



REQUEST FOR PROPOSALS (RFP)

Re: Consulting Services for Cloverbelt Country Meats Co-operative

Rural Agri-Innovation Network (RAIN)

David Thompson, RAIN Director
Sault Ste. Marie Innovation Centre (SSMIC) | Rural Agri-Innovation Network (RAIN)
99 Foster Dr Level Six Sault Ste. Marie, ON P6A5X6

dthompson@ssmic.com | 705-942-7927 x3027

www.rainalgoma.ca

Identification Sheet (Must be returned with proposal)

Name of Consultant: (the Consultant)
Mailing Address: (Street Name and Number or PO Box)
City/Province/Territory:
Postal/Zip Code:
Name of Contact Person: (for this proposal)
Telephone Number & Extension:
Fax Number:
Email Address:
Name of Person Signing on Behalf of Consulting Firm:
Title of Person Signing on Behalf of Consulting Firm:

Acknowledgement of Proposal Documents

Received by Consultant

(Must be returned with proposal)

I/We, the undersigned, hereby acknowledge and confirm on behalf of _____ That I/We have received all of the documents contained in this RFP and have been provided with the entire project details required to permit me/us to submit a proposal.

1. I/We declare that this proposal is made without any connection, knowledge, comparison of figures, or arrangements with any other company, firm or person making a proposal for the same services.
2. I/We declare that I/We have carefully read this proposal document and have satisfied ourselves as to the nature of the services required and do hereby make our proposal to Sault Ste. Marie Innovation Centre (SSMIC) for the services described herein.
3. I/We acknowledge that we have received all or any addendum to this Request for Proposal and that it is my/our responsibility to ensure that all addenda issued by SSMIC have been received.

Signature: _____

Print Name: _____

Title: _____

Date: _____

1. Introduction and Background

Cloverbelt Country Meats Co-operative (CCMC) a full-service abattoir and retail entity supporting local food security and farming families since 2016, invites proposals for qualified engineering consulting firms to assist in assessing their meat plant and designing a building expansion to the existing meat processing plant. The plant is located at 60 Griffith Rd in Oxdrift ON.

The expansion aims to accommodate business growth, including an enlarged retail store, additional cold storage area, an additional shipping & receiving bay/ramp, and the conversion of the existing retail store into a dry storage area.

This project is led by a partnership between the CCMC and the Rural Agri-Innovation Network (RAIN), a Division of the Sault Ste. Marie Innovation Centre (SSMIC). The project is part of RAIN's Responsive Advancement for Meat Processing (RAMP) Program with support from FedNor to strengthen Northern Ontario meat processors. The RAMP strives to stimulate the expansion of the meat processing sector in Northern Ontario and promote adaptation of new technologies. RAIN has taken a comprehensive approach that includes management training, funding for eligible projects, and expansion assessments.

2. Qualifications

Interested firms must have a Professional Engineer (P.Eng) on staff who will actively work on this project. Experience with food processing plants is highly desired.

3. Scope of Work

The selected firm will be expected to:

- Conduct a thorough assessment of the existing meat plant with a site visit.
- Design a building expansion considering the specific requirements, including a larger retail store, cold storage, shipping/receiving bay with ramp, and a dry storage area.
- Generate CAD designs of the proposed expansion.
- Provide cost estimates for materials required for the proposed design.
- Attend meetings: A minimum of 3 x meetings with CCMC and RAIN Director
 - To refine scope of work plan
 - To review progress to mitigate any challenges
 - To present the design

The selected consultant will be expected to work closely with the CCMC team to ensure that the deliverables meet the needs of the organization and align with the objectives of the RAMP program. Please note that these deliverables may be subject to changes or additions based on the needs identified throughout the project.

4. Proposal Requirements

Each proposal must include:

- A description of the firm's qualifications and previous similar projects completed. Must specify the project manager and key personnel involved.
- A detailed methodology and work plan for carrying out the project.
- A schedule that ensures project completion by December 31, 2023.
- Prices quoted by the Consultant shall include a lump sum amount for all deliverables, as well as hourly rates for all staff and estimated charges for travel and incidentals. All pricing shall be provided in Canadian Funds, inclusive of all applicable duties and taxes (with HST itemized separately).

5. Timeline & Submission Details

All proposals must be received no later than August 4, 2023.

6. Compliance

The project must adhere to the Meat Inspection Act and will be developed in coordination with Meat Inspection staff from the Ontario Ministry of Agriculture, Food & Rural Affairs.

7. Proposal Submission

The Proponent must submit one (1) electronic copy (as a PDF file). Proposals are to be marked with the RFP title, with the full legal name and return address of the proponent. Proposals should be submitted via email no later than August 4, 2023 to David Thompson, RAIN Director - dthompson@ssmic.com

We look forward to receiving proposals that align with expansion goals and contribute to the overall development of the agri-food sector in Northern Ontario.

SSMIC reserves the right to reject any or all proposals without incurring any liability whatsoever. SSMIC is under no obligation to accept the lowest or any bid associated with this RFP and SSMIC will not accept any responsibility, financial or otherwise, claimed by, or resulting from, a Consultant's response to this RFP.

There is to be no payment for the preparation and submission of proposals in response to this RFP.

Any revisions to the agreed upon work, which may require additional expenditures to be made, shall require the written approval of SSMIC.

SSMIC reserves the right to negotiate changes to the content and cost of the most satisfactory proposal(s).

Should any work or materials be required which are not detailed in the RFP, either directly or indirectly, but which are nevertheless necessary for the proper carrying out of the intent hereof, the Consultant is to understand the same to be implied and required and shall perform all such work and furnish any such materials as fully as if they were particularly delineated or described.

All information collected, as well as the reports produced become the property of the CCMC.