



Request for Proposal
Construction of a Detached Residential Building
Proposal Number RFP#001-2017

Please submit the complete proposal including the attached forms, in a sealed envelope before 3:00 p.m., on Wednesday, July 12, 2017 to:

Tom Farquhar, EDO
White River Economic Development Committee
610 Elgin St., P.O. Box 307
White River, ON P0M 3G0

Closing Date: Wednesday, July 12, 2017 – 3:00 pm Local Time

Issued: June 23, 2017

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1.0 Invitation

The Whiter River Economic Development Committee (EDC) and the Private Sector Housing Initiative are issuing a request for proposal from interested parties for the construction of a detached residential building. The intent of the proposal is to make an award to a Contractor based on an evaluation of relevant information illustrating management expertise and similar undertaking.

1.1 Introduction and Objective

The Township of White River is a municipality in Algoma County midway between Sault Ste. Marie and Thunder Bay on Highway 17. Its population has recently increased with the reopening of White River Forest Product (saw mill), seven years since its closure, and activities of the neighbouring gold mine, Harte Gold.

The increase in employment and employees has identified a need for housing in the community. To assist in this endeavour, a single detached residential building is proposed to be constructed with 3 bedrooms and 1 ½ bathrooms with an optional basement on Plan 1M464 lot 20 1R6557 Part 6, White River. The House should be constructed to Ontario Building Code Act on the lot owned by the municipality of White River.

1.2 RFP Process

Proposals will be received by the Office of Economic Development located at 610 Elgin Street, White River until July 14th, 2017. E-mail quotes to wredc@whiteriver.ca are also acceptable. Enquiries can be made to:

Economic Development Officer
Tom Farquhar
wredc@whiteriver.ca
Tel: 807-822-2859

The proponent is responsible for obtaining any needed clarification of the RFP requirement while the RFP is open. Question should be directed in writing to the RFP Contacts.

1.3 Contract Award Process & Schedule

The following schedule is issue for guidance:

RFP posted on Procurement Service website	June 23, 2017
Last day for bidders' written questions	July 7, 2017
Final date for issue of addenda (responses to Questions)	July 11, 2017
RFP Closing	July 14, 2017
Contract Awarded	July 21, 2017

A visit to the project site, Plan 1M464 lot 20 1R6557 Part 6, will be available upon request.

1.4 Agreement duration and primary work location

The successful contractor shall complete all work related to this documents on or before November 31, 2017.

The Economic Development Committee has the right to issue a subsequent RFP or public tender to address new work as it arises. The decision whether to amend an existing contract and/or to issue subsequent RFP or tender is at the sole discretion of the Economic Development Committee.

2.0 Service Requirements

The proponent will be responsible for completing work as described in the following section. The requirements in this section will prevail as enduring requirements for service delivery throughout the effective period of any contract(s) resulting from the RFP.

The Proponent will be responsible for working collaboratively with the Economic Development Committee and the Private Sector Housing Initiative members. These two groups will be responsible for providing direction to the Contractor and for resolving issues related to all aspects of the project.

2.1 Scope of the Work

The scope of work shall include, but not be limited to, the construction of bungalow with 3 bedrooms and 1 ½ bathrooms with an option basement as well as all building elements, systems and service connections. The Contractor shall provide all services as required to meet the objectives outlines in this document.

2.1.1 Construction

The contractor shall submit product lists, product data, and samples to the Economic Development Officer, who will ensure they are in full compliance with Contract Documents. The Contractors shall not substitute any specified product or material with any product or material without the express approval of the Economic Development Committee.

The contractor shall provide full product and system submittal of the following components and systems to enable the Private Housing Sector Initiative to determine whether the Contractor's proposal materials, equipment and installation methods are in compliance with the contract documents:

- Air exchange
- Water heater
- Windows and doors
- Shingled Roofing
- Insulation
- Slab-on-grade/Basement
- Blue prints

The Contractor shall schedule required structural, insulation, plumbing, and electrical inspections and provide proof of compliance to the Owner.

The Contractor shall provide written recommendation for the proper execution of the work with reasonable promptness upon request, and shall render written recommendations promptly on claims, disputes and other matters in question.

The Economic Development Office will notify the Contractor of work that does not conform to the Contract and construction documents, and will provide recommendations on how the work should be corrected.

