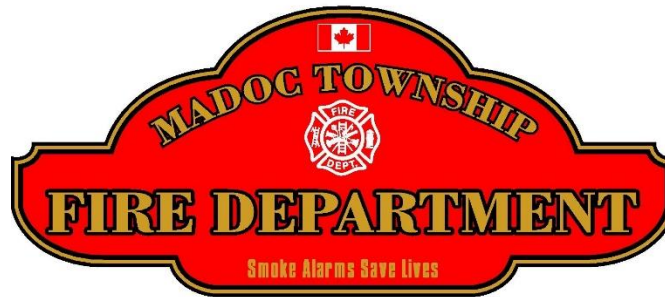


INVITATION TO DESIGN-BUILD TENDER

TOWNSHIP OF MADOC FIRE DEPARTMENT



Township of Madoc Fire Department
15651 Highway 62
PO Box 503
Madoc, Ontario
K0K 2K0
Central Phone 613-473-2677
Central Fax 613-473-5580
General email address clerk@madoc.ca

PROJECT CONTACTS

Jason Gear
Fire Chief
613-403-4370
fire@madoc.ca

Amanda Cox
Clerk/Planning Coordinator
613-473-2677
clerk@madoc.ca

RFP ISSUED September 2020

INVITATION TO DESIGN-BUILD TENDER
TOWNSHIP OF MADOC FIRE DEPARTMENT

15651 Highway 62

Madoc, Ontario

Date of Tender Issue:	September 11, 2020
Mandatory Site Meeting:	October 1, 2020 at 10:00am
Required Proposal Submission:	On or before: October 8, 2020 at 12:00pm
Opening:	October 14, 2020 at 12:00pm

SUBMISSIONS

Submit two printed copies of all Proposal Documents to the following address, prior to the closing date/time indicated above to:

Township of Madoc Fire Department

15651 Highway 62

PO Box 503

Madoc, Ontario

K0K 2K0

Attn:

Jason Gear
Fire Chief
613-403-4370
fire@madoc.ca

Amanda Cox
Clerk/Planning Coordinator
613-473-2677
clerk@madoc.ca

Tenders shall not be submitted by facsimile or other electronic medium unless expressly approved in writing prior to closing. Tenders shall be signed by Company Representative having authority to enter into a binding agreement thereafter.

INVITATIONS TO TENDER

It is the intent of the **Township of Madoc Fire Department** that Design-Build Contractors perform all necessary design, engineering and new construction on their behalf with internal capacity or relationships resulting in single-sourced responsibility, liability, contact and warranty thereafter. Firms unfamiliar to the Township may be requested to provide supplemental project histories, banking/credit information and references.

INSTRUCTIONS TO BIDDERS

GENERAL INSTRUCTIONS

It is the intent of Township of Madoc Fire Department to construct a new fire hall facility at the above administration site as a competitive **firm-price Design-Build** exercise. The facility shall incorporate requirements qualifying as a 'POST DISASTER' design and will be used as an Emergency Operating Centre (EOC) communications base.

Proposals shall reflect size and intent of conceptual design information accompanying these instructions. Design shall meet all necessary codes and regulations necessary in their current issue:

- Conceptual Site Orientation – Google Earth Overlay
- Conceptual Building Plan
- Conceptual Exterior Elevations

Construction materials, suppliers and sub-trade shall be sourced locally wherever possible. The Design-Builder shall qualify the capability of any sub-trade to perform and warranty works if requested by the Township. All Sub-Trades and suppliers shall have capacity/local representation for continued service, repair and warranty of the completed project

DESING-BUILD PROPOSAL SUBMISSION REQUIREMENTS

Bidders shall submit a complete and detailed proposal to the Township of Madoc Fire Department for a building 76 x 80 feet minimum to 80 x 100 feet maximum in size on or before the date prescribed. Required information shall include, but is not limited to the following:

Written Scope of Work

- Summary of applicable By-Laws, Building Codes and requirements of peripheral authorities as may impact necessary approvals prior to commencement.
- A comprehensive written description of the proposed Scope of Work, all materials and recommended building methodology included in the Firm-Price proposal. Alternative recommendations or variations from the conceptual design provided must clearly be identified in the text with the accompanying explanation. Alternative technologies will be subject to review by the Owner and acceptance or rejection at their sole discretion.
- Clearly identify any exclusions and assumptions.
- Clearly identify a list of 'Owner' responsibilities.

