

REQUEST FOR QUOTATION

DESIGN-BUILD GENERAL CONTRACTORS

Harriston Lions Medical Centre Building Addition, Harriston, ON

Owner: Minto Municipal Services Corporation

Issue Date: Thursday, November 4, 2021

Closing Date: Monday, December 13, 2021

Closing Time: 2:00 p.m., local time

**RFQ Submissions shall be made by email (electronic .pdf document) to
derrick@town.minto.on.ca**

Late Submissions will not be accepted.

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The following definitions apply to the interpretation of the RFQ;

1. **“Addenda”** or **“Addendum”** refers to an addition or change to the RFQ issued in writing by the Owner prior to the Closing Deadline.
2. **“Business Day”** means any day from Monday through Friday between the hours of 8:30am and 5:00pm, excluding statutory holidays observed by the Owner.
3. **“Calendar Day”** means Monday through Sunday inclusive, but excluding any recognized statutory holiday.
4. **“Closing Deadline”** means the date and time which all Proposals must be received by the Owner.
5. **“Deliverables”** means all goods and services described in Appendix A of this RFQ;
6. **“Owner”** refers to the Minto Municipal Services Corporation.
7. **“RFQ”** means this Request for Quotation document, including all appendices, and any Addenda.

1. Intent of RFQ

The Minto Municipal Services Corporation (the “Owner”) is soliciting non-binding quotations from prospective proponents wishing to submit a bid to complete all works associated with the addition to the Harriston Lions Medical Centre, located at 16 John Street North, within the former Town of Harriston, Town of Minto. The Owner’s contact person is Derrick Thomson – derrick@town.minto.on.ca. The required quotation Deliverables are detailed herein.

Quotations will be evaluated in accordance with the evaluation process set out in Part II of this RFQ. Based on the evaluation of the Quotations, the Owner will be selecting a Contractor capable of completing the required Design-Build project.

This RFQ does not result in any commitment by the Owner to purchase any Deliverables from any Proponent.

2. Non-Binding RFQ Process

Proponents are advised that by submitting a proposal to this RFQ that they acknowledge and accept the following:

- (a) This RFQ process is not intended to create a formal, legally binding bidding process and shall not give rise to the legal rights and duties applied to a formal Contract, a binding bidding process or any other legal obligations arising out of any tendering process contract or collateral contract, and instead shall be governed by the common law applicable to direct negotiations;
- (b) No legal obligation regarding the procurement of the Deliverables will be created between the proponent and the Owner by this RFQ process.
- (c) The proponent may withdraw its Quotation at any time during the RFQ process;
- (d) The Owner may cancel this RFQ process at any time; and,
- (e) Neither party shall have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the selection of proponents, a decision to reject a Proposal or disqualify a proponent, or a decision of the proponent to withdraw its Proposal.

3. Contents of RFQ

Proponents should ensure they have all of the documents listed below:

- Part I Information for Proponents
- Part II Submission, Evaluation & Selection
- Part III RFQ Process Terms and Conditions
- Appendix A – Deliverables
- Appendix B – Harriston Lions Medical Centre Building Addition Design Requirements
- Appendix C – Submission Requirements/Documents

Proponents should direct questions in writing by email to terry@town.minto.on.ca. Should Proponents identify that any documents are missing or incomplete and/or upon finding any discrepancies or omissions, they should direct questions in writing by email to terry@town.minto.on.ca.

While the Owner has used considerable effort to ensure an accurate representation of the Deliverables, the Owner will not be liable for any errors or omissions in any part of this RFQ

4. RFQ Schedule

Task	Date
Issue of RFQ	Thursday, November 4, 2021
Deadline of Proponent Questions	Friday, November 26, 2021
Response to Proponent Questions	Friday, December 3, 2021
RFQ Closing Deadline	Monday, December 13, 2021

Note: Although every attempt will be made to meet all the dates, the Owner reserves the right to modify any or all dates at its sole discretion.

