



# FORT ST JAMES

DISTRICT

## DISTRICT OF FORT ST. JAMES

Request for Proposals

### MARINA MANAGER

<b>Opportunity ID:</b>	RFP25-04
<b>Issue Date:</b>	April 1, 2025
<b>Closing Date and Time (Pacific Time):</b>	April 15, 2025 4:00 PM PST
<b>Official Contact and Email Address:</b>	Doug Lowther dlowther@fortstjames.ca

# 1. Summary of the Opportunity

The District of Fort St. James is seeking a Marina Manager that will:

- Provide 24-hour security/supervision of Cottonwood Marina for the 2025 boating season (May 12, 2025 through September 15, 2025). The District will provide on site accommodation including water, power and phone.
- Oversee the municipal campground at Cottonwood Park.
- Clean the public washrooms at Cottonwood Park, Spirit Square and Goodwin Park each day.
- Oversee the rental of District paddle boards.
- Have experience serving the public and/or boating experience.

The District is also interested in innovative proposals for collection of fees and provisions of additional services at the marina.

## 1.1 Evaluation

Proposals will be assessed in accordance with the following evaluation criteria and will be by an evaluation committee formed by the District and may include employees and contractors of the District. The District will be under no obligation to receive further information, whether written or oral, from any Proponent.

Weighted Criteria	Weight
Price	70
Innovation	10
Experience/References	20
<b>Total</b>	<b>100</b>

## 1.2 Contract

- a) By submitting a Proposal, the Proponent agrees that should its Proposal be successful, the Proponent will enter into a Contract with the District.
- b) Written notice to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to providing the goods or services until the occurrence of both such events.
- c) If an interested supplier has any questions about the form of contract, the supplier should pose any questions to the Official Contact before the Closing Date and Time or, if applicable, any Enquiries Deadline.

## 1.3 Contract Finalization Delay

If a written Contract cannot be finalized with provisions satisfactory to the District within thirty days of notification of the successful Proponent, the District may, at its sole discretion at any time, thereafter, terminate discussions with that Proponent and either commence finalization of a Contract with the next qualified Proponent or

choose to terminate the RFP process and not enter into a Contract with any of the Proponents.

#### **1.4 Reference Check**

The District may conduct reference checks on the Proponent and, if applicable, any Proponent resources proposed by the Proponent.

The Proponent, on request by the District, will provide referee information set out below for itself and for any Proponent resource (if applicable) that corroborates the relevant work experience.

References need to be from a referee that is not the Proponent. For each Proponent and resource reference (if applicable), the Proponent should provide the following information:

- a) Company name (if applicable) of referee;
- b) Current contact name, position, mailing address, telephone number and email address of the referee; and
- c) Brief description of work performed by the Proponent and the Proponent resources, if applicable.

The District reserves the right, on a pass-fail basis, to reject any Proponent if any of these other references, if any, in the District's sole opinion, are deemed to be unsatisfactory. These reference check provisions do not replace and should not be deemed to replace or be inconsistent with any reservation of rights in favour of the District, including any reservation of rights set out in this RFP.

## **Appendix A: Sample Contract**

The Contract is available for download in the "RFP documents" section for this RFP.