



*Naturally Spirited*

**KILLALOE-HAGARTY-RICHARDS**

THE CORPORATION OF THE  
TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS

DESIGN AND CONSTRUCTION  
KILLALOE AND DISTRICT PUBLIC LIBRARY ADDITION

REQUEST FOR PROPOSAL (RFP)  
RFP 2020-01

**The Municipality of the Township of Killaloe, Hagarty and Richards is committed to integrating accessibility considerations into our procurement processes. We ask potential suppliers to tell us about the accessible options they offer. We include accessibility considerations in our evaluation.**

*The Request for Proposal (RFP) process within the Township of Killaloe, Hagarty and Richards is established to promote the exchange of new ideas between potential service providers and the Township. RFP's allow for more flexibility in delivering services and products to the Township of Killaloe, Hagarty and Richards than would the tendering process. RFP's utilize descriptive objectives and technical specifications as a guideline to suppliers rather than a direct agreement of detail. This affords the Township of Killaloe, Hagarty and Richards' access to technologically advanced products, innovative thinking, and new approaches to solving problems, utilizing the combined knowledge and experience of the Suppliers and Contractors. Suppliers and Contractors benefit through an open forum to exchange ideas, promote new products and demonstrate their capabilities without commonly present restraints.*

**TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS  
REQUEST FOR PROPOSAL (RFP)  
2020-01**

\_\_\_\_\_  
Contractor's Name

\_\_\_\_\_  
Contractor's Address

\_\_\_\_\_  
City Province Postal Code

\_\_\_\_\_  
Telephone Number Cell Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email Address

The Contractor will be required to provide all design work, administrative paperwork, machinery, materials, permits, approvals and manpower necessary to build an addition to the Killaloe and District Library in Killaloe, Ontario. Successful contractor also agrees to provide the client with all services, listed in RFP 2020-01 and contractor's submitted proposal package. The chosen contractor will be required to sign a service agreement prior to commencement of project.

The Contractor is required to provide the Township with proof of insurance in the amount of \$2,000,000.00 at a minimum and is responsible for all issues relating to WSIB coverage, insurance etc. for their employees with relation to this contract.

	Date:	_____
Start Date: _____	Contract Price:	\$ _____ CDN
Completion: _____	Applicable Taxes:	\$ _____ CDN
	Total Contract Price:	\$ <b>245,000.00</b> CDN (including taxes)

\_\_\_\_\_  
Signature  
(I have the authority to bind the company)

## **TOWNSHIP CONTACTS AND ADMINISTRATION**

### **Any questions or request for additional information contact:**

Dale Thompson  
Asset Manager  
Township of Killaloe, Hagarty and Richards  
1 John St., P.O. Box 39  
Killaloe, Ontario K0J 2A0  
(613) 757-2300 - office  
(613) 757-3634 – fax  
(613) 401-1610 - cell  
E-mail: [assetmanager@khrtownship.ca](mailto:assetmanager@khrtownship.ca)

### **REQUEST FOR PROPOSAL CLOSING**

#### **Date of Closing**

RFP submissions can be made until **January 31, 2020 at 4:30 PM Local Time**. RFP submissions received after this deadline will not be given consideration.

#### **Package Submission Process**

RFP packages shall be submitted in a closed and sealed envelope clearly marked as to contents “**Killaloe & District Public Library Addition**”:

Sue Sheridan  
CAO/Clerk-Treasurer  
Township of Killaloe, Hagarty and Richards  
1 John St., P.O. Box 39  
Killaloe, Ontario K0J 2A0  
(613) 757-2300 - office  
(613) 757-3634 – fax  
E-mail: [ssheridan@khrtownship.ca](mailto:ssheridan@khrtownship.ca)

Contractors are required to attend a **mandatory site visit** on **January 24, 2020 at 2:30PM** local time at the Killaloe & District Public Library at 9 Boland Street Killaloe Ont. prior to submitting any proposals. This site visit is mandatory. Only RFP’s submitted by contractors who have attended this site visit will be considered valid for the purposes of this contract.

