



# REQUEST FOR PROPOSAL

## RFP 2018-09

### DESIGN AND CONSTRUCT STORAGE GARAGE

at the

### MICHIPICOTEN MEMORIAL COMMUNITY CENTER

**Issue Date:** Monday, April 16<sup>th</sup>, 2018

**Closing Date:** Friday, May 18<sup>th</sup>, 2017

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Municipality of Wawa  
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## **A. General Description of Project**

The Municipality of Wawa is issuing this Request for Proposal (“RFP”) to seek out a successful contractor who will undertake the design and construction of a storage garage at the Michipicoten Memorial Community Center (MMCC). This storage garage will allow for both vehicles and supplies, and will be an addition to the existing structure of the MMCC. It will incorporate multiple bays and provide storage for an ice resurfacers, plow truck and tractor, as well as implements for summer and winter use. The addition requires a heated area and appropriate floor drains to ensure the bays can be used for many functions. The addition should use existing building systems and can tie in to many of these.

The successful contractor will have demonstrable experience and training in the design and construction of similar structures. The contractor must be able to show that they can design and construct the garage safely in compliance with all applicable regulations. This will include examples of past successful work.

The goal of this Project is to provide Department staff with an area to store vehicles that are currently stored outside or off site. This project will also allow for the cleaning of vehicles in a dedicated bay, removing many of the issues currently experienced by staff in dragging debris onto the ice surface with the current setup. It will also provide additional storage space for seasonal materials and supplies.

## **B. Community Background**

Governed by a Mayor and four (4) Councillors, the Municipality of Wawa is a single tier municipality located on the TransCanada Highway, 210 kilometers north of the City of Sault Ste Marie in the District of Algoma. Found in the northern portion of Algoma, the Municipality offers an excellent quality of life with great access to a large range of outdoor activities. The recent upturn in the US dollar has also increased tourism levels to numbers not seen since 2007. In recent years, Wawa has suffered an economic downturn due to the collapse of the forest industry and a reduction in Provincial supporting grants. There are however signs of recovery that have been seen through potential gold mines and related commercial activity.

The Municipality has a population of approximately 3,000 residents and an economy principally based on tourism, mining, and forestry. The Municipality encompasses an area of about 480 square kilometers much of it of a northern rural nature.

As a municipality, Wawa is responsible for various activities governed by Ontario’s *Municipal Act, S.O. 2001* including taxation, roads, water and wastewater servicing, planning and building, recreation, policing, fire suppression and general government.

Wawa has an annual operating budget of approximately \$12 million. The annual capital budget can vary from \$3 million to \$5 million.

Like many communities in Northern Ontario, Wawa has experienced a decline in population in recent years and is now faced with an aging population with limited opportunities to replace a retiring workforce. As a result, the Municipality is facing a range of challenges having an impact on municipal service delivery and local quality of life. The role and influence of municipalities and citizen expectations for quality service, value-for-the-taxpayers dollar and effective governance are on the rise. There is a commitment by the Municipality to the delivery of quality public services, facilities and infrastructure and strives to meet the day-to-day requirements in the community through a wide range of core services.

The Municipality aims for service excellence while offering a variety of amenities, facilities, programs and services that residents, visitors, businesses and customers need and expect. Municipal Council and staff are committed to building a focused, responsive, resource-conscious and results-oriented organization. The Council and Administration of the Municipality of Wawa has experienced several changes and transitions in the past year, including but not limited to senior staff turnover, increasingly limited resources, evolving regulatory standards, increased need for accountability and increased public expectations for efficient service delivery. Lastly, the Municipality and its staff are heavily guided by both a *Community Strategic Plan*, *Asset Management Plan* and a *Municipal Business Plan*.

**C. Scope of Work**

The successful Contractor, provided with assistance from and coordinating with the Director of Community Services and Tourism, will:

- Design the Garage with the following guidelines: (Refer to appendix A)
  - Structure
    - 18' minimum ceiling height interior
    - 30' x 60' footprint
    - Sloped roof
    - 3 bays with 12' wide garage doors
    - 1 man door
  - Amenities
    - Water and electrical hookups at each bay, hooked into original facility
    - Ceiling fans, light fixtures
    - Heating using existing tie-ins
    - Ventilation fans hooked into existing detection system
    - Incorporates natural light
    - Large grate drains in each bay
    - Sand separator for drainage

- Additional Extras (price separately)
  - Elevated room section with space above/below for storage
  - Snow Dump Pit
  - Air filtration system
  - Chain fall system
  - Compressed air plumbing to each bay
- Prepare a timetable of construction as per the guidelines herein.
- Submit and receive approval of a building permit.
- Construct the facility according to the approved design and timeline.
- Ensure that the facility meets all codes applicable.
- Provide appropriate documentation for the facility and all hardware included, nothing any recurring maintenance requirements.

