



## DUKE Heights Business Improvement Area (DHBIA)



### Request for Quotation Streetscape Improvements Concept and Design

**DATE ISSUED:**

**Friday, December 19, 2025**

**CLOSING DATE AND TIME:**

**Proposals must be received prior to:**

**Friday, January 23, 2026, at 4:00pm**

**(eastern time)**

**PROPOSALS MUST BE SUBMITTED VIA EMAIL TO:**

**DUKE Heights BIA at [Info@dukeheights.ca](mailto:Info@dukeheights.ca)**

**Attention: Lia Martelluzzi, Executive Director  
Joe Pantalone, Special Advisor**

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## SECTION 1 – INTRODUCTION

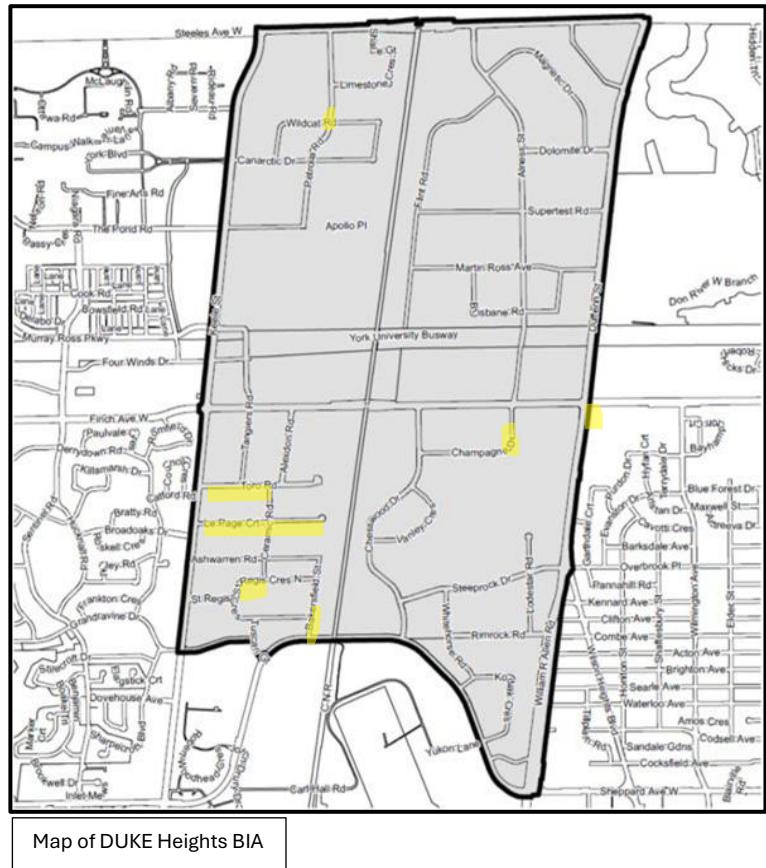
### 1.1 ABOUT THE DUKE HEIGHTS BIA

DUKE Heights Business Improvement Area (BIA) was founded in 2014 and is one of 85 BIAs in the City of Toronto. The BIA Membership includes an estimated 4,000 registered businesses with more than 32,000 employees.

The DUKE Heights BIA (DHBIA) is the second largest BIA in the GTA with a surface area 1,626 acres and is almost exclusively situated in an Employment Area. The BIA boundaries are Keele St. to Dufferin St. and Sheppard Ave. W. to Steeles Ave. W.

The BIA's primary objective is to promote the area, provide support to member businesses and advance the potential of this employment district.

Further information about the DUKE Heights BIA is available at <https://dukeheights.ca>



### 1.2 DUKE Heights BIA Mandate

Part of DUKE Heights BIA's mandate is to initiate, develop and oversee the implementation of civic improvements that progress into streetscape beautification, gateways and landmarks reinforcing the branding identity of the area and contributing to the investment and overall vision of the BIA.

The BIA's objective is to create a successful, inviting and safe community, that drives new businesses and visitors to the area. The BIA aims to promote the area, provide support to member businesses and introduce new resources to continue to recreate and grow the potential of this employment district.