**Lowest or any proposal not necessarily accepted.**

**TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS**  
**REQUEST FOR PROPOSAL**  
**DESIGN & CONSTRUCTION**  
**KILLALOE AND DISTRICT PUBLIC LIBRARY**  
**KILLALOE, ON**  
**2020-01**

**1. Project Summary**

The Township of Killaloe, Hagarty and Richards proposes to build an addition to the Killaloe and District Public Library. This addition will expand collection space, provide for a new children's area, create a new dedicated computer room and public workspace, a meeting room and enlarged office and staff workspace.

**Funds available for this project:**

Contractors are invited to submit an RFP for the design and construction of an addition to the Killaloe and District Public Library. Submitted proposals shall not exceed **\$245,000.00 including all taxes.**

**2. Property Description**

Killaloe and District Public Library

The library is located at the back(west) end of the building housing the municipal offices of the Township of Killaloe, Hagarty Richards at 1 John Street. The north wall of the existing library is parallel to Boland Street.

**3. Project Deliverables**

- a) Applicants are required to submit a proposal package that includes:
- A detailed conceptual drawing of proposed work to be completed. Shall include proposed materials and general construction notes. Design shall also comply with all requirements of this RFP
  - Site plan of proposed layout
  - List of all sub-trades that are to be used, including designer with BCIN number. Must also provide past work references of related experience applicable to this project
  - WSIB Certificate
  - Proof of liability insurance

- Certified cheque or bid bond; made payable to the Township of Killaloe, Hagarty and Richards in the amount of 10% of the total proposed project cost
  - Project cost clearly specified without need for interpretation. Your submission must clearly provide a breakdown of the costs pertaining to the project and include an overall cost of the project as lump sum price, including applicable taxes.
- b) Following the selection of a successful bidder, the chosen contractor will then be required to supply construction drawings for building permit issuance. Design is to be completed by a professional designer who is qualified in design activities related to the occupancy classification of this building. Contract price shall include any minor alterations to drawings that are required by Chief Building Official during permit review and construction processes.
  - c) At this time the township of KHR is not aware of any asbestos containing materials in the building. It is the sole responsibility of the contractor to identify and remove any such hazardous materials if encountered. Identification and removal shall be performed by a qualified contractor. The Township reserves the right to receive proof of qualification as necessary if such materials are encountered. Any additional abatement measures shall be included in the submitted bid.
  - d) All design and construction must comply with The Ontario Building Code, Accessibility for Ontarians with Disabilities Act and any other regulatory authority having jurisdiction.
  - e) Contractor must clean up all debris and garbage (**must be sorted**) and may be dispose at the Killaloe Waste Disposal Site at the end of this project. Concrete, Hazardous materials or any other materials not normally accepted at the municipal landfill site (as determined by the client) will not be accepted at the municipal landfill site The Job will not be complete until a township designate gives approval that site is returned to its original state. Waste site fees are waived for this project. During the project the job site must be keep clean.
  - f) The contractor must ensure that all health and safety measures are followed for workers and ensure the safety of township employees and the public throughout the construction period.
  - g) Contractor must maintain open communication with municipal staff in regard to progress, changes or any issues that may arise.
  - h) The existing exterior entrance to the Killaloe and District Public Library also serves occupants that rent part of this facility and also is the municipal accessible entrance. Occupants must be able to continue their business as usual during construction. It is the responsibility of the contractor to organize with the occupants regarding scheduled workdays and arrangements to accommodate.
  - i) Services may include any other tasks that may arise which both parties agree on.
  - j) The work area Must be fenced off at all time from the start to completion of project.

4. **Project Notes**

a) The Library has received a \$25,000 in-kind contribution to the project from the Township of Killaloe, Hagarty and Richards may include backhoe and trucking work, landscaping, security fencing and aggregate supply.

b) For the application to the Ontario Trillium Foundation the Library Addition Building Committee designed and submitted a draft floor plan. This floor plan is appended to this document as Appendix A. Draft Construction Specifications for this floorplan were created and costed in the form of multiple bids from established local contractors on each construction element. They are listed in Appendix B. These drafts are included in this RFP because they indicate the simplicity and the size that the Township is looking for.

