



The Corporation of the Township of Seguin
REQUEST FOR PROPOSAL No. 2024-011
Seguin Municipal Office Roof Replacement

RFP Closing Date and Time:	Thursday, May 10, 2024 at 2pm local time.
RFP Opening Date and Time:	Thursday, May 10, 2024 at 2:05pm local time. Opening at the Township of Seguin Municipal Office: 5 Humphrey Drive Seguin, Ontario P2A 2W8
Contact Person:	Ken Griffiths Community Services Supervisor (705) 732-4300 ext 271

This is a Request for Proposal (RFP) and not a call for tender or request for binding offers. No contractual obligations will arise between the Township and any Proponent until, and unless, the Township and a Proponent enter into a formal, written contract to provide the required services.

Please note: Lowest or any RFP not necessarily accepted.

1. INSTRUCTIONS TO PROPONENTS

1.1. Submission

1.1.1. Responses to this RFP can be submitted electronically to: bids@seguin.ca or delivered in person to the Township of Seguin Municipal Office at the following address:

5 Humphrey Drive

Seguin, Ontario

P2A 2W8

Attention: Ken Griffiths, Community Services Supervisor

The envelope should be marked with the name of the company submitting the Proposal (the Proponent) and the Quotation Title, Number, Closing Date and Time.

1.1.2. The Proposal must be received at bids@seguin.ca or the Municipal office before the specified closing date and time of 2:00 p.m. on May 10, 2024. Proposals received after the closing date and time will not be considered and will be returned unopened to the Proponent.

1.2. Proposal

1.2.1. The lowest bid, or any Proposal, will not necessarily be the one to be awarded.

1.2.2. The Township reserves the right to award this order in part or in full, based on Proposals received, unless the Proponent specifies that its Proposal is valid only for the complete order.

1.3. Enquiries

1.3.1. Enquiries regarding submission requirements should be submitted prior to April 18, 2024 to: Ken Griffiths, Community Services Supervisor

Email: kgriffiths@seguin.ca

Phone: 705-732-4300 ext 271

1.3.2. The Township, its agents and employees shall not be responsible for any information given by way of verbal communication.

1.3.3. Any questions that are received by the Township affecting this Proposal may be issued by the Township as addenda to this document.

1.4. Awards

In the event that only one eligible Proposal is received, and/or Proposal(s) are in excess of the estimated budget, or if pricing is considered to be an unacceptable increase over the previous rates charged for the same or similar products and/or services, this RFP may be cancelled or re-issued without any change to the specifications.

1.5. Acceptance

Costs and prices quoted in all proposals received by the Township are subject to acceptance by the Township within NINTEY (90) days after Closing Date.

1.6. Quality of Goods or Services

The Township reserves the right to cancel any purchase order(s) placed as a result of this RFP, if in the Townships' opinion, products and/or services are unsatisfactory.

1.7. Solicitation

If any director, officer, employee, agent or other representative of a Proponent makes any representation or solicitation to any Mayor, Councillor, officer or employee of the Township with respect to the Proposal, whether before or after the submission of the Proposal, the Township shall be entitled to reject or not accept the Proposal.

1.8. No Claim for Compensation

Except as expressly and specifically permitted in these Instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a Proposal each Proponent shall be deemed to have agreed that it has no claim.

1.9. Conflict of Interest

The Proponent warrants that the Proponent is not employed by the Township, nor is an immediate relative of such an employee, if the products and/or services to be supplied under this RFP are intended to be supplied to the department in which such employee works. If the Proponent is a company, the Proponent warrants that none of its officers, directors or employees with authority to bind the company are employees of the Township or immediate relatives of employees of the Township, if the products and/or services to be supplied under this RFP are intended to be supplied to the department in which such employee works. In this section, "Immediate Relative" means a spouse, parent, child, brother, sister, brother-in-law, or sister-in-law of a Township employee.

1.10. Addendums

1.10.1. All addendums to this RFP opportunity will be posted on the Bids and Tenders website. It is the sole responsibility of the Proponent to make sure that they are in receipt of all addendums prior to the Closing Date and Time.

1.10.2. To acknowledge receipt of each addendum, each addendum number issued should be noted below with a signature of an authorized representative of the organization, as being received.

1.11. Freedom of Information

Upon submission, all Proposals become the property of the Township and will not be returned to the Proponents. Proponents must be aware that the Township is a public body subject to the provisions of the Freedom of Information and Protection of Privacy Act. Proposals will be held in confidence by the Township, subject to the provisions of the Freedom of Information and Protection of Privacy Act, or unless otherwise required by law.

1.12. Cancellation

1.12.1. The Township reserves the right to cancel this RFP at any time and for any reason, and will not be responsible for any loss, damage, cost or expense incurred or suffered by a Proponent as a result of that cancellation.

1.12.2. The Township reserves the right to cancel the Contract, at its sole and absolute discretion, with 30 days' written notice to the Contractor, and the Contractor will have no rights or claims against the Township. The Contractor will be entitled to be paid for all authorized work and expenses accrued up until the termination date. Cancellation would not, in any manner whatsoever, limit the Township's right to bring action against the Contractor for damages for breach of Contract.

