

**THE CORPORATION OF THE
MUNICIPALITY OF SIOUX LOOKOUT**



SIOUX LOOKOUT
Hub of the North

Request for Proposals (RFP)

No. R034-2025

**Lease-to-Own of the Farlinger Docking System
(Town Beach)**

ISSUE DATE: *November 3, 2025*

**CLOSING DATE & TIME: *January 5, 2026 – 2:00 p.m.
(CST)***

1.0 Project Overview

The Municipality of Sioux Lookout invites proposals from qualified proponents to **operate, maintain, and ultimately assume ownership** of the **Farlinger Docking System (Town Beach)** under a structured lease-to-own agreement. Throughout the four-year lease term, the docking system must remain open and accessible for public use, with ownership transferring to the successful proponent in **January 2030** upon fulfillment of all obligations.

a. Project Background

In fall 2019, the Municipality invested approximately \$151,500 (Municipality's share) to purchase and install the Farlinger Docking System at the Farlinger Park (Town Beach) waterfront, funded through municipal capital contributions. The system was designed for day-use public access and includes features such as integrated lighting, a kayak launch, and Sea-Doo (personal watercraft) docking attachments to enhance public enjoyment.

Council has directed that this disposition process protects the public investment and ensures that **public access remains available throughout the lease period**.

b. Project Scope

The successful proponent will be responsible for:

- **Operating, maintaining, and securing** the docking system to professional standards.
- **Ensuring public access** to the docking system throughout the lease term (any private or commercial use by the proponent must not restrict general community access).
- **Maintaining all components** of the system, including lighting, Sea-Doo/personal watercraft docks, and kayak launch attachments.
- **Assuming all costs and liability** for ongoing maintenance, insurance, and security.
- **Relocating** the docking system to a new approved site at the proponent's expense, in compliance with all regulatory requirements (as the current location is underutilized).

2.0 Submission Requirements

Proposals should demonstrate the proponent's capability, experience, and commitment to effectively manage the Farlinger Docking System during the lease term and to assume ownership at the end of the term, **while ensuring that public access is preserved throughout**.

a. Proposal Submission

- All proposals must be received by the specified deadline and in the required format. Late submissions will not be accepted.

➤ **Submission Instructions:**

The Request for Proposal must be submitted in a sealed envelope, clearly marked **RFP No. R034-2025 Lease-to-Own of the Farlinger Docking System (Town Beach)** by January 5, 2026 at 2:00 p.m., local time (CST) to:

Jackie Trenholm, Deputy Clerk
The Municipality of
Sioux Lookout
25 Fifth Avenue, P.O. Box 158,
Sioux Lookout ON P8T 1A4

Or

In Person at the Municipal Office:
25 Fifth Avenue,
Sioux Lookout, ON
At the Customer Service Desk between
9:00 a.m. and 4:00 p.m., Monday to Friday.

No Faxed or e-mailed Request for Proposals will be accepted.

- **Site Visit:** A non-mandatory site visit will be available for proponents to view the Farlinger Docking System (Town Beach) and its components prior to submission.
- **Tentative Date & Time:** Tuesday, **November 18, 2025**, at 10:00 a.m. (CST)
 - **Location:** Town Beach, Sioux Lookout, ON
 - **Meeting Point:** Main parking area at Town Beach.

Proponents are encouraged to attend to familiarize themselves with existing site conditions. **Attendance is not mandatory**, and failure to attend will not disqualify a submission.

Confirmation of attendance must be arranged in advance with the contact person listed under “RFP Contact” below. Any questions arising from the site visit will be answered via addendum and posted on the municipal website.

- Proposals will be opened by the Deputy Clerk and the Department Head (or designate) on **January 5, 2026** after 2:00 p.m. (CST) at the Municipal Office Building, 25 Fifth Avenue, Sioux Lookout in the Council Chambers.

