



# REQUEST FOR PROPOSAL

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COMMUNITY CONSULTATION – CONFEDERATION PARK/CHENAIL ISLAND

**Issue date: July 23, 2019**

**Closing Date: 3 p.m., July 30, 2019**

Town Of Hawkesbury  
**Department of Recreation and Tourism**  
600 Higginson Street  
Hawkesbury, Ontario, K6A 1H1  
613-632-0106 ext: 2254

## **INTRODUCTION**

The Town of Hawkesbury is seeking proposals from qualified consultants to undertake the development and execution of community consultation regarding the future use of Confederation Park/Chenail Island in Hawkesbury, Ontario.

## **CONTEXT**

### Town of Hawkesbury

The Town of Hawkesbury Ontario is located on the border of the province of Quebec. It is situated mid-way between Downtown Montreal and Ottawa by highways 40/417 and between the recreational tourism region of the Laurentians and the United States border.

Located on the border of the Ottawa River, Hawkesbury's downtown can be accessed by those coming from the lower Laurentians by the Long-Sault Bridge. This proximity, as well as Hawkesbury's high proportion of Franco-Ontarian residents, encourages citizens from both provinces to intermingle with ease.

### Confederation Park/Chenail Island

The Ottawa River is the defining element of the Hawkesbury landscape. Confederation Park/Chenail Island is located at the entrance of the Town, overlooks the Long-Sault Bridge and the Laurentian Mountains in the distance. The park offers views that integrate a number of local landscape elements such as the river, the bridge, Hamilton Island and the Church spire of Saint-Pierre Apôtre, a landmark of the Town.

The West side of the island is the most active, offering tourism information and cultural activities at the Maison de l'Île. The East side of the park is currently used by the Town for community activities such as shows, family activities and festivals such as Canada Day festivities.

The downtown core, Place des Pionniers and Cyr-de-Lasalle Park can be easily reached on foot from the island.

## PHYSICAL ATTRIBUTES

Size - 20 acres, separated by the Long-Sault Bridge with a road that allows access to both sides.

### West Side

- Maison de l'Île – century-old house, currently is used by Le Chenail Cultural Centre for activities and shows.
- Municipal boat-launch and docks (no slips or services)
- Monument de la Francophonie
- Pétanque fields
- Parking lot

### East Side

- Wood Gazebo with concrete base
- Small stone building housing washrooms
- Beach volleyball court
- Temporary structure for non-motorized watercraft rental (summer season only)
- Parking lot
- Picnic tables



## **SCOPE OF WORK**

The purpose of the Town of Hawkesbury Community Consultations is to give an opportunity to our residents and stakeholders to voice their opinion and offer recommendations in order to create a park area that is more attractive for tourists to visit, attract new business investment and to create a sustainable waterfront park that residents will use and enjoy 12 months a year.

The Consultant will be required to organize, facilitate public stakeholder meetings and report on the findings of a defined community consultation process of the park users, residents, tourists, local associations and businesses. The proposal must contain the Consultant's recommendations for public consultation as part of the study. The consultant should consider and recommend creative ways to engage and consult with the public during the consultation process.

The Consultant will:

- Review existing documentation and reports
- Develop communication consultation process outlining recommended tools for engagement (i.e. focus groups, stakeholder interviews, surveys, etc.)
- Formulate questions in consultation with staff and council
- Execute consultation process and collect data
- Conduct data analysis
- Prepare final report
- Report to Municipal Council

\*All public consultation and reporting must be in both English and French.

## **RESPONSIBILITIES**

The Town of Hawkesbury will be responsible for:

- Meeting logistics, locations, catering, etc.
- Placement of advertisements and notices in local papers and social media
- Distribution of newsletters
- Identifying agency representatives

- Maintenance of the project webpage and posting of materials to the web page and any other social media

For public and stakeholder consultations, the Consultant will be responsible for:

- Maintaining complete records of meetings, meeting notes/minutes and issues raised
- Maintaining complete records of public comments raised, including responses
- Development of display materials
- Development of materials for posting on the project web page and social media
- Development of draft newsletters
- Setting up meetings with stakeholders
- Development of draft notices including those for the project

## **AVAILABLE INFORMATION**

- Past development plans:
  - Town of Hawkesbury Parks Master Plan – 1978
  - Landscape Design Outline for Chenail Island by Denis Massie Landscape Architect – 2012
  - Opportunity study - Ottawa River tourism destination corridor by Plania - 2014
- Stakeholder list (approximately 35)
- Zoning by-laws
- Demographics, access and mobility
- Historical synopsis – I. Lachaine, N. Lachapine, P. Castonguay/Le Chenail Cultural Centre
- Traffic Counts – Ministry of Transportation of Ontario
- Floodplain maps

## **WORK PLAN**

The proposal must provide a Work Plan indicating the timing for conducting the Community Consultation, the approximate timing for the various tasks included in the consultation and the date of submission of the final report to the Town of Hawkesbury.