Further information about DUKE Heights BIA please visit: <https://dukeheights.ca>

### 1.3 Purpose of this RFP

This RFP therefore aims to identify and select a firm which can develop a streetscape concept and design which aims to improve area functionality, accessibility and beautification. The Proposal will also entail an implementation plan for the BIA, for such things as new or replaced sidewalks, streets furniture, car/pedestrian separation, additional tree planting etc.

## **SECTION 2 – PROJECT DESCRIPTION AND SCOPE OF WORK**

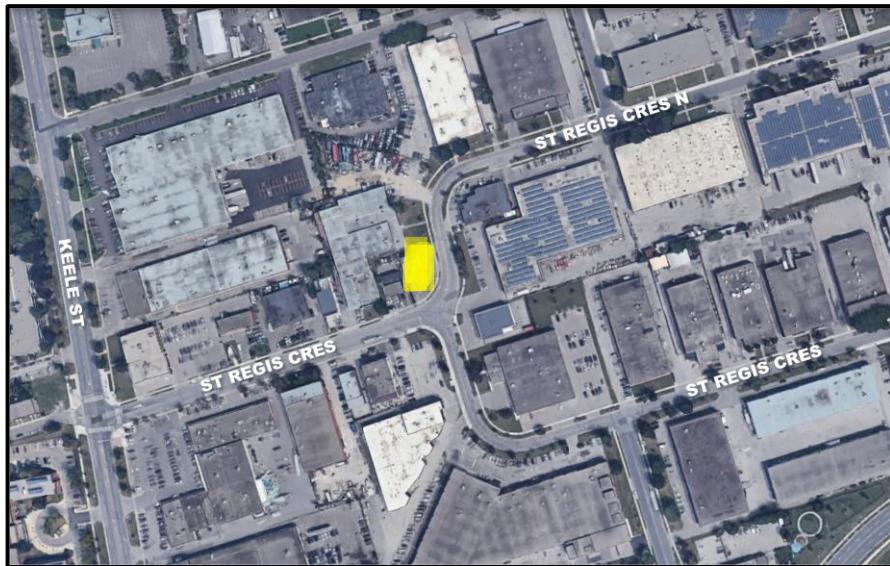
The DUKE Heights BIA is seeking proposals from Proponents to undertake the development of specific Streetscape Improvements Concept and Design for the interior streets of the BIA to be implemented solely on the City right-of-way along seven identified street location/corners in DUKE Heights (refer to maps below).

***Project: As part of the process, the successful proponent will be asked to fulfill the following services, including but not limited to:***

- Visiting each of the 7 identified locations to view existing landscape conditions, documenting the status to form part of a proposal for streetscape improvements/design along the City right-of-way.
- Gathering site specific characteristics in each area, missing streetscape elements to effectively propose opportunities to improve the streetscape noting accessibility, safety and beautification to these areas.
- Prioritize streetscape connectivity, functionality, safety and enhancement of curb appeal.
- Mandatory onsite inspections of each of the 7 sites with a Member of DHBIA Staff as part of the development process.
- Development of an overall Streetscape Concept and Design Proposal encompassing each of the 7 unique sites for review by DHBIA.
- Present final report of the Streetscape Concept and Design Proposal improvements and future actions to BIA Board of Directors for approval and next steps.

