

Request for Proposal

Games Time Bus Shuttles RFP 60 - 1011

Niagara 2022 Canada Summer Games

The 2021 Canada Games Host Society Inc., a non-profit organization, is looking for an organization to partner with the Host Society to provide Bus shuttling and scheduling services for Games-Time transportation of Athletes, Coaches and Athletic support staff.

Email Intent to submit by September 15th, 2021 - 4:00 pm EST

Proposals to be completed and submitted by October 15th, 2021 - 4:00 pm EST

SECTION ONE | INTRODUCTION

About the Niagara 2022 Canada Summer Games [Niagara 2022 CSG]

At the peak of Niagara's boldest summer yet, more than 5,000 young athletes and their coaches will gather to compete for the podium in Canada's largest multi-sport event. On its road to glory, this shining generation of hopefuls will leave its mark on our community and on the country – transforming, inspiring, and unifying us all through the power of sport.

As ambassadors of Niagara's unrivaled warmth and compassion, thousands of volunteers will play host to the nation. The Niagara 2022 Canada Summer Games will celebrate the wonder of sport alongside arts and culture. The Games will honour our indigenous communities, and showcase a remarkable heritage of hard work and innovation in one of the world's most awe-inspiring destinations.

With world-renowned hospitality, the people of Niagara will welcome visitors from across the country. Spirited events, spectacular entertainment, and the theatre of elite competition will spark new energy in the region as our streets, skies, and waterways shimmer with ceremony and celebration that is befitting of Canada's best young athletes.

From August 6th to 21st, 2022, Niagara will surge stronger than ever on the national stage. The Games will give rise to a new legacy of ambition, confidence, and compassion that will inspire generations to come.

About the 2022 Canada Games Host Society

In preparation for the games, a Host Society has been established and led by a Board of Directors that is composed of passionate, experienced and accomplished sport and community leaders.

The goals of the Host Society are to:

- Provide a phenomenal experience for the athletes and other participants at the Niagara 2022 CSG. An experience that will propel their development, allow them to perform their best and inspire them to dream big
- Provide a legacy of sport infrastructure and programs that are vital for Niagara, Ontario, and Canadian sport development
- Provide a legacy of infrastructure, community programs and unify a spirit that will be transformative for Niagara
- Provide an unmatched podium and partnership for the Canada Games Council to build upon the success of previous Canada Games and strengthen the Canada Games property

SECTION TWO | SCOPE OF WORK

The Niagara 2022 Canada Summer Games Host Society is seeking an organization to provide a proposal for the scheduling and transportation of approximately 3000 Participants (Athletes and Athletic support staff.) weekly. N22 requirements are broken down into three key elements as follow:

1. ATHLETE AND SUPPORT STAFF SHUTTLING;

- a. The scheduling, pick up, drop off and return of participants from the Athletes Village located at Brock University in St. Catharines Ontario to various training and competition venues in the Niagara Region. A list of all the proposed venues for the Games can be found at our website, Niagara2022games.ca/venues/. ***A detailed list of the anticipated schedule of competition events will be shared only with those vendors that submit intent to bid.***
- b. The scheduling, pick up, drop off and return of Major Technical Officials housed at Niagara College campuses in Niagara-on-the-Lake and Welland, Ontario to various competition and Athletic areas in the Niagara Region.
- c. Individual shuttling options for team sports which as per the Canada Games standards, must travel by dedicated shuttle as follows :
Baseball, Basketball, Box Lacrosse, Rugby, Soccer, Softball, Indoor Volleyball.

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2. 13 FOR 13 CULTURAL FESTIVAL;

The 13 for 13 festival pairs a Niagara municipality with a Province to create a unique event representing the diversity and uniqueness of Canada. The Host Society requires the following:

- a. The scheduling, pick up, drop off and return of participants from the Athletes Village and, including Major Technical Officials from Welland and Niagara-on-the-Lake, to the various 13 for 13 events throughout the Niagara Region.
- b. Method to confirm volumes prior to each of the festivals.
- c. Method to confirm all travellers are accounted for and returned as required.

3. OPENING AND CLOSING CEREMONIES;

The Opening Ceremonies will be held on August 6th, 2022 at the Meridian Centre located in St.Catharines, ON. The Closing Ceremonies will be held Sunday August 21st at Queen Victoria Park in Niagara Falls, ON. The Host Society requires the following;

- a. The scheduling, pick up, drop off and return of participants from the Athletes Village to both the Opening and Closing Ceremonies.
- b. The scheduling, pick up, drop off and return, of the Major Technical Officials from both the Welland and Niagara-on-the-Lake housing locations to the Opening and Closing Ceremonies.

4. ADDITIONAL SERVICES;

- a. Options for Host Society Staff to utilize shuttling services as required for the operations of the Games and as requested by the Host Society.

Scope of Work Details

Other requirements of the proposal and services may include:

- Planning of the best and efficient routing to each of the various venues and events as well as options to overcome any restrictions due to traffic or road closure issues.
- Able to show fleet capacity and provide detailed plans for transportation specific to the opening and closing ceremonies. (estimated pick up time ahead of the event start etc)
- Best methods to provide multiple pick up and drop off times related to the 13 for 13 festivals
- Show proof of Insurance to both the Host Society and the Canada Games Council.
- Provide vulnerable sector checks for all drivers and staff with direct contact to participants.
- Regular scheduling meetings with the Host Society pre-Games and during the Games.

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- Methods for communicating to the shuttle fleet should sudden changes occur (emergencies etc)
- Include the minimum number of Staff the vendor can guarantee to provide throughout the Niagara 2022 Canada Summer Games
- Provide a plan for staff replacement due to illness, no call/no show etc.

