



Where History and Innovation Thrive

REQUEST FOR INFORMATION

Partnering opportunity with the municipality in the provision of capital investment in marina infrastructure and delivery of marinas operations and marketing services

RFI No. CS-AM-2006-02

Please submit **FIVE (5)** complete copies of each submission by
3:00:00 PM LOCAL TIME on Wednesday, August 30, 2006
addressed to:

City Clerk
Corporate Services Group
Corporation of the City of Kingston
216 Ontario Street
Kingston, ON K7L 2Z3

RFI No. CS-AM-2006-02

Closing Date: Wednesday, August 30, 2006 @ 3:00:00 PM

**Submissions must be received before the above-mentioned time and date,
and in accordance with the requirements of this document.**

All inquiries regarding this Request for Information must be directed as specified. Any clarification of this document or request for additional information must be received by 1:00 p.m. on Friday, August 11, 2006.

Contact:
Barclay Mayhew, Manager of Facilities
Asset Management Department Fax:
(613) 546-4291, Ext. 1233 [Email:
bmayhew@cityofkingston.ca](mailto:bmayhew@cityofkingston.ca)

Provenance: this document is a scanned copy

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Request for Information

Partnering opportunity with the municipality in the provision of capital investment in marina infrastructure and delivery of marinas operations and marketing services

PLEASE NOTE

This document is a solicitation for information only and may not be construed as a commitment of any kind given on behalf of the City of Kingston to purchase any goods or services now or in the future.

The City of Kingston does not obligate itself in any way as a result of this Request for Information. Only the execution of a written agreement will obligate the City of Kingston in accordance with the terms and conditions of that agreement.

Any expenditure experienced by the respondents in preparation and submission of the RFI shall not be reimbursed by the City of Kingston.

1 INTRODUCTION

The City of Kingston invites interested parties to submit responses to this Request for Information (RFI) to provide capital investment in marina infrastructure and to manage and operate the Confederation Basin Marina and/or Portsmouth Olympic Harbour Marina as an independent contractor.

2 PROJECT BACKGROUND

2.1 Project Objectives

Kingston's City Council, at its meeting of April 4, 2006, directed staff to investigate, through an RFI, if there are any interested and qualified third parties who wish to provide capital investment in marina infrastructure and partner with the municipality in the operations and/or marketing of City-owned marinas.

The City of Kingston is interested in exploring potential partnership opportunities, either in whole or in part, in areas of capital development related to infrastructure and operational enhancement, marina operations, and marketing.

2.2 Project Description

Confederation Basin Marina (*Appendix A -Drawing*)

The City of Kingston started operating the Confederation Basin Marina in 1967 as part of the Confederation Park Centennial Project. In 1988, the Confederation Basin Marina was expanded to include the waters southwest of the existing basin, and a breakwater was built by the Federal Government Department of Fisheries and Oceans for \$8 million which would assist in accommodating a significant future expansion of the marina. At about this time, an additional 300 docks were put in place and paid for by the City. There are currently 384 slips in operation at this marina. The City of Kingston has the capacity although not the existing financial ability to increase its number of slips at Confederation Basin Marina by an additional 300-400 slips.

The Confederation Basin Marina has a full complement of onshore facilities including washrooms and showers, laundry facilities, boaters lounge, and administration facilities. A significant expansion of the number of slips would likely require enhancements and additions to onshore facilities to meet the additional demand. Boaters' facilities might be required at a second location to ensure they are located within a reasonable walking distance from the docks.

The City currently owns certain land and leases other land and water lots from the Federal government. Under this agreement, the City pays 20% of its gross rental rates which, for 2005, were estimated to be \$106,000. The City of Kingston is currently pursuing the transfer of the water lots from the Federal government and is hoping to have this matter resolved in 2006.

Portsmouth Olympic Harbour Marina (*Appendix B - Drawing*)

A major development in City marinas operations came with the decision to host the sailing component of the 1976 Montreal Olympics at the Portsmouth Olympic Harbour (POH) in Kingston. The Federal government Department of Fisheries and Oceans paid for the development of the Olympic Harbour and the Olympic Committee developed and paid for the onshore facilities and eventually turned the facility over to the City. There are currently 259 slips in operation at this marina.

Onshore facilities include washrooms and showers, snack bar, gas dock, pump-out facilities, and parking for boaters. The marina operations office, along with an assortment of meeting rooms and restaurant facility, are also housed on-site.

The POH Marina is considered by many as one of the top venues in the world to host sailing regattas and has been the home to the Canadian Olympic Training Regatta at Kingston (CORK), which has operated from this location every year since 1976. During the 2005 summer season, over 1,200 competitors came to sail at POH through CORK and other sponsored regattas and competitions.

The City of Kingston is also seeking the transfer of the POH Marina water lots from the Federal government, which is anticipated to occur by 2008.

2.3 Term of Project

Any identified opportunities from the responses to the RFI would form part of the consideration in a marina development and operation marketing strategy prior to the issuance of a Request for Proposals (RFP) in late 2006 or early 2007.

2.4 The Anticipated Schedule for this Request for information is:

Release of Request for Information	July 25, 2006
On-Site Visits of Facilities	Available upon request
Deadline for submission of questions	1:00 P.M. August 11, 2006
Deadline for responding to questions	1:00 P.M. August 18, 2006
Request for Information Closes	3:00 P.M. August 30, 2006

*While the City of Kingston fully intends to complete this process according to the scheduled milestones outlined above, the City reserves the right to amend this schedule.

