

Cumberland United Soccer Club



REQUEST FOR PROPOSALS

PROJECT MANAGEMENT – CLUBHOUSE BUILDING RENOVATIONS

2075 Trim Rd, Orleans Ontario

January 10th, 2018

Description:

Cumberland United Soccer Club (CUSC), has its clubhouse and main headquarters at 2075 Trim Road, Orleans Ontario, in what was previously a residential home. CUSC is looking to substantially renovate the building in order to better suit its members' needs as a community soccer club house.

The CUSC board of directors (BOD) has created a list of renovations to be done at the house. The board of directors will decide on a winning bid from among the qualified proposals received through the request for proposals (RFP).

This request for proposals is being issued to select a Project Manager to undertake oversight of the entire renovation process including but not limited to:

- All work and renovation projects outlined in Appendix A.
- Liaise with and provide advice to CUSC staff and BOD regarding the project.
- Provide regular reports and progress updates to CUSC as required
- Work with CUSC to manage all aspects of construction and commissioning
- Present to and attend meetings of management and Board of Directors and/or Committees as required
- Issue Request(s) for Proposals for all construction and contract work and conduct any tendering necessary to complete the project in accordance with CUSC's policies, and with industry standards.
- Responsibility for management of construction of the project, including all matters related to health and safety and site security.
- Generally, oversee and manage all day-to-day project and planning activities on behalf of CUSC.
- Obtain required permits, certifications, inspections, etc. as required by applicable codes and laws.
- Set, manage and control costs and schedules to ensure that the project cost and schedule objectives outlined in the RFP bid are met.
- Prepare periodic project progress/status and cost reports for review
- Oversee, schedule, and manage all contractors involved in the project
- Manage deficiency correction, contract close-out, and the project wrap-up

A list of renovations and work expected in this RFP can be found in Appendix A.

1. Terms and Conditions:

This RFP is being issued so that CUSC can gain the information necessary to fully understand the approach and capabilities of vendors. The lowest priced Proposal or any Proposal will not necessarily be accepted. By inviting a proposal, CUSC makes no commitment or obligation to the respondents in any way, specifically no obligation to enter into any contract as a result of this RFP. In particular, CUSC shall in no event be responsible for any costs incurred in the preparation and submission of a proposal in response to this RFP.

1.1 Key Dates and Submission Deadline

Key dates pertinent to the selection process are presented below:

Activity	Date
RFP issued	January 16, 2018
Site visits	January 19 th , 22 nd or 23 rd 2018 (scheduled between 1pm and 4pm)
Notice of Intent/Request for clarification deadline	January 28, 2018
Response to requests for clarification and bidder questions	January 31, 2018
Proposal Submission Deadline	February 8, 2018 – 12pm
Preferred Respondent Notified on or before	February 16, 2018

All proposal documents and relevant appendices must be received by the deadline by forwarding hard copy in a sealed envelope directly to the Bid Administrator

Chris Engbers – Vice President
2075 Trim Road
Orleans, ON

Chris can be reached at 613-784-0650

Late proposals will not be accepted nor will additional time be granted to any Respondent

Proposals received after the submission deadline will be returned to the Respondent unopened. All proposals and accompanying documentation will become the property of CUSC and will not be returned.

1.2 Notice of Intent / Request for Clarification / Bidder Questions: Communication and Questions Concerning the RFP

Any notices of intent, requests for clarification, or questions concerning the RFP must be directed to Chris Engbers, Vice President by email at vicepresident@cumberlandsoccer.com

Bidders are not required to express intent prior to submitting a proposal, however, bidders who have not communicated their intent by the deadline will not receive the response document.

1.3 CUSC Right to Amend or Cancel the RFP

CUSC reserves the right to change the acquisition schedule or issue amendments to the RFP at any time. Notice of any changes will be sent to all those who have been forwarded the RFP.

CUSC shall have the right to cancel this RFP, at any time, either prior to or after the Closing Time without award. Thereafter CUSC may issue a new tender, RFP or do nothing. CUSC shall not be obligated to provide reasons for the cancellation.

If CUSC determines that either all of the Proposals submitted are non-compliant; or none of the Proposals meets the needs of CUSC, CUSC may carry out a process whereby all respondents are allowed the opportunity to correct their Proposal.

1.4 Respondents' Right to Amend or Withdraw Proposals

The Respondent may withdraw a proposal that has been submitted at any time up to the proposal closing date and time. To accomplish this, a written request signed by an authorized representative of the respondent must be submitted to the RFP Bid Administrator. After withdrawing a previously submitted proposal, the Respondent may submit another proposal at any time up to the proposal closing date and time.

Subject to the Respondent's right to withdraw a Proposal, Proposals shall be irrevocable by the Respondent and shall remain in effect and open for acceptance by the CUSC for ninety days (90) days from the Closing Time.

A Respondent may amend its proposals after submission but only if the Proposal is amended and resubmitted before the Closing Time by notice to the Bid Administrator in writing and replaced with a revised Proposal, in accordance with the provisions of this RFP.

