

# Request for Proposal

For

## New Potters Creek Storage Building

In the City of Belleville



— Quinte —  
**CONSERVATION**  
—

Requested by Quinte Conservation Authority  
March 1, 2023

RFP Contact:

[msmith@quinteconservation.ca](mailto:msmith@quinteconservation.ca)

Closing:

Tuesday, April 4, 2023 at 10am

Quinte Conservation  
RR#2  
2061 Old Highway 2  
Belleville, ON  
K8N 4Z2

## Background & Scope of Work

This tender is for the complete supply and install of the storage building as defined in the Linden Design drawings A0-A10 dated Feb 9, 2023. This building is located at 2061 Old Hwy #2 adjacent to the main office of Quinte Conservation.

This tender also includes the design, supply and install of the mechanical and electrical systems as described below.

A building permit application will be submitted by QCA following a successful mechanical and electrical design.

## Related Documents

- Drawing A0-A10 dated Feb 9, 2023

## Structural and Architectural Scope

- As shown and described in Drawing A0-A10

## Civil Scope

- As shown on drawing A10
- Clear and shrub the area as required by the IFC documents.
- Quinte Conservation will remove the non-functioning weather station. Grading in this area to be done as part of this contract.
- The old farm rock walls to be removed and disposed of offsite.
- Remove all soil, granular, debris and fallen trees from site.
- All disturbed grass areas outside of the parking lot or building footprint should be topsoiled and seeded.
- Sod area defined as the bioswale area.
- Include 4' riverstone garden on the north side of the building as well as the indicated south side.
- Extend bioswale south to meet the proposed concrete curb.

## Mechanical Scope

- Design of mechanical systems. Provide P.Eng. stamped drawings for building permits. Assist in building permit process if required.
- Per Notes on drawing A0
- HVAC
  - Ventilation as required by OBC.
  - Garage space will have the ability be kept above freezing in the winter.
  - The attic space is not required to have a separate heating system.
  - No AC is required.
  - Electric Unit Heaters. All units are to be controlled by 1 wall mounted thermostat.

- Plumbing
  - Oil Water Separator and drain in the middle of the garage. Drainage system to be designed by the contractor. The garage bay will act occasionally as a wash bay during winter months.
  - Sink and drain mounted on the utility room. Drainage system to be designed by the contractor. HWT size, design and location is up to the designer.
  - Exterior hose bib to be placed on western wall.
  - All excavation, trenching and backfill costs to be carried by the Contractor.

## Electrical Scope

- Design of electrical systems. Provide P.Eng. stamped drawings for building permits. Assist in building permit process if required.
- Per notes on drawing A0
- Contractor is to complete the entire ESA permit. All fees to be paid by the contractor.
- Lighting
  - Lighting as required by OBC.
  - Emergency lighting as required by the OBC.
  - LED fixtures in garage, in stairwell, utility room, over the sink and in the attic storage.
  - Exterior Lighting above all man doors and overhead doors. Lighting to be controlled by a photoelectric eye with a manual switch.
- Service
  - It is expected that the building can be fed from the existing building. Contractor is to review the capacity on site. Design and build a cost-efficient and effective system based on the information collected from site.
  - All excavation, trenching and backfill costs to be carried by the Contractor.
- Car charging station – power to disconnect in the south-west corner of the building. Charging station to be placed in the future in the compound by others
- 220V welding outlet to be placed in a central location on an exterior wall in the garage area.
- Outlets evenly spaced around perimeter of attic and garage space.

## Quality Control

Perform all inspection and testing as required below:

- Testing of granular materials and on-site materials to be used as fill;
- Compaction testing of granular material and asphalt, placed in the Work;
- Testing of concrete placed in the structure for Compressive Strength, Air Content and Slump in accordance with OPSS 904.
- All Certificates of Conformance sealed by a P.Eng. licensed in the Province of Ontario as detailed

## Shop Drawing, Product Data and As-Builts

Include the following submittals:

- Product Data or shop drawings for all equipment and material. Submit with sufficient time for QC to review prior to ordering.
- Red-line As-Builts.

## Insurance & Bonds

The Contractor shall provide, maintain and pay for the following insurance coverages, the minimum requirements of which are specified in CCDC 41 – CCDC Insurance Requirements in effect at the time of bid closing except as hereinafter provided:

- .1 General liability insurance in the name of the Contractor and include, or in the case of a single, blanket policy, be endorsed to name, the Owner and the Consultant as insureds but only with respect to liability, other than legal liability arising out of their sole negligence, arising out of the operations of the Contractor with regard to the Work. General liability insurance shall be maintained from the date of commencement of the Work until one year from the date of Substantial Performance of the Work. Liability coverage shall be provided for completed operations hazards from the date of Substantial Performance of the Work, as set out in the certificate of Substantial Performance of the Work, on an ongoing basis for a period of 6 years following Substantial Performance of the Work.
- .2 Automobile Liability Insurance from the date of commencement of the Work until one year after the date of Substantial Performance of the Work.

The successful Tenderer is required to provide a Performance Bond, and a Labour and Material Payment Bond, each in the amount equal to one hundred percent (100%) of the Total Tender Price, including Harmonized Sales Tax, to guarantee his/her faithful performance of this Contract and his/her fulfillment of all obligations in respect of maintenance and payment for labour and materials used on this work.

## Payment

An invoice may be submitted at the end of each month end claiming for work done within that month. 10% holdback will be held on each invoice per the construction lien act. The holdback is to be released 45 days following publication of substantial completion.

## Meetings and Site Visits

A mandatory meeting prior to tender close will be held at the below given date. A contractor must be present and sign-in to be eligible to bid on the project. This will help ensure that all contractors are aware of the site conditions and challenges.

Upon award, a start-up meeting will be required to confirm the methodology, schedule, etc.

A formal meeting will be required on a bi-weekly basis to review the project status, schedule, finances, any questions or concerns.

Quinte Conservation will be responsible for preparing agendas and recording minutes of all meetings and distributing them in a timely fashion.

## Proposal Submission Requirements

The proposal shall be submitted no later than Tuesday April 4, 2023 at 10am. Copies of the proposals shall be sent to Mike Smith at [msmith@quinteconservation.ca](mailto:msmith@quinteconservation.ca).

The proposal shall include:

- Contact person and phone number
- Gantt chart schedule showing major activities, deliveries, meetings, report submissions, etc.
- Project personnel including Sub-consultants to be used and their role.
- A list of any perceived risks or areas of concern.
- Any potential areas of cost savings.
- Name and description for any major components.
- Experience with similar projects and references.
- Attestation of all addenda reviewed.
- State all assumptions used.

Request for proposal issued	Wednesday, Mar 1, 2023
Mandatory Site Visit	Thursday, March 16, 2023 @ 9am
Questions regarding the proposal due	Wednesday, March 22, 2023 at 10am
RfP addenda posted on the Quinte Conservation website	Friday, March 24, 2023
Request for proposal closing	Tuesday, April 4, 2023 at 10am

## Selection Criteria

QC will select the successful contractor following an assessment of the submitted proposals based on criteria such as meeting the project requirements, project team experience, project schedule and project cost. The proposal with the lowest bid may not necessarily be accepted.

It is anticipated that the successful consultant will be notified by the end of April, 2023. This project is subject to confirmation of funding and Quinte Conservation reserves the right to reject any or all proposals and cancel the project.