



REQUEST FOR PROPOSALS - LANDSCAPING

1. OBJECTIVE

Willowgrove Inc ("Willowgrove") is seeking bids from independent suppliers ("bidders") who have demonstrated professional competence and experience in landscaping design and implementation ("services") outlined in this Request for Proposal ("RFP"). Services are required for Willowgrove's Kairos Blanket Exercise ("KBE") program. Indigenous landscapers are especially encouraged to apply.

2. BACKGROUND INFORMATION

a. Organization overview

Willowgrove is a not for profit organization, located on a 100-acre working farm and outdoor education centre, which provides programming for children and youth in a natural setting. Founded in 1968, Willowgrove is committed to:

- Serving a diverse community
- Peace making and non-violence
- Caring for the land entrusted to them

Willowgrove's main program areas are:

- Day Camp
- Fraser Lake Overnight Camp
- Outdoor Education Centre
- Facility Rentals
- KAIROS Blanket Exercise (KBE)

b. Location

Willowgrove is located just west of Stouffville, Ontario at 11737 McCowan Road.

c. KBE Project Background

As a response to the findings of the Truth and Reconciliation Commission, Willowgrove started offering the KBE in 2016. The goal was to host the KBE at Willowgrove, along with other activities that encourage the Reconciliation process. To start, the KBE was offered in a satellite model, with facilitators visiting schools and community groups, such as churches and libraries.

In 2018, an Ontario Trillium Fund grant allowed Willowgrove to build an on-site KBE home to improve and expand its existing KBE program. This building will offer up to 100 participants the opportunity to experience the KBE in a natural setting rather than a school gym or conference room. Construction will be completed in the fall of 2020.

Willowgrove strives to carry out this project in a good and respectful way and has worked in consultation with Indigenous advisors throughout this project.

3. SCOPE OF SERVICES REQUIRED

a. Intentions

Willowgrove seeks to create a welcoming, safe, culturally appropriate space surrounding the KBE building described above, that:

- is inviting and respectful to Indigenous groups and individuals, specifically the traditional caretakers of these lands: the Anishinaabe, Haudenosaune and Huron-Wendat Peoples
- is conducive to learning about Indigenous history, culture, and traditions
- complements the building and natural surroundings
- adheres to Ontario safety and accessibility standards

Knowledge of the history, culture, and traditions of the Indigenous Peoples as well as indigenous plants of this area is required

b. Skill requirements

The successful bidder will provide the design and implementation, and have proven experience in similar projects.

4. CONSIDERATIONS

a. Building information

- 50 x 90'
- Post & Beam
- Steel
- East facing entrance
- Surrounded by farmland, including an agricultural garden, farmhouse and sugar shack
- Multipurpose

b. Soft landscaping considerations

Willowgrove is interested in:

- Incorporating hardy, drought resistant plants (limited irrigation options)
- Landscaping requiring a relatively low level of care
- Incorporation of (a) medicine garden(s)

c. Hard landscaping considerations

Willowgrove is interested in:

- Including a patio area on the south and east side of the building
- Using naturally available materials, where possible
- A pathway to the washrooms, to be built north of the east entrance
- A sustainable approach

d. Budget

Landscape design: up to \$7,000

Landscaping materials and labour: up to \$20,000

e. Design suggestion

Willowgrove likes the idea of the building and landscaping to create the shape of a turtle from an aerial viewpoint.

- This could include circular shapes for legs, which can double as a fire pit / space for talking circles and other gatherings.
- Head and tail may be represented by structures, paths, or other landscaping elements. These are suggestions and Willowgrove is open to other design ideas. Since each bidder is allowed two proposals, it is possible to submit one proposal based on this idea and one with an idea of the bidder's choice.

Willowgrove aims to work together with the successful bidder through open communication to arrive at a final design plan, acceptable to both parties.

5. PICTURES/MAPS/DRAWINGS

See Appendix A

6. SELECTION PROCESS

A committee will evaluate all proposals and base its decision on a best value basis, not a low bid basis.

Selection criteria include (but are not limited to):

- Cost
- Experience
- References
- Work samples
- Creativity in conveying the theme
- Use of space
- Longevity/expected upkeep

The successful bidder will be required to sign a service agreement with Willowgrove for services provided.

7. SUBMISSION OF PROPOSALS:

All proposals are due by 5:00 p.m. EDT on August 28, 2020.

