

Township of Southgate

Administration Office

185667 Grey Road 9, RR 1

Dundalk, ON N0C 1B0



Phone: (519) 923-2110

Toll Free: (888) 560-6607

Web: www.southgate.ca

Attachment #1

Township of Southgate

Request for Proposals (RFP)

Memorial Park Pool and Pavilion Building Retrofit Project

Instructions to Bidders

1. Project Information

Sealed quotations clearly marked "**Memorial Park Pool and Pavilion Building Retrofit Project RFP**" must be addressed to the following location and attention:

Township of Southgate
Attention: Memorial Park Pool and Pavilion
Building Retrofit Project RFP
185667 Grey Rd 9, RR 1
Dundalk, Ontario N0C 1B0

Submission closing date: **April 21, 2022, at 1:00 pm**

2. Scope of Project

The intent of this RFP document and the project is to select a contractor to upgrade the Memorial Park Pool and Pavilion Buildings as described in this RFP document.

The project is a design build that may need engineering services and will require an architectural review for the purpose of life safety requirements and facility 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 a final design of the engineered drawings and architectural plans and review those documents with the Township's project team to ensure compliance with the project goals and specifications. A suggested floor plan for each facility has also been included in this RFP document.

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3. Examination of Site

Each Contractor is recommended 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 Location:

Memorial Park
250 Owen Sound Street
Dundalk, Ontario N0C 1B0

5. Contacts:

Any questions or concerns arising out of this RFP, should be addressed to:

Dave Milliner, CAO
Phone: (519) 923-2110 x210
dmilliner@southgate.ca

All questions and requests for interpretation or clarification are to be made in writing to dmilliner@southgate.ca and shall use the subject line "Memorial Park Pool and Pavilion Building Upgrades Project RFP".

For building information and/or site visits the contact person is:

Kevin Green
Phone: 519-374-3130
kgreen@southgate.ca

6. Proposal Opening

The opening of the submissions shall commence just after 1:00 p.m. on Thursday April 21, 2022, unless the CAO or designate acting reasonably postpones the start to some later hour, but the opening shall continue once started, until the last bid is opened.

7. Project Timelines

The Township of Southgate approximate project timelines are as follows:

- i. RFP Close date: April 21, 2022
- ii. Commencement of RFP Evaluations: April 22, 2022
- iii. Recommendation to Council for Approval: May 4, 2022
- iv. Notification of Successful Contractor: May 6, 2022
- v. Project Commencement: September 1, 2022 (Date and project timelines shall be provided as part of the contractor's bid submission)
- vi. Substantial Completion: January 31, 2023.



Project Specifications

1. Project General:

The project specifications are outlined below and shall be incorporated into the final design drawing for the project and be considered during engineering and architectural review of the plans:

- a) Construction and retrofitting to restore Pool and Pavilion Building to safe and modern Facilities. Included in the process is to make the facilities accessible and carbon neutral.
- b) Project funding requirements for the project:
 1. Retrofits to the Memorial Park Pool building to fix deteriorating block structure, improve accessibility of the change rooms and incorporate clean energy to reduce greenhouse gas emissions (geothermal, lighting and solar panels).
 2. Retrofits to the Lions Pavilion to fix deteriorating block structure, improve accessibility of the kitchen and bathrooms.
- c) The retrofit/redesign of the facilities will incorporate energy saving measures that will reduce natural gas and hydro use at the facility.
 1. Maximizing natural lighting to be included in the design of the project.
 2. Clean energy will also be incorporated into the redesign. This includes geothermal heat, which will be added and used to reduce the amount of natural gas required to power the pool heater. 514,000 BTU of natural gas per year is expected to be saved as a result. Solar panels will be added to the roof, to offset hydro use at the site.
- d) Design floor plans included are representative of facility requirements.

2. Project Specifics:

- a) Contractor to provide engineering services and will require an architectural review.
- b) Facilities will require some demolition of deteriorating structure including the existing poured concrete slab.
- c) Retrofit requires partial new foundation for portions of the building. New poured concrete floor required for entire retrofit.
- d) Contractor to supply all required building materials and labour to complete project and obtain occupancy.