2.1.2 Warranty Phase

Throughout the standard one-year construction warranty period, the Contractor shall, if requested support and assist the Economic Development Officer and the Private Sector Housing Initiative in identifying or resolving deficiencies, as well as the remedial and the corrective work that are or could become items for correction under warranty provision.

The Economic Development Officer and Contractor shall perform a site review of the project within 30 days before expiry of the warranty period. The project manager shall develop and distribute a list of items for correction under the warranty provisions. Should the building be purchased prior to the last day of the warranty phase, the warranty shall be transferred to the new owners.

2.2 General Requirements

The Contractor shall:

- Comply with applicable code requirements;
- Utilise all relevant information pertinent to building design including plans, specifications, codes and standards; and
- Access available information resources regarding the property as needed, including those from the Township of White River Public Work Department and any other.

2.3 Deliverables

2.3.1 Operation and Maintenance Manuals

The Contractor shall provide the manufacturer's operation and maintenance manuals for all appliances and other equipment.

2.3.2 Warranty Information

The Contractor shall provide the manufacturer's warranty information for all installed materials, appliances, systems, and equipment.

2.3.3 Amended or annotated construction plans

Upon completion of the work, the Contractor shall provide an annotated or otherwise amended copy of the construction plans, clearly indicating any variance from the project plans and specifications or the technical requirements of this document. The Contractor's amendment shall adhere to the same standard of information as provided to the original Construction Document.

3.0 Administrative and Legal Requirements

3.1 Business Registration

Proponent may be required to be registered to carry on business in accordance with applicable laws.

The status of a proponent's business registration does not preclude the **submission** of a proposal in response to this RFP. A proposal can be accepted for evaluation, regardless of (i) whether the company is registered, or (ii) whether its business registration is in good standing. However, a contract cannot be awarded unless the successful proponent is registered and in good standing, in accordance with applicable laws.

If the proponent's business is not required to register in Ontario, the proponent will be required to submit registration from their applicable jurisdiction

3.2 Contract

After the evaluation, the successful proponent(s) will be required to sign the contract that will constitute the legal agreement with the Economic Development Committee for this project and govern all aspects of the services/goods to be delivered.

3.3 Resource Management

In the event the proponent is awarded a Contract subsequent to this RFP, it is understood that the Proponent commits to make the staff, equipment and software described in the Proposal available to conduct the Work when needed, and to take any steps necessary to ensure the ongoing availability of its proposed resources for the duration of the Contract.

3.4 Joint Ventures

The Economic Development Committee acknowledges there may be mutually beneficial business reasons for proponents to partner with other companies in the submission of a joint RFP response. In such case, all parties are to be identified and their roles identified per task, including distinct breakout for key individual partnering contractors and summaries for each partners.

3.5 Change process

Any substitution or change in specified materials or building methods must be approved by both the Economic Development Committee and the Private Sector Housing Initiative.

The Contactor shall direct all potential or requested changes in the work to the Economic Development Officer in written form. The document shall outline the reason for the change, a cost estimate, schedule impact and all specific details.

If the Economic Development Committee and the Private Sector Housing Initiative approves of these changes, a "Contemplated Change Order" (CCO) shall be issued to the Contractor. The

Contractor shall provide a quotation line in the form of a breakdown costs for the Economic Development Officer's review and recommendation.

If the CCO is accepted, the Economic Development Officer shall issue a Change Order (CO) to the contract with a signature from the Economic Development Committee.

All changes shall be made by CO even though a change may not alter the contract amount.

3.6 Contract Closure

The Economic Development Committee will review the project for Substantial Performance of the Work and prepare and prepare and distribute a list of outstanding deficiencies. When appropriate the Economic Development Committee will issue a "Certificate of Substantial Performance of the Work"

The Economic Development Committee will review the project for the Total Performance of the work. When appropriate, the Economic Development Committee will issue a "Certificate of Total Performance of the Work".

The Contractor shall submit the required annotated construction plan, as described in Section 2.3.3 prior to closeout.

3.7 Other Important Provision

3.7.1 Conflict of Interest

All queries of every nature residents, public news media, local citizen groups, etc. must be referred to the Economic Development Committee

3.7.2 Public Affairs

All queries of every nature residents, public news media, local citizen groups, etc. must be referred to the Economic Development Committee

3.7.3 Insurance and Liability

The Contactor will indemnify and hold harmless the Economic Development Committee and its members, from any and all claims, demands, actions and costs whatsoever for which the Contractor is legally liable that may arise, directly or indirectly out of any negligent act or omission of the Contractor, his Sub-Contractors, or his of their employees or agents, in the performance of this Agreement by the contractor.

