

# Open Call for Submissions: Partnerships and Activations

Ontario Place Corporation

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Closing Date: Tuesday April 23, 2019 at 2:00pm

# Conditions for Application

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## TABLE OF CONTENTS

<b>1</b>	<b>GENERAL</b>	<b>3</b>
1.1	INTRODUCTION	3
1.1.1	The Project	3
1.2	OPEN CALL FOR SUBMISSIONS: PARTNERSHIPS AND ACTIVATIONS PROCESS	3
1.3	CONTACT PERSON	3
1.4	OPEN CALL FOR SUBMISSIONS TIMETABLE	3
<b>2</b>	<b>FURTHER INFORMATION</b>	<b>4</b>
2.1	REQUEST FOR CLARIFICATION	4
2.2	BRIEFING FOR POTENTIAL APPLICANTS	4
2.3	DISCLAIMER	4
<b>3</b>	<b>EVALUATION CRITERIA</b>	<b>4</b>
3.1	MANDATORY EVALUATION CRITERIA	4
3.1.1	Legal Entity	4
3.1.2	Financial Capacity	4
3.1.3	Work Health and Safety (WHS) Management	5
3.1.4	Quality Management	5
3.1.5	Application / Submission Specific Evaluation Criteria	5
3.1.6	Applicant's Experience and Capability	5
3.1.7	Proposed Personnel	5
3.1.8	Understanding of Project Requirements	6
3.1.9	Project Delivery	6
<b>4</b>	<b>SUBMISSIONS</b>	<b>6</b>
4.1	DOCUMENTS TO BE SUBMITTED	6
4.2	ELECTRONIC SUBMISSIONS	6
4.3	LATE APPLICATIONS	6
4.4	APPLICANTS TO INFORM THEMSELVES	7
<b>5</b>	<b>AFTER APPLICATIONS CLOSE</b>	<b>7</b>
5.1	EVALUATION OF APPLICATIONS	7
5.2	MANDATORY EVALUATION CRITERIA	7
5.3	SUBMISSION SPECIFIC EVALUATION CRITERIA	7
5.4	OUTCOME OF THE OPEN CALL FOR SUBMISSIONS PROCESS	7
5.5	DISCLOSURE OF INFORMATION	7
5.6	CHANGES IN CIRCUMSTANCES	7
5.7	PUBLICITY	7
5.8	PROTECTION OF PRIVACY	8
<b>6</b>	<b>APPLICATION FORM WITH COMPLIANCE OF APPLICATION</b>	<b>9</b>

### 1 GENERAL

#### 1.1 Introduction

In 2019, Ontario Place will launch an Open Call for Submissions: Partnerships and Activations, an outreach initiative to engage activators from various disciplines by providing key footprints throughout Ontario Place's East Island with direct access to a demographic of local and international visitors.

##### 1.1.1 The Project

This Open Call for Submissions: Partnerships and Activations is an opportunity for Proponents including but not limited to:

- Artisans;
- Innovators;
- educational entities;
- culinary vendors/activators;
- creators; and
- artists

to utilize spaces of the Property within Ontario Place (OPC) in order to deliver accessible and integrated experiences from June 22, 2019 to November 3, 2019. The goal of the project is to animate the space by working with community partners interested in engaging the public and capitalizing on the values shared by OPC of inclusivity, innovation and enhancement. The Open Call for Submissions: Partnerships and Activations is a curated series of visitor engagements for the duration of the summer and fall months. Successful applicants will live alongside third party events, music festivals, leisure activities and artistic initiatives. All Submissions should be turnkey and self-sufficient.

#### 1.2 Open Call for Submissions: Partnerships and Activations Process

This is a multi-stage process to identify Proponents interested in participating in the Submissions process, that have suitable capacity, capability, and experience to execute what is being proposed.

**Phase 1 Evaluation Period:** The Evaluation Committee comprises OPC operations and program staff and will evaluate Submissions based on the evaluation criteria set out in Section 3 of this document.

**Phase 2 Clarification Period:** The Evaluation Committee will identify the Submissions it considers best satisfy the evaluation criteria and will invite the applicants behind the Submissions to an onboarding session for further discussion and development as needed. The Evaluation Committee may nominate additional applicants as reserves to allow for contingency. Successful Submissions will be invited to enter Phase 3.

