



**Lake Simcoe Region**  
conservation authority

## REQUEST FOR PROPOSAL NOTICE

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



To obtain documents online please visit <https://www.lsrca.on.ca/Pages/Procurement.aspx>. You can preview the bid documents with a Preview Watermark prior to registering for the opportunity.

Documents are not provided in any other manner.

Only registered suppliers can submit:

- All Proponents shall have an Electronic Bidding System Vendor account and be registered as a Plan Taker for this Bid opportunity, which will enable the Proponent to download the Bid Call Document, to receive Addenda email notifications and download all documents without the watermark “preview” on them.
- 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 an Electronic Bidding System Vendor account and be registered as a Plan Taker for the bid opportunity.

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## REQUEST FOR PROPOSAL SUBMISSION DEADLINE

**Submission Deadline: Thursday, November 14, 2024, 2:00 PM**

**Questions:** Questions related to this bid are to be submitted to the Purchasing representative through the Electronic Bidding System only by clicking on the “Submit a Question” button for this specific bid opportunity. The question submission deadline is **October 23, 2024**. Questions will be responded to by addenda issued on one week before submission deadline.

**Site Meeting:** A mandatory site meeting is being held on **October 7, 2024, 11:00 AM** at **Scanlon Creek Conservation Area (2450 Line 9, Bradford, Ontario, L3Z 2A5)**.

**Project Number: RFP-CA-2024-9-031-Scanlon Creek Nature Centre**

Proposal via fax or email will not be accepted.

This time and date outlined above as the Request for Proposal Submission Deadline will be deemed to be the closing of the quote. Late quotes will not be considered.

Please note that the lowest quote will not necessarily be successful or accepted. The Lake Simcoe Region Conservation Authority (herein “Conservation Authority”) reserves the right to accept any quote or to reject any or all quotes.

The selection will take place by **Friday, November 29, 2024** with the successful Proponent being notified after this time. The names of the suppliers who submitted bids will be posted on Bids & Tenders.

For more information or for a copy of this document in an accessible format, please contact the Conservation Authority at 905-895-1281.

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## **1.0 PROJECT BACKGROUND**

The Scanlon Creek Nature Centre project consists of the construction of a single-story 751 square metre building to be sited adjacent to the existing facilities at 2450 Line 9 in Bradford. The building is largely wood frame construction with concrete foundation, slab on grade, wood roof trusses, and glulam super structure for columns, beams and exterior terrace roof. The building program consists of four classroom spaces with associated mud rooms, staff room, washrooms and supporting utility spaces. A small basement level consists of mechanical, electrical and storage room. Siteworks include landscape installations consisting of planting, swale creation and hardscaping, on the site containing mature trees.

### **1.1 The Project contains the following:**

1. Classrooms
2. Mudrooms
3. Staff Offices
4. Washrooms
5. Quiet Room
6. Kitchenette
7. Janitor Room
8. Storage Room
9. Mechanical and Electrical rooms
10. Outdoor decks
11. Landscaped areas

### **1.2 The construction scope of work includes, but is not limited to:**

1. Demolition
2. Concrete Foundations
3. Wood Framing
4. Structural Steel
5. Exterior Cladding, and Glazing
6. Roofing
7. Interior Partitions and Finishes
8. Doors and hardware
9. Custom Millwork
10. Mechanical: HVAC, Plumbing, and fire protection
11. Electrical: Power Distribution and Lighting
12. Communications cabling
13. Installation of Audio Visual Equipment provided by the owner
14. Sitework: Site services, septic tank, and landscape

## **2.0 GENERAL CONDITIONS**

- 2.1** The project may commence **January 6, 2025**, with potential site set-up occurring earlier.
- 2.2** All equipment must be provided by the contractor/proponent. All workers will follow all required Conservation Authority safety regulations and best practices for the tasks undertaken during this project.
- 2.3** The Lake Simcoe Region 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.

The Owner intends to enter into a Stipulated Price Contract CCDC 2- 2020, modified by Supplementary Conditions. The Supplementary Conditions to be used for this contract is available in the Electronic Bidding System as Appendix C.

