

Milton Community Hall Inc.

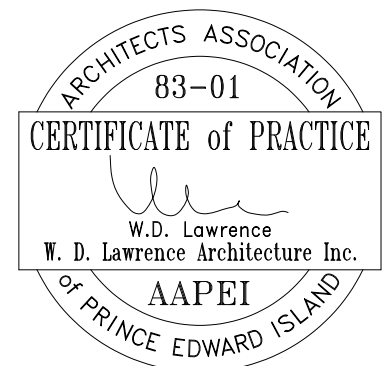
Request for Quote

For:

**Community Hall Additions and Renovations
Milton, PE**

RFQ Reference Number: RFQ 702275

Submission via Email to wdlarch@gmail.com



Title Sheet 1

Division 00 - Bid Documents

Section 00001 Invitation to Bidders - Tender 1

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PROJECT Community Hall Additions and Renovations
Milton, PEI

OWNER: Rural Municipality of Miltonvale Park
7B New Glasgow Road-Rte. 224
North Milton PE C1E 0S7
Phone: (902) 368-3090
Email: admin@miltonvalepark.com

ARCHITECT: W.D. Lawrence Architecture Inc.
(Prime Consultant) P.O. Box 21 Hunter River, P.E.I. C0A 1N0
Civic #: 6297, Route 13, Mayfield
Phone: (902) 620-1237
Email: wdlarch@gmail.com

ENGINEERING
CONSULTANTS: Structural: SCL Engineering (902) 628-8620
Mechanical: Orange Door Engineering (902) 388-7685
Electrical: EA Engineering (902) 394-0881

TENDER

Tenders will be received by email at the office of the Architect (refer to Title Sheet), until:

2:00 p.m., local time, on October 17, 2022

for:

**Community Hall
Additions and Renovations
Milton, PEI**

Refer to Drawings/Specifications for specific work. The Project generally includes:

1. Demolition of wood deck, miscellaneous concrete foundations, exterior ramp, floor/wall/roof framing.
2. Foundation excavations, underpinning, waterproofing and trenching for services and footing drainage.
3. Selective interior demolition and structural modifications to floors, walls and roofs.
4. Finishes, doors, roofing and windows.
5. Demolition and modification of existing mechanical and electrical building systems.
6. Installation of fire escape, elevator and hoistway.

Drawings and Specifications will be provided in PDF format via email. Bidders are responsible for their own printed copies.

Lowest or any Tender will not necessarily be accepted.

1. Invitation

- .1 Bid Submission:
 - .1 Bids signed, executed and dated, will be received at the Time, Date and Location as Indicated in Section 00001 Invitation to Bidders – Tender.
 - .2 Refer to Tender Preparation and Submission, this Section.
- .2 Basis of Bid:
 - .1 The intent of this Bid Call is to obtain an offer to perform Work for a Stipulated Price remuneration in accordance with the Contract Documents.
 - .2 Refer to Section 00001 for a general Scope of Work for This Tender.
Refer to Drawings and Specifications for complete Scope of Work.
 - .3 Perform the Work on or before the dates Indicated in the Scheduling Requirements (Submit Schedule with Tender).
- .3 Contract Documents Identification:
 - .1 The Contract Documents are identified as per Article 1.2.2 of this Section, as prepared by W. D. Lawrence Architecture Inc. and the Associated Consultants as noted on Drawings and/or Specifications.

2. Contract/Tender Documents

1. Definitions:
 - .1 Contract Documents: Defined in CCDC 2 (2020) Definitions with General Conditions.
 - .2 Tender Documents: Contract Documents supplemented with Instructions to Bidders, Tender Form, Tender Securities, and Tender Supplementary Forms identified herein and including all Addenda.
 - .3 Contractor: Defined as General Contractor, responsible to include all Sub-Contractor costs (as indicated on Section 00003, Appendix 'A', Sub-Contractors).
- .2 Examination:
 - .1 Upon receipt of Tender Documents verify Documents are complete; notify Architect if Documents are incomplete.
 - .2 Immediately notify the Architect upon finding discrepancies or omissions in the Tender Documents.
 - .3 Sub-Contractors are reminded to examine complete sets of Tender Documents for items which may relate to their specific Section. No allowances will be made for failure to include such items.

