



**THE CORPORATION OF THE TOWN OF COLLINGWOOD**  
**(the “Town”)**

**REQUEST FOR PROPOSALS**  
**FOR**  
**REGIONAL CULTURAL MAPPING PROJECT**

**Request for Proposals No.: LS2010-12**

**ISSUED: February 5, 2010**

**Submissions are to be delivered to the attention of the Clerk, Town of Collingwood no later than February 26, 2010 at 2:00 p.m.**

**TABLE OF CONTENTS**

**1. INTRODUCTION..... 3**

1.1 Invitation to Proponents..... 3

1.2 Type of Contract for Services..... 3

1.3 Compliance with Applicable Laws..... 3

1.4 RFP Documentation..... 3

1.5 Definitions ..... 3

**2.0 PROJECT SUMMARY AND BACKGROUND..... 4**

**3.0 SCOPE, GOALS AND OBJECTIVES ..... 5**

**4.0 PROCESS AND TIMETABLE ..... 6**

**5.0 MAJOR PROJECT DELIVERABLES..... 7**

**6.0 BUDGET..... 8**

**7.0 PROPOSED EVALUATION AND SELECTION..... 8**

**8.0 PROPONENT INFORMATION REQUIRED ..... 9**

**9.0 GENERAL..... 9**

**10.0 TERMS AND CONDITIONS..... 11**

**11.0 CONTACT PERSON ..... 13**

**12.0 PROPOSED DEADLINE..... 13**

**APPENDIX A - MANDATORY REQUIREMENTS CHECKLIST ..... 14**

**APPENDIX B - FORM OF OFFER..... 15**

**APPENDIX C - PRICING FORM ..... 17**

## REQUEST FOR PROPOSAL

### 1. INTRODUCTION

#### 1.1 *Invitation to Proponents*

This Request for Proposals (“RFP”) is an invitation to prospective Proponents to submit Proposals that achieve the best overall value to the Town.

#### 1.2 *Type of Contract for Services*

The selected Proponent will be required to enter into an agreement (“Agreement”) with the Town for the provision of the Services.

#### 1.3 *Compliance with Applicable Laws*

A condition of the Agreement is the requirement that the successful Proponent comply with all applicable laws of Ontario and Canada, including the Occupational Health and Safety Act (Ontario), the Ontario Human Rights Code, the Pay Equity Act (Ontario) and the privacy statutes applicable in the province of Ontario.

#### 1.4 *RFP Documentation*

This RFP consists of the following documents:

- Request for Proposal
- Appendix A: Mandatory Requirement checklist
- Appendix B: Form of Offer
- Appendix C: Pricing Form
- Subsequent Addenda (if any)

#### 1.5 *Definitions*

Unless otherwise specified in this RFP, capitalized words and phrases have their prescribed meaning set out in the Agreement.

“**Agreement**” means the Agreement that the successful Proponent enters into with the Town.

“**Conflict of Interest**” means any real, perceived or potential direct, indirect or deemed pecuniary benefit that may result from the contract for services contemplated by this RFP.

“**Consultant**” means the Proponent that is selected to enter into an Agreement contemplated by this RFP.

“**Project**” means the Cultural Mapping Project as outlined in this RFP

“**Proponent**” means the respondent to this RFP.

“**Proposal**” means all the documentation submitted by the Proponent in response to the Request for Proposal, which has been accepted by the Town, in whole or in part. The terms ‘response’ and ‘submission’ are also used to mean Proposal.

“**Region**” means Town of Collingwood, Town of Blue Mountains, Clearview Township and Wasaga Beach.

“**Regional**” means the Region as defined above.

“**Request for Proposal**” or “**RFP**” means the Request for Proposal issued by the Town for goods/or services and any addenda thereto.

“**Services**” mean the goods and services to be provided by the Supplier to the Town.

“**Steering Committee**” is the representative group from the Region who will oversee the cultural mapping project.

“**Town Contact**” means the person designated by Town to be the contact person with during the procurement process.

## **2.0 PROJECT SUMMARY AND BACKGROUND**

*Canadians feel great pride in the places in which they live, a pride that goes beyond economic achievements, social equality and natural wealth...their citizens...need to feel connected with each other and to enjoy a sense of shared community identity. That community identity is the basis of what we mean by culture, and our sense of who we are in our communities is our cultural identity. (External Advisory Committee on Cities and Communities in Canada, 2006)*

The Town of Collingwood is seeking the professional services of a Consultant (or consulting team) having experience in the field of cultural mapping. The Consultant will develop a Cultural Map for the geographic region encompassing the Town of Collingwood, Town of Blue Mountains, Clearview Township and Wasaga Beach. The Cultural Map will serve as a component of a Regional Economic Development Strategy and provide the foundation for future independent and collaborative municipal cultural planning.

