



## REQUEST FOR PROPOSALS

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**Recreation Centre Front Entrance Renovation  
30 McCallum Street  
Ear Falls, Ontario**

Closing Date: May 3, 2017

## **1. Background**

The Township of Ear Falls is a single tier municipality situated in the Kenora District of Northwestern Ontario. Ear Falls lies along Highway 105 in the Patricia Region of Ontario's Sunset Country. Ear Falls is surrounded entirely by unincorporated area and is located approximately:

- 100 km north of the Municipality of Machin, which is located on the Trans-Canada Highway (Hwy 17) between Kenora and Dryden
- 20 km north of Wabauskang First Nation
- 70 km south of the Municipality of Red Lake

Ear Falls is a community of 995 residents (Statistics Canada 2016 Census Profile), with a number of local businesses, service organizations and tourism operators.

## **2. Invitation**

The Township of Ear Falls is pleased to invite proposals from qualified and experienced organizations to complete front entrance renovation work at the Ear Falls Recreation Center.

Proponents have the sole responsibility to submit proposals to the Township of Ear Falls by 11:00 a.m. local time on May 3, 2017.

Proposals received after the stipulated deadline will not be accepted. Ear Falls does not intend any contractual relationship upon the submission of a proposal and will only enter into a contractual service relationship with a proponent if the proponent's proposal is determined to meet the needs of Ear Falls after evaluation.

## **3. Process**

Proponents are required to fill out and return the Receipt Confirmation Form attached as Appendix A. All subsequent communications regarding this RFP, including any additional information or addenda, will be directed only to those proponents who return the Receipt Confirmation Form.

The minimum requirements for Proposals in response to this RFP are as described in this document. A proponent may submit additional information that it feels is relevant to the provision of the services described herein. Each proponent, by submitting a Proposal, represents that the proponent has read, completely understands, and accepts the terms and conditions of this RFP in full and agrees that should its Proposal be successful, the proponent will enter into a services contract with the Township of Ear Falls.

Submitted Proposals will be evaluated upon the evaluation grid provided herein and will not be evaluated on a lowest cost Proposal basis. The submission of any Proposal will not

create an obligation upon the Township of Ear Falls to accept the lowest cost Proposal or any Proposal in any circumstances. Ear Falls maintains the sole and unfettered discretion to negotiate with any proponent regarding its proposal before determining whether to enter into a services agreement with any proponent. Ear Falls may choose to not enter into a services agreement with any proponent, in its sole and unfettered discretion.

#### **4. Timeline Information**

Timelines:

- March 13, 2017 RFP Issued
- March 29, 2017 Mandatory site Visit
- April 20, 2017 Deadline for submitting questions
- May 3, 2017 Deadline for submission of Proposals
- May 10, 2017 Short-listed proponents interviewed
- May 18, 2017 Notification of successful proponent
- September 29, 2017 Project Completion

All items in the schedule are due by 11:00 a.m. local time on the date specified. The Township of Ear Falls reserves the right, in its sole discretion, to deviate from these timelines.

#### **5. Proposal Review**

The Proposal submitted shall be evaluated by the Township of Ear Falls. A short list of eligible candidates may be selected and interviewed, unless all proposals are determined to be unsatisfactory in the sole and unfettered discretion of Ear Falls. Final approval of the selection of the successful proponent rests with the Council of the Township of Ear Falls.

#### **6. Scope of Work/Terms of Reference**

The scope for the front entrance work includes:

- Removal of existing front entrance and vestibule, doors, walls, roof, window, electrical (lights and heater).
- Cutting of the concrete floor inside the lobby to eliminate the crack in the floor.
- Removal of the cut out portion of the floor slab to allow for pouring of a new slab to match existing floor slab.
- Install helical piles to support existing grade beams and slab. .
- Pour new concrete floor and apron
- Install new wood walls, roof, insulated, drywall finish inside and painted, exterior finish will be metal siding.

- Install new metal double doors, painted black to match, 4 sets in total as per original design/with top light/panic hardware/one handicap accessible door hardware with push button inside and out/ door closers/kick plates/, push plates
- Install new wall heater and 2 T-8 Light fixtures in the vestibule and one exterior wall pack LED 100 watt
- New Metal Roof/29 Gauge Tough rib profile and Eaves trough, downspouts with
- Insulate perimeter grade beam and area for frost protection as per attached report
- Grade front area with A-base and grass areas with top soil and sod.
- All work to follow the Ontario Building Code and will be subject to inspection by the Chief Building Official.
- Acquiring the Building Permit will be the responsibility of the Township of Ear Falls, all other permits will be the responsibility of the contractor selected.

