

**TOWN OF FORT FRANCES**

**REQUEST FOR PROPOSAL**

**FOR**

**DESIGN FOR THE REVITALIZATION OF WATERFRONT LOCATION FOR THE**

**HALLETT AND OWANDEM**

**RFP NO. 2023-CS-01**

**May 09, 2023**

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**TOWN OF FORT FRANCES  
REQUEST FOR PROPOSAL**

**FOR**

**DESIGN FOR THE REVITALIZATION OF WATERFRONT LOCATION FOR THE  
HALLETT AND OWANDEM**

**RFP NO. 2023-CS-01**

The Town of Fort Frances wishes to obtain proposals from a reputable landscape architecture firm to design and interpret the waterfront location for the Hallett and OwanDEM. Sealed proposals, in triplicate and clearly marked shall be submitted to:

**Travis Rob, Interim CAO  
Town of Fort Frances 320  
Portage Avenue  
Fort Frances, Ontario P9A 3P9**

and must be received no later than:

**TUESDAY, May 9<sup>th</sup>, 2023 AT 2:00 PM (CST)**

after which time such Tenders will be opened and read aloud in the Committee Room, Fort Frances Civic Centre, 320 Portage Avenue, Fort Frances, Ontario.

Further information, specifications and contract documents may be obtained upon request at the Information Desk, Fort Frances Civic Centre, 320 Portage Avenue, Fort Frances, Ontario P9A 3P9. 807-274-5323.

Questions regarding this proposal must be directed to Danielle Marshall, M.A., Museum Curator, at telephone (807) 807-274-7891 or email [dmarshall@fortfrances.ca](mailto:dmarshall@fortfrances.ca).

The lowest or any proposal will not necessarily be accepted. The Town reserves the right to reject any or all proposals, to waive irregularities and informalities therein, and to award the Contract in the best interest of the Town in its sole and unfettered discretion. The accepted proposal must be approved by Council.

**SECTION 2**  
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## SECTION 2

### GENERAL INFORMATION AND INSTRUCTIONS

#### 2.1 INTENT OF THE REQUEST FOR PROPOSALS

The purpose of the request for proposals is to retain a reputable landscape architecture firm to complete a detailed waterfront design involving the dry dock berths of two historic ships as well as the rehabilitation of the Hallett.

#### 2.2 QUALIFICATIONS

The lowest or any proposal will not necessarily be accepted. The Town reserves the right to reject any or all proposals, to waive irregularities and informalities therein, and to award the contract in the best interest of the Town in its sole and unfettered discretion. The accepted proposal must be approved by Council.

#### 2.3 CLOSING DATE

The Request for Proposals closes at 2:00pm CST, Tuesday, **May 09, 2023** and will be publicly opened immediately thereafter at the Committee Room, Civic Centre, Fort Frances, Ontario.

Three (3) copies of the proposal, fully completed, sealed and marked "**RFP No. 2023-CS-01**" must be delivered by mail to the Interim Administrator, no later than 2:00 pm CST on the closing date.

#### 2.4 INFORMAL PROPOSALS

All proposals provided and all entries shall be in ink or typewritten. Proposals which are incomplete, conditional or obscure or which contain additions not called for, erasures, alterations or irregularities of any kind, or in which any of the prices are obviously unbalanced, may be rejected as informal.

The Town reserves the right to disqualify proposals not submitted in strict accordance with the terms and conditions of the Terms of Reference.

#### 2.5 ERRORS AND OMISSION

The Firm shall examine the Terms of Reference Documents as soon as possible. Any errors, omissions or conflicts discovered shall be reported to the Manager of Operations and Facilities immediately.

Verbal instruction and/or communications will not be accepted.

## **2.6 LIST OF ADDENDA**

During the request for proposals period, Firms may be advised by Addenda of required additions to, deletions from, or alterations in the Terms of Reference Documents. All such changes shall become an integral part of the Terms of Reference Documents and shall be allowed for in arriving at the Total Proposal Price. All Addenda received during the request for proposals period shall be acknowledged.

