



Request for proposal (RFP) from the
Kingston Yacht Club, June 25, 2010

Introduction

Founded in 1896 the Kingston Yacht Club is the boating home of 500+ water enthusiasts. The club provides services for racers, cruisers, wind-surfers, kayakers and power boaters. The club's Junior and Adult Learn to Sail Programs have received national accolades.

The club offers food and beverage service to members and guests including an extensive membership social program. The clubhouse facility has been the venue for many wedding receptions, Christmas parties and various special event functions.

Besides the clubhouse facility the property includes the historically designated Saint's Rest building that houses four rental apartments, the club's junior sailing program and washroom & shower facilities for members and visiting members from one of the club's many reciprocal clubs.

The club manages a gas dock selling 100,000L of fuel each year to club members and Lake Ontario boaters.

The Kingston Yacht Club is a not-for profit member-owned club that has been a sustainable economic engine of the Kingston community for more than a century. The club is being guided into the future by a volunteer Board of Directors consisting of 12 members. The club employs a full-time General Manager to manage the club's daily activities.

The Board of Directors recently completed Strategic Planning sessions and is in the process of completing a Long Range Plan that will guide the club to the future in a stable and proud manner.

Appraisal Standards

The Kingston Yacht Club wishes to engage an appraisal firm that will provide the following services:

- Conduct “as-is” market value appraisal of the club’s property.
- Include other possible property uses with potential site development options.
- Prepare appraisal reports in accordance with standards set by the appraisal profession.
- Submit three (3) bound, signed original appraisal reports within 10 days of assignment.

Responses to this RFP should include the following:

- Names of staff who will be assigned to the project and their relevant qualifications and experience.
- Proof of liability insurance, including amount and details regarding any liability limitations
- Completion timeline from authorized date to proceed
- Firm fee structure.
- Brief narrative of the firm’s history

The project is funded in whole by the Kingston Yacht Club

Criteria for Selection

The Kingston Yacht Club will review all proposals received and select a firm based on the following criteria:

- Qualifications and experience of project appraiser
- Time required by firm to complete and prepare appraisal
- Cost for services
- Other considerations, as warranted

The Kingston Yacht Club will not be responsible for costs incurred by any appraiser in the preparation of their proposals. The Kingston Yacht Club reserves the right to reject any and all proposals. The Kingston Yacht Club will select a firm based on the above criteria to enter into negotiations for services. All firms submitting proposals will be notified in writing of the Department’s decision promptly upon selection of a firm and negotiation of fees for services.

Proposals shall be submitted to:

Kingston Yacht Club
Mr. Glenn Singleton, General Manager
1 Maitland Street
Kingston, ON, K7L 2V3

Or emailed to manager@kingstonyachtclub.com

Deadline to submit a proposal is: Tuesday, July 20

On behalf of the Kingston Yacht Club's Long Range Planning Committee I thank you for your time and consideration of this request.

Sincerely,

A handwritten signature in dark ink, appearing to be 'G. Singleton', with a long horizontal flourish extending to the right.

Glenn Singleton, General Manager
Kingston Yacht Club
613-548-3052 ext 4
manager@kingstonyachtclub.com