PROPOSALS DUE:  
NO LATER THAN 4:00 P.M. E.S.T. ON  
MAY 24<sup>RD</sup>, 2019**

# RECREATION MASTER PLAN

## Contents

<i>City of Iqaluit Recreation Master Plan</i>	<i>1</i>
<b>1.0 Introduction</b>	<b>3</b>
<b>1.0 Purpose</b>	<b>3</b>
<b>1.1 Definitions</b>	<b>3</b>
<b>2.0 Community Background</b>	<b>4</b>
<b>2.1 Location</b>	<b>4</b>
<b>2.2 Geology and Terrain</b>	<b>4</b>
<b>2.3 Climate</b>	<b>4</b>
<b>2.4 City Growth and Population</b>	<b>4</b>
<b>2.5 Land Ownership System</b>	<b>5</b>
<b>2.6 Community Recreation Profile</b>	<b>5</b>
<b>3.0 Instructions to Proponents</b>	<b>6</b>
<b>3.1 Submission</b>	<b>6</b>
<b>3.2 Inquiries and Amendments</b>	<b>6</b>
<b>3.3 Addenda</b>	<b>7</b>
<b>3.4 Opening of the Proposals</b>	<b>7</b>
<b>3.5 Proponent Requirements</b>	<b>7</b>
<b>3.6 City Representative</b>	<b>7</b>
<b>3.7 Terms and Conditions</b>	<b>7</b>
<b>3.8 Conflict of Interest</b>	<b>8</b>
<b>3.9 Solicitation of Council Members, City Staff and City Consultants</b>	<b>8</b>
<b>3.10 Validity of Offer</b>	<b>9</b>
<b>4.0 Evaluation of Proposals</b>	<b>9</b>
<b>4.1 Technical Evaluation Rating</b>	<b>9</b>
<b>4.1.1 Understanding the needs and meeting the requirements</b>	<b>10</b>
<b>4.1.2 Approach and Methodology</b>	<b>10</b>
<b>4.1.3 Experience and Past Projects</b>	<b>10</b>
<b>4.1.3 Presentation and Quality of Proposal</b>	<b>10</b>
<b>4.1.4 Project Team and References</b>	<b>10</b>
<b>4.2 Costs and Content</b>	<b>11</b>
<b>5.0 Terms of Payment</b>	<b>12</b>
<b>6.0 Scope of Work and Deliverables</b>	<b>13</b>
<b>6.0.1 Scope of Work</b>	<b>13</b>

## RECREATION MASTER PLAN

6.0.2 Deliverables	14
7.0 Proponent	15
7.0.1 Background Documents	15
7.0.2 Workshop Materials and Location	15
8.0 Timeline	16
Appendix A	17

### **1.0 INTRODUCTION**

#### **1.0 Purpose**

The City of Iqaluit, Department of Recreation is seeking proposals for a consultant to develop the new Recreation Master Plan, that will guide the scope and priorities of the Recreation Department for the next ten years, 2019-2029. The City of Iqaluit requires an experienced, dynamic consultant that is familiar with the unique challenges and opportunities found in Iqaluit, to undertake the development of this new Recreation Master Plan.

This Request for Proposal (“RFP”) is available electronically by downloading from the City of Iqaluit website.

#### **1.1 Definitions**

In this RFP the following definitions shall apply:

“City” means City of Iqaluit;

“City Representative” has the meaning set out in section 3.6;

“City Website” means [www.city.iqaluit.nu.ca](http://www.city.iqaluit.nu.ca);

“Closing Time” has the meaning set out in 3.1;

“Contract” means a formal written agreement between the City of Iqaluit and the Preferred Proponent to undertake the Services, the preferred form of which is attached as Appendix A;

“Evaluation Team” means the team appointed by the city to evaluate the proposals;

“Preferred Proponent(s)” means the Proponent(s) selected by the Evaluation Team to enter into negotiations for a contract;

“Proponent” means an entity that submits a proposal;

“Proposal” means a proposal submitted on response to this RFP;

## RECREATION MASTER PLAN

The “Project” means the work and services that are described in 6.0, *Scope of Work and Deliverables*, of this RFP;

“Successful Proponent” means the Proponent who has entered into a contract with the City of Iqaluit in response to this RFP;

“Services” has the meaning set out in 6.0, *Scope of Work and Deliverables*.

## **2.0 COMMUNITY BACKGROUND**

### **2.1 Location**

Iqaluit is the capital City of the Nunavut Territory and is located at the south end of Baffin Island near the end of Frobisher Bay (63° 45'N latitude and 68°31'W longitude). Access to Iqaluit is provided by regular scheduled commercial aircraft year-round, snowmobile trails from other Baffin Island communities in the winter, and sealift from the port of Montreal and Valleyfield in the summer.

### **2.2 Geology and Terrain**

Iqaluit’s location is above the tree line and within the continuous permafrost zone of Canada. The region generally consists of glacially scoured igneous/metamorphic terrain. In some locations, a thin layer of organic material is found.

### **2.3 Climate**

Iqaluit has an Arctic climate with an average January temperature of –21.5°C and July average temperature of 8°C. The annual precipitation is made up of 19.2 cm of rainfall and 255.0 cm of snowfall for a total of 43.0 cm precipitation. The prevailing winds are northwest at 16.7 km/hr.

