



# Bid Opportunity

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Procurement Services Department  
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Non-Binding – Low Bid + Optional Reference Process – Version March 2024

## REQUEST FOR PROPOSAL

**RFP-2024-086**

### Invitation to Prequalified Contractors for Construction Services for the Proposed Mulock House Adaptive Re-Use

The Corporation of the Town of Newmarket (the Owner) shall **ONLY** accept **ELECTRONIC PROPOSAL SUBMISSIONS** submitted through the Owner's Bidding System Website. Proposal submissions submitted and/or received by any other method shall be rejected, unless the Owner has instructed otherwise by published Addendum.

**ELECTRONIC PROPOSAL SUBMISSIONS ONLY**, shall be received by the Bidding System, no later than **4:00:00 p.m. (16:00:00 hours) local time, on September 27, 2024.**

The fee to purchase the Proposal document online for the non-refundable sum of **\$53.79 (includes H.S.T.)** This document is available for purchase at <http://bids.newmarket.ca>. If you require assistance to purchase online please contact the Procurement Services Department at 905-953-5335.

The onus is on Respondents to ensure their Electronic Proposal Submission is received no later than the closing time and date stated above. Respondents are cautioned that the timing of their Proposal Submission is based on when the Proposal is **RECEIVED** by the Owner's Bidding System, **not** when a Proposal is submitted by a Respondent, as Bid transmission can be delayed in an ***"Internet Traffic Jam"*** due to file transfer size, transmission speed, etc. A Proposal Submission will only be considered to have been submitted once it has been **RECEIVED** by the Owner's Bidding System, regardless of when the Proposal was submitted by the Respondent.

For the above reasons, the Owner recommends that Respondents allow sufficient time to upload their Proposal Submission and attachment(s) (if applicable) and to resolve any issues that may arise. The closing time and date shall be determined by the Owner's Bidding System web clock.

Respondents should contact the RFP Contact listed below, at least twenty-four (24) hours prior to the closing time and date, if they encounter any problems. The Bidding System will send a

confirmation email to the Respondent advising that their proposal was submitted successfully. If you do not receive a confirmation email, contact the RFP Contact immediately.

Late Proposals shall not be accepted by the Owner's Bidding System.

To ensure receipt of the latest information and updates via email regarding this bid or If a Respondent has obtained this Proposal Document from a third party, the onus is on the Respondent to create a Bidding System Vendor account and register as a Plan Taker for the bid opportunity at the at <http://bids.newmarket.ca>.

**Questions:**

If a Respondent needs to address any discrepancies, errors and/or omissions in the Bid Document or if they are in doubt as to any part thereof they shall submit questions in writing through Newmarket's Bid Opportunities website using the "**Submit a Question**" link associated with this bid opportunity.

**The deadline to submit a question is September 17, 2024, 4:00 pm local time.**

The Owner shall not be responsible for responding to questions that are sent other than this method. The Owner may not respond to questions received after the Deadline for Questions, as stated above. No such communications are to be directed to anyone other than the RFP Contact. The Owner is under no obligation to provide additional information, and the Owner is not responsible for any information provided by or obtained from any source other than by written addendum issued by the RFP Contact.

The Corporation of the Town of Newmarket reserves the right to: accept or reject any Proposal, to award in whole or in part, to award to the proposal that is in the Best Interest of the Corporation and the right to cancel this Solicitation call at any time without obligation.

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## PART I - Invitation and Instructions to Respondents

### 1.1 Invitation to Respondents

This Request for Proposals (the “RFP”) is an invitation by The Corporation of the Town of Newmarket (the “Owner”) to invited, selected prequalified respondents to submit proposals for Construction Services for the Proposed Mulock House Adaptive Re-use as further described in Part IV of the RFP Particulars being (the “Deliverables”). In accordance with Section 3.6, this RFP is non-binding.

Following the conclusion of **RFP-2024-411 - Prequalified Candidate List for Construction Services for the Proposed Mulock House Adaptive Re-use** (Phase I), the following selected respondents are invited to participate in this process (Phase II) and to submit a bid for the work described in Part IV:

- Clifford Restoration Limited
- Harbridge & Cross Limited
- Heritage Restoration Incorporated
- Ledcor Construction Limited
- M.J. Dixon Construction Limited
- Matheson Constructors Limited

In accordance with legislated requirements the successful respondent’s name and Subtotal Contract Amount will be publicized on the Owner’s Bid Opportunities portal following the issuance of the Notice of Award to the successful respondent.

### 1.2 RFP Contact

For the purposes of this procurement process, the “RFP Contact” will be:

Tracie Byrne  
Senior Procurement Officer, Procurement Services  
Legal & Procurement Services

Respondents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the Owner, other than the RFP Contact, concerning matters regarding this RFP. Failure to adhere to this rule may result in the disqualification of the Respondent and the rejection of the Respondent’s proposal.

### 1.3 Type of Contract for the Deliverables and Term

The selected respondent will be requested to enter into a contract for the provision of the Deliverables on the terms and conditions set out in the Bids Call Documents and the Agreement. It is the Owner’s intention to enter into an agreement with only one (1) legal entity, being the Prime Respondent.

The Contract executed between the Owner and the selected Respondent for the Deliverables will be the Standard Construction Document CCDC 2-2020 Stipulated Price Contract as attached to this RFP as Appendix 1, as modified by the Owner’s Supplementary Conditions to CCDC 2-2020 Stipulated Price Contract, as attached to this RFP as Appendix 2 and the Special Provisions, as attached to this RFP as Appendix 3, and as further described in A-3 of CCDC 2 – 2020, as amended (collectively hereinafter referred to as “the Contract”).

**Substantial Performance of the Work**, as defined in the Construction Act, shall be on or before **December 1, 2025**.

**Ready-for-Takeover**, as will be defined in the Contract, shall be on or before **December 31, 2025**.

Consulting firms who were involved in preparing or assisting in developing the Owner's scope of work and/or specifications for this RFP shall not submit a Proposal.

## 1.4 RFP Timetable

Issue Date of RFP	August 30, 2024
Non-mandatory Site Visit / Pre-Bid Meeting	September 10, 2024, 10:00 AM local time
Deadline for Questions	September 17, 2024, 4:00 PM local time
Deadline for Issuing Addenda	September 20, 2024, 4:00 PM local time
Submission Deadline	September 27, 2024, 4:00 PM local time
Rectification Period	Up to five (5) business days
Anticipated Evaluation and Ranking of Respondents	October 2024
Anticipated Execution of Agreement	October 2024

The RFP timetable is tentative only, and may be changed by the Owner at any time. For greater clarity, business days means all days that the Owner is open for business.

The non-mandatory site visit will take place at the Mulock Property, which is located at 33 Mulock Drive (formerly 16780 Yonge Street), Newmarket, Ontario. **See Figure 1** for site entrance location.

**Important:** note that many GPS systems still identify the address as 16780 Yonge Street; entrance can be made from southbound lanes of Yonge Street only, due to the transitway in the Yonge Street median.

### **Site visit equipment requirements:**

For those attending the site visit, the following equipment will be required:

- CSA-approved hard hat
- Work boots
- High-visibility vest
- Eye protection

Personnel not wearing the above equipment, may not be permitted access to the work site.

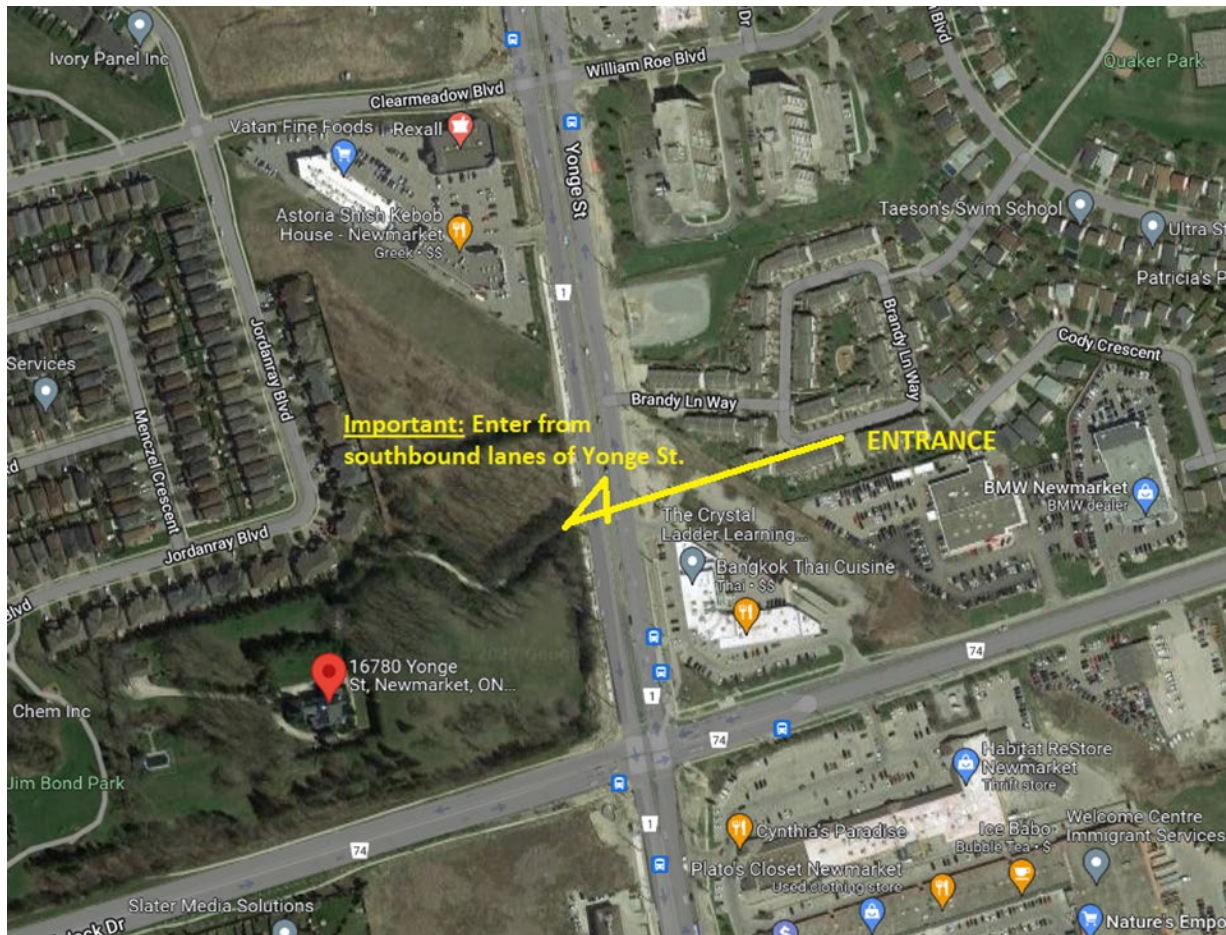


Figure 1: Site Entrance

## 1.5 Submission of Proposals

The Corporation of the Town of Newmarket (the Owner) shall **only** accept and receive Electronic Proposal submissions through the Owner's Bidding System, hereafter called the **'bidding system'**.

Hard-copy proposal submissions shall not be accepted.

### 1.5.1 Proposals to be Submitted to Prescribed Location

Proposals must be submitted to the Bidding System at the following location:

[newmarket.bidsandtenders.ca](http://newmarket.bidsandtenders.ca)

### 1.5.2 Proposals to be Submitted on Time

Proposals must be submitted on or before the Submission Deadline. Proposals submitted after the Submission Deadline will not be accepted. Respondents are advised to make submissions well before the deadline. Respondents making submissions near the deadline do so at their own risk.

