



REQUEST FOR PROPOSAL
Rainy River RV Park Renovations

RFP 25-02

1. INTRODUCTION AND BACKGROUND

The Town of Rainy River is seeking proposals from qualified contractors for renovations of the Shower House at the Town of Rainy River RV Park. The scope of this renovation includes replacing the existing keyed entry with an accessible and keyless entry system, upgrading the interior fixtures to touchless models, and replacing the existing cedar shakes roof with a more durable and weather-resistant material. The goal is to enhance accessibility, improve convenience for users, and ensure the longevity and sustainability of the RV Park's infrastructure.

The Town of Rainy River is committed to providing an accessible and modern experience for all visitors, ensuring that the RV Park meets the needs of both local residents and tourists.

2. PURPOSE

The Corporation of the Town of Rainy River invites qualified contractors to submit proposals for the renovation of the Shower House at Rainy River RV Park.

This proposal should include labour and materials.

3. SCOPE OF WORK

The successful contractor will be required to carry out the following tasks:

3.1. Accessible and Keyless Entry System

3.1.1. Remove Existing Entry System:

1. Safely remove the current keyed entry system, including locks, handles, and associated hardware.

3.1.2. Install Keyless Entry System:

1. Provide and install a new keyless entry system that is accessible for individuals with disabilities. This system should include features such as keyless entry via code, RFID cards, or smartphone access, ensuring ease of use for all RV Park visitors.
2. Ensure that the door is wide enough to accommodate wheelchair access.
3. Install automatic door openers or modify the existing door system to ensure smooth and barrier-free operation.
4. The system should be easy to manage for both staff and users, with remote access and monitoring capabilities for RV Park management.

3.1.3. Compliance with Accessibility Standards:

1. Ensure the entry system complies with the Accessibility for Ontarians with Disabilities Act (AODA) and local accessibility guidelines.

3.2. Touchless Interior Fixtures

3.2.1. Replace Existing Fixtures:

1. Remove and replace all existing interior fixtures with touchless models, including faucets, soap dispensers, hand dryers, and toilets, to promote hygiene and reduce user contact.

3.2.2. Specifications for Touchless Fixtures:

1. Install touchless, water-saving faucets and soap dispensers that are easy to operate and reduce water waste.
2. Replace existing hand dryers with energy-efficient, touchless models.
3. Install automatic flushing toilets where necessary, ensuring compliance with accessibility requirements.

3.2.3. Hygienic Features:

1. Ensure all fixtures are designed for maximum cleanliness, reducing the need for maintenance and ensuring that they are low-maintenance and durable for the RV Park environment.

3.3. Cedar Shakes Roof Replacement

3.3.1. Remove Existing Cedar Shakes Roof:

1. Safely remove the existing cedar shakes roof and dispose of the materials in an environmentally responsible manner.

3.3.2. Install New Roofing System:

1. Provide and install a new roofing system that is durable, weather-resistant, and low-maintenance. The new roof should be suitable for the climate and environmental conditions of the Town of Rainy River.
2. The roofing material should have a lifespan of at least 20 years and be able to withstand snow, rain, and varying temperatures.
3. The roofing material should be metal.
4. Ensure the new roof is installed to prevent leaks and water damage, and complies with any relevant building codes and regulations.

3.3.3. Roof Insulation and Ventilation:

1. As part of the roof replacement, install appropriate insulation to improve energy efficiency.
2. Ensure that proper ventilation is in place to avoid moisture buildup and extend the lifespan of the roof.

4. TENTATIVE PROJECT TIMELINES

Distribution of Invitational RFP	May 7 th , 2025
Questions regarding the tender will be answered between	May 7 th to May 27 th , 2025
Bid Closes	May 28 th 2025, at 1:00 pm CST
Recommendations to Council	June 3 rd 2025
Awarding of Tender	June 9 th 2025

A detailed schedule with major milestones is to be developed by the contractor in their proposal to achieve the estimated completion dates.

5. PROJECT FUNDING

The Town of Rainy River has secured funding for the project with total available funding up to \$30,000. However, the desired cost range for the project is between \$15,000 and \$45,000.

Please note that the final project award will be based on the proposal's alignment with the scope of work and the established criteria outlined in the Procurement By-Law. While the budget is set within this range, proposals exceeding the upper limit may still be considered, depending on the value offered and the justification for any cost overages.

