



**THE CORPORATION OF  
THE TOWNSHIP OF GEORGIAN BAY**

**REQUEST FOR PROPOSAL  
No. 2019 – 11**

**STEWART LAKE BOAT LAUNCH**

# **TOWNSHIP OF GEORGIAN BAY**

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# TOWNSHIP OF GEORGIAN BAY



## SECTION A

## INFORMATION TO BIDDERS

## **TOWNSHIP OF GEORGIAN BAY**

### **SECTION A**

#### **INFORMATION TO BIDDERS**

##### **A.1 SCOPE OF PROPOSALS:**

The Township of Georgian Bay maintains a boat launch on Stewart Lake near the end of Kilty Bay Road. The existing launch base consists of uneven bedrock. The launch area above the waterline is uneven resulting in boats periodically bottoming out when the boat and trailer are pulled from the water. The purpose of this project is to upgrade the boat launch to level out the launch surface above the water line by constructing a concrete surface.

The concrete pad is to be constructed of 200mm thick concrete (35 MPA) with two mats of 15 mm rebar with 200mm spacing.

The concrete will have a broom finish to improve foot and vehicle tire traction. There will be a horizontal and vertical construction joint bisecting the concrete.

The Township has a budget of up to \$25,000 for construction of the project.

The Township envisions the concrete pad above the water line extending approximately 5m towards the road and being 5m wide.

Proposals are to be received by the Township by 2 PM on Thursday May 30, 2019.

##### **A.2 QUESTIONS & CLARIFICATIONS**

It will be the Proponent's responsibility to clarify any details in question, not mentioned in this contract before submitting their Proposal.

It is strongly recommended that all proponents attend the site to review the site conditions prior to submitting a proposal. If required Township staff are available to attend the site with proponents.

Questions relating to this Proposal must be received by

Thursday, May 23, 2019 before 2 p.m. and can be **faxed to the attention of: Brad Sokach, Director of Operations at (705) 538-1328 or e-mailed to same at [bsokach@gbtownship.ca](mailto:bsokach@gbtownship.ca)**

Answers to pertinent questions, will be responded to and may be shared with other proponents, via an addendum, to ensure a level playing field for all Proponents. Questions received after this date and time will not receive a response.

A clarification does not form part of the Proposal document.

Any modifications to the document, or answers to questions, will be in the form of addenda, which will be issued by the Director of Operations and posted on the Township of Georgian Bay website and the Muniserv.ca website in accordance with the schedule of events in section A.3 below.

Proponents are notified that any errors or omissions in the Proposal may render the Proposal invalid.

### **A.3 SUBMISSION, CLOSING AND OPENING OF PROPOSALS:**

Proposals must be submitted in a sealed envelope that should be labeled RFP 2019-11 Stewart Lake Boat Launch and will be received until the proposal closes **at 2:00 p.m. local time on Thursday, May 30, 2019 by:**

Brad Sokach, Director of Operations  
Township of Georgian Bay Municipal Office  
99 Lone Pine Road  
Port Severn, ON L0K 1S0

The envelope must include the name of the company supplying the response on the outside of the sealed envelope.

**Each proponent is asked to submit one (1) original and one (1) copy of their proposal.**

The Proposal envelope will be marked by the Director of Finance's authorized representative with the time and date that the envelope was received at the Administration Office. The use of any means of delivery of a Proposal shall be at the risk of the Proponent.

All Proposals must be submitted on corporate letterhead, in non

erasable medium, and duly signed by an authorized official. No electronic or facsimile responses will be accepted.

It is the responsibility of the Proponent to ensure that couriered proposals are delivered to the Director of Financial Services by the proposal closing time. Misdirected couriered proposals, proposals received after the closing date\time\place will **not** be accepted and will be returned unopened. Requests for extensions of closing date or time will **not** be granted and adjustments to proposals by telephone or facsimile will not be considered.

All proposal submissions must conform to the terms and conditions set out herein. Failure to do so may cause the submission to be rejected.

A Proponent may withdraw or alter the Proposal at any time up to the specified time and date for Proposal closing by submitting a letter bearing the Proponent's signature to the Director of Financial Services or the authorized representative who will mark thereon the time and date of receipt. The Proponent's name and the contract number shall be shown on the envelope containing such letter.

To ensure similarity in proposal presentation and to facilitate the comparison of competing proposals by the evaluation team, proponents shall complete the Township's forms supplied within the document.

**Schedule of Events:**

Request for Proposal Release	May 14, 2019
Deadline for Queries	May 23, 2019
Addendum Release – If Required	May 24, 2019
Closing Date	May 30, 2019 2:00 PM
Anticipated Notice of Award	Week of June 3, 2019

There will not be a public opening of the proposals for this project.

The successful proposal documents (in their entirety), as well as unsuccessful bidders names and bid values become public information and may be disclosed upon a request of the public. **Successful bids will become a public document in their entirety.**

#### **A.4 PROCESS REQUIREMENTS:**

In addition to the requirements of Section A.3, bidders short-listed may be asked to have a representative(s) attend a Review meeting (*In-Camera*) to give a brief overview of their proposal, and to answer any questions.

