



The Corporation of the Municipality of West Grey

Request for Proposal RFP WG24-002

**Riverside park pavilion structure / portable bathroom area
(Design/ Build)**

Issue Date: Friday, July 12, 2024
Closing Date: Thursday, August 1, 2024
Closing Time: 2:00 p.m. Local Time

Contact: Kodey Hewlett, Corporate and Community Initiatives
Officer

Location: 402813 Grey Road 4
Durham, ON, N0G 1R0

Telephone: 519-369-2200 x240
Fax: 519-369-5962
Email: khewlett@westgrey.com

Late submissions will not be accepted. The lowest or any submission may not necessarily be accepted.

Table of Contents

I. Introduction 1

II. Purpose of the Request 1

III. Proposal Shall Consider the Following 1

IV. Proposal Shall include the Following 4

V. Questions During Proposal Period..... 5

VI. Project Schedule..... 5

VIII. Selection Criteria 6

IX. General Terms..... 7

Municipality of West Grey Request for Proposals (RFP) Riverside Park Pavilion Structure / Portable Bathroom Area (Design/ build)

The Municipality of West Grey is requesting proposals from firms or individuals experienced in the design and construction of park structures for the creation of a new park pavilion and portable bathroom area in Riverside Park located in Downtown Durham. This document outlines the scope of work for services.

One hard copy, and one electronic copy in PDF format (on a USB / Zip drive – email submissions will not be accepted) of the proposal shall be submitted by 2:00 p.m. Local Time on Thursday, August 1, 2024, to:

Kodey Hewlett, Corporate and Community Initiatives Officer
The Municipality of West Grey
Administration Office
402813 Grey Road 4
Durham, ON, N0G 1R0

Subject: Request for Proposal Riverside Park Pavilion Structure / Portable Bathroom Area (Design / build)

I. Introduction

Located in Grey County and serving a population of approximately 13,000 the Municipality of West Grey is a combination of rural, farm communities, friendly urban centres and quaint villages. With our quintessential ‘small-town Ontario’ vibe, our calming, yet breathtaking scenery and recreation for every season, West Grey is a truly welcoming place to call home. The Municipality delivers many essential services including two water and sewer systems, infrastructure investment and maintenance, recycling and waste management, recreation, three (3) library branches and municipal fire and police services.

Riverside Park is a local gathering space located directly adjacent to the downtown core of Durham along the Saugeen River. The park serves as a community hub and event space hosting weekly music in the park series, farmers’ markets and many other community events.

The Municipality is seeking proposals that include various options and budget amounts.

II. Purpose of the Request

The purpose and intent of this Request for Proposal (RFP) is to solicit proposals from a qualified proponent who can design and build a raised pavilion structure including pathway surfacing and a small, enclosed fence area for portable bathrooms (seasonal) and adjacent trailhead signage.

III. Proposal Shall Consider the Following

General Considerations

- The Municipality is looking to limit park and parking impact during the construction phase, where at all possible.
- Project scheduling should be done ensuring the project is complete no later than October 20, 2024.
- The proposed design should meet all current accessibility, building, and conservation requirements.
- The chosen vendor is responsible for all acquiring all permits related to this project on behalf of the Municipality.

Pavilion/ Stage Structure Considerations

- The pavilion will be used primarily for local music performances and should be designed with this in mind. A timber frame design is preferred
- Pavilion should be approximately 14 x 24ft plus roof overhang.

- Pavilion should include general structural lighting as well as basic performance lighting and associated electrical receptacles to be able to showcase performers.
- Pavilion should include a minimum 2 ft roof overhang.
- Pavilion should be elevated approximately 1ft.
- Pavilion should include both ramp and stair options and meet Ontario Building Code standards for accessibility
- Pavilion should include a solid surface pathway running from the pavilion stairs/ ramp to center of the parking lot (as noted in the concept drawings)
- Pavilion structure should include secure storage solutions and interior bench seating around the exterior with exception of the front.
- The front side of the pavilion should have an unobstructed view to function as a stage for music performances.

Bathroom Area Considerations

- The portable bathroom area shall consist of a poured cement pad with a fence enclosure to fit two portable bathrooms/port-a-potties(one standard, one accessible), to be provided seasonally by the Municipality,with an open front and extending panel for trailhead signage (as pictured below). The fence should be a wooden privacy fence a minimum of 7ft in height with poured cement pad being flush with trail grade.