### 1.5.3 Proposals to be Submitted in Prescribed Format

All respondents shall have a bidding system vendor account and be registered as a plan taker for this opportunity, which will enable the respondent to download the solicitation document, to receive addenda email notifications, download addenda and submit their proposals electronically through the bidding system.



Respondents are cautioned that the timing of their submission is based on when the proposal is received by the bidding system, not when a proposal is submitted by a respondent, as transmission can be delayed due to file transfer size, transmission speed or other technical factors.

For the above reasons, the Owner recommends that respondents allow sufficient time to upload their submission and attachment(s) (if applicable) and to resolve any issues that may arise. The closing date and time shall be determined by the Owner's bidding system web clock.

Following the respondents upload of their bid / proposal, the bidding system will send a confirmation email to the respondent advising when the proposal was submitted successfully. If respondents do not receive a confirmation email, they should contact bids and tenders and the RFP Contact immediately.

To ensure receipt of the latest information and updates via email regarding this opportunity, or if a Respondent has obtained this solicitation document from a third party, the onus is on the Respondent to create a bidding system vendor account and register as a plan taker for the opportunity at [newmarket.bidsandtenders.ca](http://newmarket.bidsandtenders.ca)

#### **1.5.4 Questions / Technical Issues before the Submission Deadline**

**IMPORTANT:** All questions related to the RFP shall be submitted by way of the "Submit a Question" button of the bidding system.

Respondents should contact the [bidding system's](mailto:support@bidsandtenders.ca) technical support at [support@bidsandtenders.ca](mailto:support@bidsandtenders.ca) or dial 1 800 594-4798, at least forty-eight (48) hours prior to the submission close, if they encounter any problems using the "Submit a Question" button of the bidding system. Respondents should also contact the bidding system's technical support for any other bidding system technical related issues as well.

For urgent matters not related to a technical issue with the bidding system or a question related to the RFP that should be submitted using the "Submit a Question" option, respondents may contact the Procurement Services Department at 905-953-5335 or [procurement@newmarket.ca](mailto:procurement@newmarket.ca) and your call / email will be directed to the RFP contact.

#### **1.5.5 Amendment of Proposals**

Respondents may amend their proposals prior to the Submission Deadline. However, the Respondent is solely responsible for ensuring that the amended proposal is received by the bidding system by the Submission Deadline.

#### **1.5.6 Withdrawal of Proposals**

At any time throughout the RFP process until the execution of a written agreement for provision of the Deliverables, a Respondent may withdraw a submitted proposal. To withdraw a proposal prior to the Submission Deadline, the Respondent is solely responsible for ensuring that the proposal is withdrawn through the bidding system. The Respondent is solely responsible to re-submit their proposal by the Submission Deadline. To withdraw a proposal after the Submission Deadline, a notice of withdrawal must be sent to the RFP Contact and must be signed by an authorized representative of the Respondent.

#### **1.5.7 Questions to the RFP Contact following the Submission Close**

Following the submission close, respondents may contact the Owner for an update as to this procurement process by emailing [procurement@newmarket.ca](mailto:procurement@newmarket.ca).

### 1.5.8 Guide for Assembling the Proposal Submission

Proposals Submissions shall be submitted in compliance with Schedule 2 – Owner’s Bidding System Terms of Service.

Proposals should be prepared simply and provide a straightforward concise description of the Respondent’s capabilities for satisfying the requirements of the Owner’s Proposal call. Emphasis should be on completeness and clarity of content.

**Ensure your Proposal submission document(s) conforms to the following:**

- a. Documents should be in PDF format. Documents should **NOT** be provided in any other format. In addition, do NOT upload video or audio files. You may state a web address link in your proposal submission or upload a document stating this web link for Town staff to view and/or listen to your video and/or audio information in your bid.
- b. Documents should **NOT** have a security password, as the Owner may not be able to open the file.
- c. The maximum file upload size is 512MB. To reduce the document size, Respondents should follow the instructions below on zipping their document(s).
- d. It is the Respondent’s sole responsibility to ensure that their uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by the Owner. The Owner may reject any Bid where any document(s) cannot be opened and viewed by the Owner.
- e. If a Respondent requires to upload more than one (1) document, the Respondent should combine the documents into one Zipped file, as per instructions stated in the Bidding System Document upload area. If uploading a zipped file containing more than one (1) document, please ensure each document is named, in relation to the submission format item responding to, for example, if responding to the Previous Experience category save the document as “Previous Experience”.

Your “Table of Contents” should indicate the section and page number for your response to each item in Part II. This will help ensure that all Proposals present the requested information in the same format. This “sameness” will make the Proposal evaluation process easier to evaluate against the Owner’s evaluation criteria and rating system.



## **PART II – Evaluation, Selection and Award**

### **2.1 Stages of Evaluation**

The evaluation of submissions will be conducted in the following stages.

### **2.2 Stage I – Mandatory Submission Requirements**

Stage I will consist of a review to determine which proposals comply with all of the mandatory submission requirements. If a proposal fails to satisfy all of the mandatory submission requirements, the Owner will issue the Respondent a rectification notice identifying the deficiencies and providing the Respondent an opportunity to rectify the deficiencies. If the Respondent fails to satisfy the mandatory submission requirements within the Rectification Period, its proposal will be rejected. The Rectification Period will begin to run from the date and time that the Owner issues a rectification notice to the Respondent. The mandatory submission requirements are set out in Section 2.7 of the RFP.

### **2.3 Stage II – Verification of the Proposed Project Team**

The Owner will review submissions to verify that the originally proposed Project Team members in Phase I of RFP-2024-411 remain consistent with the Project Team members for the work described in this RFP. Changes to the originally proposed Project Team members will be evaluated as further described in section 2.7.2.

### **2.4 Stage III - Pricing**

Stage III will consist of a scoring of the submitted pricing of each qualified proposal in accordance with the price evaluation method set out in Part 2. The evaluation of price will be undertaken after the evaluation of any mandatory requirements, if any, has been completed. The lowest compliant bidder will advance to the next stage.

### **2.5 Stage IV – Optional Past Performance Review – Purposely Omitted**

Stage IV – Optional Past Performance Review is purposely omitted from this evaluation process.

### **2.6 Stage V – Ranking and Selection of Respondents**

After the completion of Stage III and or IV (if exercised), the lowest compliant Respondent will be recommended for selection and award. Subject to the process rules contained in the Terms and Conditions of the RFP Process (Part 3), the lowest compliant bid Respondent will be invited to enter into the Agreement in accordance with Part 3. In the event of a tie, the selected Respondent will be determined by way of coin toss. The selected lowest compliant Respondent will be notified in writing and will be expected to satisfy any applicable conditions of this RFP, including the pre-conditions of award, and enter into the Agreement within the timeframe specified in the selection notice. Failure to do so may result in the disqualification of the Respondent and the selection of another Respondent or the cancellation of the RFP.

### **2.7 Detailed Evaluation Criteria**

#### **2.7.1 Stage I - Mandatory Submission Requirements**

All proposals submitted shall be in Canadian dollars (CAD), unless otherwise stipulated in the Bid Document. H.S.T. is additional.

The Proposal submission should be detailed and follow the following format, which should include but not limited the following:

**(a) Online Declarations (complete online)**

By submitting an online response to this RFP, and to be eligible for consideration, each Respondents acknowledges its acceptance of the RFP Terms of Reference and Governing Law as outlined in Part 3 of this document.

**(b) Schedule of Prices (complete online)**

Respondents must include an Online Schedule of Prices completed as described herein:

**Table A: Schedule of Prices - Stipulated Price**

**Table B: Schedule of Prices - Cash Allowances**

**Table C: Schedule of Prices - Unit Prices**

**Table D: Schedule of Prices - Hourly Rates**

**Table E: Schedule of Prices - Alternates**

**(c) Subcontractors – Specified Trades (complete online)**

Respondents must complete the **Subcontractors – Specific Trades** form or indicate “Own Forces” in the fields where Own Forces are being used.

**(d) Subcontractors – Additional (complete online)**

Respondents must complete the **Subcontractors – Additional** form or confirm that the Deliverables will be performed by their own forces.

**(e) Statement – Verification of Phase I Project Team Members (upload online)**

Each submission must include a statement to support the requirements of section **2.7.2**.

**2.7.2 Stage II – Statement – Verification of Phase I Project Team Members**

The mandatory technical requirements for this RFP are as follows:

The Respondent’s project team members who were identified in RFP-2024-411 should remain consistent with the project team members to be included in this RFP, for the roles and responsibilities identified in RFP-2024-411.

Respondents shall **submit a statement confirming**, there are either:

- i. No changes to the team members (Project Manager, Superintendent, and/or Health & Safety Manager) provided for in their submission to RFP-2024-411,
- or
- ii. Changes have occurred to the team members (Project Manager, Superintendent, and/or Health & Safety Manager) provided for in their submission to RFP-2024-411.

In the event of any changes to the previously submitted project team members (Project Manager, Superintendent, and/or Health & Safety Manager), the respondent’s statement should include the following:

- i. The name and role of the proposed replacement project team member(s);

- ii. How the experience(s) and qualifications of the proposed new project team member(s) are equal to or greater than the experience and qualifications of the project team member(s) being replaced;
- iii. If replacing the previously submitted Contractor's Project Manager, the respondent shall provide a profile and curriculum vitae for the proposed new Project Manager. The Project Manager shall have at least 10 years of progressive construction management experience, working in a similar capacity on similar projects within the last 5 years.
- iv. If replacing the previously submitted Contractor's Superintendent, the respondent shall provide a profile and curriculum vitae for the proposed new Superintendent. The Site Superintendent shall have at least 15 years of progressive supervisory experience, working in a similar capacity on similar projects within the last 5 years.
- v. If replacing the previously submitted Contractor's Health & Safety Manager, the respondent shall provide a profile and curriculum vitae for the proposed new Health and Safety Manager. The Health & Safety manager shall have at least 5 years of relevant health & safety management experience, working in a similar capacity on similar projects within the last 5 years.
- vi. Submit curriculum (or curricula) vitae for proposed replacement project team member(s).

Respondents who propose new project team members that do not meet the above criteria, or have significantly lower experience and / or qualifications to the project team member proposed in Phase I, will result in their proposal NOT being considered further.

Failure to submit sufficient information to support the above criteria will also result in a respondent's submission NOT being considered further.

Any changes to the project team members proposed for RFP-2024-411 shall be subject to acceptance at the sole discretion of the Town.

### **2.7.3 Stage III - Evaluation of Pricing**

Respondents are to provide pricing in:

- Table A: Schedule of Prices - Stipulated Price**
- Table B: Schedule of Prices - Cash Allowances**
- Table C: Schedule of Prices - Unit Prices**
- Table D: Schedule of Prices - Hourly Rates**
- Table E: Schedule of Prices - Alternates**

of the Online Schedule of Prices.

Prices, Rates and Costs must be provided in Canadian funds, inclusive of all applicable duties and taxes except for HST, which should be itemized separately.

Prices, Rates and Costs quoted by the Respondent must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all disbursements (including mileage, parking, printing and plotting, courier, telephone/fax/cell, site plan and building permit applications/documents, any other permits, presentation materials, printed materials, and all other overhead, including any fees or other charges required by law.

Please note that any quantities set out herein are estimates only and are provided as a basis for establishing and comparing submissions. There are no guarantees made as to volume, if additional goods and or services are required at any point during the life of the contract, the unit prices submitted (or better) shall be provided to the Owner.