The Cultural Mapping Project is one element of a Regional Economic Development Strategy, the purpose of which is to build upon the assets of the four communities, guide economic development decision making, and facilitate investment attraction and economic growth in the Region. The Project is funded by the Ministry of Economic Development and Trade.

### ***Background***

The four communities, also known as the Georgian Triangle, have a permanent population base of approximately 50,000 residents and a part-time resident base of 25,000. Under the new Simcoe County Area Plan, over the next 25 years this region is expected to grow to around 100,000 permanent residents.

Preliminary research suggests that activity in the economy of the Region has shifted towards small business, focused on tourism, health and professional services. Economic development officers have identified a need to diversify their economy and find new opportunities for business growth and investment in order to maintain employment opportunities for area residents.

The scenic beauty of the area, its recreational lifestyle, proximity to Georgian Bay, and growth of cultural activities has attracted many artists from all disciplines. An abundance of galleries, numerous studio tours, arts organizations and cultural events enhance the area.

Specific strategic priorities identified in various strategic plans, that are directly related to the Culture Map are as follows:

- Town of Collingwood Strategic Plan-Goal: *Enhance our Art, Cultural, Heritage and Recreation Opportunities.*
- Town of Collingwood Arts and Culture Strategy-Leisure Services Master Plan: *Improve communication and coordination in the arts and culture sector; Identify facility requirements to support art and cultural development.*
- Town of Blue Mountain Strategic Plan-Goal: *Preserving and Enhancing environment and natural features and cultural heritage of the community; Supporting the development of social and recreation programs to meet the broad range of needs in the community.*
- Clearview Township Strategic Plan-Goal: *Preserving and Sustaining Clearview Township's natural, cultural and built heritage.*

### **3.0 SCOPE, GOALS AND OBJECTIVES**

#### ***Scope***

The cultural map will encompass the entire geographic area of the Town of Collingwood, Town of Blue Mountains, Clearview Township and Wasaga Beach.

Consistent with the definition of cultural resources utilized by many Canadian municipalities, and based on the collection of cultural information by other agencies including Statistics Canada (uses North American Industry Classification System and National Occupational Categories), the scope of “culture” for the purposes of mapping includes the following:

- Community Organizations (i.e. Arts organizations, historical societies)
- Cultural Industries (i.e. bookstores, commercial galleries, libraries, radio, TV, designers, photographers, theatre)
- Cultural Occupations (i.e. architects, web designers & developers, writers, dancers, actors, musicians, archivists, editors, journalists)
- Cultural Heritage (i.e. buildings, heritage districts, historic sites, cemeteries, living history sites)
- Natural Heritage (i.e. farms & orchards, gardens, forests, parks, conservation authorities)
- Festivals and Events (i.e. agricultural festivals, studio tours, country fairs, craft festivals, garden tours, literary festival, farmers markets)
- Facilities and Spaces (i.e. design studios, theatres, visual arts facilities, broadcast studios, markets, architectural offices)

It is expected that the cultural mapping will address two kinds of mappings:

- a) Resource mapping to identify and gather information about the physical and tangible cultural resources (such as those listed above).
- b) Identity mapping to engage the communities of the Region in exploring some of the intangible cultural resources such as the characteristics and stories, that contribute to sense of place.

## ***Goals and Objectives***

### ***Project Goal***

To complete a cultural mapping of the geographic region including the Town of Collingwood, Town of Blue Mountains, Clearview Township and Wasaga Beach.

### ***Objectives***

- a) Complete an inventory of the Region's cultural assets (including intangible assets) to:
  1. Inform the Regional Economic Development Strategy
  2. Increase awareness of the Region's cultural assets
  3. Strengthen culture's link to economic development, tourism and land-use planning.
- b) Establish framework and protocols for the cultural data that allows it to be integrated into the municipal GIS (ESRI).
- c) Identify the tools and systems necessary to update and sustain the mapping system over time.
- d) Develop actions for future municipal cultural planning and decision-making based on analysis and results of the cultural map.