**Phase 3 Planning and Execution Period:** Successful Submissions will be engaged to finalize scheduling and advance needs.

Unless specifically stated in this document, OPC will not be liable for any costs incurred by applicants through participation in the Submissions process.

#### 1.3 Contact Person

Refer all requests for information about this process to **both** Contact Persons:

Name: Gillian Zulauf  
e-mail address: gillian.zulauf@ontarioplace.com  
Name: Paul Vandenburg  
e-mail address: Paul.vandenburg@ontarioplace.com

#### 1.4 Open Call for Submissions Timetable

Request for Submissions close: April 23, 2019 at 2:00pm  
Phase 1 completed: May 7, 2019  
Phase 2 completed: May 13 to 24, 2019  
Phase 3 completed: May 31 to June 21, 2019

### **2 FURTHER INFORMATION**

#### **2.1 Request for Clarification**

OPC may issue a request for clarification to proponents engaged in the Submission process. Requests will be issued in writing in the form of an email and may require an in person meeting during Phase 2 of this process. Written clarification requests issued by OPC are the only recognised explanations of, or amendments to, this document.

#### **2.2 Briefing for Potential Applicants**

Briefing sessions will be held for applicants interested in participating in the application. It is not mandatory for Proponents to attend a session, however, it is encouraged. Proponents may be represented by a maximum of two people. And **must** pre-register with the Contact Officer by 12:00pm the day before a session to ensure availability for a preferred time slot.

#### **2.3 Disclaimer**

OPC is not committed contractually or financially in any way to those Proponents whose applications are accepted. The issue of this Request for Submission does not commit or otherwise obligate OPC to proceed with any part or steps of the process.

Whilst the information contained in this document has been formulated with all due care, OPC does not warrant or represent that the information is free from errors or omissions. The information is made available on the understanding that OPC and its respective employees and agents, shall have no liability (including liability by reason of negligence) for any loss, damage, cost or expense incurred or arising by reason of any person using or relying on the information and whether caused by reason of any error, omission or misrepresentation in the information or otherwise.

Furthermore, OPC takes no responsibility for the accuracy, currency, reliability and correctness of any information included in this document.

### **3 EVALUATION CRITERIA**

#### **3.1 Mandatory Evaluation Criteria**

Proponents are required to complete the Application Form and demonstrate that they meet mandatory requirements in respect of the following evaluation criteria:

- Legal entity
- Financial capacity
- Work Health & Safety management (as required by the Submission)
- Quality management

The requirements for these mandatory criteria are set out below.

##### **3.1.1 Legal Entity**

A proponent must be a legal entity that is recognised and acceptable to OPC. Proponents that are an unincorporated business such as a sole trader, partnership or business name must identify the legal entity that would enter into the proposed contract.

If an applicant is related to other potential participants in this process, the applicant must provide sufficient information relating to the proposed probity arrangements to satisfy OPC that any probity or competitiveness risks are eliminated. The applicant may be required to:

- provide clarification or further information;
- establish and comply with internal governance arrangements and procedures that address OPC's concerns about probity and competitiveness; and
- provide certification of compliance with all such arrangements and procedures.

Submit the information required to demonstrate compliance with this criterion.

##### **3.1.2 Financial Capacity**

A Proponent must have appropriate financial capacity. Where there is insufficient financial capability in its own right, the Open Call for Submissions Is may be submitted in the name of the holding and subsidiary companies jointly and severally, providing the holding company meets these financial requirements. Deviations will not necessarily prevent OPC from considering a Submission.

Submit the information required to demonstrate compliance with this criterion.

### **3.1.3 Work Health and Safety (WHS) Management**

Applicants and the entities represented by them, must work in accordance with the Occupational Health and Safety Act R.S.O. 1990, CHAPTER O.1 (OHSA) and its regulations and any applicable Ontario Public Service (OPS) and site-specific health and safety requirements. The applicant acknowledges that it is the Employer of any Subcontractors. The applicant shall include in any of its agreements with its Subcontractors, the ability to terminate the Subcontractor for non-compliance with OHSA or its regulations, with the rules and policies of the applicant or for failing to protect the safety of its workers.

