



REQUEST FOR PROPOSALS:

Official Community Plan and Zoning Bylaw Review

RFP #CS01-2017

Closing Date and Time:

4:00 PM July 21, 2017

Closing Location:

City of Melfort

202 Burrows Avenue West

PO Box 2230

Melfort, SK S0E 1A0

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1. INTRODUCTION

1.1 Purpose of this Request for Proposals

The City of Melfort is seeking the services of a consultant or team of consultants to undertake a review of the City's Basic Planning Statement Bylaw No. 1996-08 (BPS) and Zoning Bylaw No. 1996-09 (ZB) and its subsequent amendments to form an Official Community Plan and update of Zoning Bylaw.

The City of Melfort has identified the review of the BPS and ZB as a priority for 2017 with the goal to have the update adopted in the Spring of 2018. The update of the BPS and ZB will incorporate current land use controls to better carry out the City's goals of encouraging improved urban design, capacity building and the community's vision for future land use. The review will also result in a more efficient BPS through the application of easier to interpret text and illustrations and the deletion of unnecessary regulation.

This review is meant to incorporate the existing bylaw and its subsequent amendments;

1.2 Eligibility to Participate in this RFP

We are requesting proposals from consultants with proven experience in master planning, land use planning, urban design, environmental stewardship, community sustainability, community and stakeholder consultation, and zoning regulations to assist the City of Melfort in achieving a new OCP and ZB that is technically sound, consistent with the direction of supporting planning documents, (Master Transportation Plan, Strategic Plan, Main Street Melfort Vision Plan) and reflective of our community vision. This project will have minimal consultation that includes background exploration to self-identify the community and to shape a robust and inclusive direction for future growth for the City of Melfort.

2. RFP TERMINOLOGY

Capitalized terms used throughout this RFP shall have the following meanings:

"**City**" means the Municipal Corporation of the City of Melfort in the Province of Saskatchewan and includes any person designated or authorized by the City to act on its behalf;

"**Proponent**" means any person who submits a proposal to the City of Melfort for provision of the services herein.

"**Proposal**" means the materials that a Proponent submits in response to this RFP.

"**RFP**" means Request for Proposal;

3. THE PROJECT

3.1 General Information

The primary objective of this project is to complete a review of the City's Basic Planning Statement that responds to the changing nature of development in Melfort. It is technically sound, and is user friendly. Secondary objectives include implementation of sustainable policies related to land use, and community development and inclusion of regulations to address specific land use issues and consistencies within the bylaws. The successful consultant will be expected to achieve the following:

- A complete revised Basic Planning Statement into a Official Community Plan that complies with all legislative requirements, sets out clear objectives and policies for land owners, developers, Council and staff, and is aligned with other City strategies and plans;
- A strategy for a minor stakeholder engagement that uses innovative techniques to explore the community and to shape its future via meaningful public participation.
- A complete revised Zoning Bylaw that complies in all respects with current legislative requirements, is internally consistent, and is highly practical and workable document for staff and readable to the general public.

3.2 Community Background

The City of Melfort is located in the northeast corner of the Province of Saskatchewan. We have four highways, (3, 6, 41, and 41A) that provide entrance into the community. The city is a fast growing, family-friendly community of just over 5,992 (2016 Census Profile) people that enjoy a rich heritage, a unique connection to the recreation and agricultural sector.

Melfort attracts residents and visitors with its iconic facilities such as the Northern Lights Palace. The Palace has a Leisure Pool that is widely used throughout the northeast as far north as Cumberland House. Educational opportunities are present with three elementary schools, one high school and a regional college. We have a variety of events that take place throughout the community such as the annual Back to the 50's car show in June, the Melfort Exhibition, Main Street Fairs and Melfort Multi-k.

Melfort adopted a brand that ties in with the recreation facilities, shopping, and restaurants. "Play Melfort" is becoming a known asset to the residents and visitors.