## **3.0 PROJECT DELIVERABLES AND SCOPE OF WORK**

- 3.1** The Conservation Authority is seeking a bid submission from General Contractors to construct the Scanlon Creek Nature Centre as further defined in the appendices found in the Electronic Bidding System as Documents.
- 3.2** Location of the work is 2450 Line 9 in Bradford, Ontario, L3Z 3T2 (site).
- 3.3** All drawings, specifications, surveys, studies and background reports are located in the Electronic Bidding System as separate downloadable files and include the items listed below:
  - 3.3.1** Appendix A – Agreement to Bond Form
  - 3.3.2** Appendix B - Similar Project Information Form
  - 3.3.3** Appendix C – Supplementary Conditions
  - 3.3.4** Appendix D – Bid Information Matrix
  - 3.3.5** Appendix E - Architectural Drawings and Specifications
  - 3.3.6** Appendix F - Civil Drawings and Specifications
  - 3.3.7** Appendix G - Landscape Drawings and Specifications
  - 3.3.8** Appendix H - Structural Drawings
  - 3.3.9** Appendix I - Mechanical and Electrical Drawings and Specifications
  - 3.3.10** Appendix J - Audio Visual, Communications, Electronic Safety and Security Drawings and Specifications

- 3.3.11** Appendix K – Arborists Report
- 3.3.12** Appendix L – Environmental Impact Study
- 3.3.13** Appendix M – Environmental Site Assessment
- 3.3.14** Appendix N – Hydrogeological Investigation
- 3.3.15** Appendix O – Soils Report
- 3.3.16** Appendix P – Survey
- 3.3.17** Appendix Q - Traffic

#### **4.0 CONFIDENTIALITY AND OTHER PURPOSE**

Confidentiality of records and information concerning this project must be maintained at all times.

All correspondence, documentation and information provided by the Conservation Authority to any Proponent in connection with this proposal process and/or the acceptance of any proposal:

- 4.1** Remains the property of the Conservation Authority,
- 4.2** Must be treated as confidential, and
- 4.3** Must not be used for any purpose other than for submitting a proposal and for fulfillment of any resultant contract.

#### **5.0 LIABILITY**

The successful Contractor shall be responsible for all injuries to persons and for damage to property caused by their operations and their employees engaged in connection with the work. The successful Contractor shall indemnify and save harmless the Lake Simcoe Region Conservation Authority from all suits and actions for damages and costs to which the Conservation Authority may be put by reason of injury or death to persons and damage to property of the Conservation Authority and others resulting in the performance of the services required.

##### **5.1 LIMIT ON LIABILITY**

The Proponent agrees that, if the Conservation Authority is found to be liable for any act or omission in respect of, without limitation, the administration of the procurement process or award by it of this bid solicitation, the total liability and aggregate amount of damages recoverable against the Conservation Authority for any matter or relating to or arising from any act or omission by the Conservation Authority, whether based upon an

action or claim in contract, warranty, equity, negligence or otherwise, will be limited to the Proponent's cost of preparing its bid submission.

## **6.0 DISCLOSURE STATEMENT**

All correspondence, documentation and information provided to the Conservation Authority and its staff by every Proponent in connection with, or arising out of, this proposal/tender and the submission of any proposal/tender becomes the property of the Conservation Authority and, as such, subject to the *Municipal Freedom of Information and Protection of Privacy Act*, as amended, and may be subject to release, pursuant to the *Act*. Proponents are reminded to identify in their proposal material, any specific proprietary or similar confidential information, the disclosure of which could cause them injury.

### **6.1 LIMITATION ON FUTURE CONTRACTING**

**6.1.1** If a contractor under the terms of this contract, or through the performance of tasks pursuant to this contract, is required to develop specifications or statements of work that are to be incorporated into a future bid solicitation, the contractor will be ineligible to perform the work described in that bid solicitation as a prime consultant or first-tier subconsultant under an ensuing Conservation Authority contract. (For clarity, the contractor is prohibited from participating in any aspect of the ensuing contract as described above.)