Respondents are liable for all errors and omissions contained in their submissions. CUSC will not be liable for any errors in respondent's submissions. Respondent will not be allowed to alter submission documents after the deadline for response submission.

1.5 Clarification of Respondent's Proposal

CUSC shall have the right at any time after proposal submission, to seek clarification from any Respondent in respect of the Respondent's Proposal, without contacting other Respondents. CUSC is not obliged to seek clarification of any aspect of a Proposal.

Any clarifications sought shall not be an opportunity to either correct errors or to change the Respondent's Proposal in any substantive manner. In the clarification process, no change in the substance of the Proposal shall be offered or permitted. Subject to the qualification in this Section, any written information received by CUSC from a Respondent in response to a request for clarification from CUSC shall be considered part of the Respondent's Proposal.

CUSC shall have the right to waive any irregularities in Proposals or in the submission of Proposals, provided that such irregularities are minor and do not constitute a material deviation.

CUSC shall have the right to verify any Respondent statement or claim by whatever means CUSC deem appropriate, including contacting persons in addition to those offered as references. The Respondent shall co-operate in the verification of information and is deemed to consent to CUSC verifying such information.

1.6 Contract Award and Execution

CUSC reserves the right to award all or part of the proposed project, to accept or reject any submissions in whole or in part, to waive irregularities and omissions, if in so doing, the best interest of CUSC will be served. No liability shall accrue to CUSC for its decision in this regard.

A representative from CUSC will verbally advise the successful respondent. Unsuccessful respondents will be notified by email.

The general conditions and specifications of the RFP and the successful Respondent's Proposal will become part of the contract. Either party may propose additional contract terms and conditions during negotiation of the final contract.

The CUSC will not provide any information concerning scoring applied in evaluation of a Respondent's Proposal, nor shall CUSC provide any information with respect to any other Respondent's Proposal or relative ranking.

1.7 Declaration of Conflict and Legal Actions

The Respondent must set out any actual or potential conflict of interest or any other type of unfair advantage in submitting its Proposal or in performing or observing the contractual obligations set out in the Agreement. The Successful Respondent must also declare any potential conflict that may arise during the course of the project.

The Respondent must disclose any pending or threatened legal action against the Respondent or any third party, which may have an impact on the availability of services that are being proposed including any judgment(s) either outstanding or rendered against the Respondent in any civil court, criminal court or other tribunal in any province, territory, state or country for damages or other relief in respect of a fraud, theft, deceit, misrepresentation, negligence or similar conduct.

1.8 Respondent Disqualification

CUSC, without liability, cost or penalty, in its sole discretion, may disqualify any Proposal at any stage of the RFP process if:

- a. The Proposal has been received after the deadline;
- b. The Proposal contains incorrect information;
- c. The Respondent misrepresents any information provided in its Proposal;

- d. There is any evidence that the Respondent, its employees, or agents colluded with one or more other Respondents or any of its or their respective employees or agents, or a member of the CUSC project steering committee in the preparation of the Proposal;
- e. The Respondent's lack of co-operation impedes the RFP process or the evaluation of the Proposal;
- f. The Respondent submits a Proposal that is determined to be noncompliant with the requirements this RFP;
- g. In the case of a Proposal jointly submitted by multiple parties, in the event that one party decides to opt out of the RFP process, cannot continue to be a Respondent, or cannot fulfill the obligations set out in this RFP;
- h. The Respondent submits a Proposal with respect to the subject matter of this RFP to anyone outside of the Bid Administrator.

1.9 Agents/Subcontractors and Assignment

Responsibility lies with the Respondent to ensure any agents or subcontractors utilized shall also possess the appropriate amount of liability insurance and WSIB coverage.

The Respondent shall not assign any of its rights or obligations hereunder during the RFP process without the prior written consent of the CUSC. Any act in derogation of the foregoing shall be null and void.

1.10 Governing Law

All Respondents and proposals must comply with any law including all legislation and regulations, which may be applicable to this RFP and the services to be provided. The Respondent must hold or apply for all permits, licenses, consents and authorizations necessary to perform its obligations if it is selected pursuant to this RFP. Failure to contain any of the permits, licenses, consents or authorizations necessary to perform its obligations may result in the cancellation of the award of any agreement under this RFP.

1.11 Indemnification

The Respondent shall indemnify and save harmless CUSC and its corporation, directors, officers, employees, independent contractors, subcontractors, agents and assigns from all costs, losses, damages, judgments, claims, demands, suits, actions, causes of action, contracts or other proceeding of any kind or nature:

- a. based on, occasioned by, or attributed to anything done or omitted to be done by the Respondent or the Respondent's directors, officers, employees, independent contractors, subcontractors, members, partners, volunteers, agents and assigns (Respondent's Personnel) in connection with this RFP or the agreement entered into pursuant to this RFP; and
- b. for the infringement or alleged infringement of any intellectual property right or patent based upon the use of anything or invention protected by any intellectual property protection.

c. The CUSC shall not be liable to any Respondent, person or entity for any losses, expenses, costs, claims or damages of any kind arising out of or by reason of or attributable to the Respondent responding to this RFP; or as a result of the use of any information, error or omission contained in this RFP document, or provided during the RFP process.