Illustrations

- Provide Presentation Drawings illustrating the proposed Design-Build project including but not limited to:
 - Architectural Site Plan/Servicing Schematic
 - Architectural Building Plan(s)
 - Architectural Elevations
 - Building Cross Section identifying clear heights in vehicle bays

- Electrical, HVAC and Plumbing Schematics
- Additional illustrative information may be submitted at the Design-Builder's Discretion and may include:
 - Renderings / Perspectives or Architectural 3D Modeling
 - Detailed Enlargements
 - Finishing Plans and Details

Costing

- Provide on a separate summary sheet/tender summary, form provided, your **Guaranteed Lump Sum Price** to complete all services associated with your proposed Scope of Work described and illustrated within your Proposal
- Provide a **General Cost Breakdown** identifying:
 - Total General Conditions Value
 - Total sitework Value
 - Total Building Construction Value
- Provide **Optional Credits or Extras** for alternative materials or methods

Schedule

- The Township of Madoc Fire Department requires occupancy of the facility between September 1 – 30, 2021
- Assume tender award on or before November 15, 2020
- Provide a basic project schedule on bar chart format for review. Clearly identify projected substantial completion date
- Identify the following milestone dates requiring Municipal Cooperative information:
 - Contraction execution and commencement of necessary Professional Engineering
 - Finalization of Design, Owner Approval of Drawings
 - Submission of Professional Engineering documents for necessary Site and Building Permits
 - Mobilization on Site
 - Owner Occupancy / Substantial Completion

DESIGN-BUILD GUIDELINES

No detailed specifications or engineered drawings will be provided to Bidders. It is expected each firm shall self-assess necessary methodologies and provide a turn-key service. General use, performance, dimensions and finishes are provided on conceptual drawings as Owner expectation, no further specification or direction shall apply unless provided to all bidders in writing.

Bidders shall include for all:

- Professional Design, Architectural, Civil, Structural/Electrical/Mechanical/Geotechnical Engineering necessary in order for necessary approvals and permits. Professionals shall fulfil general commitment to review construction, all necessary documentation and field reviews.

- All Material, Labour and Equipment necessary to complete their Scope of Work in the duration of schedule stated. Township/Fire Department/Municipality shall not be responsible for supply of any material, equipment or forces on behalf of the Design-Builder
- Bidders shall provide, prior to release of holdback funds, copies of all approvals, consultant reports/field reviews, final inspections, and project closeout documentation. Project closeout documentation shall include hard copy and digital copy of all equipment/materials/warranties and as-constructed final drawings. Drawings shall be post-construction issued with necessary revisions, no red-lined mark up permitted.

Variations from the supplied Conceptual Designs or Tender Information herein shall not be permitted without written approval.

TENDER DOCUMENTS/OPENING/ANALYSIS

Tenders shall be opened and reviewed by the Township

Proposals submitted shall become the property of the Township. Post-tender questions or clarifications may be requested at the discretion of the Township. Clarification/post-build review schedule shall be at the sole discretion of the Township. Bidders shall provide clarifications, modify costs or assemble supporting or supplemental information if requested by the Municipality.

Bidders will not be compensated for preparation of proposals or investment in submission documents.

Bids shall remain valid for a period of Forty Five (45) days from the date of closing.

Each bidder shall be prepared to enter into a contract or letter of undertaking as may be considered by the Township upon award.

BONDING

No material or performance bonds are requested at this time. The Township reserves the right to request applicable bonds and cost of same thereafter at its sole discretion.