**6.1.2** This restriction will remain in effect for a period of two (2) years from the completion date of this contract, as this should allow sufficient time to pass to avoid unfair competitive advantage, potential bias or conflict of interest.

## **7.0 EVALUATION, EVALUATION CRITERIA, SELECTION AND AWARD**

### **7.1 EVALUATION**

**7.1.1** The submitted Tenders will be reviewed in accordance with the Conservation Authority's Purchasing Policy and Procedures. Evaluation criteria are subject to change if required by the Conservation Authority.

**7.1.2** The Conservation Authority reserves the right to accept or decline any or all Bids and neither the lowest priced nor any Bid shall necessarily be accepted.

- 7.1.3 Proponents shall adhere to and comply with all the requirements and provisions of the **EVALUATION PROCESS, EVALUATION STAGES, EVALUATION CRITERIA**, and **SELECTION AND AWARD** and as referenced below.
- 7.1.4 The Proponents ability to respond in an orderly, concise, and easily understood format.
- 7.1.5 The Proponents should demonstrate a commitment to the principles of sustainability. Responses will be most useful if real examples are provided of how the firm has embraced these principles.
- 7.1.6 Fees and expenses outlined clearly on the Pricing Form.

## 7.2 EVALUATION PROCESS

- 7.2.1 Evaluation Process is a combination of the Technical and Financial Proposals' evaluation with a weight of 60% to 40%, respectively.
- 7.2.2 Evaluation Process is criteria based, refer to **EVALUATION CRITERIA** for breakdown and details.
- 7.2.3 Evaluation Process follows a staged approach, refer to **EVALUATION STAGES** for details, where Proponents would need to pass a stage to move to the next stage of evaluation. Proponents who do not meet the minimum success threshold defined for each stage, will not proceed to the next stage and will be disqualified.
- 7.2.4 The Evaluation Process intends to deliver the best value for the Conservation Authority, where the selected Proponent might not have the highest technical score nor the lowest bid price. The determination of the best value, while subject to the application of the Evaluation Stages and Evaluation Criteria, is under the sole discretion of the Conservation Authority.

## 7.3 EVALUATION STAGES

Evaluation Process is evaluated in the following stages:

### 7.3.1 STAGE #1 - MANDATORY REQUIREMENTS

- 7.3.1.1 After the Closing Date and Time, the Conservation Authority Purchasing Representative shall review Stage #1 – Mandatory Requirements and conduct a Pass/Fail review to all Submissions.

**7.3.1.2** Once completed, the Technical Submissions which have obtained a Pass in Stage #1 – Mandatory Requirements will be allowed, by the Conservation Authority Purchasing Representative, to proceed to **STAGE #2 - EVALUATION OF TECHNICAL REQUIREMENTS**.

**7.3.1.3** Financial Proposals shall remain sealed until Technically Qualified Proponents have been identified following Stage 3. Pricing details are not to be included in the Technical Submission. RFP Submissions that do not include a Financial Proposal shall be considered incomplete and shall be disqualified.

**7.3.1.4** If a Technical Submission is submitted and did not pass all Stage #1 – Mandatory Requirements, the Technical Submission for Stage #2 – Evaluation of Technical Requirements will not be reviewed and the evaluation process for Proponent will not proceed to the next stage and the Proponent will be disqualified.

## **7.3.2 STAGE #2 - EVALUATION OF TECHNICAL REQUIREMENTS**

**7.3.2.1** Technical Submissions which receive a Pass in **STAGE #1 - MANDATORY REQUIREMENTS** will proceed to Stage #2 – Evaluation of Technical Requirements and will be evaluated by the Evaluation Committee using the Evaluation Criteria, Score Weights, and criteria sections provided in the **EVALUATION CRITERIA**.

**7.3.2.2** The Evaluation Committee will assess the content of the Technical Submission and document the extent of conformance with the requirements of the RFP.

**7.3.2.3** The Owner is not obligated to seek clarification of any aspect of a Technical Submission; Proponents are solely responsible for the quality, clarity, and completeness of their submissions.

**7.3.2.4** The Owner may contact any one or more Proponents to request clarification or further information without any obligation to contact other Proponents and such additional clarification must be provided by the Proponent to the Owner.