## **4.0 PROCESS AND TIMETABLE**

### ***Process***

The Town of Collingwood, Arts and Culture office will act as the first point of contact for the Cultural Mapping Project and, in cooperation with the Economic Development Officer of the Town of Collingwood, will facilitate communication among Consultants and staff to carry-out the Cultural Mapping Project.

A Cultural Mapping Steering Committee with representatives from each community, will oversee the Project and ensure the process is undertaken in a collaborative manner. At least one Steering Committee member will sit on the steering committee for the Regional Economic Development strategy to maintain communication and continuity.

The Steering Committee will:

- Review and finalize the Project objectives, scope and timelines;
- Review all Proposals, interview and select the Consultant;
- Attend meetings, focus groups and public meetings as required
- Act as a resource to the Consultant to provide information related to cultural resources in their community;
- Review and evaluate the final cultural inventory, map and results.

### ***Relevant Resources***

- Arts and Culture Advisory Committee(s)
- Leisure Services or Recreation Advisory Committee(s)
- Community Connection (211)
- Georgian Triangle Tourism Association

- Heritage Committee(s)
- Trails Advisory Committee(s)
- Planning department(s)
- Economic Development
- Town of Collingwood Heritage Inventory
- Town of Collingwood cultural organizations inventory
- Local artist groups (i.e. Blue Mountain Foundation for the Arts and Georgian Bay Association of Creative Arts)
- Town listings of parks, facilities, libraries, and community centres

### ***Timetable***

The Consultant will include in their Proposal, a Project schedule outlining the timing of milestones, deliverables, meetings with staff and Steering Committee, community workshops and consultation tasks, final inventory and report. The final schedule is to be confirmed prior to the Project's commencement.

The Project will begin in March after the Steering Committee selects the Consultant and will be completed no later than July 30, 2010.

February 5, 2010	Distribute Request for Proposal
February 24, 2010 2 p.m.	Deadline for questions
February 26, 2010 2 p.m.	Deadline for submissions
March 1-3, 2010	Review submissions, conduct interviews
March 4, 2010	Award Project to a Consultant
March 22, 2010	Cultural mapping, community consultation work, data consolidation
July 30, 2010	Final data, map and reports

## **5.0 MAJOR PROJECT DELIVERABLES**

### ***1. Cultural Inventory and Map***

- a) The Consultant will develop and complete a cultural mapping exercise that will inventory the cultural resources in the Region, including the mapping of identity. Data currently gathered in each community includes standard municipal GIS mapping of trails and parks. All relevant data sets available will be provided to the Consultant including:
  - Town of Collingwood Heritage District and Heritage Properties (GIS-ESRI)
  - Town of Collingwood Arts and Culture database includes non-profit organizations, associations and groups, galleries, events and facilities/spaces (Microsoft Access)
  - Clearview Township Archaeological sites (GIS-ESRI)
  - Town of Blue Mountain Cultural Heritage Landscape Assessment map (GIS-ESRI)
- b) The Consultant will provide data to the Regional Economic Development Strategy Consultant.

- c) It is expected that the final data will be compatible with ESRI Arc GIS software for integration by Town staff, into an interactive map.
- d) The Consultant will propose a means for sustaining the data and mapping system over time that will not preclude staff from continuing to gather cultural data (tangible and intangible).

## **2. Community Involvement**

The Consultant will develop a community consultative process that involves community members and stakeholders. Consultants are requested to provide an outline of this process in your submission, including timelines and dates for the following:

- a) A framework and presentation tools for Town staff to develop awareness about the Project and engage community volunteers in gathering the first round of cultural data.
- b) At least 1 public workshop in each of the four communities and 1 final regional presentation by the Consultant.

## **3. Final Report**

The Consultant will provide a unique visual presentation of the cultural data including a Regional map and map of each community. The presentation may be utilized by each community for future presentations. The report will include:

- a) Overview of the Project, community participants, and processes.
- b) Cultural Maps (1 Regional and 1 for each community).
- c) Data analysis including outcomes, major findings and implications.
- d) Means and method for ongoing data collection and for integrating results in municipal cultural planning.

## **6.0 BUDGET**

The budget for the entire plan including all taxes and incidentals will not exceed \$24,000. A breakdown of costs associated with all relevant tasks/phases of the Project proposal must be outlined in the budget form (Appendix C).