The Subtotal pricing submitted in the Online Schedule of Prices for **Table A: Schedule of Prices - Stipulated Price** and **Table B: Schedule of Prices - Cash Allowances** will be evaluated to determine the lowest price overall. The lowest compliant **Subtotal Contract Amount** in the **Summary Table** will be selected for award.

The combined subtotal pricing for **Tables A: Schedule of Prices - Stipulated Price** and **Table B: Schedule of Prices - Cash Allowances** will form the Contract Price for the CCDC 2-2020 Stipulated Price Contract agreement.

The pricing submitted in the following shall be upheld during the term of the contract:

**Table C: Schedule of Prices - Unit Prices**

**Table D: Schedule of Prices - Hourly Rates**

**Table E: Schedule of Prices - Alternates**

#### **2.7.4 Stage IV - Optional Past Performance Review**

Stage IV – Optional Past Performance Review is purposed omitted from this evaluation process.

## **2.8 Pre-Conditions of Award**

Within ten (10) business days of the date of the written notification of selection by the Town, the selected Respondent will be expected to provide the Town with the below documentation.

Should the selected Respondent refuse to execute the Contract and/or provide the necessary documentation, within the time specified, the selected Respondent may be suspended for a period of two (2) years in accordance with the Contractor Performance Procedure set out in the Owner's Procurement Bylaw Number 2014-27, as it may be amended, restated, supplemented or replaced from time to time. The Owner reserves the right to either award to the next highest evaluated Responsible and Responsive Respondent or cancel the solicitation.

The Owner may grant additional time to fulfill the necessary requirements, if in the opinion of the Owner, the extension does not compromise the interests of the Owner.

### **2.8.1 – Insurance**

The insurance coverages as specified in GC 11.1 CCDC 2 - 2020 Stipulated Price Contract are removed in their entirety and replaced with the following, as also referenced in Appendix 3 – Special Provisions:

Prior to the commencement of the Contract, and for the entire duration thereof, the Contractor shall, at its own expense, obtain and maintain insurance coverage as follows:

1. **General liability insurance** shall be with limits of not less than \$10,000,000 per occurrence, an aggregate limit of not less than \$10,000,000 within any policy year with respect to completed operations, and a deductible not exceeding \$10,000. The insurance coverage shall not be less than the insurance provided by IBC Form 2100 (including an extension for a standard provincial and territorial form of non-owned automobile liability policy) and IBC Form 2320. To achieve the desired limit, umbrella or excess liability insurance may be used. Subject to satisfactory proof of financial capability by the *Contractor*, the *Owner* may agree to increase the deductible amounts.

The policy shall be in the name of the *Contractor* and include, or in the case of a single, blanket policy, be endorsed to name, the *Owner* and the *Consultant* as insureds but only with respect to liability, other than legal liability arising out of their sole negligence, arising out of the operations of the *Contractor* with regard to the *Work*. General liability insurance shall be maintained from the date of commencement of the *Work* until one year from the date of *Ready-for-Takeover*. Liability coverage shall be provided for completed operations hazards from the date of *Ready-for-Takeover*, as set out in the certificate of *Ready-for-Takeover*, on an ongoing basis for a period of 6 years following *Ready-for-Takeover*.

Coverage shall include shoring, blasting, excavation, underpinning, demolition, pile driving, caisson work, and work below ground surface including tunnelling and grading. Coverage shall include demolition of buildings or removal of property.

The policy shall contain a difference-of-limits clause with respect to the *Project*.

2. **Automobile liability insurance** in respect of vehicles that are required by law to be insured under a contract by a Motor Vehicle Liability Policy, shall have limits of not less than \$10,000,000 inclusive per occurrence for bodily injury, death and damage to property, covering all vehicles owned or leased by the *Contractor*. Where the policy has been issued pursuant to a government-operated automobile insurance system, the *Contractor* shall provide the *Owner* with confirmation of automobile insurance coverage for all automobiles registered in the name of the *Contractor*.

The policy shall be in place from the date of commencement of the *Work* until one year after the date of *Ready-for-Takeover*.

3. If applicable, **Unmanned aerial vehicle liability insurance** with respect to owned or non-owned aircraft (if used directly or indirectly in the performance of the *Work*), shall have limits of not less than \$5,000,000 per occurrence or accident for bodily injury, death and damage to property or such amounts as required by an applicable law or regulation.
4. **"Broad form" property insurance** shall have limits of not less than the sum of 1.1 times *Contract Price* and the full value, as stated in the *Contract*, of *Products* and design services that are specified to be provided by the *Owner* for incorporation into the *Work*, with a deductible not exceeding \$10,000. The insurance coverage shall not be less than the insurance provided by IBC Forms 4042 and 4047 or their equivalent replacement. Subject to satisfactory proof of financial capability by the *Contractor*, the *Owner* may agree to increase the deductible amounts.

The "broad form" property insurance shall be in the joint names of the *Contractor*, the *Owner* and the *Consultant*. The policy shall include as insureds all *Subcontractors*. The "broad form" property insurance shall be provided from the date of commencement of the *Work* until the earliest of:

- (1) 10 calendar days after the date of *Ready-for-Takeover*;
- (2) on the commencement of use or occupancy of any part or section of the *Work* unless such use or occupancy is for construction purposes, habitational, office, banking, convenience store under 465 square meters in area, or parking purposes, or for the installation, testing and commissioning of equipment forming part of the *Work*; and
- (3) when left unattended for more than 30 consecutive calendar days or when construction activity has ceased for more than 30 consecutive calendar days.

In the case of a loss or damage, payment shall be made to the *Owner* and the *Contractor* as their respective interests may appear. In the event of loss or damage:

- (1) the *Contractor* shall act on behalf of the *Owner* for the purpose of adjusting the amount of such loss or damage payment with the insurers. When the extent of the loss or damage is determined, the *Contractor* shall proceed to restore the *Work*. Loss or damage shall not affect the rights and obligations of either party under the *Contract* except that the *Contractor* shall be entitled to such reasonable extension of *Contract Time* relative to the extent of the loss or damage as the *Consultant* may recommend in consultation with the *Contractor*;
- (2) the *Contractor* shall be entitled to receive from the *Owner*, in addition to the amount due under the *Contract*, the amount which the *Owner's* interest in restoration of the *Work* has been appraised, such amount to be paid as the restoration of the *Work* proceeds in accordance with the progress payment provisions. In addition, the *Contractor* shall be entitled to receive from the payments made by the insurer the amount of the *Contractor's* interest in the restoration of the *Work*;
- (3) to the *Work* arising from the work of the *Owner*, the *Owner's* own forces or *Other Contractors*, the *Owner* shall, in accordance with the *Owner's* obligations under the provisions relating to construction by the *Owner* or *Other Contractors*, pay the *Contractor* the cost of restoring the *Work* as the restoration of the *Work* proceeds and as in accordance with the progress payment provisions; and
- (4) if any loss occurs involving damage to property in an amount greater than \$25,000.00, bodily injury to any person, or damage to any existing structure, the *Contractor* shall, in addition to the other requirements set out herein, immediately provide a detailed written report to the *Owner*.

Building known as Mulock House is to be insured for the cost to replace the structure and any additional renovation costs. The current replacement cost of the structure is \$15,000,000.00.

**The Mulock House is designated as a heritage property. The historic significance of this property must be considered when arranging property insurance.**

5. **Contractors' equipment insurance coverage** written on an "all risks" basis covering *Construction Equipment* used by the *Contractor* for the performance of the *Work*, shall be in a form acceptable to the *Owner* and shall not allow subrogation claims by the insurer against the *Owner*. Subject to satisfactory proof of financial capability by the *Contractor* for self-insurance, the *Owner* may agree to waive the equipment insurance requirement.

The policy shall be in place from the date of commencement of the *Work* until one year after the date of *Ready-for-Takeover*.

6. **Contractors' Pollution liability insurance** subject to limits of not less than \$5,000,000 per claim and shall include coverage for but not limited to, bodily injury including death, property damage including remediation costs which are reasonable and necessary to investigate, neutralize, remove, remediate (including associated monitoring) or dispose of soil, surface water, groundwater or other contamination. The policy shall remain in force from the date of commencement of the *Work* until two years from the date of *Substantial Performance of the Work*. The *Owner* shall be added as an additional insured to the policy but only with respect to liability arising out of the operations of the *Contractor*.
7. **Hook liability insurance** for any and all materials, supplies, property of the *Contractor*, property of others or property of the *Owner* that is intended for the construction and or installation in connection with repair, completion, erection or improvement of property. The limit for any one loss is not to be less than an amount equal to the maximum value of the property on "the Hook" at any one time in the performance of the work however at no time shall this limit be less than \$500,000.00.



8. **Wrap-up Liability Policy** with limits of not less than \$10 million per occurrence, an aggregate limit of not less than \$10 million within any policy year with respect to completed operations, and a deductible not exceeding \$25,000.00. The policy shall be in the name of the Owner, Contractor, consultants, engineers, architects, all Subcontractors and Project managers. The liability insurance shall be maintained from the date of commencement of the Work until one year from the date of Substantial Performance of the Work. Liability insurance coverage shall be provided for completed operations hazards from the date of Substantial Performance of the Work, as set out in the certificate of Substantial Performance of the Work, on an ongoing basis for a period of 6 years following Substantial Performance of the Work.

Where applicable, the *Contractor* shall:

1. The *Contractor* shall be entirely responsible for the cost of any deductible maintained in any insurance policy.
2. If the *Contractor* fails to provide or maintain insurance as required by the *Contract Documents*, then the *Owner* shall have the right to provide and maintain such insurance and give evidence to the *Contractor* and the *Consultant*. The *Contractor* shall pay the cost thereof to the *Owner* on demand or the *Owner* may deduct the cost from the amount which is due or may become due to the *Contractor*.
3. All required insurance policies shall be with insurers licensed to underwrite insurance in the jurisdiction of the *Place of the Work*.
4. The *Contractor* shall not commence work under the *Contract* until evidence of insurance, preferably on the *Owner's* [Certificate of Insurance form](#) has been completed and filed with, and approved by the *Owner*;
5. The policies shown above shall be endorsed to provide the *Owner* with not less than thirty (30) days written notice of cancellation, change or amendment restricting coverage. However, if for any reason the insurer, on behalf of the *Contractor*, cannot endorse their policies to provide the *Owner* with not less than thirty (30) days written notice of cancellation, change or amendment restricting coverage, the responsibility thereof shall automatically transfer to the *Contractor* and becomes the *Contractor's* strict obligation to deliver to the *Owner* by registered mail with not less than thirty (30) days written notice of cancellation, change or amendment restricting coverage;
6. The *Contractor* shall provide evidence of the continuance of this insurance at each policy renewal date, or notice if the policies have been amended or extended, all or any part of the insurance, for the duration of the *Contract*.
7. If required by the *Owner*, the *Contractor* shall provide certified true copy(s) of the policy(s) certified by an authorized representative of the insurer together with copies of any amending endorsements applicable to the Work;
8. The *Owner* reserves the right to request such higher limits of insurance or other types of policies appropriate to work as the *Owner* may reasonably require; and
9. All policies shall apply as primary and not as excess of any insurance available to the *Owner*.

## 2.8.2 WSIB

A current letter or certificate of clearance from the Workplace Safety and Insurance Board (WSIB), stating that the Respondent is in good standing with the WSIB. Alternatively, if the Respondent is an independent contractor the Respondent shall provide a ruling from WSIB indicating that they are an Independent Operator and also have optional WSIB coverage included.