The City of Melfort is poised for growth and change with new developments in the City including a new wellness centre and a recreation area that will house a skate park (being constructed this year), two outdoor soccer pitches, multi-plex (arena and field house), spray park, playground, walking trails and more. Furthermore, the City is experiencing a rise in R2 developments and infill lots being developed that has left the city without any R2 lots for resale. We have a lack of R3 lots for multi-residential development with only two city owned sites for that purpose. The City faces a number of challenges in managing growth and development including an ageing population. We strive to implement strategies and performance targets. We want to encourage development and servicing plans to identify those areas where this future development.

The review of the Basic Planning Statement presents an opportunity to redirect key City policy and regulatory documents so that they reflect the City of Melfort as it exists in the eyes of the residents today and they shape the direction of future growth of the community desired by its residents for the next 30 plus years. The last review of the Basic Planning Statement was in 1996 and since then there have been no significant revisions.

3.3 Basic Planning Statement

The City's Basic Planning Statement was last updated in 1996. While there have been minor revisions to the BPS since its adoption, the local, regional, provincial, and national contexts have changed significantly. The BPS review will include a robust and inclusive public and stakeholder consultation component to capture how current residents self-identify their community with the intention to use the information gleaned to inform and shape the growth of the city for its current and future residents and visitors. It is anticipated this amendment will be a significant update with serious consideration given to the City's direction for growth and related land use, and environmental protection objectives. The consultant will work with City staff to provide a detailed review of the BPS.

3.4 Zoning Bylaw

The City’s current Zoning Bylaw was adopted in 1996. Several amendments to the bylaw have occurred since; however, it has not been comprehensively reviewed since adoption. The goal is create an internally consistent bylaw, to update and simplify the definitions section, and to consider a number of areas of improvement identified by staff over the years. This Zoning Bylaw review is to ensure its consistency with the City’s new Official Community Plan and to address several issues of interest, but not limited to the following:

- home based businesses
- secondary suites
- public spaces
- historical properties
- parking standards and loading requirements
- consistency of Zoning Bylaw definitions and regulations
- overall presentation and ease of use including the greater use of illustrations
- consideration for consolidation of some zoning designations and permitted uses
- integration of other current plans (current plans can be found at www.cityofmelfort.ca/City_Hall)

3.5 Description of Work

The Basic Planning Statement (BPS) and Zoning Bylaw (ZB) review is organized into the six components outlined below. The following components of the project are identified as a guide to the tasks to be undertaken with associated deliverables to the City for the review of the BPS and the ZB. They are not exhaustive or limiting; the successful Proponent should expect to accommodate changing dynamics of the project.

- Project Initiation
- Community Exploration and City Shaping
- Technical Review and Issues Identification
- Community and Stakeholder Consultation
- Bylaw Preparation
- Approval

Project Initiation

- Establish key staff level contacts and consultant team introduction
- Develop, with staff, a detailed work plan for the overall project with key deliverables identified
- Develop a community and stakeholder strategy to maximize local resources, existing events and identify opportunities for meaningful public participation in a practical context.
- **Deliverables: Detailed Work Plan and Community and Stakeholder Consultation Strategy**

Community Exploration and City Shaping

- Working with the City’s Community Development Manager, engage with community to explore how residents self-identify the city and how it may be shaped for current and future residents. Stakeholders will include local First Nations, youth, seniors, community groups, School Division, etc.
- Create energy and excitement in the community to participate in BPS review. Use existing and planned City events and activities to promote input and engage citizens.
- Organize and facilitate enjoyable informal and formal events, sessions and presentations such as community mapping activities, and visual preference surveys, to create and sustain ongoing forums that encourage multi-way communication opportunities.
- Facilitate conversations with residents and visitors to self-identify the City of Melfort to determine “who are we?”
- Document and channel information to determine snapshots for “who Melfort wants to be?” and “what does Melfort want to be known for?”
- **Deliverables: Elevated community awareness and engagement in the BPS project and a report of stakeholder demographics, perceptions, and preferences.**