3.7.4 Invoicing

All invoices for Contractor Services shall be fully supported, itemized statement including:

- 1) Details of the work performed
- 2) Details of incurred costs and expenses
- 3) Listing of the number of hours worked by persons assigned to the project

- 4) The hourly rates charged for each person assigned to the project

The timeline of invoicing will be discussed after the selection of the contractor.

3.7.5 Detailed Project Cost Information

The Contractor shall provide the owner all the cost attributed to the project upon request to the owner. This includes but not limited to cost of material, labour, installation, hourly rates for the contractor or a subcontractors, and copies of original invoice.

3.7.6 Permits and Fees

The Contractor shall be responsible for all fees required to contain the necessary permits to construct the designated structure and building systems.

3.7.7 Ownership and Use of Documents

All documents prepared by the Contractor are instruments of service and are the property of Economic Development Committee, whether the work be executed or not. The Economic Development Committee reserves the right to use the work executed for any other purpose without the written permission of the Contractor.

4.0 Proposal Format

To help ensure consistency in proponent responses and facilitate the evaluation process, the proposal should be prepared and packaged as outlined in the section that follows.

4.1 RFP Proposal Package

A complete proposal package is comprised of the element below, presented in the order listed:

- ☐ One (1) business registration profile
- ☐ Proof of errors & omissions and liability, and/or other insurance required by their professional association. The Contractor will provide the Economic Development Committee with acceptable evidence of all required insurance prior to the commencement of the work and will promptly provide the Economic Development Committee a certified true copy of each policy
- ☐ Proof of workers compensation board (WCB) coverage
- ☐ One (1) Letter of Introduction – This should identify the Proponent and be signed by a signing officer for the Proponent in order to bind the Proponent to the statements made in the Proposal. The letter of Introduction shall also include:
 - A summary of the proponent's experience in home construction, including years of experience performing such work.
- ☐ One (1) Curriculum vitae of the Proponent's manager who will lead the delivery of all services included in the RFP
- ☐ One (1) Curriculum vitae of the Proponent's site superintendent or foreman who will manage and supervise onsite activities.
- ☐ One (1) sealed cost proposal envelope, containing:
 - One (1) Fixed price cost proposal (Section 4.3.1)

4.3 External Packaging

Label the external packaging enclosing the submitted materials as follows:

Proponent's name

RFP#001-2017

Title: Proposal Construction of a detached residential building, Plan 1M464 lot 20 1R6557 Part 6, White River

4.3 Pricing Response

4.3.1 Fixed Price Cost Proposal

Prepare a fixed price for delivery of the proposed services. Provide appropriate details to support these figures, including estimates of the work effort and breakout of expected expenses.

Highlight opportunities for cost savings in providing the services or supplying and installing the required materials.

Deliverable	Level of Effort (person-hours or person-days)	Fixed Price
Construction of detached residential building, Plan 1M464 lot 20 1R6557 Part 6, White River		\$
Construction of slab-on-grade, Plan 1M464 lot 20 1R6557 Part 6, White River		\$
Construction of a basement for the detached residential building, Plan 1M464 lot 20 1R6557 Part 6, White River		\$
Transportation Cost		\$

5.0 Evaluation of Proposals

The evaluation team will consist of representatives of Economic Development Committee and the Private Sector Housing Committee, and may include other representatives as deemed appropriate by the Economic Development Committee. It is understood and accepted by the proponent that all decision about the degree to which a proposal meets the requirements of this RFP are in the sole determination of this evaluation Team.

To assist in the evaluation proposals, the evaluation team may, but is not require to seek clarification from a proponent with respect to their proposal. Such clarification will not offer the proponent the opportunity to change or provide new information. To the extent possible, requests made by the Evaluation Team will be sent from the email addresses of the RFP Contracts.

The Contact will normally be awarded to the Proponent who submits the lowest bulk sum price, and who will fulfil all other stated requirements. However, the Economic Development Committee and the Private Housing Sector Initiative have the right to select the lowest or any bid.