

RFP-CA-2024-9-031 - Scanlon Creek Nature Centre

AVAILABLE INSTRUCTIONS BELOW

- Submission Instructions
- Submitting Questions and Receiving Addendas
- Definitions

SUBMISSION INSTRUCTIONS

ELECTRONIC BID SUBMISSIONS ONLY, shall be received by the Bidding System. Hardcopy submissions are not permitted.

Proponents are cautioned that the timing of their Bid Submission is based on when the Bid is RECEIVED by the Bidding System, not when a Bid is submitted, as Bid transmission can be delayed due to file transfer size, transmission speed, etc.

For the above reasons, it is recommended that **sufficient time be allowed to complete your Bid Submission** and to resolve any issues that may arise. The closing time and date shall be determined by the Bidding System's web clock.

Proponent should contact bids&tenders support listed below, at least 24 hours prior to the closing time and date, if they encounter any problems. The Bidding System will send a confirmation email to the Bidder advising that their bid was submitted successfully. If you do not receive a confirmation email, contact bids&tenders support at support@bidsandtenders.ca.

Late Bids are not permitted by the Bidding System.

To ensure receipt of the latest information and updates via email regarding this bid, or if a Proponent has obtained this Bid Document from a third party, the onus is on the Proponent to create a Bidding System Vendor account and register as a Plan Taker for the bid opportunity.

Proponents may edit or withdraw their Bid Submission prior to the closing time and date. However, the Proponent is solely responsible to ensure the re-submitted bid is received by the Bidding System no later than the stated closing time and date.

It is acknowledged the Bids shall remain open for acceptance for a period of 60-days from the Request for Proposal closing date.

Board reports and communications will identify individuals and companies who have either submitted a Bid or declined to submit. Details of each Bid may be made public.

Fees quoted will be for this Request for Proposal, including meetings with staff and Boards or committees thereof; preplanning, either in-house or on site; reporting of findings; printing of reports, etc. Fees shall be binding on the Proponent. Failure of the Proponent to adequately estimate the time and volume of work associated with any assignment shall not be cause for fees to increase and may result in termination of the assignment.

This Request for Proposal shall not be construed as an agreement to purchase goods or services. The Conservation Authority is not bound to enter into a Contract with the Proponent who submits the lowest priced Bid or with any Proponent.

The organization retains the right to accept or not accept any of the bids, as directed by our Board.

SUBMITTING QUESTIONS AND RECEIVING ADDENDAS

Questions related to this bid are to be submitted to the Purchasing representative through the Bidding System only by clicking on the "Submit a Question" button for this specific bid opportunity. Information, clarification, or additional data that is made available to any one of the Proponents will also be provided to the other Proponents. A briefing session will not be held.

Proponents shall acknowledge receipt of any addenda through the Bidding System by checking a box for each addenda and any applicable attachment.

It is the responsibility of the Proponent to have received all Addenda that are issued. Proponents should check online at <https://www.lsrca.on.ca/Pages/Procurement.aspx> prior to submitting their Bid and up until Bid the closing time and date in the event additional addenda are issued.

If a Proponent submits their bid prior to the Bid closing time and date and an addenda have been issued, the Bidding System shall WITHDRAW the Bid submission and the bid status will change to an INCOMPLETE STATUS and Withdraw the Bid. The Proponent can view this status change in the "MY BIDS" section of the Bidding System.

The Proponent is solely responsible to:

- make any required adjustments to their Bid; and
- acknowledge the addenda; and
- Ensure the re-submitted Bid is RECEIVED by the Bidding System no later than the stated bid closing time and date.

DEFINITIONS

Throughout this Request for Proposal, the following terminology is defined as follows:

- **Best Value Proposal** – Those proposals that best meet the selection criteria of this Request for Proposal. Best value proposals will demonstrate the Proponent’s ability to provide an efficient solution and carry out the required service(s) in compliance with specified results at a competitive price. A contract awarded to the Proponent deemed to have offered the best value proposal may not be the lowest priced proposal.
- **Bidder** – The individual or legal entity submitting a Bid. For clarity, the word “Bidder” shall also include “Proponent”, “Respondent” and “Offeror”.
- **Closing Date and Time** – The date and time specified in the Schedule of Events - Bid Submission Deadline – Submission of RFP Documents (or such other time as shall be confirmed by addenda to this RFP) as conclusively determined by the clock designated by the Owner to be the clock used for the RFP.
- **Contract** – A written agreement approved and signed by the Conservation Authority relating to the subject matter of this Request for Proposal and includes, among other matters, the Standard Terms and Conditions, all as described herein.
- **Contract Administrator** – The person designated by the Conservation Authority to be the organization’s representative for the purposes of the Contract.
- **Contractor/General Contractor** – The person or persons, corporation, or partnership that has been selected to perform and carry out the Contract. Responsible for providing all of the material, labour, equipment (such as engineering vehicles and tools) and services necessary for the construction of the Project. The Contractor/General Contractor hires specialized subcontractors to perform all or portions of the construction work.
- **Electronic Bidding System** – Submission platform being used for this RFP, known as bids & tenders.
- **Evaluation Committee** – The committee that will evaluate the RFP Submissions within certain criteria and advise the Owner of the evaluation findings. The Evaluation Committee consists of representatives from the Conservation Authority, CBRE Limited | Project Management Canada and Gow Hastings Architects.
- **Financial Details** – All financial information requested per the RFP document and/or provided by the Proponent pertinent to the qualification of Proponents from Stage 1 to Stage 3. This shall exclude all pricing and pricing details to be evaluated as part of stage 4 of the evaluation process.
- **Front Runner Proponent** – A short listed Proponent considered to have submitted a best value proposal. Front runner Proponents will be short listed and may be asked to attend interviews.
- **Lake Simcoe Region Conservation Authority** – Herein referred to as the “Conservation Authority” or “Owner”.
- **Mandatory** – A requirement of this Request for Proposal that must be included in your proposal in order for your submission to be considered. May also refer to required attendance at site visit(s) or Proponent interviews meetings.
- **Must or Required** – A standard or specification that must be met or agreed to. Proposals must indicate ability to comply.
- **Owner’s Consultants** – Any Consultants or Project Managers procured by the Owner prior to the involvement of the General Contractor, who provided professional services regarding the development of the Project.
- **Partnering** – A commitment between the Project’s Owner, Consultants, General Contractor / Subcontractors, and other key project Stakeholders to create a cooperative project environment with a team committed to understanding one another. In this environment, the team works together to develop and follow processes and procedures which will optimize the successful completion of the project.
- **Pricing Details** – All pricing information requested per the RFP document and/or provided by the Proponent to complete the Financial Proposal. All Pricing Details shall ONLY be provided in the Financial Proposal. Any pricing information provided elsewhere in the RFP submission may lead to the immediate disqualification of the Proponent.
- **Project** – Is as described in CCDC 2, and means the construction and commissioning of Scanlon Creek Nature Centre (SCNC) as further described in this RFP.
- **Project Manager** – CBRE Limited, the Project Management Company retained by the Owner to assist it with the Project.
- **Project Schedule** – The Owner’s overall or master schedule for the entire Project of which the Work that will be performed by the Proponent, as the General Contractor for SCNC, forms a part thereof.
- **Proponent** – Any individual, firm, company or corporation or a Joint Venture between two companies submitting a Technical and Financial Proposal Submission in response to this Request for Proposal and could be a candidate for General Contractor on this Project as defined below.
- **Proposal** – A proposal submitted by a Proponent in response to this Request for Proposal, including any alterations expressly authorized hereunder.
- **Provide** – Is as described in CCDC 2.
- **Purchasing Representative** – The individual identified by the Owner as responsible for all communications pertaining to the RFP process. Proponents are solely to take direction from the Purchasing Representative during the RFP Period.
- **Question Submission Deadline** – The date and time noted in the Schedule of Events which provides the day by which all questions in relation to the RFP are to be received by.
- **Request for Proposal (RFP)** – Refers to this Request for Proposal No. RFP-CA-2024-9-031 which consists of the entire RFP documentation.
- **Requirement** – Criteria which are prescriptive or performance-based, unambiguous, measurable and/or clearly identifiable within the Facility. Requirements will be used to determine Compliance of a submission. Accompanying terms throughout such as “must”, “shall”, “will” also indicate mandatory requirements, however all compliance criteria will be explicitly identified as Requirements.
- **RFP Period** – The period from the date at which the RFP is received by a Proponent to the Closing Time.
- **RFP Submission** – The Proponent’s response to Request for Proposal No. RFP-CA-2024-9-031.
- **Should or Desirable** – A standard or specification having a significant degree of importance to the Request for Proposal goals/intent.
- **Stakeholders** – Individuals and organizations who are actively involved in the project, or whose interests may be positively or negatively affected as a result of project execution or successful project completion.
- **Subcontractor** – A person, partnership or corporation having a direct Contract with the Contractor to perform part or parts of the Work or to supply products to the Works.
- **Technical Qualified Proponents** – A Proponent whose Proposal has met the requirements set out in Evaluation Stage #1 and received a minimum score of 70% in each of Evaluation Stages #2 and #3.
- **Technical Submissions** – Submissions for Stages #2 and #3 of the Evaluation Process.
- **Owner** – The Lake Simcoe Region Conservation Authority and as described in the CCDC 2 Contract.
- **Owner’s Consultants** – Any Consultants or Project Managers procured by the Owner prior to the involvement of the General Contractor, who provided professional services regarding the development of the Project.
- **WSIB** – Worker’s Safety and Insurance Board in the Province of Ontario.