Technical Review and Issues Identification

- Review ZB including the following components: Definitions, General Provisions, Regulations for Specific Zones.
- Review BPS including the following components: sustainability targets, development permit areas and association guidelines, land use designations.
- Review all relevant bylaws, policies, and plans.
- Review BPS and ZB in relation to above bylaws, policies, and plans.
- Update population projection, housing characteristics, and legislative requirements
- Consult with staff, Council, Committee, the public, and local First Nation communities to obtain local knowledge, identify known issues, assess priorities, identify local challenges, and opportunities (issues identification)
- **Deliverables: Report on challenges and opportunities for the BPS, Report on recommendations to update the BPS and the ZB, including improvements to format and use of graphics.**

Community and Stakeholder Consultation

- Conduct working or focus groups with draft recommendations BPS and ZB including key stakeholders including, but not limited to, City Committees, seniors and youth, development community, Chamber of Commerce, the School Division, local First Nations.
- Working with the City's Community Development Manager, employ enjoyable and interactive consultation and engagement methods that encourage meaningful public participation.
- Collection and analysis of community and stakeholder input.
- **Deliverables: Report on community and stakeholder consultation, presentation of finds and technical review to the Community Services Committee and to Council.**

Bylaw Preparation

- Prepare Draft OCP and ZB bylaw following input from staff, Council, and community and stakeholder consultation.
- Prepare Draft graphics and mapping; mapping support to review OCP maps, as necessary will be required
- Attend meetings of the Community Services Committee and of Council
- Organize and Facilitate community and stakeholder consultation sessions, may include Open House formats and other engagement methods to review Draft Bylaw
- **Deliverables: Draft OCP and ZB Bylaw amendments, Open House, presentation to the Community Services Committee and to Council.** Note that staff will review the recommended wording and format with the City of Melfort legal Counsel.

Approval

- Formulate final products in consultation with key staff
- Prepare final OCP and ZB bylaw
- Present at a Public Hearing
- **Deliverables: New OCP and ZB Bylaw and presentation at Public Hearing. Repeal the existing BPS and ZB Bylaw** Note that the Community Services Department will review the final Zoning Bylaw with the City of Melfort legal counsel and staff will undertake any necessary revisions to the Zoning Map.

4. AGREEMENT

This RFP and the Proposal submitted by the Successful Applicant(s) will be combined with any subsequent negotiated items between the two parties to form the basis for an Agreement between the City and the

Successful Proponent(s). The following are some of the key commercial terms that the City anticipates will be included in the Agreement:

Term: Completion before May 2018, with an option to extend an additional month upon mutual agreement between both parties.

5. PROCUREMENT PROCESS

5.1 Estimated Timeline

The following is the City's estimated timeline for the Project:

Activity	Timeline
RFP Issued	June 26, 2017
RFP Closing	July 21, 2017 by 4:00 p.m.
Award of Contract	July 28, 2017 (tentative)

This estimate timeline is subject to change at the sole discretion of the City.

5.2 Inquiries

All inquiries and communications regarding any aspect of this RFP should be directed to Teri Scaife, Director of Community Services, at t.scaife@cityofmelfort.ca by email and the following applies to any Inquiry:

- a) Responses to an Inquiry will be in writing;
- b) All Inquiries, and all responses to Inquiries from the Contact person, will be recorded by the City;
- c) The City is not required to provide a response to any Inquiry;
- d) A proponent may request that a response to an Inquiry be kept confidential by clearly marking the Inquiry "Commercial in Confidence" if the Proponent considers the Inquiry to be a matter of proprietary commercial interest;
- e) If the city decides that an inquiry marked "Commercial in Confidence", or the City's response to such an inquiry, must be distributed to all Proponents, then the City will permit the inquirer to withdraw the Inquiry rather than receive a response and if the Proponent does not withdraw the Inquiry, then the City may provide its response to all Proponents;
- f) Notwithstanding Subsection 4.2(d) and 4.2:
 - i) If one or more other Proponents submits an Inquiry on the same or similar topic to an Inquiry previously submitted by another Proponent as "Commercial in Confidence", the City may provide a response to such Inquiry to all Proponents; and
 - ii) If the City determines there is any matter which should be brought to the attention of all Proponents, whether or not such matter was the subject of an Inquiry, including an Inquiry marked "Commercial in Confidence", the city may, in its discretion, distribute the Inquiry, response or information with respect to such matter to all Proponents.

