



REQUEST FOR PROPOSAL 04-2020

Building Assessments

For the Corporation of the Municipality of Oliver Paipoonge

**Proposal Closing Date and Time:
Tuesday March 10th, 2020
at 1:00 p.m., local time**

Sealed proposals, clearly marked as to contents are to be delivered to:

**Treasurer/Deputy CAO
Municipality of Oliver Paipoonge
3250 Hwy 130
Rosslyn, ON P7K 0B1**

Facsimile, e-mail, telephone or late submissions will not be accepted.

1. Call for Proposals

This Request for Proposals (“RFP”) is an invitation by the Municipality of Oliver Paipoonge (herein after referred to as “the Municipality”) to prospective proponents to submit proposals for the provision of consulting services for **Building Condition Assessments** (herein referred to as “BCA”) for the Municipality,

2. Background

The Municipality of Oliver Paipoonge currently operates six fire stations and two garages in various locations within the Municipality. The buildings range in age and are constructed with various building materials. The Municipality requires the buildings to be assessed for asset management purposes.

3. Scope of Work and Project Summary/Requirements

To make an assessment of each building based on each component. This shall include but not be limited to:

- Description -type and location
- Present age
- Normal life expectancy
- Current value of the components
- Description of work required to return the component to a state of good repair
- Estimate year and cost of replacement or major repair
- Commentary-further explanation of any issues
- Note any other relevant factors affecting the performance of the asset

Photographs of each building or building component where possible to corroborate descriptions of significant elements.

All Building, Electrical and Gas code violations and anomalies observed or any presence of mold should be reported immediately

The project shall be completed by **May 21, 2020**.

General

The consultant shall carry out all aspects of the assignment:

- In conformance with the Occupational Health and Safety Act Regulations
- In a manner that minimizes disruption to site operations

Location of Buildings

Kakabeka Falls Station #1	24 Rupert St. Kakabeka Falls, ON
Murillo Station #2	63 Rubin Dr., Murillo, ON
Intola Station #3	14 Kuusisto Rd., Murillo ON
Stanley Station #4	44 Highway 588, Stanley ON
Rosslyn Station #5	3436 Rosslyn Rd., Rosslyn ON
Slate River Station #6	552 Candy Mountain Rd., Slate River ON
North Public Works Garage	5 Rubin Dr., Murillo, ON
South Public Works Garage	144 Barrie Dr., Rosslyn, On

Disciplines and consultant teams

The consultant shall undertake the assignment with well-coordinated and experienced teams comprised of highly experienced staff, including specialists in the following building and site components identified as individual components:

- A. Shell includes, but not limited to superstructure, exterior walls, roof, windows, exterior doors
- B. Interiors includes, but not limited to walls, floors, ceilings, partitions, room doors, kitchen, bathrooms, stairs, etc.
- C. Services includes, but not limited to plumbing, heating, fire protection, electrical
- D. Equipment includes, but not limited to appliances

4. Project Deliverables

The following will be provided upon project completion:

- Electronic and hard copy versions of the building assessments including any supporting documents.

5. Proposal Submission Requirements

The proposal submission shall include:

- Description of the methodology the proponent will employ to carry out the project;
- Cost Schedule to complete project;
- Completed Form of Proposal form included with this package;

- References from similar projects completed;
- Timelines for the project;
- Any other applicable information the proponent may wish to include.

6. Proposal Evaluation

The following criteria will be used to evaluate all proposals:

CRITERIA	Points
Methodology for performing the project	20
Experience with similar projects	10
Price	70
TOTAL POINTS	100

7. Addenda

If addenda are issued, their receipt is to be acknowledged by the proponent by including them as part of the proposal submission to ensure that all requirements are included in the submission. Failure to include all addenda may result in your submission not being considered. The Municipality will assume no responsibility for oral instructions or suggestions.

Addenda will be provided to all who have registered with the Municipality. As well, they will be posted on the Municipality's website for download at www.oliverpaipoonge.ca/tenders. It is the proponent's responsibility to check the website prior to closing for any issued addenda. The Municipality will assume no responsibility for any addendum not received.