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

*Denotes a "MANDATORY" field

Do not enter \$0.00 dollars unless you are providing the line item at zero dollars to the Conservation Authority (unless otherwise specified).

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.

All prices submitted shall remain firm until the completion of the contract. Recognizing unforeseen circumstances, any deviation from the agreed upon quote must be pre-approved in writing by both parties.

Quote prices must be shown in Canadian Dollars and excluding HST.

Having carefully examined the attached quote information in detail including familiarizing myself/ourselves with the scope of work where the proposed work will be performed and all quote documents relating thereto, I do hereby quote to supply all necessary labour, material, and equipment to fulfil the Contract Obligations at the prices specified in the form.

Price Schedule A – Project Overhead and Administrative Costs

9.7.1 BID SUBMISSION PRICE

As per 9.4.2 - Insurance Verification in the Bid Document, the Owner has the right to select between Options 1 and 2 for Insurance. In the case of Option 2, the Owner will remove the Insurance amount from the Price Schedule A for the successful Proponent. This decision will be made at the sole discretion of the Owner.

No.	Category	Specifications Reference	Unit	Quantity	Unit Price (without HST) *	Extended Price (without HST)
1	Bonding	Front-end	Lump Sum	1		
2	Insurance (Option 1)	Front-end	Lump Sum	1		
3	Mobilization & Demobilization	Division 01	Lump Sum	1		
3	Project Administration	Division 01	Lump Sum	1		
4	General Conditions	Division 01	Lump Sum	1		
5	Other (Specify)	Division 01	Lump Sum	1		
Subtotal:						

Price Schedule B – Construction Division Costs

No.	Category	Specifications Reference	Unit	Quantity	Unit Price (without HST) *	Extended Price (without HST)
6	Concrete	Division 03	Lump Sum	1		
7	Masonry	Division 04	Lump Sum	1		
8	Metals	Division 05	Lump Sum	1		
9	Wood, Plastics, And Composites	Division 06	Lump Sum	1		
10	Thermal And Moisture Protection	Division 07	Lump Sum	1		
11	Openings	Division 08	Lump Sum	1		
12	Finishes	Division 09	Lump Sum	1		
13	Specialties	Division 10	Lump Sum	1		
14	Equipment	Division 11	Lump Sum	1		
15	Furnishings	Division 12	Lump Sum	1		
16	Special Construction	Division 13	Lump Sum	1		
17	Mechanical Support	Division 20	Lump Sum	1		
18	Fire Suppression	Division 21	Lump Sum	1		
19	Plumbing	Division 22	Lump Sum	1		
20	Heating Ventilating And Air Conditioning	Division 23	Lump Sum	1		
21	Integrated Automation	Division 25	Lump Sum	1		
22	Electrical	Division 26	Lump Sum	1		
23	Communications	Division 27	Lump Sum	1		
24	Earthwork	Division 31	Lump Sum	1		
25	Exterior Improvements	Division 32	Lump Sum	1		
26	Utilities	Division 33	Lump Sum	1		
Subtotal:						

Price Schedule C – Cash Allowances

Price Schedule C, **AS REVISED ON OCTOBER 22, 2024** provides for cash allowances for various specific works and the contractor will be paid for actual work conducted. For further details refer to Architectural Specifications Section 01 21 00 Allowances and Supplementary Conditions 15. GC 4.1 CASH ALLOWANCES.

The Proponent must complete the Price Schedule C Acknowledgement form or will be disqualified.

DO NOT CHANGE THE PRICES in this form. Price Schedule C must be acknowledged as noted, and the prices indicated by the Owner will calculate into the Summary Table. Note that there is no HST in this value.

Line Item	Type	Category	Specifications Reference	Unit	Quantity	Price (without HST)	Extended Price
1	Materials Only	Drywall: Supply and delivery of drywall for partitions including (1,357m2) and ceilings (82m2). Provided by Marel Contractors	Division 09	Lump Sum	1	\$13,000.0000	\$ 13,000.00
2	Materials Only	Concrete: Supply and delivery of the entire quantities needed for the project of low carbon concrete estimated at 470m3 to achieve required net zero for carbon. Specifically, GUL 50 mix for footings, piers and foundation walls and GUL 35 mix for the columns and SOG. Provided by Toronto Redimix	Division 03	Lump Sum	1	\$300,000.0000	\$ 300,000.00
3	Materials & Installation	HVAC & plumbing piping: This cash allowance covers heating, cooling, and plumbing piping, including both the labour and materials required. Provided by Kelson Mechanical Inc.	Division 22 & 23	Lump Sum	1	\$160,000.0000	\$ 160,000.00