Each submission must include:

- Completed proposal form (see Appendix B)
- Portfolio
- Proposal(s)

This should at least include:

- detailed description of the proposed work
- visual representation of the proposed work
- cost
- time needed to complete

Electronic proposals can be addressed by email to:

Geralde Reesor-Grooters
geralde@willowgrove.ca

Hard copy proposals can be addressed by mail to:

Willowgrove
Attn: Geralde Reesor-Grooters
11737 McCowan Road
Stouffville, Ontario
L4A 4C3

In order for Willowgrove to properly evaluate the proposals received, all proposals must be formatted as noted above.

8. COPYRIGHT

Proposed works must not infringe upon or violate any copyright or other intellectual property rights.

9. CONTACT PERSON

Geralde Reesor-Grooters
Blanket Exercise Outreach Coordinator
11737 McCowan Road
Stouffville, ON
L4A 4C3
905-640-2127
geralde@willowgrove.ca

10. OTHER CONSIDERATIONS

Each bidder may submit up to 2 proposals.

Any questions may be directed to the contact person listed above.

INFORMATION ZOOM MEETING

Opportunity for a group Zoom meeting may be provided for additional information.

Email Geralde by **5:00 p.m. on August 14, 2020** to indicate your interest.

Subject: "Landscaping Zoom meeting"

Body: Your name

Any questions you may have

Knowing questions ahead of time will help streamline the meeting.

Additional questions may be asked during the meeting.

APPENDIX A

PICTURES, MAPS AND DRAWINGS

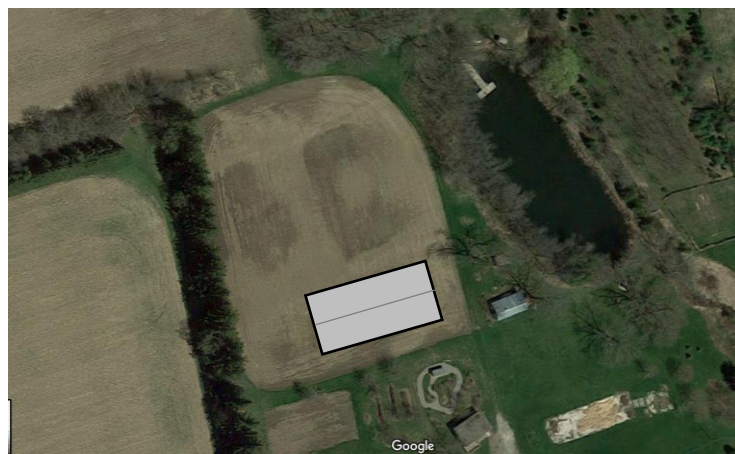


Willowgrove on McCowan Road, just west of Stouffville, ON



Willowgrove property

Approximate location
of the KBE building
(currently under construction)



WILLOWGROVE PROGRAMS



Willowgrove Day Camp (Stouffville site)



Fraser Lake -overnight- Camp (Bancroft site)



Outdoor Education



Facility Rentals



Blanket Exercise

WILLOWGROVE SITE



Farm fields



Creek



Maple syrup



Pasture – farm animals



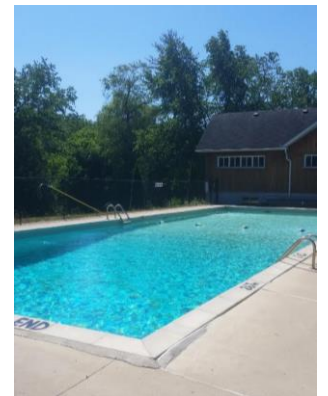
Woodlot



Dining hall



Barns



Swimming pool



Pavilion



Apple orchard



Playground

KBE BUILDING

As the building is presently under construction, the following pictures aim to give you an **impression** of the shape, materials, and surroundings.