### **2.4 City Growth and Population**

The City of Iqaluit is the newest Capital City in Canada and as a result has experienced a period of rapid development and growth. Iqaluit is the seat of government for the Territory of Nunavut and is the home base for many federal and territorial government departments. The City has rapidly developed into a regional centre for the territory with many Northern businesses and Inuit organizations making Iqaluit their base of operations. The City has an infrastructure gap and is struggling to keep up with being able to effectively deliver services such as sanitation and water/waste water. However, recently the City was successful in its application to the Federal Government for partial funding for a new waste transfer station and landfill. The City is also a hub for transportation and gateway to the Eastern Arctic. Its new International Airport and the development of a deep-water port and small craft harbor are a result of the demand for increased transportation infrastructure in Iqaluit, connecting it to other Arctic and southern communities. The current population of Iqaluit is estimated at about 8,000 people.

## RECREATION MASTER PLAN

### **2.5 Land Ownership System**

Iqaluit has a unique land ownership system. The major land owners in Iqaluit are the Commissioner of Nunavut, the City of Iqaluit and the regional Inuit associations. These entities in turn lease land to individuals, corporations and other government departments. The City land is administered by a land acquisition by-law and by a Territorial Statute. Generally speaking, there is no private ownership of land.

### **2.6 Community Recreation Profile**

The City of Iqaluit Department of Recreation strives to provide high quality, affordable programming to all members of the community. The City of Iqaluit, through the Department of Recreation offers a wide variety of programming and services for Iqalumiut across their lifespan. The Department's Special Programs division offers activities and events celebrating the holidays, and community festivals including Toonik Tyme in April, Canada Day, the Elder's Gathering in the fall and the Santa Claus Parade, and Christmas Games in December. Programs for children and youth run throughout the year, and include: School Break-Week camps, summer camp for children 6-12 years old, after-school programming for 6-12 year olds in Apex, and sporting activities including minor soccer, tee-ball and multi-sport programs on the indoor sports field. The Makkuttukkuvik Youth Centre operates drop-in, and scheduled programming 6 days each week during non-school hours, and provides a safe space for youth ages 13-18 years old. Elders are involved in programming too, and have weekday afternoon drop-ins at the Elder's Qammaq where they are provided opportunities to socialize and participate in positive, fun activities. The Recreation Department also oversees the City's nine playgrounds, as well as its three municipal parks, and the Apex trail.

Iqaluit Recreation operates a number of facilities including: two seasonal arenas, a curling rink, a seasonal indoor sports field, the Elder's Qammaq, Abe Okpik Hall located in Apex, and the Iqaluit Aquatic Centre. The Arnaitok Arena recently underwent a renovation project that saw all new Dasher Boards, arena glass, safety netting and a new floor installed. The Arctic Winter Games Complex (AWG), home to the Youth Centre, one of the two seasonal ice rinks, and the indoor sports field, continues to be an in-demand facility. The AWG is also where one will find Recreation Reception, and Recreation staff offices. Arena programming includes public and family skate/turf times, as well as rentals to community groups, schools and individuals.

The Department's newest community offering, the Iqaluit Aquatic Centre was opened in January, 2017. The facility is comprised of a fitness centre and studio, two dry saunas, a hot tub, 6-lane, 25m Lap pool, and a leisure pool with water slide, lazy river and a variety of spray features. Daily public, family, and lane swims are offered, as well as weekly parent and tot swim times. Swimming lesson, aquatic leadership programming and a children's swim team are also offered as registered programming options.

Abe Okpik Hall is also undergoing renovations updating a well-used community space with new flooring, new stainless steel kitchen cabinetry and a refresh of the washroom facilities.

## RECREATION MASTER PLAN

The Elder's Qammaq (host to the elder's programming portfolio, and is a well-used community programming space) has recently undergone an update to the washrooms and kitchen as well.

The Department's most popular programs are typically those that are geared towards youth ages 4-18. Registered programs sell out quickly, and waiting lists are developed for activities like swimming lessons, day camps, and minor soccer. Parent and Tot, and Family Swim time are consistently popular swims at the pool, and our after school public swims see a lot of younger guests coming directly to the swim from school. The Department led the charge for modernized registration and online payment systems when the Aquatic Centre opened and is currently launching the same program for all City-run registered recreation programs and camps, and has plans to expand the program to ice and facility rentals.

The Department recognizes the importance of a sustainable workforce and the importance of developing and training staff to ensure adequate staffing levels and quality program delivery. Last year, Departmental Competencies were developed to help guide staff in programming and customer-service interactions. These include: being customer-centered; professional; responsive; safety-oriented; flexible; results-focused; innovative; accountable; relationship-focused; and focused on fun. These concepts provide overarching direction for our programming goals, and form the foundation of our program assessments.

### **3.0 INSTRUCTIONS TO PROPONENTS**

#### **3.1 Submission**

No later than 4:00 p.m. EST on Friday, May 24<sup>rd</sup>, 2019 (the "Closing Time"), the Proponents shall send their proposals electronically to [m.vanstrien@city.iqaluit.nu.ca](mailto:m.vanstrien@city.iqaluit.nu.ca)

The subject line must reference: RFP Recreation Master Plan

**Amendments and RFP's received at any other location will not be considered.**

The proposals should be clearly marked with the name of the Project and be made to the attention of Ms. Stephanie Clark, A/Director of Recreation.

Proposals shall be submitted electronically by email only to the address listed above. The final decision on whether to accept late proposals is at the City's discretion.