Information offered from sources other than the Contacts listed with regard to this RFP is not official, may be inaccurate, and should not be relied on in any way, by any person for any purpose.

5.3 Addenda

The City may, in its absolute discretion, amend this RFP at any time by issuing a written Addendum. The addenda will become an integral part of the contract. Written Addenda are the only means of amending or clarifying this RFP, and no other form of communication whether written or oral, including written responses to Inquiries as provided by Subsection 4.2 will be included in, or in any way amend, this RFP. Addenda will be issued by the City of Melfort and forwarded to your office. The proponent should acknowledge receipt of

all addenda in the proposal submission. A form for this has been provided in Appendix B of this RFP. An acknowledgement of Addenda issued for the RFP is not mandatory for successful submission.

It is the responsibility of the Proponent to ensure that it has received and incorporated all addenda into its proposal.

5.4 Provision of Information

The City does not make any representation as to the relevance, accuracy or completeness of any of the information made available except as the City may advise with respect to a specific document.

This supplied information may be supplemented or updated from time to time. Although the City will attempt to notify Proponents of all updates, Proponents are solely responsible for ensuring they check with the Contact Person frequently for updates and to ensure the information used by the Proponents is the most current, updated information.

Each Proponent shall make its own examination, investigation and research regarding the proper method of doing the work, all conditions affecting the work to be done, the labour, equipment and materials, and the quantity of the work to be performed. The Proponent agrees that it has satisfied itself by Proponent's conclusion to submit a Proposal is based upon such investigation and research, and that Proponent shall make no claim against the City because of any estimates, statements or interpretations made by any officer or agent of the City which may prove to be in any respect erroneous.

6. PROPOSAL REQUIREMENTS

6.1 Proposal Format and Content

Proposals should be in the format and include the content described under "Proposal Guidelines" (Appendix A).

6.2 Proposal Submission Form

Each Proponent should complete, sign and include with their Proposal, the Proponent Submission Form, in the form attached as Appendix B.

7. SUBMISSION INSTRUCTIONS

7.1 Closing Time and Delivery Address

Proposals must be received at the Delivery Address before the Closing Time. Proposals received after the Closing Time will not be considered. Proposals will not be publicly opened.

7.2 Number of Copies

A Proponent should submit Proposals as described in Appendix A, including one unbound copy marked 'Master Copy' and one additional copy.

7.3 No Fax or Email Submission

Proposals submitted by fax or email will not be accepted.

7.4 Language of Proposals

Proposals must be in English. Any portion of the Proposal not in English will not be evaluated.

7.5 Receipt of Complete RFP

Proponents are responsible to ensure that they have received the complete RFP, as listed in the table of contents of this RFP, plus any Addenda. A submitted Proposal will be deemed to have been prepared on the basis of the entire RFP issued prior to the Closing Time. The City accepts no responsibility for any Proponent lacking any portion of this RFP.

7.6 Revisions Prior to Closing Time

A Proponent may amend or withdraw its Proposal at any time prior to the Closing Time by delivering written notice to the Delivery Address prior to the Closing Time.

7.7 Validity of Proposals

By submitting a Proposal, each Proponent agrees that its Proposal, including all prices will remain irrevocable and open for acceptance from the Closing Time until midnight at the end of the 90th calendar day following the Closing Time (the Proposed Validity Period).

7.8 Material change after RFP Closing Time

A Proponent will give immediate notice to the City of any material change that occurs to a Proponent after the Closing Time, including a change to its membership or a change to financial capability.

8. PROPOSAL EVALUATION

8.1 Mandatory Requirements

The City will review Proposals on a preliminary basis to determine whether they comply with the Mandatory Requirements. Proposals which do not comply with the Mandatory Requirements will be rejected and not considered further in the evaluation process.