High-level concept drawings

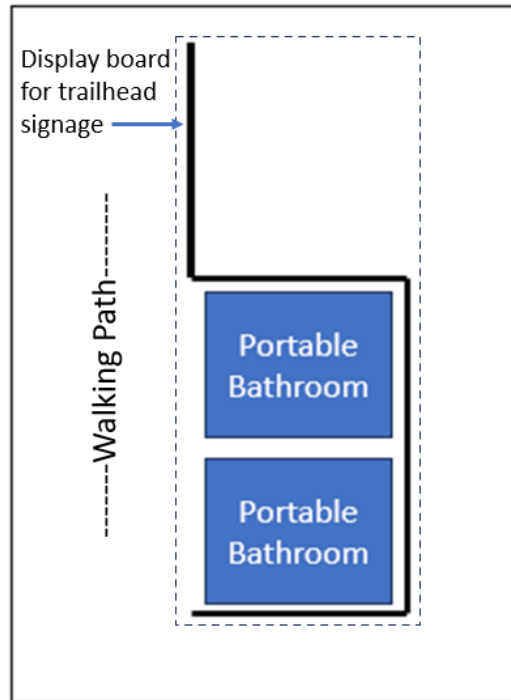


Figure 1 Portable bathroom area concept

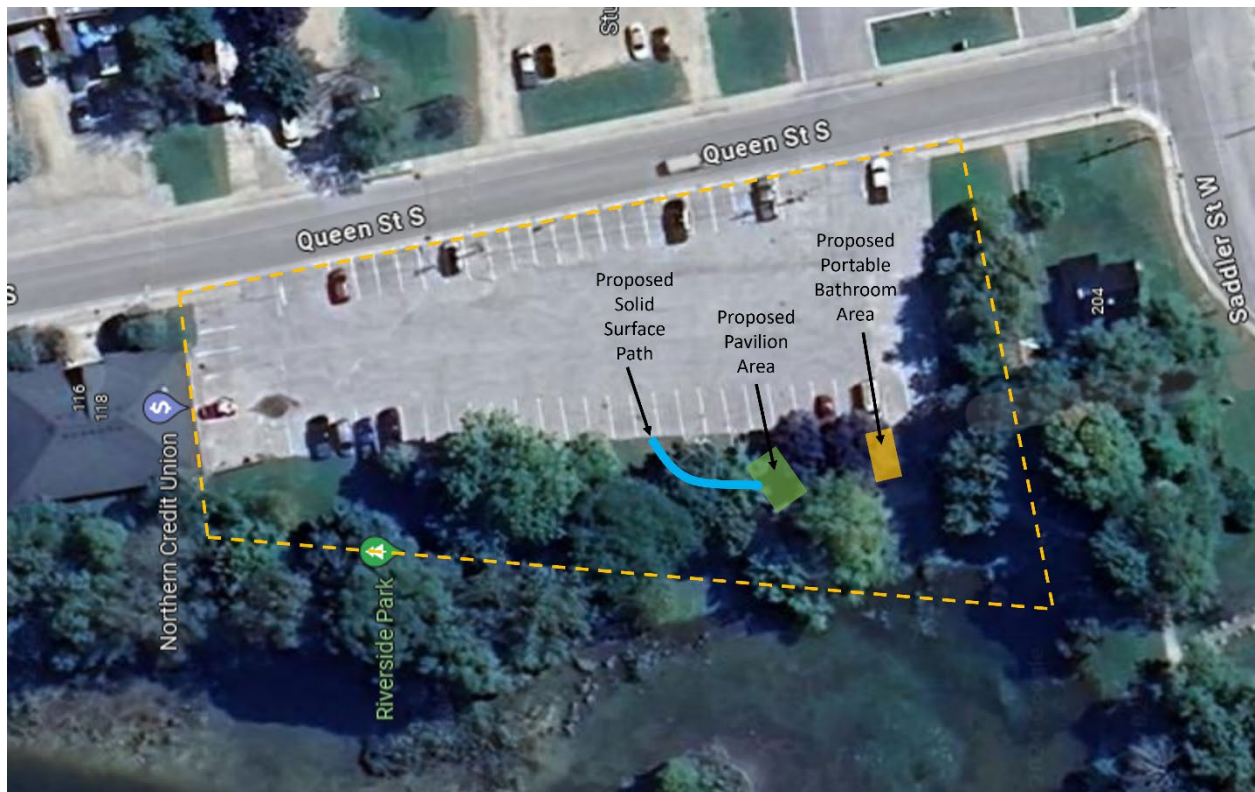


Figure 2 Pavilion / bathroom placement concept*

*All placements are approximate. Final placement will be determined in consultation with the chosen vendor and Municipality following award of the project.