## **7.0 PROPOSAL EVALUATION AND SELECTION**

All Proposals must include the completion of the Mandatory Requirement Checklist (Appendix A), Form of Offer (Appendix B) and Budget Form (Appendix C). It is the sole responsibility of the Proponent to ensure receipt of all documentation as referenced in the RFP including any addenda that may be issued pursuant to the original RFP documentation.

The Steering Committee based on the below-listed criteria, will evaluate proposals. These criteria are not listed in priority order and are not exhaustive. The Steering Committee, at its discretion, may consider other criteria not listed below.

- a) Demonstrated experience of key personnel in a project of similar scope and nature within the past five years.
- b) Project timing, scheduling, and sequencing of tasks.
- c) Qualifications and expertise of the Consultant or Consultant team.
- d) Value as expressed by proposed total fees and hourly rates.
- e) Approach and methodology, which thoroughly describes strategy to meet all Project objectives.
- f) Understanding of major issues identified.
- g) Favourable client references and reviews.
- h) Interviews of Consultant and Consultant team.

## **8.0 PROPONENT INFORMATION REQUIRED**

Responses to this RFP shall address the following:

- a) A description of the Proponent's background and experience, including examples of similar projects.
- b) The name, position and professional designation of the person assigned as the primary contact with Town staff.
- c) Proof of insurance coverage as set forth in the Form of Offer.
- d) A minimum of three (3) references, at least two (2) of which must be from the Public Sector, and a minimum of one (1) peer reference.

## **9.0 GENERAL**

- a) The Proponent shall be required to assume responsibility for all Services offered in their proposal regardless of whether or not the Proponent performs them in-house. The Proponent shall be totally responsible for adherence by sub-contractors to all provisions of the contract. The Proponent shall be the sole point of contact for contractual matters, including payment of any or all charges resulting from the contract.
- b) Notwithstanding the Regional nature of this Project and the shared goals, objectives and benefits by the four represented municipalities, this RFP and the subsequent Agreement contemplated by this RFP is at the sole and complete discretion of the Town of Collingwood. All aspects concerning the RFP process, the subsequent negotiations of an Agreement or compensation for the performance of Services shall be directed to the Town Contact for this RFP.

- c) This RFP may only be amended by an addendum. If the Town, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all Proponents by addenda. Each addendum shall form an integral part of this RFP. Such addenda may contain important information including significant changes to this RFP. It is the sole responsibility of the Proponent to register their intention to submit a proposal with the Town in order to be placed on the distribution list for any addenda. Proponents are responsible for obtaining all addenda issued by the Town. In the space provided in the Form of Offer, Proponents shall confirm their receipt of all addenda by setting out the number of each addendum in the space provided in the Form of Offer.
- d) The Proponent shall provide **three (3) written copies** of the Proposal.
- e) All Proponents will be informed of the results of this Request for Proposals.
- f) The proposal must be signed by the person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to this Request for Proposal.
- g) By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. By submission of a proposal, the Proponent confirms that should its proposal be deemed successful the Proponent would enter into an Agreement with the Town of Collingwood.
- h) The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the Town of Collingwood for purposes of clarification.
- i) In the event the Proponent desires to take exception to any of the terms or conditions or items set forth in this Request for Proposals, said exceptions must be clearly identified in the response to the Request for Proposal. Exceptions or deviations must not be added to Proposal pages, but must be a separate document accompanying the Proponent's Proposal.
- j) While the Town of Collingwood has used considerable efforts to ensure an accurate representation of information in this Request for Proposal, the information contained in this Request for Proposal is supplied solely as a guideline for companies. The information is not guaranteed or warranted to be accurate by the Town, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposal is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposal.
- k) If a written Contract cannot be negotiated within 30 (thirty) days of notification of the successful Proponent, the Town may, at its sole discretion at any time thereafter, terminate negotiation with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the Request for Proposal process and not enter into a Contract with any of the Proponents.

## **10.0 TERMS AND CONDITIONS**

Proponents shall promptly examine all of the documents comprising this RFP and shall report any errors, omissions or ambiguities; and may direct questions or seek additional information by fax or e-mail, on or before the Deadline for Questions by Proponents to the Town Contact. No communications with respect to this RFP are to be directed to anyone other than the Town Contact. The Town is under no obligation to provide additional information but may do so at its sole discretion.

