CHATS
Community & Home Assistance to Seniors

REQUEST FOR PROPOSALS (RFP)

Construction Services for the Richmond Hill Adult Day Program

CHATS - Community & Home Assistance to Seniors
240 Edward Street, Suite 1 | Aurora, Ontario L4G 3S9

RFP Issue Date: 22 October 2026

Closing Date:13 November 2026 at 5:00 p.m. ET

Anticipated Award Date: 27 November 2026

Anticipated Contract Start Date: 1 December, 2026

1 Project and procurement requirements

CHATS – Community & Home Assistance to Seniors is a not-for-profit organization that supports the health, well-being and independence of older adults and caregivers in York Region and South Simcoe through home and community support services. CHATS' Adult Day Program provides a supportive setting where older adults can participate in social, recreational and therapeutic activities and receive assistance suited to their needs. The program promotes engagement and independence while providing caregivers with respite.

This project involves renovating the premises at 9325 Yonge Street in Richmond Hill to support Adult Day Program delivery. The space includes program rooms, dining and kitchen areas, washrooms, medication and storage rooms, staff spaces, offices and circulation areas shown in the coordinated drawings. Work includes selective demolition, architectural fit-out and modifications to mechanical, electrical, plumbing, fire protection and access control systems.

The architectural and engineering drawings are being finalized, including coordination of the fire alarm system, maglock access controls, plumbing, sprinkler and related building systems. CHATS will issue any outstanding or revised drawings and specifications to all bidders through a formal addendum. Contractors must base their final pricing on the complete tender package, including all issued addenda. Where material revisions are issued, CHATS may extend the submission deadline to allow sufficient time for review and pricing.

1.1 Site boundaries and existing conditions

The supplied architectural, HVAC, Fire Alarm System, Maglock diagrams, plumbing and sprinkler plans identify Units 20–22 and Unit 26. CHATS and the architect will confirm the leased premises, demolition limits, demising walls and any adjoining-unit work in the tender register before closing. Work in neighbouring units is not included unless expressly identified. Drawing areas and HVAC calculation areas serve different purposes and must not be used to expand the work boundary.

CHATS will offer contractor site visits at 9325 Yonge Street on Thursday, October 29, 2026 from 10:00 to 2:00 p.m.; Friday, October 30, 2026 from 10:00 to 3:00 p.m.; and Monday, November 2, 2026 from 10:00 to 2:00 p.m. All times are Eastern Time. Proponents should register with WDeschamps@chats.on.ca at least one business day before their preferred visit. Attendance is encouraged but is not mandatory.

Bidders must identify visible access constraints and submit questions about discrepancies by November 2, 2026, at 5:00 p.m. Eastern Time. Material information arising from any site visit will be shared with all proponents through written addenda. Verbal statements during site visits do not amend the RFP. Concealed conditions will be addressed through the contract change process.

Certain building-related work will be undertaken by the landlord or its designated contractors and is excluded from the general contractor's fixed-price scope unless expressly identified otherwise in the tender documents. This includes landlord-funded exterior access improvements and designated building-system work. The general contractor must coordinate its activities with CHATS, the project consultants and any landlord-designated contractors to avoid delays, duplication or interference with construction activities.

1.2 Tender documents and coordination

CHATS has engaged an architect who is responsible for finalizing the architectural and engineering drawings, coordinating building permit applications and obtaining the necessary design approvals. The drawings provided with this RFP are preliminary and are intended to facilitate the procurement process while the final designs are being completed.

Final coordinated drawings, specifications and any additional technical requirements will be issued to all proponents through formal addenda before the proposal closing date. These will include confirmation of permit status, landlord work, owner-supplied items, electrical and plumbing requirements, coordinated maglock and fire alarm systems, and the proposed contractual requirements outlined in Schedule E. CHATS reserves the right to extend the submission deadline where necessary to allow proponents sufficient time to review the finalized documents and prepare accurate and comparable pricing.

The architect retains responsibility for the design, while the selected contractor will be responsible for coordinating installation, shop drawings, site verification, subcontractors and trade interfaces. Professional or delegated design responsibilities will only form part of the contractor's scope where expressly identified in the tender documents.

