



Naturally Spirited

KILLALOE-HAGARTY-RICHARDS

THE CORPORATION OF THE
TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS

ACCESSIBLE WALKWAY & OUTDOOR WASHROOM
INSTALLATION
SHERYL BOYLE PARK
REQUEST FOR PROPOSAL (RFP)

RFP 2018-02

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)
2018-02

 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 administrative paperwork, machinery, materials, permits, approvals and manpower necessary to remove the existing patio stone walkway and install approximately 192 feet of fully accessible cement walkways at Sheryl Boyle Park, 3 Deer Trail Road, Bonnechere, Ontario. Additionally, contractor will be responsible for the construction of a 12 x 12 cement pad eating area, and fully accessible bathroom facilities. Successful contractor also agrees to provide the client with all services, listed in RFP 2018-02 and contractor's submitted proposal package. 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.

Start Date: _____

Date: _____

Completion: June 15, 2018

Contract Price: \$_____ CDN

Applicable Taxes: \$_____ CDN

Total Contract Price: \$_____ CDN
 (including taxes)

 Signature
 (I have the authority to bind the company)

TOWNSHIP CONTACTS AND ADMINISTRATION

Any questions or any additional information contact:

Tyler Mask
Building/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) 401-1117 - cell
E-mail: tmask@khrtownship.ca

REQUEST FOR PROPOSAL CLOSING

Date of Closing

RFP submissions can be made until **April 17 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 “Accessible Walkway & Washroom Installation,” to:

Lorna Hudder, CMO, Dipl.M.M.
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: lhudder@khrtownship.ca

Please note that the successful proposal may not necessarily be the lowest submitted cost but the one that provides the best long-term solution for the Township of Killaloe, Hagarty and Richards.

TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS
REQUEST FOR PROPOSAL
SHERYL BOYLE PARK
3 DEER TRAIL ROAD
2018-02

1. Project Summary

To provide all supplies, complete all applicable permits/approvals, perform all contracting and construction services for the removal of the existing patio stone walkway and installation of a new fully accessible poured concrete walkway at Sheryl Boyle Park. Additionally project summary includes the installation of a 12' x 12' eating area cement pad, removal of existing bathroom facilities installation of a new fully accessible bathroom.

2. Property Description

Sheryl Boyle Park
3 Deer Trail Road
Bonnechere, ON

3. Project Deliverables

- a) Remove all existing patio stones from Sheryl Boyle Park that are currently being used as walkways and pads. These stones are to be removed and transported carefully, so as to not damage or break each pad, to the municipal works yard located at 16370 Highway 60. Township staff will provide direction as to precise drop off location for materials.
- b) Chosen contractor, along with a municipal staff delegate, will then stake out the new location for concrete walkway and pad. This will be based on the information provided in this RFP and the site visit conducted on April 10th, 2018.
- c) Contractor will install approximately 192 feet of cement walkway. This walkway will be required to meet all requirements listed in the Ontario Building Code and AODA for barrier free path of travel and structural design requirements. Walkway is required it to be constructed using concrete with a compressive strength of 32MPA with a compacted granular base. The concrete itself must be no less than 5" thick at any location with an uninterrupted width of 1100mm throughout its entirety. The concrete surface must be slip resistant and firm. The walkways must be designed so as to not be susceptible to frost heaving or cracking. It is also to be

designed so that water will drain away from the walkway and not pool on it. Access to the walkway from any area shall be designed so that there is no lip or step that may impede an individual to utilize the walkway or create a tripping hazard.

- d) Contractor will install a 12' x 12' concrete pad adjacent to walkway that will be used as a picnic bench eating area. This pad will be constructed using the requirements in the Ontario Building Code and AODA. It is required to be at a minimum 5" thick with a compacted granular base and a compressive strength of 32 mpa. The surface of the concrete will be finished as to provide a firm and slip resistant surface. The pad must be designed as to not be susceptible to frost heaving or cracking. It is also to be designed so that water will drain away from the pad and not pool on it. Access to the concrete pad shall be designed so that there is no lip or step that may impede an individual to utilize the area or that will create a tripping hazard. Contractor must propose a way to anchor the picnic benches to the pad to inhibit theft of the benches from occurring, but also enable township staff, through a lock and key system, to move them if need be.
- e) Contractor will remove existing bathroom facilities and dispose of materials at the Killaloe Waste Disposal Site. Waste site fees are waived for disposal of construction and demolition debris pertaining to this project, however C & D waste must be properly sorted for disposal at the waste site.
- f) Contractors will supply a design with their RFP, and chosen contractors will supply a design and plan for the construction of a new fully accessible washroom facility that utilizes the privy vault located underneath the existing building. This privy vault is pumped out once a year so the design must allow for the continued access of the licensed sewage remover to perform their duties. Also important to note is that the bathrooms are only opened to the public during the day time between the months of July and August, outside of those months the park and washrooms are closed.