8. Proposal Opening and Rights Reserved by the Municipality

Submitted proposals will not be opened in public. They will be opened by the Municipality and then reviewed and evaluated in accordance with Section 6.

The lowest or any proposal not necessarily accepted. The Municipality reserves the right to reject any or all proposals, to waive irregularities and informalities therein and to award the contract in the best interest to the Municipality in its sole and unfettered discretion.

9. Certificates, Insurance and Indemnification

- a) The successful proponent shall be required to submit the following documentation prior to approval of the contract and the starting any work:
 - i) proof that the Contractor carries a minimum of \$2,000,000 liability insurance, with the Municipality of Oliver Paipoonge listed as an additional insured under the policy; and

- ii) an undertaking of compliance with Ontario Regulation – Accessibility Standards for Customer Services Section 6, Training, made under the *Accessibility for Ontarians with Disabilities Act, 2005*.
- b) The successful proponent agrees to indemnify the Municipality against any and all claims by any person for payment for damages arising from any action of failure to act on the part of the Contractor in the course of the Contractor executing his duties and obligations under this agreement.

10. Questions and Clarifications

Communications and clarification requests concerning this Request for Proposal are to be sent in writing and directed to:

Laura Gibson, Accounts Payable Clerk
Phone: (807) 935-2613 ext. 225 ~ Fax: (807) 935-2161
E-mail: laura.gibson@oliverpaipoonge.on.ca

Inquiries must not be directed to other Municipal employees or Elected Officials. Directing inquiries to other than those designated may result in your proposal being rejected. The deadline for questions/inquiries will be **Friday, February 21, 2020 at 12:00 noon**.

All clarification requests are to be sent in writing to the individual mentioned above. No clarification requests will be accepted by telephone. Responses to clarification requests will be provided to all interested parties.

Any and all changes to the RFP will be issued in the form of a written addendum.



FORM OF PROPOSAL
RFP NO: 04-2020
Building Assessments In Various Locations

For the Corporation of the Municipality of Oliver Paipoonge
~Public Works and Fire Department ~

Legal Name of Firm/Individual

Name of Contact Person

Mailing Address: Street Number, Street Name, City, Postal Code

Telephone No:

Fax No.:

Cell No.:

E-Mail Address

I/We, the undersigned, do hereby offer to provide building assessments as described in the specifications, terms and conditions of this Proposal Document, and as set out in our submission.

I/We have the authority to sign this proposal on behalf of the above noted company/individual.

Printed Name:

Position:

Signature:

Date:

This Form of Proposal together with a Purchase Order, shall form the contract between the successful proponent and the Municipality. Successful proponent to provide all required documentation as referenced in section 9 of the Proposal Document.

All proponents are to indicate and confirm the following on the line below:

Number of addenda received:_____

Fee Proposal

Location	Assessment Fee
Kakabeka Falls Station	\$
Murillo Station	\$
Intola Station	\$
Stanley Station	\$
Rosslyn Station	\$
Slate River Station	\$
Public Works Garage (North)	\$
Public Works Garage (South)	\$
HST	\$
TOTAL PROPOSAL PRICE:	\$

This Contract hereby accepted by the Municipality of Oliver Paipoonge this day of
, 2020 under authority of By-law No_

THE CORPORATION OF THE MUNICIPALITY
OF OLIVER PAIPOONGE

Mayor

Chief Administrative Officer/Clerk

RELEVANT EXPERIENCE:

(This **FORM must be** completed and returned with your submission)

Provide information on three similar projects completed by or under the direction of your firm, and provide a reference (name and contact information) for each project.

Similar Project #1

Client: _____

Contact Person & Contact telephone number: _____

Year Undertaken: _____

Detail of Project: _____

Similar Project #2

Client: _____

Contact Person & Contact telephone number: _____

Year Undertaken: _____

Detail of Project: _____

Similar Project #3

Client: _____

Contact Person & Contact telephone number: _____

Year Undertaken: _____

Detail of Project: _____



UNDERTAKING TO COMPLY WITH THE MUNICIPALITY OF OLIVER PAIPOONGE'S POLICY ON CONTRACTOR SAFETY

Name of Contractor: _____ (the "Contractor")

Description of Contract: _____ (the "Contract")

Name of Authorized Representative
of the Contractor _____

1. I/We hereby undertake:

- (a) To comply with all health and safety and environmental legislation in the performance of this contract;
- (b) To maintain a safe and healthy work environment during the performance of this contract;
- (c) To comply with the Municipality of Oliver Paipoonge Contractor Safety Policy as set out in the Supplementary General Conditions.