Any discrepancies or conflicts between drawings, specifications or existing site conditions must be referred to CHATS and the architect for written clarification before the affected work proceeds. Contractors must not scale drawings or substitute specified materials or equipment without prior written approval.

1.3 Owner and consultant services

CHATS retains its architectural and engineering consultants separately. Architectural and engineering design and redesign fees are owner consultant costs and are excluded from contractor bids. Contractor pricing must include installation, coordination and testing of the resulting issued design. Contractors must accommodate CHATS and landlord vendors and maintain a written interface schedule. Do not assume CHATS or the landlord will supply an item unless it is expressly assigned to them in the tender documents.

2 Construction scope

The selected contractor will be responsible for providing the labour, materials, equipment, supervision, trade coordination and temporary facilities necessary to complete the work. The following sections describe the principal work packages. Detailed quantities, products and locations will be established by the coordinated tender drawings and specifications.

2.1 General requirements and demolition

The contractor will verify existing conditions and undertake selective demolition within the limits identified in the tender documents. Retained finishes and services must be protected, work areas appropriately isolated, and safe access maintained throughout construction. The scope includes debris removal, lawful disposal, temporary protection, dust and noise control, daily housekeeping and restoration of affected surfaces. Service shutdowns, drilling, roof access and work affecting neighbouring tenants require prior authorization.

2.2 Architectural work

Architectural work includes all partitions, required fire separations and firestopping, doors, glazing, frames, hardware, ceilings, flooring, wall finishes, painting, millwork, cabinetry and kitchen fit-out as specified in the tender drawings and specifications. The scope also includes accessible washroom components, fixtures, accessories, wall blocking and associated finishes. The contractor shall coordinate the installation of folding partitions, door operators, access control systems and related architectural elements to ensure a complete, functional and properly integrated installation.

All materials and finishes must comply with the final approved drawings, specifications and finishes schedule. Where selections have not been finalized, CHATS will provide common allowances or minimum specifications to ensure consistent and comparable pricing. The contractor shall submit material samples and product details for approval before procurement and installation, while ensuring compliance with applicable building codes and manufacturer warranty requirements.

2.3 HVAC and plumbing

HVAC work includes the scheduled equipment, duct alterations, diffusers, returns, exhaust, controls, insulation, balancing and commissioning. The preliminary roof plan identifies replacement of an existing heat pump with a new RTU-1 using the existing curb and opening. Final equipment requirements, structural support, roofing and service responsibilities will be established in the coordinated tender set. Lifting operations and roof penetrations must be coordinated with the landlord’s requirements.

Plumbing work includes the alterations, fixtures, drainage, water services and testing specified in the issued documents. Where details or service capacity are unclear, proponents must request clarification through the procurement process rather than assume quantities or capacity upgrades. The proposal must identify equipment with extended lead times, and required shop drawings must be reviewed and approved before fabrication.

2.4 Electrical and life safety systems

Electrical and life safety work includes power, lighting, emergency lighting, exit signs and related distribution modifications in accordance with the approved design. The contractor will coordinate fire alarm devices, sprinkler relocations and additions, maglocks, door release controls and accessible operators. System interfaces, verification and integrated testing must satisfy the approved design and requirements of the authorities having jurisdiction. Changes to egress arrangements or life safety control logic require consultant approval.

Voice, data and security work includes conduits, boxes and pathways where specified. Although the preliminary architectural notes assign cabling to others, the final interface schedule will confirm responsibility for cabling, active equipment, programming and vendor services. Contractor pricing must cover the work expressly assigned to the contractor, together with coordination of the remaining interfaces.

The contractor must maintain required WSIB coverage and clearance and ensure that trades are qualified, appropriately licensed and trained for their assigned work. Public protection and safe emergency routes must be maintained throughout construction. Shutdowns and disruptive activities require written approval from CHATS and the landlord. Where suspected hazardous materials are encountered, affected demolition must not proceed until the area has been isolated, CHATS notified and the approved assessment and change process completed.

2.5 Complete Fit-Out and Accessibility Requirements

The renovation includes the complete fit-out of the Adult Day Program premises, including accessible washrooms and circulation routes, in accordance with the final approved drawings, specifications and applicable accessibility and building code requirements. The contractor's scope shall include all specified fixtures, grab bars, accessories, door operators, hardware, wall blocking, finishes and associated mechanical, electrical, plumbing and ventilation work.

