



**CORPORATION OF THE
TOWNSHIP OF WHITE RIVER**

**REQUEST FOR PROPOSAL (“RFP”)
2020-001**

**Construction Ready Plan/Design and
CONSTRUCTION OF 4 PLEX
(4 Dwelling Building)**

November 2020

1.0 INTRODUCTION

The Corporation of the Township of White River (the “Township”) is seeking proposals from qualified Contractors to provide a construction ready plan/design and build a four (4) unit multi housing complex within the Township of White River, Ontario (the “Municipality”). This new construction project will use a conventional project delivery method for a residential four-plex housing unit intended to house Health Care Professionals during their stay in White River.

White River, Ontario is a progressive vibrant community located on Hwy 17, midway between Thunder Bay and Sault Ste. Marie in the Algoma District. White River is a small, rural community with a population of approx. 900. As the Municipality is growing, the community is facing a housing shortage.

The Corporation of the Township of White River is providing the land located at 8 Winnipeg Street, White River.

In this RFP, entities that submit Proposals are referred to as “Proponents” and the entity that is selected in accordance with this RFP is referred to as the “Successful Proponent”.

The Township of White River is seeking a qualified Contractor to provide a construction ready design and build to carry out the Scope of Work under this Request, based on the Proposals submitted and the evaluation as outlined in RFP document.

This Request for Proposal creates no obligation on the part of the Municipality to award a contract. The Municipality reserves the right to accept or reject any and all proposals, in whole or in part, received as a result of this request, and to negotiate in any manner necessary to best serve the interest of the Project including either prior to or after closing time without award. Thereafter, the Municipality may issue a new tender, RFP, RFQ, sole source or nothing. The Municipality shall not be obligated to provide reasons for the cancellation.

1.1. Purpose

The purpose of this Request for Proposal (RFP) is to solicit proposals for the Construction Industry proponents to provide Conceptual Drawings and a site plan to be used for community consultation

The “Project” generally includes:

- Provide Architectural Plans for a four-plex
- Construction of the four-plex

1.2. Location

The civic address of the property is 8 Winnipeg Street, White River, Ontario. The land will be zoned for multi residential. The land is currently vacant. The land has services of municipal water and sewer lines. There were previously four (4) houses located on the property.

1.3. Background

This proposed development is a key piece in the continued efforts of the Township of White River to address housing issues in the Municipality. This four-plex housing development is a key item in the recruitment process to attract Health Care Professional to vacant employment positions at the Health Care Facilities in the community.

2.0 OBJECTIVES

2.1. General

In general, the objective of this RFP is to provide the Township of White River with a cost to provide plans and construct a 4 Unit Residential Multi-Plex. The Company would be required to provide a full set of architectural drawings and site plans that are construction ready to be submitted for building permit approval.

2.2. Overall Objectives

Section 3 of the RFP provides details of the Scope of Work required from the Proponent to complete the assignment. Following is a summary of the overall requirements of the building design and construction:

This Request for Proposal is for an architectural plan/design and new construction of a turn-key residential four (4) unit Multi Residential building. Each submission will outline:

- A one or two story/level building with four (4) individual residences each with three (3) bedrooms and one (1) bay garage.
- Four (4) individual living units: each unit being 1000 to 1200 square feet
- Kitchen appliances of Refrigerator and Stove
- Each unit will contain three (3) Bedrooms
- Bathrooms: minimum of one and a half (1.5) or up to three (3)
- Laundry Facility: including hookup with standard washer and dryer
- Garage: One (1) Stall/Bay
- Exterior Walls: 2x6 and/or minimum Ontario Building Code Standard
- Foundation: Slab or crawl space
- Roof: Simple Gabled with no cross gabling
- Separate Power and Heating source for each unit

