



Request for Proposal

**Operations of a Fitness Centre with or without
Community Programming
within the
North Middlesex Arena & Fitness Centre**

PROPOSAL CLOSING

Date: June 27th

TIME: 12:00pm local time

ADDRESSED TO: Brandon Drew
229 Parkhill Main St
Parkhill, Ontario
N0M 2K0

PROPOSALS RECEIVED LATE WILL NOT BE ACCEPTED

Note: This document contains 7 pages

1. **OVERVIEW AND SCOPE OF WORK**

The Corporation of the Municipality of North Middlesex, hereinafter referred to as the Municipality, is calling for complete proposals from qualified Proponents to provide creative and innovative proposals for the operations of an approximate 4,000 square foot fitness space located inside the North Middlesex Arena & Fitness Centre.

It is the intent of this Request for Proposal to solicit innovative and entrepreneurial solutions to the delivery of fitness services at the above noted facility. The Municipality is also interested in receiving proposals for the operation of community programming throughout the Municipality including child & youth camps, drop-in recreational programming, and seniors programming. Currently the fitness centre and the Municipality's community programming are operated by the YMCA of Southwestern Ontario.

Interested Proponents are encouraged to respond providing information on how they propose to implement the contract, the amount of lead time required to commence operations as well as any commitments requested of the Municipality.

Any questions regarding this request for proposals or arrangement of a tour of this space must be submitted to:

Brandon Drew
Director of Community Services
brandond@northmiddlesex.on.ca
519.294.6244x3204

No later than June 26th 2024, 12 noon local time.

TERMS OF REFERENCE

These Terms of Reference provide a framework for a Proponent to submit a proposal, and for the Municipality to evaluate each proposal received to determine which submission is most suitable for the Municipality's requirements.

Proponents are encouraged to provide any additional information or innovative approaches not specifically outlined in the context of these Terms of Reference that they deem to be of importance in this matter.

1.1 Contract Term

The terms of the contract shall be negotiated upon issuance of an agreement prior to a successful proposal being selected.

The term of the contract is subject to an option for renewal. These terms shall be agreed upon at the time of the draft agreement.

A contract term suggestion should be included within the submitted proposal.

1.2 Insurance

Prior to operation of a fitness space commencing, the proponent must provide proof of a minimum of five million dollars (\$5,000,000.00) commercial general liability insurance that includes a clause to indemnify and save harmless the Municipality of North Middlesex from all claims arising out of injury to persons or damage to property during work under this contract. The Municipality of North Middlesex must be added as an additional insured to the policy and a certificate of insurance must be provided to the Municipality.

1.3 Financial Considerations

The Proponent will detail the financial aspects of all arrangements in their submission.

The Municipality reserves the right to view sales records of the successful Proponent at any time, if contract compensation to the Municipality of North Middlesex is based on percentage of sales.

Failure to always maintain accounts with the Municipality in good standing will constitute cause for the Municipality to terminate the agreement and result in forfeiture of all deposits and other financial guarantees.

1.4 Restricted Activities and Services

The Municipality shall be at all times aware of the services and activities being provided inside the fitness space. At no time shall this space be in direct competition with programs and activities run by the Municipality.

1.5 Hours of Operation

The availability of a fitness centre is expected, within reason, to accommodate the same hours of operation that currently exist, meaning Monday through Friday from 5:30am until 8:30pm and Saturdays and Sundays from 8:00am until 12:00pm.

The hours of operation are to be posted at all times by the Proponent – stating days and times – all as agreed upon by both the Municipality and the Proponent.

1.6 Exclusive Operation Rights

The Municipality will not compete with the Proponent and its desired operations. However, the Proponent does not have exclusive rights at the North Middlesex Arena & Fitness Centre regarding fitness. The Municipality does not have control of private rentals outside of its own programming. To promote programming in the community there is potential for a private rental to occur where fitness takes place.

1.10 The Space

The fitness space includes a free weight area, a strength machine area, a cardio equipment area, and a fitness studio.

There are currently two changerooms equipped with washrooms and a shower. There is also a welcome area with a desk at the entrance of the space.

Schedule A shows the full layout of the space.

1.11 Equipment

Currently the Municipality supplies all equipment to the current fitness space. Proposals should include methodology for the provision of future equipment as well as methodology for the upkeep of the current equipment within the space. Any suggested contributions by the Municipality should be clearly identified. All equipment will be outlined as the responsibility of the successful proponent to maintain.

1.12 Community Programming

- Should the Proponent be proposing community programming as part of their proposal, the following **MUST** be included and clearly identified within their proposal:
 - Children and Youth Programming
 - Summer/Day Camps
 - General programming (arts & crafts, sports nights, etc.)
 - Adult Programming
 - Drop-in recreational programs
 - Seniors Programming
 - Exercise classes promoting ADL's.
 - Walking programs.