PROJECT SCHEDULE

Design Builder shall maintain a fluid schedule of all works for review at scheduled site meetings. A revised project schedule shall be provided by the Design-Builder upon commencement of construction and from such time reflect actual calendar dates.

Design-Builder shall work with Township to establish critical milestones dates where necessary

- Sub-floor electrical conduit/plumbing service and future rough in locations
- Interruption of existing building services, temporary shut-down or tie in dates
- Possible receipt or installation of Township equipment, Owner supplied shop services, furnishings, computer systems, intercommunications, telephone or alarm systems
- Readiness for installation of Township supplied Building Signage.
- Readiness for installation of Racking and Storage Systems.

- Occupancy, conditional or final as may be required
- Substantial completion/issuance of final Occupancy Permit

CONTRACT

Pending adjustments, modifications or revisions to Proposal Lump-Sum value, it is the intent of the Township to award the project to a single Design-Build entity. The awarded Builder shall draft a **CCDC-14 'Design-Build Stipulated Price'** contract for submission to the Township for review.

Prepare two (2) original executed contract documents for submission. Copies of commitment to general review for all Design Professionals, tender proposal drawings, proposal text/scope of work, preliminary schedule, cost summaries and subsequent adjustments/clarifications resulting in the final contract cost are to be attached to the contract as schedules.

No deposits or pre-payment of materials shall be made by the Township. Progress draws pertaining to a project shall be accepted on a monthly basis only after above contract has been duly executed.

CASH ALLOWANCES

Cash allowances may be considered if included with the Lump-Sum pricing, provided they are clearly identified and considered reasonable values by the Township. Excess allowance value shall be credited in full upon execution and reconciled within each regular progress draw.

CREDITS/EXTRAS TO CONTRACT

Design-Builder shall maintain a list of any/all potential modifications to contract value, and shall update for submission with monthly progress draws. Township shall approve or decline modifications which shall be discussed in regular project site meetings in advance.

Contemplated changes or quotations shall include back-up documentation and calculations for audit. Approved changes shall then be added to monthly progress invoice summaries.

PROGRESS DRAWS/INVOICING

Invoicing for all work shall be prepared monthly for Township review. Invoices shall reflect materials, services and sub-contract works performed or delivered to project site during the previous thirty (30) days.

Invoices shall be dated the end of each month and shall be submitted with the first ten (10) days of the next calendar month. The Township shall review and approve for payment at its discretion within thirty (30) of invoice date.

Invoicing shall reflect a general master-specification sixteen (16) divisional breakout. A sample of invoice format shall be provided to the Township upon execution of contract for approval. A "Percentage Completion" for each Divisional Subsection value shall be expressed and tracked monthly. The Design-Builder shall provide any clarification or explanation for claimed

percentages that may arise during Township review. The Township reserves the right to engage a third-party Payment Certifier on its behalf if desired.

A 10% mandatory construction lien holdback shall accrue as a line item on all progress draws for the duration of the project. The Design-Builder shall obtain Township signature/permission to publish "Substantial Completion" in accordance with standard practice after which the holdback will become payable within sixty (60) days should no liens be registered.

The Township requires a Statutory Declaration from the Design-Builder upon completion of each project, prior to the release of all holdback amounts.

DESIGN REQUIREMENTS

INVESTIGATION

The Design-Builder shall inspect the project site/existing building and services thoroughly and prior to assembling proposal. The resulting design shall accommodate physical and operational constraints that may pertain to the project, including but not limited to:

- Site access, equipment storage and potential lay-down areas.
- Availability of temporary services and safety requirements .
- Existing facility hours of operation, co-habitation or interruption of existing building access if necessary.
- Building services and utilities local to areas of work.
- Clear delineation of work site, access and security of same.