#### **3.2 Inquiries and Amendments**

All inquiries are to be directed to:

Stephanie Clark  
City of Iqaluit  
P. O. Box 460  
Iqaluit, NU, X0A 0H0  
[s.clark@city.iqaluit.nu.ca](mailto:s.clark@city.iqaluit.nu.ca)

## RECREATION MASTER PLAN

The deadline for submitting inquiries is Tuesday, 21st May, 2019.

To ensure consistency and fairness to all Proponents, any information with respect to significant inquiries will be posted in the form of written amendments or clarifications on the City of Iqaluit Webpage under “Tenders and Proposals”. Verbal explanations or instructions will not be binding.

### **3.3 Addenda**

If the City determines that an amendment is required to this RFP, the City Representative will issue a written addendum by posting it on the City of Iqaluit Website at [www.iqaluit.ca](http://www.iqaluit.ca). It will be responsibility of the Proponents to check the website for addenda. The only way this RFP may be added to or amended in any way is by a formal written addendum. No communication whether written or oral from any person will affect or modify the terms of this RFP or may be relied upon by any Proponent.

### **3.4 Opening of the Proposals**

There will be no public opening of the Proposals.

### **3.5 Proponent Requirements**

The successful Proponent must have a valid City of Iqaluit Business License prior to commencement of the Project.

### **3.6 City Representative**

For the purposes of this RFP, the City of Iqaluit representative is Ms. Stephanie Clark, A/Director of Recreation.

### **3.7 Terms and Conditions**

**3.7.1** Submission of a proposal constitutes acknowledgement that the Proponent has read and agrees to be bound by all the terms and conditions of this Request for Proposal.

**3.7.2** The City will not make any payments for the preparation of a response to this Request for Proposal. All costs incurred by a Proponent will be borne by the Proponent.

**3.7.3** This is **not** an offer. The City of Iqaluit does not bind itself to accept the lowest price or any proposal submitted.

**3.7.4** The City has the right to cancel this RFP at any time and to reissue it for any reason whatsoever, without incurring any liability and no Proponent will have any claim against the City as a result of the cancellation or reissuing of the Request for Proposal.

**3.7.5** The City will not be responsible for any proposal that does not indicate the Request for Proposal reference and the Proponent’s name.

**3.7.6** The City will not be responsible for any proposal that is delivered to any address other than that provided in Section 3.1 of this RFP.

## RECREATION MASTER PLAN

**3.7.7** If a contract is to be awarded as a result of this Request for Proposal, it will be awarded to the Proponent whose proposal, in the City's opinion, provides the best potential value to the City and is capable in all respects to perform fully the contract requirements and has the integrity and reliability to assure performance of the contract obligations.

**3.7.8** If the City decides to award a contract based on a submission received in response to this Request for Proposal, the successful Proponent will be notified of the intent to award in writing, and the subsequent execution of a written agreement shall constitute the making of a contract. Proponents will not acquire any legal or equitable rights or privileges whatsoever until the contract is signed by both parties.

**3.7.9** The contract will be in the form of the City's standard "City of Iqaluit Services Agreement" and it will contain the relevant provisions of this Request for Proposal, the accepted proposal as well as such other terms as may be mutually agreed upon, whether arising from the accepted proposal or as a result of any negotiations prior or subsequent thereto. The City reserves the right to negotiate modifications with any Proponent who has submitted a proposal.

A copy of the standard "City of Iqaluit Services Agreement" is included as Appendix A.

**3.7.10** In the event of any inconsistency between this Request for Proposal, and the ensuing contract, the contract shall govern.

**3.7.11** Any amendment made by the City to the Request for Proposal will be issued in writing and posted on the City of Iqaluit Webpage.

**3.7.12** An evaluation committee will review each proposal. The City reserves the exclusive right to determine the qualitative and quantitative aspects of all proposals relative to the evaluation criteria.

**3.7.13** Proponents may not amend their proposal after the closing date and time but may withdraw their proposal at any time prior to acceptance by the City and issuing of a Letter of Intent.

**3.7.14** Proposals will be evaluated as soon as practicable after the closing time. No detail of any proposal will be made public except the names of all parties submitting proposals.

**3.7.15** The proposal and accompanying documentation submitted by the Proponents will remain property of the City and will not be returned.

### **3.8** Conflict of Interest

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure.

### **3.9** Solicitation of Council Members, City Staff and City Consultants

Proponents and their agents will not contact any member of the City Council, City Staff or City Consultants with respect to this RFP, other than the City Representative named in section 3.2, at any time prior to the award of a contract or the cancellation of this RFP.



## RECREATION MASTER PLAN

### 3.10 Validity of Offer

The proposals shall remain open for acceptance for a period of sixty (60) days from the closing date of this Request for Proposal.

## 4.0 EVALUATION OF PROPOSALS

The Proposal will be used to evaluate the Proponent's understanding of the Project, and ensure they propose to meet the Terms of Reference and provide the required deliverables. It will also be used to evaluate the Proponent's experience and qualifications.

The evaluation of the proposals shall be based on a two stage rating system: technical and cost/services.

The factors presented as follows in Table 1.

<b>Table 1 PROPOSAL EVALUATION RATING TABLE</b>	
<b>Rating Factors</b>	<b>Weight Factor</b>
1. Understanding the Needs and Meeting the Requirements	10
2. Approach and Methodology	25
3. Experience on Similar Projects and Past Performance	25
3. Presentation and Quality of Proposal	10
4. Project Team and References	15
<b>Subtotal Technical Submission</b>	<b>85</b>
1. Local Content (Inuit, Nunavut, Local)	5
2. Cost of Services	15
<b>RFP EVALUATION TOTAL</b>	<b>100</b>

Table 1 *Proposal Evaluation Rating Table*

### 4.1 Technical Evaluation Rating

The proponent will demonstrate an understanding of the needs of the City of Iqaluit. The proponent must also establish that they can meet the requirements of the RFP. The Proposal shall include all the information required to rate the proposal, including the cost component.

