



**Ontario
Aboriginal**
Housing Services

Request for Proposal (RFP)

DESIGN-BID-BUILD SERVICES

For the Design and Development of 8 Parr Avenue, Dryden, ON

Issued: Tuesday, September 06, 2022

Submission Deadline: Thursday, October 06, 2022, at 12:00 PM (Noon) EST.

Table of Contents

1.0 Introduction	2
2.0 Location.....	2
3.0 Scope of Work.....	2
4.0 Cost Estimate	3
5.0 Proposal Evaluation Criteria.....	3
5.1 Project Understanding	4
5.2 Project Personnel and Resumes.....	4
5.3 Methodology/Approach.....	4
5.4 Design Philosophy	5
5.5 Value Added Services.....	5
5.6 Proposed Schedule.....	5
5.7 Tender Price	5
6.0 Application & Permits	5
7.0 Changes in Contract	5
8.0 Insurance.....	6
9.0 Invoicing Instruction	6
10.0 OAHSSC Development Team.....	7
11.0 Submission Requirements	7
11.1 Address for Submission of Proposals.....	7
11.2 Closing Time for Submission of Proposals	7
11.3 Form of Submission.....	7
11.4 Inquiries from contract bidder.....	7
11.5 Site Visit.....	7
12.0 Proposal Award	7
Appendix A – Property Information.....	8
Appendix B – Building Specifications	8

1.0 Introduction

In July of 2022 Ontario Aboriginal Housing Support Services Corporation (OAHSSC) took possession of land located in Dryden, Ontario. The intent of this development is to build an energy efficient dwelling to reduce emission in efforts to reach Canadas net zero goal of 2050, 1-storey, estimated 800 square feet, 2-bedroom single detached dwelling. Ontario Aboriginal Housing Services is looking to expand their development options and will be using this build as a pilot project for potential future developments.

2.0 Location

The civic address of the property is 8 Parr Avenue, Dryden, Ontario. The lot is fronting on the west side of Parr Avenue. It has a frontage of 100 feet and a depth of 180 feet. The area of the property is (100 x 180) 18,000 ft² (1673 m²) or 0.41 acres. Currently under Dryden Municipal Zoning By-law 2012 the subject property is zoned as Rural Residential (RR) Zone where a single detached dwelling is permitted.

The property has municipal services connections available, although there are no connections currently since on site the only existing building is a storage garage.

Pin:

Description: PCL 24561 SEC DKF; LT 14 PL M358; DRYDEN

Civic Address: 8 Parr Avenue, Dryden, ON, P8N 0A2

3.0 Scope of Work

The awarded **stipulated bid contract** will provide:

- 1) Schedule showing the development progression
- 2) Engineered and Architectural drawings such as:
 - a) Site plan with municipal connection
 - b) Building design/layout
 - c) Building renderings
 - d) Specified in tender price by an allocated allowance
- 3) Slab on grade foundation with 4-foot frost wall or alternative equal or equivalent low impact foundation system
- 4) Wood framing or equal and equivalent modular or panelized system
- 5) Insulation
 - a) all insulation values to meet OBC/ Climate zone
- 6) Exterior Finish
 - a) Vinyl siding
 - b) Fiberglass or architectural shingling
 - c) Vinyl windows
 - d) LED lights
 - e) 10 ft x 6 ft front porch
- 7) Interior Layout

- a) 2-bedrooms
 - b) 3-piece full bath
 - c) Open concept living room/dining area, kitchen
- 8) Interior Finish
- a) Walls finished in drywall
 - b) 5mm vinyl plank flooring
 - i) Must be glue down
 - c) LED lights
 - d) Electric heat pump for heating and cooling
 - i) Cold climate heat pump rated to minimum -25 Celsius
 - e) Electric hot water on demand
 - f) Electrical include for stove

Note: Ontario Aboriginal Housing Services is open to considering prefabricated construction methods if it meets net zero specification.

4.0 Cost Estimate

The proponent will provide a stipulated bid price estimate for the entirety of the design and development of the above specified project.

5.0 Proposal Evaluation Criteria

Each Proposal shall be evaluated by OAHSSC Development Team.

In general, this Request for Tender will be evaluated based on compliance, completeness, quality, demonstrated competence, content clarity, conciseness, and any unique skills or methods demonstrated.

The proposal will be evaluated by a team of representatives in accordance with the following scoring matrix:

SUBMISSION	POINTS
▪ Company Profile	10
▪ Previous related experience	10
▪ Project Understanding	15
▪ Proposed Project Personnel	15
▪ Methodology/Approach	20
▪ Value Added Services	15
▪ Fee	15
TOTAL	100
Additional points related to unique elements	10
Additional points related to experience with Indigenous community developments if outlined within this proposal.	15
Additional points related to utilization/employment of the talent, skills, and experience of the Indigenous community if outlined within the proposal.	20

The additional points related to any unique elements of the proposal will be available to all members of the evaluation team to use if they see fit during their review of the submissions.

5.1 Project Understanding

State what you consider to be the key elements of these projects. Briefly identify the risks and challenges.

Provide a minimum of three comparable developments that your firm has completed.

Provide:

1. Construction Budget vs Completed Actual Cost for each
2. Construction Schedule vs Actual Schedule for each
3. Pictures and References for each of three comparable developments

5.2 Project Personnel and Resumes

- Identify the individuals who will be assigned to this project.
- Identify other roles and respective individuals you feel may be required to effectively deliver the project.
- For each individual state their qualifications and their related experience on similar projects.