- 7.3.3.2** Interviews should be conducted within the shortest possible timeframe (days, not weeks of each other), as to not give an advantage to any Proponent.
- 7.3.3.3** Upon completion of the Stage #3 – Evaluation of Interview, Proponents who received a Technical Evaluation Score (combined score for Stage #2 – Evaluation of Technical Requirements and Stage #3 Evaluation of Interview) of 70% or above will be eligible to proceed to **STAGE #4 - EVALUATION OF FINANCIAL PROPOSAL**.
- 7.3.3.4** Obtaining a Technical Evaluation Score of 70% does not guarantee that a Proponent shall be invited to the next stage, it only makes them eligible.
- 7.3.3.5** The Evaluation Committee will create a List of the Technically Qualified Proponents to be considered for Stage #4 - Evaluation of Financial Proposal.
- 7.3.3.6** All Proponents not included on the Technically Qualified List will be disqualified and will not proceed to Stage #4 - Evaluation of Financial Proposal.
- 7.3.3.7** The sealed Financial Proposals of all disqualified Proponents or those not deemed as Technically Qualified Proponents will remain sealed.

**7.3.4 STAGE #4 - EVALUATION OF FINANCIAL PROPOSAL**

- 7.3.4.1** The Purchasing Representative, upon receiving the List of the Technically Qualified Proponents shall unseal the Financial Proposals of all those on the List.
- 7.3.4.2** Financial Proposals will be assessed based on the information provided by the Proponents at the time of the submission.
- 7.3.4.3** The Purchasing Representative shall review all the Financial Proposals to determine the lowest bid price and generate the Financial Evaluation Scores for the Final List of Qualified Proponents.

**7.3.4.4** 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.

#### **7.4 EVALUATION CRITERIA**

The Evaluation Committee will evaluate all Technical Submissions in accordance with the evaluation criteria listed in Evaluation Criteria Tables 1 – 4 and make a recommendation to the Conservation Authority. The Evaluation Criteria will assist the Evaluation Committee in rating each Technical Submission in a consistent and fair manner. The Evaluation Criteria for each stage is as shown in the Evaluation Criteria Tables 1 – 4 and shall be conducted in accordance with the **EVALUATION STAGES**. Each criterion is described in full detail in **SUBMISSION REQUIREMENTS**.

**Table 1 – Evaluation Criteria – Stage #1**

<b>Mandatory Requirements (Stage #1)</b>	<b>Weighting</b>
Bonding Verification	<b>PASS / FAIL</b>
Insurance Verification	<b>PASS / FAIL</b>
CCDC11-2019 sealed and signed	<b>PASS / FAIL</b>
Pricing Schedules	<b>PASS / FAIL</b>

**Table 2 – Evaluation Criteria – Stage #2**

<b>Criteria (Stage #2)</b>	<b>Weighting</b>
<b>Tab A – Corporate Experience and Qualifications (Stage #2)</b>	
1. Corporate Experience	8
2. Quality Control Assurance	
3. Health & Safety Information	
4. BIM and Revit Models	
5. Financial Stability	
<b>Tab B – Corporate Culture and Project Strategy (Stage #2)</b>	
1. Team Collaboration	12
2. Partnering	
3. Trade Communication	
4. Corporate Culture	
<b>Tab C – Team Experience (Stage #2)</b>	
1. Team Organizational Chart	18
2. Internal Team Roles & Head Office Support	
3. Project Success	
<b>Tab D – Similar Projects Experience and References (Stage #2)</b>	
1. Proponent shall provide a minimum of three (3) “Similar Projects” with references	12
<b>Total Score</b>	<b>50</b>

**Table 3 – Evaluation Criteria – Stage #3**

<b>Interview (Stage #3)</b>	<b>Weighting</b>
Online or in-person Interview of Proponent	10

**Table 4 – Evaluation Criteria – Stage #4**

<b>Formula (Stage #4)</b>
Financial Score = Lowest bid price/Proponent bid price X 40%
Technical Score = Technical Evaluation Result (50%) + Interview Result (10%)
Total Score = Financial Score (40%) + Technical Score (60%)