### **2.1 Maps of Streetscape Locations**

#### **Location #1**

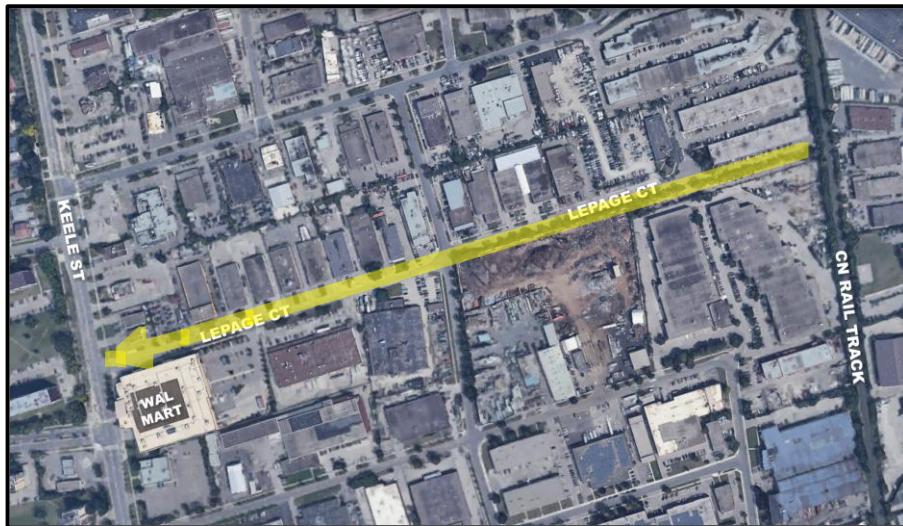


**Highlighted on map: Northwest corner of St. Regis where it splits in two.**

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## Request for Proposal Streetscape Improvements Concept and Design 2026

### Location #2



Highlighted on map: LePage Ct (just north of Walmart) to its easterly end at the CN Rail Track.

### Location #3



Highlighted on map: 5 Bakersfield and Sheppard Avenue West

# DUKE Heights Business Improvement Area (DHBIA)

## Request for Proposal

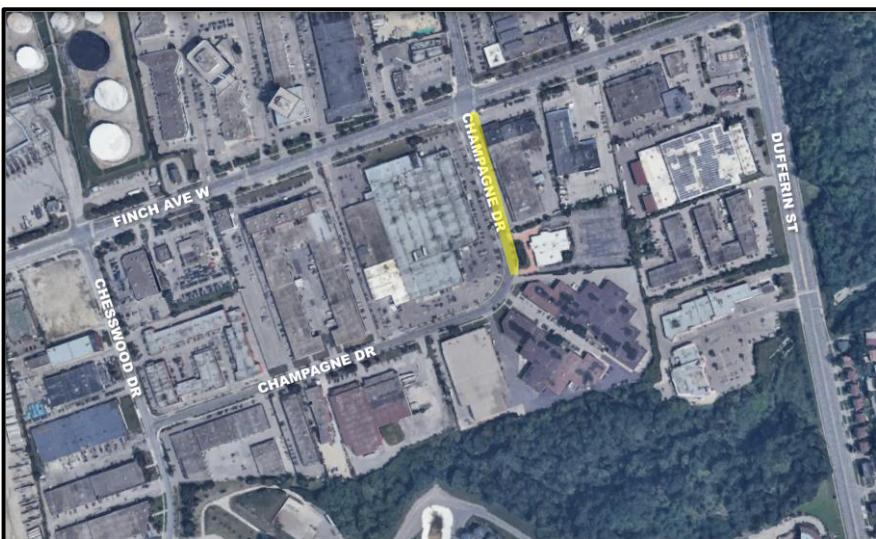
### Streetscape Improvements Concept and Design 2026

#### Location # 4



Highlighted on map: Toro Road

#### Location # 5



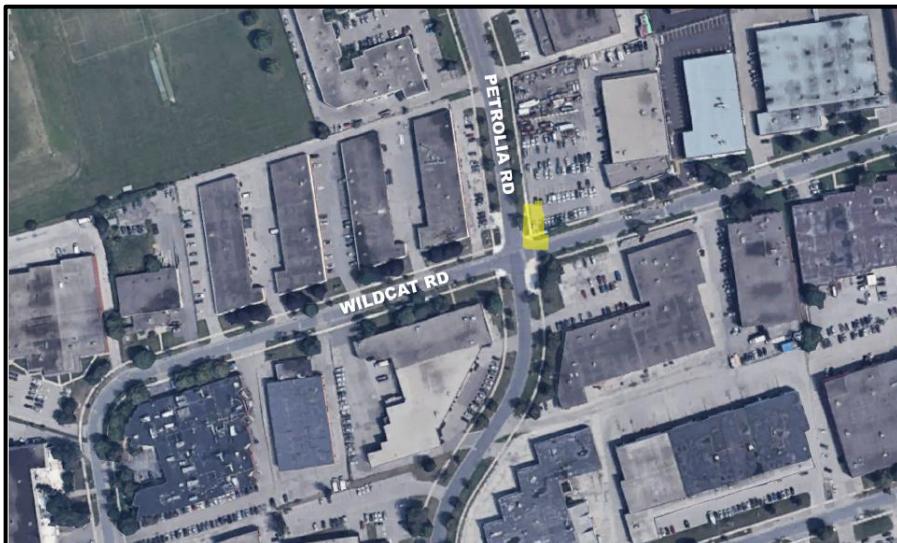
Highlighted on map: SE corner going southbound at the curve of the road on Champagne Drive