Accessibility

Submissions are encouraged to include accessibility considerations and features where applicable and appropriate. The Niagara 2022 Canada Games does require accessible transportation. Please indicate what percentage of your fleet has accessible options, what they are, and to what volume. The preference of the Host Society would be to not separate those requiring accessible transportation from the rest of the participants

- Week #1 - 34 Para Athletes + 39 Special Olympians
- Week #2 - 59 Para Athletes + 47 Special Olympians
- N.B. - attendees subject to change prior to the Games ; final numbers to be determined and communicated to the successful bidder.

Sustainability

Submissions are encouraged to explain and provide examples of incorporating measures to ensure their goods and/or services are designed/produced in a sustainable and environmentally friendly manner. The Host Society is committed to supporting green initiatives and will weigh these favourably.

The Niagara 2022 CSG Host Society is looking forward to working with an experienced company and a collaborative organization whose values align with ours and who are excited about being a part of these historic games - Once, and for All.

SECTION THREE | RFP SCHEDULE OVERVIEW

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| • RFP issued | August 20th, 2021 |
| • Notice of Intent to Submit Due | September 15th, 2021 - 4:00 pm EST |
| • Last date for Questions | October 8th, 2021 - 4:00 pm EST |
| • Proposal and Supporting Documents Due | October 15th, 2021 - 4:00 pm EST |
| • Decision Date | November 1st, 2021 |
| • Anticipated Start Date for Planning | January 2022 |
| • Anticipated Conclusion Date | August 22, 2022 |

SECTION FOUR | RFP SCORING

Submitted RFPs will be scored as follows:

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| ● Responsiveness to Scope of Work | 25% |
| ● Demonstrated experience and expertise in similar projects | 20% |
| ● Cost effectiveness | 20% |
| ● Value-In-Kind opportunities
(either budget relief and/or project enhancements) | 25% |
| ● Comprehensiveness and Sustainability | 5% |
| ● Company Profile | 5% |

Total 100%

SECTION FIVE | RESPONSE SUBMITTAL REQUIREMENTS

Responsiveness to Scope of Work

We are seeking comprehensive and informative proposals that clearly outline your ability to fulfill our requirements. Information to include in your proposal include and are not limited to the following:

- Key Dates / Critical Path
- Breakdown of all cost and fees for each element of the project, including a rate card for your services. Please show your costing for those items listed under ‘Scope of Work Details’ in which your company can provide services.
- Identification of any phases of the project that will be subcontracted out and to whom. The Host Society would prefer a Single provider but understand this may not be possible due to the amount of people involved.
- Résumé of staff member(s) who would be identified as the Liaison for the Niagara 2022 Organization

Demonstrated Experience and Expertise in Similar Projects

Please outline a detailed summary of at least one (1) comparable project which the proposer has completed in the last three to five years. For each referenced project, please make certain to include all relevant details such as:

- Description of scope of project
- Time to execute each phase of the project
- Cost and associated fees
- Lessons Learned

Cost Effectiveness

Our decision process will be to secure a partner who's services best deliver the goals of the Niagara 2022 CSG , while also being cost effective. Cost will not be the only determining factor in the selection process.

Sponsorship / VIK

The Niagara 2021 CSG Host Society is not merely looking for a vendor with a fee for service approach. Instead, it is our belief that all vendors associated with the Niagara 2022 CSG become strategic event partners offering both fee for service; as well as, Value In-Kind (VIK) opportunities.

We encourage vendors to include a percentage discount toward budget relieving VIK (a reduction in cost to the requirements outlined in the Scope of Work), as well as enhanced VIK (additional services or features, not specifically outlined in the Scope of Work).

In addition, as a host society we are continually seeking cash sponsorship opportunities as well. Any interest in cash sponsorship can be submitted in conjunction with or separate from submitted proposals.

Comprehensiveness and Sustainability

Your comprehensiveness score will be based upon how well your submission relates to the subject of the RFP. Sustainability score will be based on examples your organization provides related sustainable business practices, green initiatives and conservation.

Company Profile

Please provide a brief history of your organization, and if you intend to subcontract some of the work to another firm, include their information in this RFP as well.

If one person will have the primary responsibility for this project, provide us with their information and relevant resume.

SECTION SIX | RFP GENERAL INFORMATION

References

Please provide the name, address, and phone number of three (3) current clients, who would be capable of explaining and confirming your firm's capacity to successfully complete the scope of the work outlined herein.

Contract Terms

All material produced, data collected, and reports generated by the contractor or subcontractor on

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behalf of Niagara 2022 CSG are confidential and become exclusive property of Niagara 2022 CSG. The contractor may not share program materials, customer data, industry or program participant contact information, etc. unless explicitly authorized by Niagara 2022 CSG to do so.

This RFP does not commit to pay any costs incurred in the preparation of a proposal or to procure or contract for services. Niagara 2022 CSG reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified bidders and to cancel the RFP, in part or in its entirety at its sole discretion.

Niagara 2022 CSG reserves the right to refuse to work with any partners, vendors or sponsors that may reflect negatively on the organization, Niagara Place and/or any Games stakeholder.

Additional Information or Clarification

All questions and requests for clarification are required to be submitted with the contact listed below. Questions and answers will be documented and distributed to all bidders. If necessary, an addendum will be issued.

Please be certain to include the name and contact details of the persons to be approached for clarification of the proposal if needed.

Niagara 2021 CSG requires one (1) electronic copy of your proposal.

Submissions are to be sent to:

Dan Kennedy
Manager, Procurement and Contract Administration
dkennedy@2022canadagames.ca