Before proposal closing, CHATS will identify work to be completed by the general contractor, landlord and any separately appointed contractors to ensure clear responsibilities and consistent pricing.

2.6 Landlord Work and Contractor Coordination

The following work will be undertaken separately from the general contractor's contract and must not be included in the base bid unless specifically instructed through an addendum:

- Rear wheelchair access ramp and widening of the rear entrance.
- Replacement of the designated front entrance door with a window.
- Installation of designated rear speed bumps and drop-off/pick-up arrangements.
- Construction of the landlord's fire-rated demising wall.
- Sprinkler modifications, roof or structural openings, and work requiring access to landlord-controlled electrical rooms or areas outside the leased premises, where these must be performed by landlord-designated contractors.

The general contractor shall coordinate with CHATS and the designated contractors regarding construction sequencing, access, inspections and completion of interfacing work. Any costs associated with this coordination must be included in the general contractor's base bid.

2.7 Signage

Exterior building signage is excluded from the general contractor's scope and will be addressed separately by CHATS. The contractor shall coordinate any related building interfaces only where expressly identified in the issued drawings and specifications.

Safety quality and delivery

3.1 Site management

The contractor will appoint a project manager and site superintendent with authority to coordinate and supervise all subcontractors. Before mobilization, the contractor must submit its construction schedule, safety and logistics plans, trade list and submittal schedule. Construction safety responsibilities will be administered in accordance with applicable Ontario law. The agreement will identify the constructor without limiting any party’s statutory duties.

CHATS will designate an authorized project representative responsible for coordinating contractual approvals, payment reviews, change orders and project closeout. The general contractor shall maintain regular communication with the designated representative and relevant project consultants throughout construction.

3.2 Inspections and quality assurance

The contractor will arrange required trade inspections and notify the consultant before work is concealed. Product data, samples and shop drawings must be submitted for review in accordance with the submittal schedule. An inspection and deficiency log must be maintained, supported by weekly progress reports covering schedule, costs, outstanding decisions, procurement and project risks. Consultant review does not relieve the contractor of its installation or coordination responsibilities.

3.3 Schedule and completion

The proposal must include a construction schedule expressed in calendar weeks from notice to proceed. The schedule must address permits, procurement, demolition, rough-in, finishes, testing, inspections and handover, together with the earliest mobilization date, equipment lead times and a realistic completion date. CHATS will issue final milestone requirements before closing. Proponents must base their schedules on those requirements rather than an assumed occupancy or opening date.

Handover is subject to the required authority approvals, safe and operable systems, completed testing, staff training, cleaning, deficiency records and closeout documentation. The contractor must provide as-built records, operation and maintenance manuals, warranties, test reports and permit inspection records. Keys and access credentials must be transferred through a secure process. Substantial performance and holdback release will be administered separately in accordance with applicable law.

As part of project closeout, the contractor must provide applicable warranties, inspection records, as-built documentation, statutory declarations, WSIB clearance certificates for relevant contractors and subcontractors, final construction cost records and documentation required to support building permit closure. Payment and statutory holdback release will be administered in accordance with applicable legislation and the construction agreement.

3.4 Warranty

The contractor must provide a minimum one-year workmanship warranty from the agreed ready-for-use date, subject to the issued agreement, and transfer longer manufacturer warranties. Safety-critical defects require prompt attention, and proponents must state their proposed response times for other warranty calls. Warranty obligations do not replace statutory or contractual rights.

3.5 Insurance

The contractor must provide evidence of commercial general liability coverage of at least $5 million per occurrence, applicable automobile liability of at least $2 million, and ability to obtain project property or builders risk coverage for the full insurable work value.

Final insurance coverage, deductibles and responsibility for existing property will be confirmed in the construction agreement with the successful proponent, consistent with the insurance requirements outlined in this RFP.

CHATS and other parties identified in the construction agreement shall be named as additional insureds where appropriate, and all required insurance costs must be included in the contractor's fixed lump-sum price.

