

Request for Proposal

For

Vanderwater Conservation Area – Garage Extension

In the Municipality of Tweed



Requested by Quinte Conservation Authority
November 18th, 2025

RFP Contact:

msmith@quinteconservation.ca

Closing:

Tuesday, December 16th, 2025 at 2:30pm

Quinte Conservation

RR#2

2061 Old Highway 2

Belleville, ON

K8N 4Z2

Background & Scope of Work

Quinte Conservation is looking to engage a contractor who can design and build a lean-to building attached to the existing garage at our Vanderwater Conservation Area. This is to be a shell of a building that will act solely as a secure storage area.

Schedule

The winter will be dedicated to completing the design, acquiring the appropriate permits and if necessary, ordering material.

Construction can begin in the spring or following the design and permits, whichever is later.

The design and construction tasks, durations and dependencies shall be noted in the proposal.

Scope of work

Phase 1 – Design & Permit

- In the tender proposal a lump sum price shall be given to complete the design and acquire the required permits.
- The design shall meet OBC and include at a minimum all components as listed below.
- In addition to any required building permits a permit will also be required from Quinte Conservation/third party reviewer.
- For any specified equipment or material a shop drawing or product data shall be provided for Quinte Conservation to review.
- The design documents shall be sufficient that they can be fully interpreted in the event that they undergo a public tender.
- The design documents will be wholly owned by Quinte Conservation.

Phase 2 – Construction

- In the tender proposal a budget price shall be given to complete the construction of the designed building, complete with all components. A detailed cost breakdown of the project into the main components will assist in finalizing a lump sum price.
- Following the successful completion of the design, the contractor shall confirm the final building price. Any deviation in price from the budget shall be fully substantiated. If the price substantially deviates from the budget, Quinte Conservation reserves the right to NOT proceed with construction. The project may be put on hold or publicly tendered.
- If the construction price is accepted and the contract is issued, construct the building as designed and as noted in the below details.
- Shop drawings or product data will be provided to Quinte Conservation for review prior to ordering or installing material. This only applies to items that were not specifically called out in the design.

Building Details

- Lean-to Design. Connection point to existing building is approximately 14' above current grade right below the existing siding. The outside edge elevation shall be designed by the contractor. The length shall match the existing building. The width is to be 39'. The contractor is to confirm all dimensions.
- The existing building is to be prepared as required for installation of extension.
- The walls shall be metal siding. No insulation or interior sheathing is required. Colour to be selected by QC.
- The roof shall be metal. No insulation or interior sheathing is required. Colour to be selected by QC. The southern edge is to include snowguards and eavestrough/downspout.
- Wall and roof framing/supporting systems shall be designed and built. Loading shall be accounted for such that future interior sheathing and tools can be added. The material will be selected and designed by the contractor.
- The West wall shall include overhead door(s). The size shall be maximised for the wall space.
- The West wall to the south shall have one hollow metal man-door. The south wall on the east side shall have one hollow metal man-door for emergency exists.
- The slab-on-grade is to be concrete. The contractor is to design specifics.
- Mechanical systems are not specifically required unless required by OBC.
- The contractor is to supply LED lighting per the OBC.
- The contractor is to supply 6 x 120v receptacles at equal distance around the perimeter of the building or as required by the OBC.
- The existing building has a **200**-amp panel in the mechanical room. Spare capacity to be confirmed by the contractor.
- Fire fighting systems if required are to be designed and built by the contractor.
- Emergency and exit lighting if required are to be designed and built by the contractor.
- Reroute the existing roadway around the new extension if necessary, maintaining the current road width.

General

- Quinte Conservation will clean up the area prior to mobilization.
- Communicate with QC throughout the process as the existing shop and roadways will be in use throughout construction.
- Any disturbed areas shall be returned to its previous condition.

Documents

- Provide a hard copy and USB of all shop drawings and product data. If a pre-engineer structure is constructed, then erection drawings are required. Letters of warranty shall be included.
- Construction red-line as-built documents shall be provided by the contractor.
- Final construction sign-off shall be provided by the designer/engineer.

Warranty

- Provide a one-year warranty on all installed components.

Meetings and Site Visits

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

The contractor will be responsible for preparing agendas and recording minutes of all meetings and distributing them to QC in a timely fashion.

Site meetings may be required at key intervals during construction.

Proposal Submission Requirements

The proposal shall be submitted no later than the below requested date. Copies of the proposals shall be sent to Mike Smith at msmith@quinteconservation.ca.

The proposal shall include:

- Details on the approach and methodology including dewatering methods.
- Schedule including construction tasks, durations and dependencies.
- Contact person and phone number and people involved in the preparation of the proposal.
- Project cost breakdown as it would be billed out during the project.
- Sub-consultants to be used and their role.
- Attestation of all addenda reviewed.
- State all assumptions used.

Proposals shall not exceed 6 pages in length.

Request for proposal issued	Monday, November 18 th , 2025
Mandatory Site Visit @ 512 Vanderwater Rd, Thomasburg	Friday, November 28 th , 2025, (9am)
Questions regarding the proposal due	Wednesday, December 3 rd , 2025, (9am)
RfP addenda posted on the Quinte Conservation website	Friday, December 5 th , 2025
Request for proposal closing	Tuesday, December 16 th , 2025 (2:30pm)

General Terms and Conditions

Acceptance of Proposals

This RFP is not an offer to enter into any contract or Project Agreement of any kind whatsoever. This RFP is not intended to create a binding contract. This RFP process shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.