## **2.7 PROPOSAL WITHDRAWAL AND AWARD**

Proposals received by the Administrator prior to Closing may be withdrawn upon written application only. The last proposal received shall invalidate all previous proposals received from the same Firm. Withdrawal of proposals shall be by letter bearing an official company or corporation signature and seal only.

No contracts will be awarded until after the proposal has been approved by Council.

Council reserves the right to:

- i) reject any recommendation;
- ii) reject any or all proposals;
- iii) accept any proposal deemed to be in the best interest of the Town, or
- iv) disqualify proposals not submitted in strict accordance with requirements of the terms of reference documents.

Firms are informed that it is a condition of the Terms of Reference Documents that each proposal shall remain in force from the closing date of the request of proposal until forty-five (45) calendar days thereafter unless the Firm has been formally rejected.

## **2.8 TAX MANAGEMENT (HST)**

As it is the responsibility of the Firm to determine levy and collection of the Harmonized Sales Tax (HST), amounts bid shall show separately the HST amount, or alternatively cite the basis of exemption in lieu thereof.

## **2.9 ONTARIO RETAIL SALES TAX**

Where contracts are awarded to non-resident Ontario Firms, they are required to either:

- a) Provide a copy of a valid Retail Sales Tax Vendor Permit, or
- b) file with the Town a copy of the letter of compliance issued by the Ontario Retail Sales Tax Branch.

Failure to comply will result in 4% of each payment due to the Contract to be withheld for remittance to the Treasurer of Ontario.

## **2.10 MUNICIPAL FREEDOM OF INFORMATION PROTECTION OF PRIVACY ACT**

The Town is governed by the Municipal Freedom of Information and Protection of Privacy Act, therefore Firms must accept that proposal contents can be made public as a condition of the request for proposal process.

## **2.11 PAGES NUMBERED**

All pages of the proposal document submitted must be numbered.

## **2.12 LOCATION OF FORT FRANCES**

The Town of Fort Frances is located in the District of Rainy River, approximately 350 kilometers west of Thunder Bay, Ontario and 425 kilometers East of Winnipeg, Manitoba. The Town is bounded to the north and the east by Couchiching First Nation and the unorganized Township of Miscampbell, to the west by the Township of Alberton, and to the south by the United States of America. Also please note that Fort Frances is in the Central Time Zone.

## **2.13 FIRM'S INSURANCE**

The successful Firm shall take out and keep in force throughout the duration of the Contract, a comprehensive policy of Professional Liability in the amount of not less than \$2,000,000.00 inclusive per occurrence.

The Town of Fort Frances shall be named as an additional insured thereunder, a certified copy of the policy or certificate thereof shall be deposited upon signing of the Agreement or as the Town may direct.

## **2.14 INQUIRIES**

Questions regarding the Terms of Reference must be directed to:

Danielle Marshall, M.A.  
Museum Curator, Fort Frances Museum & Cultural Centre  
Town of Fort Frances  
320 Portage Avenue  
Fort Frances, Ontario  
P9A 3P9

Telephone: 807-274-7891 ext 1111

Email: [dmarshall@fortfrances.ca](mailto:dmarshall@fortfrances.ca)

**SECTION 3**  
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- 3.1 GENERAL INFORMATION ON THE DESIGN ACTIVITIES
- 3.2 SCOPE OF WORK
- 3.3 OTHER SPECIFICATIONS FOR THE DESIGN ACTIVITIES

## SECTION 3

### PROJECT DESCRIPTION

#### 3.1 GENERAL INFORMATION ON THE DESIGN ACTIVITIES

The successful firm will be tasked with designing waterfront beautification related to two (2) dry dock berths for the two (2) historically significant ships: the Hallett and Owandem. In addition to the design work, the rehabilitation of the Hallett should be included. The Owandem has recently been sandblasted and repainted.

