



REQUEST FOR PROPOSAL

RFP 2021-02

DECONSTRUCT, CONSTRUCT AND INSTALL HIGH VIEWING PLATFORM AND ACCESSIBILITY RAMP

for the

SCENIC HIGH FALLS BEAUTIFICATION PROJECT

Issue Date: Monday July 12, 2021

Closing Date: Friday, July 23, 2021

Contact: Anders Dereski, IT / GIS Technician
Municipality of Wawa
40 Broadway Ave, PO Box 500
Wawa, ON P0S 1K0

Telephone: 705-856-2244 Ext. 2399

Email: adereski@wawa.cc

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A. General Description of Project

The Municipality of Wawa is issuing a Request for Proposal (“RFP”) to seek out a successful proponent to deconstruct the current high viewing platform, and construct and install a new high viewing platform along an accessibility ramp from the parking lot, in accordance with AODA standards (Accessibility for Ontarians with Disabilities) for the Scenic High Falls Beautification Project. The proponent must be able to furnish materials, deconstruct, construct, and install a high viewing platform overlooking Scenic High Falls. This project must abide by all relevant codes for structures within the Province of Ontario.

The successful proponent will have demonstrable experience in the construction and installation of this type of equipment or similar. Proponents will be asked to submit examples of successful projects where they have constructed and installed similar types of equipment. The contractor will be able to show that they can install the equipment safely and in compliance with all applicable regulations.

The goal of the overall project is to revitalize the Scenic High Falls area, and bring the locations up to safety standards and AODA compliance. This is guided project through consultation of Rotary members as well as staff of the Municipality of Wawa’s Community Services and Tourism department

B. Community Background

Governed by a Mayor and four (4) Councilors, the Municipality of Wawa is a single tier municipality located on the TransCanada Highway, 210 kilometers north of the City of Sault Ste Marie in the District of Algoma. Found in the northern portion of Algoma, the Municipality offers an excellent quality of life with great access to a large range of outdoor activities. The recent upturn in the US dollar has also increased tourism levels to numbers not seen since 2007. In recent years, Wawa has suffered an economic downturn due to the collapse of the forest industry and a reduction in Provincial supporting grants. There are however signs of recovery that have been seen through potential gold mines and related commercial activity.

The Municipality has a population of approximately 3,000 residents and an economy principally based on tourism mining, and forestry. The Municipality encompasses an area of about 480 square kilometers much of it of a northern rural nature.

As a municipality, Wawa is responsible for various activities governed by Ontario’s *Municipal Act, S.O. 2001* including taxation, roads, water and wastewater servicing, planning and building, recreation, policing, fire suppression and general government.

Wawa has an annual operating budget of approximately \$12 million. The annual capital budget can vary from \$3 million to \$5 million.

Like many communities in Northern Ontario, Wawa has experienced a decline in population in recent years and is now faced with an aging population with limited opportunities to replace a retiring workforce. As a result, the Municipality is facing a range of challenges having an impact on municipal service delivery and local quality of life. The role and influence of municipalities and citizen expectations for quality service, value-for-the-taxpayers dollar and effective governance are on the rise. There is a commitment by the Municipality to the delivery of quality public services, facilities and infrastructure and strives to meet the day-to-day requirements in the community through a wide range of core services.

The Municipality aims for service excellence while offering a variety of amenities, facilities, programs and services that residents, visitors, businesses and customers need and expect. Municipal Council and staff are committed to building a focused, responsive, resource-conscious and results-oriented organization. The Council and Administration of the Municipality of Wawa has experienced several changes and transitions in the past year, including but not limited to senior staff turnover, increasingly limited resources, evolving regulatory standards, increased need for accountability and increased public expectations for efficient service delivery. Lastly, the Municipality and its staff are heavily guided by both a *Community Strategic Plan*, *Asset Management Plan* and a *Municipal Business Plan*.

C. Scope of Work

The successful Contractor, coordinating with the GIS / IT Technician, will:

- Furnish materials with the following specification for the high viewing platform and ramp;
 - Decking shall be Composite Board – 1"x6" or proposed alternative
 - Framing shall be Treated Lumber, size indicated on submission drawing
 - Decking shall anchor to Framing with the appropriate weather resistant screws, recommended by manufacturer
 - Decking shall be built upon concrete pillars – Sono Tubes preferred
 - Construct high viewing platform and accessibility ramps with the following specification:
 - Construct High viewing platform 12' x 12'
 - Construct AODA accessible ramp from grade to platform (4' minimum width)
- Note that measurements are approximate and shall be confirmed by Contractor and IT/GIS Technician before beginning any on-site construction activities.
- Acquire all applicable permits set out by municipal bylaws and government regulations

- Ensure that any materials that can be salvaged and reused for any construction within this scope of work be utilized.