# DUKE Heights Business Improvement Area (DHBIA)

## Request for Proposal

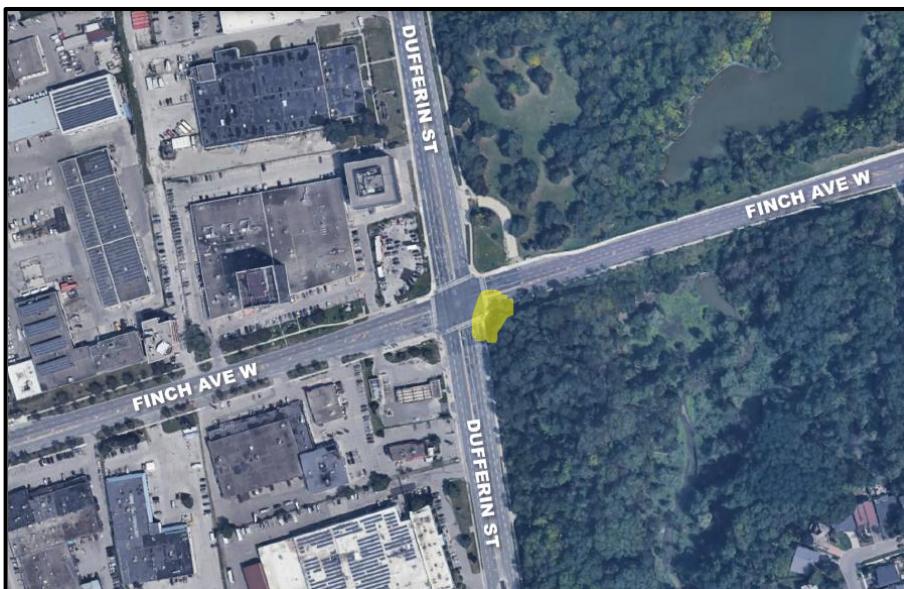
### Streetscape Improvements Concept and Design 2026

#### Location #6



Highlighted on map: Northeast corner of Petrolia Road and Wildcat Road

#### Location #7



Highlighted on map: SE corner of Finch Ave. W. and Dufferin St.

**Part 2:** The successful proponent will, at the discretion of the DHBIA Board of Directors, and subject to further agreement, be involved in overseeing the future implementation of the final selected proposed improvements.

**SECTION 3 – SCHEDULE AND BUDGET**

**3.1 Project Schedule**

<b>Date</b>	<b>Project Schedule</b>
January 23, 2026	RFP Closes at 4:00 pm eastern time.
February 3, 2026,	Expected Selection of Successful Proponent. Meeting with DHBIA.
February 2026	Purchase Order Awarded to Successful Proponent.
Late February and March 2026	Report Creation; Meeting with DHBIA.
April 2026	Approval of final draft of report.
April 2026	Discussions for Next Steps.

This schedule is tentative and is subject to change. If required, written notice of any changes will be provided.

**3.2. Project Budget**

Please follow the **PRICE DETAIL FORM (Appendix A)** to submit the proposed project budget.

