

Bluewater District School Board



RFP # 15-1018

Request for Proposal Construction Management Services For Renovations to:

- Chesley District Community School: 231 4th Ave S.E., Chesley, Ontario
- École Dawnview Public School: 149 12th Avenue, Hanover, Ontario
- Elgin Market Public School: 305 Queen St. South, Kincardine Ontario
- Grey Highlands Secondary School: 100 Toronto Road, S., Flesherton, Ontario
- Hillcrest Elementary School: 501 8th Street West, Owen Sound, Ontario
- Keppel-Sarawak Elementary School: 937 24th Street West, Owen Sound, Ontario
- Kincardine Township- Tiverton Public School: 1805 Hwy 21, N, RR 2, Kincardine, Ontario
- Mildmay-Carrick Public School: 1023 Highway 9, Mildmay, Ontario
- Spruce Ridge Community School: 239 Kincardine Street, Durham, Ontario.

Issue Date: April 29, 2015

Closing Date and Time: Wednesday May 20, 2015 at 2:00pm local time

Closing Location: Bluewater Education Centre

351 1st Ave. N., Chesley, ON N0G 1L0

Deadline for Questions: May 12, 2015 at 2 pm

The Bluewater District School Board is requesting qualified Construction Management companies to submit a **Letter of Interest to provide Construction Management Services** for construction at various school sites through the Counties of Grey and Bruce. Construction is to take place over the scheduled 2015 summer break commencing July 2, 2015 and ending August 21, 2015

The general scope of work for Renovations to **Chesley District Community School** includes:

- Interior renovations to existing elementary washrooms
- Replacement of plumbing fixtures
- Painting.
- Supply and installation of new interior finishes as specified.
- New electrical and mechanical to suit newly renovated space.

NOTE:

- Mobilization will commence in June 2015, construction will commence July 2, 2015 and the entire project shall be substantially complete no later than August 21, 2015.

Estimated Construction Value: \$ 48,000

The general scope of work for Renovations to **École Dawnview Public School** includes:

- Interior renovations to existing general washrooms.
- Replacement of existing plumbing fixtures.
- Replacement of existing selected windows with new window units
- Selective demolition.
- Supply and installation of new interior finishes as specified.
- New electrical and mechanical to suit newly renovated space.
- Replacement of selected roof membrane.

NOTE:

- Mobilization will commence in June 2015, construction will commence July 2, 2015 and the entire project shall be substantially complete no later than August 21, 2015.

Estimated Construction Value: \$ 258,000

The general scope of work for Renovations to **Elgin Market Public School** includes:

- AODA upgrades to the main building entrance
- Upgrades to existing exterior flatworks, and exterior drainage
- Renovation of selected interior spaces - office
- Supply and installation of new interior finishes as specified.
- New electrical and mechanical to suit newly renovated space
- Miscellaneous exterior brick repairs

NOTE:

- Mobilization will commence in June 2015, construction will commence July 2, 2015 and the entire project shall be substantially complete no later than August 21, 2015.

Estimated Construction Value: \$ 47,000

The general scope of work for Renovations to **Grey Highlands Secondary School** includes:

- Interior renovations to existing general washrooms.
- Replacement of existing plumbing fixtures.
- Supply and installation of new interior finishes as specified.
- New electrical and mechanical to suit newly renovated space.
- Replacement existing roof drains

NOTE:

- Mobilization will commence in June 2015, construction will commence July 2, 2015 and the entire project shall be substantially complete no later than August 21, 2015.

Estimated Construction Value: \$ 132,000

The general scope of work for Renovations to **Hillcrest Elementary School** includes:

- Upgrades to existing exterior flatworks and asphalt paving
- Painting interior walls of gymnasium
- Upgrades to exterior building envelope in selected areas.
- Selective demolition.
- Supply and install new windows as specified.
- New electrical and mechanical to suit newly renovated space.
- Replace exterior brick veneer.

NOTE:

- Mobilization will commence in June 2015, construction will commence July 2, 2015 and the entire project shall be substantially complete no later than August 21, 2015.

Estimated Construction Value: \$ 200,000

The general scope of work for Renovations to **Keppel-Sarawak Elementary School** includes:

- Interior renovations to existing general washrooms.
- Replacement of existing plumbing fixtures.
- Installation of new Hollow Metal Interior Screen
- Supply and installation of new interior finishes as specified.
- New electrical and mechanical to suit newly renovated space.