5.3 Methodology/Approach

Describe the method(s) and approach to be utilized to deliver requirements of this proposal. Indicate participation required of all stakeholders including OAHSSC, successful design-build team, government agencies, and authorities having jurisdiction, marketplace, and others.

5.4 Design Philosophy

Describe your design philosophy as it relates to Indigenous culture and design. Provide examples of any experience you have with Indigenous design.

5.5 Value Added Services

Provide a description of value-added services provided to enhance this offering.

The inclusion in the design build to propose low impact technologies. To supply and install equipment and material with a proven life cycle, to extend the date to first maintenance.

5.6 Proposed Schedule

A one-page construction schedule outlining proposed completion dates for significant milestones must be submitted.

5.7 Tender Price

Provide a tender price to carry out the services outlined in this RFP.

Indicate the hourly rate(s) that were used to determine the fee and the rates that will be applicable throughout the project if additional services are required.

6.0 Application & Permits

During the process of the ready for public tender documents, the proponent will complete and submit all required applications/permits to the proper regulatory organization, as identified by the contract bidder. The proponent will directly pay any required application fees. The proponent shall be responsible for any follow up, as required for processing and approval of the applications.

Note: Please specify in tender price bid with an allocated allowance.

7.0 Changes in Contract

If requested in writing by OAHSSC, the proponent will make required changes in the contract. The proponent will advise OAHSSC of any effect on the time schedule and budget or any other implications of the changes—such changes will be incorporated into the contract by formal change order. No changes required by the proponent to remedy errors or other problems attributable to shortcomings of the contract bidder, including persons employed or supervised by him, shall entitle him to additional fees. The Proponents shall not be compensated beyond the upset limit, unless the OAHSSC provides written approval.

8.0 Insurance

The successful bidder will be required to

- Carry a minimum of \$2,000,000 per occurrence in professional liability insurance and \$5,000,000 General Public Liability Insurance. The insurance coverage cannot be modified without written consent of the Municipality.
- Builders Risk Insurance and Certificate of insurance, naming Ontario Aboriginal Housing Support Services Corporation (OAHSSC) as an additional insured
- Proof of the Contractor’s ability to obtain \$5,000,000 in Comprehensive General Liability Insurance must be submitted with proposal/response to this RFP.
- Proposal/response to this RFP that limit the liability of the contractor or the insurance company to the value of the fees paid/payable will not be considered.

The successful bidder can demonstrate this proof of insurance in the following manners:

1. Certificate of insurance,
2. Letter from the insurance provider

Also, the successful candidate will need to provide a clear WSIB certificate.

****Note- The proponents insurance policy may be reviewed by OAHSSC’s corporate insurance advisor to ensure proper coverages are in place****

9.0 Invoicing Instruction

The proponent shall provide a financial report with each invoice:

- A written status report of the work accomplished to date and a comment if the project is on schedule.
- with headings as follows:

Budget Billings

Fees	Previous Billings
Expenses	Billings This Period
Total Contract	Billings to Date

The proponent shall advise OAHSSC in writing of any potential changes to the Project amount/cost, as soon as possible, after they are evident. The proponent shall invoice the Municipality on a monthly basis. The invoice shall be in the form of a hard copy and electronic copy and directed to the OAHSSC Development Team. The Development name and OAHSSC’s name shall be clearly shown on the invoice. Each invoice will contain a breakdown with the name of each employee, position, hours of work, charge-out rates, expenses, and disbursements.

10.0 OAHSSC Development Team

The primary contact for OAHSSC Development will be Ms. Cathy Connor, Director of Housing Development. Other staff within the Housing Development Department: Paula Benford, Development Administration Assistant and Nicholas Cicchini, Urban Planner. Other staff within OAHSSC may be appointed, as necessary.

11.0 Submission Requirements

11.1 Address for Submission of Proposals

- a) Due to COVID 19 – OAHSSC will be accepting proposals via email.
- b) Proposals will be submitted to: Bids@oahssc.ca

11.2 Closing Time for Submission of Proposals

- c) Proposals must be received no later than **Wednesday, October 12, 2022, at 12:00 PM Noon EST.**

11.3 Form of Submission

- d) An electronic bid submission must still be signed, and the entire proposal must be received in one email.

11.4 Inquiries from contract bidder

- e) During the proposal period, Proponents are to direct all inquiries (in email only) to:
- f) Nicholas Cicchini, Urban Planner
- g) Email: ncicchini@oahssc.ca

11.5 Site Visit

- h) A site meeting is not mandatory but encouraged. The site is vacant, green space and the property is owned by OAHSSC. There are no barriers that would keep perspective bidders from accessing the site.

12.0 Proposal Award

OAHSSC reserves the right to accept or reject any or all proposals. Any proposals prepared in response to this RFP shall be prepared at the cost of the respondent. The successful proponent awarded the contract for the Services on the Project, if any, will be notified by OAHSSC via mail. This RFP does not commit the OAHSSC to award a contract. The lowest cost or any proposal will not necessarily be accepted. The OAHSSC further reserves the right to reject any or all bids, to waive irregularities and informalities therein and to enter negotiations with prioritized proponents in our efforts to meet budget constraints for the best interest of the OAHSSC in its sole and unfettered discretion.

Appendix A – Property Information

See provided documents.

Appendix B – Building Specifications

See provided documents.