



REQUEST FOR PROPOSAL 2018-01C

CONSULTING SERVICES

- 1) Strategic Plan
- 2) Parks, Recreation & Culture Master Plan
- 3) Economic Development Plan

ITEM	DATE
Issue of RFP	October 15 th , 2018
Deadline for Submission	October 26 th , 2018, 4:00 p.m. (local time)
Interview of Selected Finalists	October 30 th , 2018 9:00am – 12noon
Award of RFP	November 2018
Presentation of final report	Q1 or early Q2 of 2019

Closing Location: Finance Department – Town of Erin – 5684 Trafalgar Road, Hillsburgh, ON N0B 1Z0

The Town reserves the right to interview any Proponent being considered

Town contact: procurement@erin.ca

Proposals will not be opened in Public

TOWN OF ERIN

5684 Trafalgar Road
Hillsburgh, Ontario
N0B 1Z0



FINANCE DEPARTMENT

Tel: (519) 855-4407, Ext.227
Fax: (519) 855-4281
E-mail: procurement@erin.ca

INFORMATION TO BIDDERS

Proposal Opening and Closing

All proposals must be received on or before **October 26th, 2018, 4:00 p.m.**, in order for a proposal to be received, it must be delivered by courier, in hand, by postal service or by e-mail, and received by an authorized representative of the Municipality at the indicated address and clearly marked as to contents.

Acceptance of Proposals

Unless otherwise specified in these proposal documents, it is agreed that this proposal constitutes an irrevocable offer to provide the goods and/or services described herein for a period of sixty (60) calendar days from the closing date for the receipt of proposals. Acceptance by the Corporation is effective upon approval by its awarding authority without communication or notice to the bidder, although such notice will, of course, be given as expeditiously as possible.

Rejection of Proposals

Proposals may be rejected for any one of the following reasons:

- (a) Proposals received after the closing date.
- (b) Proposals received on other than the proposal form supplied.
- (c) Incomplete proposals (all items not bid).
- (d) Qualified or conditional proposals.
- (e) Proposals not properly signed and sealed

BIDDING REQUIREMENTS

Alteration or Withdrawal of Proposals

A proposal may be altered by submitting another proposal at any time up to the specified time and date for proposal closing. The last proposal received shall supersede and invalidate all proposals previously received by the Contractor for that contract.

The contractor may withdraw the proposal at any time up to the specified time and date for proposal closing by submitting a letter bearing the contractor's signature and seal and delivered to the Clerk of the Town of Erin. Such a submission must be received in sufficient time to be marked with the time and date of receipt.

Telegrams, fax transmissions and telephone calls will not be accepted.

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), the Accessibility for Ontarians with Disabilities Act (AODA) and applicable privacy statutes in the Province of Ontario.

RFP Documentation

This RFP consists of this document and any subsequent addenda (if issued).

Definitions

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

- **Agreement** means the Agreement that the successful Proponent enters into with the Town.
- **Conflict of Interest** includes, but is not limited to, any situation where:
- In relation to the RFP process, the Proponent has an unfair advantage or engages in conduct directly or indirectly, that may give it an unfair advantage, including but not limited to i) having or having access to information in the preparation of its Proposal that is confidential to the Town and not available to other proponents; ii) communicating with any person with a view to influencing preferred treatment in the RFP process; or iii) engaging in conduct that compromises or could be seen to compromise the integrity of the open and competitive RFP process and render that process non-competitive and unfair
- In relation to the performance of its contractual obligations in a Town contract, the Proponent's other commitments, relationships or financial interests i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgment; or ii) could or could be seen to compromise, impair or be incompatible with the effective performance of its contractual obligations.
- **Days** mean Business Days unless the term calendar days is specifically used.
- **Evaluation Team** means the individuals who have been selected by the Town to evaluate the Proposals, including, if deemed necessary, an oral presentation.
- **Municipality or Town** refers to the Town of Erin
- **Must** and **shall** indicate a mandatory requirement that in the view of the Town must be substantially completed and complied with in order for a Proposal not to be rejected.
- **Prime Contractor** means a single Proponent that proposes to assume full contractual and financial liability for their participation. A prime contractor may or may not have sub-contractors.
- **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.

- **Request for Proposal or RFP** means the Request for Proposal issued by the Town for goods or services and any addenda thereto.
- **Services** mean all services and deliverables to be provided by the Proponent to the Town.
- **Should** indicates a requirement that the Town would like the Proponent to address in its Proposal.
- **Subcontractor** means any Person having a contract with the Supplier for the performance of a part or parts of the Services.
- **Supplier** means the successful Proponent that has signed the Agreement.
- **Town Contact** means the person designated by the Town to be the contact person during the procurement process.