END PART I

5. Delivery of Proposals

Complete Quotations, in an electronic submission format, shall be received by email by the specified Closing Deadline.

Proponents are to submit quotations by email (electronic .pdf files only) to:

derrick@town.minto.on.ca

6. Amendment of Proposals

Proponents may amend their quotations up to the Closing Deadline. It is the sole responsibility of the proponent to ensure that in amending their quotations that they:

- a. make any required adjustment to their quotations;
- b. acknowledge any addenda issued; and
- c. ensure the amended quotation is submitted by the Closing Deadline.

7. Withdrawal of Proposals

A Proponent may withdraw or edit and resubmit his Bid any time prior to the Closing Time. The most recent submission or withdrawal received on or before the Closing Time shall prevail and shall overwrite all previous submission(s) and withdrawal(s).

8. Content of Proposals

The RFQ response shall include at a minimum the following information and should be submitted in the same format outlined below in a single PDF file.

Quotations should address the Scope of the proponents proposed Deliverables.

- a) Corporate Experience / Project Experience:
 - i. Provide a brief overview of your firm's background and areas of expertise for similar type of projects. Include the address and telephone number of your main office and any local offices from which the work is to be directed;
- b) Project Team:
 - i. Provide a list of Professional Services (Project Team) including but not limited to a BCIN qualified designer, and any sub-trades to be utilized by the Proponent.
- c) Project Schedule:
 - i. The Owner requires that all works be completed no later than Friday, September 16, 2022.
- d) Project Cost & Value Added Services
 - i. Any value added service not identified in RFQ but that the proponent will provide as part of the project deliverables and/or methods of cost saving measures. Note, the Owner reserves the right to discuss any value added services/cost saving measures with the proponents and make changes accordingly.

END PART II

9. Enquiries

All enquiries concerning this RFQ, including specifications, process and results are to be submitted by email to: terry@town.minto.on.ca

Questions received after the official question submission date will be reviewed and answered based at the sole discretion of the Owner.

10. Addendum/Addenda

No oral interpretation will be effective to modify any provisions of this RFQ. Any modification or clarification will be by written Addendum only issued by the Owner. The Addendum(s) will form part of the RFQ.

It is the responsibility of the proponent to ensure they have read and electronically acknowledged all Addenda that have been issued.

The Owner will assume no responsibility for oral instructions or suggestions.

11. Prohibition on Lobbying / Collusion

Proponents are prohibited from engaging in conduct which is or could reasonably be considered as any form of political or other lobbying, or as an attempt to influence the outcome of this RFQ. A proponent shall not discuss or communicate directly or indirectly with any other proponent any information whatsoever regarding the preparation of a Proposal. Proponents shall prepare and submit Quotation independently and without any communication, knowledge, comparison of information, or arrangement, direct or indirect, with any other proponent except where submitting as a joint venture and then communication will only be permitted with the proponent participating in the joint venture.

Failure of any proponent to comply with this may result in the disqualification of the proponent's proposal.

12. Conflicts of Interest

Proponents must disclose all perceived, potential, and actual Conflicts of Interest. For the purposes of this RFQ, "Conflict of Interest" includes:

- any situation or circumstances where, in relation to this RFQ, the proponent commitments, relationships or financial interests could or could be perceived to exercise an improper influence over the objective, unbiased and impartial exercise of independent judgment by any personnel of the Owner;
- any situation or circumstances where any person(s) employed by the Owner in any capacity, or any Owner elective;
 - has a direct or indirect financial interest in the proponent;
 - is currently employed by, or is a sub consultant or a consultant to a proponent;
 - is negotiating or has an arrangement concerning future employment or contracting with any proponent;
 - has an Owner interest in, or is an officer or director of, any proponent.

If a proponent discovers, at any time, any perceived, potential, or actual Conflicts of Interest, the proponent shall promptly disclose the perceived, potential, or actual Conflict of Interest by sending a written statement in the manner to the Owner. Failure of any proponent to comply with this may result in the disqualification of the proponent and the rejection of its proposal.