IV. Proposal shall include the following

As described above, the Municipality is seeking a proponent who will provide a proposal for the design and construction of a pavilion/stage structure in Riverside Park and a portable bathroom area. Interested firms should provide the below listed information with their RFP submission, noting the Municipality utilizes a two-envelope system. All proposals are to be submitted in sealed envelopes with the address label sheet(s) affixed firmly to the front of the envelopes with all details completed as required on the envelopes.

The proposal must be submitted in two envelopes, as follows:

Envelope One

- **Form of Proposal**

The response should contain a form of proposal signed by a person who is authorized to commit the proponent to perform the work included in the proposal and should identify all materials and enclosures being forwarded in response to the RFP.

- **Organization and Proposed Staff Document**

Proponents should create/provide a company profile including number of years in business and organization chart, details of the principals and key staff who will be involved in the performance of this contract and identify the number of staff that will work on the contract and their roles and duties. Provide three (3) references for similar projects.

- **Design Plans**

Tables, diagrams, company brochures and CVs may be appended to the detailed plan.

Failure to include the response requirements listed above may result in the proposal submission being disqualified.

All information related to fees and expenses must be submitted in Envelope 2 only.

Envelope Two

Provide cost estimates for each of the proposals. All fees and expenses are to be included in each cost estimate, outlining all services and other means to complete the work described and specified throughout the bid document. The cost estimates must be

original documents and must be signed. Prices shall not include contingencies or HST.

V. Questions During Proposal Period

All questions shall be directed to Kodey Hewlett, Corporate and Community Initiatives officer at 519-369-2200 x 240 or khewlett@westgrey.com

All questions will be responded to and posted as addendums on the Municipality's site.

VI. Project Schedule

This project is a priority for the Municipality. Below is a desired schedule for initiating this project. However, dates may be subject to change and adjusted as necessary.

Deadline for question/addendums	July 29, 2024, 2:00 p.m. Local Time
Submittal deadline	August 1, 2024, 2:00 p.m. Local Time
Anticipated Municipal staff evaluation of proposals	August 2-6, 2024
Anticipated award date	August 8, 2024

Optional site meetings/park walkthroughs may be organized with Kodey Hewlett, Corporate and Community Initiatives Officer prior to the submission deadline at khewlett@westgrey.com or 519-369-2200 x240

***The Municipality reserves the right to amend this tentative schedule.

VII. Selection Criteria

An evaluating team comprised of municipal staff will evaluate all proposals received using a consensus approach. The following evaluation criteria outline the areas of importance that will be considered in project award. Proposal submissions should satisfy all criteria points wherever possible. Proposals will be evaluated based on the following weighted evaluation factors:

Rated criteria	Maximum points (Weight)
Company profile / experience	10
Detailed work plan / design	20
Proposed project schedule	30
References	10
Fees and expenses	30
Total weighted points	100

The evaluation team will score each proposal in the following manner:

1. All criteria outlined in Phase 1 will be scored out of 10 for simplicity and consistency (irrespective of the actual score/weight of the criterion). Following the consensus session, the scores will be determined by multiplying the evaluated score (out of 10) x maximum score x .1 to get a final score.
2. For consistency, the following table describes the characteristics attributable to scores between 0 - 10.

0	Submission is unacceptable; demonstrates little understanding of requirements; criterion is absent from submission.
1 - 4	Submission is not adequate; misses key points.
5 - 6	Submission meets expectations; basic requirements.
7 - 8	Submission meets expectations; demonstrates an understanding of program requirements and how they will be met.
9 - 10	Submission exceeds expectations; clearly demonstrates an understanding of program requirements and how they will be met.
3. Phase 2 - The lowest fee proposed shall be awarded the full amount of points available for the fee portion of the evaluation (25). All higher fees proposed shall be awarded points, rounded to the closest full point for the fee portion of the evaluation by the following:

- $\text{Lowest Fee} \div \text{Proposed Fee} \times \text{maximum points for proposed Fee} = \text{points for Proposed Bid}$.
- It should be emphasized that pricing is only one of the factors being considered in determining the most suitable Vendor.
- All qualified proposal submissions will be reviewed and evaluated. Additional information may be requested if necessary.