## **7.5 SELECTION AND AWARD**

- 7.5.1** The Purchasing Representative shall use the results of the Technical Evaluation Scores (combined score for **STAGE #2 - EVALUATION OF TECHNICAL REQUIREMENTS** and **STAGE #3 - EVALUATION OF INTERVIEW**) as well as the Financial Evaluation Scores to apply the evaluation formula stipulated under the **EVALUATION CRITERIA**. The Purchasing Representative shall then generate a Final Scores Table of the results of the Final List of Qualified Proponents ranked from highest to lowest.
- 7.5.2** The Evaluation Committee shall review the Final Scores Table to endorse as well as recommend the selection of the Winning Proponent.
- 7.5.3** The Owner is entitled to select and accept the bid submission they deem the most favourable to the best interest of the Conservation Authority or that may provide the best value advantage and benefit to the Conservation Authority based upon but not limited to the following:
- a. Price;
  - b. Ability;
  - c. Qualifications;
  - d. Lead times;
  - e. Quality of Work and/or Products, (guarantees, warranties, etc.);
  - f. Service (service depot location);
  - g. Accessibility;
  - h. Previous experience;
  - i. Completion history (including extended completion dates);
  - j. Alternative Bid and/or a Green Alternative Bid; and
  - k. Compliance with Conservation Authority specifications.

## **8.0 REQUEST FOR PROPOSAL PROCESS**

An evaluation will be made of the Proponents ability to meet the requirements, including qualifications, knowledge, proposal suitability and fees. Based on this evaluation, if required, staff will make recommendations to a Subcommittee of the Board of Directors as follows:

**Week of November 25, 2024 - Virtual – Time to be determined**

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

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

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 Proposal or with any Proponent.

Proposals will be assessed in light of the evaluation criteria. The Conservation Authority will be under no obligation to receive further information, whether written or oral, from any Proponent. Neither the acceptance of a Proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any Proposal that requires any approval, permit or license under any federal, provincial, or municipal statute, regulation, or by-law.

Notice in writing to a Proponent that it has been identified as the Successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

Proponents who are “short-listed” may be asked to make a short presentation to staff, Board of Directors and/or committees of the Board of Directors to respond to questions as part of the evaluation process.

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.

The Conservation Authority will not be liable for any costs incurred in the preparation of the proposal.

Provisions of the Conservation Authorities Act and Regulations, as amended shall supersede the terms and conditions of the Agreement.

The Conservation Authority seeks partners who share and embrace sustainability principles embodied in the mandates of our organization. Proponents are invited to demonstrate how their mandate and corporate values relate to those visions.

Submission of a proposal indicates the Proponent’s acceptance of the conditions contained herein, unless clearly and specifically noted in the submitted proposal and confirmed in any contract, or subsequent contract that may be entered into between the Conservation Authority and the Proponent.

## 9.0 SUBMISSION REQUIREMENTS

### 9.1 SCHEDULE OF EVENTS

**Table 5 – Schedule of Events**

Event	Date	Time
<b>Procurement Phase</b>		
Release RFP For General Contractor	2024-09-26	4:00 PM
Mandatory Site Visit	2024-10-07	11:00 AM
Deadline to Register as a Plan Taker	2024-10-08	2:00 PM
Question Submission Deadline	2024-10-23	2:00 PM
RFP Submission Deadline	2024-11-14	2:00 PM
Interview Short Listed Firms In-person – Scanlon Creek Operations Centre	2024-11-18 & 19	10:00 AM – 12:00 PM
<b>Award Phase</b>		
Present Award Recommendation to Conservation Authority Board of Directors Subcommittee	Week of 2024-11-25	Virtual – Time TBD
Issue Award Letter to GC	2024-11-29	
Contract Execution	2024-12-09	Review/Confirm
<b>Construction Phase</b>		
Mobilization complete	2025-01-10	Review/Confirm
Breaking Ground	2025-01-10	Review/Confirm
Substantial Performance	2025-12-19	
Financial Closeout	2026-03-31	

Note: Although every attempt will be made to meet all dates as outlined in the Schedule of Events, the Conservation Authority reserves the right to modify any or all dates at its sole discretion.