## **SECTION 4 – SELECTION CRITERIA AND PROCESS**

### **4.1 Proposal Response Content Description**

The Proposal response should contain the following items:

- A. **Letter of Introduction** – Introducing the proponent and team, their work and interest in the project. Describe transferability of previous work to current project.
- B. **Approach and Vision Statement** – Provide a summary of the work involved and the team members that will be working on the project. Include a description of how the proponent plans to carry out the project and approach the work delivery and timeline.
- C. **Execution of Examples** - Demonstrate ability to work collaboratively and deliver similar projects on time and on budget. The proposal should include a list of suggested work that will allow the BIA to achieve the overall goals stipulated in this RFP, with sufficient and relevant detail to facilitate evaluation of the respective proposal. Examples of previous work in Streetscape Improvement Projects should be reflected.
- D. **Budget** – A budget breakdown for each identified site (7 locations listed herein). A contingency line item of 10% should be added to the total submission cost. ***Follow Appendix A – Price Detail Form.***

#### **4.2 Selection Committee**

All Proposals will be evaluated through a Selection Committee from DUKE Heights BIA.

The aim of the Selection Committee will be to select one Proposal which, in its opinion, meets DUKE Heights BIA's requirements under this RFP and provides the best overall value. The Proposal selected, if any, will not necessarily be the one offering the lowest fees or cost (pricing). Pricing is only one of the components that will be used to determine the best overall value for the BIA.

By responding to this RFP, Proponents will be deemed to have agreed that the decision of the Selection Committee is final and binding.

#### **4.3 Selection Criteria**

Submissions will be evaluated and the successful proponent will be selected based on the Proposal Evaluation Table (Appendix B) below:

**Appendix B  
PROPOSAL EVALUATION TABLE**

EVALUATION CRITERIA	POINTS AVAILABLE	POINTS AWARDED
<b>A. Team Qualifications and Relevant Past Experience</b> <ul style="list-style-type: none"><li>• Relevant experience with similar projects</li><li>• Transferability and appropriateness of past work to DUKE Heights context and requirements.</li></ul>	20	
<b>B. Execution of Examples</b> <ul style="list-style-type: none"><li>• Demonstrated experience in the coordination of past streetscape concept and design projects preferable in the GTA and/or similar in scope of work including references.</li></ul>	20	
<b>C. Proposed Project Approach and Vision Statement</b> <ul style="list-style-type: none"><li>• Understanding of the goals and objectives of the project</li><li>• Proposed approach for achieving the requirements of the project</li><li>• Written outline of asked project: vision, timelines, process and deliverables.</li></ul>	35	
Proponents must meet a minimum of 75% (or 56.25 points out of 75) to be considered further for Cost		
<b>D. Cost of Services</b> Lowest priced proposal receives 25 points, and the remaining Proposals are assigned points based on the following formula: lowest price divided by proponent's price submission) x 25	25	
<b>TOTAL (A+B+C+D+E)</b>	100	

**The Evaluation Table and its contents is confidential and will not be shared with any of the applicants.**

#### **4.4 Selection Process**

The Selection Committee will score the Proposals using the evaluation table in Appendix B.

The Proposal that achieves the highest Total Score will be ranked first. In the event of a tie in Total Score, the Proponent achieving the highest score for its technical portion of the Proposal (A-C) will be ranked first overall.

#### **4.5 Clarifications**

As part of the evaluation process, the Selection Committee may make requests for further information with respect to the content of any Proposal, to clarify its understanding of the Proponent's response. The clarification process shall not be used to obtain required information that was not submitted at time of close or to promote a particular Proponent.

The Selection Committee may request this further information from one or more Proponents and not from others.

#### **4.6 Interviews**

A Proponent whose written Proposal has received a high ranking may be invited to an interview with the Selection Committee, the results of which will be used by the Selection Committee as a mechanism to revisit, revise, confirm and finalize the score and select the recommended Proponent(s). The DHBIA reserves the right to interview up to a maximum of three top ranked Proponents. The Selection Committee may interview any Proponent(s) without interviewing others, and the BIA will be under no obligation to advise those not receiving an invitation until completion of the evaluation and selection process.