4 Pricing and proposed contract terms

4.1 Fixed price and changes

The proposal must include a fixed lump-sum price in Canadian dollars, excluding HST, for the complete coordinated tender scope. The base price must include all labour, materials, equipment, supervision, subcontractor costs, overhead, profit, trade coordination, protection, disposal, testing and project closeout requirements.

Proponents must clearly identify any exclusions or assumptions in their proposals. Exclusions affecting the required scope may result in the proposal being deemed non-compliant.
Where CHATS specifies common allowances for items not yet finalized, all proponents must include the same amounts in their base price. Any unused allowance amounts will be credited to CHATS in accordance with the construction agreement.

No additional cost or extension is approved without a written change authorized by CHATS. Before changed work proceeds, the contractor must submit the reason, itemized cost, applicable credits and schedule impact. Emergency safety measures may proceed when necessary to protect persons or property, with immediate notification and records. Concealed conditions require prompt notice and consultant direction before affected work resumes.

4.2 Payment and holdback

The contractor shall submit monthly proper invoices supported by an agreed schedule of values, completed work, approved changes, applicable HST and relevant supporting documentation.

Payment, notices of non-payment, adjudication and statutory holdbacks shall comply with the Ontario Construction Act. Where the statutory prompt-payment provisions apply, CHATS shall make payment within 28 days after receiving a proper invoice, unless a prescribed notice of non-payment is issued within the applicable 14-day period.

CHATS shall retain the statutory 10% basic holdback where required. Holdback release shall comply with applicable legislative requirements. The final construction agreement will establish the payment review and approval process without overriding statutory requirements.

4.3 Construction agreement

CHATS intends to enter into a stipulated-price construction agreement with the successful proponent, based on CCDC 2–2020, together with applicable project-specific supplementary conditions.

The principal proposed contractual requirements are outlined in Schedule E. The final construction agreement will be completed with the successful proponent before commencement of construction and will incorporate the accepted scope, pricing, schedule and applicable contractual requirements.

Any proposed exceptions to the contractual requirements must be clearly identified in the proponent's submission.

5 Proposal submission and evaluation

Proponents must submit one complete PDF proposal by email to Rufaro Munyurwa, VP Finance & Corporate Services, at rmunyurwa@chats.on.ca, no later than **November 13, 2026, at 5:00 p.m. Eastern Time**.

Subject: CHATS RFP Construction Services 9325 Yonge Street.

Late proposals will not be considered. Proposals remain valid for 90 calendar days after closing.

Proponents must direct questions to the same contact. Procurement communications with other CHATS staff or the architect outside the published process are not permitted.

Material responses and revisions will be issued to all proponents through written addenda. Replacements and withdrawals must arrive before closing and clearly identify the affected submission.

Activity	Date
RFP issue	October 22, 2026
Questions due	November 2, 2026 at 5:00 p.m. ET
Planned final addendum	November 3, 2026
Proposal deadline	November 13, 2026 at 5:00 p.m. ET
Review completed	By November 24, 2026
Award target	By November 27, 2026
Construction start	Following agreement, approvals and notice to proceed

5.1 Mandatory requirements

A proposal must be received on time, include signed Schedule C, acknowledge all addenda, price the complete base scope in Schedule B, and provide a delivery schedule and the qualifications and trade information in Schedule A.

The proposal must include current WSIB clearance or a documented lawful exemption, together with insurance evidence or broker confirmation that required coverage can be placed before commencement. Exceptions to essential safety, legal or scope requirements are not permitted.

5.2 Scored evaluation

Criterion	Points
Evaluated base price excluding HST	40
Comparable renovation experience and references	20
Construction methodology and trade coordination	15
Schedule and procurement plan	15
Project team safety and quality management	10
Total	**100**

Each non-price criterion will be rated from 0 to 5: 0 absent or unacceptable; 1 materially weak; 2 partially meets; 3 meets; 4 exceeds; and 5 substantially exceeds with evidence. Weighted points equal the rating divided by five, multiplied by the criterion weight. References inform the experience score. A minimum of 36 out of 60 non-price points is required to proceed to price scoring. The lowest qualified base price receives 40 points; other price scores equal the lowest qualified price divided by the proponent's price, multiplied by 40.