The City has determined that the following are Mandatory Requirements:

- a) The Submission must be received at the Delivery Address no later than the Closing Time;

9. SELECTION OF PREFERRED PROPONENT(S) AND CONTRACT AWARD

9.1 Selection Criteria

The City will review all submitted material and rank the proposals for the proposed work based on the following criteria in Appendix A.

9.2 Presentation

The City may interview the top three proponents based on the submitted material and ranking.

10. RFP TERMS AND CONDITIONS

10.1 Cost of Preparing the Proposal

Proponent is solely responsible for all costs it incurs in the preparation of its Proposal, including all costs providing information requested by the City, attending meetings and conducting due diligence.

10.2 Conditions

Appendix C of this RFP contains the terms and conditions for the Proponent to follow.

APPENDIX

APPENDIX A
PROPOSAL GUIDELINES:

The City of Melfort will receive RFP's for: OFFICIAL COMMUNITY PLAN & ZONING BYLAW REVIEW

SCOPE: TO REQUEST FOR PROPOSALS:

- To invite interested Proponents to prepare and submit competitive Proposals for Official Community Plan and Zoning Bylaw Review.

CITY (OWNER) RESPONSIBILITIES:

The City's Department of Community Services shall provide:

- (1) The City will provide information in its possession relevant to preparation of required information in RFP. The City will provide only the staff assistance and documentation specifically referred to herein.

SPECIFICATIONS:

A: GENERAL

(1) **Contact Information**

- (a) Name of business, name of owners/operators, mailing address, street address, phone number, fax number, email address, and website (if applicable). Please include any partners or affiliates.

(2) **Relevant Experience**

- (a) A brief description of the firm's knowledge and expertise in master planning, land use planning, urban design, environmental stewardship, community sustainability, community and stakeholder consultations.

B. EXECUTION

(1) **Proponent Acknowledgement**

- (a) This is not a tender process. An RFP has been issued seeking Proposals from Proponents. The Preferred Proponent will be selected based on mandatory and non-mandatory criteria detailed in the RFP;
- (b) The proposal call process will include opportunities to discuss aspects of the Proponent's proposal with project management representatives that are either employed, or appointed by the City;
- (c) That it will commit to providing a Proposal which includes the full scope of services required for this Service as indicated in the RFP; and
- (d) That it will comply with the procedures and processes detailed in the RFP.

E: AUTHORIZED SIGNATURE

Company Name/Dealer

Authorized Signature

Date

**APPENDIX B
PROPONENT SUBMISSION FORM**

To: Teri Scaife, Director of Community Services
Box 2230
Melfort, SK S0E 1A0
Phone: (306)752-5911
Fax: (306)752-5556
Email: t.scaife@cityofmelfort.ca

RFP CLOSING DATE: Friday, July 21, 2017 @ 4:00 P.M.

RFP Form For: "OFFICIAL COMMUNITY PLAN AND ZONING BYLAW REVIEW"

RFP will be received at the office of the Director of Community Services until July 21, 2017.

The UNDERSIGNED, having carefully read the Specification(s) sheets(s), DO HEREBY OFFER, in accordance with said Specifications to Bidders, to supply and to conform to all the conditions therein for the following prices and guarantees:

MY BID GROSS PRICE	\$ _____
GOODS & SERVICES TAX (5%)	\$ _____
PROVINCIAL SALES TAX (6%)	\$ _____
MY BID NET PRICE	\$ _____

Limitations of Damages

The Proponent agrees:

- (1) not to bring any Claim against the City or any of its employees, advisors, or representatives for damages in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its Proposal for any matter in respect of this RFP, including:
 - (a) if the City accepts a non-compliant proposal or otherwise breaches (including breach of material items) the terms of this RFP; or
 - (b) if the Service is modified, suspended, or cancelled for any reason (including modification of the scope of this Service or modification of this RFP or both) or the City exercises any rights under this RFP; and

- (2) to waive any and all Claims against the City or any of its employees, advisers, or representatives for loss of anticipated profits or loss of opportunity if no agreement is made between the City and the Proponent for any reason, including:
 - (a) if the City accepts a non-compliant proposal or otherwise breaches (including breach of material terms) the terms of this RFP; or
 - (b) if the Service is modified, suspended, or cancelled for any reason (including modification of the scope of the Service or modification of this RFP or both) or the City exercises any rights under this RFP.