4	Testing & Inspections	1.Testing and inspection, including testing concrete, 2.Testing and inspection, including Testing structural welds, 3.Waterproofing, 4.Rooting and Sheet Metal Flashings, 5.Firestopping, 6.Various Sections for Exterior Wall Assemblies: testing and inspection of wall assemblies including air and vapour retarders, insulation, flashing, and glazed aluminum window systems, 7.Tiling, 8.Testing and inspection of air and water balancing, 9.Testing and inspection by geotechnical services, including Sections: compacted soils, pile foundations, and granular base for paving, 10.Testing and inspection of topsoil and granular base for pavers.	1.Division 03 Concrete, 2.Division 05. Metals, Structural Steel And Steel Decking, 3.Division 07, 4.Division 07, 5.Division 07, 6.Division 07 & 08. Thermal and Moisture Protection and Exterior Fenestration, 7.Division 09, 8.Division 22 & 23. Plumbing and HVAC, 9.Division 31. Earthworks, 10.Division 32. Exterior Improvements	Lump Sum	1	\$100,000.000 0	\$ 100,000.00
5	Other	Provision of Power & Cameras for Documentation During Construction: Description - Fixed webcam; Live streaming 24/7 via cellular internet; Standard image archiving: 1 photo every 15 minutes for a 12 hour period per day; Setup, delivery, assist with installation, and commissioning of system at start of job; End of project time lapse video; Unlimited number of users can be added to your project on MDS at no additional cost; Live implementation training and support for duration of project	Division 01	Lump Sum	1	\$25,000.0000	\$ 25,000.00
6	Other	Hydro Charges	Division 26	Lump Sum	1	\$25,000.0000	\$ 25,000.00
7	Other	Communications, security & audio-visual (subcontractor assigned by Owner)	Division 27, 28 & 33	Lump Sum	1	\$135,000.000 0	\$ 135,000.00
8	Other	Fibre optic (subcontractor assigned by Owner)	Division 27 & 33	Lump Sum	1	\$15,000.0000	\$ 15,000.00
Subtotal:							\$ 773,000.00

Price Schedule D - General Contractor Hourly Rates

General Contractor - Hourly Rates

Provide for all General Contractor personnel a description of the work they will be performing and their Hourly Rate.

Line Item	Description	Rate (\$/Hour)	
1			*
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Price Schedule E - Electrical Subcontractor Hourly Rates

Electrical Subcontractor - Hourly Rates

Provide for all Electrical Subcontractor personnel a description of the work they will be performing and their Hourly Rate.

Line Item	Description	Rate (\$/Hour)	
1			*
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Price Schedule F - Mechanical Subcontractor Hourly Rates

Mechanical Subcontractor - Hourly Rates

Provide for all Mechanical Subcontractor personnel a description of the work they will be performing and their Hourly Rate.

Line Item	Description	Rate (\$/Hour)	
1			*
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Price Schedule G - Civil Works Subcontractor Hourly Rates

Civil Works Subcontractor - Hourly Rates

Provide for all Civil Works Subcontractor personnel a description of the work they will be performing and their Hourly Rate.

Line Item	Description	Rate (\$/Hour)	
1			*
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Price Schedule H - Landscape Subcontractor Hourly Rates

Landscape Subcontractor - Hourly Rates

Provide for all Landscape Subcontractor personnel a description of the work they will be performing and their Hourly Rate.

Line Item	Description	Rate (\$/Hour)	
1			*
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Price Schedule I - Millwork Subcontractor Hourly Rates

Millwork Subcontractor - Hourly Rates

Provide for all Millwork Subcontractor personnel a description of the work they will be performing and their Hourly Rate.

Line Item	Description	Rate (\$/Hour)	
1			*
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Summary Table

Bid Form	Amount
Price Schedule A – Project Overhead and Administrative Costs	
Price Schedule B – Construction Division Costs	
Price Schedule C – Cash Allowances	\$ 773,000.00
HST (13%)	\$ 0.00
Total Contract Amount:	

Specifications

Company & Personnel Details - Proponent

Proponent Information

Proponent will provide all necessary information about their firm and name one person to be their primary contact for the procurement process and for any clarifications.

Company & Personnel Details	Proponents Response *
Provide the name one person to be their primary contact for the procurement process and for any clarifications	
Provide all necessary information about your firm	

Schedule C Acknowledgement

By acknowledging Schedule C - Cash Allowance, , the Proponent agrees to be bound by the terms, conditions and specifications of Architectural Specifications Section 01 21 00 Allowances and Supplementary Conditions 15. GC 4.1 CASH ALLOWANCES.

I/We the undersigned, having carefully examined, understood and agreed with Architectural Specifications Section 01 21 00 Allowances and Supplementary Conditions 15. GC 4.1 CASH ALLOWANCES, specifications, and terms and conditions attached to and forming part of the proposal, hereby accept without change or reservation and agree to be bound by said Request for Proposal for this project, and other works pertinent thereto.

Name of Authorized Company Representative *	Confirmation of Schedule C Acknowledgement *
	<input type="radio"/> Yes <input type="radio"/> No

Bid Form Acknowledgement

By acknowledging this executed Bid Form, the Proponent agrees to be bound by the terms and conditions of this Request for Proposal.

I/We the undersigned, having carefully examined, understood and agreed with the Request for Proposal documents, specifications, and terms and conditions attached to and forming part of the proposal, hereby accept without change or reservation and agree to be bound by said Request for Proposal for this project, and other works pertinent thereto.

I/We hereby offer to furnish all necessary labour, material, equipment and incidental materials necessary to complete the assignment outlined in accordance with Procurement Document issued, including all fees, direct costs and expenses, overhead and profit, but excluding Harmonized Sales Tax (HST), for the Stipulated Price in the pricing form(s).

The Proponent, by submitting their Bid Form acknowledges the following:

1. This Bid is made without any connection, knowledge, comparison of figures or arrangements with any other firm, company or person putting forward a response to the same proposal for the same Work and is in all respects fair and without collusion or fraud.
2. Declare that all information stated in response to this Request for Proposal is in all respects fair and true.
3. Declare that no member of the Conservation Authority's Board of Directors, or any Conservation Authority employee, is or will become interested directly or indirectly as a contracting party or in the performance of the Contract.
4. That the Conservation Authority may reject any or all proposal submissions without explanation.
5. That works will be completed by the contract completion deadline established by the Conservation Authority.
6. That the awarding of the Contract by the Conservation Authority based on this Proposal, shall constitute acceptance of this Proposal.
7. Any HST amounts normally shown as "included" in goods or services are to be backed out and shown separately. HST will be calculated based on the **Bid Price (excluding taxes)** in the pricing form(s). Proponents are to show a separate line item for HST on their invoices and draw certificates.
8. Bids shall be irrevocable and valid for acceptance by the Conservation Authority for a **period of 60 business days** from the Closing Time.
9. The evaluation of the Bid prices will be based on the **Bid Price (excluding taxes)**. Bid prices MUST be guaranteed until final completion of the Contract.
10. The warranty for improper workmanship and defective Materials is one year from the Work completion date.

Name of Authorized Company Representative *	Confirmation of Bid Form Acknowledgement *
	<input type="radio"/> Yes <input type="radio"/> No

Understanding of Work

The following is provided by the named individual of the firm having authority to bind the organization submitting the proposal. Briefly state:

- the Proponent's understanding of the work within the time period.
- a statement of why the Proponent believes itself to be the best qualified to perform the tasks set out in the Request for Proposal.

Proponent's understanding of the work within the time period *	Why the Proponent believes itself to be the best qualified to perform the tasks *

Certification/Training Acknowledgement

The successful Proponent will be required to satisfy the Conservation Authority that all workers have appropriate certifications/training required to complete the works described in the Project Work Plan. Workmanship and work methods will conform to best standards and practice and will be performed to approval.

By completing this acknowledgement form, I fully acknowledge that all workers have appropriate training/certifications required to complete the works described in the Project Work Plan and all assigned key professional staff are properly licensed to practice in the Province of Ontario.

Authorized Company Representative *	Confirmation of Certification/Training Acknowledgement *
	<input type="radio"/> Yes <input type="radio"/> No

Health and Safety Acknowledgement

If contracted by the Conservation Authority, all Proponents and their employees must comply with all applicable the Conservation Authority Health & Safety Policies and Procedures, and the laws and regulations governed by the *Occupational Health and Safety Act*.

Prior to the commencement of any work, the Proponent must also demonstrate to the Conservation Authority the establishment and maintenance of a health and safety program with standards consistent with applicable legislation.