## 2.8.3 Bonding

2.8.3.1 The following bonding shall be executed with a surety licensed to issue bonds in the Province of Ontario:

- a. A **Performance Bond** in the amount of **100%** of the awarded Contract price (exclusive of HST) on Form 32, Performance Bond under Section 85.1 of the Act as prescribed in O.Reg 303/18 of the Construction Act, available at <http://ontariocourtforms.on.ca/en/construction-lien-act-forms/>
- b. A **Labour and Material Payment Bond** in the amount of **100%** of the awarded Contract price (exclusive of HST) on Form 31, Labour and Material Payment Bond under Section 85.1 of the Act, as prescribed in O.Reg 303/18 of the Construction Act, available at <http://ontariocourtforms.on.ca/en/construction-lien-act-forms/>

2.8.3.2 Bonding shall be submitted in one of the following formats and must meet the following requirements:

**a. Original Executed Form**

- i. Submit an original executed form.
- ii. Original executed form has been received and accepted by the Town.

A submitted bond failing to be accepted by the Town will NOT be considered to be valid.

**b. Electronic or Digital**

- i. The version submitted must be verifiable by the Owner with respect to the totality and wholeness of the bond form, including: the content; all digital signatures; all digital seals; with the Surety Company, or an approved verification service provider of the Surety Company.
- ii. The version submitted must be viewable, printable and storable in standard electronic file formats acceptable to the Owner, and in a single file. Allowable formats include pdf.
- iii. The verification may be conducted by the Owner immediately or at any time during the life of the bond and at the discretion of the Owner with no requirement for passwords or fees.
- iv. The results of the verification must provide a clear, immediate and printable indication of pass or fail regarding item b. i.
- v. Bonds passing the verification process will be treated as original and authentic.

A submitted bond failing the verification process will NOT be considered to be valid.

## **2.8.4 Health and Safety Policy**

The selected Supplier / Contractor / Consultant shall provide a current health and safety policy.

## **2.8.5 Preliminary Work Schedule**

The selected Supplier / Contractor / Consultant shall provide the preliminary work schedule.

## **2.8.6 Executed CCDC Agreement**

Three originally executed hardcopy, or one digitally executed agreement shall be returned to the Owner.

## **2.8.7 Purchase Order Set up Form**

The selected supplier shall provide a completed Purchase Order Set-up form.

### **2.8.8 Direct Deposit Form**

The selected supplier shall provide a completed Direct Deposit form.

### **2.8.9 Schedule 13 – Selected Respondent’s Health and Safety Attestation**

The selected respondent shall complete and submit, to the satisfaction of the Town, **Schedule 13 – Selected Respondent’s Health and Safety Attestation** form.

The Town expressly reserves sole and exclusive right to determine if a Contractor shall be excluded from further consideration based on their prior record of convictions.

## **PART III – Terms and Conditions of the RFP Process and Governing Law**

### **3.1 General Information and Instructions**

#### **3.1.1 Respondents to Follow Instructions**

Respondents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section numbers of this RFP.

#### **3.1.2 Proposals in English**

All proposals are to be in English only.

#### **3.1.3 No Incorporation by Reference**

The entire content of the Respondent's proposal should be submitted in a fixed form, and the content of websites or other external documents referred to in the Respondent's proposal but not attached will not be considered to form part of its proposal.

#### **3.1.4 Past Performance**

In the evaluation process, the Owner may consider the Respondent's past performance or conduct on previous contracts with the Owner or other institutions.

#### **3.1.5 Information in RFP Only an Estimate**

The Owner and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only, and are for the sole purpose of indicating to Respondents the general scale and scope of the Deliverables. It is the Respondent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

#### **3.1.6 Respondents to Bear Their Own Costs**

The Respondent will bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

#### **3.1.7 Proposal to be Retained by the Owner**

The Owner will not return the proposal or any accompanying documentation submitted by a Respondent.

#### **3.1.8 No Guarantee of Volume of Work or Exclusivity of Contract**

The Owner makes no guarantee of the value or volume of work to be assigned to the successful Respondent. The contract with the selected Respondent will not be an exclusive contract for the provision of the described Deliverables. The Owner may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

#### **3.1.9 Definitions**

All initially capitalized terms shall have the meanings ascribed thereto in the Owner's [Procurement Bylaw Number 2014-27](#), as it may be amended, restated, supplemented or replaced from time to time.

### **3.1.10 Rejection of Proposal**

The Owner reserves the right to reject any or all proposals for any reason whatsoever, and to accept any Proposal considered in the Owner's Best Interests. The Owner also reserves the right to award a Contract to other than the Respondent submitting the lowest Sub Total Cost Proposal to the Owner and the right to cancel this Solicitation at any time without obligation.

### **3.1.11 Blackout Period**

The Blackout Period begins when the Bid Call Document is issued and ends when the Contract is signed by the Owner and the selected Respondent. During the Blackout Period, Respondents must conduct all communication about the procurement only with the RFP Contact stated in this Bid Document.

Any communication initiated by a Respondent to elected officials or staff of the Owner other than to the Procurement staff during the "Blackout Period" may be grounds for disqualifying the offending Respondent from consideration for contract award.

During the competitive period (Blackout Period) Respondents may submit questions, as stated on Page 2 of this Bid Document. The RFP Contact may issue a written addendum to provide clarification or modification to the Bid Call Document. The addendum will be published on the Owner's Bid Opportunities website.

### **3.1.12 Lobbying Prohibited**

If any director, officer, employee, agent or other representative of a Respondent, including any other parties that may be involved in a joint venture, consortium or similar business relationship with the Respondent, makes, from the time the Bid Documents are released until a contract is executed, any representation or solicitation to any elected representative or employee or agent of the Owner including project consultants, or to the media, with respect to the Respondent's Bid, the Owner will be entitled to reject the Bid. This requirement does not extend to any public deputations.

### **3.1.13 Litigation/Probation/Suspension**

The Bid Review Panel shall reject a Bid (except for the exceptions stated in the Procurement Bylaw, as amended) from any Respondent or any other party (including any related or affiliated entities and any principal thereof) who is in unresolved litigation with the Owner or who is currently serving a Suspension Period, in accordance with the Owner's [Contractor Performance Procedure](#). Furthermore, the Owner shall retain the right to reject Bids which may have been received and/or awarded by the Owner, notwithstanding efforts by the Owner to screen the acceptance of Bids from parties engaged in unresolved litigation with the Owner or serving a Suspension period, once the Owner becomes aware of such unresolved litigation or Suspension period.

### **3.1.14 Contractor Performance**

The Owner's Procurement bylaw and Contractor Performance procedure requires the Owner to evaluate a Contractor's performance on all public bids and to consider "past performance" evaluations, when determining award selection not only for this contract but future contracts.

The Owner also reserves the right to consider in the award of this contract the respondent(s) examples of experience and references carried out for the Owner.

The Owner, at its sole and unfettered discretion may in accordance with the Owner's [Contractor Performance procedure](#), assess the respondents performance on a regular basis and if warranted extend the Contract beyond the term, for a period of up to two (2) years, at the unit rates and / or the annual increase stated in the selected Respondents Proposal Submission.

Respondent should acquaint themselves with the Owner's [Contractor Performance Procedure](#).

### **3.1.15 Enquiries**

If a Respondent needs to address any discrepancies, errors and/or omissions in the Bid Document or if they are in doubt as to any part thereof they shall submit questions in writing through Newmarket's Bid Opportunities website using the "**Submit a Question**" link associated with this bid opportunity, prior to the stated deadline date for questions.

Verbal clarifications shall not be interpreted to change any of the term or conditions of the Bid Call Documents. Bidders shall only rely on information provided by the Owner in an addendum.

### **3.1.16 Bid Call Documents**

The Owner's Bid Call Document (also referred to as "Bid Documents") shall include, but not limited to:

Part I - Invitations and Instructions to Respondents;

Part II - Evaluation Selection and Award;

Part III - Terms and Conditions of the RFP Process and Governing Law;

Part IV- RFP Particulars;

Part V- Submission Acknowledgments;

Part VI Schedules and Appendices (all appendices and or schedules listed in Part VI, unless provided directly in the form of a link, are published with the RFP document in the Owners Bidding Opportunities Portal and in accordance with section 3.1.16 shall form part of the Bid Documents and resulting Agreement);

Part VII – Online Schedules / Appendices / Tables

Addenda

### **3.1.17 Agreement**

The Contract executed between the Owner and the selected Respondent for the Deliverables will be the Standard Construction Document CCDC 2-2020 Stipulated Price Contract as attached to this RFP as Appendix 1, as modified by the Owner's Supplementary Conditions to CCDC 2-2020 Stipulated Price Contract, as attached to this RFP as Appendix 2 and the Special Provisions, as attached to this RFP as Appendix 3, and as further described in A-3 of CCDC 2 – 2020, as amended (collectively hereinafter referred to as "the Contract" or the "Agreement").

### **3.1.18 Subcontractors**

Respondents shall in their proposal submission, submit the names of all of the Subcontractors which the Respondent shall use to perform Work under the Contract and the division or section of Contract Work to be completed by each Subcontractor.

Respondents shall ensure that all Subcontractors selected and named have experience in the Subcontract Work described, have submitted their Subcontract prices in strict accordance with the Bid Documents, and that they shall execute their Work with competence and within the required time frame.



Respondents shall ensure that all Subcontractors included in a Bid shall be actively engaged in Work of the type described and shall be able to show proof upon request by the Owner of previous Work of similar nature performed by them.

Respondents shall **not** show “Own Forces” in their list of Subcontractors, except where the Respondent’s intent is to employ the Respondent’s own qualified on-staff personnel to perform such Work.

Respondents shall **not** indicate “TBD” (To Be Determined) or “TBA” (To Be Announced) or similar wording and shall **not** indicate multiple choices of Subcontractor names for any Subcontractor category in their list of Subcontractors. One Subcontractor name shall be indicated for each Subcontractor category.

Respondents shall list in their list of Subcontractors, all of the Subcontractors who shall perform work under the Contract.

No names, either of Subcontractors or “Own Forces” may be changed after submission of the list of the Subcontractors unless prior written approval is received from the Owner. Such approval shall only be considered after receipt by the Owner of a written request for the change by the Contractor with a full explanation of the reasons for the requested change and a letter from the previously named Subcontractor agreeing to withdraw its bid to the Contractor, with no consequences to the Owner.

The Owner reserves the right to reject a Subcontractor for reasonable cause. Upon such rejection, the Respondent shall be required to propose an alternate Subcontractor without resulting change to the Bid.

### **3.1.19 Bid Closing Time and Date**

All Respondents shall have a Bidding System Vendor account and be registered as a Plan Taker for this Bid opportunity, which will enable the Respondent to download the Bid Call Document, to receive Addenda/Addendum email notifications, download Addendums and to submit their bid electronically through the Bidding System.

Proposal submissions shall be received by the Owner’s Bidding System not later than (16:00:00 hours) 4:00:00 p.m. Eastern local time, on the specified closing date.

The closing time shall be determined by the Bidding System web clock.

### **3.1.20 Proposal Preparation and Submission**

All Proposals should be submitted in the Proposal format provided by the Owner in the Bid Document.

All expenses involved with the preparation and submission of Proposals to the Owner, or any work performed in connection therewith shall be borne by the Respondent. No payment shall be made for any Proposals received, nor for any other effort required of, or made by, the Respondent prior to the commencement of the Work.

A Respondent desiring to make adjustments to a Proposal shall withdraw the Proposal and re-submit it with a new or revised Proposal prior to the specified Proposal Closing Time and Date.