2.3. Sustainability Measures

- incorporate sustainable initiatives with a focus on energy efficient construction and appliances.
- improve environmental performance of building, materials based on current established principles, practices, materials and standards
- have durable materials and equipment at the time of construction which will reduce maintenance and replacement costs.
- The Proponent will be encouraged to include energy efficiency features in the building above code requirements and Energy Star rated appliances should be used when available.
- A Proponent will receive preference for declaring to use Energy Star Certified products in

the building design. Energy efficient features may include, but are not limited to: heating, cooling and or ventilation systems (i.e. high efficiency gas heat system or describe your proposed system); use light-emitting diode (LED) lighting in all common areas, building exterior and residential units; insulation and high performance building envelopes beyond the minimum Ontario Building Code requirements; Energy Star Certified windows and doors; Energy Star Certified appliances; a Smart Meter; product(s) that reduce water consumption (beyond OBC requirements) and window blinds;

- Wider doorways and clear passage on the main floor and common areas in apartments; and
- Source local businesses and suppliers for the purchase materials as much as possible with in limits of a reasonable cost.

3.0 SUBMISSION REQUIREMENTS

In general, the objective of this RFP is to provide the Township of White River with a price for a Company to provide a construction ready plan/design and build a four (4) unit residential multi-plex. The Company would provide a full set of architectural drawings and site plans that are ready to submit for building permit approval.

3.1. Proposal Submission

Closing Date and Time

The Township will accept receipt of Proposals until **Monday, December 21st, 2020 at 2:00 p.m.** local time.

All Correspondence must clearly be marked: RFP 2020-001

Notwithstanding any other provision of this RFP, this RFP is not an offer to enter into either a bidding contract (often referred to as “Contract A”) or a contract to carry out the Contract (often referred to as “Contract B”). Neither this RFP nor the submission of a Proposal by a Proponent shall create any contractual rights or obligations whatsoever on either the Proponent or the Township, nor shall it create any legal rights or duties applied to a formal “Contract A” bidding procurement process. No legal relationship or obligation regarding the procurement of any good or service shall be created between the Proponent and the Township until the successful negotiation and execution of a written contract with the Successful Proponent.

Closing Location

Township of White River Municipal office located at 102 Durham Street,
White River, Ontario P0M 3G0

Contact Information

Julie Roy-Ward, Acting CAO/Clerk/Treasurer
Township of White River
P.O. Box 307, 102 Durham Street
White River, Ontario P0M 3G0
Phone: (807) 822-2450 Ext. 206

Email: cao@whiteriver.ca

Proposals submitted after the specified time on the closing date will not be considered and will be returned to the Proponent unopened. Proposals will be opened privately, immediately after the closing date. Amendments to submitted proposals will be permitted if received in writing prior to the closing and if endorsed by the same party or parties who submitted the proposal.

Proposal Ineligibility:

- Proposals that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations or irregularities shall at the discretion of the Municipality, not be considered.
- Proposal Forms and required enclosure that are improperly prepared shall at the discretion of the Municipality, not be considered. Proposals that fail to include the required bonding and insurance information shall at the discretion of the municipality, not be considered
- Proponents shall be solely responsible for delivery of their Proposal in manner and time prescribed
- Proposals that are submitted and unopened due to ineligibility will be returned to the Proponent

Proponents must complete and/or submit the following mandatory forms as part of their overall Proposal submission:

Schedule A Acknowledgement**Schedule B Costing Budget Form 1****Architectural Plan and Design****Insurance Documentation**

Proponents must submit to the Municipality all required documents listed, with the following submission identifier:

PROPOSAL SUBMISSION
CONFIDENTIAL – RFP No. 2020-001
PROJECT: 4-PLEX PLAN AND CONSTRUCTION Township of White River 102 Durham Street, PO Box 307 White River, Ontario P0M 3G0 Attention: Julie Roy-Ward, Acting CAO
Submission Deadline: Monday, December 21st, 2020 at 2:00 p.m.

3.2. General Submission Format and Content

Proponents shall follow these submission requirements, formats and content guidelines when preparing and submitting their proposals. Proponents shall submit information in a clear, concise and comprehensive manner to ensure a full understanding of the design intent, schedule, management and staff, quality control and costs.

Proposals can be submitted in paper and/or digital format.