### 9.2 GENERAL SUBMISSION FORMAT

**9.2.1** Submission of a bid indicates the Proponents acceptance of the conditions contained in the full Bid package, unless clearly and specifically noted in the submitted bid and confirmed in any contract, or subsequent contract that may be entered into, between the Conservation Authority and the successful Proponent.

**9.2.2** Proponents shall follow all submission requirements, format and content guidelines when preparing and submitting their RFP Submissions. Proponents should not assume that members of the Evaluation

Committee are completely knowledgeable in all aspects of design and construction and therefore should submit information in a clear, concise and comprehensive manner to ensure a full understanding of the construction techniques, schedule, management and staff, quality control, and costs.

- 9.2.3 If a Proponent does not follow these instructions and fails to submit the information requested, in the form requested, the entire bid submission may be disqualified.
- 9.2.4 If a Proponent does not understand the information below, submit a question as described above in the “Submitting Questions and Receiving Addendas” section of the Electronic Bidding System.
- 9.2.5 Financial bid submission data must be provided exclusively in the price schedules as outlined in the bid call document. 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.
- 9.2.6 Proponents must not restrict their bid submission by adding any statements, Proponent terms and conditions of sale, or by a covering letter or by alteration to the bid call document as supplied, unless otherwise provided herein and to do so, may result in the entire bid submission being disqualified.
- 9.2.7 The Instructions area of the Electronic Bidding System contains the instructions on how to submit your bid submission to the Conservation Authority.

### 9.3 BID INFORMATION MATRIX

- 9.3.1 A “Bid Information Matrix” is an excel spreadsheet located in the Electronic Bidding System labelled Appendix D- Bid Information Matrix.
- 9.3.2 The successful Proponent (contractor) must submit this “Bid Information Matrix” to the Conservation Authority by uploading it into the Electronic Bidding System within five (5) business days of award of contract;

**9.3.2.1** The contractor must fill in this matrix as accurately as possible, by spreading out the cost of each categorical construction division item (rows) across the various building and site components (columns).

**9.3.3** The contractor will also rely on the entirety of the Contract Documents to provide a breakdown of each categorical division cost item and form the schedule of values, to be used for billing purposes as well as project cash flow projections;

**9.3.3.1** The format and level of detail of the schedule of values as well as cash flow projection are subject to the Owner's approval.

#### **9.4 MANDATORY REQUIREMENTS (STAGE #1)**

This stage is to include all items listed below under the MANDATORY REQUIREMENTS (STAGE #1). The required documents are outlined in, and are to be submitted electronically in, the Electronic Bidding System.

##### **9.4.1 BONDING VERIFICATION**

- a. Bid Bond
- b. Agreement to Bond
- c. Performance Bond and Labour and Material Payment Bond

##### **9.4.2 INSURANCE VERIFICATION**

##### **9.4.3 CCDC11-2019**

##### **9.4.4 WSIB**

##### **9.4.5 MANDATORY SITE VISIT**

**9.4.5.1** A mandatory site meeting will be held at the site on the date and time indicated in **Table 5 – Schedule of Events**.

**9.4.5.2** At this time, Proponent will be permitted to make a personal examination as to the scope, physical constraints and parameters that will be encountered to complete this project.

**9.4.5.3** Prior to offering a bid submission, Proponent must carefully examine all specifications and site conditions, fully inform themselves of all existing conditions and limitations and will include in their bid submission price, sums to cover the cost of all work included in the bid call document.

**9.4.5.4** Proponents must:

- a. Complete the mandatory sign-in sheet prior to the official commencement of the meeting;
- b. Be in attendance for the entire duration of the site meeting;
  - i. If Proponent arrives after the site meeting has commenced as indicated by the Purchasing Representative, they will not be permitted to sign-in and will be ineligible to provide a bid submission; and
  - ii. If Proponent departs the site meeting prior to the meeting being adjourned by the Purchasing Representative, the early departure will be noted on the sign-in sheet to record the early departure, and they will be ineligible to provide a bid submission.
- c. Have proper personal protective equipment suitable for the site meeting.