The Design-Builder shall investigate/satisfy all Municipal and Provincial laws that govern the proposed design and construction including, but not limited to:

- Zoning By-Law conformance, both pre-and-post improvement
- Provincial and National Building Code compliance
- Provincial and Local Fire Codes/Fire Authorities (Owner)
- Municipal, County and Provincial Transportation, Health and Safety Authorities
- Local peripheral agencies having jurisdiction including Conservation Authorities, Heritage Society or Highway Corridor requirements
- Ministry of Labour and Occupational Health and Safety Standards, including COVID-19 protocols and 'Constructor' status on behalf of the Township.

PROFESSIONAL DESIGN

The Design-Builder shall provide all Professional Design and Engineering Services necessary to fulfil the project obligations. Professionals registered to practice in the Province of Ontario shall be responsible for Certification and General Commitment to Review

Certified Professional Documents shall include, but are not limited to:

- Project Architect/Project Engineer as will be required by code to act as Coordinating Professional of Record

- Civil and Structural Engineer(s)
- Electrical and Mechanical Engineering
- Fire Protection Engineering if necessary
- Geotechnical Engineering
- Environmental Engineering if necessary
- Stormwater Management Engineering
- Landscape Architect/Certified Arborist where requested by Local Authorities
- Traffic Consultant where required by Local Authorities
- Lighting Consultant/Photometric Specialist
- Independent Testing Agencies

The Design-Builder shall be responsible for the payment of all Consulting and Professional Engineering and Inspection fees associated with the project. Professionals of record shall remain under Contract for the duration of the project, unless justifiable substitution is requested/authorized by Township in writing.

The Design-Builder shall provide copies of all progressive inspection reports, results of testing and final occupancy authorizations by Professionals of Record within closeout documentation.

PERMITS

The Design-Builder shall apply for, obtain and be responsible for applicable application fees (unless waived or instructed otherwise) for necessary permits, licences and approvals prior to commencing work. The Township will assist with expediting internal approvals and processes. These shall include, but are not limited to:

- Provincial, Regional or Municipal General Contractor's Business License
- Application for Site Plan Approval, Site Plan Control or Site Plan Amendment
- Conservation Authority Approval
- Ministry of Transportation, County/Municipal Road access approval(s)
- Provincial, County or Municipal Health or Environmental approval(s)
- All necessary Building Permits:
 - For any demolition, new construction or renovation
 - Composite permits or individual Plumbing/HVAC/Fire Protection
- Off-site/Municipal Road Cut Permits
- Municipal service connection/tapping Permit
- Temporary job-sign permits where necessary
- Building mounted signage and Pylon sign permits shall be the responsibility of the Sign Manufacturer/Owner, not the Design-Builder

The Design-Builder shall provide copies of all permits listed above to the Township for record purposes, in addition to:

- Notice of Project to Provincial Labour Authority

- Workers Safety Insurance Board registration

The Township shall be responsible for the legal execution of Site Plan Agreements/Development Permit 'conditions' as may be required:

- Development charges
- Letters of Credit for sitework/site improvement or road works
- Damage Deposits or other refundable securities
- Municipal Legal Fees or registration charges

EXECUTION

The Design-Builder shall provide all on-site conveniences necessary to perform the proposed work with minimal disruption of existing operations and as may be directed by local Labour/Health and Safety Authorities:

- Temporary Power
- Temporary Jobsite trailer or office conveniences
- Temporary sanitary facilities
- Jobsite security/lockable storage
- Site telephone/fax
- First Aid facilities and First Aid Staff if required

Work shall be scheduled during regular work hours Monday through Friday without interruption. Overtime and off-hour work may be required or preferred by some disciplines however they must not interfere with the surrounding Community or contravene any local By-Laws. All work shall be performed in cooperation with the Township.

Claims for extra cost resulting from overtime or off-hour work shall only be considered by the Township with prior discussion and approval. Completion of all work in accordance with proposal schedule is considered included in the Stipulated Price Contract regardless of labour required unless approved by the Township.