## RECREATION MASTER PLAN

### **4.1.1 Understanding the needs and meeting the requirements**

The Proponent should demonstrate an understanding of the objectives of the work, technical requirements, constraints, selection of resources, and any special considerations associated with the Project. The Proponent should provide a description of the specific project objectives and technical requirements, highlighting those that are of particular significance to the Project and delivery of services.

The requirements of this Project are outlined in the *Schedule A: "Objective and Scope of Work"*.

(Maximum number of pages: 2)

### **4.1.2 Approach and Methodology**

Understanding of Municipal Government Sector; especially the challenges/opportunities of the City of Iqaluit; most appropriate methodologies and schedules to achieve project goals.

(Maximum number of pages: 5)

### **4.1.3 Experience and Past Projects**

The proponent will describe projects undertaken that are of a similar scope and nature as the required services as indicated in this RFP. Demonstrated experience and ability to complete a project of this scope, related experience and successful completion of similar projects, ability to meet deliverables and timelines, references of previous projects. Three to five projects/contracts should be provided where team members held key roles.

(Maximum number of pages for past projects: 6)

### **4.1.3 Presentation and Quality of Proposal**

The proposal is complete, comprehensive, creative and clear; Completeness (covers all areas outlined) and quality of proposal, creative/innovative (solutions for Iqaluit vs. Generic), comprehensive (covers all tasks/aspects in sufficient detail); clear, logical and easy to follow presentation and compliance with the requirements of the RFP. They must demonstrate that they are capable of delivering a clear concise recreation master plan.

### **4.1.4 Project Team and References**

The team will be assessed for their individual qualifications and experience as it relates to this project. The main facilitator demonstrates effective communication skills necessary for consultation and presentations. The team demonstrates expertise in subject matter, leadership, project management, presentation skills, qualifications and appropriate skills sets devoted to tasks. Resumes of each team member and references for projects are required.

(Maximum Number of pages: 2 per team member)

**4.2 Costs and Content**

**4.2.1 Local Content (Inuit, Nunavut, Local)**

Points will be awarded for Nunavut Inuit proponents, proponents from Nunavut (NTI registry), and proponents located in Iqaluit (Iqaluit business license).

**4.2.2 Cost of Services**

Costing Submission

The City will rate the cost submission based on the following formula:

$$\text{Score} = (\text{lowest proposed price/proponent's submission price} \times \text{total points})$$

The costing submission shall be submitted electronically along with the technical proposal. The heading should be called "COSTING SUBMISSION".

The costing submission shall clearly state the upset limit with GST shown separately. Disbursements will be considered to be part of the upset limit fee. No additional invoicing for disbursements shall be accepted. At no time shall the contract upset limit be exceeded without prior written authorization from the City of Iqaluit.

The costing submission shall include a breakdown of the total project cost in the form of a Fee Schedule.

A matrix with project tasks on the vertical axis, and project personnel on the horizontal axis. The Fee Schedule shall show the corresponding value of work.

A Time Schedule shall also be submitted as a separate matrix, in the same format as the Fee Schedule, and will show the time commitment of the Project Team members to the individual tasks. In addition, hourly rates will be provided for all Project Team members.

Disbursements will be reimbursed at cost and must be job related. Backup documentation for all disbursements is to be submitted with each invoice. Operating and overhead expenses will not be considered as a disbursement. Table 2 below shows examples of acceptable and unacceptable disbursements.

The City of Iqaluit will book and provide return travel to Iqaluit and will provide accommodation at a City-owned unit while in Iqaluit.

<b>Table 2</b>	
<b>EXAMPLES OF ACCEPTABLE AND UNACCEPTABLE DISBURSEMENTS</b>	
<b>Acceptable Disbursements</b>	<ul style="list-style-type: none"> <li>• Meals</li> <li>• Printing and Reproduction</li> <li>• Communications (telephone bills)</li> <li>• Taxis</li> </ul>

## RECREATION MASTER PLAN

<b>Unacceptable Disbursements</b>	<ul style="list-style-type: none"><li>• Computer Charges</li><li>• Equipment Charges (unless clearly identified in the proposal)</li></ul>
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Table 2: *Examples of Acceptable and Unacceptable Disbursements*

Ratings will be confidential and no details will be released about other Proponent's Proposals.

### **5.0 TERMS OF PAYMENT**

The consultant shall be reimbursed on a monthly basis for works completed. Monthly invoices shall include backup for all disbursements (time sheets are required).

The invoice shall include the project title, ***the Service Contract number***, a description of the work completed, and a billing summary. The summary shall include the tasks as set forth in the costing submission, the proposed costs, costs to date, percentage invoiced to date and the percentage of work completed to date for each task.

No payment will be made for the cost of work incurred to remedy errors or omissions for which the consultant is responsible.

