Request for Proposals

Title: Rotary Cove Signage or Arch Design, Supply and Installation

Closing Date: Thursday December 10, 2026

Closing Time: 12:00 PM Noon (Late submissions will not be accepted)

Location: Town of Goderich
57 West Street
Goderich, ON, N7A 2K5
Attention: **Andrea Fisher,**
Director of Legislative Services/Clerk
Email: afisher@goderich.ca
Email Cc: jstoecker@goderich.ca

Submission: Proposals sent electronically in one PDF

Total Price: _____

1. Introduction

The Town of Goderich invites proposals from qualified proponents for the design, supply, delivery and installation of a new landmark feature at Rotary Cove.

The Town will consider proposals for either a standalone Rotary Cove sign or a new arch feature at the former arch location. The successful proponent will work collaboratively with Town staff and representatives of the Rotary Club to refine the preferred concept and deliver a durable, safe, accessible and visually appropriate installation that recognizes the historic and community significance of Rotary Cove.

2. Project Overview

The previous Rotary Cove arches were removed following Council approval. Town staff and Rotary Club representatives have since considered replacement options, including a conceptual sign design and the potential for new arches.

Proponents are invited to submit practical, cost-effective alternatives within the available funding and to clearly identify any cost implications associated with a sign option, an arch option, or both.

3. Proposal Requirements

Scope of Work

The successful proponent will be responsible for all labour, materials, equipment, supervision, and services required to design, supply, deliver, install, and commission the Rotary Cove landmark feature.

The scope of work includes, but is not limited to:

- Reviewing the project site and confirming field conditions before finalizing the design and installation approach.
- Developing a detailed design concept for a Rotary Cove sign, an arch feature, or both options. The design must include drawings, dimensions, materials, finishes, colours, and proposed wording and graphics.
- Providing a design that is compatible with the Goderich waterfront setting and reflects the historic and community significance of Rotary Cove and the Rotary Club.
- Supplying all required structural components, foundations, footings, mounting hardware, fasteners, finishes, and related materials.

- Obtaining all required permits, approvals, and utility locates, and complying with applicable legislation, codes, standards, and safety requirements.
- Coordinating with Town staff and Rotary Club representatives at key design-review stages and incorporating reasonable feedback into the final design.
- Delivering, installing, securing, and commissioning the completed feature at the location confirmed by the Town.
- Restoring all areas disturbed by the work to the satisfaction of the Town.
- Providing warranty documentation, maintenance requirements, and a recommended inspection schedule.

Design and Technical Requirements

Conceptual images are included in **Appendix A – Reference Design Concept** to communicate the general character, scale, and visual direction being considered for the Rotary Cove landmark feature.

The reference images are provided for illustrative purposes only and do not prescribe a final design, dimensions, materials, construction method, or complete scope of work. Proponents should use the concept as a guide in preparing their submissions and may propose refinements, alternatives, or other design solutions that meet the requirements of this RFP.

The Town reserves the right to work with the successful proponent to refine the preferred design, including its layout, materials, finishes, wording, graphics, dimensions, and installation details.

The proposed design must:

- Provide a prominent, welcoming, and visually appropriate landmark feature for the Rotary Cove entrance area.
- Be suitable for the Goderich waterfront environment and withstand wind, rain, snow, ice, salt exposure, ultraviolet exposure, and freeze thaw cycles.
- Use durable, low maintenance materials and finishes appropriate for a public outdoor waterfront location.
- Demonstrate structural integrity and public safety, including reasonable resistance to vandalism and unauthorized climbing, where applicable.
- Clearly and attractively incorporate the Rotary Cove name and, where proposed, appropriate Rotary recognition.
- Comply with all applicable accessibility, safety, building, electrical, and other regulatory requirements.
- Avoid conflicts with pedestrian movement, vehicle movement, sightlines, maintenance activities, utilities, and surrounding infrastructure.
- Include a practical approach to long term maintenance, repair, and replacement.

