



TOWNSHIP OF JOLY
RFP for New Administration Building

RFP Number: 2019 – 005

Sealed RFP will be received by: Township of Joly
871 Forest Lake Road
PO Box 519
Sundridge, ON P0A 1Z0

Clearly marked "Project 2019-005 New
Administration Building"

RFP Closing Date and Time: Friday, October 11, 2019 at 4:00 pm

RFP for: Design/Build New Administration Building

1. REQUEST FOR PROPOSAL

You are invited to submit a Proposal for the Design and Build of a New Administration Building for the Township of Joly located at 871 Forest Lake Road.

The complete Request for Proposal document is attached for your perusal. Should you have any questions regarding this document or the process, please contact:

Leanne Crozier, Clerk
Township of Joly
28 Municipal Lane
PO Box 519
Sundridge, ON P0A 1Z0

705-384-5428
clerk.administrator@townshipofjoly.com

All interested bidders are requested to complete a "Bidder Registration Form" as provided on page 10 of this document in order to be advised of any updates and addenda that may be made.

2. PROJECT SCHEDULE

The following is the planned schedule for this Request for Proposal process. The Township reserves the right to amend this schedule as it deems necessary.

Site visits with interested proponents is encouraged and can be arranged by contacting the above mentioned.

SCHEDULE OF EVENTS	IMPORTANT DATES
Issuance of RFP	Thursday, September 5 th , 2019
Last day submitting questions	Friday, September 20 th , 2019
Addenda(s) posted no later than	Friday, September 27 th , 2019
Proposal Submission Deadline	Friday, October 11 th , 2019
RFP to be awarded	Wednesday, November 13 th , 2019

3. INTRODUCTION AND GENERAL INSTRUCTIONS

Located in the Almaguin Highlands, just east of the Highway 11 corridor and west of Algonquin Provincial Park, the Township of Joly is a small rural municipality. Situated next to the Township of Strong and the Village of Sundridge, the Township of Joly has approximately 265 permanent residents with several seasonally used properties. Crown Land takes up almost one half of the geographical area within the Township which has a significant impact on the assessment base.

The Council for the Township of Joly is interested in building a new administration office at the same location as the existing structure. The successful Bidder will work with the staff and Council to design and build a new administration building to meet the needs of the municipality.

This Request for Proposal document (and any addenda or attachments) is available in PDF format on the Township of Joly website at:

<http://www.townshipofjoly.com/en/plans-reports-forms/tenders-rfq-forms>

Any information contained in the Request for Proposal that is changed by the Bidder (except for filling in the blanks) will be grounds for disqualification.

4. INFORMATION TO BIDDERS

4.1 Closing Date and Time

Sealed proposals will be accepted until 4:00 pm, local time, Friday, October 11th, 2019 for the design and construction of a new administration office for the Township of Joly.

4.2 Nature of Project

It is the intention of this request to select a Bidder who can design and build a new administration building at 871 Forest Lake Road.

4.3 Submission

Proposals must be typed or in ink. Proposals must be signed by an authorized individual. Proposals must be in a sealed envelope/package, clearly marked as "Project 2019-005 New Administration Building". Projects sent by e-mail, fax, arriving unsealed or arriving after the stated closing time will not be considered. All submissions are to be received at current municipal office as per the proposal delivery address stated below. Please note the municipal office is in a rural location and next day courier service is not always available.

Proposals must be delivered to:
Leanne Crozier, Clerk
Township of Joly
28 Municipal Lane (lower level)
PO Box 519
Sundridge, ON P0A 1Z0

All proposals received must remain valid for acceptance up to 90 days beyond the closing date.

4.4 Required Number of Copies

All submissions should include three (3) copies of the complete proposal.

4.5 Selection Criteria

Specific selection criterion shall be used in evaluating the proposals received. More details on the selection criteria are contained in Section 5.5.

4.6 Acceptance and Award of Contract

The Township of Joly reserves the right to accept any proposal, in whole or in part, that it feels most fully meets the selection criteria. Therefore, the lowest cost proposal, or any proposal may not necessarily be accepted. Township staff shall evaluate all proposals received by the closing time and make evaluations and recommendations for acceptance.

4.7 Sales Tax

The quoted price shall include HST as applicable and shall be a separate line item in the quote.

4.8 Clarification

Should a bidder find discrepancies in or omissions from this proposal document, or should there be any doubt as to their meaning, inquiry should be made to Leanne Crozier, at clerk.administrator@townshipofjoly.com. Should a correction, explanation, or interpretation be necessary or desirable, a written addendum will be issued to all registered bidders. Addenda issued during the period prior to the closing date of the RFP are to be considered part of this proposal document.