## **DELIVERABLES**

The selected proponent will be required to provide the following to the Town of Hawkesbury at the conclusion of the consultation process:

- At least two (2) full-day meetings/consultations with staff and council
- At least three (3) public/stakeholder consultations or a variation that is equivalent
- One (1) bilingual digital copy of the preliminary report in PDF format

This, or any other preliminary version should be corrected, revised and detailed based on the comments or requests that the Town shall submit, in order to meet the Town's needs and objectives, without additional costs.

- One (1) bilingual hard copy and one (1) bilingual electronic copy in PDF format of the final report
- One (1) presentation to Council for endorsement. The meeting will be held at the Town Hall located at 600, Higginson Street, Hawkesbury at 7 p.m. the last Monday of the month of October.

## **TIMELINE**

It is anticipated that the selected proponent will present the deliverables, including the final report, during a presentation to Council. The meeting will be held at the Town Hall located at 600, Higginson Street, Hawkesbury at 7 p.m. on Monday, October 28, 2019.



## **RIGHTS RESERVED BY THE CORPORATION OF THE TOWN OF HAWKESBURY**

The Corporation of the Town of Hawkesbury reserves the right without prejudice to reject any or all proposals and to determine in its own best judgement the firm best qualified to undertake this contract.

The Corporation of the Town of Hawkesbury reserves the right to be the sole judge of the acceptability of any equipment/material/service offered, and also any alternative proposed, and to purchase the equipment/material/service which, in its opinion, most closely meets the operating requirements of the using department ... without recourse or penalty... that which is deemed most advantageous to the Corporation.

The Corporation of the Town of Hawkesbury reserves the right to award this contract that which is deemed most advantageous/beneficial to the Corporation ... without recourse or penalty.

The Corporation of the Town of Hawkesbury reserves the right to award different options, combinations of the options, as deemed necessary.

The Corporation of the Town of Hawkesbury reserves the right to award this contract in whole or in part, without penalty or recourse, that which is deemed most advantageous to the Corporation.

The Corporation of the Town of Hawkesbury, unless it otherwise states, reserves the right to award by item, or part thereof, groups of items, or all items of the proposal, and to award contracts to one or more proponents submitting identical proposals as to price; to reject any and all submissions in whole or in part; to waive technical defects, irregularities and omissions if, in so doing, the best interests of the Town will be served.

The Corporation of the Town of Hawkesbury anticipates purchasing the quantity of product as specified. The Town reserves the right to adjust the quantities or configuration upward or downward to meet its requirements and budget allotments, without penalty to the Corporation.

The Corporation of the Town of Hawkesbury reserves the right to terminate the contract without notice if due to non-performance and unsatisfactory services.

The Corporation of the Town of Hawkesbury reserves the right to call in alternate services if the proponent is unable to provide the service when it is requested.

## **PROPOSAL SUBMISSIONS**

Proposals must include all items as identified in this RFP, and must be clearly labelled Proposal - Community Consultation – Confederation Park/Chenail Island and submitted in a complete proposal package. If your firm is interested, please submit ONE (1) COMPLETE COPY of your submission.

Proposals can be submitted by mail/courier, in-person, or email to:

The Corporation of the Town of Hawkesbury

Attn: Nicole Trudeau, Recreation and Tourism Director

600 Higginson Street

Hawkesbury, Ontario K6A 1H1

[ntrudeau@hawkesbury.ca](mailto:ntrudeau@hawkesbury.ca)

Closing Date: July 30, 2019 @ 3:00 p.m.

Proposals received after the above noted due date and time will not be considered. Failure to comply with the requirements may result in the rejection of a proposal submission. Proposals received after the stated date and time will not be considered, but will be returned unopened to the proponent.