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- Ensure that the site is appropriately prepared for the installation of the viewing platform and ramps. This may include levelling the surface to ensure that decking will be flush with the surrounding terrain.
- Provide any and all documentation and warranty information on the materials used and the construction techniques employed
- Complete and invoice all work within the outlined timeline (see Project Schedule below) and communicate with the IT/GIS Technician through all stages of the Project.

In addition to the scope of work outlined above, the successful Contractor will work within all applicable regulations and in a safe manner at all times.

Please see **Appendix A** for the project Brief

Please see **Appendix B** for the map of the area including relevant dimensions

D. Contact

Questions regarding this RFP should be directed to:

Anders Dereski
IT / GIS Technician
Municipality of Wawa
40 Broadway Ave, PO Box 500
Wawa, ON P0S 1K0

Phone - 705-856-2244 ext. 239

Cell - 705-914-1128

Email – adereski@wawa.cc

Website – www.wawa.cc

Questions via email are the preferred method of contact. All questions and answers will then be distributed to all respondents as addenda.

E. Proposed Project Schedule

RFP Issued	Monday July 12, 2021
Deadline for submission of proposals	Friday, July 23, 2021 at 12:00PM
Opening of Proposals	Friday, July 23, 2021
Awarding of Proposal	Tuesday, August 3, 2021
Construction begins	Monday August 16, 2021
Biweekly Contractor Updates (verbal)	1 st and 3 rd Friday of each month
Completion of Work and Final Invoice*	Friday, October 29, 2021

*Work may be completed earlier; however, this is the final deadline.

F. Contractor Requirements

Minimum requirements by the Contractor for submission of a proposal in response to the RFP shall include the following:

- a) Experience in similar furnishing, construction, and installation projects. 3 Years of experience is considered the minimum for this Project. Examples of successful projects are preferred.
- b) Proof of General Carpentry certificate of qualification or equivalent
- c) Proof of a healthy safety culture, including qualifications of staff supervising the project relevant to the project.
- d) Ability to perform the work in a timely manner, availability of staff and contingency plans including a work schedule.
- e) Proposals must state the Contractor's related business information.

G. Contractor's Work Schedule

The Contractor's work schedule will begin as scheduled in the Proposed Project Schedule. It is expected to begin no later than August 16th, 2019 and continue until staff approve of the work completed, with a deadline of October 31st, 2021 for completion of work. A proposed work schedule including key dates and milestones for the Review process must be submitted as part of the proposal to ensure completeness of the process and all invoices are to be submitted according to the proposed project schedule in **Section E**

H. RFP Proposal Submission Requirements

Contractors interested in providing these services must prepare and submit a Proposal that includes:

a) Cover Letter

The cover letter is to be signed by an officer of the company authorized to execute a contract with the Municipality.

b) Contractor Qualifications

This section shall briefly describe the areas of expertise of current permanent staff whether a sole proprietor or individuals on a team and the scope of services that can be provided by the firm without the services of contractors under the Contractor's direction. The successful contractor will demonstrate their qualifications relating to workplace safety.

c) Subcontractors

Identify any portion of the scope of work that will be subcontracted. Include firm qualifications and key personnel, telephone number and contact person for all subcontractors. The Municipality reserves the right to approve or reject all Contractors or internal staff performing consulting services, proposed by the Contractor during or after the Contractor review and selection process.

d) Project Work Plan

A description of project understanding, detailed work approach and methodology will be identified. The work plan should list specific tasks and any specific considerations, options or alternatives. **Include a draft drawing of the High Viewing Platform and accessibility ramp sections for review.**

e) Project Schedule

Propose a timeline for completion of the review including start date, milestones and target date of completion.

f) Budget

Provide a detailed fee proposal by task for the services identified in the scope of work section of this proposal. Identify sub-tasks and the respective cost in your fee proposal as necessary. Hourly fees for additional or optional services that may be required shall also be included. Unless specified in the submission, the professional fee schedule shall include any costs associated with complying with the Municipality's insurance requirements. This fee proposal should break out as many portions as possible to clarify where project expenses will be incurred. Identify the cost of each Section as described in **Section C. Scope of Work**

g) Deadline and Delivery

An electronic (PDF) version of the proposal shall be submitted to:

**The Municipality of Wawa
40 Broadway Ave, PO Box 500
Wawa, ON
P0S 1K0**

Attention: Anders Dereski, IT / GIS Technician

The deadline for the submission of a Proposal is: **Friday, July 23, 2021 at 12:00PM**

No information submitted by facsimile or electronic mail (**except for the electronic PDF copy**) will be accepted unless otherwise requested by the Municipality during the proposal review process. **Proposals received after Friday, July 23, 2021 at 12:00PM will not be accepted.**

I. Budget

There is an approved budget for this project. If the proposals received are considerably higher than this amount, a report to Council for additional funds will be required which may delay awarding of the project. Proposals should include details on the items that can be delivered within the scope with an associated budget.