No additional invoicing will be accepted above and beyond what the City has agreed to as per the contract. If additional work is requested by the Project Manager, the request must be made in writing to the Chief Administrative Officer for review. **At no time shall the contract upset limit be exceeded without prior written authorization from the City of Iqaluit.**

## **6.0 SCOPE OF WORK AND DELIVERABLES**

### **6.0.1 Scope of Work**

1. The Master Plan will be used as a guiding document to assist in determining parks and recreation priorities and requirements for the City that, in conjunction with the City's Strategic Plan, will inform future investment, development and service delivery of City recreation and leisure programs, facilities, events and amenities for the next ten years (2019-2029).
2. The Master Plan will be developed using a comprehensive public consultation process to actively seek and obtain input from residents, City recreation user groups, City recreation participants, community organizations, City staff, City Council, and other stakeholders as required.
3. The Master Plan will provide a comprehensive understanding of the City's demographic profile - recreational, educational, economic, social, cultural and attitudinal trends, and their impact on, and relationship with, existing and future community recreation and leisure needs.
4. The Master Plan will include an assessment of current parks and recreation facilities, playgrounds, open spaces, and programs, existing user fees and cost recovery opportunities.
5. The Master Plan will include a recommendation concerning preferred service models – specifically identifying where the City should be the direct provider of recreation and leisure programs and facilities, and areas where it should act as a facilitator/enabler.
6. The Master Plan will assess the need for additional recreational lands, facilities, and programs based on a review of existing data while considering emerging and future recreation industry, cultural and societal trends.
7. The Master Plan will provide a framework to manage and sustain parks, trails and open space, recreation and leisure programs and facilities, and related amenities in a cost effective, proactive manner, consistent with leading industry standards and best practices.
8. The Master Plan will be developed using an approach that has regard for the provision of environmentally sustainable, culturally relevant, accessible parks and recreation facilities, programs and services that will meet the dynamic and changing needs of the City.
9. The Master Plan will help the City form a clear vision for the future of Recreation and Parks planning for Iqaluit. It will include a clear action plan to guide and direct

## RECREATION MASTER PLAN

the City in the development and sustainability of future recreation facilities, parks and programs.

### **6.0.2 Deliverables**

1. Develop a work/action plan to achieve the mandate of the RFP. Project Coordination, including regular meetings and status reports to keep the project on schedule and keep identified stakeholders apprised of the process.
2. Undertake a needs assessment/environmental scan and gap analysis. The Consultant will review existing programs, infrastructure, plans and documents pertinent to the development of the Recreation Master Plan; identifying trends and patterns that are applicable, analyzing strengths, weaknesses, opportunities and threats.
3. Engage in the planning process with Council in a Recreation Prioritization and Planning Workshop and gain employee input through interviews and a workshop. Providing a relevant process and provide meeting facilitation, assisting discussion and decision making.
4. Public Consultation Plan to engage identified stakeholders in a consultation process. The consultation plan (2-4 pages) will be approved by the City prior to implementation. A report will summarize the outcomes of the consultation. Public Consultation is expected to take place primarily in the month of June.
5. Produce a framework of the Recreation Master Plan for approval by the Committee.
6. Make recommendations to the Recreation Department in the form of a draft report. The Proponent may be required to make changes to the submitted draft after the Committee have reviewed.
7. Incorporate relevant information, comments and changes as required. Provide a final report and a separate package for tracking actions, connecting them to objectives and long-term vision. The plan, inclusive of any required changes, will become the final and published plan. The report will be in Word format available for electronic use (website). Any photos to be incorporated into the document will be provided by the City. The document should be in a ready state should the City wish to produce the Recreation Master Plan in printed copy.

The Proponents are not limited by the deliverables as outlined above. Proposals may provide additional deliverables as part of the Proponent's response.

## **7.0 PROPONENT**

### **7.0.1 Background Documents**

The following documents will be made available on the City's website or emailed directly to the successful bidder and identified accordingly. These documents will assist the Preferred Proponent in the development of the Recreation Master Plan, and may play a key role in shaping the direction within the Plan.

City of Iqaluit Recreation Guide 2019

[https://iqaluit.ca/sites/default/files/2019\\_iqaluit\\_rec\\_guide.pdf](https://iqaluit.ca/sites/default/files/2019_iqaluit_rec_guide.pdf)

City of Iqaluit Strategic Plan (2017-2022)

[https://www.city.iqaluit.nu.ca/sites/default/files/english\\_5year.pdf](https://www.city.iqaluit.nu.ca/sites/default/files/english_5year.pdf)

City of Iqaluit Consolidated General Plan

[https://www.city.iqaluit.nu.ca/sites/default/files/consolidatedgeneralplan\\_oct2015.pdf](https://www.city.iqaluit.nu.ca/sites/default/files/consolidatedgeneralplan_oct2015.pdf)

Community Economic Development Plan

[https://www.city.iqaluit.nu.ca/sites/default/files/ced\\_plan\\_part1\\_overview\\_2015-19e.pdf](https://www.city.iqaluit.nu.ca/sites/default/files/ced_plan_part1_overview_2015-19e.pdf)

Piqutivut – Building Our Capital (request by email)

Iqaluit Sustainability Plan (2014-2019)

[http://www.city.iqaluit.nu.ca/sites/default/files/iqaluit\\_sustainable\\_community\\_plan.pdf](http://www.city.iqaluit.nu.ca/sites/default/files/iqaluit_sustainable_community_plan.pdf)

Iqaluit Recreation Master Plan (2011-2018) (request by email)

### **7.0.2 Workshop Materials and Location**

The workshop will require interpretation in English and Inuktitut. The City of Iqaluit will provide an interpreter for the workshop.

