



REQUEST FOR QUOTATION

Sugarloaf Marina Waterfront Dock & Repair Assessment
3 Marina Drive, Port Colborne, Ontario

CS RFQ #2016-02

For additional information, call or e-mail:

Mr. Mark Minor,

Sugarloaf Marina Supervisor

City of Port Colborne

66 Charlotte Street, Port Colborne, ON L3K 3C8

Telephone 905-835-6644

Email: markminor@portcolborne.ca

CLOSING INFORMATION

DATE: Monday, August 22, 2016
TIME: 3:30 p.m. (EST)
LOCATION: City of Port Colborne – City Hall
1st Floor reception
66 Charlotte Street,
Port Colborne, ON L3K 3C8



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INTRODUCTION

Sugarloaf Marina opened in 1989 Located on the shores of Lake Erie, next to HH Knoll Lakeview Park; this facility offers 700 boat slips for seasonal and transient boaters. Usual operating season runs from April to October, weather permitting.

Sugarloaf Harbour was constructed in 1989 as a joint venture between the federal, provincial and municipal governments; each investing in specific capital components of the project. It is now one of the largest and busiest municipally operated and waterfront complexes in Canada including 250 transient slips and 450 seasonal slips for boats up to 150 ft.

Sugarloaf Harbour has become the "destination of choice" for thousands of boaters within a 50-mile radius and preferred layover for hundreds of yachts transiting the Welland Canal every spring and fall. Port Colborne is the upper entrance to the St. Lawrence Seaway and provides access to the Rideau Canal, Trent Water system and eventually on to the Maritime Provinces and Atlantic Ocean. As a Canada Customs point of entry, our many American visitors use Port Colborne as their clearance point into Canada and generally stay a night to purchase provisions and seek any servicing needs for their vessels before continuing their journey. Sugarloaf Harbour is the southern terminus for the Welland Canal Trail, which brings thousands of visitors to the park and marina annually.

The Request for Quotation (RFQ)

The purpose of this RFQ is to complete a full Waterfront Dock & Repair Assessment of the existing conditions and structure that must be completed by a licensed vendor with demonstrated expertise assessing structural stability of waterfront dock systems including the piles that support the decking. The preferred vendor will be an accredited professional engineer (P. Eng.) with a focus in preserving, repairing and providing viable solutions for improvements to the existing waterfront dock system.

SCOPE OF WORK:

Work Summary

The goal of the maintenance and repair assessment is to provide the City with a clear understanding of any concerns regarding structural stability of waterfront horizontal structures dock system and to come away with a clear understanding of any concerns with issues of health & safety including accessibility that must be addressed immediately, concerns that merit action to be taken in the next five to ten years. The scope of work must also include an estimate of associated costs of repairs and a breakdown of anticipated capital improvements including cost estimates for up to ten (10) years of



ownership. Additionally, the scope will include a very thorough assessment and summary of the existing waterfront structure and all fixtures, i.e. electrical and plumbing. The scope must also include an estimate of the remaining life span and life expectancy of important components and systems, provide maintenance schedules and recommend upgrades for energy efficiency and anticipated cost savings and prepare cost estimates for required near and long term repair and replacement.

Dock Maintenance and Repair Assessment

- On-site field evaluations of marina activities and conditions of existing dock structure.
- Interviews with employees.
- Organized checklist of physical observations and testing, if required
 - Physical observations to include but not limited to:
 - Piling, anchoring, decking, cleats
 - Dock Floats
 - Picnic docks, fish cleaning dock system
 - Gangways, security gates
 - Electric, lighting and water – adequate power/amps
 - Environmental/safety concerns
 - Accessibility to meet AODA requirements (FADS)
 - Fire protection – stand pipe system
 - Other issues identified by the City of Port Colborne's Marina staff et al.

Recommendations

- To include a three (3) phase recommendation report which would include but not be limited to:
 - Phase 1: High Priority
 - List of deficiencies found during the physical observation that would require 'high priority' attention (ex. Emergency repairs and maintenance, immediate environmental concerns, risk management and/or life safety concerns).
 - Recommendation to repairs and maintenance
 - Recommended timing.
 - Estimated cost.
 - Phase 2: Medium Priority
 - List deficiencies found during the physical observation that would require 'medium priority'. These items



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would not include any emergency and/or immediate needs but would require attention, adjustments, repairs and/or maintenance within the next five (5) years.