The Township of Ear Falls expects the project to commence in a timely manner following the awarding of this RFP. The project must be completed by September 30, 2017.

## 7. Submission Requirements

All Proposals submitted shall bear the message or title "Ear Falls Proposal – Recreation Centre Renovations."

Two hard copies of the proposal shall be submitted by mail and one digital copy shall be submitted by email to:

Kimberly Ballance  
Clerk Treasurer Administrator  
Township of Ear Falls  
P.O. Box 309, 2 Willow Crescent  
Ear Falls ON PoV 1To  
[kballance@ear-falls.com](mailto:kballance@ear-falls.com)

Any questions regarding this RFP should also be directed in writing to the Township of Ear Falls, Attention: Perry Dyck at [pdyck@ear-falls.com](mailto:pdyck@ear-falls.com) or (807) 727-7136. Questions will only be accepted until 11:00 a.m. local time on April 20, 2017.

Except as otherwise permitted in this RFP, proponents are not to communicate with the Township of Ear Falls Council Members about this RFP unless they do so in an open presentation meeting or upon their selection as the successful proponent.

If a proponent will be partnering with other vendors, they are required to give full disclosure of the proposed partners and their respective information in the Proposal. The main proponent is required to accept all responsibility for the Proposal.

Proposal submissions are subject to the disclosure requirements of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M. 56, as amended from time to time. Proponents wishing to protect any trade secret must identify the portions of their Proposal they consider as trade secret information upon submission. The Township of Ear Falls does not warrant, however, that it will agree with that self-identification upon a request for information from the public under the Act.

All Proposals shall be submitted in the required format and shall respond to each item listed below in the same order:

1. A company profile, including a brief history of your organization and including examples of similar past work experience and references.
2. An outline of the services to be provided, how those services will be provided and a timeline for the completion of work. Include details on how many employees would be assigned to and/or responsible for handling this contract. Please include their qualifications and experience.
3. Please identify all resources that will be used for this contract. If subcontractors are going to be utilized throughout this contract, please indicate their specific roles and what their responsibilities will be.
4. The proponent's financial proposal for providing services including a total cost, with travel/per diem costs listed separately. Provide information on the proposed payment schedule.
5. Proof of Comprehensive General Liability Insurance of not less than \$2,000,000 (CAN\$) inclusive per occurrence.
6. WSIB Certificate
7. Any other supporting information you may wish to include with your submission.
8. Ear Falls may negotiate with proponents on the information submitted before determining whether to award a services contract to any proponent.

The Township of Ear Falls reserves the right to alter these requirements in its sole discretion.

## 8. Submission Evaluation Criteria

The following evaluation grid shall be used to evaluate all compliant Proposals:

Cost to the Township	30
Experience of Firm/Staff/References and Track Record	15
Compliance with Proposal Terms	30
Treatment and Service Methods/Procedures	10
Safety, Environmental and Accessibility Features	10
Value Added Features	5
Total	100

The Township of Ear Falls may reject any Proposals in its sole and absolute discretion.

**9. Conflict of Interest**

Proposals will not be evaluated if the proponent's current or past interests may, in the Township's opinion, give rise to a conflict of interest in connection with this RFP.

Submissions from proponents engaged in any legal dispute with the Township shall be ineligible for participation.

**10. Further Conditions**

The Township of Ear Falls accepts no responsibility for the costs of proponents in relation to the creation or submission of their Proposals. These costs shall be borne solely by the proponent. The submission of a Proposal does not constitute acceptance of an offer by the Township of Ear Falls or a binding contract between the parties. All Proposals submitted shall become the property of the Township of Ear Falls upon submission and it is acknowledged by the proponents that the Township of Ear Falls may utilize Proposal information in any negotiations and discussions with other proponents in the selection process.

**APPENDIX A – RECEIPT CONFIRMATION FORM**

From: \_\_\_\_\_ (Name of proponent)

To:

Kimberly Ballance, Clerk Treasurer Administrator  
The Township of Ear Falls  
P.O. Box 309, 2 Willow Crescent  
Ear Falls ON PoV 1To  
Fax: 807.222.2384  
[kballance@ear-falls.com](mailto:kballance@ear-falls.com)

**Re: Request for Proposals – Recreation Centre Renovations**

We confirm receipt of the RFP and confirm that we will submit a Proposal. Our contact person's contact information is as follows. All communications (including addenda) in respect of the RFP should be directed to our contact person:

Contact Person's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Delivery Address (if different): \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_

Submitted by: \_\_\_\_\_