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- e) Contractors to provide the electric service requirements and specifications related to electrical servicing and conduit installation necessary for the project related to required building upgrades as defined or described in this RFP document. The contractor may provide the electrical requirements of the project through the use of existing electrical servicing, relocation of some services or new circuits as required, as long as it meets the electrical code requirements. Contractor proposals shall include all electrical requirements of the 2 accessible washrooms, pool retrofit, and pavilion retrofit.
 - f) Contractors to provide plumbing and fixtures for all washroom and kitchen amenities including 2 accessible washrooms and showers located within pavilion campground washrooms.
 - g) Contractors to provide geothermal heat to pool location, which will be added and used to reduce the amount of natural gas required to power the pool heater. Geothermal project to include option of including existing Macintyre building located on the property. Solar panels will be added to the roof, to offset hydro use at both locations Pavilion location is operated only during the summer months, mechanical requirements are to reflect use.
 - h) Pavilion Kitchen project includes concession for stainless steel counter tops and open concept under counter shelves. Sink requirements to meet health standards, three basin sink and hand wash location if applicable.
 - i) Contractor to supply and install Pool changeroom partitions. Materials used to be defined in Bid Form.
 - j) Contractor to supply and install fixed Pool registration desk.
 - k) Contractor to supply and install washroom vanities, shower benches, all washroom amenities required for use.
 - l) Building Material specific:
 - a. Contractor to supply and install steel roofing.
 - b. Rigid waterproof material installed from floor to min 4ft on all walls
 - c. Water resistant materials to be used on all other finishes.
 - d. Doors to be of commercial grade steel. May require fire rating based on engineering design.

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General Conditions

1. **Extent**

The Contractor shall be liable for all costs of doing the work including labour, equipment and materials.

2. **Contractor's Responsibility**

Upon notification of acceptance of the contract and before the commencement of work, the contractor must provide the Township of Southgate with a Certificate of Insurance as per the following:

- (a) The Contractor shall protect and indemnify and save harmless the Corporation of the Township of Southgate from any and all claims which may arise from the Contractor's operations where bodily injury, death or property damage is caused, and shall, without restricting the generality of the foregoing, maintain insurance acceptable to Southgate, subject to limits of liability of not less than \$5 million inclusive.
- (b) All liability policies shall be written in such terms as to fully protect the Contractor notwithstanding his assumption of liability and his indemnity covenants under the contract.
- (c) All liability insurance policies shall be written in the names of the Contractor and the Corporation of the Township of Southgate and the County of Grey shall be subject to a cross liability clause. The Contractor agrees to provide to Southgate and Grey County a Certificate of Insurance in compliance with the above including a warranty that the insurer will not cancel said policies without thirty days written notice of such cancellation provided to Southgate. Such certificate shall clearly indicate the amount deductible/applicable, if any.
- (d) Certificate of such other insurance as the owner may from time to time deem necessary.
- (e) The Contractor shall maintain such insurance and pay such assessments as to protect both the contractor and the owner from claims under the Workers' Compensation Act.

3. **Workers' Compensations**

The Contractor shall submit a Clearance Certificate every 60 days during the active working period and at completion of the contract.

4. **Protection of Property**

The Contractor will be responsible for any damage that may occur relative to the execution of all operations arising from this contract. Any damage done to Southgate's property must be made good to the satisfaction of Southgate.

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5. **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.

6. **Protection**

All equipment safeguards and protection shields shall be installed and maintained to adequately guard against injuries to the public, particularly children and workmen, by accidents around and adjacent to the project.

7. **Director of Work**

The Chief Administrative Officer and/or Facilities Manager will be the contacts for the contractor during the project and reserve the right to inspect the Contractor's work.

8. **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 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.

9. **Acceptance or Rejections**

- Lowest or any RFP tender is not necessarily accepted.
- All RFP proposals must provide pricing for Submission #1 and Submission #2

Southgate reserves the right to award the project 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 tender received, if in Southgate's opinion, it is in the best interest of the Township.