### **3.1.21 Avoid Vague Terms**

The use of N/A should be avoided. N/A can mean several things: Not Available, Not Applicable because there is no charge for the item, or Not Applicable because the item is not proposed.

### **3.1.22 General Guidelines for Evaluations**

Notwithstanding the specific instructions provided in Part III, Respondents may be requested to:

- Provide additional information.
- Clarify their submissions.
- Address specific requirements not adequately covered in their initial submission.
- Provide a best and final offer.

Proposals will be evaluated by a group of individuals established to review the Proposal submissions, conduct interviews and negotiations, if required in accordance with Part II, and at the sole discretion of the Town, during proposal evaluation for a specific product and/or service. The teams typically represent the functional areas with a RFP Contact chairing the Evaluation team.

Each Respondent acknowledges that in the event the total amount bid for an item does not agree with the extension of the quantity and the Respondent's unit price, the unit price shall govern and the extended total amount and total price shall be corrected accordingly by the Owner.

Each Respondent acknowledges that where the total price does not agree with the sum of the extended amounts bid for the individual items, the amounts bid for the individual items shall govern and the total price shall be corrected accordingly by the Owner.

The Owner reserves the right to seek clarification on any one or more Proposal(s) without being obligated to seek clarification on the remaining Proposals.

The Owner reserves the right to consider, during the evaluation of Proposals:

- i. Seek clarification of any proposal(s) without becoming obligated to seek clarification of any other proposal,
- ii. Information provided in the Proposal itself;
- iii. Information provided in response to enquiries of credit, experience and industry references set out in the Proposal;
- iv. Information received in response to enquiries made by the Owner of third parties apart from those disclosed in the Proposal in relation to the reputation, reliability, experience and capabilities of the Respondent;
- v. The manner in which the Respondent provides services to others;
- vi. The experience and qualification of the Respondent's team;
- vii. The compliance of the Respondent with the Owner's scope of work and specifications;
- viii. Safety records, Respondents with poor safety records should not be considered for award.
- ix. Staff or sub consultant qualifications and experience.
- x. Equipment of the Respondent,
- xi. Respondents determined not to be Responsible (not fully capable to meet all of the requirements of the proposal including but not limited to; financial and technical) may not be considered for award; and

## xii. Previous Owner Contractor Performance Evaluations

By submitting a Proposal, the Respondent acknowledges and accepts the Owner's rights and Privileges under this section and, subject to the paragraph below, absolutely waives and releases any right, or cause of action against the Owner and its consultants, by reason of the Owner's failure to accept or reject the Proposal submitted by the Respondent, or the acceptance or rejection of any other Proposal, or the manner in which this Proposal was conducted, whether such right or cause of action arises in contract, negligence, or otherwise.

Without limiting the generality of the above paragraph, by submitting a Proposal, the Respondent further acknowledges and agrees that should a Court of competent jurisdiction determine that the above paragraph is not enforceable by the Owner, the limit of the Owner's liability and the liability of its consultants to the Respondent for damages of any kind whatsoever arising out of the Solicitation, including, but not limited to, the costs of preparing a Proposal, damages for lost opportunity, and damages for lost profits or overhead, arising from, contributed by or related to any act or omission of the Owner or its consultants of any kind whatsoever in the course of the Solicitation, including, without limitation, in the manner in which the Solicitation was conducted or any award of Contract that was made, is the lesser of:

- a. the demonstrable cost to the Respondent of preparing its Proposal; and
- b. \$50,000.00.

### **3.1.23 Negotiations**

There will be no negotiations to the terms of this RFP or pricing submitted unless the selected bid is over budget in accordance with section 3.1.28.

### **3.1.24 Written Notices**

Any written notice, or any other material to be given or delivered pursuant to the Contract, shall be deemed properly given if delivered personally or mailed by registered mail as follows:

If to the Corporation of the Town of Newmarket:

Attention: Tracie Byrne, Legal & Procurement Services Department

If to the Selected Respondent, it will be to the Attention and address of the Respondent's representative submitting the Proposal

Such other addresses of which the party to be notified shall have given written notice to the other party in accordance with the above and such notice shall be deemed to have been given at the time it was delivered or Three (3) Working Days from the date of mailing as the case may be.

### **3.1.25 Partnerships**

The Respondent may establish a consortium within its Proposal, wherein the Proposal will have a Prime Respondent that shall sign the Proposal submission form, submit the submission to the Towns Biding and who will be the Town's main point of contact. The prime Respondent will be expected to work with the Town of Newmarket's Internal Staff to carry out the scope of work. Payment unless otherwise authorized will be to the Prime Respondent.

### **3.1.26 Notification and Debriefing**

Once an agreement is executed by the Owner and a Respondent, the other Respondents may be notified directly in writing and will be notified by public posting in the same manner that this RFP was originally posted of the outcome of the procurement process.

Respondents may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the RFP Contact and must be made within sixty (60) days of such notification.

### **3.1.27 AODA**

All deliverables are to be provided in format(s) that comply with the *Accessibility for Ontarians with Disabilities Act* (AODA) requirements.

### **3.1.28 Total Contract Amount to be within Town Budget**

If the total contract amount of the compliant low-bid Respondent does not exceed the Town's budget amount for the deliverables described herein, then subject to the Terms of Reference and Governing Law, the compliant low-bid Respondent as established under the evaluation will be selected in accordance with Part II.

If the total contract amount of the compliant low-bid Respondent is greater than the Town's budget amount for the deliverables described herein, the Town may, at its sole discretion, proceed with the selection of that Respondent based on the pricing in its response, or it may offer the compliant low-bid Respondent the opportunity to conclude a contract for the amount available in the Town's budget. If the compliant low-bid Respondent is agreeable, then subject to the Terms of Reference and Governing Law, it will be selected to enter into a contract for the provision of the Deliverables. If the compliant low-bid Respondent is not agreeable, they will be removed from further consideration, the next-highest scoring Respondent from Part II will become the new compliant low-bid Respondent.

## **3.2 Communication after Issuance of RFP**

### **3.2.1 Respondents to Review RFP**

Respondents should promptly examine all of the documents comprising this RFP, and may direct questions or seek additional information in writing by email to the RFP Contact on or before the Deadline for Questions. No such communications are to be directed to anyone other than the RFP Contact. The Owner is under no obligation to provide additional information, and the Owner is not responsible for any information provided by or obtained from any source other than the RFP Contact. It is the responsibility of the Respondent to seek clarification from the RFP Contact on any matter it considers to be unclear. The Owner is not responsible for any misunderstanding on the part of the Respondent concerning this RFP or its process.

### **3.2.2 All New Information to Respondents by Way of Addenda**

This RFP may be amended only by addendum in accordance with this section. If the Owner, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all Respondents by addendum. Each addendum forms an integral part of this RFP and may contain important information, including significant changes to this RFP. Respondents are responsible for obtaining all addenda issued by the Owner.

Addendum/Addenda, if required, issued by the RFP Contact shall form part of the Bid Call Document. Respondents shall acknowledge receipt of any addenda when submitting their Proposal through the Bidding System. Respondents shall check a box for each addendum/addenda and any applicable attachments that has been issued before a Respondent can submit their Proposal submission online.

Addendum/Addenda will typically be issued through the Bidding System, at- least Forty-eight (48) Hours prior to Closing Time and Date.

In the event an addendum is issued within Forty-eight (48) Hours prior to Closing Time and Date, it may include an extension of the Closing Time and Date. It is the responsibility of the Respondent to have received all Addendum/Addenda that have been issued. Respondents should check online at

<http://bids.newmarket.ca> prior to submitting their Proposal and up until Proposal closing time and date in the event additional addendums are issued.

The Owner encourages Respondents **not** to submit their Bid **prior to** forty-eight (48) hours before the Proposal closing time and date, in the event that an addendum is issued. If a Respondent submits their bid prior to this or at any time prior to the bid closing and an addendum/addenda is issued by the Owner, the Bidding System shall **WITHDRAW** their Proposal submission and change their Proposal submission to an **INCOMPLETE STATUS (NOT accepted by the Owner)** and the Withdrawn Bid can be viewed by the Respondent in the **"MY BIDS"** section of the Bidding System.

The Respondent is solely responsible to:

- i) make any required adjustments to their Bid; and
- ii) acknowledge the addendum/addenda; and
- iii) Ensure the re-submitted Bid is **RECEIVED** by the Bidding System no later than 4:00:00 p.m. (16:00:00 hours) local time, on the Bid Closing Date.

**NOTE:** Additional company contacts are recommended for the reasons outlined below:

- Do **not** invite any additional contacts that you do not want to have access to view, edit, submit and/or withdraw or who may be in direct competition for example (a company may have two divisions that could compete for the same Bid Opportunity).
- You are strongly urged when creating or updating a Bidding System Vendor account to add additional company contacts to create their own login to the Bidding System. This will permit your invited contacts that have created their own login to manage (register, submit, edit and withdraw) Bids which your Company is a Registered Plan Taker for. In the event you are on vacation, or due to illness, etc. these additional contacts may act on your Company's behalf and have the authority to; receive addendum notifications from the Bidding System, and where permitted by the terms and conditions of the Bid Call Document, to submit Bids electronically through the Bidding System and/or withdraw and/or edit and/or acknowledge addendum/addenda, on your behalf.
- If you are an invited company contact it is imperative that you create your login from the link contained in the email invitation. Do NOT go directly to Newmarket's Bid Opportunity website and create a separate vendor account.

### **3.2.3 Post-Deadline Addenda and Extension of Submission Deadline**

If the Owner determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the Owner may extend the Submission Deadline for a reasonable period of time.

### **3.2.4 Verify, Clarify and Supplement**

When evaluating proposals, the Owner may request further information from the Respondent or third parties in order to verify, clarify or supplement the information provided in the Respondent's proposal, including but not limited to clarification with respect to whether a proposal meets the mandatory technical requirements set out in the RFP or other criteria. The Owner may revisit, re-evaluate and rescore the Respondent's response or ranking on the basis of any such information.

## **3.3 Notification and Debriefing**

### **3.3.1 Notification to Other Respondents**

Once an agreement is executed by the Owner and a Respondent, the other Respondents may be notified directly in writing and will be notified by public posting in the same manner that this RFP was originally posted of the outcome of the procurement process.

### **3.3.2 Debriefing**

Respondents may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the RFP Contact and must be made within sixty (60) days of such notification.

### **3.3.3 Procurement Protest Procedure**

If a Respondent wishes to challenge the RFP process, it should provide written notice to the RFP Contact in accordance with the Owner's procurement protest procedures and any applicable trade agreement or other applicable bid protest procedures. The notice must provide a detailed explanation of the Respondent's concerns with the procurement process or its outcome.

## **3.4 Conflict of Interest and Prohibited Conduct**

### **3.4.1 Conflict of Interest**

For the purposes of this RFP, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the RFP process, the Respondent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of the Owner in the preparation of its proposal that is not available to other Respondents, (ii) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFP process or render that process non-competitive or unfair; or
- (b) in relation to the performance of its contractual obligations under a contract for the Deliverables, the Respondent's other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

### **3.4.2 Disqualification for Conflict of Interest**

The Owner may disqualify a Respondent for any conduct, situation or circumstances, determined by the Owner, in its sole and absolute discretion, that constitutes a Conflict of Interest as defined above.

### **3.4.3 Disqualification for Prohibited Conduct**

The Owner may disqualify a Respondent, rescind an invitation to negotiate (if applicable) or terminate a contract subsequently entered into if the Owner determines that the Respondent has engaged in any conduct prohibited by this RFP.