#### 3.2 SCOPE OF WORK – PART 1 – Design for Hallett and Owandem

The Hallett was used extensively to haul logs on the Rainy River from 1940s until 1974 and has been previously displayed at Point Park from 1983 until 2009. In 2009, the Hallett was moved to the Sorting Gap Marina. During the historic flooding of 2022, the Hallett was moved to its present location – a dry dock berth on the green space next to Rainy River. The purpose of this request for proposals is to retain a reputable Firm to complete the design work for the waterfront beautification including two (2) dry dock berths and the rehabilitation of both the interior and exterior of the Hallett.

Firms shall propose three (3) different designs for the interpretation of the Hallett and Owandem within the Sorting Gap Marina greenspace. The designs shall focus on putting the two ships in dry dock berths that can be interpreted and tell a cohesive story of the logging industry in the Rainy River District. All designs shall consider accessibility and maintainability as primary. In addition, the proposed placement and interpretation shall be suitable for a wide range of age groups as possible. The existing land area is approximately 438 square miles for the Hallett and 138 square miles for the Owandem. The firms are encouraged to suggest interpretive (educational signage), wayfinding and installation materials that can be implemented to enhance accessibility. There is access to power at the former location of the Hallett berth which is the proposed location for the dry dock berth of the Owandem.

Firms are encouraged to utilize the existing location of the Hallett as a starting off point and are encouraged to suggest new layouts and dry-docking methods that will enhance accessibility as part of their design considerations.

The successful firm shall present their three (3) designs to the Fort Frances Museum and Cultural Centre Advisory Committee at a date to be determined (attendance can be virtual) where the committee will make a recommendation to Council for the preferred firm. Presentation slots will be scheduled with firms after proposal opening. The successful firm may have to make several design iterations before the committee is satisfied with the final product.

#### 3.3 SCOPE OF WORK – PART 2 – Rehabilitation of the Hallett

Firms need to provide design and specification for the rehabilitation of the Hallett. Including sandblasting and painting of the exterior, sandblasting and painting of the lower interior level, replacement of deteriorating windows and doors, and sealing of any openings that have yet to be sealed (ex. Smokestacks). In addition, exterior rails will need to be reinstalled that were previously removed to allow access to the decks. Another factor to be taken into consideration is the proper disposal of a substantial layer of oil sludge found in the interior lower level in accordance with health and safety guidelines.

**3.4 SCOPE OF WORK – PART 3 – Price for tendering construction management re: installation**

The Firm will provide a provisional price for construction management and tendering support. The Firm will include design support and review construction tenders during the installation process in their proposal.

**3.3 OTHER SPECIFICATIONS FOR THE ENGINEERING ACTIVITIES**

1. The Town is requiring that the successful firm complete the design works in as timely a fashion as possible. All parts of the scope are priority and can be worked on concurrently. The intent is to award the contract to the successful firm within 2 weeks of the closing date of May 09, 2023. Each firm shall include a proposed schedule with their proposal. The successful firm shall submit a formal schedule of work including important dates and milestones to the town, prior to commencing work.
2. The successful firm shall complete the review and design works in accordance with applicable regulations and codes within the Province of Ontario and Canada.
3. The Town attends to construct summer of 2023.

**SECTION 4**  
**PROPOSAL REQUIREMENTS**  
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- 4.1 PROPOSAL REQUIREMENTS SUBMITTED BY FIRM
- 4.2 PROPOSAL EVALUATION
- 4.3 OCCUPATIONAL HEALTH & SAFETY PLAN
- 4.4 CONTRACT

## SECTION 4

### PROPOSAL REQUIREMENTS

#### 4.1 PROPOSAL REQUIREMENTS SUBMITTED BY FIRM

The proposals prepared by the Firms will clearly indicate that the design works will be carried out in accordance with the **Request for Proposal 2023-CS-01**. The Firm's proposal must contain at least, but is not necessarily limited to the following:

- 1) A work chart or work schedule showing the timing of the major tasks and milestones for each part of this project.
- 2) The Firm shall describe their previous work of this type, highlighting their experience and expertise with the specific requirements of this project. If the Firm intends to partner with others to complete certain components, the experience and expertise of those partner companies must also be described, citing previous relevant work.
- 3) The Firm shall identify the lead designer and other staff and list the responsibilities of each. Qualifications of the Firm's lead designer and key personnel should be outlined. Any substitution of staff during the course of the design works will not be permitted without approval of the Town's Manager of Operations and Facilities.
- 4) Maximum total cost of the project broken down by deliverable, where major tasks or milestones, field inspection work, report writing, printing costs and other disbursements are listed separately.
- 5) Per diem rates for key personnel involved in the project and an estimate of the number of hours that project staff will spend on each specific task.
- 6) A listing of any special circumstances required to complete the design works.
- 7) Identify any possible gaps in this Request for Proposal and how these gaps will be taken into account in the design activities.
- 8) Submit a listing of previous projects of similar scale or type completed for Municipal or institutional clients.
- 9) Three (3) copies of the proposal will be submitted.
- 10) All Documents will be in Microsoft Office Format.

#### 4.2 PROPOSAL EVALUATION

The Town of Fort Frances will review the proposal submitted by each individual Firm during May 2023. A scoring system will be utilized on the following categories:

- 1) Quality of the proposal submitted - ease of understanding, required components of the Design Activities, and work schedule.
- 2) Past Experience in completing similar design activities.
- 3) Key Personnel assigned to the project.

4) Proposal value.

5) Schedule.

It should be clearly understood that the Town of Fort Frances has the right to assign weighting to each of the 5 above mentioned categories and if any proposal submitted fails to include any mandatory requirements as outlined in the Terms of Reference, the proposal is automatically disqualified.

#### **4.3 OCCUPATIONAL HEALTH & SAFETY PLAN**

The proposed Occupational Health and Safety Plan shall outline the Firm's general approach to Occupational Health and Safety.

The successful Firm will be responsible for meeting all of the "employer" obligations under the Occupational Health and Safety Act (OHSA) and shall ensure that all work is carried out in accordance with the OHSA and all applicable regulations. This includes but is not limited to, the duties to: provide a safe workplace; provide information and educate the workers on workplace hazards; appoint a competent supervisor; prepare and provide a health and safety policy; implement a comprehensive health and safety program to support the policy; and take every reasonable precaution to protect the health and safety of workers.

Each Firm shall submit a statutory declaration with the proposal: Appendix "A".

#### **4.4 CONTRACT**

The Firm shall include a draft contract of engagement with their proposal.

The Firm shall enter into an engineering contract with the Corporation of the Town of Fort Frances. The contract shall indicate that work to be undertaken shall be done to the satisfaction of the Municipality according to the request for proposal and for the amount agreed upon by the two parties. The contract shall also indicate that no additional money shall be paid to the Firm for any additional work for which prior authorization has not been given in writing. The contract shall contain, as a minimum, the Request for Proposal and the Proposal accepted.

**APPENDIX "A"**

**STATUTORY DECLARATION**

**STATUTORY  
DECLARATION**

In submitting this proposal, I/We, on behalf of \_\_\_\_\_  
Legal Name of Company

certify the following:

- (a) I/We have a health and safety policy and will maintain a program to implement such policy as required by clause 25(2) (j) the *Occupational Health and Safety Act*, R.S.O. 1990, c.O.1, as amended, (the "OHSA").
- (b) With respect to the services being offered in this proposal, I/We and our proposed sub- contractors, acknowledge the responsibility to, and shall:
  - (i) fulfill all of the "employer" obligations under the OHSA and ensure that all work is carried out in accordance with the OHSA and its regulations.
  - (ii) ensure that adequate and competent supervision is provided as per the OHSA to protect the health and safety of workers; and
  - (iii) provide information and instruction to all employees to ensure they are informed of the hazards inherent in the work and understand the procedures for minimizing the risk of injury or illness.
- (c) I/We agree to take every precaution reasonable in the circumstances for the protection of worker health and safety, as required under the OHSA.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
(Authorized signing agent for the Firm)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Telephone number)

**APPENDIX "B"**  
**PROPOSED AREA FOR BERTHS**



**Appendix "C"**  
**PICTURES OF THE HALLETT AND OWANDEM**

