CHATS will review price arithmetic and seek clarification without permitting revised rates or scope. Materially incomplete or qualified bids may be rejected. Qualified proposals will be ranked by total score. Ties will be resolved by the higher methodology score, then the higher schedule score, then the lower evaluated price. Remaining ties will be resolved

by a documented draw witnessed by two CHATS representatives. CHATS intends to select one general contractor; qualification does not guarantee award.

6 Procurement conditions and drawing register

CHATS may reject any or all proposals, cancel the process, extend dates by addendum or make no award, subject to applicable procurement obligations. Proponents bear their preparation costs. Proponents must disclose conflicts and identify commercially sensitive content. Collusion and inducements are prohibited. CHATS will handle submissions confidentially subject to legal, funding and audit obligations. Proponents may request a debrief within 30 days of the award notice and must direct procurement concerns in writing to the RFP contact.

The issued RFP, coordinated tender register, Schedule E – Proposed Construction Terms, and applicable addenda establish the common bid requirements. No preliminary document is represented as permit-approved or issued for construction. CHATS will identify superseded pages and revised drawings expressly; unresolved conflicts must be raised through the question process.

Schedule D Preliminary document register

Document supplied	Extent	Status
Yonge St_9325 - 2026-10-05.pdf	16 pages; architectural plans, layouts, life safety and details	Preliminary; maglock and coordination revisions pending
Yonge St_9325 - 2026-10-02 - HVAC(1).pdf	3 pages; HV-01 to HV-03	Preliminary; coordinate with revised architecture
Yonge St_9325 - 2026-09-21 - SPRINKLER(1).pdf	2 pages; SP-01 and SP-02	Preliminary; coordinate with final ceiling and life safety design
9325 Yonge St_Calcs(1).pdf	32 pages; HVAC load analysis dated October 2, 2026	Supporting design calculations; not a quantity schedule

D1 Register issued before closing

CHATS and the consultant will issue a final tender register listing each document title, drawing number, revision, issue date and pricing status. It must include coordinated architectural, HVAC, sprinkler, electrical, plumbing and fire alarm information, final maglock layout and system interfaces, specifications, work boundaries, owner and landlord responsibilities, required completion milestones and the principal proposed contractual requirements outlined in Schedule E.

The consultant will resolve the preliminary architectural note assigning some stained or damaged ceiling tile replacement to the landlord, and define roofing contractor and warranty responsibilities. CHATS will also identify any owner-supplied equipment and separate vendors. Contractor repairs arising from its work remain included.

All bidders will receive the same final pricing baseline. If a material design revision follows the planned final addendum, CHATS will extend closing where necessary to allow a reasonable pricing response. Subsequent review and award dates may also be amended.

The final tender package will include all coordinated drawings and specifications required for pricing, including electrical, plumbing, fire alarm, maglock, accessibility, interior finishes and millwork details. All bidders must base their proposals on the same final document register and applicable addenda.

Schedule A Contractor qualifications

Proponents must provide concise responses and supporting attachments for each item below.

Required information	Proponent response
Legal and operating name and business address	_____
Authorized contact and signatory	_____
Project manager and site superintendent	_____
Comparable projects and reference contacts	_____
Proposed trades and subcontractors	_____
Relevant licences and qualifications	_____
WSIB clearance and insurance evidence	_____
Construction approach and coordination plan	_____
Safety logistics and quality plan	_____
Mobilization and completion schedule	_____
Equipment lead times and supply risks	_____
Contract exceptions and conflicts	_____

Proponents must provide three comparable renovation references, with organization, contact, business email or phone, project scope, completion date, approximate value and relevance.

Reference contact details must be shared with permission. Relevant experience should address accessibility, occupied commercial premises and coordinated life safety work where available.

The proposal must identify the division of responsibility between your personnel and subcontractors. Replacement of key personnel or a named trade requires CHATS approval, which does not transfer the contractor's responsibility for their work.

Schedule B Construction pricing

Proponents must complete all amounts in Canadian dollars. The package breakdown must reconcile to the base price. Maglock costs must be allocated once across hardware, electrical and fire alarm packages. Amounts included elsewhere or carrying no separate cost must be identified, with qualifications disclosed separately.

