



Municipality of North Grenville

REQUEST FOR PROPOSAL

PRC 25-23 – Bishops Mills Park Play
Structure Supply and Install

Issued on:

April 17, 2025

Requested by:

Mark Guy, Director of Parks,
Recreation and Culture

Proposals must be submitted via emailed pdf by

11:00 a.m. on May 8, 2025

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INTRODUCTION

The Municipality of North Grenville (the Municipality) is an urban/rural municipality located adjacent to the southern border of the City of Ottawa. As one of the fastest growing municipalities in Eastern Ontario, North Grenville is committed to providing a broad range of amenities and services to its residents and visitors alike.

The urban serviced area (formerly the Town of Kemptville) currently serves a population of approximately 5,000. It is strategically located 30 minutes from downtown Ottawa, the Nation's Capital, along Highway 416, with easy access to Highways 417 and 401.

The Municipality is responsible for the provision of a wide range of services including fire protection, by-law enforcement, emergency management, parks, recreation, cemeteries, local roads and bridges, snow removal, drainage, land-use planning, economic development, libraries, sewer and water services to the urban serviced area, and general municipal governance and administration.

The Municipality is seeking proposals from qualified vendors for the supply and installation of an accessible play structure at Bishops Mills Park located at 29 Mill Street in Bishops Mills, Ontario.

A full description of the project and scope of work is set out herein.

1. INSTRUCTIONS TO PROPONENTS

1.1 Invitation

The Municipality is seeking proposals from qualified vendors for the supply and installation of an accessible play structure at Bishops Mills Park located at 29 Mill Street in Bishops Mills, Ontario.

Proposals must be received via emailed pdf to prctenders@northgrenville.on.ca no later than 11:00 a.m. on May 8, 2025.

Proposals received after the above date and time will not be accepted.

1.2 Charge for Documents

All documents, including background information, will be provided at no cost.

1.3 Costs Incurred by Proponents

All expenses incurred in the preparation and submission of proposals shall be borne by the Consultant. No payment will be made for any proposals received, or for any other effort required of or made by the Firm prior to the commencement of work defined by the proposal approved by the Municipality.

1.4 Acceptance of Terms

All those who submit a proposal represent that they have read, completely understand, and accept the terms and conditions of this Request for Proposal (RFP) in full.

1.5 Insurance

The successful contractor shall, at its own cost and expense, obtain and maintain in full force and effect the following insurance coverage for the duration of the contract by a Company duly registered and authorized to conduct insurance business in the Province of Ontario.

Prior to the award of a contract for this work, the successful contractor shall provide and deliver to the Municipality Certificate(s) of insurance or Certified copies of each such insurance policies as evidence of the Contractor's insurance coverage signed by an authorized representative of the insurer together with true copies of any amending endorsements on terms satisfactory to the Municipality.

Work will not be authorized to begin until this document is received by the Municipality.

Commercial General Liability Insurance

Broad form Commercial General Liability policy for a limit of not less than \$2 Million (\$2,000,000.00) dollars on an occurrence basis with respect to third party liability claims for bodily injury, property damage and personal injury. This policy shall include but not be limited to:

- Premises and operation liability
- Blanket contractual liability
- Products and completed operations
- Tenants' legal liability
- Non-owned automobile liability
- Owners and Contractors Protective Liability

- Contingent Employers Liability
- Breach of Conditions Clause.

1.6 Clarification

All inquiries regarding this RFP are to be directed to prctenders@northgrenville.on.ca no later than end of day **April 25, 2025**. All inquiries received and the responses provided will be sent via emailed addendum by end of day **April 28, 2025**.

2. Terms of Payment

After notification of award and receipt of the insurance and W.S.I.B. documents, completion of work described in this RFP and subsequent contract and successful final inspection, the Municipality's terms of payment are thirty (30) days from receipt of invoices.