1.13. Other Requirements

The successful Proponent (Contractor) shall meet the following requirements when providing labour and/or delivery:

1.14.1. All materials delivered and services provided must be in accordance with all laws, regulations and requirements and Occupational Health and Safety Legislation.

1.14.2. Indemnification

The Contractor shall indemnify and hold harmless the Township, its elected and other officials, officers, employees, agents, servants, representatives, and volunteers from and against any and all liability, loss, claims, demands, legal proceedings, expenses, including but not limited to legal expenses (hereinafter collectively referred to as the "Claims"), when the Claims arise wholly or in part, directly or indirectly, as a result of any wrongful, blameworthy, or negligent acts or omissions, or breach of any terms of this Agreement by the Contractor, the Contractor's officers, directors, employees, sub-contractors, agents, representatives or volunteers in the course of providing services pursuant to this Agreement.

This indemnity shall survive the termination, completion, or expiry of this Agreement, and in particular any risk that further Claims against the Township are made after the termination, completion, or expiry of this Agreement, such risk is assumed entirely by the Contractor.

The Contractor shall indemnify and pay to the Township promptly, on demand for any loss or damage to the Township's property and facilities arising either directly or indirectly as a result of the use of the property or facilities under the terms of this Contract. The Contractor shall waive all rights of subrogation or recourse against the Township as a result of the granting of this Contract or the use of the Township's property or facilities.

1.14. Insurance

1.14.1. The Contractor shall provide and maintain Commercial or Comprehensive General Liability Insurance with a minimum limit of \$2,000,000 inclusive per occurrence, for bodily injury, death and property damage. Such policy shall include:

- The Township and its officers, employees, officials, agents, representatives and volunteers as Additional Insured;
- Cross liability and waiver of subrogation or recourse against the Township; and,
- Thirty (30) days prior written notice of cancellation or reduction in coverage in favour of the Township, to be delivered by registered mail to the attention of the the Director of Community Services to the address of the Township.

1.14.2. The Contractor shall be responsible for any deductibles or reimbursement clauses within the policy.

1.14.3. The Contractor shall provide the Township with a Certificate of Insurance prior to the commencement of work and within two weeks of the expiry date of the policy to evidence renewal of the policy and continuous coverage.

1.14.4. The Township shall be under no obligation to verify that the Insurance coverage outlined is adequate for the needs of the Contractor.

2. SPECIFICATIONS

2.1. Examination of Site Conditions

It is the responsibility of the bidder before submitting a proposal to carefully examine the site of the proposed work. Bidders shall fully inform themselves as to the existing site conditions and limitations to determine all factors relating to the place of work that may affect the performance of the work, conditions such as weather and availability of labour, the ground, quality and quantity of the material, the equipment and facilities needed preliminary to and during the execution of the work, the general local conditions, and all matters which are necessary for the full and proper completion of the work and the conditions under which it will be performed.

Upon award of the contract, the contractor shall determine the delivery time necessary for all products and equipment required for the project. The contractor shall order items to ensure that delivery is such that the agreed construction schedule is maintained.

All delivery costs shall be included in the bid.

2.2. Scope of Work

Replacement of Seguin Municipal Office Roof

Innovative, green roofing materials and systems that can support the reduction of GHG emissions will be highly considered and prioritized.

General:

- Structural engineer approval of roof system to be provided by contractor.
- Submit engineered drawings showing all materials, layouts, size, finishes and manufacture specifications of the material being installed.
- Conduct work such as not to cause any damage to the building and use proper precautions to guard against any potential water damage as a result of weather. Contractor must be able to start work within the timeline specified within.
- Project work must not interfere with the day-to-day operation of the municipal office. Access to the building shall always remain available for the duration of the project.
- Provide a complete cleanup of the total work area daily with a magnet sweep to pick up fasteners and steel pieces.
- Obtain all necessary permits and/or approvals from authorities having jurisdiction before starting the work.
- Coordinate locates with utility companies if applicable.
- Determine the delivery time necessary for all products, equipment required for the project.
- Adequately protect completed work and/or work in progress.

Environmental Protection:

- Responsible to minimize erosion and sediment runoff resulting from operations.

- Responsible to supply and install any appropriate sediment control measure to prevent sediment runoff from entering any watercourse within the working area.
- Responsible for the condition of the job site while completing work.
- Restore construction site to its original condition after work is completed. All affected area shall be returned to its original condition including be not limited to: grading, topsoil, grass, pavement, fencing, etc.

Temporary Service and Facilities:

- Provide, erect, and maintain adequate temporary barricades, warning signs, and lights where required for the protection of the public at all times.
- Provide adequate portable facilities, on a continuous basis, for garbage and construction debris collection and removals.
- All temporary facilities shall be included in the contract price.

