

RFP 06-2024

# Exterior Building Repair/Replacement

Closing September 26, at 2:00pm





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## Introduction and General Instructions

### 1.1 Introduction

The Township of Amaranth is inviting bids and design proposals from a Contractor, hereinafter referred to as “the Proponent”, to provide construction services for the removal and installation of an Exterior Fire Escape and Insulation and Finish System cladding located at 374028 6<sup>th</sup> Line Amaranth. The successful Proponent shall provide all material, labour, and equipment necessary for the completion of the project as detailed within. Also required will be site supervision by staff fully experienced with all materials and methods to be utilized in the completion of the project.

This Request for Proposals document, and any other applicable attachments or addenda, is available in PDF format through the Township of Amaranth’s website at [www.amaranth.ca](http://www.amaranth.ca).

Any information contained in the Request for Proposal that is changed by the Proponent, except for filling in the blanks, will be grounds for disqualification.

The Township’s Procurement By-law is available for review at the Municipal Office or on the website.

### 1.2 Submission of Proposals

Request for Proposal to be addressed by email to Sabrina VanGerven, Treasurer at [svangerven@amaranth.ca](mailto:svangerven@amaranth.ca) with the subject line clearly stating ‘**RFP 06-2024 Submission**’ or in a sealed envelope clearly marked ‘**RFP 06-2024 Submission**’ delivered to the Township Office at 374028 6<sup>th</sup> Line Amaranth, ON L9W 0M6. Electronic submissions will be acknowledged within 24 hours of receipt and will not be reviewed until the proposal opening.

Late bids will not be accepted.

Proposals shall not be restricted by any statement added to the Form of Proposal or by a covering letter, or by alterations to the Form of Proposal supplied unless otherwise provided in the RFP.

### 1.3 Project Contact

Sabrina VanGerven, Treasurer  
(519) 941-1007 ext.222  
[svangerven@amaranth.ca](mailto:svangerven@amaranth.ca)

A Proponent may be disqualified if they make inquiries, between the Proposal issue date and the notification of the Award, in a manner other than that described in this RFP or to anyone involved in the process who is not the Project Contact, including but not limited to the members of Council. This is to ensure that each



Proponent receives the same information, and that no Proponent receives unfair treatment during the RFP process.

#### 1.4 Proposal Schedule

August 23, 2024	Request for Proposal Issued
September 13, 2024 by 4:00pm	Deadline for electronic questions from interested suppliers to be received. Replies will be circulated to all Suppliers via Addendums and will be the responsibility of the Proponent to download from the Township's website at <a href="http://amaranth.ca">amaranth.ca</a>
September 26, 2024 by 2:00pm	Closing date for Proposal Submissions
October 3, 2024	Notice of Award

#### 1.5 Required Review and Clarification

Proponents shall carefully review this RFP. If questions concerning clarification of the contents of this document arise, the questions must be made in writing and received by the Project Contact. This allows for the issuance of any necessary addenda. Protests based on any omission or error or on the content of the RFP will be disallowed if these perceived faults have not been brought to the attention of the Project Contact.

In submitting a Proposal, the Proponent acknowledges that they have read, completely understood, and accepted the terms and conditions of the RFP in full. The Township of Amaranth is not responsible for any misunderstanding of the RFP.

#### 1.6 Amendments to the RFP

The Township of Amaranth may issue addenda as they are received, clarify and/or modify certain aspects of the RFP prior to the Proposal Submission Deadline. No addenda shall be posted after **Friday, September 13, 2024**. Addenda will be posted to our website at [www.amaranth.ca](http://www.amaranth.ca) and shall be available in hard copy at the Municipal Office.

#### 1.7 Reserved Rights of the Township of Amaranth

The Township of Amaranth reserves the right to:

- Make public the names of any or all Proponents and their quoted total price;
- Disqualify any Proponent whose Proposal contains misrepresentations or any other inaccurate or misleading information, or any qualifications;
- Select the Proponent other than the Proponent whose Proposal reflects the lowest cost to the Township of Amaranth or the highest overall score;
- Cancel this RFP process at any stage.

These reserved rights are in addition to any other expressed rights or any other rights which may be implied in the circumstances.



The Township of Amaranth shall not pay any costs associated with the preparation, submission, or presentation of the Proponent's Proposal. The Township shall not be liable for any expenses, costs or losses suffered by the Proponent or any third party resulting from the Township exercising any of its expressed or implied rights under this RFP.

### 1.8 Freedom of Information

Any information required in the Proposal is received under the authority of the Township of Amaranth. All written Proposals received by the Township may be considered a public record. Questions about the collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act may be directed to the Project Contact.

### 1.9 Additional Requirements

#### Workplace Safety and Insurance Act

The Proponent shall furnish a WSIB Clearance Certificate indicating their WSIB firm number, account number and that their account is in good standing as part of an executed Professional Service Agreement. The Successful Proponent agrees to maintain their WSIB account in good standing throughout the agreement period.