Proposal Submission Requirements

Each proposal must include, at minimum:

- The proponent's legal business name, business address, primary contact person, telephone number, and email address.
- A description of the proposed concept, identifying whether the submission is for a sign, an arch, or an alternative design option.
- Concept sketches, renderings, or scaled drawings that show the proposed feature in context.
- Material specifications; structural approach; finishes; colours; illumination details, if applicable; and anticipated service life.
- Proposed dimensions; foundation or anchoring requirements; installation methodology; and site-restoration approach.
- Relevant experience with comparable municipal, public-space, signage, landmark, or gateway projects, including references.
- A project schedule identifying key milestones for design development, Town review, approvals, fabrication, delivery, and installation.
- A detailed quotation that identifies all costs for design, fabrication, delivery, installation, permits, site work, restoration, warranties, and applicable taxes.
- Warranty coverage, maintenance requirements, and service or support contact information.
- Confirmation of applicable insurance coverage and Workplace Safety and Insurance Board (WSIB) clearance.

4. Instructions to Proponents

A mandatory site meeting will be held for all interested proponents at:

The Rotary Cove Landmark Area: 100 Cove Road, Goderich, Ontario

Date: Thursday, December 3, 2026
Time: 10:30 AM

Attendance at the mandatory site meeting is required for a proposal to be considered. The meeting will provide proponents an opportunity to review the site conditions, ask questions, and confirm requirements relevant to the design, supply, and installation of the Rotary Cove landmark feature.

Proponents are responsible for ensuring that their representative signs the attendance record at the site meeting. A proposal submitted by a proponent that did not attend the mandatory site meeting may be deemed non-compliant and may not be considered.

Proposal Submission and Inquiries

All proposals must be submitted electronically as a single PDF document to:

Andrea Fisher
Director of Legislative Services/Clerk
afisher@goderich.ca and cc'd to jstoecker@goderich.ca

Proposals must be received by the stated closing date and time. Late submissions will not be accepted.

All inquiries regarding this RFP must be submitted in writing to:

Kyle Williams
Operations and Community Services Manager
kwilliams@goderich.ca

The Town may share questions and responses with all proponents where it considers the information relevant to the procurement.

Evaluation Process

The Town may invite shortlisted proponents to clarify their submissions or participate in a presentation. Representatives of the Rotary Club may participate in the review process and provide input and recommendations to Town staff. Final selection remains at the sole discretion of the Town.

5. Evaluation Criteria

Proposals will be evaluated using the following criteria:

Evaluation Criterion	Weight
Design quality, suitability and alignment with the Rotary Cove setting	35%
Price and overall value	30%
Durability, maintenance requirements and technical approach	15%
Relevant experience and qualifications	10%
Delivery schedule, installation approach and warranty/service support	10%

6. General Terms and Conditions

The Town of Goderich reserves the right to accept or reject any proposals and to waive irregularities at its own discretion. The Town will not necessarily accept the lowest bid and reserves the right to negotiate terms with the successful provider. Should the Town not receive any submission satisfactory to the Town of Goderich in its sole and absolute discretion, the Town reserves the right to re-tender.