NOTE:

- Mobilization will commence in June 2015, construction will commence July 2, 2015 and the entire project shall be substantially complete no later than August 21, 2015.

Estimated Construction Value: \$ 84,000

The general scope of work for Renovations to **Kincardine Township-Tiverton Public School** includes:

- Replacement of selected unit HVAC units
- Replacement of existing plumbing fixtures.
- Installation of new Hollow Metal Interior Screen
- Supply and installation of new interior finishes as specified.
- New electrical and mechanical to suit newly renovated space.

NOTE:

- Mobilization will commence in June 2015, construction will commence July 2, 2015 and the entire project shall be substantially complete no later than August 21, 2015.

Estimated Construction Value: \$ 84,000

The general scope of work for Renovations to **Mildmay-Carrick Public School** includes:

- Interior renovations to existing general washrooms.
- Replacement of existing plumbing fixtures.
- Installation of new Hollow Metal Interior Screen
- Supply and installation of new interior finishes as specified.
- New electrical and mechanical to suit newly renovated space.

NOTE:

- Mobilization will commence in June 2015, construction will commence July 2, 2015 and the entire project shall be substantially complete no later than August 21, 2015.

Estimated Construction Value: \$ 72,000

The general scope of work for Renovations to **Spruce Ridge Community School** includes:

- Insulation of existing Mechanical piping above finished ceilings
- Supply and installation of new interior finishes as specified.
- Selected demolition and reinstatement of designated fire separations.

NOTE:

- Mobilization will commence in June 2015, construction will commence July 2, 2015 and the entire project shall be substantially complete no later than August 21, 2015.

Estimated Construction Value: \$ 48,000

Note: It is the intent of the BWDSB to award the projects separately.

The proposal **must** include: (you are encouraged to submit in order of the format listed below)

1. Surety letters from Bonding Company
A bonding letter from surety confirming ability to bond is required. The fee structure is to include the cost of securing the bonding by the successful bidder. Bonding is to be provided by the successful bidder within 90 days of Proposal closing and prior to contract signing, including a fifty percent (50%) Performance Bond and a fifty percent (50%) labour and material payment Bond. Bonds shall continue to be in force for a period of one year beyond the date of substantial performance of the work. The cost to provide bonding for each project is to be included in Request for Proposal Construction Management Fee. The bonding cost shall be based on project estimated construction value as noted commencing on Page 2 of this Request for Proposal Construction Management Services. A bid bond is not required.
2. Certificate of Insurance from Insurer
3. Proof of liability Insurance in the amount of \$5,000,000.00. Notwithstanding the contractor shall understand that insurances shall be provided in accordance with the CCDC 2 Stipulated Price Contract – 2008 documents upon entering into such an Agreement with the Board.
4. A letter of interest.
5. Superintendent(s) resume(s): Experience and CV. **Record of Asbestos Containing Materials (ACM) awareness training certificate.**
6. Confirmation that the projects can be turned into lump sum contracts once the final construction costs are established.
7. Proof of WSIB, either a copy of the certificate or certificate number.

The proposal shall include: (you are encouraged to submit in order of the format listed below)

1. A list of Educational/Institutional projects with a construction value greater than \$100,000.00 completed in the past 3 years.
2. Any letter of Reference from Educational/Institutional clients. (minimum 2 letters)
3. Completed Proposal Form showing the Construction Management Fee expressed as a percentage of the construction cost. Fee structure to include all costs for:
 - a. Construction management fee for 100% of the work including the correction of all deficiencies
 - b. All Construction Manager office expenses
 - c. The cost of a Superintendent for the project shall be included in the construction management services percent fee.
 - d. All communication costs including fax, telephone, computer etc.
 - e. General liability insurance costs
 - f. All vehicle costs including capital and operating costs
 - g. Pre and post construction management services
 - h. All subcontracts to be held by the Construction Manager
 - i. All change notices, field instructions, drawing and shop drawing co-ordination and review
 - j. All quality control site safety and housekeeping and commissioning
 - k. Scheduling of all inspections, sampling, and obtaining clearance letters associated with the asbestos abatement to allow work to proceed in an efficient and effective manner

