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## **Township of Southgate**

### **Southgate Council Chambers Project Request for Proposals (RFP)**

#### **Instructions to Bidders**

##### **1. Project Information**

The Township of Southgate is seeking sealed quotations clearly marked **"Southgate Council Chambers Project Request for Proposals"** must be addressed to the following location and attention:

Township of Southgate  
Attention: Southgate Council Chambers Project RFP  
185667 Grey Rd 9, RR 1  
Dundalk, Ontario N0C 1B0

Submission closing date: **July 26, 2021 at 2:00 pm**

##### **2. Scope of Project**

The intent of this RFP document and the project is to select a contractor to upgrade an existing building owned by the Township to create a new Southgate Council Chambers through this Request for Proposals document.

The project is a design build that may need engineering services and will require an architectural review for the purpose of life safety for public occupancy of the facility for compliance with the Ontario Building Code and other applicable legislation related to this facility use. The first step in the project for the successful contractor prior to the start of construction will be to develop final design drawings for review by the Township's project team to ensure compliance with the project goals.

The floor plan design will create one large open room as well as creating two accessible washrooms from an existing washroom. The project will need to provide for demolition of a hallway and 3 existing rooms. The successful contractor will provide the required trades such as construction, electrical, mechanical and plumbing trades as part of their proposal. The project will require new flooring, new lighting, improved insulation, drywall, new ceiling and the replacement of the existing heating unit with a mechanical system to provide heating and air conditioning as part of this RFP document.

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## Administration Office

185667 Grey Road 9, RR 1  
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**Phone:** (519) 923-2110

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### 3. Examination of Site

Each Contractor is required by the Township of Southgate to visit the project site of the proposed work before submitting the proposal response to be aware of the building conditions that will be present while completing the building upgrades. The Contractor shall not claim that there was any misunderstanding of the terms and conditions of the contract relating to site conditions at any time after submission of proposal.

### 4. Building Upgrade - Project Location:

Southgate-Holstein Works Garage  
123273 Southgate Road #12  
Holstein, Ontario N0G 2A0

### 5. Contacts:

Any questions or concerns arising out of this RFP document or for building information and/or a site visit the contact person is:

Dave Milliner, CAO  
Phone: (519) 375-0122  
[dmilliner@southgate.ca](mailto:dmilliner@southgate.ca)

All questions and requests for interpretation or clarification are to be made in writing to [dmilliner@southgate.ca](mailto:dmilliner@southgate.ca) and shall use the subject line "**Southgate Council Chambers Project RFP**".

### 6. Proposal Opening

The opening of the submissions shall commence just after 2:00 p.m. on Monday July 26, 2021, unless the CAO or a designate acting reasonably postpones the start to some later hour, but the opening shall continue once started, until the last bid is opened.

NOTE: This RFP opening will also be available virtually using the information below as the credentials for the Go To Meeting link:

#### RFP Opening Virtual Meeting Credentials:

**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/153910205>

**You can also dial in using your phone.**

Canada: [+1 \(647\) 497-9391](tel:+16474979391)

**Access Code:** 153-910-205

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## 7. Project Timelines

The Township of Southgate's approximate project timelines are as follows:

- |  |  |
|--|--|
| i. RFP Close date:                           | July 26, 2021  |
| ii. Commencement of RFP Evaluations:         | July 27, 2021  |
| iii. Recommendation to Council for Approval: | August 4, 2021   |
| iv. Notification of Successful Contractor:   | August 5, 2021   |
| v. Project Commencement:                     | As soon as possible in order to complete this project. |
| vi. Substantial Completion:                  | December 31, 2021 or as proposed by contractor.        |

**Note:** Bidders shall submit a project timelines report as part of the contractor's bid submission.

## General Conditions

### Contractor's Responsibility

Upon notification of acceptance of the contract and before the final approval of the project, the contractor must confirm acceptance to the Township of Southgate project and construction schedule.

### Protection of Property

The Supplier will be responsible for any damage that may occur relative to Township project location and remedy such damages to the satisfaction of Southgate staff inspection and final acceptance. Any damage done to Southgate's building or surrounding property must be made good to the satisfaction of Township of Southgate.

### Applicable Legislation

A. The Contractor shall comply with all applicable Provincial and Federal legislation and regulations, including the Occupational Health & Safety Act and pertinent Southgate by-laws.