6. SERVICES TO BE PROVIDED.

1. Preparation of Rainy River RV Park Renovations services agreement between the Town of Rainy River and the contractor.
2. Work with the Town to obtain all necessary approvals and permits (Federal/Provincial/Municipal) for the work at the cost of the contractor.

7. CODES, STANDARDS AND REGULATIONS

The latest codes, standards and regulations shall be considered as a minimum criterion for the development of this project.

8. LICENSING REQUIREMENTS

Key personnel shall be licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by provincial law in the Province

of Ontario. By virtue of submitting a proposal to this Request for Proposal, the Contractor certifies that the Contractor has satisfied itself that the proposed contractor team and the key personnel are in compliance with the licensing requirements. The Contractor acknowledges that the Town reserves the right to verify any information in this regard and that false or erroneous certification may result in being declared non-responsive and rejected from the competition.

9. CONFLICT OF INTEREST

The Contractor and other contractor team members will be prohibited from either directly or indirectly submitting a bid for any construction contract related to this project.

10. RESOURCES AVAILABLE

The successful contractor shall have access to previous information that the Town of Rainy River has on file in regards to this project.

11. CHANGES TO CONTRACT

If requested in writing by the Town of Rainy River, contractor will make any required changes in the contract.

12. CONTRACT

The contractor shall enter into a contract with the Corporation of the Town of Rainy River. The contract shall indicate that the work undertaken shall be completed to the satisfaction of the Town, according to this request for proposal, and for the amount as set out in the contractor's proposal. The contract shall also indicate that no additional money shall be paid to the contractor for any additional work for which prior authorization has not been given in writing. Both parties shall agree in writing to any revisions to the contract.

13. PROPOSAL REQUIREMENTS

Contractors shall submit the following (in order as they appear or are referenced):

13.1. Cover Letter

A signed cover letter providing a brief overview of the Contractor's proposal to include information on the Contractor team, experience, methodology with schedule, and expected costs.

Describe one or more of your projects or assignments which best exemplifies the contractor's experience in terms of project/assignment type, size, complexity, vision, innovation, and practicality.

13.2. Methodology

Describe your proposed methodology to deliver the project within the assigned time frames and requirements of this request for proposal. Additionally, include a detailed schedule with project milestones as to how you will meet the outlined completion date.

Describe key participants in the team and their roles in the identified activities described in the methodology.

13.3. Costing

Develop a complete fixed fee based proposal including all scope of work in regards to the activities outline in this document, including proposed start and end dates.

The following actual costs and disbursements directly related and identifiable with the project will be reimbursed on a monthly basis:

- Project costs, other than those for internal use
- Any other expenses paid by the contractor on the Council's behalf, not covered by the agreed fee, as approved in advance and in writing by the Town Council.

Reimbursable expenses are to be billed for individual terms of expense at cost. An administrative charge, if any, is to be identified in the Request for Proposal as a percentage to be applied to expenses.

13.4. Attachments

1. Conflict of interest declaration
2. Proof of Contractor's ability to obtain Professional Liability Insurance (Errors and Omission) in the amount of two million dollars (\$2,000,000). Provide a certificate of insurance or a letter from the insurance provider.
3. Proof of the Contractor's ability to obtain Comprehensive General Liability Insurance (Errors and Omissions) in the amount of five million dollars (\$5,000,000) coverage. Provide a certificate of insurance or a letter from the insurance provider.
 - This policy shall include but not be limited to:
 - (a) Name the Owner as an Additional Insured
 - (b) Cross-liability and severability of interest
 - (c) Blanket Contractual
 - (d) Products and Completed Operations
 - (e) Premises and Operations Liability
 - (f) Personal Injury Liability
 - (g) Contingent Employers Liability

(h) Work performed on Behalf of the Named Insured by Sub-Contractors

(i) Firefighting Expenses

(j) Attached Machinery

(k) 30 days' notice of cancellation

(l) Elevator and Hoist Liability

(m) Non-owned automobile coverage and shall include contractual non-owned coverage (SEF 96)

The following may apply:

- a) If applicable to the construction project described in the Agreement, coverage shall include shoring, blasting, excavation, underpinning, demolition, pile driving, caisson work and work below ground surface including tunneling and grading.
- b) If the work involves asbestos removal, the policy shall either provide coverage for this exposure or coverage shall be provided through a Professional Liability Policy.
- c) To achieve the desired limits, umbrella or excess liability insurance may be used.
- d) The Owner reserves the right to request, in addition to the Commercial General Liability Insurance coverage, Wrap-up Liability. The Wrap-up shall be in the names of the Owner, Contractor, all Sub-contractors, Architects, Engineers, Consultants, Planners and Project Managers. Limits and coverages shall be in compliance with the provisions outlined above.