OPC may stop the activation where the applicant fails to comply with OHSA regulations and an immediate danger to worker health and safety is detected.

Submit the information to demonstrate compliance with this criterion.

### **3.1.4 Quality Management**

Proponents are required to provide evidence of required certifications, insurance and tickets as required and dictated by the Submission and its components. The applicant must also confirm that it is willing to undergo and act upon audits carried out by OPC.

Submit the information required to demonstrate compliance with this criterion.

### **3.1.5 Application / Submission Specific Evaluation Criteria**

Proponents are required to respond to the following evaluation criteria by submitting the information required:

- applicant's experience and capability
- proposed personnel
- understanding of the Submission's requirements
- ability to meet and deliver the proposed activation

The Evaluation Committee will examine each criterion based on information submitted. Selections will reflect the relative importance of each criterion to OPC. The list above does not reflect order of importance of the criteria.

The criteria are described in more detail below.

### **3.1.6 Applicant's Experience and Capability**

This criterion relates to the applicant's:

- demonstrated successful recent experience in delivering activations of similar size, type, value and complexity;
- demonstrated achievement of satisfactory work quality within required timeframes;
- demonstrated success working with and meeting client goals and objectives.

Verification of the applicant's successful experience and performance may be requested.

To respond to this criterion, submit the information required by the Application.

### **3.1.7 Proposed Personnel**

This criterion relates to the personnel proposed by the applicant to manage the proposed activation, including:

- the composition of the applicant's team proposed for the activation
- the size, structure and relevant competencies of the proposed team;
- the proposed roles and extent of involvement of key personnel;
- the qualifications of key personnel and their demonstrated successful recent experience in carrying out similar work;
- the availability of key personnel, including the extent of their involvement on the Site; and
- the availability of equivalent replacement personnel, if required.

The Evaluation Committee will assess whether an adequate level of resources is offered and whether the applicant demonstrates that they have the competencies required to achieve satisfactorily the desired project outcomes.

To respond to this criterion, submit the information required by the Application.

## Conditions for Application

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### 3.1.8 Understanding of Project Requirements

This criterion relates to the applicant's understanding of the work and proposed approach to likely issues and includes:

- risk identification and risk management strategies;
- adequacy of the activation to meet the objectives outlined in this document;
- proposed relationship management and communication strategies internally and with OPC;
- consideration to sustainability and environmental factors of a public park on the waterfront;
- innovations that will add value to the activation; and
- Footprint and Infrastructure required to execute proposed activation

To respond to this criterion, submit the information required by the Application.

### 3.1.9 Project Delivery

This criterion relates to the applicant's ability to meet the indicative project requirements. Applicants must demonstrate the capacity to manage and execute the proposed activation and/or activation and its operational components as required for a successful delivery.

Applicants are required to provide evidence of how they will implement the management of the activation and its components. This includes but is not limited to:

- proposed delivery plan;
- the applicant's own anticipated commitments on other works;
- how will the applicant address and resolve resourcing issues or potential conflicts;
- Visitor engagement tactics;
- Frequency and duration of the activation and its components;
- Costs associated to the participant(s);
- Accessibility overview (age, access, adaptability, inclusiveness, etc.); and
- Hours of Operations.

To respond to this criterion, submit the information required by the Application.

## 4 SUBMISSIONS

### 4.1 Documents to be submitted

Applicants must submit, by the time and date stated on the cover of this document or in the invitation and the completed **Application Form** including:

- Applicant's Details
- Financial and Legal Information
- Management Systems including Work Health & Safety Management, and Quality Management
- Applicant's Experience and Capability
- Proposed Personnel
- Understanding of Project Requirements
- Ability to meet and deliver the project requirements

The **Compliance of Application** confirms that the information and application provided contains information relating to each evaluation criterion. The Evaluation Committee may decide to pass over any application that does not:

- include the information required by the Evaluation Criteria; or
- acknowledge in the **Application Form** that the application allows for all Addenda issued.

Do not change the text in the Application except to insert information. All information must be current and concise. Do not submit items such as brochures or flyers.

### 4.2 Electronic Submissions

Submit applications through OPC's Contact Officer between 8:00am and 5:00pm Monday to Friday. Applications submitted electronically must be in a file format that can be read, formatted, displayed and printed by Microsoft Word 2003 and be no more than 10mb. An application that cannot be evaluated because it is incomplete or electronically corrupted will be passed over.

