



Municipality of Machin

Request for Proposal

Eagle River Outdoor Rink Deck Replacement & Accessibility Improvements

Date Issued: September 18th, 2025

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1. Introduction & Background

The Municipality of Machin is inviting proposals from qualified contractors for the removal and replacement of the existing deck, stairs, and ramp at the Eagle River Outdoor Rink.

The existing structure has reached the end of its useful life and requires full replacement. The project will include the removal of the current deck, stairs, and ramp; construction of a new deck with ramps and stairs with handrails to improve accessibility, and installation of posts to support future fencing or netting.

2. Scope of Work

The successful Proponent will be required to provide all labour, materials, and equipment necessary to complete the following work:

- **Site Preparation**
 - Tear down and remove the existing deck and stairs/ramp.
 - Preserve existing concrete pilings (to remain in place).
 - **New Deck Construction**
 - Construct a new deck measuring approximately 40 feet x 12 feet attaching to the rink timbers and to the current ice shack. The new deck should be 6-12 inches higher than the previous.
 - Include ramp access on both the north and south ends with a safety railing. Both ramp surfaces should have rubber matting.
 - Include stairs with a safety railing on the north end.
 - Install a new doorway to the rink from the south side of the deck aligning with the ramp for easy access.
 - **Posts & Netting Support**
 - Install posts along approximately 30–40 feet of the deck frontage to allow for future installation of chain link or netting.
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3. Deliverables

The successful Proponent must provide:

- A completed, safe, and accessible deck structure as per the specifications above.
 - Posts installed and ready for future fencing/netting.
 - All wood materials used must be treated wood.
 - Clean-up and safe disposal of all demolition materials.
 - Warranty information for workmanship and materials.
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4. Proposal Submission Requirements

Proposals must include the following information:

- Cover letter and company profile.
 - Demonstrated experience with similar projects.
 - Description of proposed approach and construction methodology.
 - Work schedule with estimated start and completion dates.
 - Detailed cost proposal including breakdown for demolition, deck construction, ramps/stairs, posts, and new door installation.
 - Proof of insurance and WSIB clearance.
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5. Evaluation Criteria

Proposals will be evaluated using the following criteria:

Criteria	Weight
Fee Proposal	30%
Contractor experience & qualifications	30%
Understanding of scope & methodology	20%
Work plan & schedule	15%
Value-added approaches	5%

6. Terms & Conditions

- The lowest cost proposal will not necessarily be accepted.
 - The Municipality reserves the right to reject any or all proposals.
 - Proposals must remain valid for 90 days after closing.
 - Contractor must comply with all applicable building codes, accessibility standards, and Occupational Health and Safety Act requirements.
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7. Submission Instructions

Proposals must be clearly marked:

“RFP – Eagle River Outdoor Rink Deck Replacement & Accessibility Improvements”

Deliver to:

Tammy Rob, Clerk Treasurer

Municipality of Machin

75 Spruce St.

Vermilion Bay, Ontario P0V 2V0

clerktreasurer@visitmachin.com

Max Nagy, Economic Development Officer

Municipality of Machin

75 Spruce St.

Vermilion Bay, Ontario P0V 2V0

economicdevelopment@visitmachin.com

Closing Date & Time: October 29th at 4:00pm.

8. Images