#### **A.5 TOWNSHIP CONTACT PERSONS:**

Questions with respect to this process, or requests for further information, or clarification must be directed to the Brad Sokach, Director of Operations via e-mail [bsokach@gbtownship.ca](mailto:bsokach@gbtownship.ca)

#### **A.6 SELECTION PROCESS:**

The Municipality will not necessarily accept the lowest price or any proposal. Any implication that the lowest price or any proposal will be accepted is hereby expressly negated. Proponent selection will be on the basis of those proposals having the greatest overall benefit to the Township of Georgian Bay.

#### **A.7 EVALUATION CRITERIA:**

Each response to this Request for Proposal will be evaluated by the Municipality to determine the degree to which it responds to the requirements as set out. Because this is a Request for Proposal, other factors in addition to those noted below price will be considered when submissions are evaluated. Factors to be considered will include, but are not necessarily be limited to:

- **Completeness of submission and project appreciation. (25%)**
  - Responsiveness to the Request for Proposal requirements as demonstrated by the proponent's ability to provide a boat launch which best suits the Township's needs. The proposal will be awarded to one firm only.
  
- **Experience (20%)**
  - The proponent's proven ability to provide the

- services required.
- The proponent's experience with similar projects.
- **References (10%)**
- **Greatest overall benefit to the Township (10%)**
- **Price (35%)**

#### **A.8 REJECTION OF PROPOSALS:**

The Municipality reserves the right to reject any and/or all proposals received. The Municipality is not under any obligation to award a contract, and reserves the right to terminate the Request for Proposal at any time for any reason, and to withdraw from discussions with all or any of the proponents who have responded. The receipt and opening of a proposal does not constitute acceptance of any proposal.

The proposal will be automatically disqualified for failure to comply with terms and conditions as set out in the RFP.

#### **A.9 RESERVATION OF RIGHT:**

After the closing date and time, proponents will not have the right to change conditions, terms or prices of their proposal.

The lowest or any proposal will not necessarily be accepted. The Township reserves the right to award in whole or in part based on the best interests of the Township.

All Proposals will be irrevocable for a period of sixty (60) days from the closing date of the Proposal or until a contract is signed with the successful Proponent(s), whichever comes first.

#### **A.10 LIMITATION OF DAMAGES:**

The Proponent waives any claim for loss of profits, expenses, liabilities, costs, losses or damages incurred, sustained or suffered by themselves prior or subsequent to or by reason of the acceptance or the non-acceptance by the Township of any Proposal or by reason of any delay in the acceptance of a Proposal, or matters in respect of the competitive

process, except as provided in the Proposal. All costs incurred in the preparation and presentation of the Proposal shall be wholly absorbed by the proponent.

All proposals and supporting documentation submitted with the proposal or resulting from the project shall become the property of the Township of Georgian Bay.

#### **A.11 ERRORS & OMISSIONS**

It is understood, acknowledged and agreed that while this Proposal includes specific requirements and specifications, and while the Township has used considerable efforts to ensure an accurate representation of information in this proposal, the information is not guaranteed by the Township to be comprehensive or exhaustive. Nothing in the proposal is intended to relieve the Proponents from forming their own opinions and conclusions with respect to the matters addressed in the Proposal. There will be no consideration of any claim, after submission of Proposals, that there is a misunderstanding with respect to the conditions imposed by the contract.

#### **A.12 GOVERNING LAW:**

Any contract resulting from this Request for Proposal shall be governed by and interpreted in accordance with the laws of the Province of Ontario.

#### **A.13 INDEMNIFICATION AND INSURANCE**

The successful Proponent will, at all times, indemnify and save harmless the Township, their officers, employees and agents from and against all claims, demands, losses, expenses, costs, damages, action, suite or other proceedings made, sustained, brought or prosecuted that are based upon, or caused in any way by anything done or omitted to be done by the Proponent or any of its officers, directors, employees, or agents in connection with the services performed, purportedly performed or required to be performed by the Proponent under this proposal call and subsequent contractual agreement.

##### General Commercial Insurance

Proponents shall, at his or her expense, obtain and keep in force during the term of this agreement, Commercial General Liability

Insurance satisfactory to the Township, be written by an insurer licensed to conduct business in Ontario and include but not be limited to the following:

- A limit of liability not less than \$2,000,000/occurrence.
- The Township shall be named as the additional insured;
- The policy shall contain a provision for cross liability in respect of the name insured;
- That 30 days prior notice of an alteration, cancellation or material change in policy terms which reduces coverage's shall be given in writing to the Township;
- Hostile Fire

The insurance clause should include a severability or interest clause, Contractual Liability – Oral & Written, Contingent Employer's Liability, Employer's Liability, Broad Form Property Damage, Pollution.

#### **A.14 WORKPLACE SAFETY & INSURANCE BOARD (WSIB)**

The proponent shall submit with the proposal document, a valid clearance certificate from the Workplace Safety and Insurance Board (WSIB) stating that all assessments or compensation payable to the WSIB have been paid.

#### **A.15 HEALTH & SAFETY**

All work performed under this contract must be carried out in accordance with the terms and conditions of the Occupational Health and Safety Act and its regulations.