All materials for presentation whether on a screen, electronic or in print, require translation into Inuktitut. The facilitator will provide information in MS Word, one week in advance of the required presentation date for translation.

The City of Iqaluit will provide workshop space at no cost.

## RECREATION MASTER PLAN

### **8.0 TIMELINE**

April 24, 2019	RFP released
May 24, 2019	RFP closes
May 29, 2019	Preferred proponent selected and contract negotiations
June 3, 2019	Initiation meeting - by phone or in person if local
June 7, 2019	Workplan and consultation plan submitted
June 30, 2019	Majority of community consultations complete. Additional interviews may happen later if needed (note: July is typically a difficult month for interviews and consultation)
October 4, 2019	Final Recreation Master Plan completion



RECREATION MASTER PLAN

**Appendix A**  
**City of Iqaluit Service Agreement**

BETWEEN:

THE CITY OF IQALUIT, as represented by the Department of Recreation (hereinafter referred to as the "CITY OF IQALUIT")

OF THE FIRST PART

AND:

XXXXXXXXXX, XXXXXX, (hereinafter referred to as the "Consultant")

OF THE SECOND PART

WHEREAS the CITY OF IQALUIT has requested the Consultant to provide certain services in a Request for Proposal dated \_\_\_\_\_ and titled XXXXXX.

AND WHEREAS the Consultant has agreed to provide such services to the CITY OF IQALUIT in its Response to the Request for Proposal which Response is dated \_\_\_\_\_;

AND WHEREAS the CITY OF IQALUIT and the Consultant wish to set out the terms and conditions relating to the provision of such services;

THEREFORE the CITY OF IQALUIT and the Consultant agree as follows:

1. SERVICES AND PAYMENT

1.1 The Consultant agrees to provide to the CITY OF IQALUIT those services set out in the Terms of Reference of the Request for Proposal for the provision of services for the construction of XXXX..... A copy of the RFP is attached as Appendix "A".

1.2 The CITY OF IQALUIT agrees to pay for the services described above, a total amount not greater than XXX plus GST for the Provision of XXX Services for 200X based on the Proposal dated XXX, 200X and as attached in Appendix A hereto.

2. TERM

2.1 This Contract shall commence on the 1<sup>st</sup> of XXX, 200X and terminates on the 31<sup>st</sup> day of XXX, 200X, unless otherwise terminated in accordance with the provisions of this Contract.

3. NOTICE AND ADDRESS

## RECREATION MASTER PLAN

3.1 Any notice required to be given herein or any other communication required by this contract shall be in writing and shall be personally delivered, sent by facsimile, or posted by prepaid registered mail and shall be addressed as follows:

i) If, to the CITY OF IQALUIT:

Amy Elgersma  
Chief Administrative Officer  
City of Iqaluit  
P.O. Box 460  
Iqaluit, NU  
X0A 0H0  
a.elgersma@city.iqaluit.nu.ca

Reference:

ii) If to the Consultant at:

XXXXX

3.2 Every such notice and communication, if delivered by hand, shall be deemed to have been received on the date of delivery or if sent by prepaid registered mail shall be deemed to have been received on the seventh day after posting, or if by facsimile, 48 hours after the time of transmission, excluding from the calculation weekends and statutory holidays.

#### 4. ENTIRE AGREEMENT

This contract comprises the entire agreement between the parties hereto and supersedes and shall take effect in substitution for all previous agreements and arrangements whether written or implied between the parties relating to the services to be provided by the contractor and all such prior agreements, arrangements and understandings shall be deemed to have been terminated by mutual consent with effect from the date of execution of this contract.

#### 5. GENERAL TERMS

5.1 Any information obtained from, or concerning any department of the CITY OF IQALUIT or clients of any department of the CITY OF IQALUIT, by the contractor, its agents or employees in the performance of any contract shall be confidential. The Consultant shall take such steps as are necessary to ensure that any such information is not disclosed to any other person and shall maintain confidential and secure all material and information that is the property of the CITY OF IQALUIT and in the possession of or under the control of the Consultant. This clause survives the termination of this contract.

5.2 Time shall in every respect be of the essence.

5.3 The Consultant is an independent Consultant with the CITY OF IQALUIT and nothing in this contract shall be construed or deemed to create the relationship of employee and employer or of principal and agent between the CITY OF IQALUIT and the Consultant. The Consultant is solely responsible for payments of all statutory deductions or contributions including but not limited to pension plans, unemployment insurance, income tax, workers' compensation and the CITY OF IQALUIT Payroll Tax.

5.4 This contract shall be interpreted and governed in accordance with the laws of Nunavut and the laws of Canada as they apply in Nunavut.

## RECREATION MASTER PLAN

- 5.5 No waiver by either party of any breach of any term, condition or covenant of this contract shall be effective unless the waiver is in writing and signed by both parties. A waiver, with respect to a specific breach, shall not affect any rights of the parties relating to other or future breaches.
- 5.6 The failure of either party at any time to require the performance of any provision or requirement of this contract shall not affect the right of that party to require the subsequent performance of that provision or requirement.
- 5.7 Title to any report, drawing, photograph, plan, specification, model, prototype, pattern, sample, design, logo, technical information, invention, method or process and all other property, work or materials which are produced by the Consultant in performing the contract or conceived, developed or first actually reduced to practice in performing the contract (herein called "the property") shall vest in the CITY OF IQALUIT and the Consultant hereby absolutely assigns to the CITY OF IQALUIT the copyright in the property for the whole of the term of the copyright.
- 5.8 It is intended that all provisions of this agreement shall be fully binding and effective between the parties, but in the event that any particular provision or provisions or a part of one is found to be void, voidable or unenforceable for any reason whatever, then the remainder of the agreement shall be interpreted as if such provision, provisions, or part thereof, had not been included.
- 5.9 This contract may be extended by the written consent of the parties.
- 5.10 The CITY OF IQALUIT may delegate any of its authority and undertaking pursuant to this contract to any other Minister, officer, employee or agent of the CITY OF IQALUIT.
- 5.11 This contract shall ensure to the benefit of and be binding on the respective administrators, successors and assignment of each of the parties hereto.