2. I/We hereby agree:

- (a) That compliance with all health and safety and environmental legislation is a condition of the contract and that non-compliance with same may, in the Corporation of the Municipality of Oliver Paipoonge's (hereinafter the Corporation) discretion, lead to the termination of this Contract;
- (b) To permit the Corporation to audit my/our health and safety and environmental records during the term of the contract and upon its conclusion and to co-operate fully with any such audit(s).

3. (a) I/We understand that contractor safety deficiencies will be addressed by the Corporation in the following progressive steps:

- (i) The problem will be identified to the Contractor (site supervisor).
- (ii) The Contractor's head office will be contacted about the problem, orally and later in writing.
- (iii) If required by law to immediately report the problem to a provincial and/or federal Ministry, the Corporation will immediately do so.
- (iv) If not required by law to immediately report the problem, and the problem remains unresolved, the Corporation may report the problem to the appropriate Ministry (ies).
- (v) The Contract may, in the Corporation's discretion, be suspended or terminated and/or payment withheld by the Corporation.

- (b) I/We acknowledge and agree that, depending upon the nature and/or seriousness of the deficiency, the Corporation reserves the right to bypass any or all of the steps described in subsection 3(a).

I/We have read and understood the above and agree to comply with the policy.

I/We have the authority to bind the Contractor.

_____ (Date)

SIGNED, SEALED AND DELIVERED
in the presence of:

(Name of Contractor)

Per:

Authorized Signature 1

Authorized Signature 2

Print Name

Print Name

Witness

I, the undersigned witness, hereby attest to the
validity of the above signatures.

Print Name



THE MUNICIPALITY OF OLIVER PAIPOONGE

Finance Department

3250 Hwy 130

Rosslyn, ON, P7K 0B1

Telephone: (807) 935-2613 ext.235

Fax: (807) 935-2161

REQUEST FOR PROPONENT INFORMATION

Complete and fax or email this form to the Finance Department if you are interested in submitting a response to a Tender/Proposal and have downloaded the tender/proposal document from the municipal website. This will help us keep you apprised of any addenda or updates that may be issued.

FAX: (807) 935-2161

Email: laura.gibson@oliverpaipoonge.on.ca

NOTE: It is the responsibility of the Proponent to check the Municipal Website for any addenda or updates prior to submitting a bid.

Tender/Proposal No.	04-2020
Name of Project	Building Assessments
Business Name	
Contact Name	
Address	Street Number and Name:
	City:
	Postal Code:
Phone	
Fax	
Email Address	
Preferred method to receive addenda	Check one: <input type="checkbox"/> fax <input type="checkbox"/> e-mail

www.oliverpaipoonge.ca/tenders



ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES

The Proponent shall comply with the provisions of the Accessibility for *Ontarians with Disabilities Act, 2005*, and the Regulations there under with regard to the provision of its goods, services or facilities to persons with disabilities. The Proponent acknowledges that pursuant to the *Accessibility for Ontarians with Disabilities Act, 2005*, the Municipality of Oliver Paipoonge must, in deciding to purchase goods or services through its procurement process, consider the accessibility for persons with disabilities to such goods or services.

Prior to the commencement of any work the successful contractor/consultant shall furnish evidence of compliance with the most current Integrated Accessibility Standards Regulation specifically the section(s) pertaining to Training of Staff.

Agents or Consultants acting on behalf of the Municipality will incorporate accessibility criteria and features when developing specifications and/or procuring goods and services, except where it is not practical to do so. If it is not practicable to incorporate accessibility criteria and features when procuring goods or services, an explanation shall be provided.

I have the authority to bind the contracting party and I verify that our company complies with the most current Integrated Accessibility Standards Regulation specifically the section(s) pertaining to Training of Staff.

Signature: _____

Title: _____

Date: _____

Please submit to the Municipality prior to beginning of any contract work for the Municipality