**9.4.5.5** If no potential Proponents or only one potential Proponent attends the mandatory site meeting, the Owner reserves the right in its absolute discretion to reschedule a second site meeting to ensure competitive bid submissions are received;

- a. If a Proponent attended the first mandatory site meeting, and a second mandatory site meeting is scheduled, the Proponent must attend the second mandatory site meeting to be eligible to provide a bid submission.

**9.4.5.6** Bid submissions will only be accepted from Proponents who had a company representative(s) attend the site meeting in person.

**9.4.5.7** The Proponent accepts all responsibility for any error or neglect in respect to this requirement and no allowance will be made by the Owner for the Proponent's failure to do so.

**9.4.5.8** It is not necessary to be a plan taker to attend the mandatory site meeting, however, if you attend the site meeting and you are not a plan taker, you must register as a plan taker prior to the deadline in the Schedule of Events in order to provide a bid submission.

**9.4.6 EXAMINATION OF THE PLACE OF WORK**

**9.4.6.1** Notwithstanding any drawings or specifications provided in the bid call documents, Proponent must satisfy themselves, by personal visitation and examination of each site for the work, with respect to the existing conditions which may be encountered on or adjacent to the site, including without limitation, all underground/overhead utilities locations, surface & sub-surface conditions, existing structures on or adjacent to the sites, access routes and other conditions which may affect performance of the work.

**9.4.6.2** Access to the place of the work will be provided during the site meeting (if applicable).

**9.4.6.3** By offering a bid submission, the Proponent acknowledges and agrees that they have satisfied themselves as to all the provisions of the bid call documents and of all the conditions which may be encountered at the site or any other matter which may affect performance of the work and no claims shall be made by the contractor, that they were uninformed as to any of the conditions affecting the site or the provisions or conditions intended to be covered by the contract.

**9.4.6.4** Proponent accepts sole responsibility for any error or neglect on their part in respect to the foregoing.

**9.4.6.5** No claims will be accepted by the Owner for any additional labour, equipment or material cost that was not included in the bid submission and may be required for the proper execution and completion of the work, due to any failure to comply with the above.

- 9.4.6.6** Proponent is not entitled to claim at any time after the offering of its bid submission that there was any misunderstanding of the terms and conditions relating to site conditions.
- 9.4.6.7** The Owner is not responsible for any misunderstandings on the part of the Proponent.

## **9.5 TECHNICAL REQUIREMENTS (STAGE #2)**

This stage is to include all items listed below under the Technical Requirements (Stage #2). The required documents are outlined in, and are to be submitted electronically in, the Electronic Bidding System.

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)
- B: Quality Control Assurance (maximum ½ page)
- C: Health & Safety Information (maximum 1 page)
- D: BIM and Revit Models (maximum 1 page)
- E: Financial Stability (maximum 3 pages)

This submission requirement shall be completed by compiling the information requested in the above sections, and compiling it as one PDF document highlighting the information requested, as outlined in the Electronic Bidding System. The Proponent shall upload their narrative PDF document in the Document Uploads section of the Electronic Bidding System and it shall be named “**Tab A-Corporate Experience and Qualifications**” and shall not exceed the maximum page limit indicated.

### **9.5.2 TAB B – CORPORATE CULTURE AND PROJECT STRATEGY**

- A: Team Collaboration (maximum 3 pages)
- B: Partnering (maximum ½ page)
- C: Trade Communication (maximum ½ page)
- D: Corporate Culture (maximum ½ page)

This submission requirement shall be completed by compiling the information requested in the above sections, and compiling it as one PDF document highlighting the information requested, as outlined in the Electronic Bidding System. The Proponent shall upload their narrative PDF document in the Document Uploads section of the Electronic Bidding System and it shall be named “**Tab B-Corporate Culture and Project Strategy**” and shall not exceed the maximum page limit indicated.

