

# REQUEST FOR PROPOSAL (RFP)

470 Bronte Street South, Units 204 & 205, Milton, Ontario

Construction of CMHA HRB and ADAPT Milton Office

Document Version: January 6, 2020

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## Summary of the Requirement

Canadian Mental Health Association, Halton Region Branch (CMHA HRB) along with Halton Alcohol and Drug and Gambling Assessment Prevention and Treatment (ADAPT) require the services of an experienced contractor to oversee and manage the Milton office build out project. At present, both organizations operate satellite offices separately in the town of Milton and we are now looking to consolidate our offices into one new location with a square footage of 2,414 sq ft. Our lease at 470 Bronte Street South, Units 204 & 205 commenced September 1, 2019.

## Background

CMHA HRB provides a wide range of innovative services and supports to people who are experiencing mental illness and their families. One of the core goals of these services is to help people with mental illness develop the personal tools to lead meaningful and productive lives. ADAPT offers a full spectrum of services to clients experiencing concerns with addictions, mental health or concurrent disorders, as well as to their families and loved ones.

At the new shared Milton location, there will be two boardrooms, counselling offices, staff workspaces, storage, a reception area, a staff kitchen and washroom.

## Services Required

The following is a high-level summary of the required services. Using the Construction Bid Form (Appendix C), we require the completion of cost summary per each item below.

1. Site demolition
2. Install electrical, plumbing, HVAC, data cabling
3. Complete sound attenuation infrastructure (all rooms)
4. Complete carpentry and in-floor utilities
5. Install interior doors, window wall, glass, hardware, lights, etc.
6. Complete finishes – paint walls, wood trim, ceiling ducts, floor
7. Clean tile floors, remove debris, and complete final clean-up
8. Relocate sprinklers
9. Complete list items from all inspections
10. Obtain certificate of occupancy
11. Issue final completion documents including warranties

## Front-End Specifications

Please note this is a Fixed Price Contract, in order to support establishing a single, pre-determined fixed price, or lump sum. CMHA HRB requires the awarded candidate to obtain the Canadian Construction Documents Committee's (CCDC) standard prime contract specifically "CCDC 2 -2008 Stipulated Price

Contract” (Appendix D – resource link provided for Educational Purpose Only, and this link is not necessarily the most current version). This will be the final contractual agreement that will be approved and signed off by both owner (CMHA HRB) and the awarded Contractor.

## Submittal Requirements

Please prepare and submit a document to address Sections 1 to 8 below.

### 1. General Vendor Information

Please provide the following:

- a. Length of time in business
- b. Number of full-time construction personnel
- c. Location of office that would service this account

### 2. Description of Services

- a. Describe how your firm is positioned to provide the services listed in this request
- b. Provide a history of experience in providing similar services
- c. Provide estimated completion date, based upon start date of April 6, 2020
- d. Work to be completed with as little disruption to other building tenants as possible (building common areas to be kept clear and clean)
- e. Indicate flexibility in time of work, should the site be available off hours
- f. Describe the process as General Contractor (i.e. open book consultation with tenant, tenant able to refer to sub-trades if requested).

### 3. Confidentiality/Sound Proofing

- a. All rooms must be constructed in such a fashion that conversations may not be overheard in adjoining spaces
- b. Cost to be listed as a separate line item as indicated in the Construction Bid Form (Appendix C)
- c. During the consultant review process, a demonstration is required by customer to be able to visit a location that the contractor built, which has a room that demonstrates sound proofness (attenuation) so that the visiting customer can trial discussions inside the room in complete privacy.

### 4. References

- a. Provide contact information for three references of clients for whom you have provided similar services
- b. Describe the actual services provided including date provided

### 5. Staff Resources

- a. Identify names of principals and key personnel who, if your company is selected, will actually provide the services
- b. Summarize the experience and expertise of these staff
- c. Describe the roles and responsibilities these staff will have at our site

## 6. Cost of Services

- a. Completion of the Construction Bid Form (Appendix C)
- b. Proposal must contain a statement which indicates “proposal and construction bid form shall be valid and binding for ninety (90) days following proposal due date and will become part of the contract that is negotiated with CMHA HRB”
- c. Identify rates applicable to change orders and how these would be handled
- d. How and when is the tenant expected to make payments

## 7. Proof of Insurance

Contractor shall furnish a certificate of General Liability insurance (indicating CMHA HRB as additional insured) as well as Workmen’s Compensation coverage for company and employees prior to beginning any work.