Proposal content is subject to the disclosure requirements of the Freedom of Information and Protection of Privacy Act (Ontario). Proponents requiring that information not be disclosed due to commercial trade secrecy must identify it as such. The Municipality cannot warrant that such information may not be disclosed at any point in time pursuant to third party applications under the Act.

3.3. Project Team Organizational Structure and Plan

Proponents shall submit an organizational structure introducing the entire project team including consultants. The plan should explain how the team will be managed throughout the various stages of the work.

The plan shall include, but is not limited to:

- Identification of the key personnel involved and a clear explanation of their respective roles and responsibilities on the project, including any changes in structure as the project proceeds from design to construction to completion and hand over,
- A team organization chart, for each Task or as a whole,
- Qualifications and experience of each member or the Project Team
- A description of the internal and external communications plan, including communication with the Municipality, Building Inspector, Project Manager and Authorities having jurisdiction;
- Approach to Municipal consultation and approvals,
- Schedule control,
- Risk Management Planning and
- Health and Safety Procedures and policies

3.4. Enquiries

All enquiries must be submitted by email to the CAO no later than 4:00 p.m., local time on Friday, December 4th, 2020 in order to be considered.

To ensure the integrity of the competitive process, enquiries and other communications regarding the RFP must be directed via email to the Municipality's CAO, Julie Roy-Ward.

Email: cao@whiteriver.ca

During the RFP stage, to ensure transparency and quality of information provided to Proponents, enquiries received and the replies to such enquiries, if any, will be provided in writing in an Addendum which will be made available to all Proponents through the municipal website and email, without revealing the source of the enquiry.

Proponents should reference as accurately as possible the numbered item of the RFP to which the enquiry relates.

3.5. Quality Assurance and Quality Control Program

Proponents shall submit an outline of their proposed quality assurance and quality control program for the design of the work. The outline should address issues such code compliance, design co-ordination, risk management, health and safety.

3.6. Insurance Coverage

Proponents must provide evidence of the ability to obtain and maintain insurance coverage throughout the duration of the project

3.7. Applicable Laws

This RFP shall be interpreted in accordance with, and governed by, the laws in force in the Province of Ontario and any applicable federal laws and Municipal By-Laws

3.8. Conduct and Certification of Proponents

Proponents must respond to this RFP in an honest, fair and comprehensive manner that accurately reflects their ability to satisfy the requirements stipulated in the RFP and to perform the work.

By signing and submitting a proposal, the Proponent certifies that neither the Proponent nor any of the Proponent's subsidiaries has directly or indirectly, paid or agreed to pay, and will not, directly or indirectly, pay or agree to a contingency fee to any individual for the solicitation, negotiation or obtaining of a contract.

By signing and submitting a proposal, the Proponent certifies that it is aware, and that its subsidiaries and affiliates are aware, that the Municipality may verify the information provided by the Proponent, through independent research, use of any government resources, or by contacting third parties.

The Municipality may require information from the Proponents regarding the matters described in this section. Correspondence to this effect will not be shared with other Proponents. Proponents, who are in doubt about a particular situation, shall before the closing date, contact the project manager. By submitting a proposal, the Proponent represents that it does not consider itself to be in a conflict of interest nor to enjoy an unfair advantage. The Proponent acknowledges that it is within the Municipality's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

3.9. Legal Capacity

The Proponent must have the legal capacity to enter into a contract in accordance with the contract documents, including legal capacity to carry on business in the Province of Ontario. The Proponent must provide, when submitting its response to the RFP, a certificate of good standing from the business registry of the province in which it is incorporated or registered to carry on business, any supporting indicating its business name (if different from

its corporate name), the location of its registered head office and its usual place of business. This also applies to each of the parties if the Proponent is a joint venture. The Municipality reserves the right to request that the Proponent provide all documents, information, resolutions and legal opinions necessary to confirm a Proponent's legal capacity to enter into a contract and to request the Proponent to provide the names of its officers and directors, partners, largest shareholders, unit holders or beneficial owners. If a Proponent does not have the legal capacity to enter into a contract or refuses to provide the above information and other documents, as requested, its proposal will be rejected

3.10. Laws, Permit and Approvals

The Proponent must comply with all laws applicable to the performance of the work.