4.9 Withdrawal of Proposal

Bidders who have submitted a proposal may withdraw it up to the official closing time by delivering a letter on official company letterhead requesting that the proposal be withdrawn. The letter must be signed by the same individual who signed the original proposal, or should clearly state that the individual signing has the authority to withdraw the proposal. Telephone, e-mail, fax requests or written requests to withdraw arriving after the closing time will not be accepted.

4.10 Reservations

The Township reserves the right to reject any or all proposals. The lowest priced bidder will not necessarily be awarded the contract.

The Township reserves the right to accept any proposal in whole or in parts thereof judged most satisfactory, without liability on the part of the Township.

The Township may cancel a procurement process at any time without cause if it is in the best interest of the Township to do so.

4.11 Qualification of Bidders

The Township requires that all bidders will be able to furnish satisfactory evidence that they have the ability, experience, capital, and resources to enable them to execute and complete the contract successfully. Bidders should provide a list of similar completed projects with reference to contact information.

4.12 Sub-Contracting

Bidders must disclose any sub-contractors that they propose to employ in the performance of this contract. Sub-contractors may not be changed after award of the contract without written permission from the Township of Joly.

4.13 Prices and Budgets

The Township of Joly has a strictly defined budget for the work defined in this document and reserves the right to change the scope of this RFP to bring the proposal price within the available budget limits. Should it be determined that the changes in the scope of the RFP are of sufficient magnitude, then the Township shall cancel it. Then, at its discretion, the Township may commence a new process in order to complete the project within the budget available.

4.14 Invoices

The Township requires that all invoices be compliant with its requirements and general accounting principles. Bidders must agree to submit detailed invoices in a format acceptable to the Township of Joly. This will include but not be limited to hold back deductions calculated on the total invoice.

4.15 Electronic Funds Transfer

The Township of Joly pays accounts via cheques and does not use electronic funds transfer (EFT).

4.16 Payment

Upon completion of any work included in this request, the successful bidder shall submit invoices for payment to comply with the contract or payment schedule to be determined in the contract documents. Payment of all invoices will be on a net 30-day basis.

4.17 Contract and Length of Agreement

The successful proponent's RFP submission will constitute an agreement for the term of the deliverables.

4.18 Supplier Status

The successful proponent shall be considered a supplier of services to the Township. At no time will the proponent, or any individual acting for the proponent, be considered an employee of the Township of Joly.

4.19 Other Information

The Township reserves the right to require bidders to produce any of the following:

- Appropriate insurance certificates;
- WSIB clearance certificate;
- Financial and corporate information;
- Other additional assurances or protections as deemed necessary by the Township of Joly.

4.20 Ownership of Documentation and Freedom of Information

The information submitted in response to this RFP will be treated in accordance with the relevant provision of the Municipal Freedom of Information and Protection of Privacy Act. The information collected will be used solely for the purposes stated in the RFP. The bidder does, by the submission of a proposal, accept that the information contained in it will be treated in accordance with the process set out in the RFP. Bidders should clearly indicate in their submission which parts, if any, are exempt from disclosure under the Municipal Freedom of Information and Protection of Privacy. Any submitted proposal shall immediately become the property of the Township of Joly.

4.21 Right to Amend Requirements

Upon awarding the contract based on the information submitted in proposals received, the Township reserves the right to work with the successful proponent to modify any of the proposal components outlined in the RFP that are agreeable to all parties. In the event that the chosen supplier fails to act in good faith by refusing or failing to negotiate, or fails to fulfil the intent of the RFP, the supplier will be considered to have abandoned all rights and interest in the contract award and the award may be cancelled without penalty. The award may then be made to the next highest ranked bidder or all proposals may be rejected at the sole discretion of the Township.

4.22 Bidder Disqualification

The Township may at its sole discretion disqualify a supplier from bidding on any bid solicitation.

4.23 Insurance

At the time of execution of the contract the successful proponent shall submit:

- i) Comprehensive liability insurance providing bodily injury limits of at least \$ 2,000,000 (two million dollars) per person and accident and providing for property damage of at least \$ 2,000,000 (two million dollars) in any one incident.
- ii) The liability insurance shall be endorsed to provide that the policy or policies will not be altered, cancelled or allowed to lapse during duration of the Contract without 30 days prior written notice to the Township of Joly.
- iii) The Township of Joly shall be added as an additional insured party, in regard to all work associated with this contract.
- iv) Professional Liability insurance in the amount of \$ 2,000,000 (two million dollars).

The proponent clearly understands and agrees that they are not, nor anyone hired by them, covered by the Township under the Workplace Safety and Insurance Board (WSIB).