Without limiting the generality of the Owner's rights, the Owner may, in its sole discretion:

- exclude any proponent and its proposal on the grounds of Conflict of Interest;
- waive any and all perceived, potential or actual Conflicts of Interest upon such terms and conditions as the Owner, in its sole discretion, requires to satisfy itself that the Conflict of Interest has been appropriately managed, mitigated and minimized.

13. Confidentiality of Information

Proponents shall keep the Owner's data confidential and shall not disclose its content to any other party, other than to those internal employees or agents responsible for preparing a submission, without the prior written approval of Owner Receipt of this RFQ does not entitle the proponent to associate its services with the Owner in any way, nor represents in any way that the Owner has employed or endorsed the proponent's services. Any such association or endorsement being contemplated by the proponent must receive the prior written approval of the Owner.

By submitting a Quotation, the proponent acknowledges the non-disclosure requirement as outlined in this Section.

14. Quotation Opening

Quotation will not be opened publicly. Quotations received, by the Closing Deadline, will be opened administratively by respective members of the Owner, at a time subsequent to the Closing Deadline.

END PART III

Appendix A – Deliverables**A1. Introduction**

The purpose of this RFQ is to obtain Quotations from Design-Build Contractors, who, in the opinion of the Owner, are capable to undertake the construction of an addition to the Harriston Lions Medical Centre.

A2. Scope of Work

The scope of work described below is not intended to be a complete list but represents the general scope of services anticipated at this time. The anticipated scope of work may include, but may not be necessarily limited to the following:

Harriston Lions Medical Centre Building Addition Criteria

The following is a list of required materials/methods which requires at a minimum and is to be accounted for when quoting the project:

Exterior

- 1,100 Square foot addition (approximate)
- All required Demolition, Site Clearing and Grubbing
- Excavation, Backfilling and Final Grading
- Site Servicing (water/sewer, hydro, gas etc.)
- Concrete/Asphalt Work (formwork, walls, foundations, curbs, sidewalks, asphalt replacement, etc.)
- Sodding

Interior

- HVAC
- Electrical (lighting, pumps, panels, conduit, etc.)
- Masonry
- Reinforcement & Structural Steel
- Rough Carpentry
- Millwork
- Commercial Sheet Vinyl Flooring
- Insulation
- Metal Siding
- Hollow Metal Doors & Frames
- Windows and Glazing
- 36" Wide Doors
- Power Operated Barrier Free Main Entrance and Washroom Doors
- Plumbing and fixtures
- Roofing including leak proof connection to existing building
- Flooring
- Painting

Design-Build and Construction services may include, but are not limited to:

- Provision of Professional services including but not limited to a Qualified Designer (BCIN - Small Buildings), Geotechnical Engineer (if required)
- Equipment Rental
- Hoarding and Fencing
- Supply of all labour, materials, equipment and other resources necessary to successfully complete this project
- Coordination of all subcontractors and materials suppliers
- Full-time site supervision by a supervisor/foreperson
- Coordination and Attendance at all project meetings

Design-Build Contractor shall investigate/satisfy all Municipal and Provincial laws that govern the proposed design and construction, including, but not limited to:

- The Corporation of the Town of Minto's Zoning By-Law
- Ontario Building Code compliance
- Ontario Fire Code/Fire Authorities
- Health and Safety Authorities
- Local peripheral agencies having jurisdiction including Conservation Authorities, or Heritage Society requirements
- Ministry of Labour and Occupational Health and Safety Standards, including COVID-19 protocols with a 'Constructor' status on behalf of the Corporation
- Adhere to all necessary construction permits as required by the Town of Minto
- Securing and provision of any Insurance, WSIB, ESA permits

Appendix B – Harriston Lions Medical Centre Building Addition Design Requirements

The following is a list of required materials/methods which are required to be included in the design and quotation of the project:

- Design of the project is to follow the Harriston Lions Medical Centre – Concept Plans, completed by LH Designs, specifically:
 - Elevation, Dated April 16, 2021, Page 1/3
 - First Floor Plan, Dated April 16, 2021, Page 2/3
 - First Floor Plan, Dated April 16, 2021, Page 3/3
- Design and Construction of the exterior emergency egress asphalted walkway so to conform to:
 - Harriston Lions Medical Centre – MVCA Egress 1
 - Harriston Lions Medical Centre – MVCA Egress 2
- Foundation: Frost Wall foundation with slab-on-grade interior slab – access to existing crawl space for new mechanical equipment possible
- Doors: 36” wide doors throughout (with the exception of storage/maintenance closets). Power door operators to be provided for the main entrance and washroom doors. Double action hinges to be provided for all 36” wide swinging doors. (Note: this dimension supersedes the 3’-2” door width shown on the concept plan)
- HVAC System: Forced air heating and air conditioning with an ERV (complex installation method for the ERV (Note: all mechanical equipment to be dedicated to this unit))
- Domestic Hot Water: An independent Domestic Hot Water Heating system to be provided for this unit
- Flooring – Slip resistant Commercial Sheet Vinyl with welded seams; Commercial grade rubber baseboards
- Exterior Wall Construction: min. R22 Rockwool Batt insulation with continuous R5 exterior ridged insulation
- Interior Partitions: R12 Rockwool Safe ‘N Sound Batt (acoustical) insulation or equivalent
- Roof: Pitch to match existing, shingles to match existing
- Exterior Cladding: To match existing
- Windows: All windows are to be non-operable. Exam and Procedure room windows are to include a frosted/privacy coating
- MVCA Egress



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LH DESIGNS FIRM BCIN: 44945

HARRISTON LIONS CLUB MEDICAL CENTER

ELEVATION

SITE INFORMATION:

JOHN STREET
HARRISTON, ONTARIO

START DATE:
MARCH 25, 2021

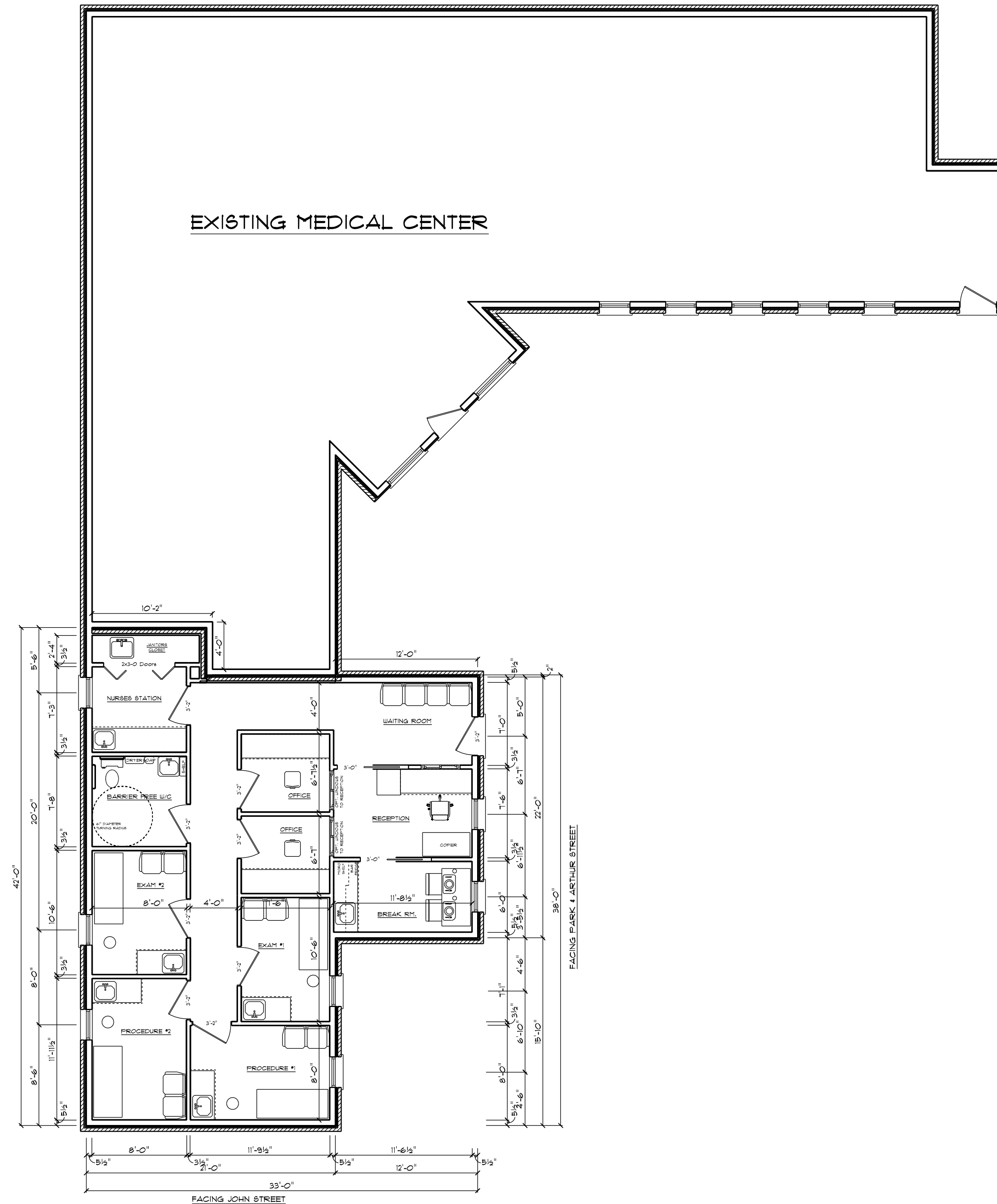
PRINT DATE:
Friday, April 16, 2021

SCALE:
N.T.S.

JOB NUMBER:
21021

PAGE:

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LIONS CLUB ADDITION
1150 SF



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HARRISTON LIONS CLUB MEDICAL CENTER

FIRST FLOOR PLAN

SITE INFORMATION:

JOHN STREET
HARRISTON, ONTARIO

START DATE:
MARCH 25, 2021

PRINT DATE:
Friday, April 16, 2021

SCALE:
N.T.S.

JOB NUMBER:
21021

PAGE:

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An aerial photograph showing a residential neighborhood with several houses, trees, and a swimming pool. A large area of the neighborhood is surrounded by brown floodwater. A road runs along the bottom and right side of the image. A yellow line highlights a path from a house to the road. A red car is driving on the road. The text "Potential pedestrian access outside the regional flood" is overlaid in red, with a yellow line pointing to the highlighted path.

Potential pedestrian access
outside the regional flood



Appendix C – Submission Requirements and Documents

As addressed in Part I, Section 4, the following dates are to be adhered to:

- Proponent Question Deadline – Friday November 26, 2021
- RFQ Closing Date – Monday, December 13, 2021.

The following is a list of required submission details to satisfy this RFQ:

- Corporate/Project Experience (see Section 8, a))
- Project Team – Designer and Sub-trades (see Section 8, b))
- Project Schedule – Start and Completion Dates (see Section 8, c))
- Value Added Proposals (see Section 8, d))
- Project Component Cost Break-down
- Total Project Cost, HST excluded

Forms below to be submitted to assist in providing the above details.

Company Name: _____

Company Address: _____

Corporate/Project Experience: (see Section 8, a)

Project Team - Designer and Sub-trades: (see Section 8, b)

Project Schedule: (see Section 8, c)

Proposed Start Date: _____

Proposed Completion Date: _____

Value Added Proposals: (see Section 8, d)

Project Component Cost Break-down:

(To be provided separately as a quotation breakdown on Company letterhead)

Total Project Cost: (excluding HST) _____