INSURANCE

Design-Builder shall provide the Township with proof of the following minimum insurances prior to commencing work, naming the Township as co-insured at the Design-Builders cost:

- General Contractor's Comprehensive Liability Insurance
 - \$2,000,000.00 minimum policy coverage
- Vehicle Insurance
 - \$1,000,000.00 minimum policy coverage
- Builder's All Risk Insurance
 - Value of Project to Completion, for duration of the Project

The Township shall provide other insurance requirements during the tender assembly process as may apply.

SAFETY

The Design-Builder shall be responsible for all aspects of construction site safety for the duration of the project. Access to the site by Township representatives shall respect jobsite safety requirements/PPE standards and the Design-Builder has the right to enforce such safety regulations.

All work shall be performed in accordance with the Occupational Health and Safety Act, in conjunction with all applicable local provincial authorities having jurisdiction.

The Design-Builder shall be liable for any penalties/fines/charges levied against the project, Construction Manager or Superintendent resulting from Ministry of Labour review.

The Design-Builder shall provide all necessary safety barriers, hoarding, tarping fencing and signage necessary to delineate and enforce a safe work site. Maintain a neat and clean worksite at all times.

Where work is necessary to be performed within or around the existing building, the Design-Builder shall maintain public and staff safe travel to facility and parking clear of debris or refuse. Negotiate segregated lay-down areas and barricade from public or staff access.

PROJECT CLOSEOUT INFORMATION

The Design-Builder shall provide the Township with the following closeout documentation expeditiously upon completion of project:

- Electronic PDF copy of all updated 'As-Built' drawings on thumb-drive
- Two (2) sets of full-size (minimum D-size format sheet) printed 'As-Built' issue drawings including all Professional Disciplines. Drawing sets to be bound stapled and rolled
- Project Maintenance Manuals for equipment and materials used in project
 - Prepare three (3) copies of Maintenance Manuals; Submit two (2) copies to Township and retain one (1) copy for record purposes
- Each Project Maintenance Manual shall include:
 - Printed 11"x17" copies of all 'As-Built' drawings
 - Listings of all Consultants, Design-Builder and Sub-Trades and principal materials suppliers including contacts, addresses and telephone numbers
 - Product data and approved Shop Drawings for all materials, equipment and fixtures installed
 - Copies of all material testing and consultant/authority inspection reports
 - General Contractor's comprehensive One-Year Warranty
 - Copies of extended sub-trade/product warranties as may be applicable
 - Copies of application for Building Permit and supporting documents
 - Copies of all Building, HVAC, Plumbing, Gas and Health Permits issued
 - ESA inspection reports and approvals
 - Copies of Fire Alarm Verifications and Sprinkler Tests if applicable
 - Letter from local Chief Building Official granting Final Occupancy

The Design-Builder shall provide a minimum General Contractor's one (1) year comprehensive warranty for all materials, installation and workmanship. Professional liability shall remain in effect for disciplines as directed by their respective governing body.

DEFICIENCIES

The Design-Builder shall make all work areas available to Township staff for periodic inspection. The Township shall perform a 'final' construction walk-through near the 90% completion point, and the Design-Builder shall correct any deficiencies and complete or correct outstanding works identified.

The Township shall tentatively schedule a return 'One-Year' walk-through with the Design-Builder at which time operational experience may reveal further issues to be addressed by the Design-Builder prior to termination or Warranty

