



Naturally Spirited

KILLALOE-HAGARTY-RICHARDS

THE CORPORATION OF THE
TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS

DESIGN AND CONSTRUCTION
KILLALOE & DISTRICT MEDICAL CENTRE FRONT
ENTRANCE RENOVATION

REQUEST FOR PROPOSAL (RFP)
RFP 2019-04

The Municipality of the Township of Killaloe, Hagarty and Richards is committed to integrating accessibility considerations into our procurement processes. We ask potential suppliers to tell us about the accessible options they offer. We include accessibility considerations in our evaluation.

The Request for Proposal (RFP) process within the Township of Killaloe, Hagarty and Richards is established to promote the exchange of new ideas between potential service providers and the Township. RFP's allow for more flexibility in delivering services and products to the Township of Killaloe, Hagarty and Richards than would the tendering process. RFP's utilize descriptive objectives and technical specifications as a guideline to suppliers rather than a direct agreement of detail. This affords the Township of Killaloe, Hagarty and Richards' access to technologically advanced products, innovative thinking, and new approaches to solving problems, utilizing the combined knowledge and experience of the Suppliers and Contractors. Suppliers and Contractors benefit through an open forum to exchange ideas, promote new products and demonstrate their capabilities without commonly present restraints.

**TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS
REQUEST FOR PROPOSAL (RFP)
2019-04**

Contractor's Name

Contractor's Address

City Province Postal Code

Telephone Number Cell Number

Fax Number

Email Address

The Contractor will be required to provide all design work, administrative paperwork, machinery, materials, permits, approvals and manpower necessary to renovate the front entrance of The Killaloe & District Medical Centre in Killaloe, Ontario. Successful contractor also agrees to provide the client with all services, listed in RFP 2019-04 and contractor's submitted proposal package. Chosen contractor will be required to sign a service agreement prior to commencement of project.

The Contractor is required to provide the Township with proof of insurance in the amount of \$2,000,000.00 at a minimum, and is responsible for all issues relating to WSIB coverage, insurance etc, for their employees with relation to this contract.

	Date:	_____
Start Date: _____	Contract Price:	\$_____CDN
Completion: _____	Applicable Taxes:	\$_____CDN
	Total Contract Price:	\$_____CDN (including taxes)

Signature
(I have the authority to bind the company)

TOWNSHIP CONTACTS AND ADMINISTRATION

Any questions or request for additional information contact:

Tyler Mask
Chief Building Official & Septic Inspector
Township of Killaloe, Hagarty and Richards
1 John St., P.O. Box 39
Killaloe, Ontario K0J 2A0
(613) 757-2300 - office
(613) 757-3634 – fax
(613) 401-1117 - cell
E-mail: tmask@khrtownship.ca

REQUEST FOR PROPOSAL CLOSING

Date of Closing

RFP submissions can be made until **June 28th, 2019 at 4:30 PM Local Time**. RFP submissions received after this deadline will not be given consideration.

Package Submission Process

RFP packages shall be submitted in a closed and sealed envelope clearly marked as to contents “**Killaloe & District Medical Centre Front Entrance Renovation**”:

Lorna Hudder, CMO, Dipl.M.M.
CAO/Clerk-Treasurer
Township of Killaloe, Hagarty and Richards
1 John St., P.O. Box 39
Killaloe, Ontario K0J 2A0
(613) 757-2300 - office
(613) 757-3634 – fax
E-mail: lhudder@khrtownship.ca

Contractors are required to attend a **mandatory site visit** on **June 19th, 2019 at 2:30PM** local time at the Killaloe & District Medical Centre prior to submitting any proposals. Only RFP's submitted after this site visit by contractors who have attended same, will be considered valid for the purposes of this contract.

Lowest or any proposal not necessarily accepted.

TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS
REQUEST FOR PROPOSAL
DESIGN & CONSTRUCTION
KILLALOE AND DISTRICT MEDICAL CENTRE FRONT
ENTRANCE RENOVATION
KILLALOE, ON
2019-04

1. Project Summary

The Township of Killaloe, Hagarty and Richards received \$60,000.00 in funding from the Enabling Accessibility Fund which is to be used for the renovation of the front entrance at the Killaloe District Medical Centre in Killaloe, Ontario.

Contractors are invited to submit an RFP for the design and construction of a new accessible front entrance. Submitted proposals shall not exceed **\$60,000.00 plus taxes.**

2. Property Description

[Killaloe & District Medical Centre]
45 Mill Street, Killaloe, Ontario

3. Project Deliverables

- a) Applicants are required to submit a proposal package that includes:
- A detailed conceptual drawing of proposed work to be completed. Shall include proposed materials and general construction notes. Design shall also comply with all requirements of this RFP
 - Site plan of proposed layout
 - List of all sub-trades that are to be used, including designer with BCIN number. Must also provide past work references of related experience applicable to this project
 - WSIB Certificate
 - Proof of liability insurance
 - Certified cheque; made payable to the Township of Killaloe, Hagarty and Richards in the amount of 10% of the total proposed project cost
 - Project cost clearly specified without need for interpretation. Your submission must clearly provide a breakdown of the costs pertaining to the project, and include an overall cost of the project as lump sum price, including applicable taxes.

- b) Following the selection of a successful bidder, the chosen contractor will then be required to supply construction drawings for building permit issuance. Design is to be completed by a professional designer who is qualified in design activities related to the occupancy classification of this building. Contract price shall include any minor alterations to drawings that are required by Chief Building Official during permit review and construction processes.
- c) At a **minimum** on this project, contractors must:
 - a. Remove existing wooden ramp, handrails, concrete landing system and replace with new [See Appendix A: Figure A1, A2]. A concrete system would be preferred for new construction, but if a long lasting, accessible and aesthetic solution can be designed with pressure treated material this would be acceptable too.
 - b. Install accessible parking spot equipped with signage indicator [See Appendix A: Figure A3]. Location may be either side of front entrance, based on contractor's design.
 - c. Repair or upgrade existing overhang and construct with proper supports, handrails and guards as may be required. [See Appendix A: Figure A4].
 - d. The front entrance door must be changed and widened to current accessibility standards and shall include electronic accessible push buttons, Additional consideration will be given for proposals that include changing the existing curtain wall to a more aesthetic and energy saving solution [See Appendix A: Figure A5].
- d) All design and construction must comply with The Ontario Building Code, Accessibility for Ontarians with Disabilities Act and any other regulatory authority having jurisdiction.
- e) The new front entrance design does not need to necessarily follow the same configuration as what is currently installed. Proposals will be assessed on features that incorporate enhanced accessibility, low yearly maintenance, improved life cycles, aesthetically pleasing, and demonstrate unique innovative ideas.
- f) Contractor must clean up all debris and garbage and dispose of at the Killaloe Waste Disposal Site at the end of this project. Job will not be complete until a township designate gives approval that site is returned to its original state. Waste site fees are waived for this project.
- g) The contractor must ensure that all health and safety measures are followed for workers, and ensure the safety of township employees and the public throughout the construction period.
- h) Contractor must maintain open communication with municipal staff in regards to progress, changes or any issues that may arise.
- i) The Killaloe & District Medical Centre currently has two occupants renting the facility. Both occupants must be able to continue their business as usual during construction. It is the responsibility of the contractor to organize with the occupants regarding scheduled work days and arrangements to accommodate.
- j) Services may include any other tasks that may arise which both parties agree on.

4. **Project Schedule**

The municipality is requesting perspective contractors to state the start and end dates of this project if they were successful. Consideration may be given to proposals with earlier completion dates or shorter construction periods.