The Proponent is responsible for ensuring that their employees are fully qualified, trained, and aware of their responsibilities while working with the Conservation Authority. The Proponent shall provide the Conservation Authority with documentation to certify that all employees working on the Conservation Authority's contract have been trained on Workplace Hazardous Materials Information System and all other Legislative requirements that relate to the work being done.

A list of all-hazardous material and controlled substances that the Proponent will be introducing into the workplace will be available on request along with safety data sheets on those substances. The Proponent shall ensure that all appropriate personal protective equipment is worn, as required.

A current Certificate of Insurance and Workplace Safety and Insurance Board Clearance Certificate must be submitted with the proposal. If proponent is exempt from Workplace Safety and Insurance Board, proof of this exemption in the form of a letter issued to the Conservation Authority from the Workplace Safety and Insurance Board must be submitted with the proposal.

The Conservation Authority reserves the right to change or amend their Health & Safety Policies and Procedures at any time.

By acknowledging this form, I fully acknowledge that I have read, and that I understand what my responsibilities would be as a Proponent with Lake Simcoe Region Conservation Authority and will provide all necessary documentation and ensure appropriate training of employees prior to any work being undertaken.

Name of Authorized Company Representative *	Confirmation of Health and Safety Acknowledgement *
	<input type="radio"/> Yes <input type="radio"/> No

Accessibility for Ontarians with Disabilities Act, 2005 Acknowledgement

The Accessibility for Ontarians with Disabilities Act, 2005 (the *Act*) and Regulations under this *Act* were enacted to improve accessibility for persons with disabilities. This legislation applies to public sector organizations such as the Lake Simcoe Region Conservation Authority (Conservation Authority) as well as to private companies and organizations that provide goods and services on our behalf.

The Conservation Authority is committed to ensuring legislative compliance and providing persons with disabilities consistent opportunity and access to our goods, services, and facilities. Accordingly, we have adopted policies, procedures, and practices that address integration, independence, dignity, and equal opportunity.

If being contracted by the Conservation Authority, all Proponents and their employees must comply with the applicable Accessibility for Ontarians with Disabilities Regulations. Failure to comply with the *Act* may result in administrative penalties pursuant to Parts IV and V of the *Act*.

The Conservation Authority may request that agents and contractors provide records of training and confirmation of compliance with the *Act* and its Regulations, particularly in regard to making its documents compliant.

Proponents are required to ensure that all documents related to the project meet the international standard for website accessibility called Web Content Accessibility Guidelines, or "WCAG" 2.0 at Level AA, including all Portable Document Format (PDF) documents posted to LSRCA.on.ca and PDFs attached to reports to our Board of Directors.

Proponents are required to provide proof of accessible PDF compliance prior to submitting to the Conservation Authority representative. Proof can be provided by a report generated from a free PDF checker tool, or by using a consultant that specializes in PDF remediation.

Prior to the commencement of any work, by completing this acknowledgement form, I fully acknowledge that work will be conducted with full consideration for and in compliance with the applicable requirements as outlined in the *Act*.

Name of Authorized Company Representative *	Confirmation of Accessibility for Ontarians with Disabilities Act Acknowledgement *
	<input type="radio"/> Yes <input type="radio"/> No

Subcontractors

The Conservation Authority must, before starting any Work, satisfy itself as to the qualifications, skills and abilities of personnel of Subcontractors or other parties engaged in carrying out the Work in order to ensure the Work is carried out in accordance with any signed Agreement.

If an Agreement is reached between the Bidder and the Conservation Authority, the following Subcontractor conditions shall apply:

- a. The Bidder must not assign the Agreement, or subcontract any obligations under the Agreement, without prior written approval of the Conservation Authority.
- b. If the Bidder engages a Subcontractor, the Bidder is not relieved from the subcontracted obligations or any obligations under this Agreement.
- c. The Bidder must notify the Conservation Authority of the name, office address and office telephone number of the Bidders Subcontractor(s).
- d. The actions of any Subcontractor engaged to carry out any of the Work are deemed the actions of the Bidder.
- e. Nothing in the Agreement creates any direct or indirect contractual relationship between the Conservation Authority and any Subcontractor.
- f. The Bidder must treat as confidential all material that has been produced or received by it or any Subcontractor as a result of the Agreement (collectively the "Material") and not permit its disclosure without the Conservation Authority's prior written consent subject to all applicable law, including the Municipal Freedom of Information and Protection of Privacy Act.

List of Subcontractors

The Proponent will provide a complete list of subcontractors that will be required in the performance of the work.

Proponent(s) shall upon request by the Conservation Authority produce a list of references for all or any proposed Subcontractors within three business days.

The tables provide a complete list of Subcontractors that will be required in the performance of the work. The Proponent understands that additions, deletions or changes to this list must be communicated to the Owner after the bid submission deadline and throughout the term of the contract for their approval prior to any modifications are made to this list.

If a Division of work is being completed by the Proponent, indicate "Own Forces" in the table. Proponents shall not indicate "TBD" (To Be Determined) or "TBA" (To Be Announced) or similar wording.

Line Item	Division	Company Name	
1	Demolition		*
2	Civil Works		*
3	Excavation		*
4	Concrete Formwork		*
5	Concrete Supply		*
6	Structural Steel		*
7	Foundation		*
8	Reinforcement		*
9	Masonry		*
10	Interior steel stud framing, drywall, and acoustic ceilings		*
11	Interior Glazing		*
12	Millwork		*
13	Painting		*
14	Exterior Wall Systems		*
15	Exterior Glazing (curtain wall)		*
16	Flooring		*
17	Misc. Metals		*
18	Doors and Frames		*
19	Insulation, air barriers and fire proofing		*
20	Mechanical and Plumbing		*
21	Electrical and IT		*
22	Security (Northern Alarm Protection)		*
23	Roofing		*
24	Sprinkler		*
25	Landscaping		*
26	Other		
27	Other		
28	Other		

Project Personnel - General Contractor

The Proponent will supply a list of names and titles for all proposed General Contractor personnel that will be required in the performance of the work.

Additions, deletions or changes to this list must be communicated after the bid submission deadline and throughout the term of the contract.

Line Item	Postion *	Name	
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Project Personnel - Electrical Subcontractor

The Proponent will supply a list of names and titles for all proposed Electrical Subcontractor personnel that will be required in the performance of the work.

Additions, deletions or changes to this list must be communicated after the bid submission deadline and throughout the term of the contract.

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

Line Item	Postion	Name	
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Project Personnel - Mechanical Subcontractor

The Proponent will supply a list of names and titles for all proposed Mechanical Subcontractor personnel that will be required in the performance of the work.

Additions, deletions or changes to this list must be communicated after the bid submission deadline and throughout the term of the contract.

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

Line Item	Postion	Name	
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Project Personnel - Civil Works Subcontractor

The Proponent will supply a list of names and titles for all proposed Civil Works Subcontractor personnel that will be required in the performance of the work.

Additions, deletions or changes to this list must be communicated after the bid submission deadline and throughout the term of the contract.

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

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Project Personnel - Landscape Subcontractor

The Proponent will supply a list of names and titles for all proposed Landscape Subcontractor personnel that will be required in the performance of the work.

Additions, deletions or changes to this list must be communicated after the bid submission deadline and throughout the term of the contract.

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

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Project Personnel - Millwork Subcontractor

The Proponent will supply a list of names and titles for all proposed Millwork Subcontractor personnel that will be required in the performance of the work.

Additions, deletions or changes to this list must be communicated after the bid submission deadline and throughout the term of the contract.