VIII. General Terms

- **Proposal Withdrawal / Adjustments / Irrevocability**

All proposals shall be and remain irrevocable from proposal closing unless a written request for withdrawal is provided prior to the designated closing time.

Adjustments to be submitted proposals by telephone, telegram, fax, or email shall not be considered. A Proponent wishing to adjust a submitted proposal must supersede it with a later proposal or letter enclosed in a proposal envelope and received on or before the closing time.

- **Municipality Rights Reserved**

The Municipality reserves the right not to open a bid call should the Municipality deem, in its opinion to have received an inadequate number of bid responses to the bid call and further the right is reserved to cancel and recall the competition. Unopened bids will be returned to all vendors who responded.

The Municipality of West Grey reserves the right not to accept a bid response from any person or corporation which includes any related corporation who, or which, has a claim or has instituted a legal proceeding against the Municipality, or against whom the Municipality has a claim or instituted a legal proceeding with respect to any previous contacts, bid submissions or business transactions who is listed as either the proposed general contractor or sub-contractor or vendor within the submitted responses.

- **Waiver of Rights**

Each proponent acknowledges and agrees that the Municipality is likely to receive, and be required to deal with, multiple RFP Proposals, all of which may contain or disclose information considered by their Proponents to be of special, unique, secret or proprietary nature, and that such information and the manner in which the Municipality may use it may be entitled or subject to protection under any of Canada's intellectual property laws, the Competition Act, Municipal Freedom of Information and Privacy Protection Act or the common law relating to unfair competition.

The Municipality assumes no responsibility or liability for costs incurred by proponents prior to the entering into of a written contract.

- **No Responsibility or Liability of Costs**

The Municipality assumes no responsibility or liability for costs incurred by the vendors/consultants prior to the entering into a written contract.

- **Indemnification**

The successful respondent shall indemnify and hold harmless the Corporation, its officers and employees from and against any and all liabilities, claims, demands, loss, cost, damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of the project attributable to bodily injury, sickness, disease or death or to damage to or destruction of tangible property caused by any acts or omissions of the respondent, its officers, agents, servants, employees, customers, invitees or licensees, or occurring in or on the premises or any part thereof and, as a result of activities under this project. Neither the owner nor the successful respondent shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence or for the negligence of anyone other than their own officers, agents, servants, employees, customers, invitees or licensees. This indemnity shall survive the expiration or early termination of this agreement and continue in full force and effect.

- **Confidentiality and Non-disclosure Agreement**

The awarded proponent will be required to sign a confidentiality and non-disclosure agreement (NDA).

The Municipality's purchasing of goods and services is completed in accordance with Bylaw 74-2017.

- **Insurance**

Throughout the term of the agreement (including any renewal thereof) the successful proponent shall obtain and maintain at its own expense, including the cost of any applicable deductible, the following policies of insurance:

- a. Comprehensive general liability insurance on an occurrence basis for any amount not less than \$2 million and shall include the Municipality as an additional insured with respect to the proponent's operations, acts and omissions relating to its obligations under this agreement, such policy to include non-owned automobile liability, personal injury, broad form property damage, contractual liability, owners' and contractors' protective, products and completed operations, contingent employers liability, cross liability and severability of interest clauses.
- b. Automobile liability insurance for an amount not less than \$2 million on forms meeting statutory requirements covering all vehicles used in any manner in connection with the performance of the terms of this agreement.

The successful proponent shall indemnify and hold the Municipality harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any acts or omissions either in negligence or in nuisance whether wilful or otherwise by the proponent, its agents, officers, employees or other persons for whom the proponent is legally responsible.

- **Health and Safety and WSIB**

The successful proponent is required to abide by the Occupational Health and Safety Act related to the performance of the contract. In addition, the successful proponent will be required to supply to the municipality a valid Clearance Certificate issued by the WSIB, or if applicable, a letter from WSIB verifying Independent Operator's Status. A new clearance certificate is required every sixty (60) days.