Type of Contract for Services

The Town of Erin is seeking proposals for a qualified consultant to work with Town Council, the Town's Leadership Team, and members of the community on the development of three (individual) key plans for the municipality.

The successful proponent must have extensive strategic planning experience, including the ability to conduct all required research, coordinate and facilitate the planning process, and create a strategic planning document suitable for public review and presentation. The successful proponent must also have extensive parks and recreation experience, and economic development experience including the ability to conduct all required research, coordinate the process and create strategies in these areas for the municipality.

The Town wants to see creative and innovative proposals that are rooted in a Future-Ready philosophy. New, diverse and bold ideas to move the Town of Erin forward will be viewed positively. Templated and/or cookie-cutter proposals are not desirable.

Objectives:

The objective of this request for proposal is to select a qualified consultant to provide external assistance to the development of a comprehensive strategic plan, a parks, recreation & culture master plan and an economic development plan.

The strategic plan is to be an integrated Council / Staff / Community plan that considers all municipal lines of business. The plan is to include a clear vision and mission as well as defined goals, objectives and priorities that are realistic, achievable and measureable. The strategic plan is intended to recognize the uniqueness of the Town of Erin, and set a long-term vision (10+years) for its future success.

The parks, recreation & culture master plan is also intended to be an integrated plan that looks at the future of recreational services and programming in the Town, the optimal configuration and planning of active and passive park spaces, along with building a robust cultural piece. The development of this plan needs to align with the overall objectives of the new strategic direction for the municipality.

The economic development plan is also intended to be an integrated plan that looks at how to best attract and retain business in the Town and what industries and sectors to target, along with setting key goals and objectives for economic development activities moving forward. This plan needs to align with the strategic direction for the municipality, considering our competitive advantage in southwestern Ontario.

Background:

The Town of Erin is a growing community with a population of roughly 12,510. Located 35 minutes from Mississauga, Guelph, Shelburne, and Vaughan – Erin is ideally located adjacent to the Greater Toronto Area. Erin is at a transformational point in its history as the Town seeks to embrace the challenges of the future. One significant challenge for the municipality at present is the absence of wastewater treatment – the Town being the largest community in all of Ontario without any form of mechanical sewage treatment. Having recently completed a multi-year Class Environmental Assessment for wastewater, the Town is anticipating exponential growth over the long-term beginning in approximately 3-5 years.

The Town has high home values, but is currently lacking mixed use residential accommodation which presents challenges for school enrollment and a balanced age-demographic. As the Town prepares to grow its residential base and bring in more commercial / industrial uses, the need for a long-term vision for the future via a comprehensive strategic plan is acute. Additionally, with increased population the need for a parks and recreation vision and economic development strategy is urgent as well.

To move the community forward, the Town requires: a clear mission, a clear vision, term of Council priorities, a recreation and parks vision, and an economic development plan to attract and retain/enhance businesses. The Town of Erin has also recently adopted a Future Ready approach to its operations in which it looks to exemplify the values of customer service, performance and innovation. Recognizing the need to embrace new governance systems and structures to meet the modern challenges facing municipal governments, the Town of Erin has embarked on a path to reimagine the outmoded governance system present in most municipalities.

Looking to the future where active collaboration will be a cornerstone, the successful proponent will use public consultation sessions to gather information that will guide the development of these plans – finding synergies through the ability to work on three separate yet integrated projects at one time.

Scope:

The selected consultant will work with the Town's Leadership Team, Council and the community to create a bold and future-focused strategic plan which has long-range components (e.g. vision, mission, values), medium term aspects (e.g. objectives and priorities) and short term components inclusive of Term of Council Priorities and/or Action Plans. Performance measures (e.g. Balanced Scorecard) must also be a feature of the plan to enable progress to be regularly reviewed. It is anticipated that the strategic plan will set a 10-year minimum vision for the future.

The consultant will also work the Leadership Team, Council and community to create a parks, recreation & culture master plan (for roughly a 5-year period) that is bold and innovative and scopes out the future services and offerings of the department. It will also consider current and future park configurations inclusive of active and passive park spaces. Outside of the box thinking will be encouraged. Included in this will be how to weave a new and meaningful cultural piece into the fabric of the community.

Additionally, the consultant will work with the aforementioned groups to build a robust economic development plan that considers how to embrace the addition of wastewater services to attract, retain and grow businesses throughout the Town – beyond the typical “adopt a CIP” approach. This could include how to position Erin as a leading municipality throughout Ontario (specifically southwestern Ontario) which embraces innovative change and technologies in order to attract key target industries/sectors identified by the proponent.