Work package	Amount excluding HST
General requirements supervision and protection	$_____
Selective demolition and disposal	$_____
Partitions doors glazing and hardware	$_____
Ceilings flooring wall finishes and painting	$_____
Millwork and specified kitchen fit-out	$_____
Plumbing fixtures and accessibility work	$_____
HVAC equipment ductwork controls and balancing	$_____
Electrical power lighting and emergency systems	$_____
Fire alarm and maglock interfaces	$_____
Other specified work and closeout	$_____
CHATS-issued common allowances if any	$_____
Base price total	$_____
HST	$_____
Total including HST	$_____

The pricing submission must provide a fixed lump-sum price in Canadian dollars, excluding HST, for the complete scope of work outlined in the RFP and accompanying drawings and specifications. The proposed price must include all labour, materials, equipment, supervision, subcontractor costs, coordination, testing and project closeout requirements necessary to complete the work. Any exclusions must be clearly identified in the proposal.

Schedule C Proponent declaration

The undersigned confirms authority to submit this proposal; acknowledges the issued tender register and addenda; confirms independent preparation without collusion; discloses conflicts, exclusions and agreement exceptions; and agrees to maintain the required qualifications and coverage. Pricing covers the offered base scope subject only to expressly identified qualifications. No construction agreement exists until executed by both parties.

Legal company name: _____

Authorized name and title: _____

Tender register and addenda acknowledged: _____

Exceptions and conflicts or confirmation of none: _____

Signature: _____ Date: _____

Schedule E Proposed construction terms

Schedule E outlines the principal proposed terms and conditions of the construction agreement. The final agreement will be completed with the successful proponent based on these requirements, the accepted proposal and applicable project-specific conditions. Any proposed exceptions must be disclosed in the proposal. Mandatory legal and safety requirements cannot be waived. No construction may commence until the agreement has been executed and CHATS has issued written authorization to proceed.

E1 Parties and responsibilities

CHATS contracts with the selected general contractor for the issued work. The contractor is responsible for its personnel, subcontractors, construction means and methods, protection, coordination and workmanship. CHATS retains its design consultants and identifies the contract administrator in the agreement. Consultant review does not authorize additional cost or transfer contractor obligations. Contractor professional design applies only to expressly delegated work.

E2 Scope and contract documents

The executed agreement will identify the accepted base price, schedule, tender register, addenda, accepted exceptions and document precedence. Unaccepted bidder assumptions do not modify the scope. An expressly signed amendment governs its subject matter. Conflicts must be clarified through the contract administrator, and changed work requires CHATS authorization before it proceeds.

E3 Payment and changes

Payment and change administration must comply with Section 4.2 and the applicable Construction Act. The contractor must maintain a schedule of values and change log identifying approved changes and statutory holdback separately. CHATS-approved changes must state scope, price and time impact. Proposals, invoices and subcontractor quotations alone do not authorize extras. Statutory payment and adjudication rights remain available.

E4 Insurance defects and liability

The contractor must maintain the issued insurance and WSIB requirements throughout the relevant work and warranty periods. The contractor is responsible for correcting defective work at its cost and transferring warranties and closeout records. The contractor indemnifies CHATS for third-party claims to the extent caused by contractor or subcontractor negligence, wilful misconduct or breach; this does not extend to the extent caused by CHATS negligence or wilful misconduct. Final coverage must address work and existing property without gaps or duplicate charges.

E5 Suspension termination and disputes

CHATS may direct suspension of unsafe or non-compliant work. In the event of a material breach, written particulars and a reasonable opportunity to remedy will be provided where practicable, without limiting immediate protective action. CHATS may terminate for convenience by written notice and pay properly performed work and reasonable documented unavoidable demobilization costs, without profit on unperformed work.

The final construction agreement will establish the applicable notice, remedy and settlement procedures before commencement of construction.

Disputes will be escalated first to project representatives, then senior representatives, without limiting statutory adjudication. Unaffected work must continue where safe and lawful. Ontario law governs. No amendment, assignment or substitution of the contracting entity is effective without authorized written consent.

E6 Execution and mobilization

Mobilization is conditional on the signed agreement, required insurance, WSIB clearance, approved safety and logistics plans, baseline schedule and applicable permit and landlord approvals being in place before notice to proceed. CHATS will identify authorized representatives and notice addresses. Completion requires the handover requirements in Section 3.3; occupancy is subject to authority approval.