

STAFF REPORT



To: Council
From: Adam Dedrick, Director of Recreation & Parks
Approved by: Warren MacLeod, Chief Administrative Officer
Date: March 22, 2023
Subject: RFP Award - Modular Floating Dock System Welkum Park

Origin

A Request for Proposals was advertised for a modular floating dock at Welkum Park from February 24, 2023 to March 9, 2023.

Recommendation

THAT, Council of the Municipality of the District of Shelburne award the Modular Floating Dock at Welkum Park RFP to CanDock for the amount of \$26,313.04 plus HST.

Background

Part of the final phase of the accessibility upgrades to Welkum Park is the installation of a new floating dock, replacing the existing wooden dock. Due to cost changes of other parts of the project, grant funds became available that could be put towards additional upgrades at the park. After a review of the park amenities and where accessibility could be further increased it was determined that a new dock fit that need.

The current dock is an L-shape and is made of wooden boards and dock floats and is made up of four separate sections. There is a rubber connector between each section but there is still a gap which is unsafe. It does not have a railing, bench, or ladder. Although it is currently in good condition, it will soon require decking replacement and upon assessment it would be a challenge to effectively add enhancements to increase accessibility.

The new dock will be a plastic modular dock system that is made up of plastic floating cubes (air filled, not foam) that are connected to one another. Together they are essentially one large, connected platform with no gaps and it is easy to replace or add new cubes. The dock will be approximately 45 feet in length with a T-shape with a bench and two ladders. The dock and end will both have a handrail on the right side. There will also be an eight-foot-long gangway that connects the beach to the dock and it will have a handrail as well. The cost for the dock includes delivery and installation as well as a dock system overview and training for municipal staff. The nonslip dock surface, handrails, ladders and bench will increase accessibility as it will provide support for those with mobility challenges, and it will be a safer, more welcoming dock overall.

Discussion

Two proposals were received and scored. Proposals were scored based on five factors: adherence to submission requirements, ability to complete the scope of work, timeline, experience, and price. Overall, both proposals met the requirements of the RFP, however, CanDock had a much higher value for the price.

Proponent	Price	Average Score/105
CanDock	\$26,313.04 plus HST	105
Eagle Beach Contractors Limited	\$49,526.93 plus HST	97.25

Budget Implications

This project is part of the Welkum Park Accessibility Upgrades which is funded partly by a grant from ACOA and partly from the Municipality, specifically from the Gas Tax reserve. The gas tax amount works out to be approximately \$11,031.63.

Breakdown:

\$27,441.87	Price of dock including 4.29% HST (MDS tax rate)
\$16,410.24	ACOA (59.8%)
\$11,031.63	MDS gas tax (40.2%)

Attachments

-RFP Modular Floating Dock for Welkum Park



Municipality of the District of Shelburne

Request for Proposal

Modular Floating Dock
Welkum Park, Shelburne NS

Release Date: **February 24, 2023**

Proposals will be received no later than **12:00pm (noon), March 9, 2023**

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OBJECTIVE

The Municipality of the District of Shelburne (the “Municipality”) is seeking proposals for a modular floating dock to be installed at Welkum Park, 8946 Upper Clyde Road, Shelburne, Nova Scotia.

SPECIFICATIONS

1. Background and Description

Welkum Park is a day-use public park, 1.4 acres in size, located on Welshtown Lake in Shelburne, Nova Scotia (8946 Upper Clyde Road). The park features a sandy beach, playground, swing sets, floating dock, picnic area with three gazebos, change rooms, seasonal washrooms, and a parking lot. The park is mainly used for recreation purposes such as picnics, birthday parties, beach use and swimming.

The modular floating dock will replace the existing dock, which will be removed.

2. Scope of Work

1. Deliver and install a plastic modular floating dock system with the following requirements:
 - a. T-shape system
 - b. 45 feet in length (approximately)
 - c. Handrail on dock (on right side)
 - d. Bench on right side of the end platform
 - e. Two ladders; one in center, one on left
 - f. Ramp/gangway with handrail (on right side), separate from the dock, that connects the dock to the shore
 - g. Any required tools and accessories
2. Provide a mockup with dimensions.
3. To be delivered and installed by May 5, 2023.

SUBMISSION INSTRUCTIONS

1. Proposal Submission Requirements

All proposals shall include the following information:

1. Schedule and timeline that demonstrates a clear understanding of the project and ability to complete the scope of work.
2. Cost breakdown associated with each component, outlining all expenses (excluding HST).
3. Relevant experience with examples of similar work completed in the past.

Responsibility for the submission of a proposal at the proper location within the proper times is that of the proponent submitting the proposal and the Municipality assumes no responsibility.

The proponent submitting a proposal may amend or withdraw his/her proposal subsequent to its submission and prior to the opening of the proposals by submitting a letter of amendment or withdrawal prior to the close of the proposals.

An amendment of proposal shall not disclose the amended total but shall show: The part(s) of the proposal to be amended; or the information missing from the Proposal Submission.

If the Proposal and amendment are found to be a valid submission, then the contract price shall be amended to reflect the original proposal document as amended by the proposal amendment.

2. How to submit a proposal

Proposal is to be submitted by email: Adam.Dedrick@municipalityofshelburne.ca

Proposals shall be received no later than **12:00pm (noon), March 9, 2023.**

No proposal or amendment of a proposal shall be considered if received on a date or at a time later than specified in the Request for Proposals. Late proposals will be returned unopened.