The Town understands that there are a variety of models and approaches that can be used to develop a comprehensive strategic plan, and the other plans. The selected consultant will need to be able to adapt or customize an approach that will best meet the needs of the Town of Erin.

It is expected that strategic planning sessions with Town Council, the Leadership Team and community will commence immediately after the municipal elections to be held in October, 2018 (beginning November, 2018). The final products are anticipated to be completed by end of Q1 or early Q2 of 2019. There is also a tremendous opportunity to find synergy by gathering data on other key areas via public information sessions to assist with the other plans to be developed.

Preliminary research and discussions with the Town’s Leadership Team should be conducted by the consultant in advance of the planning meetings. It may also be an option to incorporate an orientation to strategic planning into the new Town Council orientation program. Proponents are asked to provide detailed information on options for community consultation, including the approach to consultation, the associated cost, and the time-frame involved. Proponents are encouraged to recommend the most effective and efficient method of engaging stakeholders in the development of these strategies and the planning process, recognizing the need for consultation in all three main areas and the synergies that can be realized by managing these in tandem.

Deliverables

The consultant will be responsible for providing expert advice throughout the project and for the following deliverables (note that proponents are not limited by the deliverables and may wish to expand on them):

- Project Coordination - including regular meetings and status reports to keep the project on schedule and keep identified stakeholders apprised of the process;
- Orientation/Training of Participants to the process and components of strategic planning;
- Town Council and Leadership Team consultation/input sessions;

- Community input sessions – gathering of stakeholder information and input – community engagement;
- Needs Assessment/Environmental Scan – reviewing existing plans and documents pertinent to the comprehensive strategic plan, identifying trends and patterns that are applicable, analyzing strengths, weaknesses, opportunities and threats;
- Process and Meeting Facilitation – assisting discussion and decision-making; ensuring that conversations are forward-looking;
- Action oriented and move the participants towards creating a shared future; Open House for the public to share findings and results at the conclusion of the project;
- Plan Documentation – including creation of three final plan documents;
- Development of Term of Council Priorities along with suggested measurement tools; Presentation of the three separate plans to Council.

Proponents will also outline their proposed fee structure in the following format for each of the three plans:

Plan (ex. strategic plan, etc).

- a) staff training/consultation;
- b) Council training/consultation;
- c) community input;
- d) draft presentation to Council for public input;
- e) final presentation

Instructions to Proponents

It is the sole responsibility of the Proponent to submit their Proposal to the Finance Department prior to the closing time. Proposals received after the noted due time will not be considered.

Proponent Profile

Proponents must provide a profile of the organization/individuals working on the project. This includes:

1. The name of the organization taking legal responsibility for the project and legal agreement. Include a brief description of the Proponent's corporate history, identification of main business fields, ownership structure, management structure, legal and financial representation. Proponents must include a company profile, corporate brochure or recent annual statement in the Appendices.
2. Provide a listing of key team members, their qualifications, and their specific involvement in the proposed contract. The Proponent should indicate the process that will be followed for changing or adding key personnel or business partners to the project.

3. Identify the main contact person to liaise with the Municipality's representative. If more than one organization will work on the contract, identify the lead organization/person.
4. A summary of why the respondents believe his/her firm is qualified to undertake the project as described in this RFP. This should also include evidence of previous experience. Provide a minimum of three client references including the Company Name, Title of Project, a brief description of project size, scope, value and warranty / non-warranty services provided, Contact Person(s), Contact Title, Phone Number and Email Address.

Project Approach

Respondents to this RFP should demonstrate a clear understanding of the assignment including but not limited to:

1. The provision of a concise work plan that is consistent with the project as described in this RFP. The work plan should include a description of the Proponent's methodology.
2. A proposed timetable to undertake each of the activities proposed, leading up to the final presentation. This will include, but not be limited to: the start and finish times for each activity, specific costs for each activity, the name of the persons who would be responsible for overseeing each activity, and the deliverables associated with each activity.
3. Their perceptions of the major obstacles, risks and other factors that will affect the success of this project and indicate how they plan to overcome these challenges. The key factors for measuring progress and success should be identified.

Proposal Requirements

Three (3) hard copies or one (1) softcopy if sending through e-mail of the Proponent's submission shall be submitted. Submitted proposals in response to this RFP shall include:

1. Signing Page (see appendix A)
2. Proposal Covering and Acceptance Letter
3. Budget Proponents must clearly indicate the costs for each stage and activity of the Plan, with related taxes stated separately and a proposed payment schedule.
4. Work Schedule
5. The proponent must include a detailed work schedule.