Proposal Ineligibility: Proposals may be deemed ineligible if they are unsigned, conditional, incomplete, or non-compliant with the RFP submission requirements.

b. Proposal Format

Proposals must be submitted **using the following format** and should include the following information:

- **Company Profile:** A brief overview of the proponent’s company/organization, including relevant experience and qualifications.
- **Operating & Maintenance Plan:** Outline of how the proponent will operate, maintain, and secure the docking system throughout the lease.
- **Security & Liability Plan:** Description of how public safety will be ensured and liabilities managed (e.g. security measures, insurance coverage).
- **Relocation Plan:** Plan for relocating the docking system to a new site, including a timeline and strategy for obtaining any required regulatory approvals.
- **Financial Proposal:** Details of the financial offer, including the proposed lease payment schedule and total financial commitment for the lease-to-own term.
- **Ownership Transfer Confirmation:** A statement confirming acceptance of the lease-to-own terms, including the transfer of ownership to the proponent in January 2030.
- **Insurance and WSIB:** Proof of insurance coverage and WSIB clearance (or equivalent), or a commitment to obtain these prior to contract execution.

c. Enquiries

All enquiries regarding this RFP must be emailed to the RFP contact no later than **November 30, 2025**. Responses to questions will be compiled and issued as an addendum to all registered proponents (the source of questions will not be disclosed).

d. Applicable Laws

This RFP and any resulting agreement shall be governed by the laws of the Province of Ontario, as well as all applicable federal laws and relevant municipal by-laws.

e. Legal Capacity

Proponents must have the legal capacity to enter into a contract in Ontario. Proof of incorporation or business registration may be required from the successful proponent prior to contract award.

f. Response Costs

The Municipality will not be responsible for any costs incurred by proponents in the preparation, submission, or presentation of their proposals. All costs associated with a proponent's response to this RFP are the sole responsibility of the proponent.

3.0 Proposal Evaluation Criteria

Proposals will be evaluated based on a combination of factors, including the proponent's qualifications and experience, the strength of the proposed operational plan (and commitment to maintaining public access), the feasibility and value of the financial proposal, and the overall quality and clarity of the submission. The Municipality reserves the right to interview proponents, request clarifications, or negotiate terms prior to making a final recommendation.

The following weighted criteria will be used to assess proposals:

Criteria	Points
Public Access Commitment	30
Operational Experience	25
Financial Proposal	20
Maintenance & Security Plan	15
Relocation Plan	10
Total	100

4.0 Term & Ownership Transfer

- **Lease-to-Own Term:** Four (4) years.
- **Ownership Transfer:** Scheduled for January 2030, contingent on the successful proponent's fulfillment of all financial and operational obligations over the lease term.

5.0 Insurance & Security Requirements

The successful proponent shall, at its own expense, obtain and maintain the following throughout the lease term:

- **Comprehensive General Liability Insurance:** Minimum coverage of \$5,000,000 per occurrence.
- **WSIB Coverage:** Proof of Workplace Safety and Insurance Board coverage (or equivalent), maintained through the lease-to-own period.

6.0 Award & Notifications

- **Council Approval:** Award of the contract is subject to final approval by Municipal Council (or by delegated authority under the Municipality's procurement policy).
- **Notification:** The successful proponent will be notified in writing. Unsuccessful proponents may request a debriefing to obtain feedback on their proposals.
- RFP Summary Results are made available upon request, by emailing the Deputy Clerk at jtrenholm@siouxlookout.ca.
- The Municipality reserves the right to accept or reject any or all proposals, to waive minor informalities, and to cancel the RFP at any time without obligation.

7.0 Records & Retention

All documents and correspondence related to this RFP will be retained by the Municipality in accordance with its Records Retention By-law and will be available for audit or review as required.

RFP Contact:

Meredith Culham, *Recreation and Culture Manager*
Municipality of Sioux Lookout

Email: recmanager@siouxlookout.ca

Contact: 807-737-1994, ext. 3001

Appendices

- **Appendix A:** Photos of the Farlinger Docking System (for reference – provided separately)
- **Appendix B:** Shop Drawings of the Farlinger Docking System (for reference – provided separately)