- I. Reimbursable expenses and construction work by own forces are not to be included in the fee. The services outlined in Appendix "B" are deemed to be included in the fee. Your services (and Fee quotation) are to include the management of all sub-trades, project accounting and progress billings, etc. as stated in Appendix "B" attached.
 - m. In order to utilize own forces, construction managers must submit quotations for work specified based on a competitive procurement procedure unless released of this obligation by the BWDSB.
4. Completed copy of CCA Document No. 11, The Canadian Standard Form of Contractors Qualification Statement for Building Construction, referencing School construction and alteration experience.
5. Harmonized sales tax (HST) is not included in the percent fee for the construction management services and will be added separately to the Construction Manager's invoices.
6. The Tender opening is open to bidders should they wish to attend. The tender opening will take place immediately following the 2:00 pm closing date and time at the **Bluewater District School Board, Education Centre** 351 First Avenue North, Chesley, Ontario N0G 1L0.
7. Addendums will only be found on the Board web site (www.bwdsb.on.ca). Contractors are responsible to include all addendums in the Proposal fee.
8. Complete the "**RFP # 15-1018 Intent to Bid**" form and return to the purchasing department as indicated on the form if you intend to submit a response to this request for proposal.

Proposals submitted after the specified closing time and date will not be accepted and will be returned unopened.

Proposals may not be submitted by telecommunications. Adjustments to Proposals by telephone, facsimile, telegram or letter will not be considered. Should a Bidder wish to alter his/her Proposal, it must be withdrawn in writing, and a new Proposal submitted which must be received prior to the closing time and date.

The Owner reserves the right to disqualify Proposals not submitted in strict accordance with requirements of Proposal Documents. The Owner reserves the right to determine the sufficiency of compliance of any Proposal, and to require any Bidder to make good any minor technical non-compliance before the Owner accepts any Proposal.

The Board's Standardized Terms and Conditions apply to all goods, services and/or construction as applicable.

Bidders are requested to consider the appropriate application of the Board's Standardized Terms and Conditions as they apply to each individual commodity they are quoting on, whether for goods, services or construction. The Standardized Terms and Conditions can be found on the Board's website at www.bwdsb.on.ca

The Board reserves the right to do a performance appraisal at any time during the contract.

The Board reserves the right to accept or reject the lowest, or any or all submissions received. Low bid does not necessarily constitute an award, but rather, the highest score which shall be based on, but not limited to, a combination of quality and price and other evaluation criteria as described herein. Additionally, the Board may accept or reject any part of a Bidder's Proposal. The Board reserves the right to award this proposal to more than one bidder, however the Board's interests are best addressed. Incomplete proposals will not be considered.

Submit Proposals to:

Bluewater District School Board
351 First Avenue North,
Chesley, Ontario, N0G 1L0
Attention: Mr. Dennis Dick, Manager of Plant Operations

Proposal documents must be clearly marked

“RFP # 15-1018 Construction Management Services – Miscellaneous 2015 Projects
And be received no later than **Wednesday May 20, 2015 at 2:00 p.m.**

Proposal Documents

It is the responsibility of the Bidder to examine all Proposal Documents as soon as possible and to report all errors, omissions, or ambiguities and to seek clarification on any matter that they consider unclear before submitting a Proposal. The Board is not responsible for any misunderstanding of the RFP on the part of the Bidder.

If necessary, addenda may be issued to all Bidders before the date set for receiving Proposals.

During the bidding period, Bidders may be advised by Addenda of required additions to, deletions from, or alterations to the requirements of the Proposal Documents. All such changes shall become an integral part of the Proposal Documents and shall be allowed for in arriving at the bid prices. Do not take into consideration in your Proposal, instructions or answers modifying the Proposal Documents unless confirmed by Addendum.

Type or legibly print in ink Bidder's full business name and address in the spaces provide on the Proposal Form, complete all requested information and sign the Proposal form in the space provided

Questions During Bidding Period

All enquiries regarding this Request for Proposal shall be directed, in writing, via e-mail, no later than 2 pm on May 12, 2015 to

Terri Junker, Supervisor of Purchasing
Shared Purchasing Services Consortium of Grey Bruce
E-mail: terri_junker@bwdsb.on.ca
Phone: 519-364-5820 ext.249

To maintain an open and transparent process, any enquiries received from Bidders may be shared with all Bidders who have expressed an interest in this Request for Proposal. Any information being shared with all Bidders will not include the source of the enquiry, only the question and answer.