2.1 Proposal Validity

Proposals shall remain valid and open for acceptance by the Municipality for a period of sixty days (60) calendar days following the deadline for receipt of proposals.

2.2 Follow-On Contracts

The Municipality reserves the right to award subsequent phases of the project to the successful proponent, and fees for any follow-on contracts shall be based on the same unit or per diem rates proposed under this RFP, unless negotiated and approved otherwise.

The Municipality also reserves the right to request competitive proposals for subsequent phases of the project if deemed to be in the best interests of the Municipality of North Grenville.

3. TERMS OF REFERENCE/ PROJECT INFORMATION

Project location: 29 Mill Street in Bishops Mills, Ontario.



3.1 Entire Budget

Bidders are requested to submit one or more proposals based on the following budget figures. The budget figures include all manufactured components, play surface, freight, complete installation, and all taxes. Indicate HST separately.

Base Budget Figure: \$35,000.00 per unit excluding HST.

3.2 Project Description

- Provide three playground options with accessible features for consideration.
- Supply and install accessible play structure and supply and install engineered wood fibre at each play structure location.
- Site prep and excavation as per requirements will be completed by Municipal staff prior to installation of new play structures. (Existing swing set to right of shed at park entrance will remain in place.)
- Bidders are encouraged to provide any additional information or innovative approaches not specifically outlined in the context of this proposal.
- Site clean up and removal of all construction debris is the responsibility of the contractor.
- Bidders to include completion date.

3.3 Site Meeting

A site meeting will take place on **April 23, 2025 at 11:00 a.m.** Those wishing to attend may confirm by emailing prctenders@northgrenville.on.ca.

3.4 Conditions

- All play equipment must be designed, manufactured, and installed in compliance with the CAN/CSA/CSA 614:20 Standard Children's playground equipment and surfacing document and subsequent amendments.
- The colours should be a pleasing combination that limit the heat effects of the sun, including the poured in place play surface.
- All stairs, ramps and decks shall be covered with a non-slip plasticcoat surface or equivalent.
- The Contractor will be responsible for full cleanup and restoration of the job site, including full repairs to the access route to and from the installed play equipment.
- Any welding that is performed must be repainted with the original epoxy coatings.
- All play equipment shall have a minimum ten (10) year warranty on all materials.
- Proponents must include IPEMA certification for all components proposed.
- Engineered wood fibre must be compacted in 6-inch lifts.
- Minimum structural deck size to be 36 inches.
- Minimum post size is to be 3.5 inches.
- Geotextile fabric or equivalent to be supplied and installed under play surface.
- The play equipment and installation must be safe in all respects, so as to prevent injury to children from rough edging, protruding bolts/nuts, loose fittings, or unsecured/unstable components and free from defects.
- Structure to be manufactured and installed using tamper proof hardware in accordance with the CAN/CSA/ CSA 614:20 Standard.

- Shipping charges to be included in pricing (F.O.B. North Grenville, Ontario).
- The preferred work completion is September 2025.

3.5 Restricted Components

The following is a list of restricted or undesired components. These components have caused some concern and are NOT to be included in any proposal.

1. Full tube tunnel slide
2. Tire swings
3. Merry go round
4. Tube(s)

3.6 Maintenance Kit

The Manufacturer is required to provide the Municipality with the following tools and products in the form of a kit:

1. Graffiti remover – with instructions
2. Touch-up paint for all colours.
3. One (1) set of keys or special tools required in maintaining structure for all hardware
4. Copy of the warranty certificate
5. Various fasteners and hardware.

3.7 Final Inspection

Prior to the release of payment, the successful bidder, the Facilities Superintendent, and an independent third-party inspector contracted by the Municipality, will meet on site to review the assembled play structure for compliance with latest edition of the CAN/CSA/CSA 614:20. The third-party inspector's interpretation of all CAN/CSA will prevail. It will then be up to the successful bidder to coordinate with the third-party inspector and correct the deficiencies and provide the Municipality with a final CSA certificate from the inspector, within ten (10) days of receiving such written notification from the Municipality.