3.11. Response to the RFP/Proposal Costs

The Municipality is not responsible for any costs incurred by the Proponents in preparing their proposals, attending any meeting with the Municipality, making any presentations to the Municipality in connection with their proposals or otherwise incurred in connection with this RFP process.

3.12. Changes to the Proponent Team

The work outlined in the contract documents must be provided by the Proponent and their team members identified in their proposal.

If the Proponent is unable to provide the above mentioned team members, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in selection of the Proponent and the Proponent must obtain prior approval by the Municipality in the following manner prior to the replacement being effective:

- The Proponent must justify the replacement and provide the name, qualifications and experience of the proposed replacement.
- The Proponent acknowledges that it is within the Municipality's sole discretion to determine whether the replacement is acceptable or not.
- If the Municipality rejects the Proponents replacement, the Municipality may revoke the contract.

4.0 PROPOSAL EVALUATION CRITERIA

4.1. General Criteria

The contract award will be based on the professional qualifications, experience, local knowledge, work plan methodology and schedule, price and quality of proposal. The proposal submission should be clear, concise, and complete. The Proponent's proposal shall be evaluated in accordance with the following criteria. The Municipality reserves the right to waive minor irregularities in the Proponent's proposal in the interests of the Municipality.

- Proposals will be reviewed and evaluated privately. Upon completion of the evaluation the results will be forwarded to all submitters.
- The review of the Proposals provided by each Proponent, the Municipality expects to begin its evaluation process by evaluating the proposal quality and functionality based on the evaluation criteria and weightings set out in this section. Proposals will be scored based on the subjective judgement and sole discretion of the Municipality with reference to the evaluation criteria and weightings set out in this section. Based on this assessment, the Municipality expects to rank from the most desirable to the least desirable in terms of overall design, quality and functionality.
- Having ranked each Task in the proposal on the basis of overall design, quality and functionality, the Municipality expects to further rank the proposals based on the best combination of:
 - (a) design, quality and functionality;
 - (b) price proposal;
 - (c) schedule proposal;
 - (d) exceptions or additions to contract terms; and
 - (e) such other criteria as the Municipality considers relevant.

Based on this best combination of factors assessment the Municipality expects to identify the first and second preferred Proponents. The first and second preferred Proponents may or may not have the lowest priced proposals. Proponents are advised that the process of ranking the proposals is subjective in nature and the Municipality's intention is to consider, in its sole discretion, each proposal on its merits.

- The Municipality will determine whether to invite the highest scoring Proponent to finalize a construction contract with the owner, through the course of which the Municipality may negotiate with the first preferred Proponent.
- During negotiations, if any, any and all aspects may be negotiated, including but not limited to the Municipality's requirements, scope of work, price, schedule and contract terms. In the event that negotiations fail with the highest scoring Proponent, negotiations will begin with the next highest scoring Proponent.
- The Municipality may meet with any one or more Proponents following submission of proposals to review and discuss the content of their respective proposals. The purpose of these meetings will only be for obtaining clarification on the proposal submission and will not be for the purposes of negotiation price proposals.

4.2. Evaluation of Criteria and Points Available

The onus is on the Proponent to fully and clearly demonstrate in its proposal that the requirements of the RFP have been fully met.

The point rating structure to be used in the evaluation of each Task included in the Proponent's proposal is presented in Table 4.2:

TABLE 4.2 CRITERIA	POINTS
Organization and Coherence	15
Project Team Structure, Qualifications and Plan	20
Detailed Drawings, Plan Meet RFP Requirements	20
Construction Schedule	30
Quality Assurance and Quality Control	15
Form 1 – Fixed Price Proposal	50
TOTAL	150

The costs related component will be evaluated by awarding the lowest cost with full points, the second and third will be awarded points based on a variance from the lowest cost.