15-1018 - Proposal Form

We hereby offer to perform the work outlined in the Construction Management Services Request for Proposal based on CCA Document No.5 - 1998, revised by the Supplementary Appendix A - Reimbursable Expenses, and including the additional services and responsibilities as outlined in Appendix B for the fees stated below.

The undersigned Construction Management Firm agrees to complete the work within the time frame outlined in the Request for Proposal for the following all-inclusive fee.

Renovations to **Chesley District Community School** _____ (%)
Written Percentage Amount
Designated Site Supervisor for Project (Print Name) _____

Renovations to **École Dawnview Public School** _____ (%)
Written Percentage Amount
Designated Site Supervisor for Project (Print Name) _____

Renovations to **Elgin Market Public School** _____ (%)
Written Percentage Amount
Designated Site Supervisor for Project (Print Name) _____

Renovations to **Grey Highlands Secondary School** _____ (%)
Written Percentage Amount
Designated Site Supervisor for Project (Print Name) _____

Renovations to **Hillcrest Elementary School** _____ (%)
Written Percentage Amount
Designated Site Supervisor for Project (Print Name) _____

Renovations to **Keppel-Sarawak Elementary School** _____ (%)
Written Percentage Amount
Designated Site Supervisor for Project (Print Name) _____

Renovations to **Kincardine Township-Tiverton Public School** _____ (%)
Written Percentage Amount
Designated Site Supervisor for Project (Print Name) _____

Renovations to **Mildmay-Carrick Public School**

_____ (%)
Written Percentage Amount

Designated Site Supervisor for Project (Print Name)

Renovations to **Spruce Ridge Community School**

_____ (%)
Written Percentage Amount

Designated Site Supervisor for Project (Print Name)

For additional projects in 2015 (To be Determined
By Owner) valued under \$100,000

_____ (%)
Written Percentage Amount

Identify if you have and will be using a satellite office location for the calculation and evaluation of mileage to the site(s) specified in this RFP.

Street Address

City

Postal Code

Insert _____% in Article A-7 Own Forces Work. Expenses are not subject to this markup.

Name of Bidder

Signature

Name and Title of Person Signing

Date

(Apply Seal Above)

Supplementary Appendix "A"

Construction Management Service - Proposal Form

Reimbursable Expenses

Appendix "A" - Reimbursable Expenses of the Canadian Construction Management form between Owner and Construction Manger, CCA Document No.5 - 1998 is to be amended as follows:

Paragraph (a) All costs including wages, benefits and employment cost (such as income tax, CPP, travel expenses & subsistence costs) for the superintendent are to be included in the construction management fee on Proposal Form. The wages and benefits for "other labour" in the direct employ of the Construction Manager in performance of the Project under applicable collective bargaining agreements or under a salary or wage schedule agreed upon by the Owner and Construction Manager will be treated as a reimbursable expense. Note: costs for "other labour" shall be an hourly rate approved by the Board and will include wages, benefits and employment cost (such as income tax, CPP, travel expenses & subsistence costs)

Paragraph (b) Delete entirely, all such personnel are to be included in the fee.

Paragraph (c) Contributions, assessments or taxes incurred during the performance of the Contract for such items as employment insurance, workers' compensation, Canada or Quebec Pension Plan and the Construction Manager's employee benefit plan, insofar as such costs are based on wages, salaries or other remuneration paid to the employees of the Construction Manager and included under paragraphs (a) and (b) for the superintendant are to included in the construction management fee on Proposal Form. Contributions, assessments or taxes for "other labour" in the direct employ of the Construction Manager incurred during the performance of the Contract for such items as employment insurance, workers' compensation, Canada or Quebec Pension Plan and the Construction Manager's employee benefit plan, insofar as such costs are based on wages, salaries or other remuneration paid to the employees of the Construction Manager and included under paragraphs (a) and (b) for the superintendent will be treated as a reimbursable expense and included and invoiced as an approved hourly rate.

Paragraph (d) Delete entirely

Paragraph (q) Delete entirely; All such expenses are to be included in the fee.