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

Line Item	Postion	Name	
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Documents

It is your responsibility to make sure the uploaded file(s) is/are not defective or corrupted and are able to be opened and viewed by the Conservation Authority. If the attached file(s) cannot be opened or viewed, your Bid Call Document may be rejected. If you wish to upload more than one document for any of the categories they must be uploaded as a zip file. Go to <https://www.wikihow.com/Make-a-Zip-File> if you need instructions on how to create a zip file.

The following documents must be uploaded with your bid for it to be a complete bid.

9.4 - MANDATORY REQUIREMENTS (STAGE #1)

9.4.2 - Insurance Verification

Submit a confirmation of insurance letter from an insurance company licensed to carry on business in Canada confirming details of the Proponent's insurance policies, coverages and limits.

This submission requirement shall be completed by compiling the insurance letter and the information requested below as one PDF document highlighting the information requested. The Proponent shall upload their PDF document and it shall be named "Insurance Verification".

Insurance

1. Prior to the commencement of *work* for this *contract*, and for the entire duration thereof, the *contractor* must obtain and maintain insurance coverage as outlined below, provided by (an) insurance company licensed to transact business in the Province of Ontario and of satisfactory financial standing to the Conservation Authority, (*a minimum of AM Best with a rating of A- or better*);
2. Evidence of such insurance must be provided in the form of a Certificate of Insurance signed by an authorized signatory prior to the commencement of *work* for this *contract* and annually thereafter for the duration of the *contract* and as otherwise specified below;

9.4.2.1 - Part A

1. Insurance requirements identified in this section require the *contractor* to provide their bid with 2 options, Option 1 with the coverages stated in this part to be purchased by the Contractor and Option 2 with the coverages stated in this part to be purchased by the Owner. The Purchaser in either case shall promptly provide a Certificate of Insurance to any Insured Party upon request as evidence of the project-specific policies effected. The certificate of insurance MUST reference the **contract number and contract name** of this project:
 01. **Project Specific Builders Risk/Course of Construction (Property including Boiler) Insurance** shall be in place in from the date of Commencement of the Work until the completion date, and during any part of the access period that Contractor is performing work at the Place of Work, purchase, provide and maintain, or cause to be purchased, provided and maintained, at its expense for all risks course of construction (builders risks) inclusive of broad form comprehensive boiler and machinery (equipment breakdown) insurance including hot testing and commissioning. Such coverage shall be in the joint names of the *Owner, Contractor, Consultant, Subcontractors*, engineers, architects and project managers in an amount not less than the full replacement cost value of the project. The insurance coverage shall not be less than the insurance provided by IBC Forms 4042 and 4047 or their equivalent replacement. The policy shall contain no exclusion for loss or damage caused by the perils of flood or earth movement, including earthquake. The policy shall provide replacement cost coverage on all property including that used in or pertaining to site preparation, demolition of existing structures, erection and/or fabrication and/or reconstruction and/or repair of the insured project while on site, off site or in transit. The policy shall be extended to cover soft costs, delayed rents/delay in start-up (24 months minimum), interest, advertising costs and rental commissions when the loss is caused by an insured risk. Such policy shall include a waiver by the insurer of any rights of subrogation against Owner, its trustees, directors, officers, employees, servants, agents, and the Consultant.
 02. **Project Specific Wrap-up Liability Insurance** 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 \$25,000. The policy shall be in the joint names of the *Owner, Contractor, Consultant, Subcontractors*, engineers, architects and project managers. The liability insurance shall be maintained from the date of *Commencement of the Work* until one year following the date of *Ready-for-Takeover*. Liability coverage shall be provided for completed operations hazards from the date of *Ready-for-Takeover* on an ongoing basis for a period of 2 years following *Ready-for-Takeover*.
 03. **Project-Specific Contractors' Pollution Liability Insurance** in the joint names of the Contractor and the Owner with limits of not less than \$5,000,000 per claim, an aggregate limit of not less than \$5,000,000 within any policy year, and a deductible not exceeding \$25,000, such insurance to be maintained from the date of Commencement of the Work until 2 years after the date of Substantial Performance of the Work. This policy shall cover claims for bodily injury, property damage, clean-up costs and related legal defence expenses for pollution conditions that result from, or are disrupted by, the services rendered in performance at the Project site by or on behalf of the Owner or its Contractor & Subcontractors. Coverage shall include extensions for transported cargo and off-site disposal. This insurance shall be maintained continuously from commencement of the Work until all construction, erection, installation and testing has been completed and the Project has been finally accepted by the Owner. The Completed Operations coverage shall be for not less than 24 Months after acceptance of the Project by the Owner.
 04. Supplementary Insurance
 - a. If the above project specific policies are purchased by the Owner, it does not represent that the project-specific insurance policies described herein will be sufficient to protect the Contractor or any other Insured Parties against all of their responsibilities under this Contract. The Contractor and any other Insured Parties may obtain such additional insurance as they may consider necessary at their own expense.
 05. Administration and Co-operation
 - a. The Contractor shall co-operate, and cause each Sub-contractor of any tier, Consultant and Sub-consultant to co-operate with the Owner in the administration of the project-specific insurance policies described herein, including promptly notifying the Owner of any claim or event or circumstance that may result in a claim. The Contractor will comply, and cause each Sub-contractor of any tier, Consultants and Sub-consultants to comply, with reasonable written procedures issued by the Owner from time to time relative to the administration of the insurance program for the Project.
 06. If the above project specific policies are purchased by the Owner, Project-Specific Insurance Premiums to be excluded from Contracts and Sub-Contracts;
 - a. In consideration of the fact that the Owner shall provide and pay for the project-specific insurance policies described herein, the Contractor shall confirm and require all Sub-Contractors and Consultants to confirm that their Contract Prices do not include

any allowance for insurance premiums, whether payable by the Contactor, Sub-contractors, Consultants or Sub-consultants, in respect of risks covered by such insurance policies provided by the Owner, and declare the amounts of insurance premiums which have been deducted from their Tender prices in respect of such insurance policies normally purchased and maintained by them.

- b. For greater clarity, such premium deductions should be made for the following types of insurance normally carried by Contractors and Sub-contractors:
 - i. Commercial General Liability insurance covering all operations (except for the cost of off-site and post completed operations coverage);
 - ii. Builder's Risk insurance and/or Installation Floater insurance covering all projects on a blanket basis or on a project-specific basis;
 - iii. Contractor's Pollution Liability insurance covering all operations (except for the cost of off-site, difference in conditions, difference in limits and completed operations coverage after the expiry of the coverage under the Project Specific Contractor's Pollution Liability policy);

9.4.2.2 - Part B

1. Insurance requirements identified in this section require the *contractor* to provide evidence of insurance coverage. "**The Lake Simcoe Region Conservation Authority**" must be named as an additional insured and the certificate of insurance MUST reference the **contract number** and **contract name** of this project:

