



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

**REQUEST FOR PROPOSAL
No. 2021 – 27**

Design Build – Rink Pad with Pavilion

Closing Date: December 10, 2021, 2:00 PM

TOWNSHIP OF GEORGIAN BAY

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SECTION A

INFORMATION TO BIDDERS

TOWNSHIP OF GEORGIAN BAY

SECTION A

INFORMATION TO BIDDERS

A.1 SCOPE OF PROPOSALS:

The Township of Georgian Bay is inviting proposals for the design build of a concrete pad with a pavilion having open sides. This project is located at the Township park located at 46 Bluewater Lane, Honey Harbour, Ontario.

The purpose of the project is to construct a public space that can be used year-round including the installation of an ice pad in the winter. The concrete pad will not have a mechanical cooling system installed.

It is the intention to work with the Georgian Bay Metis council to integrate components into the structure that will assist in the celebration and recognition of the Metis residents located in Honey Harbour. Symbolism and structure design will be included in the scoring of the proposals.

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.

Questions relating to this Proposal must be received by Friday December 2, 2021 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.**

Answers to pertinent questions, will be responded to and 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 Township and posted on the www.Biddingo.com 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:

Electronic submissions may be made through the Biddingo.com website. To make a submission through Biddingo.com vendors will need to be registered with Biddingo.com. Further information regarding registration with Biddingo.com and the Proposal submission process is available to Biddingo.com or through their customer service network which can be reached by phone at 416-756-0955

Proponents submitting a hard copy of their Proposal shall submit the Proposal in a sealed envelope that should be labeled RFP 2021-27 Honey Harbour Pavilion and Ice Pad. The envelope can be mailed or be deposited in the Township mail slot at the Township's administration office.

Proposals will be received until **2:00 p.m. local time on December 10, 2021, 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.

Proponents submitting a hard copy are asked to submit one (1) original of their Proposal.

The Proposal envelope will be marked by the Director of Operations 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 Operations 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 Operations 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 | November 19, 2021 |
| Deadline for Queries | December 2, 2021 |
| Addendum Release – If Required | (24 hours following query deadline) |
| Closing Date | December 10, 2021 |
| Proposal Opening | December 10, 2021, 2:05 PM |

Proposal openings will not be public due to the COVID-19 Pandemic.

A written summary of the proponents responding to this RFP will be available on request.

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.**

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.

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 Director of Operation, Brad Sokach, bsokach@gbtownship.ca, (705-538-2337 X230).

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. Factors to be considered will include, but are not necessarily be limited to:

- Satisfaction of the Township's stated technical specifications;
- The Proponents price proposal;
- The proponents proposed delivery schedule;
- Applicable warranty terms for the product;
- Integration of Metis Nation in the structure through symbolism, color scheme, or other means.

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 do not constitute acceptance of any proposal.

The proposal will be automatically disqualified for any of the following reasons:

1. 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 forty-five (45) 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.11 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.12 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.

Professional Liability

Proponents shall take out and keep in force Professional Liability insurance in the amount of \$5,000,000 providing coverage for acts, errors and omissions arising from their professional services performed under this Agreement. The policy SIR/deductible shall not exceed \$100,000 per claim and if the policy has an aggregate limit, the amount of the aggregate shall be double the required per claim limit. The policy shall be underwritten by an insurer licensed to conduct business in the Province of Ontario and acceptable to the Township of Georgian Bay. The policy shall be renewed for 3 years after contract termination. A certificate of insurance evidencing renewal is to be provided each and

every year. If the policy is to be cancelled or non-renewed for any reason, 90 day notice of said cancellation or not-renewal must be provided to the Township. The Township has the right to request that an Extended Reporting Endorsement be purchased by the consultant at the consultant's sole expense.

A.13 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.14 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.15 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.16 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.17 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
HONEY HARBOUR PAVILLION AND CONCRETE PAD
TOWNSHIP OF GEORGIAN BAY**

BACKGROUND:

The Township is seeking proposals for the construction of a new outdoor concrete pad and covered pavilion to replace the existing outdoor rink structure at 46 Bluewater Lane in Honey Harbour, Ontario. The existing pad and boards will be removed by the Township.

The successful proponent will be responsible for the design and construction of a new concrete pad and covered pavilion in the general location of the existing structure.

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 construct a concrete pad that can be used for summer events and in the winter for the construction of an ice pad. The concrete pad shall be 20 m wide by 30 m long. For clarity the concrete pad is not required to have cooling lines to accommodate an ice plant.
2. To construct a covered pavilion over the pad to provide protection from rain in the summer and the impacts of sun on the ice in the winter.
3. To recognize a planned partnership with the Georgian Bay Metis Council by ensuring that cultural and symbolic components are considered, and that the color pallet be representative of the Metis Nation on the pavilion and/or concrete pad.
4. To have the project substantially complete by the spring of 2023.

Work Required

1. Design, engineering, manufacture, delivery and installation of pavilion with roofing, concrete pad/floor and footings. Engineered design stamped drawings must be developed for the pavilion including footings and provided to the Township's building department for review and approval as part of the building permit process. All building code requirements must adhere to all portions of the design and construction.

2. All site preparation (excluding removal of the existing structure) including excavation, removal and disposal of excavated material, supply and delivery of required gravel base and any required fill. The preparation and installation shall be done by qualified persons with all of the necessary equipment, knowledge, training and experience applicable to the equipment/product to be supplied and installed.
3. Finish landscaping upon completion of installation including ground levelling, provide and install topsoil and grass seed throughout the construction area.
4. The total cost of the proposed project is not to exceed \$633,636 including HST.
5. The proponent will be responsible for ensuring that the site is safe and secure during construction.
6. The concrete pad shall be a minimum of four (4) inches thick and reinforced with wire mesh, built atop a gravel underlayment.
7. The concrete pad shall be constructed to drain with no standing water.
8. If the bidder wishes to verify soil conditions prior to submitting a proposal they can arrange to do so, at their own expense, by contacting the Township.
9. The pavilion is to be of metal construction, including metal roofing materials, with an anti-graffiti power coated finish on all framing and columns.

TOWNSHIP OF GEORGIAN BAY



SECTION C

PROPOSAL SUBMISSION DOCUMENTS

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

Honey Harbour Pavilion and Concrete Pad

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. From what branch/location will you be operating from while undertaking the project?
2. What experience does your Company have in the Municipal Management field?
 - (a) Municipal Projects of a similar nature.
3. Detail the experience and number of personnel who will be assigned to the project. Please identify the lead individual in your organization who will be responsible for the project.
4. Describe how your Company will manage the project process – research, Council/Staff interview process (who will be included), timelines for the project including any interim reports to Council and the format for the final report.
5. Describe your preferred method of project management assistance from the Township.
6. Include total itemized price for project, net of HST, along with deposit requirements, draw dates, etc., if applicable.