Pre-Construction and Progress Meetings

- After award of contract, the contractor will arrange and conduct a pre-construction meeting.
- The contractor will document responsibilities and necessary activities of all parties as discussed and distribute copies.
- The contractor will conduct progress meetings on a bi-weekly basis throughout the construction period.
- The contractor will present at each meeting the proposed work activities for the following two-week period complete with schedule information.

Roofing Scope of Work

- Removal of existing gravel.
- Remove and dispose existing roofing materials, sheet metal flashing, down to existing roof assembly to metal structural deck.
- Supply and install new insulation (blocking if required) over entire area of the roof.
- Supply, fabricate, and install new prefinished sheet metal flashings and drip flashing to perimeter and curbs. Color to be selected from manufacturers standard colors.
- Supply and install new metal wall flashing. Color to be selected from manufacturers standard colors.
- Installation of a new roofing system complete with flashing, green solutions a priority.
- All electrical, mechanical and gas lines, disconnect and reconnect if necessary to be done by electrical and HVAC company.

2.3. Warranty

Minimum of one year labour and materials from date of completion in addition to manufacturer roof warranty.

Mileage and travel time to be covered under warranty if warranty work is completed on site.

2.4. Proposed Timeline

- RFP Award: May 13, 2024
- Engineering, shop drawings, consultation: May – June, 2024
- Construction: Must be complete before August 2024.

2.5. SUBMISSION AND EVALUATION PROCESS

Process

The evaluation of Proposals will be conducted by a committee formed by staff. All evaluators will be bound by the same standards of confidentiality. The Township’s intent is to enter a Contract with a Proponent that meets the requirements. This section details the evaluation process for selecting the best-qualified Proponent(s). Proponents should ensure that they fully respond to all criteria in their submission in order to receive full consideration during the evaluation process.

Evaluation Criteria

The following weighting and minimum score(s) have been assigned by the Township and will be used during the evaluation process. Evaluators are only able to evaluate information that has been included in a Proponent’s Proposal. Information that is known to evaluator(s) or information that is available on the internet or from other public sources cannot be considered during the evaluation process. Details for each criteria are provided below.

Evaluation Criteria	Weight
Team	15
Past Performance	15
Methodology& Proposed Schedule	30
Overall Quality of Proposal	15
Presentation of Proposal*	10
Fees and Resource Allocation	15
Total	100

*Presentation / Interview for short-listed Proponents only. Proposals not meeting the minimum score above may be excluded from further consideration.

Team – 15 Points

Criteria:

The Team will be evaluated based on the following components:

- Qualifications of the key staff members that will be included in the team to complete the scope of work, describing their capabilities, respective roles and qualifications.
- Expertise and experience with commercial flat roofing projects that have a similar scope of work as described herein.
- Familiarity with green/sustainable practices.

Past Performance – 15 Points

Criteria:

Proposals should demonstrate the team’s previous success in undertaking projects of this scope. Evaluation will be based on the following:

- Experience in leading similar projects is a significant consideration in this Criteria section
- Experience in projects that cover the key themes and subject matter outlined in this RFP
- Knowledge of municipal processes

Methodology & Proposed Schedule – 30 Points

Criteria:

The consulting team must demonstrate a good understanding of project requirements, and Proposals must be clear, concise and consistent. Evaluation will be based on the following:

- Description of the contractor’s approach to the project tasks, demonstrating an understanding of the anticipated deliverables to ensure that the project objectives are met
- Presentation of proposed methodologies and processes to achieve goals
- Quality control processes to ensure project remains on time and on budget
- Realistic work plan and schedule for completion of all works
- Identification of major issues, challenges and risks associated with the deliverables

Overall Quality of Proposal – 15 Points

Criteria:

- A complete Proposal that provides all requirements listed must clearly convey the consulting team’s intent in a clear and concise manner. The Proposal should demonstrate an understanding of current challenges and the key subject matters identified.

Presentation of Proposal - 10 Points

Criteria:

- After completion of the evaluation of criteria, the Township may contact short-listed Proponents for an interview, which may include providing a presentation.

Fees - 15 Points

Criteria:

- Typical components included in the budget should include costs for consulting work, engineering costs, labour, construction, and supply costs. Points will be awarded where efficiencies are identified to reduce overall project costs.

Reference Checks

The references of the preferred Proponent may be contacted to validate any part of the Proposal. The Township reserves the right to conduct such independent reference checks or verifications as are deemed necessary by it to clarify, test, or verify the information contained in the Proposal and confirm suitability of the Proponent.

FORM OF PROPOSAL

Having carefully examined the site and all conditions affecting the proposed work as well as the specifications, all addenda and the instruction to bidders, I/we, undersigned, hereby offer to furnish all necessary labour, materials, supervision, tools, equipment, etc., required to complete all work requisite for the proper execution of this contract, expeditiously and in the satisfactory manner and accept in full payment therefore stipulated sum of:

Price \$ _____

HST \$ _____

Total \$ _____

Supplier: _____

Name/Company

Address

City/Province

Postal Code

Phone Number

Email

I/we agree to commence work within _____ weeks from the acceptance of the proposal and to complete work in _____ weeks from the acceptance of the proposal.

Title: _____

Signature of authorized Person

Date