- .3 Queries/Addenda:
 - .1 Direct questions to: Architect as per Title Sheet.
 - .2 Addenda may be issued during the Tender period. All Addenda become part of the Contract Documents. Include all costs in the Tender Price.
 - .3 Verbal answers are only binding when confirmed by written Addenda.
 - .4 Clarifications requested by Bidders must be in writing not less than five (5) working days before the date set for receipt of Bids. The reply will be in the form of an Addendum, a copy of which will be forwarded to known Bidders.

3. Site Assessment

- .1 Site Examination:
 - .1 Visit the project site and examine all Contract Work areas before submitting Bid. Tenders shall reflect all site conditions as may affect the Work under the Contract. Refer also to Scope of Work.
 - .2 A formal pre-tender site meeting may be held at the site on a date established during the Tender period. Following a scope of work discussion the bidders are encouraged to view the areas and details firsthand.

4. Notice to Trade Contractors (Sub-Contractors)

- .1 General Contractors shall ensure that all Subcontractors and Sub-trades understand the full extent of their responsibilities to complete the entire Work of the Project. Subcontract Work may appear in various Sections of Specifications and on various Drawings.
- .2 The Sub-Contractor shall include in his Work all costs required by his/her Company to comply with the General Conditions and Specifications.

5. Tender Preparation and Submission

- .1 Contractors shall take particular care to see that their Tender submission is complete. Refer to Section 00003. Contents include:
 - .1 Completed Tender Form 00003.
 - .2 Acknowledgement of Addenda (complete Addenda number and initial blanks on the Tender Form).
 - .3 Completed List of Sub-Contractors 00003 (Appendix 'A')
 - .4 Completed Separate Prices 00003 (Appendix 'B').
 - .5 The total tender sum + HST on page 1 (of 00003) shall include the costs identified in Appendix 'B'.
 - .6 Contractors shall submit their bids by email prior to the time and

place Indicated on the Invitation to Tender.

- .7 Amendments to the submitted offer will be permitted if received in writing prior to Tender Closing and if endorsed by the same party or parties who signed and sealed the Offer.

6. Bid Security

- .1 N.I.C. this Project

7. Contract Security

- .1 N.I.C. this Project

8. Duration of Offer

- .1 Tenders shall remain open to acceptance and shall be irrevocable for a period of thirty (30) days after the Bid Closing Date.

9. Permits, Taxes and Regulations

- .1 All Fees, except for the Building Permit (Building Permit acquired/paid for by the Owner) or hazardous materials abatement, for the proper Completion and Inspection of the Work herein Specified, shall be paid for by the Contractor, except where otherwise noted. All applicable Costs including transportation, dumpage fees and taxes excluding the H.S.T., shall be included in the Tender Price.
- .2 The Work shall be completed to the satisfaction of the Consultants and the local inspecting Authorities.
- .3 In the absence of any provisions contained herein, the applicable Provincial Codes, the National Building Code of Canada, 2015 will govern in that order. Also, the National Energy Code of Canada for Buildings, 2017 shall apply for the new building addition only).
- .4 The latest edition of the Canadian Electrical Code shall govern all electrical work, whether pre-wired and/or assembled remote from the site.

10. Responsibility

- .1 The General Contractor shall be responsible to be fully familiar with the Contract Documents and will include in this Tender Price all items which are named, implied, or traditionally a part of the Contractor's Work. When Work is identified under a particular Section, the Contractor responsible for that Section shall bear responsibility for such Work unless noted otherwise. The Contractor shall indicate on Appendix 'A' the Sub-Contractor who will perform the Work, although the General Contractor shall be ultimately responsible to the Owner for all Work identified in the Contract Documents.
- .2 Cutting and Fitting of Work shall be performed in accordance with the applicable Section of the Specifications by the Contractor needing the