### 6. CONSULTANT RESPONSIBILITIES

- 6.1 The Consultant shall indemnify and hold harmless, the CITY OF IQALUIT, its officers, employees, servants and agents from and against all claims, actions, causes of action, demands, losses, costs, damages, expenses, suits or other proceedings by whomsoever made, brought or prosecuted in any manner based upon or related to the activities of the Consultant under this contract.
- 6.2 The Consultant shall be liable to the CITY OF IQALUIT for any loss or damage to property or equipment that is supplied to or placed in the care, custody or control of the (Consultant Contractor) for use in connection with the contract whether or not such loss or damage is attributable to causes beyond the Consultant's control.
- 6.3 In the event that the Consultant is, in the opinion of the CITY OF IQALUIT, in default in respect of any obligation of the Consultant hereunder the CITY OF IQALUIT may do any act as it deems necessary to rectify such default and the CITY OF IQALUIT may deduct or set off the cost of such rectification against any payment due the Consultant may recover any and all costs associated with any such remediation, whether such costs are direct or indirect, from the Consultant, whether by deduction against funds which would otherwise be paid to the Consultant by the CITY OF IQALUIT, set off, or independent claim for compensation.
- 6.4 ASSIGNMENT: The Consultant may not assign or delegate work to be done under this contract, or any part thereof, to any other party without the written consent of the CITY OF IQALUIT. In the case of a proposed assignment of monies owing to the Contractor under this contract, the consent in writing of the Controller General of the CITY OF IQALUIT must be obtained, pursuant to S.69(4) of the *Financial*

## RECREATION MASTER PLAN

*Administration Act* (Nunavut) as amended or reenacted in successor legislation during the term of this Contract.

- 6.5 The Consultant shall keep proper accounts and records of the services for a period of 3 years after the expiry of this agreement. At any time during the term of this contract or any extension set out herein, the Contractor, upon the request of the CITY OF IQALUIT shall produce such accounts and records.
- 6.6 The Consultant shall notify the CITY OF IQALUIT immediately of any claim, action, or other proceeding made, brought, prosecuted or threatened in writing to be brought or prosecuted that is based upon, occasioned by or in any way attributable to the performance or non-performance of the services under this contract.
- 6.7 In the event that the provision of these services creates a conflict with any other party that the Consultant may represent, the CITY OF IQALUIT and the Board or Agency to which services are being rendered shall be advised of the conflict immediately.
- 6.8 If at any time the Consultant considers their estimates indicate costs will exceed the project budget they will immediately advise the City of Iqaluit. If in the opinion of the City of Iqaluit the excess is due to design, costs factors or matters under the control or reasonably foreseeable by the Consultant, the City of Iqaluit may require the Consultant at their expense and at no additional cost to the City of Iqaluit, do everything by way of revision of the design to bring the cost estimate within the project budget.

### 6.9 Confidential Data

- a) Except as required in the performance of services set out in this agreement, the Consultant must maintain as confidential all data and information made available to the Consultant, the CITY OF IQALUIT, or any other parties which is generated by or results from the Consultant's performance of the Services described in this Contract. All such data and information is the property of the City of Iqaluit. This clause shall survive the termination of the Contract.

## 7. TERMINATION

- 7.1 The CITY OF IQALUIT may terminate this contract at any time upon giving written notice to this effect to the Consultant if, in the opinion of the CITY OF IQALUIT, the Consultant is unable to deliver the service as required, the Consultant's performance of work is persistently faulty, in the event that the Consultant becomes insolvent or commits an act of bankruptcy, in the event that any actual or potential labor dispute delays or threatens to delay timely performance of the contract or the (Consultant Contractor) defaults or fails to observe the terms and conditions of the contract in any material respect.
- 7.2 This contract shall terminate as of the day for termination set out in the written notice and the Consultant shall forthwith invoice the CITY OF IQALUIT for work performed to the date of termination.
- 7.3 Any invoice submitted by the Consultant pursuant to clause 7.2 shall be reviewed by the CITY OF IQALUIT to assess the amount which is properly due and owing for work done by the Contractor prior to termination, and any payment of funds to the Contractor shall be subject to and net of any penalty incurred pursuant to paragraph 7.4 herein.

## 8. FINANCIAL

## RECREATION MASTER PLAN

8.1 It is a condition of this contract that payment hereunder is subject to Section 46 of the *Financial Administration Act (Nunavut)* as amended or reenacted in successor during the term of this Contract. Section 46 currently provides as follows:

*"It is a condition of every contract made by or on behalf of the government requiring an expenditure, that an expenditure pursuant to the contract will be incurred only if there is a sufficient uncommitted balance in the appropriated item for the fiscal year in which the expenditure is required under the contract."*

8.2 The CITY OF IQALUIT, having given written notice of a breach, may withhold or hold back in whole or in part any payment due the Consultant without penalty, expense or liability, if in the opinion of the Contracting Authority, the Consultant has failed to comply with or has in any way breached an obligation of the consultant. Any such hold back shall continue until the breach has been rectified to the satisfaction of the CITY OF IQALUIT.