5. **Objectives for RFP 2019-04**

To provide a proposal and quote that includes all design work, supplies required, completion of all applicable permits/approvals, perform all contracting and construction services for the revitalization of The Killaloe & District Medical Centre Front Entrance Renovation

(a) **Completion Definition**

This project will be deemed to be complete upon final inspection of the completed project by the Building/Asset Manager or his/her designate, with all deficiencies resolved to the satisfaction of the Township of Killaloe, Hagarty and Richards prior to the release of final project payment and proposal deposit cheque.

(b) **Common Requirements**

Integration of innovation and products that will supply the longest life cycle possible is to be included wherever possible. Although overall cost is a main factor, functionality, improved life cycle, accessibility, consideration for low yearly maintenance, safety and aesthetics should be included as an overall philosophy.

(c) **Specific Requirements**

The Township of Killaloe, Hagarty and Richards specifically enforces a code of conduct for contractors and sub-trades. Specifically, there is **no** tolerance for:

- offensive language
- horseplay, fighting
- inappropriate clothing
- posting of inappropriate images
- smoking
- alcohol or drug use

The Township of Killaloe, Hagarty and Richards, in its sole opinion, reserves the right to immediately remove and restrict further access to any person not complying with approved practices, without any further recourse or liability.

(d) Time Limitations

The start date of the project must clearly be specified in the RFP submission and will be considered a commitment by the applicant.

(e) Permits and Approvals

The Contractor will be responsible for all applicable permits (including costs), arranging for inspections and final certification of the project.

(f) Contract

The successful contractor will be required to enter into a service agreement with the Township of Killaloe, Hagarty and Richards. Prior to the commencement of the project, contractors must provide to the Township, proof of valid, current WSIB coverage (which must remain in effect for the duration of the project), and must also name the municipality as an additional insured on the firm's public liability and property damage insurance policy. Coverage shall be at least \$2,000,000 per accident and remain valid for the duration of the contract.

(g) Additional RFP requirements

A certified cheque, made payable to the Township of Killaloe, Hagarty and Richards in the amount of **10%** of the submitted total contract amount must be submitted with the proposal.

Deposit cheques of unsuccessful bidders will be returned within **ten (10)** business days of the proposal opening. The cheque of the successful bidder shall be retained until the municipality's acceptance of the completed work.

APPENDIX A

Figure A1:



Figure A2

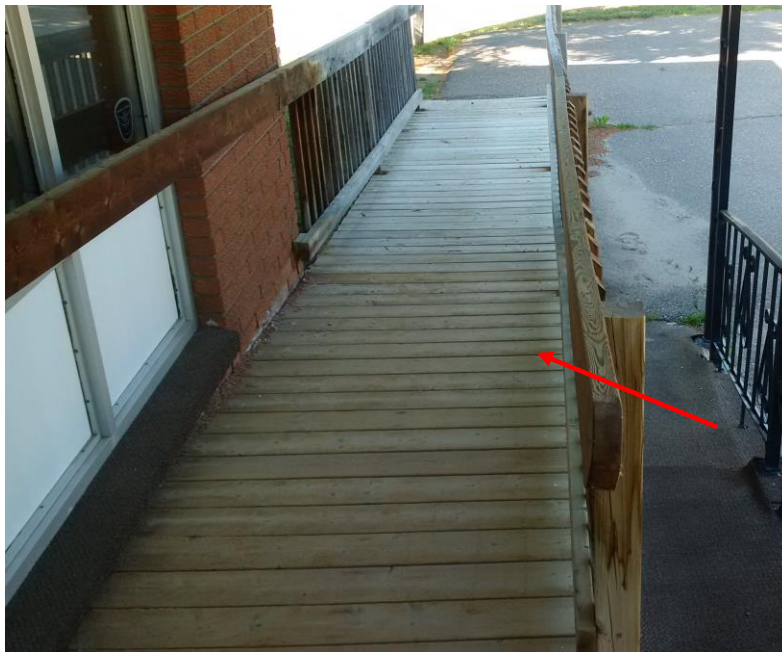


Figure: A3



Figure A4:



Figure A5:



Entrance Door

Curtain wall/glass