2. Response Instructions

All respondents are encouraged to read these instructions and follow them carefully. Failure to comply with these instructions may cause a response to be misinterpreted or overlooked due to non-compliance. Respondents are encouraged to ask questions for clarification on instructions that do not appear to be straightforward.

2.1 Content

Each Respondent's proposal shall include, as a minimum, the following items:

- a. A demonstrated understanding of services to be provided and a description explaining the nature and extent of services that would be applied to the contract.
- b. A description of how the respondent will ensure the completion of the work, on an ongoing basis.
- c. A detailed budget including time/labour costs and methodology for change orders or other unplanned costs.
- d. The delivery times when it can provide the deliverables. Payment terms will be tied to delivery.
- e. A statement that the bidder and any agents or sub-contractors utilized have in place appropriate WSIB and at least \$2,000,000 liability insurance coverage
- f. Examples of work previously completed within the scope of the RFP.

2.2 General

The Proposal must identify the Respondent's representative (including phone, email, address) that will be assigned to this project. Each Respondent must submit the following information and supporting documentation:

1. Respondent's legal name and any other name under which it carries on business, address, telephone and facsimile numbers of the contact person(s) for the respondent;
2. Prices should be quoted in Canadian dollars and should include any customs duties or tariffs. All prices quoted, unless otherwise instructed in this RFP, shall remain firm for a period of ninety (90) days after the Closing Time on the Closing Date. All prices should be quoted exclusive of the goods and services tax, Harmonized Sales Tax, and federal or provincial taxes or other similar taxes, each of which, if applicable, should be stated separately.

An appropriate proposal will further include:

1. Detailed costing for all numbered items contained in Appendix A.
2. Explanation of expertise and experience.

3. Description of work specifications for items in Appendix A.
4. Description and detail of time commitment and schedule.
5. Description of potential risks to the Agency for cost overruns or other unforeseen challenges including how change orders will be processed and charged.

2.3 References

The Respondent shall provide a minimum of 3 references with contact names and phone numbers of clients for whom the Respondent has provided similar services in the past. CUSC reserves the right to contact these references to obtain details regarding the Respondent's performance.

Appendix A

Renovation Project Expectations and Description of Work

1. Interior Painting:

- All necessary minor patching to repair and restore the appearance of the walls prior to painting
- Full sanding of the walls prior to and between coats of paint
- Caulking of trim where necessary
- Clean up
- 2 coats of paint:
 - o On walls (off-white color) and trim
- 1 coat of white on ceilings
- 2 coats on all doors, frames and trim throughout

2. Close off the fire place openings:

- Use new or reuse existing stone if possible.
- Additional shelving for trophy and awards display

3. Fill in the pool room

Turn this into main meeting, board, and presentation room. Includes:

- Filling in the existing pool
- Repairing existing walls
- Basic flooring (tile to match foyer)
- Painting of walls

4. Window Replacement:

- Replace all building windows (22 windows total)
 - o Include all costs (supply and installation)
 - o Assume standard window quality.

5. Renovate upstairs bathroom:

- Complete demolition of existing 3 pieces bathroom and building an all new one.
 - o Do not include fixtures in price (toilet, tub, sink, vanity, towel racks).
 - o Basic tile (to match foyer)
 - o Paint finish on walls

6. Provide new HVAC:

- a. New Furnace and A/C to replace and/or supplement current system complete with proper heating and cooling distribution for the entire structure.

Exterior Work:

7. Enlarge Parking Area:

- For estimating purposes assume approximate size of 80x16x 12"
 - o Excavate and haul away material and replace with gravel, spread and compact.

8. Fix fascia and soffit around both roofs (upper and lower)

- Remove existing and install new, white aluminium fascia and vented soffit.

9. Chimney:

- Fix flashing, masonry and roof shingles as required to repair deteriorating chimney (near the old kitchen)

10. Backside Patio:

- Demolish and remove existing back patio
- Finish the exterior of the house to match existing. This includes:
 - o Finishing and shortening roof overhang
 - o Finishing of originally interior wall to exterior finish
 - o Install STO, ADEX or other equivalent exterior insulation finish system (EIFS).
 - For estimating purpose assume 400 SF
- Remove stairs to existing patio door.
 - o Build a landing and staircase in front of the existing sliding back patio door.
 - o Pressure treated lumber to be used, and Ontario Building Code standards to be met.

11. Landscaping:

- Retaining walls to be re-built around the existing back basement entry
 - o Re-use existing material
 - o Estimate same size as existing

12. Boys & Girls Locker Room in Basement

Please list any other expected costs based on project scope that are not included above but are likely expected.