The budget should also include costs for travel and other direct expenses associated with the project. Contractors are encouraged, but not required, to provide a detail of value-added services that can be provided at an additional cost, including the fees and rationale for undertaking them. This is to be a separate section.

J. Indemnification, Hold Harmless and Insurance Requirements

In addition to other standard contractual terms, the Municipality will require the selected vendor to comply with indemnification, hold harmless and insurance requirements as outlined below:

The Contractor shall indemnify and hold harmless the Municipality (including any of its bodies, agencies, councils and associations and their servants, agents, officers, directors, elected officials, successors, assigns, employees and personal representatives and each of them) from and against any loss resulting from negligence, claim, demand, damages, liability, and costs and permitted assigns.

This provision shall survive termination of any agreement resulting from this RFP.

The vendor shall procure and maintain, for the duration of this contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his/her agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by the Contractor. Insurance shall meet or exceed the following unless otherwise approved by the Municipality.

Insurance Requirements

- a) Worker's Compensation coverage as required by the Province of Ontario.
- b) Comprehensive or Commercial General Liability: \$2,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
- c) Automobile Liability: \$2,000,000 combined single limit per accident for bodily injury and property damage.

K. Equal Opportunity

The Municipality is an equal opportunity employer and requires all Respondents to comply with policies and regulations concerning equal opportunity. The Respondent, in the performance of this contract, agrees not to discriminate in its employment due to an employee's or applicant's race, religion, national origin, ancestry, gender, sexual preference, age, physical handicap or any other characteristic protected by law.

L. Accessibility

The Municipality is committed to and working toward ensuring municipal services is accessible to all. We strive to meet or exceed the standards set by the *Accessibility for Ontarians with Disabilities Act* ("AODA") which are rules established by the Province to help businesses and organizations identify, remove and prevent barriers to accessibility. The AODA requires accessibility of goods,

services, facilities, accommodations, employment as well as information and communication.

M. Sustainability

The Municipality recognizes that being sustainable is a responsibility of the Municipality essential to long-term economic prosperity, the social well-being of its residents and protecting environmental capacity and can only occur through community engagement and involvement.

N. Review and Evaluation Process

The selection of a Contractor will be based upon a qualitative review of the Proposals submitted. Municipal staff may request additional clarifying information from any or all Contractors that submit a Proposal during the review process. Municipal staff will evaluate the responses to this RFP and may interview the top rated Contractors or all Contractors. Following the interview, a recommendation will be made to the Council on the selection of the Contractor determined to be the most qualified for the project.

An evaluation by the CAO or a Committee will be conducted and each proposal will be scored. Proposals will be evaluated on the basis of the following criteria:

a) Experience and Qualifications (30 %)

- i. Health and Safety experience and qualification
- ii. Similar installation experience and qualification

b) Approach (30%)

- i. Quality of the Contractor's Approach
- ii. Proposed Schedule and Timeline
- iii. Suitability of the boardwalk draft drawing submitted

c) Budget (40%)

O. Accept or Reject Proposal

The Municipality reserves the right to accept or reject any or all proposals and recommendations and may waive minor errors or omissions in any proposal. The Municipality reserves the right to select a Contractor, who in and upon our approval provides the most advantageous solution and demonstrates their ability to provide the expected outcomes of the proposals that will best serve the interests of the Municipality. Wawa is not obligated to award the contract based on the lowest price or any other particular factor. The Municipality will not be liable or reimburse any firm for the costs they incur to prepare their proposals. The Municipality also reserves the right to substitute components where the Municipality considers that an alternative may be more suitable and the right to modify any and all requirements stated in the RFP at any time prior to the possible awarding of the contract. The RFP does not commit the Municipality to award a contract or to pay

any costs incurred in the preparation of a proposal or attendance at a pre-awarded meeting.

P. Termination of Contract

Either the Contractor or Municipality may terminate the contract, once awarded, at any time upon giving notice in writing at least thirty days prior to the date of termination without penalty or recourse. In the event of such termination, the Contractor will be paid for services up to and including the date of termination.