8.3 The CITY OF IQALUIT may set off any payment due the (Consultant Contractor) against any monies owed by the Consultant to the CITY OF IQALUIT.

8.4 The City of Iqaluit will pay the Goods and Services Tax (GST).

8.5 Provided all terms and conditions on the part of the Consultant have been complied with, each invoice will be paid thirty (30) calendar days after receipt of the invoice, or thirty (30) calendar days after delivery of the services, whichever is later. Invoices from Nunavut Consultants (as defined by the CITY OF IQALUIT NNI Policy) will be paid twenty (20) calendar days after receipt of the invoice, or twenty (20) calendar days after receipt of the services, whichever is later.

8.6 The CITY OF IQALUIT may, in order to discharge lawful obligations or to satisfy lawful claims against the Consultant or a Sub consultant arising out of the execution of work, pay any amount, which is due and payable to the Consultant under the contract, if any, directly to the obligee of and the claimants against the Consultant or Sub consultant.

### 9. INSURANCE

The Consultant shall, without limiting his obligations or liabilities hereto, obtain, maintain and pay for during the period of this agreement, the following insurance with limits not less than those shown:

- a) Workers' Compensation insurance covering all employees engaged in the work in accordance with the statutory requirements of the Territory or Province having jurisdiction over such employees. If the Consultant is assessed any additional levy, extra assessment or super-assessment by a Workers' Compensation Board as a result of an accident causing injury or death to an employee of the Consultant or Sub consultant, or due to unsafe working conditions, then such levy or assessment shall be paid by the Consultant at its sole cost and is not reimbursed by the CITY OF IQALUIT.
- b) Employer's liability insurance with limits not less than \$500,000 for each accidental injury to or death of the Consultant's employee engaged in the work. If Workers' Compensation insurance exists, then in such event, the aforementioned Employer's Liability insurance shall not be required but the Comprehensive General Liability policy referred to in item (e) herein shall contain an endorsement providing for Contingent Employers' Liability insurance.
- c) Motor Vehicle, water craft and snow craft standard liability insurance covering all vehicles and/or craft owned or non-owned, operated and/or licensed by the Consultant and used by the Consultant in the performance of this agreement in an amount not less than one million

## RECREATION MASTER PLAN

dollars (\$1,000,000.00) per occurrence for bodily injury, death and damage to property; and with respect to busses limits of not less than one million dollars (\$1,000,000.00) for vehicle hazards and not less than one million dollars (\$1,000,000.00) for Bodily Injury to or death of one or more passengers and loss of or damage to the passengers property in one accident.)

- d) Aircraft Liability insurance covering all aircraft, owned or non-owned, operated and/or licensed by the (Consultant Contractor) and used in operations for the performance of this contract with a bodily injury, death and property damage and passenger hazard limit of five million dollars (\$5,000,000.00) (inclusive).
- e) Comprehensive General Liability Insurance with limits of not less than two million dollars (\$2,000,000.00) (inclusive) per occurrence for bodily injury, death and damage to property including loss of use thereof. Such insurance shall include but not be limited to the following terms and conditions:
  - Products & Completed Operations Liability \*
  - Consultant's Protective Liability
  - Blanket Contractual Liability
  - Broad Form Property Damage
  - Personal Injury Liability
  - Cross Liability
  - Medical Payments
  - Non-owned Automobile Liability \*
  - Contingent Employers Liability \*
  - Employees as Additional Insureds \*\*WHERE APPLICABLE
- f) Professional Liability Insurance with limits of not less than two hundred fifty thousand dollars (\$250,000.00) per claim and five hundred thousand dollars (\$500,000.00) in the annual aggregate, to cover claims arising out of the rendering of or failure to render any professional service under this contract or agreement.
- g) Motor Truck Cargo insurance, against all risks of physical loss or damage in an amount not less than \$500,000, covering the property of the CITY OF IQALUIT while in the care and custody of the Consultant during any transit, warehousing and delivery services called for by the contract.

All policies shall provide that thirty days written notice be given to the CITY OF IQALUIT prior to any material changes or cancellations of any such policies.

The policies shall name the CITY OF IQALUIT and all Sub consultants as additional insureds only with respect to the terms of this contract (except on Workers' Compensation Insurance and Professional Liability) and shall extend to cover the employees of the insureds hereunder.

The Consultant shall be responsible for any deductibles, exclusions and/or insufficiency of coverage relating to such policies.

The Consultant shall deposit with the CITY OF IQALUIT prior to commencing with the work a certificate of insurance evidencing the insurance(s) required by this clause in a form satisfactory to the CITY OF IQALUIT and with insurance companies satisfactory to the CITY OF IQALUIT.

RECREATION MASTER PLAN

IN WITNESS WHEREOF THE PARTIES HERETO HAVE SET THEIR HAND AND SEALS AS OF THE DATE AND YEAR ENTERED BELOW.

FOR THE CITY OF IQALUIT:

FOR THE CONSULTANT:

\_\_\_\_\_

Name/Title

\_\_\_\_\_

Name/Title

\_\_\_\_\_

Date

\_\_\_\_\_

Date

\_\_\_\_\_

Witness

\_\_\_\_\_

Witness