Paragraph (v) Delete entirely

Paragraph (x) Delete entirely

Paragraph (y) "(a)Reimbursable Expenses itemized above, are hereby amended by the Supplementary Appendix "A" - Reimbursable Expenses, bound into the Proposal Form and attached to this contract."

"The provisions of the Construction Lien Act apply to all Reimbursable Expenses included on the applications for payment. The Owner will maintain responsibility for retaining the holdback in trust. The provisions of clauses GC5.4 and GC5.5 of CCA-5 amended to read Construction Manager/Constructor where Contractor applies to this contract."

Appendix "B"
Construction Management Services - Proposal Form
Construction Manager's Services and Responsibilities

The Construction Manager agrees to provide the services set forth in GC2-Construction Manager's Services, of CCA Document No.5, 1998. In addition, the Construction Manager will perform the following services:

1. Assume the responsibility on the Owner's behalf as the Constructor under the Ontario Occupational Health and Safety Act (OHSA).
2. Trade subcontractors on all subjects pertaining to the work shall deal only through the Construction Manager. In no instance will the subcontractor/supplier deal directly with the Owner, Architect, Engineer or their representatives.
3. Perform the normal duties of a "General Contractor", including clauses GC3.1, GC3.6, GC3.8(less 3b 1.3), GC10.4, GC11.1 and GC12.3 of CCDC3 amended to read Construction Manager/Constructor where Contractor appears.
4. Upon award of the contract, the Construction Manager is to review the Concept Drawings and Program outline, and prepare base line budget, schedule and sequencing proposal.
5. Perform all contractual, procedural and administrative discussions with the sub-trades. All trade contracts are to be awarded in the name of the Construction Management Firm to the successful subcontractor.
6. Prepare and schedule various tender packages. Award trade contracts in the name of the Construction Management Firm to the successful tenderers. Note: The Owner and/or project architect will attend all sub-trade openings.
7. If instructed by the Owner, the Construction Manager will be required to tender to a list of Pre-qualified Contractors provided by the Owner.
8. Prepare all communications in the form of Change Notices, Quotations, Change Orders, Instructions, Progress Payments, Completion, etc. Maintain and circulate minutes of all meetings.
9. Prepare and monitor construction schedule, budgeting and estimating. Prepare monthly progress billings, project accounting, schedule updates and budget updates.
10. Issue all payments to suppliers and subcontractors.
11. Chair and co-ordinate regular on-site trade contractors' meetings
12. Receive, review, stamp and process shop drawings.
13. Include all costs for the cost of a superintendent for the project in the Construction Management Fee.
14. Co-ordinate the work of all trade contractors.
15. Co-ordinate the services of inspection and testing companies.
16. Article A-4 - Scope of Project is to be revised by inserting the following:
"Construction Management Services for Renovations at Chesley District Community School in Chesley ON, Ecole Dawnview Public School in Hanover ON, Elgin Market Public School Kincardine ON, Grey Highlands Secondary School Flesherton ON, Hillcrest elementary School Owen Sound ON, Kincardine Township-Tiverton Public School Kincardine ON, Mildmay-Carick Public School Mildmay ON, and Spruce Ridge Community School in durham ON, in accordance with the Proposal Form prepared by Bluewater District School Board, dated **April 29, 2015**, specifically Appendix "B" - Construction Managers Services and Responsibilities outlining additional services to be provided by the Construction Manager.
Appendix "B" is attached to and forms part of this agreement between The Bluewater District School Board and the Construction Manager."

**PERFORMANCE EVALUATION
FOR
CONSTRUCTION MANAGEMENT SERVICES**

Submission of this Contractor proposal is comprised four (4) parts:

Part 1 – All mandatory documents have been submitted. If “yes” then proceed to Part 2, if “no” then set aside and no further evaluation will be completed pertaining to that submission.

Part 2 – Superintendent experience, points accumulated based on information provided.

Part 3 – Construction Management review, points accumulated based on information provided.

Part 4 – Reference evaluation, (only if/when required)

Part 1 thru Part 4 of this proposal is for contractor information only and will be used by the Owner for performance evaluation.