In addition to the scope of work outlined above, the successful Contractor will work within all applicable regulations and in a safe manner at all times.

Please see **Appendix A** for a rough sketch of the proposed addition

**D. Contact**

Questions regarding this RFP should be directed to:

Alex Patterson  
 Director of Community Services and Tourism  
 Municipality of Wawa  
 40 Broadway Ave, PO Box 500  
 Wawa, ON  
 P0S 1K0

Phone - 705-856-2244 ext. 242  
 Cell - 705-914-1158

Email – [apatterson@wawa.cc](mailto:apatterson@wawa.cc)

Website – [www.wawa.cc](http://www.wawa.cc)

Questions via email are the preferred method of contact. All questions and answers will then be distributed to all respondents as addenda.

**E. Proposed Project Schedule**

RFP Issued	Monday, April 16 <sup>th</sup> , 2018
Deadline for submission of proposals	Friday, May 18 <sup>th</sup> , 2018
Opening of Proposals	Monday, May 21, 2018
Awarding of Proposal	Wednesday, May 30 <sup>th</sup> , 2018
First Invoice Due	Tuesday, July 3 <sup>rd</sup> , 2018
Biweekly Contractor Updates (verbal)	1 <sup>st</sup> and 3 <sup>rd</sup> Friday of each month
Completion of Work and Final Invoice	Friday, August 31, 2018*

\*Work may be completed earlier; however this is the final deadline

**F. Contractor Requirements**

Minimum requirements by the Contractor for submission of a proposal in response to the RFP shall include the following:

- a) Experience in general contracting that includes design and construction of similar facilities for a minimum of three years. Examples of successful projects are preferred.
- b) Proof of a healthy safety culture, including qualifications of staff supervising the project relevant to general contracting.
- c) Ability to perform the work in a timely manner, availability of staff and contingency plans including a work schedule.
- d) Proposals must state the Contractor's related business information.

**G. Contractor's Work Schedule**

The Contractor's work schedule will begin as early as possible. It is expected to continue until staff approve of the work completed, with a deadline of August 31<sup>st</sup> for completion of work. This is again weather dependent and work must be completed with this consideration. A proposed work schedule including key dates and milestones for the Review process must be submitted as part of the proposal to ensure completeness of the process and all invoices to be submitted according to the proposed project schedule in **Section E**

**H. RFP Proposal Submission Requirements**

Contractors interested in providing these services must prepare and submit a Proposal that includes:

a) Cover Letter

The cover letter is to be signed by an officer of the company authorized to execute a contract with the Municipality.

b) Contractor Qualifications

This section shall briefly describe the areas of expertise of current permanent staff whether a sole proprietor or individuals on a team and the scope of services that can be provided by the firm without the services of contractors under the Contractor's direction. The successful contractor will demonstrate their qualifications relating to design and construction of similar facilities.

c) Subcontractors

Identify any portion of the scope of work that will be subcontracted. Include firm qualifications and key personnel, telephone number and contact person for all subcontractors. The Municipality reserves the right to approve or reject all Contractors or internal staff performing consulting services, proposed by the Contractor during or after the Contractor review and selection process.

d) Project Work Plan

A description of project understanding, detailed work approach and methodology will be identified. The work plan should list specific tasks and any specific considerations, options or alternatives.

e) Project Schedule

Propose a timeline for completion of the review including start date, milestones and target date of completion.

f) Budget

Provide a detailed fee proposal by task for the services identified in the scope of work section of this proposal. Identify sub-tasks and the respective cost in your fee proposal as necessary. Fees for additional or optional services that may be required shall also be included. Unless specified in the submission, the professional fee schedule shall include any costs associated with complying with the Municipality's insurance requirements. This fee proposal should break out as many portions as possible to clarify where project expenses will be incurred.

g) Deadline and Delivery

Three (3) copies of the proposal on 8 ½ inches x 11 inches paper printed on both sides of the pages and an electronic (PDF) version of the proposal shall be submitted to:

**The Municipality of Wawa  
40 Broadway Ave, PO Box 500  
Wawa, ON  
P0S 1K0**

**Attention: Alex Patterson, Director, Community Services and Tourism**

The deadline for the submission of a Proposal is:

**Friday, May 18<sup>th</sup>, 2018 at 4:00pm**

No information submitted by facsimile or electronic mail (**except for the electronic PDF copy**) will be accepted unless otherwise requested by the Municipality during the proposal review process.