END OF DESIGN-BUILD PROPOSAL GUIDELINES

Appendix A Spec Sheet

Main Level

2 – offices

1 – radio room

1 – utility room with laundry hookups

1 – Lunchroom

1 – Male bathroom

1 – Female bathroom

1 – Accessible bathroom

Second Story

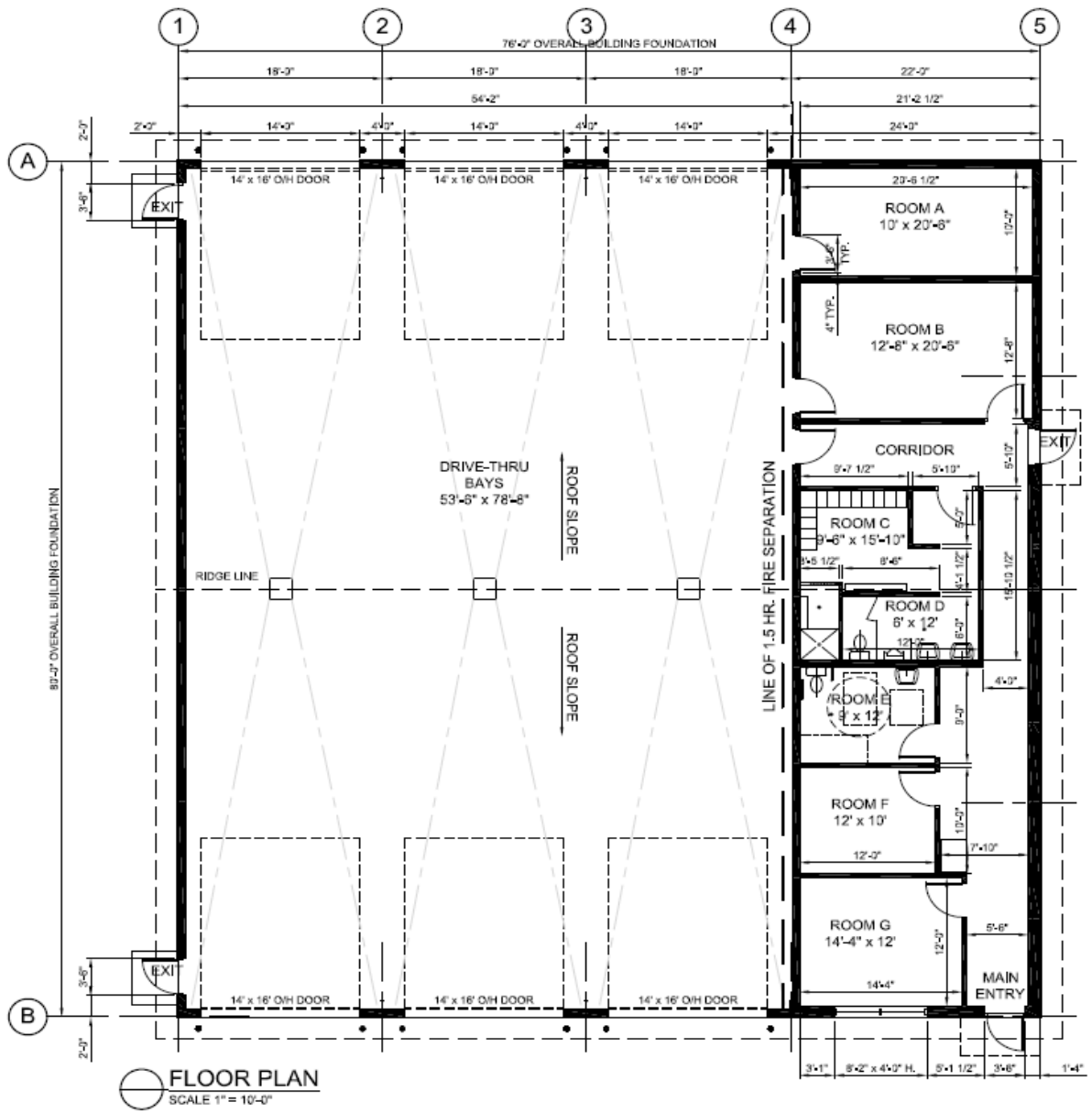
Training room