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10. **Site and Project Progress Meetings with Contractor**

The successful bidder will be required to hold project site meetings at least once every 30 days, or more frequently, if required by the Contractor or the Township's project management review team.

11. **Proposals to Include:**

- a) Description of Firm - Firm's brief history with highlights of services provided.
- b) Curriculum Vitae/Expertise - An outline of qualifications and experience of the team members, including all sub-consultants, to be assigned to each phase of the project. Indicate the names of all personnel, and experience that will be involved in the design of each discipline, including, building design, electrical, mechanical and project management. As time is of the essence in this project, identify team availability. Personnel substitution will not be accepted without prior approval of the Township of Southgate.
- c) Team Organization - The respective roles and responsibilities team members will take in the project team organization and in the development of design/tender documents, contract administration and commissioning of the project.
- d) Project Experience - Brief documentation on significant similar projects, with client references, project description, reduced size design drawings and photographs (max. 8-1/2" x 11"), together with a brief description of all other projects of relevance.
- e) Design Concept - A brief description on design approach, a brief description of materials to be used, and rendering of final building interior.
- f) Project Schedule - An outline of the approach proposed to meet the requested schedule(s) and what other resources will be made available by the proponent/sub-consultants to meet set end dates, if during the design process, delays occur.
- g) Cost Control - An outline of the approach proposed to effect cost control. Provide details on demonstrated projects where respondent met the budget which was initially set, and met post construction phase. Provide steps taken to maintain initial budget.

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Evaluation and Selection

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 the Corporation of the County of Grey 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.

| | Evaluation Criteria | Weight Factor |
|----|---|----------------------|
| 1. | Qualifications and Expertise of Team | 10 |
| 2. | Experience with projects of similar size and complexity. | 20 |
| 3. | Approach to design concept including suggested materials. | 20 |
| 4. | Approach to Timing Control and Schedule | 15 |
| 5. | Approach to Cost Control | 10 |
| 6. | Fees | 25 |
| | Total | 100 |
| | | |

The Corporation reserves the right to reject any or all proposals. The Corporation also reserves the right to not proceed with the project without stating reason thereof.

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.

Evaluation of the project engineer and project support staff will include an assessment of the firms overall ability to provide multi-disciplinary capabilities and resources to this project and the Project Managers past experience on similar projects.

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The assessment of past project experience will include evaluation of the Consultant's success with previous experience of this nature, the previous experience of proposed staff for this project, the stability and reputation of the firm, particularly in the area of design/build services.

Respondents shall include in their proposal a minimum of three (3) project references demonstrating these attributes, preferably in projects of a similar magnitude and design to that specified herein.

The project will be awarded to the respondent who, in the sole judgment of the Township, provides the best overall value. The Township will not be obligated to select the lowest cost or any proposal.

The Township reserves the right to conduct references on the Respondents, the results of which may affect the award decision.

The Township reserves the right to negotiate Terms of Reference including materials used, with the awarded Respondent. These negotiations may affect price proposal.

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Contractor Health and Safety Agreement

It is our objective at the Township of Southgate, to provide all persons within our workplace, the opportunity to work in a safe environment. It is the Municipality's Policy to totally eliminate all accidents through Health and Safety Standards. All Employees, Contractors, Subcontractors, Suppliers and any other Service Providers to our projects must co-operate and make all reasonable efforts to ensure the maximum protection and minimum inconvenience to the general public, occupants, and the environment.