B. Municipal Freedom of Information and Protection of Privacy Act – Any personal information provided in this document will be used for selection purposes only as per the Municipal Freedom of Information and Protection of Privacy Act.

C. Accessibility for Ontarians with Disabilities Act, 2005 – The successful contractor must be in compliance with the Township of Southgate Accessible Customer Service Policy under the AODA, 2005 and provide proof that training requirements have been met.

### Termination

If, at the discretion of the Township of Southgate, there is default by the Contractor of any of the terms contained herein, Southgate shall have the right

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to terminate the contract upon giving the Contractor twenty-one (21) days notice to address the concerns or issues to successfully complete the project.

Upon termination of the contract, the balance of the contract price shall be forfeited.

### **Acceptance or Rejections**

- Lowest or any Bid proposal is not necessarily accepted.
- All Bid proposals must provide pricing for each of their submissions.

Southgate reserves the right to award the equipment purchase to the contractor with the best proposal for the Township of Southgate. Southgate also reserves the right to reject any or all bids or award the contract to other than the lowest bid received, if in Southgate's opinion, it is in the best interest of the Township.

### **Proposals to Include:**

- a) Description of Firm - Firm's brief history with highlights of services provided.
- b) Curriculum Vitae/Experience - An outline of qualifications and experience of the company related to service quality, response time, reliability/uptime guarantees, equipment maintenance and part availability.
- c) Equipment Features - A description of the equipment, specifications, options and inclusion of a feature's analysis comparison.
- d) Project Completion Schedule - An outline of the approach proposed to meet the requested schedule(s).
- e) References for 3 projects completed by General Contractor under a time and materials basis and/or general letters of reference for bid priced projects.

## **Evaluation and Selection of Contractor**

### **Selection Process**

Proposals will be assessed on the basis of information provided by the Respondent at the time of submission. The evaluation of Proposals will be conducted by an evaluation team comprised of staff members from the Township of Southgate and reserves the right to interview and facilitate presentations in order to gain additional detail outside of the proposals received.

### **Evaluation Criteria**

Proposals will be assessed against the following criteria. The Township reserves the right to shortlist firms for further evaluation and interviews which may alter the final scoring results. Proposals will be scored based on meeting or exceeding the expectations of the established evaluation criteria.

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	<b>Evaluation Criteria</b>	<b>Weight Factor</b>
1.	Qualifications and Experience of Company	10
2.	References	10
3.	Project proposal	20
4.	Project Schedule	10
5.	Project pricing	50
	<b>Total</b>	<b>100</b>

**Note:** Weight factors may be changed based on the type of procurement process, the type or items being purchased proposed and the importance of product quality and pricing versus the evaluation criteria.

The Township reserves the right to reject any or all proposals. Selection of a proposal(s) will be based on all the above criteria and any other relevant information provided by the Respondent(s).

All proposals are to be submitted with the understanding that the selection of a proposal for discussion by the Evaluation Committee shall not thereby result in the formation of a contract. Nor shall it create any obligation on the Township to enter into further discussions.

Respondents shall include in their proposal a minimum of three (3) project references demonstrating these attributes, preferably in projects of a similar type and use to that specified herein. The project will be awarded to the respondent who, in the sole judgment of the Township, provides the best overall project quality and value. The Township will not be obligated to select the lowest cost or any proposal.

The Township reserves the right to conduct discussions with references on the Respondents, the results of which may affect the award decision. The Township reserves the right to negotiate equipment types proposed and other requirements with the awarded supplier. These negotiations may affect the final price proposal.

### **Contractor Assurances and Proof of Risk Requirements**

- Insurance certificate for minimum of \$5,000,000 in liability coverage.
- WSIB coverage.
- Builder's risk insurance.

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### **Township to Provide to the Successful Contractor**

- Building Permit and associated fees.
- Tipping fees for all waste material our Egremont Landfill Site.
- 40 Yard Waste Bins, trucking and disposal can be provided for sorted wood and other waste materials if requested in the proposal.

### **Progress Payments and Right to Contractor Invoices**

The contractor has the right to progress payments based on substantial completion the project at proof of 25%, 50%, 75% and final completion and acceptance of the project work.