### **3.4.4 Prohibited Respondent Communications**

Respondents must not engage in any communications that could constitute a Conflict of Interest as described herein.

### **3.4.5 Respondent Not to Communicate with Media**

Respondents must not at any time directly or indirectly communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without first obtaining the written permission of the RFP Contact.



### **3.4.6 No Lobbying**

Respondents must not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful Respondent(s).

### **3.4.7 Illegal or Unethical Conduct**

Respondents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion or collusion. Respondents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of the Owner; deceitfulness; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

### **3.4.8 Past Performance or Past Conduct**

The Owner may prohibit a respondent from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the respondent to honour its submitted pricing or other commitments; or
- (c) any conduct, situation or circumstance determined by the Owner, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

## **3.5 Confidential Information**

### **3.5.1 Confidential Information of the Owner**

All information provided by or obtained from the Owner in any form in connection with this RFP either before or after the issuance of this RFP

- (a) is the sole property of the Owner and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the Deliverables;
- (c) must not be disclosed without prior written authorization from the Owner; and
- (d) must be returned by the Respondent to the Owner immediately upon the request of the Owner.

### **3.5.2 Confidential Information of Respondent**

A Respondent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Owner. The confidentiality of such information will be maintained by the Owner, except as otherwise required by law or by order of a court or tribunal. Respondents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by the Owner to advise or assist with the RFP process, including the evaluation of proposals. If a Respondent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

## **3.6 Procurement Process Non-Binding**

### **3.6.1 No Contract A and No Claims**

This procurement process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- (a) this RFP will not give rise to any Contract A–based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- (b) neither the Respondent nor the Owner will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a proposal submitted in response to this RFP.

### **3.6.2 No Contract until Execution of Written Agreement**

No legal relationship or obligation regarding the procurement of any good or service will be created between the Respondent and the Owner by this RFP process until the successful execution of a written agreement for the acquisition of such goods and/or services.

### **3.6.3 Non-Binding Price Estimates**

While the pricing information provided in proposals will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the proposals and the ranking of the Respondents. Any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of the Owner to enter into an agreement for the Deliverables.

### **3.6.4 Cancellation**

The Owner may cancel or amend the RFP process without liability at any time.

## **3.7 Governing Law and Interpretation**

These Terms and Conditions of the RFP Process (Part 3):

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and will not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and
- (c) are to be governed by and construed in accordance with the laws of the province of Ontario and the federal laws of Canada applicable therein.

[End of Part 3]

## PART IV – RFP Particulars

### 4.1 The Deliverables

#### 4.1.1 Preamble

The Town of Newmarket is proud of its reputation for delivering and ensuring quality services and programs to our residents. The Town is committed to making Newmarket even better, by creating meaningful, engaging, and accessible recreation experiences balanced with natural and cultural heritage preservation. The Town will achieve this by taking measures so that construction projects undertaken on its behalf are completed in a safe and environmentally responsible manner, to a high standard of quality and at a competitive cost.

The Mulock House Adaptive Re-Use project includes substantial works with sophisticated technical, compliance, and aesthetic requirements. The project is a critical component in achieving the Council Strategic Priority for Extraordinary Places and Spaces, and encompasses creative, technically complex design elements to provide a key civic space for the whole Town of Newmarket and the broader York region.

#### 4.1.2 Site Context

The Town of Newmarket purchased the former Mulock Estate in 2018, and is undertaking a capital program to develop the site into a landmark destination park.

The project site is bounded to the south by Mulock Drive, to the east by Yonge Street, and to the north and west by residential properties. The site is a sixteen-acre wooded lot part which forms part of the former residence and estate grounds of the Mulock Family, and was acquired by the Town of Newmarket in 2018. Construction of the site works outside the House are not part of this project. The former Mulock property is centred on the Mulock house. The property is designated for its Historical and Architectural significance under the *Heritage Act*. Additional existing outbuildings on the site include a garage, stable, and a pool with associated pool house. These additional buildings are not described in the reasons for designation under the *Heritage Act*.

To the north of this woodlot, a licensing agreement has been negotiated with Hydro One Networks Inc. by the Town of Newmarket for construction of approximately 206 parking spaces; construction of this project is a separate design and construction project, and does not form part of the scope for this RFP.

Refer to **Appendix 3b - Mulock Park and House Staging Plans** for a visual overview of the site and concurrent projects.

#### 4.1.3 Project Description

The successful respondent from the Phase II process will be offered the opportunity to enter into a contract with the Town of Newmarket to construct the works listed in this RFP, as Prime Contractor and Constructor. The Mulock House Adaptive Re-Use construction project includes extensive interior and exterior renovations. The Mulock Park construction project will generally include the following elements; dimensions and measurements are approximate and provided to convey magnitude of works only:

1. Renovation of the existing 1,490 m<sup>2</sup> house and construction of a 100 m<sup>2</sup> addition to provide a mix of art gallery, food service, and community uses;
2. Interior restoration including significant heritage elements;
3. Installation of a complete commercial electric induction kitchen;
4. Exterior restoration including repairing and re-painting the historic brick veneer, and upgrades to existing windows, but excluding slate and flat roof replacement previously completed);
5. Restoration and underpinning of historic rubblestone masonry foundation;
6. New plumbing and fixtures throughout, including construction of new accessible and inclusive washrooms;
7. New heating & cooling systems connecting to the geothermal wellfield constructed under the Mulock Park project;
8. Comprehensive electrical system replacement and upgrades;
9. Information technology, security and network facilities within the Mulock House;
10. Accessibility upgrades including ramps, washrooms, a new elevator, and one or more barrier free paths of travel to all areas;
11. Structural upgrades;
12. Life and fire safety upgrades; and
13. Reconstruction of both levels of the exterior verandah to permit occupancy on both levels, including suitable foundation upgrades such as helical piles or other design solutions to be developed.

The Ventin Group Ltd., operating as +VG Architects (+VG) is the architect for the Mulock House Adaptive Re-Use project. +VG's team includes architects, engineers, and other design specialists to complete the required design. +VG will also act as the Contract Administrator for the Mulock House Adaptive Re-use project within the intent of the CCDC 2 – 2020 Stipulated Price Contract.

All works for the Mulock Park, prior Mulock House State of Good Repair, and Hydro Corridor Parking are separate construction projects, and excluded from this RFP.

#### **4.1.4 Specifications and Drawings**

The Work specified in this RFP will be performed in strict accordance with Specifications and Drawings, as identified in **00 01 10 Table of Contents**, containing the following Divisions:

Division 00 – Contracting Requirements and Reference Documents  
 Division 01 – General Requirements  
 Division 02 – Existing Conditions  
 Division 03 – Concrete  
 Division 04 – Masonry  
 Division 05 – Metals  
 Division 06 – Woodwork  
 Division 07 – Thermal and Moisture Protection  
 Division 08 – Openings  
 Division 09 – Finishes

Division 10 – Specialties  
Division 11 – Equipment  
Division 12 – Furnishings  
Division 14 – Conveying Systems  
Division 20 – Common Mechanical Requirements  
Division 21 – Fire Suppression  
Division 22 – Plumbing  
Division 23 – Heating, Ventilation, & Air Conditioning  
Division 25 – Integrated Automation  
Division 26 – Electrical  
Division 27 – Communications  
Division 28 – Electronic Safety and Security  
Division 31 – Earthwork  
Division 32 – Exterior Improvements

Architectural Drawings (97 Sheets Total)  
Structural Drawings (11 Sheets Total)  
Mechanical Drawings (24 Sheets Total)  
Electrical Drawings (50 Sheets Total)  
ICAT Drawings (4 Sheets Total)  
Food Service Drawings (4 Sheets Total)

#### **4.1.6 Type of Contract for the Deliverables and Term**

The Contract executed between the Owner and the selected Respondent for the Deliverables will be the Standard Construction Document CCDC 2-2020 Stipulated Price Contract as attached to this RFP as Appendix 1, as modified by the Owner's Supplementary Conditions to CCDC 2-2020 Stipulated Price Contract, as attached to this RFP as Appendix 2 and the Special Provisions, as attached to this RFP as Appendix 3, and as further described in A-3 of CCDC 2 – 2020, as amended (collectively hereinafter referred to as "the Contract").

**Substantial Performance of the Work**, as defined in the Construction Act, shall be on or before **December 1, 2025**.

**Ready-for-Takeover**, as will be defined in the Contract, shall be on or before **December 31, 2025**.

It is the Owner's intention to enter into an agreement with only one (1) legal entity, being the Prime Respondent.

#### **4.1.7 Certificate of Substantial Performance**

Certificate of Substantial Performance shall be published in the *Daily Commercial News by ConstructConnect*. A suitable alternative trade publication may be considered only if it is satisfactory to the Consultant and Owner, and meets the requirements of the *Construction Act*.

#### **4.1.8 Contractor Performance Procedure**

The Owner, at its sole discretion and unfettered discretion may in accordance with the Owner's [Contractor Performance procedure](#), assess the Respondents performance on a regular basis.

## 4.2 Material Disclosures

Respondents are solely responsible for ensuring they have read and understood the requirements and expectation of this procurement. Below are a few key areas that Owner wishes to draw Respondent's attention to:

### 4.2.1 Historical and Architectural Significance

The Mulock House is designated for Historical and Architectural Significance under the Ontario Heritage Act. Respondents shall take all necessary measures to protect designated Character Elements and to comply with the Heritage Permit.

### 4.2.2 Holdback

The selected Contractor shall agree that the Owner will apply a ten percent (10%) hold back on each progress payment will be held in accordance with the Construction Act. The Owner will retain holdback in the form of funds and will not accept any of the forms listed in section 22(4) of the Construction Act and as further described in **Appendices 1-3**.

### 4.2.3 Warranty Holdback

The selected Contractor shall agree that the Owner will apply a 3% warranty holdback from the total amount of Work completed to date on each certificate for payment until all warranty work deficiencies have been completed. Once all warranty work has been completed to the satisfaction of the Owner, the 3% warranty holdback amount will be released to the Contractor with the final certificate for payment as approved by the Consultant as further described in **Appendices 1-3**.

### 4.2.4 Construction Site

Refer to **Appendix 3b - Mulock Park and House Staging Plans** for a visual overview of the site and concurrent projects.

### 4.2.5 Project Separation

The selected Contractor shall abide by the Project Separation provisions (GC 14.11) provided under **Appendix 3**.

### 4.2.6 Conceptual Project Phasing

The selected Contractor shall make note of and operate in accordance with the Conceptual Project Phasing provisions (GC 14.11) as described in **Appendix 3**.

### 4.2.7 Other Contracts Within or Adjacent to the Limits of the Contract

The selected Contractor shall make note of and operate in accordance with the provisions under Other Contracts Within or Adjacent to the Limits of the Contract (GC.14.11) as described in **Appendix 3**.

### 4.2.8 Pre-Condition of Award Requirements

Respondents are advised to review **PART II – Evaluation, Selection and Award, 2.8 Pre-Conditions of Award** which outlines pre-condition of award requirements, which includes but is not limited to: insurance, performance bond and labour and material payment bond requirements and Selected Respondent's Health and Safety Attestation (Schedule 13).

#### **4.2.9 Substitutes to Brand or Manufacturer Named Products**

The use of brand or manufacturer named products are provided to establish an expected technical and/or performance standard. The successful respondent may propose an alternative or equivalent product to a branded or named product **only** during the contract term that is of equal technical and/or performance standard of the brand or manufacturer named product in the RFP. However, any proposed alternative product shall require approval by the Owner to confirm acceptance of the proposed alternative product.