Accessibility for Ontarians with Disabilities Act, 2005 (AODA)

New requirements of the AODA passed by the Ontario Legislature with the goal of creating standards to improve accessibility across the province are now in effect. All private sector organizations in Ontario were required to comply with the customer service standards by January 1, 2012.

Businesses and individuals that the Municipality has contracted to provide goods or services to customers must ensure that their employees, agents and subcontractors are trained on providing accessible customer service.

Conflict of Interest

No person, firm or corporation other than the proponent has any interest in this proposal or in this proposal or in the proposed contract for which this proposal is made and to which it relates.

This proposal is made by the proponent without any connection, knowledge, comparison of figures or arrangement with any other person or persons making a proposal for the same work and is in all respects fair and without collusion or fraud. No member of Council and no officer or employee of the Municipality is, will be, or has become interested, directly or indirectly as a contracting party, partner, stockholders, surety or otherwise howsoever in or in the performance of the said contract, or in the supplies, work or business in connection with the said contract or in any portion of the profits thereof, or any supplies to be used herein, or in any of the monies to be derived there from.

Upon award, all trade secrets, copyright patents and other intellectual and proprietary rights are and remain the property of the municipality.

Also, all artwork and print production devices will become the property of the Municipality.

Bid Irregularities

The following list of irregularities should not be considered all inclusive. The project lead and, as may be warranted, in consultation with any or a selection of the following, respective departmental staff, CAO. and/or the Municipality's solicitor, shall review irregularities not specifically listed and, acting in the best interests of the Municipality, have authority to waive such irregularities, permit correction to the irregularity or reject the submission.

Irregularity	Response
Late submissions.	Rejection; not opened or read publicly. Submission to be returned to the submitter.
Insufficient financial security (No bid bond/deposit or agreement to bond or insufficient bid bond/deposit).	Automatic rejection for no bid deposit. Automatic rejection for no agreement to bond. 48 hours to correct shortfall in bid deposit if less than required by no more than 10%.

Irregularity	Response
Conditional bids (bids qualified or restricted by an attached statement).	Automatic rejection unless, in the opinion of the CAO or Treasurer, the qualification or restriction is insignificant.
Illegible or obscure bids, non-initialed erasures, non-initialed alterations.	Automatic rejection.
Documents, in which all necessary Addenda which have significant financial or scope implications have not been acknowledged.	Automatic rejection.
Documents in which all necessary Addenda which do not have significant financial or scope implications have not been acknowledged.	48 hours to submit.
Bids received on documents other than those provided by the Municipality, when specified to do so.	Automatic rejection.
More than one submission from the same submitter and not identified as an alternative or option submission and no written withdrawal notice has been received.	The submission package bearing the most recent date/time stamp will be considered the intended submission and the previously date/time stamped submissions will be considered withdrawn and will be returned to sender, unopened.
Bids containing mathematical errors.	<p>If the amount tendered for a unit price item does not agree with the extension of the estimated quantity and the tendered unit price or if the extension has not been made, the unit price shall govern and the total price shall be corrected accordingly.</p> <p>If both the unit price and the total price are left blank, the Bid will be rejected as incomplete. If the unit price is left blank but a total price is shown for the item, the unit price shall be corrected according to the total provided. If the Tender contains an error in addition and/or subtraction in the approved tender documentation format requested (i.e., not the additional supporting document supplied), the error</p>

Irregularity	Response
	<p>shall be corrected and the corrected total Contract price shall govern.</p> <p>Tenders containing prices which appear to be so unbalanced as to likely affect the interests of the Municipality adversely will be clarified and may be rejected.</p>
Other minor irregularities.	Purchasing, in conjunction with the Director of Finance shall have authority to waive irregularities, which they jointly consider to be minor.
Any irregularity.	Despite all provisions herein contained, purchasing in conjunction with the members of the Senior Management Team may waive any irregularity where it considered it t be in the best interest of the Municipality.

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

All correspondence, documentation and information provided shall become the property of the Municipality. Any personal information required on the documentation presented is received under the authority of the Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990. This information will be an integral component of the quote submission. All written proposals received by the Municipality of West Grey and a contract is signed, all information contained in them is available to the public, including personal information.