4. Automobile Insurance: Standard Form Automobile Liability Insurance that complies with all requirements of the current legislation of the Province of Ontario, having an inclusive limit of not less than \$1 Million per occurrence for Third Party Liability, in respect of the use or operation of vehicles owned, operated or leased by the Contractor.
5. Installation Floater: The Contractor shall, throughout the term of the contract, obtain and maintain an Installation Floater written on an "All Risk" perils basis of an amount not less than \$1 Million. Coverage applies while property is in transit to the installation site, while stored at a temporary location, awaiting installation at the work site, during loading and unloading as well as the course of installation until completed.
6. Contractor's Pollution Liability: The Contractor shall carry a Contractor's Pollution Liability Policy, underwritten by an insurer licensed to conduct business in the Province of Ontario for a limit of not less than \$1 Million. Coverage shall include bodily injury, property damage, clean-up and remediation costs.

7. A schedule of hourly rates is to be included for appropriate members of the contractor. The schedule will apply in the event that additional services are required and agreed upon.
8. Provide a one page resume of the person named as the prime contact with the Town and of all key members of the contractor's team.
9. Provide three references for the contractor's team.

14. INDEMNIFICATION

The Supplier shall defend, indemnify and save the Town of Rainy River its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Supplier, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Supplier in accordance with this Contract and shall survive this Contract.

The Supplier agrees to defend, indemnify and save harmless the Town of Rainy River from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Supplier's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Supplier in accordance with this Contract, and shall survive this Contract.

15. SUBMISSION INSTRUCTIONS

Proposals are to be submitted with 2 copies in a sealed envelope properly marked no later than 1:00 pm CST on May 28th 2025 to the following:

The Corporation of the Town of Rainy River
RFP 25-02 Rainy River RV Park Renovations
c/o Shara Lavallee, CAO
P.O. Box 488, 201 Atwood Avenue, Rainy River, Ontario P0W 1L0
Phone: (807)852-3978, Fax: (807)852-3553
Email: rrcao@tbaytel.net, Website: www.rainyriver.ca

The proposals will be opened on May 28th 2025 at 1:15 pm CST at the Town of Rainy River Municipal Office.

Please ensure all proposals are complete and include all requested documentation. Late submissions will not be considered.

16. EVALUATION CRITERIA

Proposals are evaluated based on the following criteria:

1. **Experience and Qualifications:**
Experience with similar renovation projects, particularly those involving winterization and accessibility improvements.
2. **Cost:**
The overall cost and value for money, considering both initial price and long-term benefits.
3. **Approach and Timeline:**
Clarity and feasibility of the proposed approach and timeline for completing the renovations.
4. **References and Past Work:**
Positive feedback from previous clients, especially for similar public infrastructure projects.
5. **Commitment to Accessibility and Sustainability:**
Emphasis on accessible design and sustainable building practices, if applicable.

17. AWARD

The Town of Rainy River reserves the right to accept or reject any or all proposals at its discretion and to use its sole discretion in evaluating the proposals, including the application of any criteria as it may deem appropriate, in determining which proposal is acceptable. Contract awards may be all or in part, depending on funding received. Every proposal prepared in response to this RFP shall be prepared at the cost and expense of the respondent.

18. QUESTIONS AND CLARIFICATIONS

Any questions regarding this RFP should be directed to CAO Shara Lavallee at the Town of Rainy River no later than May 27th 2025. Responses to all inquiries will be shared with all prospective bidders.

19. ADDITIONAL TERMS AND CONDITIONS

- The municipality reserves the right to reject any or all proposals.

- All work must comply with relevant local building codes, safety regulations, and environmental guidelines.
- The successful bidder will be required to enter into a formal contract with the municipality upon award of the project.