- Cutting and Fitting.
- .3 Patching of all work will be the Responsibility of the General Contractor. Include patching of all building envelope and roof (typical example, patch and make roofing watertight where chimney or vents are removed). Sub-Contractors shall consult with the General Contractor prior to cutting of major areas to discuss how the patching can be handled to ensure a good overall final appearance.
 - .4 Excavation, Backfilling and Concrete Work shall be performed by the General Contractor.
 - .5 Blocking or other floor, wall, or ceiling/roof supports and reinforcements for attachments shall be the responsibility of the General Contractor in accordance with the applicable Section of the Specifications.
 - .6 Firestopping Work shall be performed by sub-contractors for their respective work, both existing work to remain (eg. existing pipe penetrations) and for new work within the fire separations of the Project area. The General Contractor shall be responsible for closing in and firestopping of all new and existing walls and floors where fire separations are required (including gaps such as deck flutes), in preparation for firestopping by the sub-contractors. All firestopping materials shall conform to ULC specifications.
 - .7 General Contractor shall maintain clean premises on a daily basis, until Substantial Completion of this Contract.
 - .8 The General Contractor shall provide and pay for all disposal bins and construction/demolition-related garbage removal and disposal.
 - .9 The General Contractor shall supply and pay for all related Temporary Services and Facilities unless noted otherwise in this Section 00002 or Section 01500.
 - .10 At this time we are not aware of any hazardous materials in the building. Should this material be discovered during demolition, all Hazardous Materials Abatement Work shall be performed by qualified abatement personnel, with costs by Owner.
 - .11 The General Contractor shall be responsible for installing all access doors, hatches and door grilles as supplied by Mechanical and Electrical Contractors as part of the Work of those Sections.
 - .12 All selective Demolition Work shall be performed in accordance with the applicable Section of the Specifications and paid for by the applicable Sub-Contractor. All dumpage fees relating to demolition shall be paid for by the General Contractor.

11. Acceptance of Offer

- .1 The Owner reserves the right to reject any or all offers.
- .2 All bidders acknowledge that they shall have no claim against, or entitlement to damages from the Owner by reason of the Owner's

- rejection of their individual bids or all bids.
- .3 Each bidder shall be prepared, if so requested by the Owner, prior to the award of the Contract, to present evidence of his and the Subcontractor's experience, qualifications and financial ability to carry out the terms of the Contract.
 - .4 After acceptance by the Owner, the Architect on behalf of the Owner shall issue to the successful Bidder a written Tender acceptance.

12. Scheduling Requirements

- .1 The Work of this Contract shall start immediately following the award of Contract, and progress as follows:
- .2 All Work shall be Substantially Complete by May 31, 2023.

THE FOLLOWING CONSTITUTES A COMPLETE TENDER PACKAGE. ALL THESE ITEMS MUST BE INCLUDED IN THE CONTRACT SUBMISSION TO ENABLE THE OWNER TO DECLARE THE SUBMISSION AS BEING COMPLETE AND VALID. REFER TO SECTION 00001 (INVITATION) AND SECTION 00002 (INSTRUCTIONS TO BIDDERS).

TENDER FORM AS PROVIDED	1 copy complete and signed
APPENDIX A LIST OF SUB-CONTRACTORS	1 copy to be completed by bidders
APPENDIX B SEPARATE PRICES	1 copy to be completed by bidders

CONTRACT TENDER

SUBMITTED BY: _____

DATE: _____

FOR:

**Milton Community Hall Additions and Renovations
7A New Glasgow Road – 224, PE**

TO:

Rural Municipality of Miltonvale Park

Having examined the Drawings and Specifications for this Project, as well as any Addenda issued, as prepared by W. D. Lawrence Architecture Inc. and/or their Consultants; WE HEREBY OFFER to furnish all materials, plant and labour necessary for the full and proper completion of:

Milton Community Hall Additions and Renovations

Including all prime cost allowances and Government sales or other taxes in force at this date, excluding HST, but not including any additional or deductible allowances or taxes which may be applicable subsequent to this date, which shall be payable by or to the Owner, in accordance with the above mentioned Documents, for the following stipulated sum of:

dollars (\$) _____) in Canadian funds.

In submitting this Tender we recognize the necessity to complete the information requested by any appendices, as well as, the right of the Owner to reject all Tenders or to accept any Tender at the price submitted, on the condition that revised Tenders will not be called for if minor changes are made.

In the event of this Tender being accepted within thirty (30) days of the time stated for the closing of Tenders, and our failing or declining to enter into a Contract, then our Bid Bond or Security Deposit shall be forfeited to the Owner in lieu of any damages which he may suffer by reason of our failure or refusal to enter into such Contract. If we are notified of the acceptance of this Tender within the above specified time, we will:

1. Enter into the specified formal Contract Agreement with the Owner.
2. Furnish Insurance Certificates in accordance with the requirements of the Specifications.