### 4.3 Late Applications

Late applications are not accepted.

### **4.4 Applicants to inform themselves**

Applicants shall be deemed to have:

- examined the invitation documents and any other information made available in writing by OPC for the purpose of responding to the invitation;
- examined all information relevant to the risks, contingencies, and other circumstances having an effect on their application and which is obtainable by the making of reasonable enquiries; and
- satisfied themselves as to the correctness and sufficiency of their application and the conditions for the completion of the work described in the invitation documents.

Should an applicant find any discrepancy, error or omission in this document or the process outlined, the applicant shall notify the Contact Officer in writing on or before the closing date and time.

## **5 AFTER APPLICATIONS CLOSE**

### **5.1 Evaluation of Applications**

The Evaluation Committee will evaluate each application in accordance with the evaluation criteria set out in Section 3 of this document.

The evaluation is based on information provided with the application. Information required by this process that is omitted, illegible or unintelligible will fail to fulfil the relevant requirement.

The Evaluation Committee may request additional information to clarify aspects of an application, either in writing or during post-tender interviews. If a written response is requested, it must be provided within 48 hours after the request is issued.

### **5.2 Mandatory Evaluation Criteria**

Any application that does not demonstrate that the applicant meets all the mandatory evaluation criteria listed in Section 3 will be eliminated from consideration.

### **5.3 Submission Specific Evaluation Criteria**

Applications will be evaluated using the Submission/application specific evaluation criteria listed in Section 3, using a weighted scoring process. Applications that do not demonstrate the applicant meets the minimum standard required by the Evaluation Committee for any one of the criteria may be eliminated from consideration.

### **5.4 Outcome of the Open Call for Submissions process**

The decision to identify an applicant for final review, with or without conditions, is at the sole discretion of OPC. OPC will not be liable for any costs or damages incurred by applicants through exercising this discretion.

### **5.5 Disclosure of Information**

Details of the Open Call for Submissions process and the outcome of the evaluation and selection process will be disclosed in accordance with FIPPA.

### **5.6 Changes in Circumstances**

Applicants must advise the Contact Person immediately in writing of any material change to the information contained in the application, including any substantial change in their ownership or their financial or technical capacity. For successful applicants, this requirement applies until a contract is awarded.

It is expected that key personnel nominated in the application will be utilized, in the capacity indicated. If key personnel become unavailable, the applicant must advise the Contact Person of the replacement's equivalent expertise and experience.

### **5.7 Publicity**

Applicants must not advertise or publish their participation in the Submission process without the prior written consent of OPC, until they are formally awarded a contract.

### **5.8 Protection of Privacy**

The applicant warrants that information provided is accurate, up to date and complete, and that nominated individuals authorize its collection and are aware:

- that the information is being collected for the purpose of evaluating applications and may be made available to OPC and its agents for that purpose;
- of any consequences for the individual if the information (or any part of it) is not provided;
- if the supply of information by the individual is required by law or is voluntary; and
- of the existence of any right to access or correct the information.

**6 APPLICATION FORM WITH COMPLIANCE OF APPLICATION**

Name of organization submitting:	..... .....
Business Address:	..... ..... .....
website address:	
Contact person - technical (name & phone no.):	..... .....
Contact person – financial (name & phone no.):	..... .....

**Open Call for Submissions: Partnerships and Activations**

The applicant hereby applies for selection as an activator for the Open Call for Submissions: Partnerships and Activations in accordance with the request for application - Conditions for Applications and mandatory requirements.

**Applicant's Undertakings**

The applicant certifies that all details submitted in this Application are correct and agrees to abide by the Conditions for Applications.

The applicant authorises:

- OPC's representatives to conduct investigations to verify the statements and information submitted and clarify any aspect of this application; and
- any person or organisation to furnish information deemed necessary and requested by OPC to verify the applicant's competence and standing.

The applicant agrees that OPC's decision to pre-register or register applicants, with or without conditions, will be final and binding on the applicant.

**1. Applicant's Experience and Capability**

**Current or recently completed similar work**

Provide the following details for three contracts for work, similar in size, type, value and complexity to the proposed contract, that the applicant is currently undertaking or completed within the last 2 years.