## 8. Deficiencies

Describe the time period allowed for inspection and remedy upon completion of the work. Contractor to demonstrate to the tenant that the work is free and clear from liens.

## 9. Inspections

Contractor will be responsible for ensuring all inspections are completed and any issues addressed before end of construction.

## Evaluation Criteria

- Cost
- Ability to provide all requested services
- Ability to complete by target date
- Experience
- Personnel expertise
- References and client satisfaction

## Milestone Timeline

Estimated Due Date	Milestone	Responsible
January 6, 2020	Tender issued	CMHA HRB
January 24, 2020 3pm EST	Tender documents submitted to CMHA HRB	Contractor
January 24, 2020 3:15pm EST	Public opening of bids	CMHA HRB
February 7, 2020	Consultant review and identification of proposed successful bidder	CMHA HRB
February 14, 2020	Board approval	CMHA HRB & ADAPT
March 20, 2020	Ministry approval	Ministry
March 20, 2020	Successful proponent notified	CMHA HRB
March 31, 2020	Contract completed and signed-off	CMHA HRB & Contractor
April 6, 2020	Construction begins	Contractor
May 29, 2020	Construction completed (turn-key move-in)	Contractor

**Note:** Should the construction not be completed by May 29, 2020, CMHA HRB reserves the right to charge a penalty calculated as 5% per week, and this would be an exception amendment to the CCDC-2 2008 Contract, that will be documented and included as an appendix schedule (Source: Lee, Eric, Vice-President, Industry Practices, Canadian Construction Association, CCDC, July 12, 2019).

## Contact Information and Questions

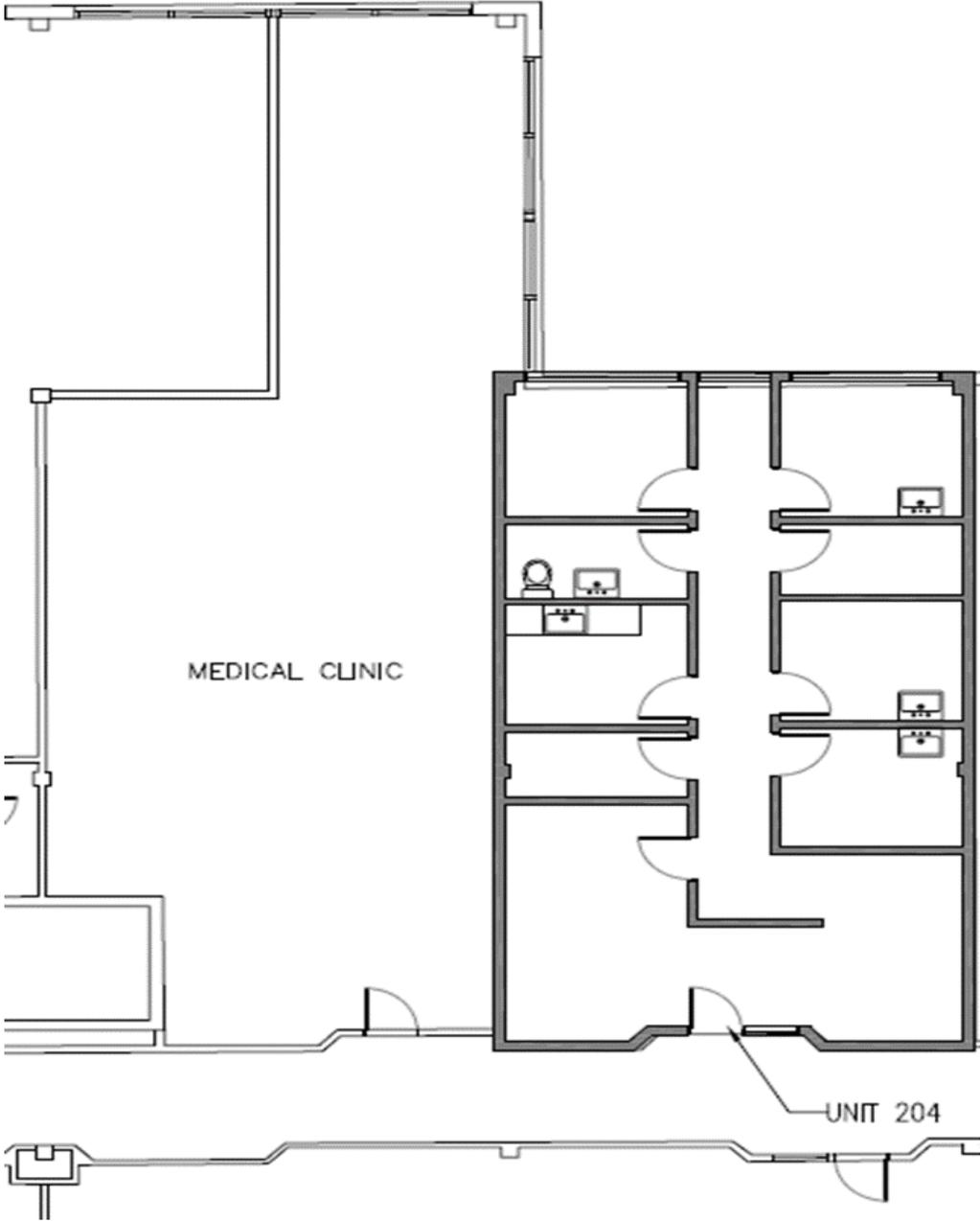
All enquiries to this RFP including requests for information, questions and clarifications are to be directed to Karen Clark-Nash at the following email address: [kclarknash@cmhahrb.ca](mailto:kclarknash@cmhahrb.ca) . It is highly recommended that a site visit is made by the General Contractors, and arrangements can be made for a site visit before submission of bid.