01. **Commercial General Liability Insurance (Off-Site and Completed Operations only)** on an occurrence basis for an amount of not less than ten million dollars (\$10,000,000) and on an aggregate basis of not less than ten million dollars (\$10,000,000);
 - a. Such policy to include, but not be limited to, bodily injury (including death), personal injury, property damage, contractual liability, products, completed operations and non-owned automobiles and must contain cross liability and severability of interest clause.
 - b. This policy shall cover the risks of liability for bodily injury and property damage arising from the operations and activities away from the Project site by the Contractor, Sub-contractors of any tier, Consultants and Sub-consultants. This policy shall be subject to a deductible of not more than \$10,000 per occurrence. This insurance shall be maintained continuously from commencement of the Work until all construction, erection, installation and testing has been completed and the Project has been finally accepted by the Owner. The "Products-Completed Operations Hazard" coverage shall cover the risks of liability for bodily injury and property damage arising from the operations, activities, Services and Work performed on and away from the Project Site and shall be maintained for 72 months after the Project has been finally accepted by the Owner.
02. **Aviation Liability/Drones Liability Insurance** in an amount not less than five million dollars (\$5,000,000) per claim per aircraft used in any manner in connection with the performance of the terms of the *contract* if used directly or indirectly in the performance of the Work;
 - a. Such policy to include, but not be limited to, claims for bodily injury (including death), personal injury and/or property damage resulting from actual or alleged negligence of the *contractor* and severability of interest and contractual liability in its use of watercraft; and
 - b. The policy must not allow subrogation claims by the Insurer against the Conservation Authority.
03. **Hook Liability Insurance** in an amount not less than five hundred thousand dollars (\$500,000) per claim for the replacement cost of property while "on the hook" at any one time in the performance of the *work* being done in any manner in connection with the performance of the terms of the *contract*;
04. **Contractor's Pollution Liability Insurance** during the term of the *contract* for an amount not less than five million dollars (\$5,000,000) per claim and must 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 monitoring) or dispose of soil, surface water, groundwater or other contamination;
 - a. The coverage must include "Extended Reporting Period" provision of no less than two (2) Years from date of completion of *contract*; and
 - b. The policy must not allow subrogation claims by the Insurer against the Conservation Authority.

9.4.2.3 - Part C

1. Insurance requirements identified in this section require the *contractor* to provide evidence of insurance coverage, but do **not** require the Conservation Authority to be named as additional insured.
01. **OAP 1 Owned Automobile Liability Insurance** subject to a limit not less than two million dollars (\$2,000,000) per accident meeting statutory requirements covering all licensed vehicles owned, operated or leased by the *contractor* and used in any manner in connection with the performance of the terms of the *contract*;
 - a. Coverage must also apply in the event the operations of the insured resulted in a pollution condition including remediation costs; and
 - b. Coverage is not to include OPCF 30, Removing Coverage for Attached Machinery.
 02. **Professional (Errors & Omissions) Liability Insurance** on a claims made basis for an amount not less than two million dollars (\$2,000,000) per claim;
 - a. Such policy will cover insurable losses arising out of or in association with all errors and omissions made by all consultants in the rendering of, or failure to render, professional services in connection with the performance of the terms of the *contract*; and
 - b. The coverage under the policy must be maintained continuously during the term of this *contract* and for two (2) years after the termination or expiration of this *contract*.

9.4.2.4 - General Conditions

1. The *contractor* will be entirely responsible for the cost of any deductible maintained in any insurance policy;
2. The policies shown above will be endorsed to provide the Conservation Authority with not less than thirty (30) days, written notice of cancellation or non-renewal, change or amendment restricting coverage;
 1. However, if for any reason the Insurer, on behalf of the *contractor*, cannot endorse their policies to provide the Conservation Authority with not less than thirty (30) days written notice of cancellation or non-renewal, change or amendment restricting coverage, the responsibility thereof will automatically transfer to the *contractor*; and
 2. It then becomes the *contractor's* strict obligation to deliver to the Conservation Authority by registered mail with not less than thirty (30) days, written notice of cancellation or non-renewal, change or amendment restricting coverage.
3. The *contractor* must not commence *work* under the *contract* until evidence of insurance coverage is completed and filed with and approved by the Conservation Authority;
 1. The *contractor* must 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*.
4. If required by the Conservation Authority, the *contractor* must 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*;
5. If the *contractor* fails to maintain insurance as required by the *contract*, the Conservation Authority will have the right to provide and maintain such insurance and give evidence to the *contractor*;
 1. The *contractor* must pay the cost thereof to the Conservation Authority on demand or the Conservation Authority may deduct the cost from the amount, which is due to or may become due to the *contractor*.
6. The Conservation Authority reserves the right to request such higher limits of insurance or other types of policies appropriate to *work* as the Conservation Authority may reasonably require;
7. All policies must be with Insurers licensed to underwrite insurance in the Province of Ontario and will be in a form acceptable to the Conservation Authority;
8. All policies must apply as primary and not as excess of any insurance available to the Conservation Authority;
9. If requested, the *contractor* must provide the Conservation Authority with a letter from their insurance provider confirming the *contractor's* ability to meet the insurance requirements as set out in the *contract*; and
10. Failure to submit the required documents TEN (10) *working days* after notification will be sufficient cause for the Conservation Authority to cancel the *contract*.

9.4.3 - CCDC11-2019

Complete and submit a sealed and signed CCDC11-19 Contractor's Qualification Statement **NOT** including Appendix A and B for completed and comparable projects. MUST be version 2019 to be compliant with the Mandatory requirement. Where the Proponent is a joint venture, a duly authorized official of each of the Proponents must complete a CCDC11-19.

This submission requirement shall be completed by compiling the information requested in this section and compiling it as one PDF document highlighting the information requested above. The Proponent shall upload their PDF document below and it shall be named "CCDC11-2019".

9.4.4 - COR® Certification & WSIB

To be eligible for consideration, Proponent must be COR® certified by Infrastructure Health & Safety Association (Only ISO 45001 certificates will be considered equivalent to COR® certified).

Proponent must provide their Certificate of Recognition as evidence of COR® certification by uploading one PDF document below highlighting the information requested above and shall name the PDF document "COR® Certificate of Recognition".

9.5 - TECHNICAL REQUIREMENTS (STAGE #2)

Proponents **MUST NOT** include any pricing or pricing information anywhere other than the designated sections under the **FINANCIAL REQUIREMENTS (STAGE #4) - BID SUBMISSION PRICE**. In the event that a Proponent provides pricing or pricing information under the Technical Requirements submission or anywhere else other than the designated sections under the Financial Requirements (Stage #4) - Bid Submission Price, that Proponent will be Disqualified Immediately.

9.5.1 - TAB A-Corporate Experience and Qualifications

A. Corporate Experience (maximum 2 pages)

The Proponent shall:

1. Provide a narrative describing how long the Proponent has been in business under the current name, include total number of employees, number and location of offices.
2. Where the Proponent is a joint venture, a copy of the Joint Venture Agreement or clear description of the proposed structure and responsibilities for this RFP must be submitted with this section.

B. Quality Control Assurance (maximum ½ page)

The Proponent shall:

1. Describe the quality management process through the construction phases. Identify how the Proponent's quality process will limit the potential for extras and improve quality and schedule efficiency through construction. (e.g. interference drawings, site coordination sub-trade meetings, Quality Assurance Manager, etc.)

C. Health and Safety Information (maximum 1 page)

1. The Proponent must submit a current copy of a clearance certificate from the Workplace Safety and Insurance Board indicating they are registered with the Workplace Safety and Insurance Board and have an account in good standing or proof of exemption status in letter form issued to the Conservation Authority from the Workplace Safety and Insurance Board.
2. The Proponent must submit a sample Health and Safety Plan that shows consideration for current Health and Safety requirements.

D. BIM and Revit Models (maximum 1 page)

The Proponent shall:

1. Provide a detailed description of the Company's experience in using BIM and Revit Models on Previous Stipulated Sum Contracts Projects. Proponent to identify what projects they have worked on that used this technology, and how the Proponent leveraged this tool to maximize team efficiency and project success. Identify the level of BIM development that was achieved on these projects. Identify how you feel BIM would specifically benefit this project.