The Township of Southgate believes the following ideals must be accepted and followed in order to ensure safety on our projects:

1. Any Contractor hired by Southgate must ensure that their employees have safety training and certificates equal or exceeding the requirements set forth in the current Occupational Health and Safety Act and current regulations.
2. The Contractor(s) on the project must work in conjunction with Southgate's appointed Health and Safety representatives. All Contractors must follow Health and Safety policies set forth by Southgate.
3. The Contractor must report and investigate all incidents, and near accidents to the Southgate's Public Works Manager, and Health and Safety representatives within 24 hours.
4. Health and Safety issues will always be given immediate attention by the Municipality, its representatives, contractors and subcontractors.
5. All applicable current and environmental legislation/regulation(s) are considered a minimum requirement;
6. All employees, contractors/sub-contractors, suppliers and visitors/residents must immediately report unsafe conditions, incidents, and accidents to Southgate's Project/Site Supervisor or the Township of Southgate's Occupational Health and Safety Committee;

Failure to adhere to one of the above stated requirements would jeopardize the Health and Safety of all. Through a safety conscious workforce, the quality of work and production will ensure safe and timely project completion. All accidents will be investigated to determine the causes and corrective actions to prevent recurrence.

Disciplinary Action in the form of:

Step 1 – verbal warning

Step 2 – written warning

Step 3 – notification to the Ministry of Labour re: Health and Safety Violations of the Legislation/regulation(s), and unsafe work practices.

Southgate takes pride in the commitment of our employees and contractors, and will take the necessary steps to ensure Health & Safety on all projects.

Note: A WSIB Certificate must be attached.

Contractor Approval: _____ **Phone Number:** _____

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Bid Checklist and Submissions Required

| Contractor Responsibilities | Municipal Required | Contractor Submitted |
|--|--|---|
| Documentation: <ul style="list-style-type: none">• WSIB Certificate of Clearance (equivalent private)• Liability Insurance Certificates \$3,000,000 min• Health and Safety Policy Statement and Operating Procedures | <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> | <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> |
| General Requirements: <ul style="list-style-type: none">• Comply with all Legislation, Regulations and Codes• Enforce compliance with Municipal issued safety violations• Perform regular safety inspections of project• Employ only qualified competent workers on project• Provide qualified competent on-site supervision• Provide copies of MOL reports, orders, charges related to the project within 24 hours of receipt• Provide accident reports for critical injuries related to this project to Municipality within 24 hours and all other accidents within 3 days | <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> | <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> |

Signature: _____ **Dated:** _____ **2022**

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Bid Form

Statement of Qualifications:

Experience—Statement of Companies expertise in this Business

Note: Attach any brochures and company profile that would support this section.

Contractor References

| Company | Contact | Phone # |
|---------|---------|---------|
| <hr/> | <hr/> | <hr/> |
| <hr/> | <hr/> | <hr/> |
| <hr/> | <hr/> | <hr/> |

Payment Terms:

Each bid proposal shall provide a payment terms based on the RFP price submitted for the project as work is completed. The contractor shall provide a progress payments schedule on a percentage basis on the completion of the project work.

RFP Submissions Inclusions

The RFP proposal submission shall include the following documents:

1. A copy of this RFP document as provided with all signature approvals;
2. Complete the Contractor Health & Safety Agreement form;
3. Complete the Bid Checklist and Submissions Required form;
4. Provide Bid Form responses;
5. Complete bid responses using the RFP Pricing Submission form;
6. Complete the Contractor Acceptance; and
7. Provide any supporting documentation, materials, proposal explanations, drawings, concept plans, etc. will be accepted and used as part of the selection process.

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RFP Pricing Submission

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 Design Build Plan Development &
Architectural Review

\$ _____

Pool Building Retrofit
Demolition and Reconstruction

\$ _____

Pavilion Retrofit
Demolition and Reconstruction

\$ _____

Kitchen Upgrades

\$ _____

Plumbing Cost

\$ _____

Electrical Cost

\$ _____

Mechanical Equipment Costs

\$ _____

****Include description & specifications on equipment being recommended**

Pool Changeroom Partitions/ Washroom Partitions
Quoted Material: _____

\$ _____

Other Project Costs

\$ _____

Sub-Total Project Cost

\$ _____

HST Taxes 13%

\$ _____

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

Bid Proposal Schedules:

- Schedules A – Pool Project Floor Plan
- Schedules B – Pavilion Project Floor Plan