3. Enter into Sub-Contract Agreements where applicable.
4. Furnish a general analysis of the Contract sum, the total aggregating the amount of our Tender.
5. Complete the entire Work on or before the dates stated.

COMPANY: _____

PER: _____

DESIGNATION: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

Addendum No. _____ Issued: _____ initial _____

Addendum No. _____ Issued: _____ initial _____

Addendum No. _____ Issued: _____ initial _____

References: Provide below name and contact information for two clients who could provide references.

1. Name: _____

Contact Information _____

2. Name: _____

Contact Information _____

Evaluation of Tenders:

1. Tender Scoresheet

1. Adherence to RFQ Instructions (max. value = 5 points):
Received by Deadline and complete = (5 / 5 points) = _____

2. Reference and Experience (max. value = 10 points):
Positive references listed and verified = (10 / 10 points) = _____

3. Tender amount (max. value = 85 points):
Lowest Tender amount receives 85 / 85 points = _____

4. Lowest or any Tender will not necessarily be accepted

SUB-CONTRACTORS

APPENDIX "A"

It is the intent of this Document to have identified the Sub-Contractor which the General Contractor proposes to use on this Project. Caution is expressed that if the term "Own Forces" is named, the Contractor will, in fact employ his own personnel and not employ the services of a separate and distinct business enterprise which manufactures and/or installs the Product or Service identified.

Note: Fill in only the Sub-Contractors which apply to the Scope of Work.

1. Miscellaneous Excavation, Fill and Grading _____
2. Site Services _____
3. Asphalt Paving _____
4. Seeding _____
5. Wood Framing Interior _____
6. Exterior Ramp _____
7. Steel and Wood Doors and Frames _____
8. Finish Hardware _____
9. Drywall _____
10. Finish Flooring _____
11. Painting _____
12. Kitchen Cabinetry _____
13. Miscellaneous Specialties _____
14. Plumbing _____
15. Heating and Ventilation _____
16. Electrical Lighting, Power and Systems _____

SEPARATE PRICES

APPENDIX "B"

The following are our Separate Prices for the Work listed hereunder. Such Work and Amounts ARE INCLUDED in our Tender. These SEPARATE Prices do NOT include Value Added Taxes. These Prices INCLUDE Supply and Installation.

Description of Separate Price Work	Separate Price Amount (\$)
1. Sitework including excavation And backfill, Class A, Select Borrow and Final Grading	_____
2. Asphalt reinstatement where disturbed	_____
3. Exterior Ramp	_____
4. Elevator, supply and installation	_____
5. Total Plumbing	_____
6. Total Heating and Ventilation	_____
7. Total Electrical	_____

**1. Form of
Agreement**

- .1 The Form of Agreement between Contractor and Owner shall be Canadian Standard Construction Document CCDC2 (2020 version), "Stipulated Price Contract" including the Definitions and General Conditions Part 1 to Part 13 inclusive with the following Supplementary General Conditions and forming part of this Section 00004.

**2. Article GC 5.2
Applications for
Progress Payments**

- .1 Add new item 5.2.9 as follows:
From each application for payment submitted by the Contractor there shall be retained by the Owner a Mechanics' Lien holdback in the amount of fifteen (15) percent of the total amount claimed in that application.

**3. Article GC 6.3
Change Directive**

- .1 Add new item 6.3.14 as follows:
 - .1 Change Orders calling for normal changes or additions to the Work will be priced in detail giving actual labour and material costs. To these prices the General Contractor will add:
 - .1 For Work less than \$2,500. involving the Contractor only, the Contractor adds 15% to his costs.
 - .2 For Work over \$2,500. involving the Contractor only, the Contractor adds 15% to his costs.
 - .3 For Work less than \$2,500. involving a Sub-Contractor only, the Sub-Contractor adds 15% to his costs, submits this price to the Contractor who adds 5%.
 - .4 For Work over \$2,500. involving a Sub-Contractor only, the Sub- Contractor adds 15% to his cost, submits this price to the Contractor who adds 5%.
 - .2 Deletions to Contract: A mark-up shall not be charged nor credited on credit portions of a change order.
 - .3 Supervision related to change orders shall be considered as included in the allowable mark-up, and shall not be included in the charges for a change order.
 - .4 Office overhead costs, including local phone or fax communication, mileage, photo copying, as-built preparation, bonding and insurance shall be considered as included in the allowable mark-up, and shall not be included in the charges for a change order.