1.13 Maintenance and Alterations

- The Proponent will be responsible for the ongoing cleaning and maintenance of all areas to which they have been granted access.
- The Municipality agrees to maintain all HVAC and mechanical equipment.
- Any type of alterations or renovations, structural or otherwise, to the Fitness space by the successful Proponent must have prior approval of the Municipality and will be at the Proponents expense. All Building and Fire code regulations must be adhered to.

1.14 Access and Keys

Once keys have been given to the Proponent for the applicable facility and areas within the facility:

- The Proponent will not change the locks or keys without prior approval of the Municipality.
- All keys entrusted to the Proponent for the fulfilment of the contract must not be duplicated and must always be protected and returned to the Municipality's Director of Community Services at the completion of the contract.

1.15 Quality Standards

All services provided must be in accordance with regulations laid down by the Ministry of Health, Middlesex-London Health Unit, or any other jurisdictions of authority. Equipment must be cleaned and maintained to the standards set by said authorities.

The Proponent shall comply with or exceed the minimum standard regulations and applicable sections of all Federal and Provincial Acts and Regulations related to said services.

1.16 Accessibility Regulations for Contracted Services

The Proponent must fall in accordance of Ontario Regulation 429/07, Accessibility Standards for Customer Service and Ontario Regulation 191/11, the Integrated Accessibility Standards Regulation. All workers working on behalf of the Proponent must meet the requirements of the above-noted regulations with regards to training.

2. SUBMISSION OF PROPOSAL

Proposals from organizations, individuals or businesses are welcome and must include the following information:

- a) Lead name, contact name(s), address, phone numbers, email addresses as appropriate;
- b) A description of your capacity to operate the fitness space. Examples of previous similar work, size of your volunteer base / employee base, etc.;
- c) A detailed and concise explanation of your plan to operate the fitness space. Include details regarding, but not limited to, the following:
 - How will it be staffed?
 - What will your schedule be?
 - Must cover 05:30 – 20:00 Mon through Fri minimum
 - How will you ensure health code regulations and standards are met?
 - What type of training will be provided for staff / volunteers?
 - How will your pricing be determined?
 - What will be the expected commitment of the Municipality?
- d) Where appropriate, provide examples of similar work / service provided by

- you, your business or organization.
- e) Your plan to compensate the Municipality of North Middlesex for use of the space and equipment to provide this service;
 - f) Other details that the Municipality should be aware of that may affect how you will operate. Examples include: marketing, signage, conflict of interest, organizational policies, hiring practices;
 - g) Community Programming and how it would function if proposed;
 - h) Three references, preferably references that can speak to your experience in the health and fitness industry and/or your experience in the development of programs and fitness spaces.
 - i) Valid and current Workplace Safety and Insurance Board certificate or registration number.

3. SELECTION OF Proponent

The Municipality of North Middlesex is not bound to accept the highest scoring proposal and reserves the right to reject all proposals.

The successful proponent will be notified as soon as possible after the Municipality of North Middlesex has determined a direction.

The Proponent will be recommended by staff after a staff committee consisting of the Chief Administrative Officer, the Director of Finance, the Director of Corporate Services, the Director of Infrastructure, and the Economic Development Officer.

The following criteria will be utilized to evaluate the proposals:

- a) Financial benefit to the Municipality **(35 Points)**
 - This portion will be an evaluation against other proposals. This will be graded on the financial benefit to the municipality compared to the other proposals. Proposals that are submitted for the fitness centre only will be evaluated with the assumption that the municipality would be required to run their own programming.
- b) Service level being provided to the community. **(30 Points)**
 - This section is subjective to the evaluator. Each evaluator will decide on how much the proposal will benefit the community.
- c) Company experience **(15 Points)**
 - This section evaluates the company's expertise relating to health and fitness. It should demonstrate the company's ability to operate a fitness centre as well as their ability to execute their proposal.
 - Staff credentials and experience should be outlined and should align with the services being provided within their proposal.
- d) The proposal clearly outlines how they will meet the requirements set out in the RFP **(10 Points)**.

- The hours proposed for the fitness centre match or exceed the hours specified in the RFP.
 - Fitness classes are clearly identified as being part of their proposal.
 - The proposal clearly identifies that they understand what the Municipality is requiring from the Proponent.
- e) Proposal quality **(10 Points)**
- The proposal submitted is complete. This section rates the overall submission of the proposal including clarity and structure, quality of writing, visuals & formatting, innovation & creativity, persuasiveness, and overall appearance.

The Municipality of North Middlesex reserves the right to negotiate all or part of the proposal selected prior to it being approved. The successful individual, business or organization will be required to sign an agreement with the Municipality of North Middlesex.