The following terms and conditions shall apply to this Request for Proposal:

- a) All Proponents identified as finalists shall make themselves available to attend an interview (March 1-3, 2010).
- b) Any potential Conflict of Interest shall be identified and described in detail. If a Conflict of Interest does exist, the Town may at its discretion, withhold the assignment from the Proponent until the matter is resolved to the satisfaction of the Town.
- c) The Proponent shall be expected to enter into an Agreement with the Town. The Agreement will be for provision of the requirements set out in this RFP in addition to subsequent negotiated items.
- d) Any Agreement with the Town resulting from an official order based on this Proposal is entered into on the part of the Town in full faith that no member of the Town Council or Officer of the Town has any interest whatsoever herein.
- e) The Town will not bear any cost involved in the preparation or submission of proposals received as a result of this Request for Proposal, site inspections, interviews, or any other services that may be requested as part of the evaluation.
- f) All information collected and documents generated by the RFP call, and any resulting contract shall become the property of the Town.
- g) Revised proposals will not be called if only minor changes are contemplated.

This RFP process shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.

### ***Proponent Not to Communicate with Media***

A Proponent may not at any time directly or indirectly communicate with the media in relation to this RFP or any contract awarded pursuant to this RFP without first obtaining the written permission of the Town Contact.

### ***Confidential Information of the Town***

All information provided by or obtained from the Town in any form in connection with this RFP either before or after the issuance of this RFP:

- a) is the sole property of the Town and must be treated as confidential;
- b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent Agreement;
- c) must not be disclosed without prior written authorization from the Town; and
- d) shall be returned by the Proponents to the Town immediately upon the request of the Town.

***Town Subject to the Municipal Freedom of Information and Protection of Privacy Act***

- a) Information provided by a Proponent may be released in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* R.S.O. 1990, c.M 56, as amended. A Proponent should identify any information in its Proposal or any accompanying documentation for which confidentiality is to be maintained by the Town.
- b) The confidentiality of such information will be maintained by the Town, except where an order by the Information and Privacy Commission or a court requires the Town to do otherwise.

***Rights of the Town***

In addition to any other express rights or any other rights which may be implied in the circumstances, the Town reserves the right to:

- a) make public the names of any or all Proponents;
- b) request written clarification or the submission of supplementary written information from any Proponent;
- c) waive formalities and accept Proposals which substantially comply with the requirements of this RFP;
- d) verify with any Proponent or with a third party any information set out in a Proposal;
- e) check references other than those provided by any Proponent;
- f) disqualify any Proponent whose Proposal contains misrepresentations or any other inaccurate or misleading information;
- g) disqualify any Proponent or the Proposal of any Proponent who has engaged in conduct prohibited by this RFP;
- h) make changes, including substantial changes, to this RFP provided that those changes
- i) are issued by way of addenda in the manner set out in this RFP;
- j) accept or reject a Proposal if only one Proposal is submitted;
- k) select any Proponent other than the Proponent whose Proposal reflects the lowest cost to the Town;

- l) cancel this RFP process at any stage;
- m) cancel this RFP process at any stage and issue a new RFP for the same or similar services;
- n) accept any Proposal in whole or in part, provided that doing so complies with the Town's Purchasing By-law (By-Law No. 06-42) and other applicable laws;
- o) discuss with any Proponent different or additional terms to those contemplated in this RFP or in any Proponent's Proposal;
- p) reject any or all Proposals in its absolute discretion;
- q) and the Town shall not be liable for any expenses, costs, losses or any direct or indirect damages incurred or suffered by any Proponent or any third party resulting from the Town exercising any of its express rights under this RFP or exercising any rights which may be implied in the circumstances.

#### **11.0 CONTACT PERSON**

Questions related to this Request for Proposals should be directed to:

Tanya Mazza

Coordinator, Arts and Culture

Town of Collingwood

Phone: (705) 445-7450

E-mail: [tmazza@collingwood.ca](mailto:tmazza@collingwood.ca)

#### **12.0 PROPOSAL DEADLINE**

Proposals are to be submitted to the attention of the Clerk of the Town of Collingwood no later than **February 26th, 2010 @ 2:00 p.m.** at the following address:

Ms. Sara Almas, Clerk

Town of Collingwood

P.O. Box 157, 97 Hurontario St.

Collingwood, ON L9Y 3Z5

**Only hard copies will be accepted.**

**APPENDIX A**

**MANDATORY REQUIREMENTS CHECKLIST**

This Appendix includes Mandatory Requirements which the Proponent must address. The Proponent is asked to indicate with “Yes” or “No” beside each Mandatory Requirement and indicate the page number(s) in your Proposal where the information can be found.