4.3. Organization and Coherence

The apparent effort and quality of work that went into the proposal, including any reasonable innovations that may enhance the project

4.4. Project Team Structure, Qualifications and Plan

- Project Manager/Team Experience – the length and quality of the experience of the person named in the proposals as the project manager. It must be demonstrated by providing references and contacts that the project manager and their team has comprehensive experience in similar and related works as outlined in this RFP.
- Company Experience – the length and quality of experience of the company in doing similar work. Comparable projects with references are to be listed with contact information.
- Work Plan – outlined in detail the approach to be taken for the project.
- Methodology – responsiveness of the written proposal to the purpose and scope of services.

4.5. Quality Assurance and Quality Control Program

Provide methodology for maintaining code compliance, design co-ordination, risk management, health and safety

4.6. Form 1 – Fixed Price Proposal

- Provide in detail a total fee structure for all services necessary to meet the scope of work to perform this assignment including the cost of all disbursements.
- All proposals are subject to budget availability.

5.0 REQUIREMENTS FOLLOWING AWARD

The Proponent which has entered into a contract with the Municipality for the Task included in the RFP shall be known as the Contractor. The Municipality shall prepare the contract documents for execution. The Contractor shall, no later than the substantial completion date set out in the contract documents, deliver to the Municipality the detailed design in accordance with the terms and conditions of the contract documents and in compliance with all applicable laws.

The following design meetings have been tentatively set:

Design Meeting	Tentative Meeting Date
Project Initiation	February 10 2021
Design Review	March 10 2021
Design Review	April 14, 2021
Final Design Review	April 28, 2021

All design review meetings shall take place in White River at a venue to be arranged by the Municipality.

5.1. Design and Specifications

Proponents shall present drawings and outline specification in enough detail to allow the Municipality's Team to properly assess the proposed four-plex plan and design with respect to construction/building materials and details, quality, thermal values and energy efficiency.

5.2. Planning and Design Submissions

The Contractor must provide relevant and updated documents to the Municipality at the various stages prescribed below. Document submissions will be reviewed by the Municipality. The Contractor should allow one week for review of each submission.

Each submission shall include 4 copies and an electronic set of the complete documents. There is no maximum number of pages. Electronic sets must be on a memory stick or an approved alternative in PDF format for all documents.

Design Development (50% Construction Documents):

- Drawings (incl. site plan, cross sections, elevations & details)
- Code analysis
- Project schedule

90% Construction Drawings:

- Drawings
- Material specifications
- Project schedule
- Updates as required to previously submitted documents

Final Construction Documents:

- Drawings (including site plan)
- Materials specifications
- All documentation relating to warranties, suppliers etc.

5.3. Project Schedule

Upon award of the contract, the Contractors shall comply with the following regarding scheduling, cost reporting and work progress for purposes of bi-weekly progress payment claims.

- The Contractors' schedule of work, shall identify the duration and completion dates for each major activity
- Within 15 days of award of the contract, the Contractor shall prepare and submit the schedule for the work within the framework of the project schedule. For each scheduled activity within the schedule, the Contractors shall identify at least the following:
 - Activity name
 - Activity duration
 - Activity start date
 - Activity end date
 - Activity value
- For each activity, the Contractor shall assign a value (Activity Value) corresponding to the total of the labour material, service, equipment, overhead and profit associated that activity within the contract amount. The sum of the Activity Values for all Activities in the Contractor's schedule shall equal the total contract amount
- The Municipality will review the Contractor's schedule which, once approved, will form part of the project schedule
- The Contractor's schedule shall include, but shall not be limited to, the following:
 - Construction schedule activities
- The Contractor shall submit to the Municipality one hard copy of the schedule and one electronic copy.
- Activities on the Contractor's schedule, shall equal the application for payment claimed. The submission of the updated Contractor's schedule, including the identification of the percentage completion of all Activities in accordance with the foregoing requirement, shall be prerequisite to the certification by the Municipality of any progress claim.
- If the Contractor and Municipality agree to a change in the Contractor's schedule, then the Contractor shall submit a revised schedule that identifies the Activity Values for all Activities within the revised schedule and the percentage completion for all Activities.