PROPOSAL SUMMARY REPORT

Business / Organization / Individual Name _____
Main Contact _____
Address _____
Phone _____
Email _____

STATEMENT BY PROVIDER

1. I/We have reviewed all terms and conditions of all forms included as part of this request for proposal package.
2. I/We have read and understand all of the terms and conditions of the forms included as part of this request for proposal package.
3. I/We understand that if our proposal is successful, all requirements of the successful provider as outlined in this request for proposal document will be completed by the time and in the format required.

Dated at _____ this _____ day of _____, 20 _____

Witness

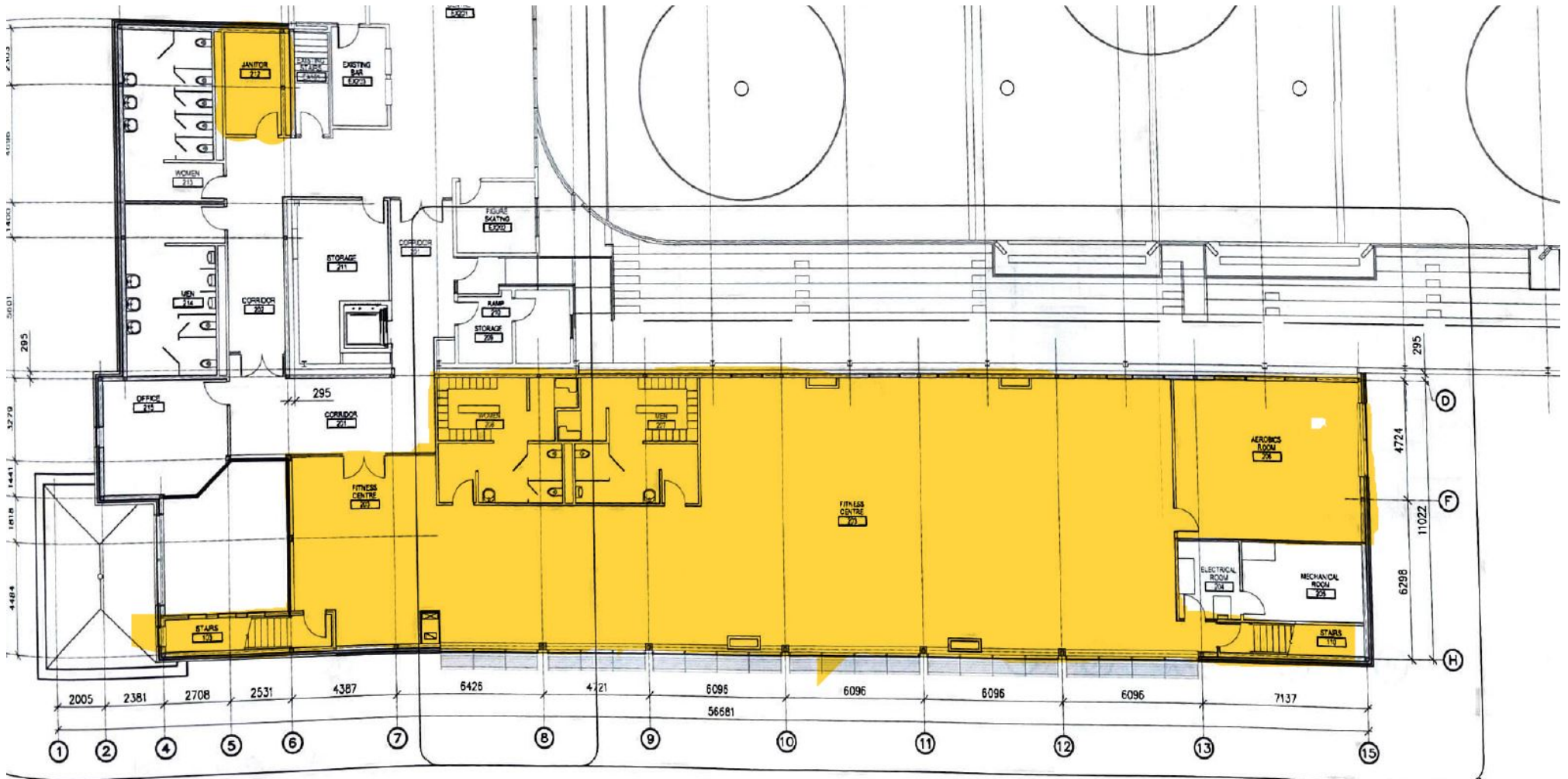
Signature of Authorized Person

Print Name

Print Name

Position

Corporation of the Municipality of North Middlesex
 RFP for operation of a fitness space with or without programming in the North Middlesex Arena
Schedule A – Space Layout



OVERALL PLAN - UPPER FLOOR
 SCALE 1:125

Highlighted area represents leased space. The janitor closet (detached from the rest of the space) is shared with the Municipality.