This new building will be required to have two bathroom facilities each with their own separate accessible entrance. Each room, and the structure as a whole, must adhere to all aspects of the Ontario Building Code and AODA for barrier-free washroom facilities and structural requirements. This building is off the grid and has no access to electricity, running water or a conventional septic system. In lieu of not having a sink, the contractor will supply a tamper proof hand sanitizing station within each washroom, installed at the required height for an accessible washroom. The toilet must be an approved accessibility toilet that is installed at the correct height. Additionally as this is an outdoor toilet a grate will be required to be installed inside the toilet that shall have grid size openings which will prevent the passage of a spherical object having a diameter no larger than 4 inches. The toilet paper dispenser must be tamper proof and also installed at the proper height and location for an accessible washroom. Grab bars are also to be installed at the appropriate heights for an accessible bathroom.

Also incorporated in the building design there shall be an area for seasonal storage of cleaning tools, toilet paper and materials that township staff use to maintain the washrooms in the summer months. Currently a locker is all that is being used and staff would not require anything much larger than such. However

it will need to be designed so that only township staff has access to the contents inside. The front of the building will be required to be supplied with a cement pad that is adequate enough for wheel chairs to access the entrance to the washrooms from the walkway.

The building must be constructed so that it is long lasting, cost effective and aesthetically pleasing. Contractor is required to submit a detailed design with their RFP submission so that municipal staff can review. Additionally the construction of this facility must comply with Division B, 8.3.2.1. of the Ontario Building Code for class 1 sewage system construction requirements:

- Constructed of strong durable weatherproof materials
 - Has a solid floor supported by masonry
 - Is easily sanitized by municipal staff
 - Is equipped with a self-closing door and accessibility door handles which are able to be locked from the inside, and locked/unlocked by the use of a key from the outside.
 - Has one or more openings for the purposes of ventilation, all of which are screened to stop animals and insects.
 - Has a ventilation duct that is screened at the top end and that extends from the underside of the riser to a point above the roof of the superstructure
 - Must allow for enough natural light to enter so that the occupant can visibly see inside. Additionally interior & exterior solar/motion lights are required.
- g) Contractor must clean up all debris and garbage and dispose of at the Killaloe Waste Disposal Site at the end of this project. Job will not be complete until a township designate gives approval that site is returned to its original state.
- h) The contractor must ensure that all health and safety measures are followed for workers, and ensure the safety of township employees and the public when they are on site throughout the construction period.
- i) Contractor must maintain open communication with municipal staff in regards to progress, changes or any issues that may arise.
- j) Services may include any other tasks that may arise which both parties agree on.

4. Project Schedule

The project must be completed by **June 15th, 2018.**

5. Objectives for RFP 2018-02

To provide a quote that includes all supplies required, completion of all applicable permits/approvals, perform all contracting and construction services for the removal of the existing patio stone walkway and installation of a new fully accessible poured concrete walkway at Sheryl Boyle Park. Additionally project summary includes the installation of a 12' x 12' eating area cement pad and new fully accessible outdoor bathrooms.

(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, safety and esthetics should be included as an overall philosophy.

(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. The completion date must be by June 15th, 2018.

(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, 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.

6. Miscellaneous

Contractors are required to attend a **mandatory site visit** on **April 10th at 2:30 PM local time** prior to submitting any proposals. Only RFP's submitted after this site visit by contractors who have attended same, will be considered valid for the purposes of this contract.

(a) Submission Checklist

- Proposed project plan that complies with all objectives in this RFP
- WSIB Certificate
- Proof of Liability Insurance
- Commencement and completion dates
- Page 2 of this document fully completed and signed by company representative
- Certified cheque; made payable to the Township of Killaloe, Hagarty and Richards in the amount of 10% of the total proposal
- 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 a lump sum price, including applicable taxes.

(b) Township Contacts and Administration

Inquiries with regard to this contract shall be directed to:

Tyler Mask
1 John Street, Killaloe, ON K0J 2A0
(613) 757-2300 – Office
(613) 401-1117 – Cell
E-mail: tmask@khrtownship.ca

9. Request for Proposal Closing

(a) Date of Closing

RFP submissions can be made until **April 17th at 4:30 PM local time**. No RFP submissions will be considered if received after this deadline.

(b) **Package Submission Process**

RFP packages shall be submitted in a closed and sealed envelope, clearly marked “**Accessible Walkway & Washroom Installation**” to:

Lorna Hudder, CMO, Dipl.M.M.
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: lhudder@khrtownship.ca

Lowest or any proposal not necessarily accepted.