

REQUEST FOR PROPOSALS (RFP)

TOWN OF TRINITY SLIPWAY

TOWN OF TRINITY

**P.O. Box 42
TRINITY, NL
A0C 2S0**

October 9, 2014

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1. SUMMARY AND BACKGROUND

For many years, the south end of the beach next to Mackerel Point in the Town of Trinity (“the site”) has been used to launch boats from trailers towed by vehicles. Although this practice is very popular and beneficial to the Town, because of the natural, unaltered stone, mud and gravel beach surface, the boat launch area is restricted to only very light weight trailers and boats, very high powered 4WD towing vehicles and for use only during high tide.

At least annually, for the past twenty years, the Town Council of Trinity (“The Town”) has received multiple requests from multiple parties to construct a boat ramp system suitable to launch/retrieve boats using rubber wheeled vehicles.

2. PROPOSAL GUIDELINES

This Request for Proposal (“RFP”) represents the requirements for an open and competitive process. Proposals will be accepted until 12 pm (noon, NST) October 23, 2014. Proposals received after this date and time will be returned to the senders. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or sub-contract any work to meet the requirements contained herein, this must be clearly stated in the proposal, as to what each sub-contractor will be completing. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work.

All costs must be itemized to include an explanation of all fees and costs and HST must be broken out as a separate costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by The Town and will include scope, budget, schedule, and other necessary items pertaining to the project.

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

In order to provide a clean, safe, easy to use boat launch facility that more users may access, the Town of Trinity is making this Request For Proposals (“RFP”) to builders interested in providing solutions to the current soft launch surface and “wet-feet launch” only conditions that exist at the Site. The builder who is chosen to execute the Project (“the Contractor”) is expected to complete all installations by June 20, 2015.

The Town requires a hard surfaced boat ramp (“the Project”) to facilitate launching watercraft on trailers towed by cars or trucks.

Project Description:

As this Site is for general public use and as it is located in the heart of the historic area of the Town of Trinity, the design and construction of the entire Project must be visually and aesthetically pleasing, user-friendly and easy to navigate for all members of society.

The Town has acquired all necessary permits and licenses to occupy the Site by construction of the Project.

The Contractor will install a hard surface boat ramp approximately 30.48m (100 ft) long and 6.096m (20 ft) wide.

4. PROJECT SCOPE

The ramp is to be constructed of 8” of concrete (35 PSA) with steel reinforcing bars (rebar) 15 mm and 20 mm with 8” and 10” spacing. There will be 2 mats of rebar with a spacing of 4” between each.

The ramps surface will have a broom finish to improve foot and vehicle tire traction. Also there will be a construction joint located at every 10 ft of the ramp to allow movement at transitional load bearing points from one concrete section to the next.

The length of the ramp shall extend from the solid ground above the beach rocks, sloping into the water of Trinity Harbour to a distance that will approximately be 2 feet below low tide springs. The ramp length is estimated to require a length of 30.48m (100 ft) to reach this point.

The Contractor is to provide appropriate signage for a small boat launch facility as required by law, and, in addition, the following signs:

- No Wake Zone – 6 knot/hr Limit
- No Re-Fueling
- No boat / bilge cleaning
- No Litter
- 10 Minute Limit

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than 12 pm (noon, NST) October 23, 2014

Evaluation of proposals will be conducted from October 27, 2014 until November 7, 2014. If additional information or discussions are needed with any bidders during this two week window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than November 10, 2014.

Upon notification, the contract negotiation regarding the start time, work plan and completion date, with the winning bidder will begin immediately. Contract negotiations will be completed by November 30, 2014.

Notifications to bidders who were not selected will be completed by November 10, 2014

Project Timeline:

Project initiation phase must be started by April 1, 2015 with a completion by June 30, 2015.

6. BUDGET

All proposals must include proposed costs to complete the individual components of the Project described in the project scope. Pricing should be listed separately for each of the following items:

1. Reinforced, concrete ramp;
2. Signs

NOTE: All costs and fees must be clearly described in the proposal and must include HST as a separate costs.

Lowest or any bid not necessarily accepted. Project is dependent on funding approvals.

7. BIDDER INFORMATION

Bidders should provide the following items as part of their proposal for consideration:

- How many people to be employed on the Project
- Name of person responsible for inspection of quality and project completion
- Proposed timeline/work plan for the proposed work
- Provision of past work experience and references
- Proof of appropriate insurance and Worker's Compensation coverage

The Contractor will be paid by the Town upon presentation by the Contractor of a detailed, weekly claim for work completed. Claims will be paid 7 days after presentation and the Town reserves the right to pay subject to satisfactory inspection of the progress of the Project. The billing will be subject to a 20% holdback for 60 days after Project completion and delivery.

In carrying out this project, the consultant will act as an independent consultant and shall indemnify and save harmless the proponent, its employees and volunteers against all claims, demands, loss, cost, damages, actions, suits or other proceedings by whomsoever brought or prosecuted for any damages, injury, or infringement resulting from activities under this project.

8. PROPOSAL EVALUATION CRITERIA

Each bidder must submit 2 copies of their proposal to the address below by 12 pm (noon, NST) October 23, 2014

The Town of Trinity
P.O.Box 42
Trinity, NL
A0C 2S0