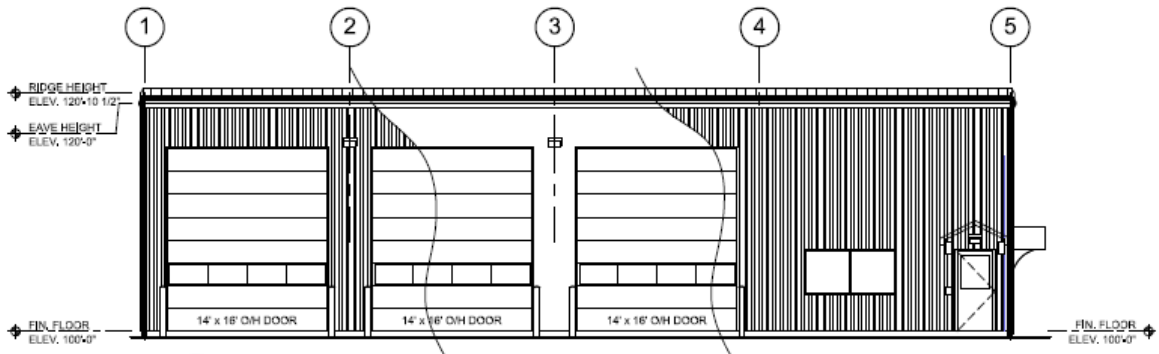
Building

76 x 80 minimum to 80 x 100 maximum

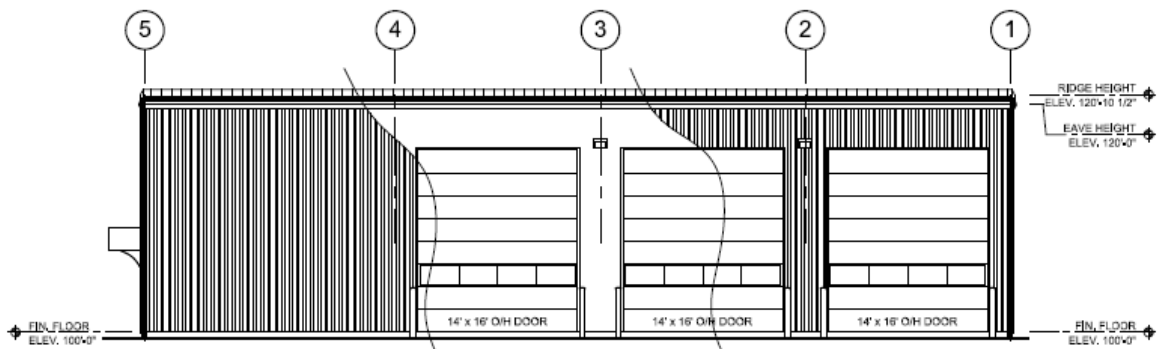
16 ft high building

3 drive through bays – 6 doors

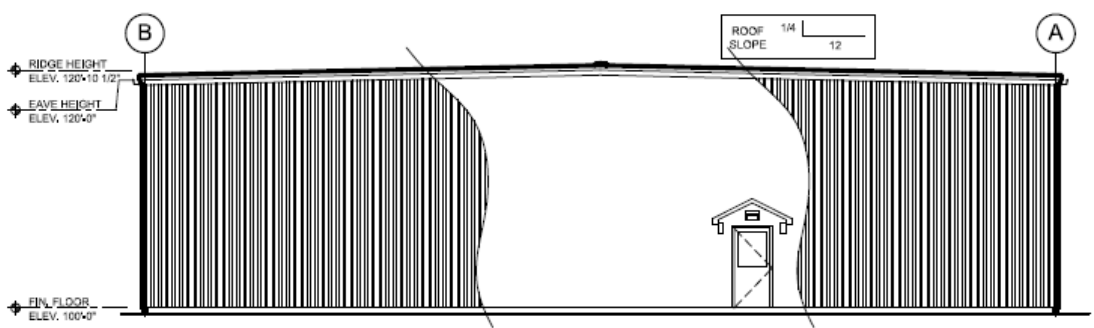




FRONT ELEVATION
SCALE 1" = 10' 4"



REAR ELEVATION
SCALE 1" = 10' 4"



SIDE ELEVATION
SCALE 1" = 10' 4"