This RFP document or addenda to the RFP document contains the entire requirements related to the RFP. Other information and/or documentation provided to the Proponent or obtained by the Proponent prior to the release of the RFP shall not have any force or effect.

Rejection of Proposals

The selection committee reserves the right to reject any or all proposals for failure to fully satisfy the specifications and requirements of the RFP.

Any award resulting from this RFP is subject to the successful completion of a contract between the consultant and QC.

Right to Amend

QC reserves the right to amend or supplement the RFP, giving equal opportunities to all consultants who have bid, by way of an issued addendum.

Acceptance or Non-Acceptance of Proposal

Neither the lowest priced nor any proposal shall necessarily be accepted, and the decision of the selection committee is final. If the selection committee decides to accept a proposal, then this acceptance and the making of an award will be in writing. Unless and until such written notification has been given, there is no successful consultant and no award has been made.

Associated Costs

There will be no payment to consultants for the work related to and material supplied in the preparation of responses to this RFP.

Confidentiality & Ownership of Documents

The consultant is advised that confidentiality issues may arise with respect to this project and will need to be cognizant of these issues.

The IP "Intellectual Property" contained in this RFP is confidential and proprietary. This RFP and any supplemental IP made available by QC to facilitate the proposal scoping is provided for the exclusive use of the Respondent (potential "Contractor") and copies shall not be made available to any other party, without written consent from QC. No other distribution of submissions or proposals is to be made by the Respondent. All proposals and supporting documentation shall become the property of QC and will not be returned.

It is acknowledged and agreed by the Respondent that QC owns and retains all right, title, and interest in and to all IP rights therein, including, without limitation, all copyright, patent,

trade-mark and trade secret rights. This RFP does not constitute a sale of the IP provided during the course of the RFP process. The Respondent acquires no right in or to the IP except the right to use the IP in accordance with the RFP guidelines.

IP arising as a result of a successful RFP and a subsequent contract, including reports and drawings, will be the property of QC.

The Respondent shall indemnify and save QC and Licensor partners harmless from and against any and all liabilities, damages, costs, or expenses awarded against, or incurred, or suffered by the Consultant, arising out of any action or proceeding commenced or maintained by any customer, or any other person, firm, corporation, or other entity, in respect of the use of the IP by the Respondent, or a third party, to whom the Respondent has been permitted by QC to disclose the IP, pursuant to the provisions hereof.

Information Ownership

“All information collected and produced in report or digital form by the respondent shall become the property of Quinte Conservation and subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act. All public reports approved by the Full Authority Board will become public information.”

Insurance

The successful bidder shall carry and maintain insurance written by an insurance company licensed to do business in Ontario for the term of the contract and must provide for the following:

1. Workplace Safety & Insurance Board (WSIB) clearance certificate
2. General Liability Insurance – minimum \$2 million coverage with Quinte Conservation Authority as an additional insured
3. Automobile Liability – minimum \$2 million coverage
4. Professional Liability - minimum \$2 million coverage

All policies and certificates shall provide for 30 days notification to Quinte Conservation Authority in the event of cancellation, reduction in limits or changes in coverage.

Previous Communications

This RFP document and attachments and any addenda contain the entire requirements relating to this RFP. Other information and/or documentation provided to a prospective consultant or obtained by a prospective consultant prior to the release of this RFP or any other time shall not have any force or effect.

Conflict of Interest

Each Proponent representative, on behalf of the team members must declare and continue to be under an obligation to declare all Conflicts of Interests or any situation that may be reasonably perceived as a Conflict of Interest that exists now or may exist in the future.

In connection with its RFP Submission, each Proponent shall:

- i avoid any Conflict of Interest in relation to the Project;
- ii disclose to QC without delay any actual or potential Conflict of Interest that arises during the RFP process; and

- iii comply with any requirements prescribed by QC to resolve a Conflict of Interest.

In addition to all contractual or other rights or rights available at law or in equity or legislation, QC may immediately exclude a Proponent from further consideration or remove the Proponent from the RFP process if:

- i the Proponent fails to disclose an actual or potential Conflict of Interest;
- ii the Proponent, or any Team member fails to comply with any requirements prescribed by QC to resolve a Conflict of Interest; or
- iii the Proponent's Conflict of Interest issue cannot be resolved.

Upon receipt of the Proponent's submission, QC shall, in its discretion, decide as to whether they consider there to be a real, perceived or potential Conflict of Interest and whether such a Conflict of Interest can be mitigated. The proponent shall be notified of QC's decision.

Cancellation of RFP

Due to unanticipated expenditure constraints, this RFP may be cancelled at any time without liability by QC to prospective consultants or to any other entity.

Authorization

To be considered a valid response, a consultant's submission must be completed and signed by an authorized company official.

Irrevocable

Bid submissions will be irrevocable for a period of sixty days from the closing date.

Accessibility

The supplier covenants and agrees to ensure that the Deliverables provided hereunder are consistent with the Ontario Human Rights Code ("OHRC"), the Ontarians Disabilities Act, 2001 ("ODA") and the Accessibility for Ontarians with Disabilities Act, 2005 ("AODA") and their respective regulations in order to achieve accessibility for Ontarians with disabilities. Without limiting the generality of the foregoing, the Supplier covenants and agrees to comply with QC's and the Township's accessibility standards, policies, practices and procedures, as same may be in effect during the term of the Agreement and apply to the Deliverables to be provided hereunder by the Supplier.

Appendix A