Specified products shall form the basis of the respondent's bid price.

Alternatives will not be considered during the RFP procurement process.

[End of Part 4]



## PART V – Submission Acknowledgements

The Respondent acknowledges the following:

### 5.1. Acknowledgment of Non-Binding Procurement Process

The Respondent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between the Owner and the Respondent unless and until the Owner and the Respondent execute a written agreement for the Deliverables.

### 5.2. Ability to Provide Deliverables

The Respondent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required. The Respondent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFP for the rates set out in its quotation.

### 5.3. Non-Binding Pricing

The Respondent has submitted its pricing in accordance with the instructions in the RFP. The Respondent confirms that the pricing information provided is accurate. The Respondent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its quotation or its eligibility for future work.

### 5.4 Addenda

The Respondent is deemed to have read and taken into account all addenda issued by the Owner prior to the Deadline for Issuing Addenda. The Respondent is requested to confirm that it has received all addenda in the Bidding System. Respondents who do not acknowledge receipt of all addenda will not be considered for award.

### 5.5 No Prohibited Conduct

The Respondent declares that it has not engaged in any conduct prohibited by this RFP.

### 5.6 Conflict of Interest

The Respondent must declare all potential Conflicts of Interest, as defined in section 3.4 of the RFP. This includes disclosing the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the quotation; **AND** (b) were employees of the Owner within twelve (12) months prior to the Submission Deadline.

In the “Addenda, Terms and Conditions” section of the RFP, Respondents are required to provide a response to the following:

“Does the bidder (Respondent, Respondent) have any potential conflict of interest, it awarded this bid?” Yes or No

If the question is answered with “No”, the Respondent will be deemed to declare that (a) there was no Conflict of Interest in preparing its quotation; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

If the question is answered with “Yes”, the Respondent declares that there is an actual or potential Conflict of Interest relating to the preparation of its quotation, and/or the Respondent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP

If the Respondent declares an actual or potential Conflict of Interest by responding with a “Yes”, the Respondent must set out the details of the actual or potential Conflict of Interest in the field provided in the “Addenda, Terms and Conditions” section of the online bidding system.

#### **5.7 Disclosure of Information**

The Respondent hereby agrees that any information provided in this quotation, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The Respondent hereby consents to the disclosure, on a confidential basis, of this quotation by the Owner to the advisers retained by the Owner to advise or assist with the RFP process, including with respect to the evaluation this quotation.

## PART VI – List of Schedules / Appendices

All appendices and or schedules listed below, unless provided directly below in the form of a link, are published with the RFP document in the Owners Bidding Opportunities Portal and in accordance with section 3.1.16 shall form the Bid Documents and resulting Agreement.

Schedule 1	-	Owner's Standard Terms and Conditions
Schedule 2	-	Owner's Bidding System Terms of Service
Schedule 3	-	Owner's Purchase Order Terms and Conditions
Schedule 4	-	Owner's Insurance Form
Schedule 5	-	Contract Change Order Form
Schedule 6		Purposely Omitted
Schedule 7		Purposely Omitted
Schedule 8		Purposely Omitted
Schedule 9		Purposely Omitted
Schedule 10		Purposely Omitted
Schedule 11	-	Purchase Order Set-Up Form
Schedule 12	-	Application for Direct Deposit
Schedule 13	-	Selected Respondent's Health and Safety Attestation
Appendix 1		CCDC 2 - 2020 Stipulated Price Contract
Appendix 2		Supplementary Conditions to CCDC 2 - 2020 Stipulated Price Contract
Appendix 3		Special Provisions
Appendix 3a		Purposely Omitted
Appendix 3b		Mulock Park and House Staging Plans
Appendix 3c		Access Permission to Contract Area – Contractor Form

## PART VII - Preview of On-Line Bidding System Schedules / Appendices / Tables

Please find below a **preview only** of certain schedules and or appendices and or tables (collectively, "**Schedules**") that will need to be **completed online only** through the Bidding System by the Bidder as part of your Bid submission.

The Bidder acknowledges that the preview below is provided as a courtesy only (to assist the Bidder in determining the size and scope of the project, etc.) and shall not be relied upon in any way

Please note that the Schedules shown below are **subject to change/addition/deletion by addendum(s)** issued by the Owner. Following the issuance of each addendum, such changes may be reflected in the electronic Schedules to be completed, but will not be reflected in this document. It is the Bidder's responsibility to review all addendums and ensure that the Bid is submitted based on the current requirements.

For greater certainty, the Bidder shall submit their Bid by completing all Schedules and fields in the online Bidding System. Any Bid submitted on the basis of the preview Schedules below may in the Owner's sole discretion, be disqualified and rejected on the basis of being incomplete.

# **RFP-2024-086 - Invitation to Prequalified Contractors for Construction Services for the Proposed Mulock House Adaptive Re-Use**

Issue Date: August 30, 2024 4:00 PM

Closing Date: September 27, 2024 4:00 PM

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Schedule of Prices

The Bidder hereby Bids and offers to enter into the Contract referred to and to supply and do all or any part of the Work which is set out or called for in this Bid, at the unit prices, and/or lump sums, hereinafter stated. HST is additional. In lawful money of Canada.

The first table is a Summary Table which provides your Sub-Total for each pricing table and also indicates whether or not the table is mandatory or not. Asterisk's within the table denotes a "MANDATORY" line item.

If the line item and/or table is "NON-MANDATORY" and you are not bidding on it, leave the table and/or line item blank. Do not enter a \$0.00 dollar value unless you are prepared to provide the line item at zero dollars to the Owner.

If a table is "NON-MANDATORY" and you are bidding on it, you must bid on all line items with an asterisk.

If there are multiple tables, you must click the "EDIT PRICING" button inside the Summary Table to display the applicable Pricing Table that you wish to bid on.

Table A: Schedule of Prices - Stipulated Price

1. The stipulated price shall include all necessary overtime or premium work that will be required to complete the Work on schedule.

Line Item	Item Name	Total Price *	
1	Stipulated Price		*
Subtotal:			

Table B: Schedule of Prices - Cash Allowances

Line Item	Specification	Description	Cash Allowance	Total
1	01 21 00	Interior and exterior signage	\$24,585.0000	\$ 24,585.00
Subtotal:				\$ 24,585.00

Table C: Schedule of Prices - Unit Prices

1. The following unit prices shall be used for the purpose of valuing changes to the Contract in accordance with Part 6 of CCDC Document 2 (Revised 2020).
2. Unit prices shall include all cost for labour, transportation, other installation costs, materials, overhead and profit, applicable taxes, bonding and other relative charges excluding H.S.T. only.
3. The unit prices shall be used for both additions and deductions to the Contract.

Line Item	Section	Sub-section	Description	Unit of Measure	Unit Price *
1	EARTH EXCAVATION (Including Trucking Charges)	1. Granular Fill (supply and installation)	Granular "A" installed and compacted	per m³	
2	EARTH EXCAVATION (Including Trucking Charges)	1. Granular Fill (supply and installation)	Granular "B" installed and compacted	per m³	
3	EARTH EXCAVATION (Including Trucking Charges)	2. Exterior Work	Sod (supply and installation)	per m2	
4	EARTH EXCAVATION (Including Trucking Charges - off site)	2. Exterior Work	Bulk Excavation and Disposal	per m³	
5	EARTH EXCAVATION (Including Trucking Charges - off site)	2. Exterior Work	Trench Excavation by Machine	per m³	
6	EARTH EXCAVATION (Including Trucking Charges - off site)	2. Exterior Work	Hand Excavation	per m³	
7	GENERAL WORK	Chain Link Fences	4'-0" (1200 mm) Ht. Chain Link Fences (supply and installation).	per lin. m	
8	FILL MATERIALS IN-PLACE COMPACTED		Granular 'A'	per m³	
9	FILL MATERIALS IN-PLACE COMPACTED		Granular 'B'	per m³	
10	FILL MATERIALS IN-PLACE COMPACTED		Clear 3/4" (19 mm) stone	per m³	
11	CONCRETE (supply and installation)		Lean concrete fill, 10 MPa	per m³	
12	CONCRETE (supply and installation)		Formwork footings	per lin. m	
13	CONCRETE (supply and installation)		Formwork walls	per m2	
14	CONCRETE (supply and installation)		Board-formed formwork walls	per m2	
15	CONCRETE (supply and installation)		Formwork in piers	per lin. m	
16	CONCRETE (supply and installation)		Concrete in footings, 25 MPa	per m³	
17	CONCRETE (supply and installation)		Concrete in walls, 25 MPa with 6% air entrainment	per m³	
18	CONCRETE (supply and installation)		Concrete in slabs-on-grade, 25 MPa	per m³	
19	CONCRETE (supply and installation)		Concrete reinforcement	per tonne	
20	CONCRETE (supply and installation)		2m wide concrete walkway, including compacted granular "A" and granular "B" bases as specified	per lin. m	
21	CONCRETE (supply and installation)		Underpinning	per lin. m	

22	CONCRETE (supply and installation)		Helical Piles - adequate to resist vertical loads of 150 kN (factored) and horizontal loads of 2 kN (factored). Depth of piles to be determined in accordance with geotechnical reports. Provide stamped shop drawings and stamped installation records for review. All helical piles are to be HDG unless noted otherwise. Pile sizes and top plates are to be included in the stamped helical pile shop drawings.	per Pile	
23	MASONRY (supply and installation)		Brick Unit Masonry (as specified)	per m2	
24	MASONRY (supply and installation)		Limestone Sill Units (to match existing)	per m2	
25	MASONRY (supply and installation)		Limestone stair tread and riser (to match existing at main entrance)	per m	
26	MASONRY (supply and installation)		140 mm lt. wt. concrete block	per m2	
27	MASONRY (supply and installation)		190 mm lt. wt. concrete block	per m2	
28	MASONRY (supply and installation)		240 mm lt. wt. concrete block	per m2	
29	MASONRY (supply and installation)		290 mm lt. wt. concrete block	per m2	
30	MASONRY (supply and installation)		Air/Vapour membrane with rigid insulation	per m2	
31	MASONRY (supply and installation)		16 oz. per sq. ft. copper flashings	per m2	
32	MASONRY (supply and installation)		Membrane Reinforced Flashings	per m2	
33	MASONRY (supply and installation)		Sprayfoam Insulation/Air Barrier System	per m2	
34	MASONRY (supply and installation)		Helical ties (stitching) to existing rubblestone foundation wall. Based on 400mm vertical and 600mm horizontal spacing to interior and exterior face of perimeter foundation walls	per m2	
35	MASONRY (supply and installation)		Pressure grouting - hydraulic lime grout to perimeter foundation walls.	per 30 kg bag	
36	MASONRY (supply and installation)		Repointing at brick - standard masonry joints to 44 mm depth	per m2	
37	MASONRY (supply and installation)		Repointing at rubblestone foundation - standard masonry joints to 44 mm depth	per m2	
38	STRUCTURAL STEEL (supply only)		Structural steel rolled shapes greater than 31 lb/ft	per tonne	
39	STRUCTURAL STEEL (supply only)		Structural steel rolled shapes less than 31 lb/ft	per tonne	
40	STRUCTURAL STEEL (supply only)		Structural steel HSS members	per tonne	
41	STRUCTURAL STEEL (supply only)		Galvanized steel lintels - supply only	per tonne	
42	STRUCTURAL STEEL (supply only)		Steel lintels - supply only	per tonne	
43	ACOUSTICAL (supply and installation)		Type "WP" Grid &Tile	per m2	
44	DRYWALL READY FOR PAINTING (supply & installation, including taping)		5/8" drywall (15.9 mm) both sides (at wall locations including 3 5/8" metal studs)	per m2	
45	DRYWALL READY FOR PAINTING (supply & installation, including taping)		5/8" drywall (15.9 mm) drywall at ceiling locations (including metal suspended ceiling system)	per m2	
46	FLOORING (supply and installation)		Porcelain Tile (floor)	per m2	
47	FLOORING (supply and installation)		Luxury Vinyl Plank	per m2	
48	FLOORING (supply and installation)		Carpet Tile	per m2	
49	FLOORING (supply and installation)		Porcelain Tile Base	per lin. m.	
50	FLOORING (supply and installation)		Rubber Base	per lin. m.	
51	WOOD FRAMING, ROUGH CARPENTRY AND CARPENTRY	Removal and replacement of unsuitable or damaged wood framing	2X3 nominal dimension lumber (SPF No. 1)	Per m	
52	WOOD FRAMING, ROUGH CARPENTRY AND CARPENTRY	Removal and replacement of unsuitable or damaged wood framing	2x4 nominal dimension lumber (SPF No. 1)	Per m	
53	WOOD FRAMING, ROUGH CARPENTRY AND CARPENTRY	Removal and replacement of unsuitable or damaged wood framing	2x6 nominal dimension lumber (SPF No. 1)	Per m	
54	WOOD FRAMING, ROUGH CARPENTRY AND CARPENTRY	Removal and replacement of unsuitable or damaged wood framing	2x8 nominal dimension lumber (SPF No. 1)	Per m	
55	WOOD FRAMING, ROUGH CARPENTRY AND CARPENTRY	Removal and replacement of unsuitable or damaged wood framing	2x10 nominal dimension lumber (SPF No. 1)	Per m	



56	WOOD FRAMING, ROUGH CARPENTRY AND CARPENTRY	Removal and replacement of unsuitable or damaged wood framing	2x12 nominal dimension lumber (SPF No. 1)	Per m	
57	WOOD FRAMING, ROUGH CARPENTRY AND CARPENTRY	Removal and replacement of unsuitable or damaged wood framing	2x14 nominal dimension lumber (SPF No. 1)	Per m	
58	WOOD FRAMING, ROUGH CARPENTRY AND CARPENTRY	Removal and replacement of unsuitable or damaged wood framing	1X6 nominal dimension boards (SPF No. 1)	Per m	
59	WOOD FRAMING, ROUGH CARPENTRY AND CARPENTRY	Removal and replacement of unsuitable or damaged wood framing	1X8 nominal dimension boards (SPF No. 1)	Per m	
60	WOOD FRAMING, ROUGH CARPENTRY AND CARPENTRY	Removal and replacement of unsuitable or damaged wood framing	1X10 nominal dimension boards (SPF No. 1)	Per m	
61	WOOD FRAMING, ROUGH CARPENTRY AND CARPENTRY	Removal and replacement of unsuitable or damaged wood framing	1X12 nominal dimension boards (SPF No. 1)	Per m	

**Table D: Schedule of Prices - Hourly Rates**

1. The Contractor and Subcontractors will supply hourly tradesmen for additional work requested to be completed on a "cost plus basis". The rates shall be cost plus markup at rate allowed in this contract.
2. Cost shall include and be limited to payroll plus statutory charges. No cost for office charges, supervision or bonuses, etc. are accepted.

Line Item	Trade	Unit of Measure	Unit Price *
1	Carpenter	per hour	
2	Labourer	per hour	
3	Cement Finisher	per hour	
4	Electrician Journeyman	per hour	
5	Plumber Journeyman	per hour	
6	Sheet Metal Mechanic Journeyman	per hour	
7	Masonry Journeyman	per hour	
8	Painter	per hour	
9	Drywaller	per hour	
10	Steam Fitter Journeyman	per hour	
11	Refrigeration Journeyman	per hour	
12	Controls Journeyman	per hour	

**Table E: Schedule of Prices - Alternates**

The Owner reserves the right to accept any alternate item identified in the **Schedule of Prices - Alternates** table, without penalty or compensation to the Successful Respondent for the Total Price (Credit) submitted.

All prices are inclusive of all duties, taxes, profit and overhead required to complete the work but are exclusive of HST.

Line Item	Item Name	Total Price (Credit) *	
1	<p>To provide a Polished Concrete floor in the following Lower Level rooms in lieu of Porcelain Tile:</p> <ol style="list-style-type: none"> <li>1. Elevator Vestibule 001</li> <li>2. Hall 002</li> <li>3. Janitorial 005</li> <li>4. Washroom Vestibule 006</li> <li>5. Washroom – Men 007</li> <li>6. Washroom – Women 008</li> <li>7. Corridor 009</li> <li>8. Lower Landing of Stair C C-0</li> <li>9. Staff Washroom 012</li> <li>10. Staff Washroom 013</li> <li>11. Corridor 017</li> </ol> <p>The Polished Concrete floor in these areas is to be provided to match the Polished Concrete floor in Flex Event Space / Bar Feature 003 as shown in the drawings and as specified in section 03 35 43 Polished Concrete Finishing.</p>		*

**Summary Table**

Bid Form	Amount
Table A: Schedule of Prices - Stipulated Price	
Table B: Schedule of Prices - Cash Allowances	\$ 24,585.00
Subtotal Contract Amount:	

Subcontractors

The Bidder shall state all Subcontractor(s) and type of Work proposed to be used for this project. Bidders shall not indicate "TBD" (To Be Determined) or "TBA" (To Be Announced) or similar wording and shall not indicate multiple choices of Subcontractor names for any Subcontractor category in their list of Subcontractors. One Subcontractor name shall be indicated for each Subcontractor category.

The Bidder shall **state only one (1) subcontractor for each type of work**

Table 1: Subcontractors - Specified Trades

Respondents must complete the **Subcontractors – Specific Trades** form or indicate "Own Forces" in the fields where Own Forces are being used.

Section of Work	Subcontractor Firm Name *	Subcontractor Email *	Subcontractor Telephone *
Excavation, Backfilling and Rough Grading			
Curbs, Ramps, Stairs and Sidewalks			
Concrete Work			
Fences			
Masonry			
Structural Steel			
Miscellaneous Metals			
Finish Carpentry			
Architectural Woodwork			
Air/Vapour Barrier System			
Sprayed-On Insulation Air Barrier			
Firestopping			
Membrane Roofing			
Sealants			
Hollow Metal Doors, Frames, Screens			
Wood Doors			
Aluminum Doors, Entrances and Curtain Wall Framing - Product			
Aluminum Doors, Entrances and Curtain Wall Framing - Installer			
Glass & Glazing			
Gypsum Drywall			
Acoustical Tile			
Porcelain Tile & Ceramic Tile			
Safety Flooring			
Resilient Flooring/Sheet Flooring			
Painting			
Lockers			
Plumbing			
HVAC			
Sprinklers			
Electrical			
Fire Alarm			
Building Automation and Controls			
Data & Communications			

Table 2: Subcontractors - Additional

Respondents must complete **Table 2: Subcontractors – Additional** form or confirm that the Deliverables will be performed by their own forces.

☐ By clicking here I confirm that there are no Subcontractor(s) and the Bidder shall perform the project with their "OWN FORCES".

Type of Work/Section of Work *	Subcontractor Firm Name *	Subcontractor Email *	Subcontractor Telephone *
			*

Documents

Ensure your Bid submission document(s) conforms to the following:

1. The maximum file upload size is 512MB. To reduce the document size, Bidders should follow the instructions below on zipping their document(s).
2. Documents should be in PDF format. Documents should NOT be provided in any other format. In addition, do NOT upload video or audio files. You may state a web address link in your proposal submission or upload a document stating this web link for Town staff to view and/or listen to your video and/or audio information in your bid.
3. Documents should NOT have a security password, as the Owner may not be able to open the file. It is the Bidder's sole responsibility to ensure that their uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by the Owner.

4. The Owner may reject any Bid where any document(s) cannot be opened and viewed by the Owner.

5. If a Bidder requires to upload more than one (1) document, the Bidder should combine the documents into one Zipped file, as per instructions stated below.

If uploading a zipped file containing more than one (1) document, please ensure each document is named, in relation to the submission format item responding to, for example, if responding to the Previous Experience category save the document as "Previous Experience".

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**To compress (or zip) a file or folder, follow these steps**

1. Locate the file or folder that want to compress.
2. Right-click the file or folder, point to **Send to**, and then click **Compressed (zipped) folder**.

A new compressed folder is created in the same location. To rename it, right-click the folder, click **Rename**, and then type the new name.

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**To upload a document follow these steps**

1. Click on the browse button to locate the file on your computer or network
2. Click the upload button
3. After the file has been successfully uploaded, a link to the document will appear on the screen, along with the time/date that it was uploaded.
4. If you need to remove the document, click the remove button next to the document name.

**Refer to RFP-2024-086: PART II – Evaluation, Selection and Award, 2.7 Detailed Evaluation Criteria, 2.7.1 - Mandatory Submission Requirements, upload the following:**

- (e) Statement – Verification of Phase I Project Team Members (upload online) \* (mandatory)

Addenda, Terms and Conditions

The Bidder hereby acknowledges and agrees:

- 1. To provide all goods, services and construction, as more specifically set out and in accordance with the Owner’s Bid Call Document, including but not limited to the scope of work, specifications, drawings, Addenda (if issued by the Owner), the terms and conditions, etc. stated therein.
- 2. The Bidder has carefully examined the Bid Documents and has a clear and comprehensive knowledge of the Work required. The Bidder represents and warrants its ability to perform the Work in accordance with the requirements of the Bid Document for the cost submitted herein.
- 2. This Bid is made without any connections, knowledge, comparison of figures or arrangements with any other company, firm or person making a Bid for the same Work and is in all respects fair and without collusion or fraud.
- 3. I/WE do hereby Bid and offer to do all the Work as specified in the Bid Call Document(s) which shall include all costs but not limited to; freight, duty, currency, etc. in accordance with the cost and terms as submitted by the Bidder herein.
- 4. If the Bid is accepted, I/WE agree to furnish all required documentation, as required by the Bid Call Document(s) within Ten (10) Calendar Days after notification of Award.
- 6. I/We acknowledge and agree that any issued Addendum/Addenda forms part of the Bid Call Document.
- 7. I/WE, declare that I have read and understood the Owner's Supplier Code of Conduct in its entirety (which can be viewed on this web page [Supplier Code of Conduct](#) and my organization, and our sub-contractors, are not only in full compliance with this Supplier Code of Conduct but we will maintain compliance with it throughout the full duration of this Contract).
- 8. I/WE, declare I have read and understood the Owner's Contractor Performance Procedures which can be viewed on this web page [Contractor Performance Procedures](#).
- 9. I/We, certify that we are in full compliance with **O. Reg. 191/11: INTEGRATED ACCESSIBILITY STANDARDS** under [Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11](#), as amended.. If requested, we are able to provide written proof that all employees have been trained as required under the act. I/We shall be aware and sensitive to accessibility and disability issues.
- 10. I/WE (including any related or affiliated entities and any principal thereof) have no unresolved litigation with the Owner.

☐ I/WE agree to be bound by the terms and conditions contained in the Bid Document and any applicable Addenda, and the person named below has the authority to submit this bid on behalf of the Bidder.

Does the Bidder have any potential conflict of interest, if awarded this bid?

☒ Yes ☐ No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.  
Please check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
There have not been any addenda issued for this bid.		