Failure to correct the deficiencies in the allotted timeframe will allow the Municipality to proceed with the corrections required at the cost of the Manufacture/Contractor.

4. EVALUATION CRITERIA

The successful firm will possess the requisite technical skills to deal with the complex matters to be addressed in the scope of work and will be required to work directly with Municipal staff, the project manager, the public, agencies, and stakeholders in a professional manner.

To achieve this, the Municipality is interested in a firm, which in addition to sound technical qualifications, exhibits such skills as timeliness, diplomacy, tact, strong communication ability (both written and verbal) and an understanding of the municipal culture.

The Firm must demonstrate:

- Skills necessary to carry out the scope of work
- High level of understanding play structure features and their play value
- Installation practices that meet legislative requirements.

4.1 Basis of Selection

The Municipality intends to recommend the appointment of the Firm on the basis of best overall value, based upon a review of the design, play value, accessibility and budget. The Firm's appointment is subject to approval by the Municipality in accordance with the provisions of the Procurement By-Law.

4.2 Selection Criteria

A total of 100 points will be allocated to each proposal, as follows:

Category	Available Points
<i>Technical:</i>	
Qualifications and Experience of Company	10
Play Value/Design suitability/Accessibility	20
Warranty	10
Quality of Approach and Methodology/Aesthetics	10
Proposed Work Plan and Schedule	30
Sub-total	80
<i>Financial:</i>	
Costing/Budget	20
Total	100

Financial points will only be awarded to submissions that have achieved a minimum score of 60 out of 80 points on the technical evaluation criteria. Proposals that do not meet this minimum score will be deemed non-compliant and will be given no further consideration.

Technical proposals scoring 60 points or higher will be evaluated financially, on the following basis:

The lowest cost submitted will be awarded 20 points, and the other cost proposals will be awarded points based upon the ratio of the cost submitted to the highest cost submitted, e.g.:

$$\text{Points} = 20 \times \left(1 - \frac{\text{Proposal cost} - \text{Lowest}}{\text{Highest} - \text{Lowest}} \right)$$

Up to three (3) of the highest rated proposals may be invited by the Municipality to attend an interview to present and discuss their proposal. Interview details and evaluation criteria will be provided at the time of notification of request to attend an interview.

4.3 Qualifications and Experience of Company

Provide a brief company profile and recent relevant experience. Provide three (3) similar projects completed by your firm in regard to playground design and install.

4.4 Qualifications and Recent Relevant Experience of Project Team

Provide the qualifications, recent relevant experience, and responsibility of each member of the project team (Project Manager, key team members, sub-consultants, and other staff),

clearly stating the employment history of the Project Manager and key team members, years with current firm and work location. Resumes should be included in an appendix.

4.5 Understanding of Objectives

Describe your understanding of the assignment, including overall scope and objectives, noting any particular issues that may require specific attention.

4.6 Quality Approach and Methodology

Describe the approach and methodology to be followed in completing all aspects of the assignment in order to achieve the stated project objectives.

4.7 Proposed Work Plan and Schedule

Provide a work plan and schedule to illustrate the breakdown of the major tasks and the level of effort of the individual team members in sufficient detail to allow a complete understanding as to how and by whom the work is to be carried out.

5. Special Terms and Conditions

Submission of a proposal constitutes acknowledgement the proponent has read and agrees to be bound by all the terms and conditions of the Request for Proposal.

The Municipality will not make any payments for the preparation of the response to the Request for Proposal. All costs incurred by a proponent will be borne by the proponent.

This is not an offer. The Municipality does not bind itself to accept the lowest price proposal, or any proposal submitted.

The Municipality has the right to cancel the Request for Proposal at any time and to reissue it for any reason whatsoever, without incurring any liability and no proponent will have any claim against the Municipality as a result of the cancellation or re-issuing of the Request for Proposal.