## Proposal Guidelines

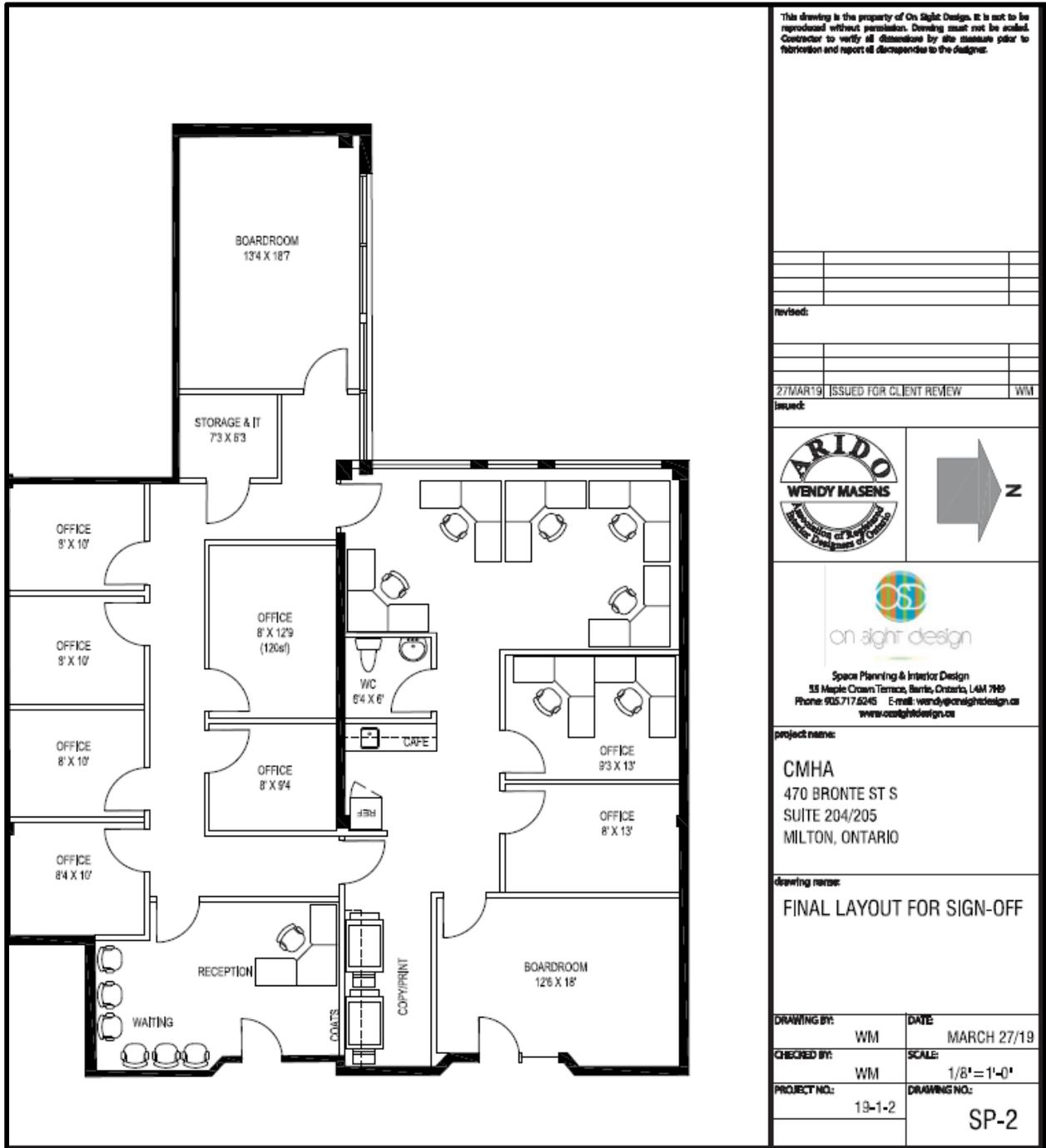
Proposals will be accepted until 3pm EST January 24, 2020. All proposals must be signed by an official agent or representative of the company submitting the proposal. Proposals should be provided in hard copy format and addressed to Karen Clark-Nash at the main office of CMHA HRB located at 1540 Cornwall Road, Unit 102, Oakville, Ontario, L6J 7W5.