Where the staff team proposed by the Proponent is an important element in the selection criteria, the staff team proposed shall be present for the interviews.

#### **4.7 Evaluation**

Upon conclusion of the evaluation process, a final recommendation will be made by the Selection Committee to the DHBIA Board of Directors for approval. Proposal evaluation results shall be the confidential property of the DHBIA.

#### **4.8 Negotiations and Agreement**

The award of any Agreement will be at the absolute discretion of the DHBIA Board of Directors. The selection of a recommended Proponent will not oblige the DHBIA to negotiate or execute an Agreement with that recommended Proponent.

Any award of an Agreement resulting from this RFP will be in accordance with the bylaws, policies and procedures of the DHBIA.

The DHBIA shall have the right to negotiate on such matter(s) as it chooses with the recommended Proponent without obligation to communicate, negotiate, or review similar modifications with other Proponents. The DHBIA shall incur no liability to any other Proponent as a result of such negotiation or alternative arrangements.

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During negotiations, the scope of the services/work may be refined in whole or part, scope of work may be prioritized at the discretion of the DHBIA Board of Directors, responsibilities among the Proponent, its staff and DHBIA staff may be settled and the issues concerning implementation may be clarified.

Any Agreement must contain terms and conditions in the interests of the DHBIA and be in a form satisfactory to the DHBIA. Any Agreement will incorporate schedules or appendices as part of the RFP (including addenda) and the Proposal submitted in response thereto are relevant to the provision of the requested services.

The terms and conditions set out in this RFP shall be incorporated in any Agreement entered with the recommended Proponent. These terms and conditions are mandatory and are not negotiable.

If any Agreement cannot be negotiated within thirty (30) business days of notification to the recommended Proponent, the BIA may, at its sole discretion, terminate negotiations with that Proponent and negotiate an Agreement with another Proponent or abort the RFP process and not enter into any Agreement with any of the Proponents.

## **SECTION 5 – PROPOSAL SUBMISSION REQUIREMENTS**

### **5.1 Proposal Documentation and Delivery**

The Proposal for this RFP must be submitted via email to [info@dukeheights.ca](mailto:info@dukeheights.ca) with subject line “**DHBIA Streetscape Improvements Concept and Design**” and to the attention of the following DHBIA Contacts:

**Lia Martelluzzi, Executive Director**  
**Joe Pantalone, Special Advisor**

The Proposal must be submitted no later than the

**Closing Date: January 23, 2026, at 4:00pm (eastern time)**  
(time stamp on email)

### **5.2 Proposal Content Description**

The submission must be made in one or two files in .PDF format and must contain the following:

- The signed **Agreement to Participate**, indicating that you are interested in submitting your credentials for consideration and agree to abide by the rules for the competition (**Appendix C**)
- Letter of Introduction** – Introduce the Proponent, their work and their interest in the project. Describe transferability of previous work to current project.
- Execution of Examples** - Demonstrate ability to work collaboratively and deliver projects on-time and on-budget. Demonstrate ability to conduct consultations and to develop documents to synthesize consultation findings. Demonstrate experience in the coordination of similar planning projects on previous projects.
- Approach and Vision Statement** – Provide a summary of the work involved and the team members that will be working on the project. Include a description of how proponent plans to carry out project and approach to work delivery.
- Budget** - Follow the PRICE DETAIL FORM (**Appendix A**) to submit the proposed project budget.

### **5.3 Disqualifications**

The following outlines grounds for disqualification:

- Proponents may not lobby DUKE Heights BIA staff, Board of Directors and/or Selection Committee with regards to this RFP and its contents.
- Proponents may not offer or give any gratuity to any Board Member, Selection Committee Member or DHBIA Staff in connection with or arising from this RFP, whether for the purpose of securing an Agreement, seeking favourable treatment in respect to the RFP or influencing the performance of the Agreement.
- Submissions that do not contain a signed Agreement to Participate (Appendix C) will not be considered.
- Proposals that arrive after the deadline of **Friday, January 23, 2026, at 4:00 pm** (eastern time) will not be accepted.