Proponent's Representative

- (1) The Proponent's Representative identified below is an officer of the company and is fully authorized to represent the Proponent in any and all matters related to this Proposal.

***The RFP will be awarded to the bidder meeting specifications and not necessarily having the lowest sum of base bid PLUS any combination of listed options as chosen by the City. Prices to be firm for sixty (60) days.**

THE UNDERSIGNED, having carefully read the requirements contained within this RFP, DO HEREBY OFFER, in accordance with said requirements, provision of required services according to all conditions within the RFP

Company Name _____

City _____ Province _____

Postal Code _____ Phone Number _____

AUTHORIZED SIGNATURE:

Dealer: _____

Authorized Signature _____ Date _____

Print Name _____

Return RFP in an envelope marked:

**Request For Proposal for:
"OFFICIAL COMMUNITY PLAN & ZONING BYLAW REVIEW"**

CLOSING DATE: July 21, 2017 @ 4:00 P.M.

APPENDIX C
OFFICIAL COMMUNITY PLAN AND ZONING BYLAW REVIEW

General:

For the purpose of these RFP specifications, the City of Melfort shall hereinafter be referred to as “the City”. A party interested in responding to the City’s call for RFP’s shall hereinafter be referred to as “the Bidder”.

Terms and Conditions:

- 1) The City will receive sealed RFP’s for “Official Community Plan and Zoning Bylaw Review”.
- 2) All interested bidders must contact **Director of Community Services, Teri Scaife, 306-752-5911 ext. 213** to obtain RFP Specifications.
- 3) The City will open the RFP’s received on **Friday July 21, 2017 at 4:10 p.m.** Once the RFP’s are opened and reviewed, the RFP may be awarded. If required, a recommendation for RFP award shall be made to City Council. Thereafter, the City will inform all bidders whether or not they were successful.
- 4) All RFP responses must be filed using the RFP Specification Form available at Melfort City Hall. RFP’s must include all taxes, fees, and charges associated.
- 5) RFP’s are irrevocable after the time of closing, and are open for acceptance for a period of thirty (30) calendar days following the closing.
- 6) The City reserves the right to reject any or all RFP’s received. The lowest or any RFP will not necessarily be accepted.
- 7) If the bids show that, in the opinion of the City, the RFP is not feasible within the budget considerations of the City, that consideration may result in no contract being awarded or the scope of RFP may be reduced to conform to budget.
- 8) If only one bid is received, the City reserves the right to:
 - (i) Accept or reject that bid; or
 - (ii) Negotiate acceptable terms and conditions for completion of the bid, or a portion thereof, with that bidder.
- 9) Return the RFP Specification Form in an envelope clearly marked “**Official Community Plan & Zoning Bylaw Review**” no later than **Friday July 21, 2017 at 4:00 p.m.** at the office of Teri Scaife, Director of Community Services, City of Melfort at 202 Burrows Avenue West, PO Box 2230, Melfort, Saskatchewan, S0E 1A0.
- 10) Any questions related to these RFP specifications must be submitted to: Teri Scaife, Director of Community Services at 306-752-5911 ext 213.
- 11) Any and all information received which may change the intended interpretation of this RFP document shall only be accepted as valid, by the City of Melfort, if subsequently confirmed by way of an addendum.

- 12) Addenda may be issued up to one (1) calendar week prior to the close of the RFP without any requirement for the City of Melfort to extend the close time or date. Addenda issued following this time shall have an extension granted in order to observe the one (1) calendar week final competition period.
- 13) The City makes no representations, warranties, guarantees or promise concerning the building and it is the responsibility of the Bidder to inspect the property prior to submitting a RFP for the City's consideration. Any costs associated with inspecting the building shall be borne to the Bidder.
- 14) This will not be a public opening and the firm names who submitted a proposal will be posted to the City of Melfort website.