The Municipality may, in its sole discretion, reject or retain for its consideration bids which are non-conforming because they do not contain the content or form required by this RFP or fail to comply with the submission process as set out in this RFP. If the Municipality, in its sole discretion, deems any items bid to be unbalanced, the bid may be deemed informal and rejected.

The Municipality reserves the right to award by item, or any part thereof, groups of items, or any parts thereof, or all items, and to award contracts to one or more bidders. The Municipality further reserves the right to reject any and all bids in whole or in part and to waive any technical defects, irregularities, and omissions if, in so doing, the best interests of the Municipality will be served.

The lowest, or any proposal will not necessarily be accepted, and the Municipality shall have the unfettered right to:

- (i) Accept a non-compliant proposal.
- (ii) Accept a proposal which is not the lowest proposal; and
- (iii) Reject a proposal that is the lowest proposal even if it is the only proposal received.

The Municipality reserves the right to consider, during the evaluation of proposals:

- (i) information provided in the proposal document itself.
- (ii) information provided in response to enquiries of industry references set out in the proposal.
- (iii) information received in response to enquiries made by the Municipality of third parties apart from those disclosed in the proposal in relation to the reputation, reliability, experience, and capabilities of the consultant.
- (iv) the manner in which the consultant provides services to others.

- (v) the experience and qualification of the consultant's senior management, and project management.
- (vi) the compliance of the consultant with the Municipality's requirements and specifications; and
- (vii) innovative approaches proposed by the consultant in the proposal.

The consultant acknowledges that the Municipality may rely upon the criteria which the Municipality deems relevant, even though such criteria may not have been disclosed to the consultant. By submitting a proposal, the consultant acknowledges the Municipality's rights under this Section and absolutely waives any right, or cause of action against the Municipality, by reason of the Municipality's failure to accept the proposal submitted by the consultant, whether such right or cause of action arises in contract, negligence, or otherwise.

If a contract is to be awarded as a result of the Request for Proposal, it will be awarded to the proponent whose proposal, in the Municipality's opinion, provided the best potential value to the Municipality and is capable in all respects to fully perform the contract requirements and the integrity to assure performance of the contract obligations based on the objective assessment outlined above.

If the Municipality decides to award a contract based on a submission received in response to this Request for Proposal, the successful proponent will be notified of the intent to award in writing, and the subsequent execution of a written agreement shall constitute the making of a contract. Proponents will not acquire any legal or equitable rights or privileges whatsoever until the contract is signed by both parties.

In the event of any inconsistency between the RFP and the contract, the contract shall govern.

The Municipality reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria. Unsuccessful proponents will be provided with a verbal debriefing on the evaluation of their submission after the selection process has been completed, if so requested.

Proponents may not amend or withdraw their proposals after the closing date and time.

Proposals will be evaluated as soon as practicable after the closing time.

The proposals and accompanying documentation submitted by the proponent are the property of the Municipality and will not be returned.

Proponents are advised that all communications with the Municipality related to this RFP during the bidding process must be directly and only with the individual named in this document.

Municipal Freedom of Information and protection of Privacy Act:

In accordance with MFIPPA, this is to advise that any personal information Proponents provide is being collected under the authority of the Municipal Act and will be used exclusively in the selection process. All proposals submitted become the property of the Municipality. Proponents are reminded to identify in their proposal any specific scientific, technical, commercial proprietary, or similar confidential information, the disclosure of which could cause them injury. Complete proposals are not to be identified as confidential. The information contained in this proposal document may be utilized by the proponent solely for the purpose of preparing a proposal for submission to the Municipality. Any other use of the information for any other purpose is not authorized by the Municipality.

Under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), all information posted to websites and/or accessible to the public must be in accessible format.

All Municipality of North Grenville facilities and properties fall under the Smoke-Free Ontario Act 2017. Any consultants and contractors on Municipal properties or in Municipal facilities must adhere to these laws.