#### **A.16 CONFIDENTIALITY STATEMENT**

The successful Proponent shall at all times maintain confidentiality of all materials, information and all business related to the Township that the successful proponent may come into contact with through implementation and any continued relationship as the contract may warrant.

#### **A.17 MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION PRIVACY ACT (MFIPPA)**

In accordance with MFIPPA, this is to advise that any personal information Proponents provide is being collected under the authority

of the Municipal Act and will be used exclusively in the selection process. All Proposals submitted become the property of the Township. Proponents are reminded to identify in their Proposal material any specific scientific, technical, commercial proprietary, or similar confidential information, the disclosure of which could cause them injury. Complete Proposals are not to be identified as confidential. The information contained in this Proposal document may be utilized by the Proponent solely for the purpose of preparing a Proposal for submission to the Township. Any other use of the information for any other purpose is not authorized by the Township.

#### **A.18 HISTORICAL PERFORMANCE & LITIGATION**

The Township reserves the right to disqualify and remove from the proposal process those Proponents whose historical performance has been unsatisfactory in terms of failure to meet contract specifications, terms and conditions or for Health and Safety violations.

The Township may, in its absolute discretion, reject a proposal if the potential supplier, or any officer or director of the potential supplier is or has been engaged, either directly or indirectly through another corporation, in a legal action against the Township, its elected or appointed officers and employees in relation to:

- i) Any other contracts or services; or
- ii) Any matter arising from the Township's exercise of its powers, duties or functions.

# TOWNSHIP OF GEORGIAN BAY



## SECTION B

### TERMS OF REFERENCE

**TERMS OF REFERENCE  
STEWART LAKE BOAT LAUNCH  
TOWNSHIP OF GEORGIAN BAY**

**BACKGROUND:**

In 2019, Council approved the allocation of \$25,000 for the provision and installation of an upgraded boat launch in order to provide a solid and level surface for vehicles to launch watercraft into Stewart Lake.

**PRE-AMBLE:**

The Township of Georgian Bay is a lower tier municipality in the District of Muskoka. As such, it delivers planning, parks, libraries, roads, limited social services and other ancillary services. The close proximity of the Township to the urban population of Ontario has contributed to its historic and contemporary role as an important cottaging, recreation and tourism destination. The Township has a permanent resident population of approximately 2,100 and an additional seasonal population of approximately 15,000. Local census data shows rapid growth and changing demographics creating pressure for year round retirement and seasonal residences. The Township is comprised of three urban communities – Port Severn, Honey Harbour and MacTier as well as waterfront and rural areas.

The Township of Georgian Bay is a water-based community located on the southern edge of the Canadian Shield and possesses a rich and rugged natural landscape of lakes, rock, forested and wetland areas. The northern part of the Township is traversed by the Muskoka River watershed while the southern boundary is formed by the Severn River watershed; these watersheds discharge into Georgian Bay. The result is serenity of our inland lakes, a historic navigable waterway of locks, lakes and rivers, and the unique coastline of Georgian Bay including the southern portion of the 30,000 islands. The unique environmental features of this area have contributed to its recognition as a world-renowned Heritage Coast and part of the Georgian Bay Littoral Biosphere Reserve by UNESCO.

This breath-taking natural and scenic setting, which offers high quality living and recreational opportunities, has played a significant role in the settlement of the Township and continues to define its character and identity. The integrity and strength of the community make the

Township of Georgian Bay a unique place to live for our full time and seasonal residents. Known as a balanced community, it has also earned a reputation as a year-round tourist destination respected internationally for its spectacular scenery and recreation for all seasons.

**Objectives:**

1. To upgrade the portion of the existing boat launch above the water line from undulating bedrock and gravel to a level concrete surface.

**Key Deliverables/Outcomes:**

- A new hard surface boat launch extending at least 5 meters above the water line and with a minimum width of 5 meters.
- Assistance in obtaining any required permits.

# TOWNSHIP OF GEORGIAN BAY



## SECTION C

# PROPOSAL SUBMISSION DOCUMENTS

**THE CORPORATION OF THE TOWNSHIP OF GEORGIAN  
BAY**

**STEWART LAKE BOAT LAUNCH**

**COMPANY:** \_\_\_\_\_

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

**REPRESENTATIVE:** \_\_\_\_\_

\_\_\_\_\_

**TELEPHONE NO.:** \_\_\_\_\_

**FAX NO.:** \_\_\_\_\_

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

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

## **COMPANY INFORMATION**

**The Corporation of the Township of Georgian Bay requires the following information about your company to assist in the review of your proposal. Please answer the following questions and enclose any supporting documentation which you feel is important.**

1. Provide a detailed description, including a sketch, of the proposed boat launch.
2. What experience does your Company have in the installation of boat launches?
3. Detail the experience of the project manager for the project. Please identify the lead individual in your organization who will be responsible for the project.
4. Include total itemized price for project, net of HST. Additional text and/or brochures may be included with the project for clarification purposes.

# TOWNSHIP OF GEORGIAN BAY



## SECTION D

### Site Location

