

Parks, Forestry & Recreation
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April 21, 2021

Posted in PDF (5 pages)

**ADDENDUM NO. 1
REQUEST FOR PROPOSAL NO. 2021-01
CLOSING: 12:00 NOON (LOCAL TORONTO TIME), APRIL 30, 2021**

For: Stand Up Paddle Board & Kayak Rentals for Multiple Locations along the Waterfront Parklands (One-Envelope Process)

Please refer to the above Request for Proposal (RFP) document in your possession and be advised of the following supplementary questions that have been asked in reference to the RFP. Please attach this addendum to your RFP submission and be governed accordingly and acknowledge receipt of this addenda as per Appendix A, section 4 of the RFP document. All other aspects of the RFP remain the same.

I. Revisions

- 1. Refer to Section 3.5 – Prohibited Products and Services – Item # 3.5.2 and delete the word "all" in the paragraph.**

II. Questions and Answers

- Q1. If I have a letter of reference from a City employee or former City employee, written before the release of this RFP, do I need to disclose that person? They had no part in writing the proposal or have any influence over the decision making process:
- A1. You will need to disclose that person.
- Q2. There are numerous partners who run joint programs with my current SUP company as it stands now. These include for profit, not-for-profit organizations and individuals. They had no part in writing this proposal, are not part of a consortium and have no influence in the decision making process. Do I need to disclose these?

- A2. Yes.
- Q3. The RFP states that we are not allowed to collude yet it also asks for references from similar SUP and Kayak businesses. Some of these businesses that I am seeking references from may also be applying. Am I allowed to ask for a reference from another proponent without it being considered collusion?
- A3. Refer to Appendix A – Section 10
- Q4. Does every Proposal for every Licensed Area need to offer paddle board rental, kayak rental and paddle board storage for public use or is it permissible for a Proposal to include subset of the three business offerings?
- A4. Storage space rental for the public is optional.
- Q5. If a subset is permissible, would a Proposal for a subset receive fewer points in the Evaluation Process than one that included all three offerings?
- A5. Additional points will be awarded based on the provision of storage.
- Q6. The RFP states that the City is seeking to secure licensed vendors who will provide, in addition to other services, "storage space rentals for public use for personal stand up paddle boards". For the purpose of this specific RFP, is there a reason that the City has not sought the provision of public canoe and/or kayak storage solutions? Are proponents invited by the City to include kayak and/or canoe storage solutions in their proposals?
- A6. The City recognizes the growth in waterfront recreation and increase in use on non-motorized water craft at the City's beaches and waterfront parks and is working on providing short term and long term strategies for improving access, rental and storage solutions for residents who enjoy these spaces and activities. Proponents are invited to include kayak and/or canoe storage solutions in their proposals where feasible.
- Q7. What are the minimum and maximum number of personal paddle craft storage spaces the City is seeking for each of the proposed locations. In particular, for Cherry Beach?
- A7. Proponents will make this determination based on their business plan.
- Q8. What is the specific location, square footage and footprint that the City is making available with respect to the structures (i.e. modified shipping containers, etc.) for the Cherry Beach location?
- A8. Most easterly point of the Cherry Beach east parking lot. Space will be made available for two, twenty foot length modified containers or one, forty foot length modified container at this location.
- Q9. Specifically, who are the persons on the Selection Committee?
- A9. Refer to section 4.1 – Selection Committee.

- Q.10 Permitted cooperation between Vendors on Paddle Canada's National Programs and Adaptive Paddling Programs?
- A.10 Refer to Section 2.5 - Objectives
- Q11. What is the size limitation of the Budapest Park location? Would Budapest Park be approved for a 20 to 40 ft. container?
- A11. A single, twenty foot length modified container will be approved for Budapest Park – parking lot.
- Q12. Is it necessary to provide rentals and storage, or can a proponent provide rentals and lessons only without breaching the RFP requirements? If storage is mandatory, can a proponent offer storage for SUPS and not Kayaks (due to size)?
- A12. Storage space rental is optional.
- Q13. In addition to the base licence fee, can further remuneration to the City be made as in-kind services provided to marginalized and First Nations youth? Part of our mandate is to provide SUP experiences for marginalized First Nations youth, usually pro bono. Can this be considered as part of the proposal OR part of the negotiations process?
- A13. Financial Proposals must be completed as per Appendix F.
- Q14. Has there been consultation from the City of Toronto for engagement and placemaking for Indigenous business?
- A.14. Consultation specific to this did not take place.
- Q15. Are there going to be any opportunities or any permits being offered for locations in Scarborough?
- A15. There are no opportunities or permits being offered for Scarborough waterfront locations at this time.
- Q16. Is it possible to provide proposals for two locations and specify a ranked preference (1st, 2nd) and then accept only one of the locations, if both are offered by the City?
- A16. Yes.
- Q17. The RFPs financial benefit formula (base fee plus percentage of gross revenue) is likely to lead to inflated sales forecasts by some proponents in order to secure a concession. How will the reviewers ensure that forecasts are 'reasonable'?
- A17. In the event that the business plan provide by a Proponent is not deemed to be feasible by the City (based on past sales experience, operating costs, and market conditions) the City may make certain sensitivity adjustments to a proposal's revenue levels in order to conduct a more robust evaluation.
- Q18. If successful proponents under-achieve their revenue forecast(s), will they still be held to the dollar (\$) and /or percentage (%) fee submitted in Appendix F?