Remuneration and Agreement

The successful Proponent will be required to execute an Agreement with the Town in a format acceptable to the Town. The Agreement will be subject to the Town standard Terms and Conditions.

Among other things, the Agreement will provide that the Vendor will not undertake any work that is beyond the established terms of reference, without the written authorization of the Town. In particular, the fees directly associated with the provision of the Services will be the total cost of the work and will not be exceeded without the Town's written approval.

EVALUATION AND AWARD

Evaluation Criteria

Submitted proposals will be evaluated against criteria that will include:
The evaluation of proposals will be based on:

- 15%: Demonstrated project understanding and methodology.
- 35%: Experience of the consultant.
- 30%: Bold, Creative and Innovate proposal concepts.
- 20%: Time-lines/Proposed fee structure

Evaluation Team

An evaluation Team, comprised of staff from the Town will assess the Proposals. The Evaluation Team may, in addition to Town representatives, include external consultants and technical advisors.

Clarification

The Town reserves the right to contact any Proponent to seek clarification of the contents of the Proposal submission. The Town may investigate, as it deems necessary, the ability of the Proponent to perform the Work and the Proponent shall furnish the Town all such information and data for this purpose as the Town may request.

References

Some scores assigned to various categories may be determined through reference checks.

Interviews

The Evaluation Team may elect to interview some or all of the Proponents and their key staff at its sole discretion.

Proposal Evaluation Process

The evaluation stage will consist of a scoring by the Evaluation Team of each qualified Proposal on the basis of the Rated Criteria of the written Proposals. The highest scored Proposal, representing best overall value to the Town, will be recommended for selection by the Evaluation Team.

In the event that the Town is unable to successfully execute an Agreement with the first ranked Proponent in a timely manner, the Town may invite the next ranked Proponent to finalize an Agreement with the Town.

Recommendation / Award

Recommendation for award of this Proposal will be based on the Proponent's overall total score, where it is in the best interest of the Town Part 1 and Part 2 may be awarded separately, the Town reserves the right not to award Part 2.

By responding to this RFP, the Proponent agrees to accept the recommendation of the Evaluation Team as final and binding.

Award of the Proposal will require the approval of Town Council.

TERMS AND CONDITIONS OF THE RFP PROCESS

Proponents to Follow Instructions

Proponents should structure their Proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a Proposal should reference the applicable section numbers of the RFP where that request is made.

COMMUNICATION AFTER ISSUANCE OF RFP

Proponents to Review RFP

Proponents shall promptly examine all of the documents comprising this RFP and

1. Shall report any errors, omissions or ambiguities; and
2. May direct questions or seek additional information by fax or email, on or before the Proponent's Deadline for Questions to the Town Contact. No such communications 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 Town Contact for this RFP is:
Ursula D'Angelo
Director of Finance
Town of Erin
(519) 855-4407 ext. 225
procurement@erin.ca

The Town and its advisors do not make any representations, warranty or guarantee as to the accuracy of the information contained in the RFP or issued by way of addenda.

It is the Proponent's responsibility to avail itself of all the necessary information to prepare a Proposal in response to this RFP.

All New Information to Proponents by way of Addenda

This RFP may be amended by an addendum in accordance with this section.

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 addenda in the space provided for in the Form of Offer.

Post-Deadline Addenda and Extension of Proposal Submission Deadline

If any addenda are issued after the Deadline for Issuing Addenda, the Town may at its discretion extend the Proposal Submission Deadline for a reasonable amount of time.

SUBMISSION OF PROPOSALS

Proposals Submitted Only in Prescribed Manner

A Proponent must submit:

- a) Three (3) original copies of its Proposal in a sealed envelope or package (the "Proposal Envelope") containing the Proposal or one (1) softcopy through e-mail. This e-mail, envelope or package must be labelled with the Proponent's name and marked as indicated above.

The outside of the sealed Proposal package must be prominently marked with the RFP title, with the full legal name and return address of the Proponent, with the Proposal Submission Deadline date and time.

Proposals must be submitted to the Town Contact.

Proponents assume sole responsibility for late deliveries. Proposals submitted in any other manner will be disqualified.

Proposals Must Be Submitted On Time at Prescribed Location

Proposals must be submitted at the location set out above on or before the Proposal Submission Deadline. Proposals submitted after the Proposal Submission Deadline will be disqualified.

Amending or Withdrawing Proposals Prior to Submission Deadline

At any time prior to the Proposal Submission Deadline, a Proponent may amend or withdraw a submitted Proposal. The right of a Proponent to amend or withdraw a Proposal includes amendments or withdrawals wholly initiated by the Proponent and amendments or withdrawals in response to subsequent information provided by the Town.