#### Indemnification

The Successful Proponent shall indemnify and hold harmless the Township, its officers and employees from and against any and all liabilities, claims, demands, loss, cost, expenses, damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of the project attributable to bodily injury, sickness, disease or death or to damage to or destruction of tangible property caused by any acts or omissions of the Proponent, its officers, agents, employees or other persons for whom the Proponent is legally responsible.

#### Liability Insurance

The Successful Proponent shall, at its own expense obtain and keep in force during the term of the Agreement Commercial General Liability insurance satisfactory to the Township and underwritten by an insurer licensed to conduct business in the Province of Ontario.

#### Occupational Health and Safety Act

The Proponent's attention is drawn to the regulations issued by the Ministry of Labour for the Province of Ontario under the Occupational Health and Safety Act. The Proponent acknowledges that they will comply with the Act, and all applicable regulations related to the contracted work.



## **Scope of Work and Project Requirements**

### **2.1 Project Background and Scope of Work**

Due to noticeable deterioration of the building, the Township of Amaranth requested a review of the facility by an engineering firm. Deficiencies observed during the assessment include cracks and fissures, moisture staining and delamination of the Exterior Insulation and Finish System (EIFS). The EIFS cladding comprises stucco texture and colour-fast finish coating over a base course, with embedded fiberglass mesh and insulation board, applied to a back-up wall substrate. Deficiencies observed of the Exterior Fire Escape include damaged and deformed surfaces, cracked beams and columns, wood rot, worn and faded finishes. The exterior wood walkway and stairs provide access between exterior doors and grade level.

The Township is willing to entertain additional options with respect to the most economical methods of correcting the issues and bidding contractors are encouraged to present alternative options as part of their proposal package.

### **2.2 Required Services**

The services to be provided by the successful Proponent will include but not be limited to those areas as set out below. Generally, services provide by the successful Proponent in each area shall include but not be limited to investigating, pre-design, design review, detailed design, contract administration, obtaining necessary approvals, demolition, construction, and project management.

The successful Proponent shall have staff resources, equipment, and expertise to provide design and construction services, technical skills, and knowledge in, as a minimum, the following areas:

- Site assessment and evaluation;
- Acceptable cladding system design solutions and recommendations;
- Fire escape system design solutions and recommendations;
- Demolition and disposal of the existing construction (if required);
- Cladding and fire escape system layout, construction, and construction supervision.

## **Proposal Requirements and Evaluation**

### **3.1 Submission Requirements**

For the Township to evaluate Proposals fairly and completely, Proponents shall provide all the information requested in the format set out in the RFP. Failure to provide all required information as detailed in this section may result in the Proponent being disqualified or scoring poorly in the evaluation.



Each Proponent shall submit their Proposal containing the following:

- An indication of the Proponent's understanding of the project scope and requirements, including how each of the specific required services shall be met;
- An overview of the Company submitting the proposal, along with an overview of any sub-contractors which will be taking part in the work on behalf of the Proponent;
- An overview of the Proponent's experience and expertise in the areas identified in Section 2.2, as well as the expertise of any sub-contractors that will be involved;
- A financial breakdown of relevant project costs;
- An outline of the anticipated schedule for completion.

### 3.2 Evaluation Criteria

For the purpose of evaluation, the following criteria will be utilized to score each Proponent's Proposal.

Category	Description	Points
Experience, Qualifications, Project Management	Company history, qualifications of staff, project management experience, knowledge of local government legislation	40
Budget and Cost	Fee structure proposed	40
References	List of previous clients/professional references	20



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## Form of Proposal

### Proponent Information

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Company Name (hereinafter called the "Proponent")

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Mailing Address

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Email Address

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Phone Number

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Proponent's Representative

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Authorizing Signature, Authority and Title

The Proponent Declares:

- No person, firm or Township, other than the Proponent, has any interest in this Proposal or in the proposed agreement for which this Proposal is made and to which it relates;
- This Proposal is made by the Proponent without any connection, knowledge or comparison of figures, or arrangements with, or knowledge of any other corporation, firm or person making a Proposal for the same service, and is in all respects fair and without collusion or fraud;
- No member of the Municipal Council or any other officer of the Township will become interested directly or indirectly as a contracting party without disclosing his interest and otherwise complying with the *Municipal Conflict of Interest Act*, RSO 1990;
- The content and requirements of this Proposal document have been read and understood.
- All prices are quoted in Canadian funds.





### Proponent's Experience and References

Please provide three (3) references of accounts that your firm has provided a similar service within the last five years. References will be equal in complexity and services requirements as outlined in this Proposal.

The Township reserves the right to contact any and all references. The Township defines a reference as any reference supplied within a Proposal submission, in addition to any others known to the Township.

Project title, type of work, year completed	Client Name	Contact Information