The Municipality reserves the right to issue addendum(s), amend the Request for Proposals document or reissue a revised Request for Proposals document.

3. Inquiries

All requests for additional information or clarifications regarding the Request for Proposals shall be in writing via email to:

Adam Dedrick, Director of Recreation & Parks, Municipality of Shelburne

Email: Adam.dedrick@municipalityofshelburne.ca

Responses will be posted on the Province of Nova Scotia procurement website.

OPENING, EVALUATION AND SELECTION PROCESS

1. Opening

Since price is not the only criterion on which proposals will be evaluated, there will not be a public opening of proposals.

2. Rejection of Proposal Submissions

A proposal submitted in response to this Request for Proposals may be rejected and the proposal not considered if the proposal:

- a) Does not contain any addendum(s) that have been issued by the Municipality
- b) Is the second proposal submitted by the same proponent, in which case all proposals submitted by the submitter shall be rejected;
- c) Omits any information required by, or fails to comply with, any provisions of the Request for Proposals document.

3. Evaluation Criteria

Each response to this Request for Proposals shall be evaluated by the Municipality to determine the degree to which it responds to the requirements as set out. All proposals will be evaluated based on the following criteria:

Evaluation Criteria	Score
Ability to complete the Scope of Work	40
Price	30
Experience	20
Work can be completed in proposed timeline	10
Adherence to submission requirements	5
Total Score	100

AWARD OF CONTRACT AND RENEWAL SPECIFICATIONS

1. Award of Contract

The Municipality will endeavor to notify the successful proponent by **March 23, 2023**

2. Proposal is Binding

A proposal is binding on the proponent submitting the proposal until such time as the proponent receives formal notification the proposal has been rejected, but in no case shall be binding upon the proponent for more than thirty (30) days from the date of the proposal closing.

3. Privilege Clause

This document and Request for Proposals process does not constitute a call for tenders. Proponents undertake any expenditure related to the submission of a proposal at their own risk.

This Request for Proposals neither expresses nor implies any obligation on the part of the Municipality to enter into a contract with any party submitting a response or responses. The Municipality has included the evaluation criteria within this Request for Proposals document to be used as a guideline for proposers (see Evaluation Criteria). The Municipality reserves the right to deviate from the evaluation criteria where it is in the best interests of the Municipality.

Without limiting the generality of the foregoing, decisions to deviate from the evaluation criteria may be made based on budgetary and/or service delivery considerations having regard to all of the proposals received and the needs of the Municipality.

The Municipality reserves the right to reject all or any proposals, and to not accept the lowest proposal. The Municipality may accept any proposal or any portion of any proposal that may be considered to be in the best interests of the Municipality. The right is also reserved to waive formality, informality or technicality in any proposal. This includes the right to accept a proposal that is not strictly compliant with the instructions in the Request for Proposals document.

The Municipality reserves the right to amend this Request for Proposals document at any time before the Request for Proposals closing date and will issue an addendum in the event of a change. The Municipality reserves the right to negotiate, after the Request for Proposals closing date, with any proposer for services and to finalize service arrangements in the best interests of the Municipality. In applying this privilege clause, the Municipality shall not be bound

by trade or custom in dealing with and/or evaluating the responses to the Request for Proposals.

The Municipality reserves the right to interpret any and all aspects of this Request for Proposals as may be most favorable to the Municipality. In submitting a proposal, the proponent has accepted the reservation of rights (privilege clause) as set out herein and agrees to be bound by same.

4. Local Preference

As per the Municipality of the District of Shelburne Procurement Policy, local preference applies to the procurement.

5. Commencement of Contract

The contract is to ideally commence within **one (1) week** of being awarded but commencement may also depend on the availability of the contractor, which will be taken into consideration.

GENERAL INFORMATION, TERMS AND CONDITIONS

1. Confidentiality

The proponent and any of the proponent's employees involved in the evaluation, agree all conversations and information shared by the Municipality and obtained as part of the evaluation process are to be kept strictly confidential.

2. Personnel

The proponent is advised that the Municipality expects the personnel listed in the proposal to perform the work indicated and written permission must be obtained before changing any member of the evaluation team. In the case of personnel being changed, the Municipality requires that the new personnel have a similar length and breadth of experience relevant to this project as the personnel being replaced and be otherwise acceptable to the Municipality.

3. Resources

The proponent will be responsible for all costs associated with the evaluation process, unless stated otherwise in the proponent's proposal.

4. Responsibility

Should the proponent fail or neglect to complete the required work within the mutually agreed upon timeframe, the Municipality reserves the right to terminate the contract and the proponent shall be responsible for all costs associated with same.

5. Payment

Payment will be based on an invoice submitted by the successful proponent and payable following the completion of the scope of work and the receipt of all deliverables.

Invoices are to be forwarded to:

Adam Dedrick, Director of Recreation & Parks
Municipality of the District of Shelburne
136 Hammond Street
P.O. Box 280
Shelburne, NS B0T 1W0
Email: Adam.dedrick@municipalityofshelburne.ca
Fax: 902-875-1278

Appendix A: Photos of existing dock



Appendix B: Modular floating dock design concept