A18. Yes.

Q19. The provision of board rental space with a secure storage area represents a large, upfront cost with an unknown return on investment. We would prefer to see this as an optional service that if not provided/included in the proposal, does not prejudice the rest of the proposal in any way. Do you Agree?

A19. Storage space rental is optional.

Q20. There is no specific reference to pandemic-related operating procedures (beyond 3.2.11) even though these measures have a profound effect on operations e.g. staffing checks, screening clients, physical distancing, availability of disinfectants, special cleaning procedures for boards/kayaks, etc. All these are important but will increase cost/reduce profitability which must be kept in mind in terms of the City's financial benefit expectations. Do you agree?

A20. Proponents are required to follow all COVID-19 protocols in operating their business. Costs associated with these measures should be included in the business plan.

Q21. What were the selection criteria used by the Project Manager to select sites for the intended concessions? There does not appear to be any reason to keep these criteria 'secret' but no answer was provided to a similar question raised in our email correspondence of April 12, 2021 to the City Contact.

A21. These locations are considered high pedestrian traffic areas that have potential to generate considerable business opportunities for Vendors while offering a service to the citizens of Toronto.

Q22. Why were no sites east of Kew Gardens tennis courts offered since a licensed watercraft rental business operated successfully at Balmy Beach (as an example), for three years? There does not appear to be any reason to keep this answer 'secret' but no answer was provided to a similar question raised in our email correspondence of April 12, 2021 to the City Contact.

A22. There is greater lifeguarding services to the west of the Leuty Lifeguard Station. There is no conflict with the existing City of Toronto service offered via the Silver Birch Boathouse.

Q23. Why was the 'Woodbine Beach Park-Western End of Boardwalk' locations included as a site when it appears to be totally unsuited: the beach area is signed no swimming, prevailing easterly winds will blow novice paddler onto the rock outcrop and kite-surfers regularly use this open water area, creating collision hazards. It appears the City is unwittingly asking proponents to assume additional legal risk and endangering the safety of patrons when more suitable sites exist along the eastern Beaches. There does not appear to be any reason to keep the answer to this question 'secret' but no answer was provided to a similar question raised in our email correspondence of April 12, 2021 to the City Contact.

A23. This is a high traffic area that is actively used by the kite boarding and SUP community. There is a substantial amount of beach users who make use of this section of the beach

and would welcome the SUP and kayak rental. All of the eastern waterfront locations will experience the same weather conditions.

Q24. Will parking lots be designated for each location? If so, which lots for each location?

A24. Designated locations in parking lots have been provided in Section 2.2. No other parking lots will be available.

Q25. The cover page says proposals are to be emailed but elsewhere it suggest proposals should be mailed (posted). Is email alone sufficient with scanned signatures?

A25. Proposal must be emailed to parkbusiness@toronto.ca prior to the closing deadline. Proposals emailed with scanned signatures is sufficient.

Q26. Are there any restrictions on operating times outside of 'minimum' hours 10 am – 6 pm other than local by-laws (3.1.2)

A26. 3.1.2 includes the minimum hours of operation. Vendors may operate from sunrise to sunset during the operating season (weather permitting).

Q27. The wording of 3.5.2 is slightly confusing: "...all allowed" suggest some items in this paragraph could be offered for sale. Please clarify.

A27. Please refer to the above section under Revisions #1.

Q28. Is "client's URL address" meant to mean the reference's website if it has one? (5.3.3 f).

A28. Yes.

Yours truly,

Christina Iacovino
Manager, Partnership & Business Services Unit
Parks, Forestry & Recreation