### **5.4 Inquiries and Communications**

All questions must be sent in writing before **Thursday, January 13, 2026, at 4:00 pm** (eastern time). Email inquiries directly to: [info@dukeheights.ca](mailto:info@dukeheights.ca) with subject line “**Inquiry DHBIA RFP**”.

### **5.5 Addenda**

If it becomes necessary to revise any part of this RFP, the revisions will be posted by DHBIA staff on the DUKE Heights BIA website under the section “Work with Us” and sent to any Proponent that has expressed an interest in this RFP in writing. Direct link: [Work With Us - DUKE Heights BIA](#)

DHBIA reserves the right to revise this RFP up to the Closing Deadline. When an Addendum is issued, the Closing Date for submitting Proposals may be revised by the BIA if, in its opinion, the BIA determines more time is necessary to enable Proponents to revise their Proposals. The BIA will make reasonable efforts to post the final Addendum (if any) no later than *five (5) days prior to the Closing Date*.

### **5.6 Post-Submission Adjustments and Withdrawal of Proposals**

No unilateral adjustments by Proponents to submitted Proposals will be permitted.

A Proponent may withdraw its Proposal at any time prior to the Closing Date by notifying the BIA contacts designated in this RFP via email, with appropriate identification.

A Proponent who has withdrawn a Proposal may submit a new Proposal, but only in accordance with the terms of this RFP and before the Closing Date. After the Closing Date, each submitted Proposal shall be irrevocable and binding on Proponents for a period of 45 days.

### **5.7 Conflicts of Interest**

The Proponent must disclose in its Proposal to the DUKE Heights BIA, any potential conflict of interest that might compromise the performance of the work. If such a conflict of interest does exist, the BIA may, at its discretion, refuse to consider the Proposal.

The Proponent must also disclose whether it is aware of any BIA employee, Director of the BIA Board or Selection Committee member, thereof having a financial interest in the Proponent and the nature of that interest. If such an interest exists or arises during the evaluation process or the negotiation of the Agreement, the BIA may, at its discretion, refuse to consider the Proposal or withhold the awarding of any Agreement to the Proponent, until the matter is resolved to the BIA's sole satisfaction.

If, during the Proposal evaluation process or the negotiation of the Agreement, the Proponent is retained by another client giving rise to a potential conflict of interest, then the Proponent will so inform the BIA. If the BIA requests, then the Proponent will refuse the new assignment or will take such steps as are necessary to remove the conflict of interest concerned.

Proponents are cautioned that the acceptance of their Proposal may preclude them from participating as a Proponent in subsequent projects where a conflict of interest may arise. The Successful Proponent for this project may participate in subsequent/other BIA projects provided the Successful Proponent has satisfied pre-qualification requirements of the BIA, if any, and in the opinion of the BIA, no conflict of interest would adversely affect the performance and successful completion of the Agreement.

### **5.8 Pricing**

For your quotation to be considered, pricing must be provided on all items listed in the **Price Detail Form in Appendix A** in the same format as shown below.

Pricing shall be held firm for the full duration of the contract, and no increases will be accepted.

Any changes to the scope of work will be approved in writing via a change order from DUKE Heights BIA.

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### APPENDIX A PRICE DETAIL FORM

The Price Detail Form must be submitted in the same format as below and must contain the following information.\*\*

Item A	Description and Breakdown Details	Lump Sum Fee
1	Project - Streetscape and Landscape Concept and Design  <b>Breakdown of costs for each site</b>	
Map(s)	<b>Location 1</b> - Northwest corner of St. Regis where it splits in two.	\$
	<b>Location 2</b> - Starting at 4 LePage Ct (just north of Walmart) to its easterly end at the CN Rail Track.	\$
	<b>Location 3</b> - 5 Bakersfield and Sheppard Avenue West	\$
	<b>Location 4</b> - Toro Road	\$
	<b>Location 5</b> - SE corner going southbound to the curve of the road on Champagne Drive	\$
	<b>Location 6</b> - Northeast corner of Petrolia Road and Wildcat Road	\$
	<b>Location 7</b> - SE corner of Finch Ave. W. and Dufferin St.	\$
2	<b>Meetings with BIA Staff, BIA Board (4 meetings)</b>	\$
3	<b>Presentation of Final Report</b>	\$
4	<b>Sub Total (Sum of Items 1 to 3)</b>	\$
5	<b>CONTINGENCY (10%)</b>	\$
6	<b>TOTAL (Sum of Items 4 to 5)</b>	\$