4. Article GC11

Insurance

- .1 The Contractor shall provide, maintain and pay for General Liability Insurance as per GC11.1.1 and shall have limits of not less than \$ 2,000,000 per occurrence, an aggregate limit of not less than \$ 2,000,000 within any policy year and with a deductible not exceeding \$ 10,000.00.
- .2 Policy shall include but not be limited to:
 - .1 Injury to persons and damage to or destruction of property belonging to others caused by and relating to the Contractor's activities, including the Owner's Project related activities and the Owner's Consultant's non-professional activities.
 - .2 Personal injury liability covering libel, slander, false arrest, etc.
 - .3 Non-owned automobile liability providing Third Party Liability and including the Standard Contractual Liability Endorsement.
- .3 The Contractor shall provide, maintain and pay for Broad Form Property Insurance or equivalent to an "All Risks Builder's Risk Policy (also referred to as Course of Construction Insurance) and shall have limits of not less than the sum of 1.1 times Contract Price with a deductible not exceeding \$ 10,000.00 per claim.
- .4 Add to item 11.1.2 as follows:
 - .1 "...A certified true copy confirming insurance as described herein MUST be promptly submitted within 7 days of contract award".
- .5 All Insurance Policies shall recognize that:
 - .1 Policies must be Primary and not require sharing of any loss by any Owner related Insurer.
 - .2 Refer to 11.1.1 of CCDC 2 for the duration requirements for each insurance policy.

5. Article GC12.3

Warranty

- .1 Add new item 12.3.7 as follows: The Contractor shall ensure that his Sub-Contractors are bound to the requirements of GC 12.3 insofar as their Work is concerned (ie. 12 months after Substantial Completion established by Architect).

1. Access

1. Provide and maintain signs and other devices required to indicate construction activities and other temporary and unusual conditions resulting from Project Work.

2. Sanitary Facilities

1. The Contractor shall pay for costs to arrange and maintain portable sanitary facilities for Work Force in accordance with Governing Regulations and Ordinances.
2. Post notices and take such precautions as required by local Health Authorities. Keep area and premises in sanitary condition.

3. Safety Barricades

1. The Contractor shall provide and maintain secure, rigid guard rails and barricades around deep excavations, open shafts, open stair wells, edges of floor and roof etc. as a result of the Project Work.
2. The Contractor shall provide and maintain all safety barricades, as required to facilitate the Project.

4. Power

1. The Contractor shall pay for costs to arrange, install and maintain temporary electrical power supply used during Construction. Also, the Contractor shall provide and locate portable load centers for use by all Sub-Contractors, in accordance with Governing Regulations and Ordinances.

5. Water Supply

1. The Contractor shall provide potable drinking water for Work Forces on this Project.

6. Heating and Ventilating

1. The Contractor shall cover cost of heating and ventilation of building. This includes costs of site and building envelope enclosures and installation of fuel and supervision of operation of temporary heating and ventilating equipment to:
 1. Facilitate progress of Work.
 2. Provide adequate ventilation to meet applicable codes and standards including Health Regulations for safe working environment.

7. Lighting

1. The Contractor shall pay for costs to arrange, install and maintain temporary general lighting and task specific lighting as necessary to facilitate and perform the Work during Demolition and Construction in accordance with Governing Regulations and Ordinances. Refer also to 7. Power.

8. Waste Removal

1. The Contractor shall provide and pay for bins and waste removal from site as required and shall be responsible for placement and sorting of construction/demolition-related waste within the collection bins.

9. Site Signs and Notices

1. Install site signs and/or notices when required for safety.

10. Scaffolding

1. Construct and maintain scaffolding in rigid, secure and safe manner, as approved by authority Having Jurisdiction.
2. Erect scaffolding independent of walls. Remove promptly when no longer required. Adhere to safety requirements for scaffolding.

11. Removal of Temporary Facilities

- .1 Remove temporary facilities from site at completion of Work.