Provide a separate schedule for each contract.

**Activation Details**

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Activation name: .....

Duration of activation: .....  
.....

Actual or anticipated completion date: .....

Client organization: .....

Client contact person  
(name & telephone no.): .....

Description of the contract,  
demonstrating its similarity to the  
proposed contract: .....  
.....  
.....  
.....  
.....

**Relationship management and cooperative contracting**

Provide verifiable information demonstrating the applicant's commitment to, and proven record of, working in partnership with project managers, clients, designers and other stakeholders. Include examples with particular reference to collaborative arrangements and beneficial outcomes (e.g. completion ahead of time) and/or lessons learned.

The applicant's response is at **Attachment No(s)** .....

**2. Proposed Personnel**

**Proposed Management Structure**

Submit an organisation chart showing proposed personnel and consultants and their proposed roles in the activation. State where they would be based, when they would be on Site and for what purpose.

**Key Personnel**

For each of the proposed key personnel, submit the information listed below. Provide a separate schedule for each person.

Name: .....

Position in the applicant's organisation: .....

Discipline: .....

Availability (other current & future commitments): .....

Attach details (no more than 1 page) of the person's relevant qualifications and experience. For each nominated person, provide details of an equivalent replacement, including their qualifications and availability.

The applicant's response is at **Attachment No(s)** .....

**3. Understanding of Project Requirements**

Submit the information requested below. Do not submit more than two pages in response to any one requirement.

**A. Key risks**

Submit a preliminary risk management plan for the proposed activation, identifying the major risks and proposed management strategies.

**B. Concept design**

Submit sufficient details of how the activation meets the objectives of this Project.

**C. Innovation**

Provide details of any innovations that will add value to the activation and OPC.

**D. Relationship management & communications**

Submit a description of the proposed strategy for managing the contractual relationship with OPC, including developing effective lines of communication, enhancing cooperation and utilizing alternative dispute resolution.

Submit details of the proposed method of managing consultation and communication with stakeholders, including the client, those currently occupying the Site and the community.

**E. Sustainability and Environment**

Provide details specific to considerations made to sustainability and environmental factors of an outdoor, free access public park along the waterfront. As a minimum, address energy efficiency, waste minimization and pollution reduction.

**F. Footprint and Infrastructure**

Submit details of the infrastructure the applicant will provide and use in order to deliver the activation. Applicant to account for the utilities required and how the applicant plans to meet those requirements.

The applicant's response is at **Attachment No(s)** .....

## Conditions for Application

### 4. Meeting the Project Requirements

Submit the information requested below. Do not submit more than two pages in response to any one requirement.

**A. Proposed Delivery Plan**

Submit a proposed delivery plan for the proposed activation based on the indicative project timelines.

**B. Applicant's anticipated commitments on other works**

Submit information of the applicant's anticipated commitments on other works during the proposed delivery activation.

**C. Management of resourcing issues and potential conflicts**

Submit a description of the proposed strategy for managing anticipated as well as unexpected resourcing issues and potential conflicts.

The applicant's response is at **Attachment No(s)** .....

### 5. Compliance of Application

State in the table below where the application contains information on each evaluation criterion. Tick the boxes to confirm the application contains the items and include Attachment numbers.

MANDATORY EVALUATION CRITERIA	Relevant information is found at:
Formal application	Application Form <input type="checkbox"/>
Legal entity	<input type="checkbox"/> Attachment: .....
Financial capacity	<input type="checkbox"/> Attachment:.....
<u>Management Systems</u>	<input type="checkbox"/>
Work Health & Safety Management	Attachment:.....
Quality Management	Attachment:.....
<hr/>	
SCORED AND WEIGHTED EVALUATION CRITERIA	
Applicant's experience and capability	<input type="checkbox"/> Attachments:.....
Proposed personnel	<input type="checkbox"/> Attachments:.....
Proposed consultants	<input type="checkbox"/> Attachments:.....
Understanding of Project Requirements	<input type="checkbox"/> Attachments:.....
Meeting Project Requirements	<input type="checkbox"/> Attachments:.....

**END OF SECTION – RETURNABLE SCHEDULES**