To confirm project payment accounting accuracy the Township of Southgate has the right to require and the contractor shall provide copies of direct supplier invoices based on the invoiced pricing discounted to the contractor plus markup fee quoted in this proposal. The supplier invoices are only for the purpose to confirm accuracy of calculations for progress and final payments for the project work.

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**RFP Pricing Submission #1**

Pricing submission to include completing the project work inclusive of time, all materials, consultant costs and site meetings as described in this RFP document.

**Project Components**

**Price before Taxes**

Engineering for Design Build Plan Development \$ \_\_\_\_\_

Site Demolition \$ \_\_\_\_\_

Electrical Upgrades & LED Lighting \$ \_\_\_\_\_

Mechanical work and equipment for Air Conditioning, Circulation, Exchange and Heating \$ \_\_\_\_\_

Plumbing for 2 Accessible Washrooms & Kitchenette \$ \_\_\_\_\_

New Laminate or a recommended Flooring installed cost \$ \_\_\_\_\_

Kitchenette Cabinetry for Coffee Maker, Microwave & under Counter Refrigerator \$ \_\_\_\_\_

Insulation Upgrades in Walls & Ceiling \$ \_\_\_\_\_

Drywall & Ceiling Finishing, Trimming & Painting \$ \_\_\_\_\_

General Labour requirement \$ \_\_\_\_\_

Building Outdoor Entrance Accessibility Project Work \$ \_\_\_\_\_

Other Project Costs &/or Equipment Rental Costs \$ \_\_\_\_\_

Explanation of these Costs: \_\_\_\_\_

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**Sub-Total Project Cost** \$ \_\_\_\_\_

HST Taxes 13% \$ \_\_\_\_\_

**Total Project Cost** \$ \_\_\_\_\_



**RFP Pricing Submission #2**

Pricing submissions for this proposal must include the project work being completed based on a contractor labour time estimate requirement billed at quoted labour rates for site work, subcontractor hourly labour rates, all materials priced at contractor invoice cost plus contractor handling percentage quoted and the provision for management site meetings as described in this RFP document. The contractor will provided a percentage rate charge they will invoice the Township for project management and supervisory site management of subcontractors. Consultant costs will be priced as a total cost for engineering design, review and plans development.

**Project Components**

**Price before Taxes**

Engineering Design Build Plan Development & Review \$ \_\_\_\_\_

Contractor's Site Supervisor Staff rate per hour \$ \_\_\_\_\_ per hour  
 • Estimated Total Supervisory labour hours \_\_\_\_\_ project hours

Contractor's Labourers hourly labour rate \$ \_\_\_\_\_ per hour  
 • Estimated Total Labourer hours \_\_\_\_\_ project hours

Contractor's Electrical subcontractor hourly labour rate \$ \_\_\_\_\_ per hour  
 • Estimated Electrical subcontractor total labour hours \_\_\_\_\_ project hours

Contractor's Plumber subcontractor hourly labour rate \$ \_\_\_\_\_ per hour  
 • Estimated Plumbing subcontractor total labour hours \_\_\_\_\_ project hours

Contractor's Mechanical subcontractor hourly labour rate \$ \_\_\_\_\_ per hour  
 • Estimated Mechanical subcontractor total labour hours \_\_\_\_\_ project hours

Subcontractor hourly rate for Equipment or Labour \$ \_\_\_\_\_ per hour  
 • Estimated Subcontractor total labour or Equip hours \_\_\_\_\_ project hours  
 • Type of Subcontractor or Equipment required: \_\_\_\_\_

Contractor markup Fee for this Project charged as a percentage of Total Materials Purchased for the Township & consumed at the Project Site \_\_\_\_\_ %

Contractor markup Fee for the Project Materials Charged as a percentage of Subcontractor's Project Cost \_\_\_\_\_ %

Contractor Management Fee for the Project as a percentage of the Total Project Cost \_\_\_\_\_ %



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**Contractor Acceptance**

I/we, the undersigned, have carefully examined and/or discussed the project site of the proposed work and, hereby agree to furnish all labour, materials, equipment and services necessary to complete the work in accordance with the attached Instructions to Bidders, General Conditions and Specifications for RFP Contract Price or Proposal as submitted:

Name of Contractor \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_

Workers' Compensation Number \_\_\_\_\_

Contractors' Insurance Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
Contractor Approval Signature

\_\_\_\_\_  
Dated