Item B	Provisional Items	Unit	Fee
7	Retainer Services to consult on any unforeseen matters that arise after completion of this contract.	Per Hour	\$
8	Additional Meetings outside of those listed in the Scope of Work	Per Meeting	\$

\*\* Even though the DUKE Heights BIA objective is to do all of the above, the DUKE Heights BIA reserves the right to reward all or in part(s) of the scope of work as outlined. DUKE Heights BIA will award all or part(s) of these 7 sites solely at its own discretion with the successful Proponent having the right to withdraw should the Proponent not be satisfied with a reduced scope of work.

**APPENDIX B**  
**PROPOSAL EVALUATION TABLE**

EVALUATION CRITERIA	POINTS AVAILABLE	POINTS AWARDED
<b>A. Team Qualifications and Relevant Past Experience</b> <ul style="list-style-type: none"> <li>• Relevant experience with similar projects</li> <li>• Transferability and appropriateness of past work to DUKE Heights context and requirements.</li> </ul>	<b>20</b>	
<b>B. Execution of Examples</b> <ul style="list-style-type: none"> <li>• Demonstrated experience in the coordination of past streetscape concept and design projects preferable in the GTA and/or similar in scope of work including references.</li> </ul>	<b>20</b>	
<b>C. Proposed Project Approach and Vision Statement</b> <ul style="list-style-type: none"> <li>• Understanding of the goals and objectives of the project</li> <li>• Proposed approach for achieving the requirements of the project</li> <li>• Written outline of asked project: vision, timelines, process and deliverables.</li> </ul>	<b>35</b>	
Proponents must meet a minimum of 75% (or 56.25 points out of 75) to be considered further for Cost		
<b>D. Cost of Services</b>  Lowest priced proposal receives 25 points, and the remaining Proposals are assigned points based on the following formula: lowest price divided by proponent's price submission) x 25	<b>25</b>	
<b>TOTAL (A+B+C+D+E)</b>	<b>100</b>	

The Evaluation Table and its contents is confidential and will not be shared with any of the applicants.

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#### **APPENDIX C AGREEMENT TO PARTICIPATE**

I/We, the undersigned, hereby declare that I/we have read and understand the *RFP/ Streetscape Improvements Concept and Design* in DUKE Heights BIA that I/ we are willing to submit our credentials for consideration.

I/We, the undersigned, hereby declare that we have carefully examined the documents and have a clear and comprehensive knowledge of the requirements and have submitted all relevant data. Should the submission of my/our proposal not result in an invitation interview or in the commission award, I/we shall not hold personally liable any Member of the DUKE Heights BIA Board of Directors, Selection Committee, or any of the DHBIA employees.

I/We stipulate and agree that under no circumstances, I/we or our representatives, may lobby any Member of the DUKE Heights BIA Board of Directors, Selection Committee, any of the DHBIA employees or engage others to lobby on our behalf for a commission.

I/We understand that all decisions made by the DUKE Heights BIA Board of Directors, its advisors and the Selection Committee are final. I/We understand that failure to follow these terms and conditions will result in disqualification.

I/We have read the DUKE Heights BIA RFP/ *Streetscape Improvements Concept and Design* and agree to participate according to the terms and conditions set out therein.

SUBMITTED BY:

**PROPOSER'S FULL LEGAL NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TEL. NO.:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**PRINTED NAME OF SIGNING OFFICER:** \_\_\_\_\_

SIGNATURE OF AUTHORIZED SIGNING OFFICER  
(typed or e-signed accepted)

**DATE:** \_\_\_\_\_