5.4. Insurance

The Contractor shall, at its own expense, purchase, provide and maintain throughout the duration of the Contract, a comprehensive policy of Public Liability and Property Damage Insurance in the amount of not less than \$5,000,000.00, inclusive per occurrence and Professional Liability in the amount of not less than \$2,000,00.00 inclusive per occurrence.

Proof of the Proponent's ability to obtain insurance must be submitted with this RFP. The Proponent can demonstrate this proof in the following manner:

1. Certificate of Insurance
2. Letter from the Insurance Provider

5.5. Adequate Information

The Contractor acknowledges they have had adequate discussion and access to sufficient information to enable them to undertake the services contracted for within the time limit stipulated for the project.

Schedule “A” Acknowledgement

Project: Construction Ready Plan/Design and New construction of a turn-key residential four (4) unit Multi Residential building

Submitted to: **Township of White River**
102 Durham Street, PO Box 307, White River, Ontario P0M 3G0
Tel: 1 (807) 822-2450 Fax: 1 (807) 822-2719
Email: cao@whiteriver.ca

Full Name of Firm	
Full Business Mailing Address	
Contact Person's Name	
Business Tel	
Fax No.	
Cellular	
Email	

In consideration of the Municipality's agreement to consider our proposal in accordance with the terms of the RFP, the proponent agrees, confirms and acknowledges on its own behalf and on behalf of each member or the proponent team, that:

- The RFP form has been duly authorized and validly executed by the proponent
- The proponent is bound by all statements and representations in its proposal
- Its proposal strictly conforms with the RFP and that any failure to strictly conform with the RFP, may in the discretion of the Municipality, be cause for rejection of its proposal
- Its proposal is made without collusion or fraud
- The Municipality reserves the right to verify information in its proposal and conduct any background investigations including criminal record investigations, verification of the proposal, credit inquiries, litigation searches, bankruptcy registrations and other investigation and by submitting a proposal, the proponent agrees to consent to the conduct of all or any investigations by the Municipality.

Acknowledgements with Respect to the RFP

- The proponent has received, read examined and understood the entire RFP including all of the terms and conditions, all documents listed in the RFP "Table of Contents", and any and all addenda
- The proponent and each proponent team member agrees to be bound by the entire RFP including all the terms and conditions, all documents listed in the RFP "Table of Contents", and any and all addenda
- The proponent's representative identified is fully authorized to represent the proponent and the proponent team member in any and all matters related to its proposal, including but not limited to providing clarifications and additional information that may be requested in association with the RFP
- The proponent has disclosed all relevant relationships of the proponent and each proponent team member.

SIGNED, SEALED and SUBMITTED for and on behalf of:

Name of Proponent		
Print Name (authorized Signing Officer)		Apply Corporate Seal
Signature (authorized Signing Officer)		
Date:		
Print Name (authorized Signing Officer)		
Signature (authorized Signing Officer)		
Date:		

SCHEDULE “B”
Costing Budget Form 1

RE: Construction Ready Plan/Design and construction of a turn-key four (4) unit Multi Residential building

I/We, the undersigned, have examined the RFP documents and schedules and submit our Firm's Proposal for the new construction of a turn-key four (4) unit Multi Residential building. By this signed document, we hereby offer to enter into a contract to perform the work required by the proposal documents for the pricing outlined below.