5. **Project Schedule**

The municipality is requesting prospective contractors to state the start and end dates of this project if they were successful. Consideration may be given to proposals with earlier completion dates or shorter construction periods.

6. **Objectives for RFP 2020-01**

To provide a proposal and quote that includes all design work, supplies required, completion of all applicable permits/approvals, perform all contracting and construction services for an addition to The Killaloe & District Public Library.

(a) **Completion Definition**

This project will be deemed to be complete upon final inspection of the completed project by the Building/Asset Manager or his/her designate, with all deficiencies resolved to the satisfaction of the Township of Killaloe, Hagarty and Richards prior to the release of final project payment and proposal deposit cheque.

(b) **Common Requirements**

Integration of innovation and products that will supply the longest life cycle possible is to be included wherever possible. Although overall cost is a main factor, functionality, improved life cycle, accessibility, consideration for low yearly maintenance, safety and aesthetics should be included as an overall philosophy. Maintenance and cleaning manual to be provided at end of contract.

(c) **Specific Requirements**

The Township of Killaloe, Hagarty and Richards specifically enforces a code of conduct for contractors and sub-trades. Specifically, there is **no** tolerance for:

- offensive language
- horseplay, fighting
- inappropriate clothing
- posting of inappropriate images
- smoking
- alcohol or drug use

The Township of Killaloe, Hagarty and Richards, in its sole opinion, reserves the right to immediately remove and restrict further access to any person not complying with approved practices, without any further recourse or liability.

(d) **Time Limitations**

The start date of the project must clearly be specified in the RFP submission and will be considered a commitment by the applicant.

(e) **Permits and Approvals**

The Contractor will be responsible for all applicable permits (including costs), arranging for inspections and final certification of the project.

(f) **Contract**

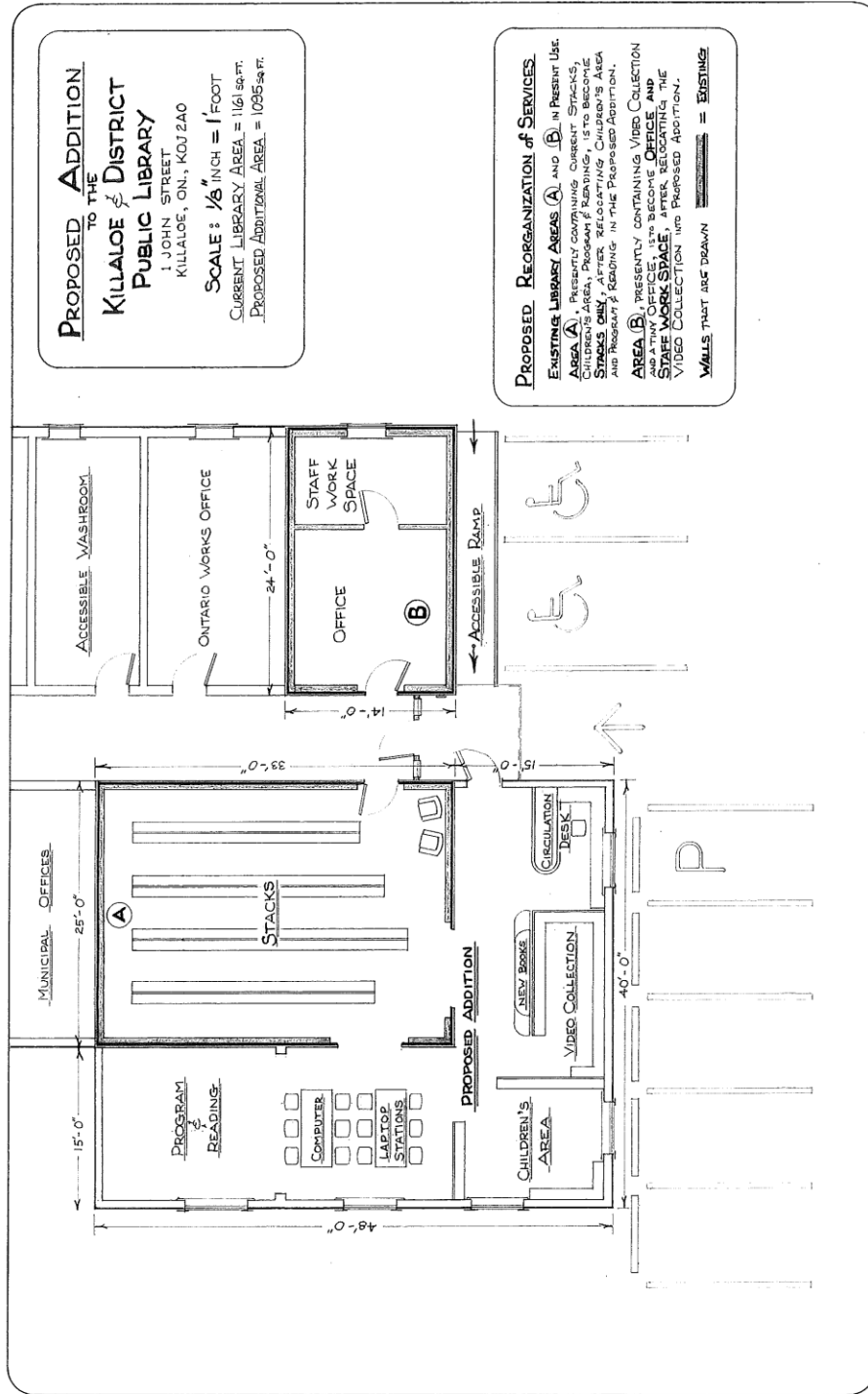
The successful contractor will be required to enter into a service agreement with the Township of Killaloe, Hagarty and Richards. Prior to the commencement of the project, contractors must provide to the Township, proof of valid, current WSIB coverage (which must remain in effect for the duration of the project), and must also name the municipality as an additional insured on the firm's public liability and property damage insurance policy. Coverage shall be at least \$2,000,000 per accident and remain valid for the duration of the contract.