Proposals received after 4 p.m., will not be accepted.

**I. Budget**

There is an approved budget for this project. If the proposals received are considerably higher than this amount, a report to Council for additional funds will be required which may delay awarding of the project. Proposals should include details on the items that can be delivered within the scope with an associated budget.

The budget should also include costs for travel and other direct expenses associated with the project. All direct expenses are to be billed at actual costs. Contractors are encouraged, but not required, to provide a detail of value-added services that can be provided at an additional cost including the cost and rationale for undertaking them. This is to be a separate section.

**J. Indemnification, Hold Harmless and Insurance Requirements**

In addition to other standard contractual terms, the Municipality will require the selected vendor to comply with indemnification, hold harmless and insurance requirements as outlined below:

The Contractor shall indemnify and hold harmless the Municipality (including any of its bodies, agencies, councils and associations and their servants, agents, officers, directors, elected officials, successors, assigns, employees and personal representatives and each of them) from and against any loss resulting from negligence, claim, demand, damages, liability, and costs and permitted assigns. This provision shall survive termination of any agreement resulting from this RFP.

The vendor shall procure and maintain, for the duration of this contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his/her agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by the Contractor. Insurance shall meet or exceed the following unless otherwise approved by the Municipality.

**Insurance Requirements**

- a) Worker's Compensation coverage as required by the Province of Ontario.
- b) Comprehensive or Commercial General Liability: \$2,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
- c) Automobile Liability: \$2,000,000 combined single limit per accident for bodily injury and property damage.

**K. Equal Opportunity**

The Municipality is an equal opportunity employer and requires all Respondents to comply with policies and regulations concerning equal opportunity. The Respondent, in the performance of this contract, agrees not to discriminate in its employment due to an employee's or applicant's race, religion, national origin, ancestry, gender, sexual preference, age, physical handicap or any other characteristic protected by law.

**L. Accessibility**

The Municipality is committed to and working toward ensuring municipal services is accessible to all. We strive to meet or exceed the standards set by the *Accessibility for Ontarians with Disabilities Act* ("AODA") which are rules established by the Province to help businesses and organizations identify, remove and prevent barriers to accessibility. The AODA requires accessibility of



goods, services, facilities, accommodations, employment as well as information and communication.

**M. Sustainability**

The Municipality recognizes that being sustainable is a responsibility of the Municipality essential to long-term economic prosperity, the social well-being of its residents and protecting environmental capacity and can only occur through community engagement and involvement.

**N. Review and Evaluation Process**

The selection of a Contractor will be based upon a qualitative review of the Proposals submitted. Municipal staff may request additional clarifying information from any or all Contractors that submit a Proposal during the review process. Municipal staff will evaluate the responses to this RFP and may interview the top rated Contractors or all Contractors. Following the interview, a recommendation will be made to the Council on the selection of the Contractor determined to be the most qualified for the project.

An evaluation by the CAO or a Committee will be conducted and each proposal will be scored. Proposals will be evaluated on the basis of the following criteria:

- a) Experience and Qualifications (35 %)
  - i. Health and Safety experience and qualification
  - ii. General Contracting experience and qualification
  - iii. Similar Project Examples
  
- b) Approach (35%)
  - i. Quality of the Contractor's Approach
  - ii. Proposed Schedule and Timeline
  - iii. Design proposed with additions broken out
  
- c) Budget (30%)

**O. Accept or Reject Proposal**

The Municipality reserves the right to accept or reject any or all proposals and recommendations and may waive minor errors or omissions in any proposal. The Municipality reserves the right to select a Contractor, who in and upon our approval provides the most advantageous solution and demonstrates their ability to provide the expected outcomes of the proposals that will best serve the interests of the Municipality. Wawa is not obligated to award the contract based on the lowest price or any other particular factor. The Municipality will not be liable or reimburse any firm for the costs they incur to prepare their proposals. The Municipality also reserves the right to substitute components where the Municipality considers that an alternative may be more suitable and the right to modify any and all requirements stated in the RFP at any time prior to the possible awarding of the contract. The RFP does not commit the Municipality to

award a contract or to pay any costs incurred in the preparation of a proposal or attendance at a pre-awarded meeting.

**P. Termination of Contract**

Either the Contractor or Municipality may terminate the contract, once awarded, at any time upon giving notice in writing at least thirty days prior to the date of termination without penalty or recourse. In the event of such termination, the Contractor will be paid for services up to and including the date of termination.

Appendix A – Rough Sketch