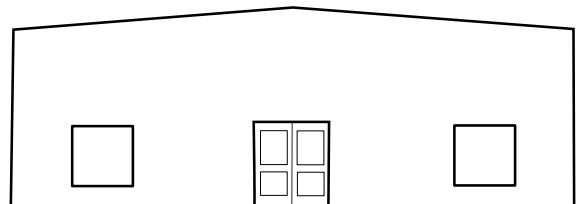
Actual building site



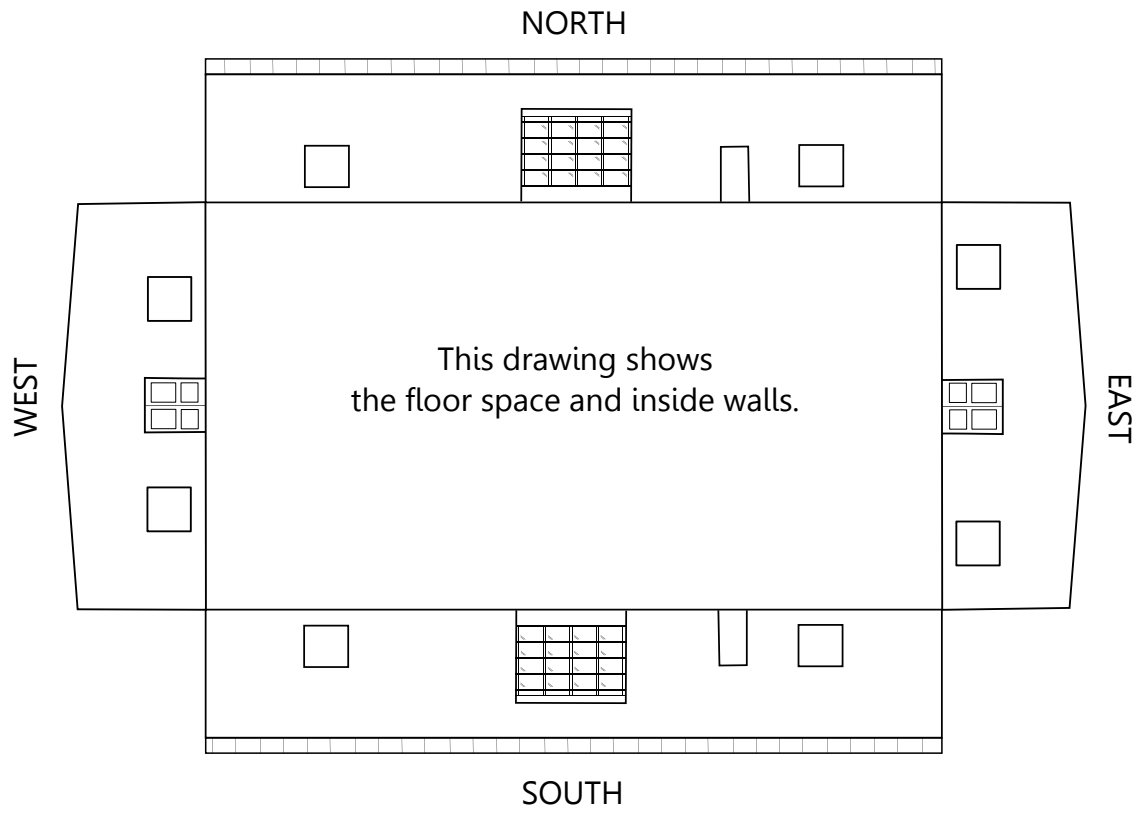
General shape and material of the KBE building



Impression of the interior



Roof slope



APPENDIX B



PROPOSAL FORM LANDSCAPE DESIGN & INSTALLATION

NAME	
BUSINESS NAME - IF APPLICABLE	WEBSITE - IF APPLICABLE
# - STREET	TOWN – POSTAL CODE
PHONE	EMAIL ADDRESS
SHORT PROFESSIONAL BIOGRAPHY	
SHORT MOTIVATION – WHY DOES THIS PROJECT APPEAL TO YOU?	
SHORT DESCRIPTION OF PREVIOUS SIMILAR WORK – PLEASE INCLUDE PICTURES WITH YOUR SUBMISSION	

PLEASE PROVIDE THE FOLLOWING INFORMATION FOR THREE RELEVANT CLIENTS

REFERENCE 1:	NAME & POSITION	
PHONE	EMAIL	
DESCRIPTION OF PROJECT(S)		
REFERENCE 2:	NAME & POSITION	
PHONE	EMAIL	
DESCRIPTION OF PROJECT(S)		
REFERENCE 3:	NAME & POSITION	
PHONE	EMAIL	
DESCRIPTION OF PROJECT(S)		
<input type="checkbox"/> All required documentation is attached		
NOTES/ADDITIONAL INFORMATION		