Any amendment should clearly indicate what part of the Proposal the amendment is intending to replace.

Any amendment or notice of withdrawal must be submitted in the same manner as prescribed in this RFP for the submission of Proposals. Any amendment or notice of withdrawal submitted by any other method will not be accepted.

Proposal Irrevocable after Proposal Submission Deadline

Proposals shall remain irrevocable in the form submitted by the Proponent for a period of sixty (60) days from the Proposal Submission Deadline.

Town May Seek Clarification and Incorporate Response Into Proposal

The Town reserves the right to seek clarification and supplementary information from Proponents after the Proposal Submission Deadline. Any response received by the Town from a Proponent shall, if accepted by the Town, form an integral part of that Proponent's Proposal.

RFP Incorporated into Proposal

All of the provisions of this RFP are deemed to be accepted by each Proponent and incorporated into each Proponent's Proposal.

Proposal Property of the Town

Except where expressly set out to the contrary in this RFP, the Proposal and any accompanying documentation submitted by a Proponent shall become the property of the Town and shall not be returned.

EXECUTION OF AGREEMENT

Selection of Proponent

The Town anticipates that a Proponent will be selected within 60 days of the Proposal Submission Deadline. Notice of selection by the Town to the selected Proponent will be in writing. The selected Proponent shall execute the Agreement and satisfy any other applicable conditions of this RFP within 15 days of notice of selection.

Failure to Enter Agreement

In addition to the Town's other remedies, if a selected Proponent fails to execute the Agreement or satisfy any other applicable condition within 30 days of notice of selection, the Town may, in its sole discretion and without incurring any liability, rescind the selection of that Proponent.

Notification to Other Proponents of Award and Debriefing

Once an Agreement is executed between the successful Proponent and the Town, the other Proponents will be notified by the Town in writing of the award of the Agreement to the successful Proponent.

PROHIBITED COMMUNICATION AND CONFIDENTIAL INFORMATION

Prohibited Proponent Communications

Any attempt on the part of any Proponent or any of its employees, agents, contractors or representatives to contact any person other than the Town Contact with respect to this RFP, will be grounds for disqualification. For clarification and without limiting the generality of the foregoing, no attempt will be made to contact any member of the Town Evaluation Team, Senior Leadership Team, elected officials or any expert or other adviser assisting the Town Evaluation Team.

In such event, and without any liability, the Town may, in its sole discretion and absolute discretion, in addition to any other remedies available by law, disqualify the Proposal submitted by the Proponent.

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.

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.

Subject to Municipal Freedom of Information and Protection of Privacy Act

Information provided by a Proponent may be released in accordance with the Municipal Freedom of Information and Privacy Act R.S.O. 1990, c.M 56, as amended. A Proponent shall identify any information in its Proposal or any accompanying documentation for which confidentiality is to be maintained by the Town.

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 expressed rights or any other rights which may be implied in the circumstances, the Town reserves the rights 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 the 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 are issued by way of addenda in the manner set out in this RFP; i) Accept or reject a Proposal if only one Proposal is submitted;
- i) Select any Proponent other than the Proponent whose Proposal reflects the lowest cost to the Town;
- j) Cancel this RFP process at any stage;
- k) Cancel this RFP process at any stage and issue a new RFP for the same or similar services;
- l) Accept any Proposal in whole or in part, provided that doing so complies with the Town Procurement Policy and other applicable laws;
- m) Discuss with any Proponent different or additional terms to those contemplated in this RFP or in any Proponent's Proposal;
- n) Reject any or all Proposals in its absolute discretion;
- o) 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.

By submitting a Proposal, the Proponent authorizes the collection by the Town of the information set out under (d) and (e) in the manner contemplated in those subparagraphs.

Governing Law of RFP Process

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.

Signing Page (Appendix A)

All responses should be signed:

Consulting Services for Various Strategic Plans

I/We certify that the information provided in this RFP Response Document is true and complete.

I/We declare that no employee of the Erin is or will become interested, directly or indirectly as a contracting party or otherwise in the supplies, work or business to which it relates or in any portion of the profits thereof, or in any such supplies to be therein or in any of the monies derived there from.

I/We further declare that the undersigned is empowered by the Proponent to negotiate all matters with the partnering municipality's representatives, relative to this Proposal.

I/We further declare that the agent listed below is hereby authorized by the Proponent to submit this Proposal and is authorized to negotiate on behalf of the Proponent.

Legal Company Name:	
Respondent's Signature:	
Respondent's Printed Name:	
Respondent's Title:	
Email:	
Business Phone:	
Business Fax:	