(g) **Additional RFP requirements**

A certified cheque or Bid bond made payable to the Township of Killaloe, Hagarty and Richards in the amount of **10%** of the submitted total contract amount must be submitted with the proposal.

Deposit cheques of unsuccessful bidders will be returned within **ten (10)** business days of the proposal opening. The cheque of the successful bidder shall be retained until the municipality's acceptance of the completed work.

# APPENDIX A





## **APPENDIX B**

### **Draft Construction Specifications:**

This is only a guide line

#### **FOUNDATION\***

Footings

8"x24" reinforced concrete

Frost wall

ICF 6" core, equal to Nudura Plus 2" (R32)

#### **FLOOR**

Level to match existing library floor

R20 insulation

5" concrete w/6x6 wire mesh, colour in,  
epoxy sealer

#### **WALLS**

9' walls

ICF 6" core equal to Nudura Plus 2" (R32)

Windows and Door:

2 @ 4'h x 6'w windows

3 @ 4'h x 5'w windows,

1 @ 39" insulated, exterior door

Installation of windows and door

Wall finishes:

Interior: Painted drywall

Exterior: Stucco

#### **MODIFICATION TO EXISTING WALLS**

2 @ 8-foot-wide, walk through openings in existing block  
walls,

Steel lintels as required

Block end finishing

#### **ROOF**

2x12 rafters 16" oc

½" plywood

Ice and rain shield

Standing seam metal roofing

Flashing as required

Blown in foam insulation

## CEILING

Drop T-bar, acoustical tiles

## LIGHTING

General lighting as required in libraries

Task lighting at checkout

Indirect (no glare) lighting over computer tables

Exterior as required

## ELECTRICAL AND HEATING

### Outlets

Lamp outlets for task lighting at worktable

Outlets for library computers

Outlets for checkout desk

Standard wall

### Heating

Replace old heaters in main stacks

Appropriate baseboards in addition

## INTERIOR FINISH

Move in ready

*\*KHR will supply aggregates as requested*