Questions about collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, Chapter M.56, as amended, should be directed to:

Director of Administration/Clerk
Municipality of West Grey
402813 Grey Rd 4
R.R. 2 Durham, ON N0G 1R0
Telephone 519-369-2200

Request for Proposal for Riverside Park Pavilion and Portable Bathroom Area (Design / Build)

RFP WG24-002

Form of Proposal

Note: Failure to provide the complete Form of Proposal, at time of proposal closing, will result in the proposal submission being disqualified and not considered for award.

Proponents must complete this form and include with the Proposal Submission. Please ensure all information is legible.

Company	
Proponent's Contact Individual	
Address (including Postal Code)	
Office Phone Number	
Fax Number	
Website	
HST Account Number	
WSIB Account Number	

I/We hereby submit the attached proposal documents to satisfy the requirements as described in this Proposal issued by the Municipality of West Grey.

I/We agree that we have reviewed and understand the proposal documents and I/we are capable and qualified to perform the requirements of the contract and enter into a legal agreement with the Municipality in regard thereto and where the proposal is submitted by a corporation, it shall be signed by a duly authority officer of the company. Should the proposal be submitted by a partnership or proprietor, it shall be signed by the partners or owner.

I/we agree that this offer shall be irrevocable from the time the proposals are opened.

Acknowledgement of addenda

This will acknowledge the following addenda were received and that the pricing quoted includes the provision set out in such addenda.

The following addenda are acknowledged _____ for a total of _____.
(e.g., 1, 2, 3, 4 or 1 - 4 for a total of 4 Addenda).

Proposal submitted by:

The undersigned affirms that he/she is duly authorized to execute this bid.

Proponent's signature and seal: _____

Name and position: _____

Witness signature: _____

Name and position: _____

(If corporate seal is not available, documentation should be witnessed)

Dated at the (City/Municipality) _____
this _____ day of _____ 2022.

Schedule 1 – References Document

Please provide at minimum, three (3) references. The references must be, at minimum, equal in size, complexity and service requirements to this proposal.

References will be contacted at the discretion of the municipality. The Municipality reserves the right to investigate other than listed references.

All references must be for clients serviced since January 1, 2019.

Reference 1:

Company Name: _____

Company Address: _____

Contact Name: _____

Contact Email and Phone Number: _____

Date & Duration of work performed: _____

Type of Work Performed: _____

Reference 2:

Company Name: _____

Company Address: _____

Contact Name: _____

Contact Email and Phone Number: _____

Date & Duration of work performed: _____

Type of Work Performed: _____

Reference 3:

Company Name: _____

Company Address: _____

Contact Name: _____

Contact Email and Phone Number: _____

Date & Duration of work performed: _____

Type of Work Performed: _____

Failure to provide Schedule 1 will render the proposal informal. Informal proposals will not be considered for award.

Cover Sheet: Envelope One

Please print and affix this page to the outside of Envelope One

From:	
Contact Name:	
Phone Number:	

Deliver to: The Corporation of the Municipality of West Grey
Attn: Kodey Hewlett, Corporate and Community Initiatives Officer
402813 Grey Road 4
Durham ON, N0G 1R0

Proposal: WG24-002 Request for Proposal for Riverside Park Pavilion and Portable Bathroom Area (Design / Build)

Closing date/time: Thursday August 1, 2024, by 2:00 p.m. Local Time

Envelope One – Form of Proposal; Organization and Proposed Staff Document;
Schedule 1 – References Document; Design Plans. (No fees are to be included in this envelope.)

Note: The address label sheet must be affixed to the front of your envelope/submission. The municipality will not be held responsible for submissions that are not labelled.

Cover Sheet Envelope Two

Please print and affix this page to the outside of Envelope Two

From:	
Contact Name:	
Phone Number:	

Deliver to: The Corporation of the Municipality of West Grey
Attn: Kodey Hewlett, Corporate and Community Initiatives Officer
402813 Grey Road 4
Durham ON, N0G 1R0

Proposal: WG24-002 Request for Proposal for Riverside Park Pavilion and Portable
Bathroom Area (Design / Build)

Closing date/time: Thursday August 1, 2024, by 2:00 p.m. Local Time

Envelope Two – Estimates

*Note: The address label sheet must be affixed to the front of your envelope/submission.
The municipality will not be held responsible for submissions that are not labeled.*