- Recommendation to repairs and maintenance.
- Recommended timing.
- Estimated cost.

➤ Phase 3: Low Priority

- List of deficiencies found during the physical observation that would require 'low priority'. These items would not include any of the above two priority type items but would require attention, adjustments, repairs and/or maintenance within the next ten (10) years. This 'low priority' category would also include any recommended capital improvements.
- Recommendation to repairs and maintenance.
- Recommended timing.
- Estimated cost.

Sealed quotes on the prescribed form of proposal will be received by the City Clerk or designate at City Hall, 66 Charlotte Street, City Hall, Port Colborne, Ontario L3K 3C8, **August 22, 2016, 3:30 p.m.**

Quotes received after this time will be returned unopened. **The City reserves the exclusive right to consider an extension of this closing date and time.**

By the signing and delivering of a Quote, the proponent agrees that if the Quote is accepted, the proponent will enter into a Contract of Services with the Corporation of the City of Port Colborne.

A Quote shall be prepared and submitted at the sole expense of the proponent and without cost to The Corporation of the City of Port Colborne

All Quotes received by the City Clerk become the property of The Corporation of the City of Port Colborne and as such are subject to the Municipal Freedom of Information and Protection of Privacy Act.

A Quote, whether or not it has been accepted, and any rights thereunder, shall not be assigned by the proponent without the prior written consent of The Corporation of the City of Port Colborne which shall not under any circumstances relieve the proponent of any liabilities and obligations under the Quote.



The Corporation may cancel this Request for Quote in which event all quotes shall be returned to the proponents. In the event of such cancellation, no compensation shall be payable to proponents in respect of investigation, preparation and submission of quotes, or otherwise.

RIGHT TO ACCEPT OR REJECT SUBMISSIONS

The City has the right to:

- (i) Accept or reject any or all of the Quotes;
- (ii) If only one Quote is received, elect to reject it; or
- (iii) Elect not to proceed with the project as it so determines in its sole and absolute discretion.

INFORMATION AND INSTRUCTIONS

Form of Quote

A Quote shall be submitted on the form contained herein and enclosed in an envelope.

The quote submission must be legible, written in ink, or typewritten. Quotes containing changes, erasures, overwriting, white-outs, cross-outs, or strike-outs which are not initialed by the proponent may not be accepted. No part of the form shall be altered or deleted.

The completed quote shall be dated and properly signed by the proponent. If a joint quote is submitted it must be signed and addressed by each proponent.

Investigation by Proponents

Proponents are required to submit quotes upon the express condition that they satisfy themselves as to the actual conditions and requirements which are the subject to this Request for Quote. Proponents are not to rely solely on the specifications or on any statement, representation or verbal information given by the Corporation staff, but are to base their quotes on their own knowledge, information and judgment.

Information provided in the Request for Quote and the appendices, or which may be issued by way of addenda, is for reference purposes only, and the Corporation does not make any representation, warranty or guarantee as to its accuracy. Proponents are responsible for obtaining their own independent financial, legal and other advice in connection with a quote.

Submission of Quotes

Quotes shall be submitted to the City Clerk in a sealed envelope.



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The envelope will be addressed to the City Clerk, City of Port Colborne, City Hall, 66 Charlotte Street, Port Colborne, Ontario, Canada L3K 3C8, and shall show the Date for Opening Quotes for the Full Dock Assessment of Sugarloaf Marina.

Quotes shall not be made by e-mail or facsimile.

The quotes, including all supporting documentation, specifications, and literature must be included with the submission in the envelope.

Quotes received after the time for receiving Quotes will be returned unopened.

Proponents may inquire and clarify any requirements of this RFQ. Inquiries must be directed to the attention of:

Mr. Mark Minor, Supervisor

Sugarloaf Marina

City of Port Colborne

66 Charlotte Street, Port Colborne, ON L3K 3C8

Telephone 905-835-6644

Email: markminor@portcolborne.ca

Responses, if not already addressed in the Request for Quote, will be addressed in the form of an addendum, if required. No oral interpretations will be effective to modify any provisions of the Quote, unless a written addendum has been issued by the City Clerk prior to the Request for Quote closing.