E. Financial Stability (maximum 3 pages)

1. In addition to the CCDC11-2019, submit a letter from the Proponent's financial institution regarding the Proponent's general financial position, credit worthiness and stability (including number of years with the institution, general standing, etc.).
2. Please provide a record of all liens posted on your projects in the last 3 years, highlighting any that are still unresolved.
3. The *Contractor* further represents, covenants and warrants to the *Owner* that:
 1. the personnel it assigns to the *Project* are appropriately experienced;
 2. it has a sufficient staff of qualified and competent personnel to replace any of its appointed representatives, subject to the *Owner's* approval, in the event of death, incapacity, removal or resignation;
 3. there are no pending, threatened or anticipated litigation claims or other proceedings, including, but not limited to, any litigation or other proceedings with or against the *Owner*, Municipality of Bradford West Gwillimbury or Simcoe County, that would have a material effect on the financial ability of the *Contractor* to perform its *Work* under the *Contract*; and
 4. it has disclosed any information that would have a material effect on the financial ability of the *Contractor* to perform its *Work* under the *Contract*, including, but not limited to, any liens, including government liens, writs of execution, claims, security interests, options, charges or other encumbrance.
4. At the discretion of the Conservation Authority, they may run a lien search on the Proponents history on jobs and the resultant information can be used as part of the evaluation and selection committee.
5. If requested the Proponent shall be prepared to provide a copy of their most recent annual report/audited financial statements.

This submission requirement shall be completed by compiling the information requested in the above sections of Tab A as one PDF document that shall be named "Tab A-Corporate Experience and Qualifications" and shall not exceed the maximum page limit indicated, and uploading their narrative PDF document below.

9.5.2 - TAB B-CORPORATE CULTURE AND PROJECT STRATEGY (STAGE #2)

A. Team Collaboration (maximum 3 pages)

The Proponent shall:

1. Provide a narrative on how the Proponent firm would complement and integrate into the Conservation Authority's Project Team given the background provided in the RFP document.
2. Provide a Project Plan demonstrating your Project implementation strategy and how this strategy can successfully achieve the Project objectives and timelines.

B. Partnering (maximum ½ page)

The Proponent shall:

1. Provide a narrative describing your firm's approach to Partnering with the Project Team, including Owner, Project Manager, Consultants, Stakeholders, and Trades and how this approach will benefit the Project and how this is monitored for effectiveness throughout the Project's lifecycle.
2. Provide a narrative describing your firm's collaborative approach to invoicing and communications resulting from the new prompt payment requirements.

C. Trade Communication (maximum ½ page)

The Proponent shall:

1. Provide a narrative on how your firm will use and work with trades and labourers to obtain the optimum outcome for the Project.

D. Corporate Culture (maximum ½ page)

The Proponent shall:

1. Describe your firm's mission, vision and values and how each of these core principles will be implemented on the Project and how results are measured throughout the project lifecycle. Describe how the firm's values align with the objectives of the Project.

This submission requirement shall be completed by compiling the information requested in the above sections of Tab B as one PDF document that shall be named "Tab B-Corporate Culture and Project Strategy" and shall not exceed the maximum page limit indicated, and uploading their narrative PDF document below.

9.5.3 - Tab C–Team Experience (Stage #2)

A. Team Organizational Chart (Chart + 1 page CV's for each of the potential staff identified in 2. below)

The Proponent shall:

1. Provide an organization chart showing their proposed team structure for the Project. The chart is to include key roles, back of house support (i.e., senior executives, administrators, estimators, etc.), and full time/part time assigned resources.
2. For the roles of project manager and site supervisor, provide a list of Proponent's employees who may be assigned to the Project. The project manager and the site supervisor assigned to the project shall be allocated at a minimum of 50% and 100%, respectively. **For each listed employee** provide a 1-page CV highlighting the individual's qualifications and experience working on Similar Projects, as that term is defined in Tab D – Similar Projects Experience and References (Stage #2). Also indicate the percentage of their allocation to the project.

B. Internal Team Roles & Head Office Support (maximum ½ page)

The Proponent shall:

1. Describe how the Proponent's proposed Project team works as an integrated, collaborative and proactive team.
2. Provide why the Proponent's team organization will meet the requirements for this project.
3. Describe how the Proponent's Head Office personnel and resources will support the site team.

C. Project Success (maximum 1 page)

The Proponent shall:

1. Provide a narrative describing the tools, skill sets and resources the Proponent intends to use to ensure a successful Project. Include a narrative on how to ensure schedule delivery including identification of some potential risk items in the expected supply chain, labor shortage, and other logistical constraints that may have impact on the project schedule.

This submission requirement shall be completed by compiling the information requested in the above sections of Tab C as one PDF document that shall be named "Tab C-Team Experience" and shall not exceed the maximum page limit indicated, and

uploading their narrative PDF document below.

9.5.4 - TAB D-SIMILAR PROJECTS EXPERIENCE AND REFERENCES (STAGE #2)

A. Similar Projects

The Proponent shall:

1. Complete APPENDIX B – SIMILAR PROJECT INFORMATION FORM for three (3) Similar Projects – one form for each Similar Project, completed within the last ten (10) years. A “Similar Project” is one deemed to be comparable in size and/or function to the Project if it meets / includes a minimum of three (3) of the following:
 1. New Build greater than 8,000 sq. feet gross floor area;
 2. Public sector/Federal, provincial or municipal facility;
 3. More than \$10,000,000 of single construction contract;
 4. Public or private sector educational facility; and
 5. LEED Certified and/or Net Zero Building;
 6. demonstrated experience in site work and landscaping with a project size exceeding three (3) acres;

Note that a Similar Project closest to the Scanlon Creek Nature Centre project will receive higher consideration on the scoring. **Note this section also includes the inclusion of a reference letter for each Similar Project** as outlined below.

B. References

The Proponent shall:

1. Provide three (3) reference letters (one per each Similar Project) to demonstrate the Proponent’s capability to complete the work as described herein. Reference letters must be from the projects used in APPENDIX B – SIMILAR PROJECT INFORMATION FORM. The reference letters must be:
 - a. On the reference customer’s letterhead; and
 - b. Signed by the primary customer contact.

Reference letters shall include but not be limited to:

- a. Customer legal business name;
- b. Narrative of the service level received as a customer using examples of how they resolved issues; and
- c. Overall satisfaction level outlining specifically on how well the Proponent communicated with their client throughout the project.

References may be contacted for further clarification and Proponents shall ensure that their referenced customer contact is aware that they may be contacted and that they should be prepared to respond to inquiries without delay.

The Conservation Authority, at their discretion, may conduct independent research on a Proponent and their performance in executing previous work for previous organizations independent of the references provided by the Proponent. The information gathered from independent research may be used in the evaluation of the Proponent.

This submission requirement shall be completed by compiling the information requested in the above sections of Tab C as one PDF document that shall be named “Tab D-Similar Projects Experience and References” and uploading their narrative PDF document below.

Other information (Optional)

Supplemental information required to support the proposal, at the discretion of the Proponent, to be uploaded as as one PDF below.