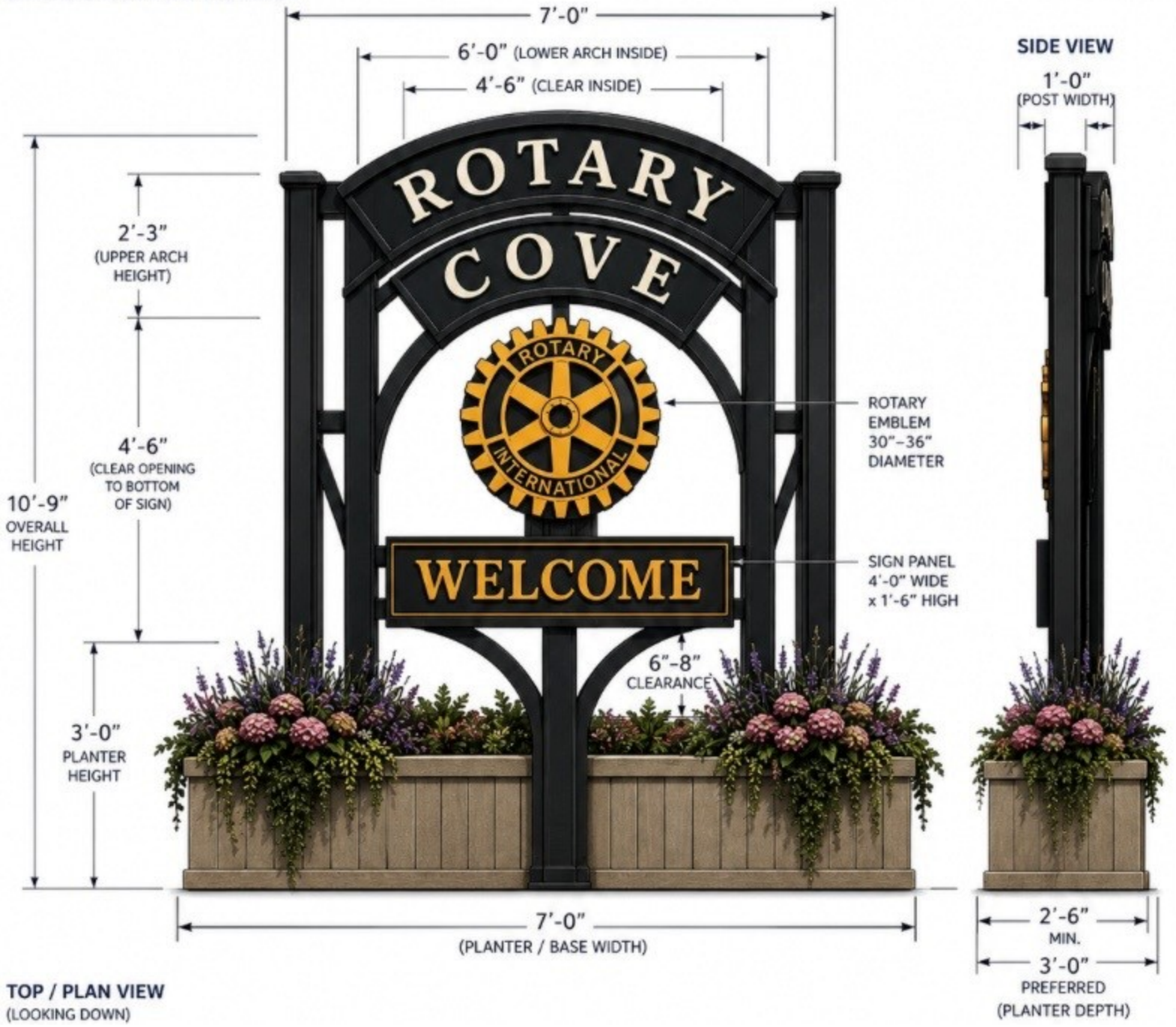
Proposals and all accompanying documents become the property of the Town of Goderich once submitted and are subject to the Freedom of Information and Protection of Privacy Act. The Town may cancel or amend the RFP process without liability prior to the contract award.

7. Appendix A – Reference Design Concept

ROTARY COVE ENTRANCE SIGN

DIMENSIONED FRONT ELEVATION

ALL DIMENSIONS IN FEET & INCHES



TOP / PLAN VIEW

(LOOKING DOWN)


ROTARY
COVE





SIDE VIEW

DESIGN FEATURES

- Striking single-arch design with centre post for strength and balance
- Durable steel construction with a powder-coated finish
- Rotary International emblem prominently featured
- "Service Above Self" displayed on all pillars
- Stone bases complement Goderich's waterfront character
- Timeless gateway design to welcome visitors for generations



FRONT ELEVATION

SERVICE ABOVE SELF

PROUDLY SERVING GODERICH AND OUR COMMUNITY

A ROTARY CLUB OF GODERICH PROJECT