Tenders will be opened publicly by the project manager at 3:15pm EST January 24, 2020 at the main office of CMHA HRB located at 1540 Cornwall Road, Unit 102, Oakville, Ontario, L6J 7W5. All vendors submitting a bid are asked to be present at the public opening. For each bid the project manager will announce the name of the bidder and the bid amount.

Appendix A – Current Layout



# Appendix B – Future Layout



# Appendix C – Construction Bid Form

**PROJECT**  
470 Bronte Street South, Milton  
Units 204 and 205

**CUSTOMER NAME**  
Canadian Mental Health  
Association, Halton Region

**DATE ISSUED**

**CUSTOMER OFFICE ADDRESS**  
1540 Cornwall Rd #102,  
Oakville, L6J 7W5

**CUSTOMER PHONE**  
(905) 693-4270

**CUSTOMER E-MAIL CONTACTS**  
kclarknash@cmhahrb.ca &

<b>GENERAL CONTRACTOR</b> Name of primary contact responsible for this project
<b>COMPLETED BY</b> Name of person who completed this fee estimate
<b>QUALIFICATION OF INDIVIDUAL or COMPANY WHO PREPARED THIS FEE ESTIMATE</b> License Credentials, Certification, etc.

**BID FORM DUE DATE**

## CONSTRUCTION BID FORM FOR



Halton Region Branch

<b>Company Name</b>	Enter company street address in this cell
<b>Contact Information</b>	Enter contact email address and phone number in this cell

No.	Tasks	Date of Completion	Estimated Amount
1	Site Demolition		
2	Install electrical, plumbing, HVAC, data cabling		
3	Complete sound attenuation infrastructure (all rooms)		
4	Complete carpentry and in-floor utilities		
5	Install interior doors, window wall, glass, hardware, lights, etc.		
6	Complete finishes - paint walls, wood trim, ceiling ducts, floor		
7	Clean tile floors, remove debris, and complete final clean-up		
8	Relocate Sprinklers		
9	Complete list items from all inspections		
10	Obtain certificate of occupancy		
11	Issue final completion documents including warranties		

<b>PRE-QUALIFIER FOR THIS PROPOSAL</b>	SUBTOTAL	
	GST/HST	
	SALES TAX	
	OTHER	
	TOTAL	

Authorized Rep Submitting the Construction Fee Estimate \_\_\_\_\_ Date \_\_\_\_\_

Actual form can be found at <https://halton.cmha.ca/requests-for-proposal/>

Appendix D – CCDC 2 - 2008

Source:

<http://www.schuettlaw.com/course/course%20materials/Course%20Pack%202015/Tab%206%20-%20CCDC%202%20-%20Stipulated%20Price%20Contract%202008.pdf>