- Insurance Verification * (mandatory)
- CCDC11-2019 * (mandatory)
- COR® CERTIFICATE OF RECOGNITION * (mandatory)
- Proof of current WSIB coverage or a certificate of exemption * (mandatory)
- Tab A-Corporate Experience and Qualifications * (mandatory)
- Tab B-Corporate Culture and Project Strategy * (mandatory)
- Tab C–Team Experience * (mandatory)
- Tab D-Similar Projects Experience and References * (mandatory)
- Additional Document (optional)

BONDING UPLOAD SECTION

Bidders shall submit with their on-line bid either a Digital copy (preferred) or Scanned copy of both the Bid Deposit in the amount of ten (10%) percent of the Sub Total Contract Amount and An Undertaking to provide a Bond or a Letter of Credit in the amount of fifty (50%) of the Sub Total Contract Bid Amount, in one of the following two options:

Option # 1A Digital Bid Bond & Undertaking to Bond (preferred by the owner)

Option # 2A scanned Bid Bond & Undertaking to Bond – (pdf)

Surety Requirements

Bid Bond

1. Proponent bid submission must include a digital bid bond for not less than ten percent (10%) of the bid submission price (excluding H.S.T.) naming "Lake Simcoe Region Conservation Authority" as the Obligee from a Surety company, authorized by law to conduct business in the Province of Ontario;
2. Proponent and their Surety are encouraged to refer to the e-bonding information on Surety Association of Canada's website. Information at this site includes:
 1. A list of third parties that provide online surety digital bond services; and
 2. An industry checklist which digital bonds provided should meet.
3. The digital bid bond must be:
 1. In verifiable digital format;
 2. In the prescribed amount;
 3. Irrevocable and open for bid acceptance for at least sixty (60) days from the bid submission deadline;
 4. In the name of the Proponent; and
 5. Name "Lake Simcoe Region Conservation Authority" as Obligee.
4. A bid submission that does not include a digital bid bond will be disqualified;
5. Submitting a scanned pdf or unverifiable bid bond is not acceptable and Proponent may be disqualified if a bid bond is unverifiable;
6. All instruction details for accessing authentication must be included with the up-loaded bid bond;
7. The digital bid bond is provided as assurance that, if the Proponent's bid submission be accepted by the Conservation Authority, a contract must be entered into for the proper performance of the work with the contractor;
8. If the Proponent withdraws, or attempts to withdraw its bid submission before ninety (90) days have elapsed from the bid submission deadline, or for any reason default or fail in any matter herein contained to enter the contract, the Conservation Authority will be at liberty to make claim against the digital bid bond submitted by the Proponent and use as liquidated damages; and
9. The Conservation Authority will then accept any other bid submission or advertise for new bid submissions or carry out the work in any other way as the Conservation Authority may in its sole discretion deem best.

Agreement to Bond

1. Proponent bid submission must include a fully completed and executed digital Agreement to Bond (Appendix A – Agreement to Bond Form);
2. The Agreement to Bond must:
 1. State that the required bonding, as stipulated in this bid call document, is available to the Proponent;
 2. Be from a Surety company, authorized by law to conduct business in the Province of Ontario;
 3. Be open for bid acceptance for at least ninety (90) days from the bid submission deadline;
 4. Be in the name of the Proponent; and
 5. Name "Lake Simcoe Region Conservation Authority" as the Obligee.
3. Submitting a scanned pdf or unverifiable Agreement to Bond is not acceptable and the Proponent may be disqualified if an Agreement to Bond is unverifiable; and
4. Failure to include an Agreement to Bond with the bid submission will result in the Proponent's bid submission to be disqualified.

Performance Bond and Labour and Material Payment Bond

1. Proponent bid submission must include an Agreement to Bond (Appendix A - Agreement to Bond Form) as described above providing for the following:
 1. A digital Performance Bond in the amount of fifty percent (50%) of the contract price (excluding H.S.T.) guaranteeing the full and faithful performance of the work; and
 2. A digital Labour and Material Payment Bond in the amount of fifty percent (50%) of the contract price (excluding H.S.T.) guaranteeing payment for labour and materials.
2. The digital bonds must be provided to the Conservation Authority, at the expense of the contractor, prior to the execution of the contract as **two (2) separate uploads here so be sure to request this from the Surety.**

1. One upload must be for the Performance Bond and the second upload must be for the Labour and Material Payment Bond;
3. The digital bonds must:
 1. Be those issued by a Surety company, authorized by law to conduct business in the Province of Ontario; and
 2. Be issued by the same Surety Company that issued the Agreement to Bond.
4. The bonds received from the contractor must remain in force throughout the duration of the contract including the guarantee, warranty or the Conservation Authority maintenance period of the contract and until the contract is complete.

- Bid Bond * (mandatory)
- Performance & Labour * (mandatory)

Addenda, Terms and Conditions

The Bidder hereby acknowledges and agrees:

- 1. To provide all goods, services, equipment and construction, as more specifically set out and in accordance with the Conservation Authority's Bid Call Document, including but not limited to the scope of work, specifications, drawings, Addenda (if issued by the Conservation Authority), the terms and conditions of any agreement, etc. stated therein, which are expressly acknowledged and made part of any signed Agreement.
- 2. The Conservation Authority reserves the right, where it may serve our best interests, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.
- 3. 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.
- 4. I/WE do hereby Bid and offer to enter into an Agreement 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 prices and terms as submitted by the Bidder herein, and that all prices are quoted in Canadian funds or as otherwise specified.
- 5. If the Bid is accepted, I/WE agree to furnish all required documentation, as required by the Bid Call Document(s) within 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.

I/WE (including any related or affiliated entities and any principal thereof) have no unresolved litigation with the Conservation Authority.

☐ I/WE agree to be bound by the terms and conditions and have authority to bind the Corporation and submit this Bid on behalf of the Bidder.

Conservation authorities are governed by the Municipal Conflict of Interest Act.

Bidders shall disclose to the Conservation Authority, in their proposal, any potential conflict of interest. If such a conflict of interest does exist, the Conservation Authority may, at its discretion, refuse to consider the proposal from the Bidder, until the conflict matter is suitably resolved. If during the proposal evaluation process or the negotiation of the contract or execution of the work, the Bidder is retained by or provides services for another client giving rise to a potential conflict of interest, then the Bidder shall so inform the Conservation Authority, and if the Conservation Authority requests, refuse the new assignment or take such steps as are necessary to remove the conflict of interest concerned.

☒ 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
Addendum #12 - Cash Allowances Wed October 23 2024 08:30 AM	<input type="checkbox"/>	2
Addendum #11 - Structural Addendum 1 to Appendix H Thu October 17 2024 01:27 PM	<input type="checkbox"/>	3
Addendum #10 - Landscape Addendum 1 to Appendix G-2 Thu October 17 2024 01:26 PM	<input type="checkbox"/>	5
Addendum #9 - Civil Addendum 1 to Appendix F-2 Thu October 17 2024 01:24 PM	<input type="checkbox"/>	5
Addendum #8 - Architectural Addendum 2 to Appendix E-2 Thu October 17 2024 01:18 PM	<input type="checkbox"/>	5
Addendum #7 - Questions Thu October 17 2024 01:17 PM	<input type="checkbox"/>	2
Addendum #6 - Closing Date Extension Wed October 16 2024 03:00 PM	<input type="checkbox"/>	1
Addendum #5b - Architectural Specification Addendum 1 to Appendix E-1 Fri October 11 2024 09:20 AM	<input type="checkbox"/>	22
Addendum #5a - Architectural Addendum 1 to Appendix E-2 Fri October 11 2024 09:20 AM	<input type="checkbox"/>	2
Addendum #4 - Mechanical/Electrical Addendum ME-01 to Appendices I Fri October 11 2024 09:12 AM	<input type="checkbox"/>	6
Addendum #3 - Questions Fri October 11 2024 09:09 AM	<input type="checkbox"/>	3
Addendum #2 - Meeting Attendance Mon October 7 2024 02:46 PM	<input type="checkbox"/>	1
Addendum #1 - Questions Thu October 3 2024 11:11 AM	<input type="checkbox"/>	2