2.5 Project Authority and Involvement

The project authority for this RFI is the Corporate Services Group of the City of Kingston.

Project Sponsor: Denis Leger, Commissioner of Corporate Services

Project Lead/Contact: Barclay Mayhew, Manager of Facilities
Asset Management Department Fax:
(613) 546-4291, Ext. 1233 [Email: bmayhew@cityofkingston.ca](mailto:bmayhew@cityofkingston.ca)

All inquiries regarding this Request for Information must be directed as specified in 2.7 of this document.

2.6 Project Stakeholders

The decision-making authority rests with the Corporation of the City of Kingston. The following parties are stakeholders in this Request for Information:

- Kingston City Council
- Corporate Services Group

2.7 Inquiries

Any clarifications of this document or request for additional information must be received by Friday, August 11, 2006 at 1:00 p.m. in writing or e-mail or fax to:

Barclay Mayhew
Manager of Facilities
Asset Management Department
216 Ontario Street
Kingston, Ontario K7L 2Z3
Fax: (613) 541-1044
[Email: bmayhew@cityofkingston.ca](mailto:bmayhew@cityofkingston.ca)

2.8 Proposal Content

Responses shall include the legal name and form of the firm (specify the parent company if applicable). This will include the number of years in business and an indication of financial stability; an overview of the responding firm's experience in providing similar or like services to the public sector, and any other relevant information about the responding firm.

2.9 Notification of Results

It is the current intention of the City of Kingston to notify all respondents as to the direction and next steps that the City will take in this process by December 31, 2006.

3. PROPONENT SUBMISSION

3.1 Number of Copies

Five (5) complete bound copies of the response to the Request for Information are required. Respondents are asked to be succinct in their responses, and are requested to limit their submissions (inclusive of their written submission and any supporting or collateral material) to a size that would fit within a binder with a ring size of no more than 1 inch.

3.2 Submission Procedures

Submissions must be received at the City Clerk's Office, Corporate Services Group, no later than 3:00:00 P.M. (Eastern Time) on August 30, 2006. Time-stamped receipts will be issued to each responding party. Submissions received after this time on that date will not be accepted and will be returned unopened. Submissions received by way of facsimile or e-mail will not be accepted.

All copies of the submission should be addressed and delivered to:

City Clerk
Corporate Services Group
Corporation of the City of Kingston
216 Ontario Street
Kingston ON, K7L 2Z3

Attention: Barclay Mayhew, Manager of Facilities

Clearly Marked:

RFI No. CS-AM-2006-02

**Confederation Basin Marina / Portsmouth Olympic Harbour
Partnership Opportunity**

Respondents are encouraged to request clarification of any matter set out in this RFI as outlined in the 2.4 and 2.7 of this document. All inquiries must be made in writing to Barclay Mayhew at the address and contact information as noted in 2.7 of this document. If such requests result in a change to the requirements of this RFI, the Project Lead/Contact will prepare and issue an addendum. The City reserves the right to share responses with all interested parties, without attribution.

3.3 Submission Requirements

To facilitate the review of the submission, please use the following headings and numbering system in your response. Submissions must specifically and fully address each of the following items:

A. Firm Name and Description

1. The name of the respondent's company and principals
Name of key personnel including their:
 - role and responsibilities during this assignment
 - experience in similar projects and in similar roles
 - current work log of key personnel
 - brief resume
 - chart showing the working relationship among the proponent's key personnel
2. Name, title, telephone, facsimile numbers and e-mail address of the respondent's main contact person for future communication regarding this opportunity.

B. Experience

1. Detail past related experiences to this project, noting:
 - location, size, nature, concept, scope and cost of each project
 - the role the company and the proposed lead principal played on each project
 - the results and outcomes of each project
 - business references for each project who may be contacted
2. Where planned projects are under construction and/or have not been completed, the respondent should also provide a description of projects in their planning stages, including location, status or expected completion dates, concept, project size and costs, roles of the principals, etc.
3. Respondents must provide full disclosure of details regarding any litigation or dispute that the respondent is involved with, including a description of the litigation and maximum exposure of the respondent; otherwise, the respondent must indicate the absence of involvement in any litigation or dispute.

C. Proposed Work Plan

1. General approach taken by the firm when approaching operational and capital projects of this nature, in the context as outlined in 2.1 and 2.2 of this document.

2. Ideas, concepts, preliminary thoughts regarding what is felt to be possible for the Confederation Basin Marina and Portsmouth Olympic Harbour Marina sites (again in the context as outlined in 2.1 and 2.2 of this document). Respondents to the RFI acknowledge that in submitting a response to the RFI they are agreeing that the City shall be entitled at no cost or other obligation to the Respondent to use any and all information, concepts, and ideas for the purpose of determining what direction and steps, if any, the City takes for the two marinas including but not limited to the preparation of a marina development and operation marketing strategy and requests for proposals.
3. Indication of potential capital investment which might be made, as well as potential operating term requested.

Firms responding to this RFI do so **AT THEIR OWN RISK**. No cost for preparing the submission or receiving of information will be incurred by the City of Kingston.