### **9.5.3 TAB C – TEAM EXPERIENCE**

- A: Team Organizational Chart (Chart + 1 page CV’s for each of the potential staff as outlined)
- B: Internal Team Roles & Head Office Support (maximum ½ page)
- C: Project Success (maximum 1 page)

This submission requirement shall be completed by compiling the information requested in the above sections, and compiling it as one PDF document highlighting the information requested, as outlined in the Electronic Bidding System. The Proponent shall upload their narrative PDF document in the Document Uploads section of the Electronic Bidding System and it shall be named “**Tab C-Team Experience**” and shall not exceed the maximum page limit indicated.

### **9.5.4 TAB D – SIMILAR PROJECTS EXPERIENCE AND REFERENCES**

- A: Similar Projects
- B: References

This submission requirement shall be completed by completing Appendix B – Similar Project Information Form in its entirety for each similar project, obtaining the three (3) Reference Letters and compiling everything as one PDF document highlighting the information requested, as outlined in the Electronic Bidding System. The Proponent shall upload their PDF document in the Document Uploads section of the Electronic Bidding System and it shall be named “**Tab D-Similar Projects Experience and References**”.

## **9.6 TECHNICAL REQUIREMENTS (STAGES # 3)**

- 9.6.1** Make your team’s key personnel available at the date, time, and place assigned by the Owner for interviews; to attend, present, and respond to the Evaluation Committee questions.

**9.6.2** Follow the interview instructions for interview preparation. Interview instructions will be communicated in accordance with **EVALUATION, EVALUATION CRITERIA, and SELECTION AND AWARD.**

The Owner will make every effort to coordinate and accommodate the Proponents availability. Proponents failing to attend the interviews will be disqualified.

## **9.7 FINANCIAL REQUIREMENTS (STAGE #4)**

### **9.7.1 BID SUBMISSION PRICE**

All below Schedules shall be reviewed for compliance to the mandatory requirements of **STAGE #1 - MANDATORY REQUIREMENTS** and as outlined in the RFP shall be evaluated on a Pass/Fail basis prior to their evaluation in **STAGE #4 - EVALUATION OF FINANCIAL PROPOSAL.** All Schedules are to be completed in the Electronic Bidding System in the Schedule of Prices section.

- A: Price Schedule A – Project Overhead and Administrative Costs.
- B: Price Schedule B – Construction Division Costs.
- C: Price Schedule C – Cash Allowances
  - i. Price Schedule C 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.
  - ii. The Proponent must complete the Price Schedule C Acknowledgement form or will be disqualified.
- D: The sum total of all price schedules listed above will constitute the Proponents bid submission price.
- E: Price Schedule D – General Contractor Hourly Rates.
- F: Price Schedule E – Electrical Subcontractor Hourly Rates.
- G: Price Schedule F – Mechanical Subcontractor Hourly Rates
- H: Price Schedule G – Civil Works Subcontractor Hourly Rates.
- I: Price Schedule H – Landscape Subcontractor Hourly Rates.
- J: Price Schedule I – Millwork Subcontractor Hourly Rates.

## **10.0 PERIOD OF AGREEMENT**

The project shall begin with Stipulated Price Contract CCDC 2- 2020 being signed between the successful Proponent and the Conservation Authority. The Agreement shall be provided by the

Conservation Authority no later than **Monday, December 9, 2024**. The project is to be completed no later than **Friday, December 19, 2025**.

#### **11.0 CONTRACT NEGOTIATION**

Negotiation sessions may be held to finalize contract details and other expectations of the parties applicable to the services, based on the Request for Proposal and the proposal(s) submitted. If an agreement cannot be negotiated with any given front-runner Proponent, the Conservation Authority may terminate negotiations with that Proponent and negotiate a contract agreement with another front-runner Proponent.

The successful Proponent will be required to enter into a contract with the Conservation Authority, meeting the expenditure limits and required terms and conditions as set by the Board of Directors of the Conservation Authority, as well as being in form and content satisfactory to the Conservation Authority's legal counsel.

The successful Proponent will not have the right to assign the contract nor any interest therein, nor subcontract the performance of any service or the supply of any project without the prior written consent of the Conservation Authority.

The contract will be governed by the laws of the Province of Ontario.