CONSTRUCTION COST	MODEL ONE	MODEL TWO	MODEL THREE
Total Cost of Construction: Turn Key 4 Plex Housing Unit	\$	\$	\$
Total area of Complex			
Livable area per unit			
Number of Levels/Storeys			
Number of Bathrooms			
Timeline to Complete: # of Months			
Cost per square foot	\$	\$	\$
HST	\$	\$	\$
TOTAL AMOUNT	\$	\$	\$

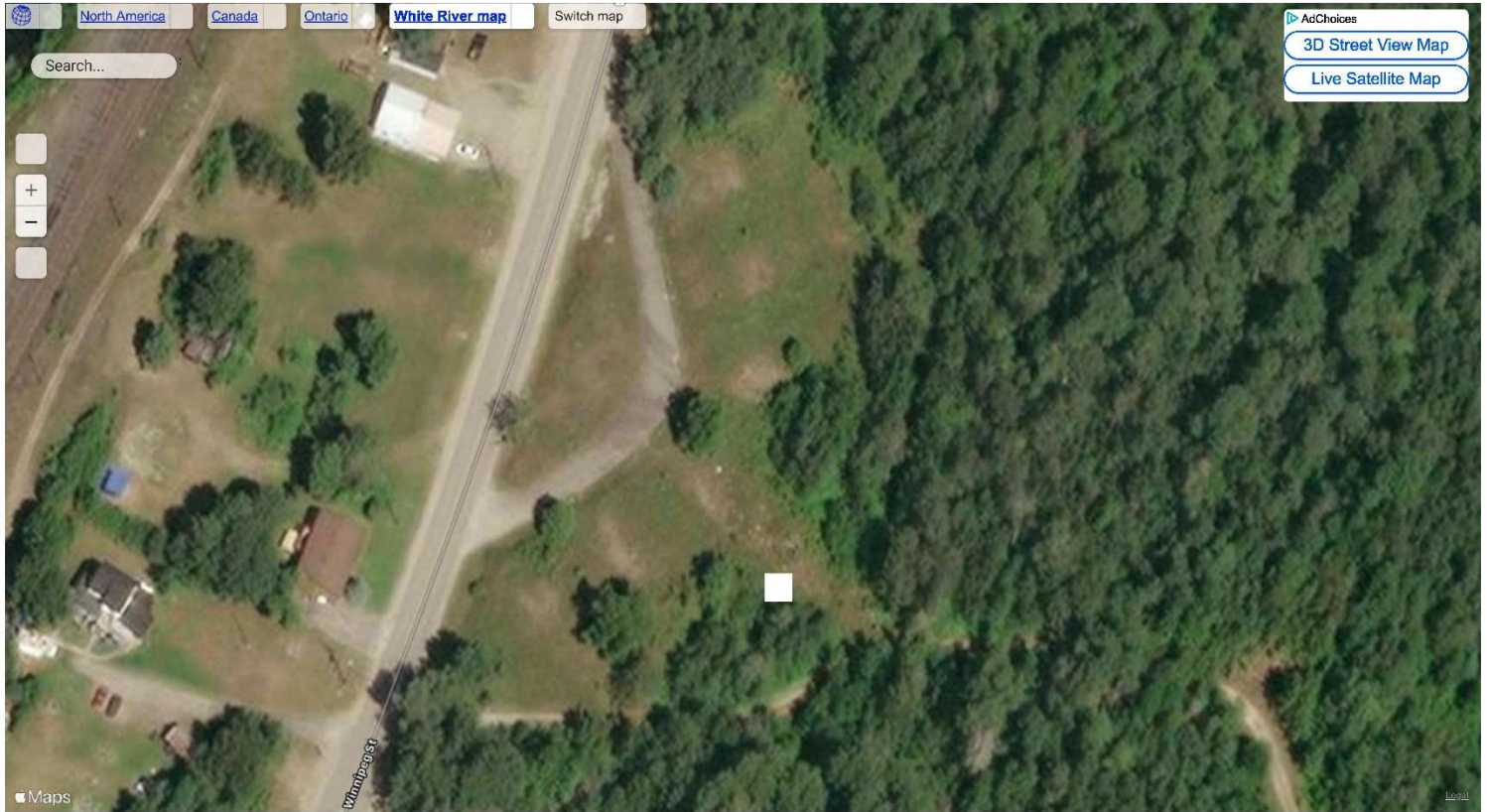
 Authorized Person's Signature

 Date

Schedule “C” Google Map Site location

10/27/2020

White River map, satellite — search, share, ruler, your location...



Schedule “D”
8 Winnipeg Street Site Plan