<b>Mandatory Requirements</b>		<b>Comply Yes/No</b>	<b>Page # in Proposal</b>
<b>Item</b>	<b>Description</b>		
M1	Names, qualifications and relevant job experience of all personnel assigned to the Project, including sub-Consultants, and their level of involvement if applicable. Identify lead individual who will provide continuity throughout the Project.		
M2	A detailed approach and strategy for achieving the Project’s goals and objectives, as outlined in this RFP.		
M3	A Project schedule indicating timing of milestones, deliverables, community consultation, meetings.		
M4	Three (3) references from similar, recent work in the last 3-5 years related to cultural mapping and one (1) peer reference.		
M5	Proof of Insurance (Appendix B)		
M6	Pricing form with total fee that includes all costs associated with the Project (i.e. disbursements, travel costs, printing, taxes, incidentals, etc.).		

**APPENDIX B**  
**FORM OF OFFER**

**TO: THE CORPORATION OF THE TOWN OF COLLINGWOOD**

**RE: IN THE MATTER OF** our proposal dated \_\_\_\_\_, 2010 to which this Form of Offer forms an integral part (the “Proposal”) prepared by \_\_\_\_\_ (the “Proponent”), and submitted in response to a request for proposals issued by The Corporation of the Town of Collingwood dated February 5, 2010, as amended, regarding the Regional Cultural Mapping Project. I am duly authorized by the Proponent to execute this Form of Offer. I solemnly declare and promise as follows:

**Proposal Validity and Security**

All statements, specifications, data, confirmations, and information that have been set out in the Proposal are complete and accurate in all material respects.

I consent pursuant to subsection 17(3) of the *Municipal Freedom of Information and Protection of Privacy Act* R.S.O. 1990, c.F.31, as amended, to the disclosure, on a confidential basis, of the Proposal by the Town to the Evaluation Team and the Town’s other advisers retained for the purpose of evaluating or participating in the evaluation of the Proposal.

I have received and reviewed the RFP, together with any and all addenda thereto. I have received and reviewed the Agreement and agree to be bound by its terms.

**Mandatory Requirements**

I enclose herewith as part of our Proposal responses to all submission requirements, as set out below:

Document	Yes
<b>Appendix A Mandatory Requirements Checklist</b>	
<b>Appendix B Form of Offer</b>	
<b>Appendix C Pricing Form</b>	
<b>Addenda (if any)</b>	

I understand that the Town reserves the right to proceed with all production works or choose one or any production requirements identified.

**References**

I have included the number and type of references required by the RFP and consent to having the Town perform checks with those references and with any other relevant references.

**Bid Irrevocable**

I understand that the terms of the Proposal will remain irrevocable within 60 days of the Proposal Submission Deadline.

**Conflict of Interest**

I hereby confirm that there is not now, nor was there in the past any actual or potential Conflict of Interest (the definition for which is set out in the definition provision of the RFP) relating to the preparation of our Proposal nor do I foresee any actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

**Proof of Insurance**

By signing this Form of Offer, I acknowledge the Proponent’s willingness, if successful on this RFP, to provide insurance on the terms set out below, and our Proposal includes the cost of such insurance and their fee estimate:

The Proponent will maintain and pay for **Comprehensive General Liability Insurance**, which coverage shall include premises and all operations liability to be performed by the Proponent, his/her employees, and/or agents. This insurance coverage shall be subject to limits of not less than Two Million Dollars (\$5,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof for any one occurrence.

Where applicable, the Proponent will carry **Standard Automobile and Non-Owned Automobile Liability Insurance** and shall protect against all liability arising out of the use of owned or leased vehicles, used by the Proponent, its employees or agents. The limits of liability for both owned and non-owned vehicles shall not be less than Two Million Dollars (\$2,000,000.00) per occurrence.

In addition, the Proponent will carry **Professional Liability Insurance** in the amount of not less than Two Million Dollars (\$2,000,000.00) per occurrence.

**Execution of Agreement**

I understand that in the event that our Proposal is selected by the Town, I agree to sign the Agreement presented to the Proponent by the Town.

\_\_\_\_\_  
Signature of Witness:

\_\_\_\_\_  
Signature of Proponent Representative:

\_\_\_\_\_  
Name of Witness:

\_\_\_\_\_  
Name and Title:

\_\_\_\_\_  
Date of Signature:

I have authority to bind the Proponent