Processing of Quotes

On receipt by the City Clerk of a properly sealed envelope delivered by or on behalf of a proponent, the City Clerk will mark the envelope as to the time and date of receipt and the envelope will be retained unopened until the opening of Quotes.

No announcement concerning the award of this Quote will be made until a complete report and analysis is prepared by the City of Port Colborne and approved by City Council.

City staff may clarify any aspect of a Quote with the proponent at any time after the Quote has been opened. Any such clarification will not alter the Quote and will not be constituted as a negotiation or renegotiation of the Quote. The Corporation of the City



of Port Colborne is not required to clarify any part of a Quote. Any clarification of a Quote by a proponent shall not be effective until confirmation has been delivered in writing.

A proponent may be required to meet with City officials within the time for acceptance of quotes to explain the details of the quote. Any such meeting will take place in the City and transportation to and from the meeting for the proponent's representatives shall be at the expense of the proponent.

The Corporation reserves the right to waive deficiencies in a quote. The decision as to whether a deficiency will be waived or will result in a rejection of a proposal will be solely within the discretion of the Corporation.

The Corporation of the City of Port Colborne retains the right to select any quote for purposes that are in the best interests of the Corporation and/or to select parts of various quotes or to reject all quotes for budgetary or other reasons that are in the best interests of the City.

The selected proponent will be notified after City Council has reviewed and approved the Quote, which will be scheduled for Council approval in 2016.

The issuance of this quote in no way implies or requires that the City will proceed with an agreement for the dock assessment.

Further, the Corporation will not reimburse any proponent for any costs incurred in preparing and submitting and presenting a quote.

General Conditions

The form of quote must be completed with all the information requested.

This Quote submission is irrevocable and open for acceptance by the Corporation of the City of Port Colborne until thirty, (30) days after the closing of this Quote.



QUOTE REQUIREMENTS

Insurance

The proponent will provide their own contents and liability insurance and other related insurance required. A certificate of insurance will be provided for the Corporation of the City of Port Colborne as an additional named insured.

Workers Safety and Insurance Board

The proponent shall be registered with the Workers' Safety Insurance Board of Ontario, and supply a certificate at all times indicating that he/she is in good standing, with the Board.

QUOTE EVALUATION

Qualification Criteria

The following documents constitute a complete Form of Quote Submission. All must be included for a quote submission to be considered.

1. Form of Proposal

Selection Criteria

The following are the key criteria that will be used to evaluate the Quotes. The list is not in any particular order of priority. The City will base its selection on a combination of the following criteria as a minimum:

1. The quality of the quote including completeness of the quote, compliance with quote requirements and professionalism.
2. Related experience/capacity to perform this type of assessment.
3. The amount of the quote.
4. Commencement date.



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FORM OF QUOTE

Proponent Name:

Address:

Contact Name:

Telephone Number:

Facsimile Number:

Marina/Dock Assessment Experience:

Other Related Experience:

Commencement Date:



Comments: _____

I/We the undersigned, having examined the RFQ information, terms and conditions, and the appendices and documents constituting this quote, hereby offer and agree to enter into a contract with the Corporation of the City of Port Colborne for the Full Dock Assessment of Sugarloaf Marina, located at 3 Marina Road, Port Colborne, Ontario.

QUOTE SUBMITTED BY:

NAME/COMPANY NAME _____

ADDRESS _____

CITY POSTAL CODE _____

TELEPHONE _____

FACSIMILE _____

E-MAIL _____

SIGNATURE

NAME/TITLE (Must be in a position to legally bind the company making the bid)

(PRINT/TYPE)

SECONDARY CONTACT PERSON

NAME/TITLE



DATED

SIGNATURE OF WITNESS

DATE

Appendix



Figure 1: Aerial view of Sugarloaf Marina

For additional viewing of Sugarloaf Marina docks, please visit the following link:

<http://bit.ly/2b143YX>