**PERFORMANCE EVALUATION
FOR
CONSTRUCTION MANAGEMENT SERVICES**

FOR: _____
(Company Name)

<u>PART 1 (Mandatory Documents Supplied)</u>	PASS	FAIL
Surety Letters from Bonding Company	yes	no
Certificate of Insurance (\$5,000,000)	yes	no
Letter of Interest	yes	no
Superintendent(s) Experience & CV	yes	no
Confirmation that project can be turned into Lump Sum Contract	yes	no
Proof of WSIB supplied (certificate or certificate number)	yes	no

PART 2 (Site Supervisor Experience)

- # Of Years (1-2 yrs = 1pt; 3-4 yrs,= 2pts; 5+ yrs = 4pts)
- # Of Projects New (1 project = 1pt; 2-4 projects = 2pts; 5+ projects = 3pts)
- # Of Projects Reno (1 project = 1pt; 2-4 projects = 2pts; 5+ projects = 3pts)
- # Of Educational/Institutional Projects (1 project = 2pt; 2-4 projects = 5pts; 5+ projects = 10pts)
- Site Supervisor has submitted proof of Asbestos Awareness Training (Yes = 2pts; No= 0 pts)

Total Points “Part 2” _____ of possible 22

PART 3 (Construction Management Review)

1. **List of Educational/Institutional Projects in the last 3 years**
 - 1 project 1 point
 - 2 – 4 projects 2 points
 - 5 and above 3 points

2. **Letters of Reference – Educational/Institutional Clients**
 - Not Included 0 points
 - Included 5 points

3. **Successfully complete previous projects for BWDSB on time (within last 5 years)**
 - No 0 points
 - Yes 10 points

4. **Demonstrated Ability to Complete Projects on time (within last 5 years)**
 - No 0 points
 - Yes 10 points

5. **Proximity of the Contractor’s office to project site. (Satellite office will be considered)**
 - Over 200 km 0 points
 - Within 200 km 5 points
 - Within 100 km 10 points

6. **Percentage of Contractor work or experience is specifically related to school or educational projects. (within last 3 years)**

- 0% - 33%0 points
- 34% - 66%5 points
- 67% - 100% 10 points

7. **Percentage of Contractor work or experience is alterations or renovations to school or educational projects. (within last 3 years)**

- 0% - 33%0 points
- 34% - 66%5 points
- 67% - 100% 10 points

8. **Construction Management fees.**

Lowest % fee20 points

**Points thereafter are calculated

Lowest fee			
-----	X	Total points	= Bidder Score
Bidder fee			

Total Points "Part 3" _____ of possible 78

PART 4 (Reference evaluation, only required if no past Board history)

1. **Performance Evaluation from References in Part 3**

- Poor or No reference information provided....0 points
- Average5 points
- Good10 points

Total Points "Part 4" _____ of possible 10

TOTAL POINTS SCORED PART 2 & 3: _____ of possible 100 maximum

****OR** only if required**

TOTAL POINTS SCORED PART 2 to 4: _____ of possible 110 maximum

Completed by: _____
Evaluator name

Comments:

**PART 4
PERFORMANCE EVALUATION
FOR
CONSTRUCTION MANAGEMENT SERVICES**

FOR: _____

The above company has listed you as a reference in their recent submission to be considered for the role of Construction Manager. To assist our office and our client in assessing past performance we would ask that you please complete this evaluation form and return it to our office by fax: 519-370-2911 within 48 hours

Proposed Projects:

The project is comprised of: Renovations to any of the listed schools Chesley CDS, Ecole Dawnview PS, Elgin Market PS, Grey Highlands SS, Hillcrest Elementary, Kincardine Township Tiverton PS, Mildmay-Carick PS and Spruce Ridge CS

	Poor				Excellent
1. Based on the description above how would you rate the construction management company's capability to successfully complete the proposed work	1	2	3	4	5
2. Based on your experiences with the Construction Management company:					
a. How well did they co-ordinate/manage the tendering of the Various Sub-trade packages	1	2	3	4	5
b. How well did they monitor and maintain the construction schedule.	1	2	3	4	5
c. How well did they address site problems/ unforeseen conditions.	1	2	3	4	5
d. How aggressively did they rectify deficiencies	1	2	3	4	5
e. How would you rate their Site Supervisor	1	2	3	4	5
f. How would you rate their overall performance	1	2	3	4	5
g. Would you like to work with this company on future projects	YES				NO
h. Do you recommend this company to others	YES				NO

7. Other Comments:
