

TOWN OF FORT FRANCES

REQUEST FOR PROPOSAL

FOR

**DESIGN/BUILD OF THE REPLACEMENT OF THE PLAY STRUCTURES AT LEGION
PARK**

RFP NO. 2023-OF-05

MARCH 23, 2023

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**TOWN OF FORT FRANCES
REQUEST FOR PROPOSAL**

FOR

**DESIGN/BUILD OF THE REPLACEMENT OF THE PLAY STRUCTURES AT LEGION
PARK**

RFP NO. 2023-OF-05

The Town of Fort Frances wishes to obtain proposals from a reputable firm for design and installation services for the replacement of the play structures at the Legion Park. Sealed proposals, in triplicate and clearly marked shall be submitted to:

**Faisal Anwar, Administrator
Town of Fort Frances
320 Portage Avenue
Fort Frances, Ontario P9A 3P9**

and must be received no later than:

TUESDAY, April 18, 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 Travis Rob, P.Eng., Manager of Operations and Facilities, at telephone (807) 274-9893 facsimile (807) 274-7360 email trob@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.

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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 firm to complete the design and installation of new play structures at the Legion Park as part of a larger scale park rehabilitation project.

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, **April 18, 2023** and will be publically 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-OF-05**" must be delivered by mail or otherwise, to the Administrator, not 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 FAX TRANSMITTAL

Proposals may be submitted by Fax transmittal (807-274-8479) subject to additional conditions:

- i) All terms and conditions outlined in the Terms of Reference apply, including duplicate fax transmittals

- ii) All original proposal documents and enclosures are received within forty-eight (48) hours of the closing date of the request for proposals, and
- iii) The Town assumes no responsibility whatsoever for proper receipt of such Fax transmittals.

2.11 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.

2.12 PAGES NUMBERED

All pages of the proposal document submitted must be numbered.

2.13 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.

2.14 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.

2.15 INQUIRIES

Questions regarding the Terms of Reference must be directed to:

Travis Rob, P.Eng.
Manager of Operations and Facilities
Town of Fort Frances
320 Portage Avenue
Fort Frances, Ontario
P9A 3P9

Telephone: 807-274-9893 ext 1316
Fax: 807-274-7360
Email: trob@fortfrances.ca

SECTION 3
PROJECT DESCRIPTION
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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 firms are tasked with the design works related to the replacement of the two primary play structures at the Legion Park in Fort Frances. In addition to the design work, the installation of the structures shall be included in the proposal.

3.2 SCOPE OF WORK – PART 1 – Play Structure Design

Firms shall propose 3 different designs for the replacement of the existing play structures within the existing sandbox area. The designs shall be cohesive with the approved design of the splash pad to be constructed by others on the same site. Firms are encouraged to consider traditional structures as well as natural play features within their designs. All designs shall consider accessibility and maintainability as primary. In addition, the proposed playgrounds shall be suitable for a wide of range of age groups as possible. The existing sandbox area is approximately 22m wide by 19m deep and firms are encouraged to suggest materials and system to be implemented into the existing playground sand boxes to enhance the accessibility.

Existing Teeter Totters and Swing sets are to remain, and firms are encouraged to suggest new attachments that will enhance accessibility as part of their design for consideration by the committee based on available budget. This would be considered additional to the budget for the primary play structures.

The successful firm shall present their three designs to the Make a Big Splash Spray Park Advisory Committee at their regularly scheduled meeting at 4:30pm on April 18th, 2023 (attendance can be virtual) where the committee will make a recommendation to Council for the preferred firm. Presentation slots will be scheduled with firms submitting proposals after proposal opening that afternoon. 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 – Installation

Firms shall include a price in their proposal for supply and installation of their equipment. The Town of Fort Frances has a Parks and Cemeteries crew who undertake regular maintenance of the playgrounds around town as well as equipment needed for the installation. It is the intention of the Town that their crew will undertake the installation, however The Town is looking for support for their staff by way of trained installers to oversee the installation and provide support to our staff. The price for the installation assistance shall be outlined separately within the proposal. It is the intent of the Town of Fort Frances to have this installation take place through the late spring or early summer 2023.

3.3 OTHER SPECIFICATIONS FOR THE ENGINEERING ACTIVITIES

1. The intent is to award the contract to the successful firm within 2 weeks of the closing date of April 18, 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 budget for this work is \$150,000 for design, supply and installation. Firms will be required to work within that allocation for all design, supply and installation activities.
4. The Town is a member of the Canoe Procurement Group and encourages firms who are members of this group to provide pricing under that model.
5. Electronic copies of the firms proposals will be distributed to the committee members at the meeting the evening of April 18th. Each firm will be provided 15 minutes to present their designs to the committee (10 minutes to present 5 minutes for questions).

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-OF-05**. 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) paper copies of the proposal will be submitted as well as an electronic copy.
- 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 late April 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 a supply 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”

PICTURES OF THE EXISTING PLAY STRUCTURES

















APPENDIX “C”

SPLASH PAD RENDERINGS



FORT FRANCES SPLASH PAD, LEGION PARK, FORT FRANCES, ON

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