4.24 Worker's Safety Insurance

It is the obligation of any successful bidder to comply with all requirements of the Workplace Safety and Insurance Board Act. Bidders must certify that all employees, officers, agents and sub-contractors are covered or exempt under the Act. A WSIB certificate shall be supplied at the same time of contract signing and updated every 60 days in compliance with the Act unless an exemption is evident. Failure to supply or update this certificate as required is cause for termination of the contract.

5. REQUIREMENTS

5.1 Background

In 2004, the Township of Joly purchased a used portable building and had it located at 871 Forest Lake Road, Joly Township. This building has been the Administration Office for the Township of Joly until late 2018.

Not only is the small building not suitable to house the daily operations of the township there is not sufficient space to house the archive records of the Township of Joly.

During 2018, staff encountered threats, harassment and at times felt extremely uncomfortable with the presence of certain individuals within the office. While a security counter was installed, there was very little security for the employees. A Constable from the Almaguin Highlands Ontario Provincial Police also suggested the Township invest in some security for the Administration Staff due to the location of the building and the response time of the OPP to this location.

In the fall of 2018, the combination of unpleasant odours, septic smell issues and the absence of ventilation, resulted in the building being vacated. The Administration has temporarily moved into the Township of Strong Administration Building.

5.2 Scope

The Township of Joly recognizes the importance of relocating the Administration services back into the Township of Joly. The Township of Joly wishes to enlarge the size of the Administration Building to provide suitable storage of required archive files, provide a safe and secure workplace for Administration Staff and to ensure accessibility for the ratepayers, residents and visitors to the Township.

The Township is seeking a qualified bidder to transform a sketch of a proposed layout for the new building, create appropriate drawings and construct the building. A sketch and image of the property are attached.

As this proposed structure is on the same property as the existing building, there is hydro service, telephone service, backup generator, septic and a drilled well. However, with an increase in size, some of the aforementioned may require upgrading and/or replacement.

The heating system in the existing structure is electric wall mounted units with window air conditioning units, the new building will require a heating/air conditioner system.

5.3 Objectives

The objectives of this project will include the following (but not limited to)

- Provide an overview of the proposed project
- Transform a sketch into building plans for a commercial building suited to provide municipal administration;
- Determine if the existing services (ie. Hydro, septic, well, etc.) will meet the demand of the new structure;
- Obtain necessary permits for the project;
- Construct the building in compliance with current Ontario Building Code requirements for a commercial administration office.
- Complete the landscaping around the structure and create suitable parking lots for employees and the public.

5.4 Proposal Content

The proposal must provide the following mandatory information:

5.4.1 General Requirements

The proposal should provide a work schedule outlining the approach to be used and include a detailed timeline for each major component. The Township of Joly would like to relocate the Administration no later than October 31st, 2020.

5.4.2 Firm Qualification and Experience

The proposal should demonstrate the qualifications of the bidder and any sub-contractors including relevant experiences and qualifications.

5.4.3 Reference

Please provide a list of three municipal clients as references. Include the contact person, address, telephone number and email.

5.4.4 Fees for Service

Please include an exact cost and a breakdown including itemization of costs for the various phases or components of the project as well as rates for any requested additional work beyond the written agreement. The Township of Joly will not be responsible for expenses incurred in preparing and submitting the proposal.

5.5 Selection Criteria

The first stage of the review process will consist of ensuring all proposals were received on time, the Bidder Registration form is complete and the proposal is sufficiently responsive to the RFP.

The second stage of the review will consist of an evaluation of the written proposal using the following weighted criteria:

Component	Description	Percentage
Overall Impression	The overall quality and depth of the proposal	5%
Qualifications	The proponent will be evaluated based on the range of its capabilities, the organization structure and qualifications	15%
Experience	The respondent's experience will be evaluated based upon its past history of successfully providing similar services. References may be contacted in order to verify satisfactory performance on similar projects	20%
Proposed Approach	The respondent will be evaluated based upon the proposed approach to the project, including work plan/timelines and overall design	35%
Project Cost		25%

6 BIDDER REGISTRATION FORM

Information to Bidders

Bidders downloading this document from the Township of Joly website must register to be added to the Bidders list. Interested Bidders are required to complete the information below and return this form via fax or email to:

705-384-0854 or clerk.administrator@townshipofjoly.com

Bidders who do not register may not receive any additional information or addendums relating to this project.

Bidder Registration Form	
Required Information	To be completed by Bidder
Company Name:	
Address:	
City:	
Contact Name:	
Phone Number:	
Fax Number:	
Email Address:	
Project No/Name	2019-005 RFP Design and Build New Administration Building

Return by fax to 705-384-0845 or by email to clerk.administrator@townshipofjoly.com