



**The Corporation of the County of Lennox and Addington
and**

Prince Edward-Lennox and Addington Social Services

Request for Proposals

Architectural Services for a Child Care Construction Project

December 2018

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I. Background

The Corporation of the County of Lennox and Addington and Prince Edward-Lennox and Addington Social Services (herein referred to as “the County” and “PELASS”) is seeking proposals from qualified service providers for architectural services for the design and construction of a new Child Care Centre.

The Corporation County of Lennox and Addington, as the Consolidated Municipal Services Manager (CMSM) for the Counties of Prince Edward and Lennox and Addington, provides Social Assistance (Ontario Works), Social Housing and Children’s Services through its Prince Edward-Lennox and Addington Social Services (PELASS) Department. The Children’s Services is responsible for planning and managing a broad range of child care and Early Years services across the counties of Prince Edward and Lennox and Addington.

The 2017-2018 Community-Based Early Years and Child Care Capital Program (CBCP) supports the provincial government’s vision for child care and early years under the Renewed Early Years and Child Care Policy Framework, as well as the commitments made in Ontario’s Action Plan under the Canada-Ontario Early Learning and Child Care Agreement (ELCC).

The Renewed Early years and Child Care policy Framework aims to ensure that all children and families have access to a range of high quality, inclusive, and affordable early years and child care programs and services that are child and family centered and contribute to children’s learning, development and well-being. As part of this framework, the government has committed to help 100,000 more children aged 0-4 years of age access affordable, quality licensed child care over five years, including school-based and community-based Child Care Construction Projects to support the creation of 45,000 new child care spaces in schools, other public spaces, and communities. Under the CBCP, PELASS was successful in accessing \$1.5 M in capital funding to build a new custom-built daycare centre in Amherstview, which must be operational by December 31, 2020 and have floor plan approvals by March 1, 2019.

At its meeting on December 12, 2018 County Council authorized the release of a Request for Proposal for Architectural Services for the Child Care Construction Project for the preparation of concept drawings and cost estimates and for the provision of further services, upon authorization of the Capital Child Care Project, including final drawings and construction-related services.

II. Scope of Services

The new child care centre will be located at **73 Kildare Avenue, Amherstview, Ontario**. The centre will contain ten (10) infant spaces, fifteen (15) toddler spaces and twenty-four (24) preschooler spaces, as well as other designated areas as required per the *Child Care and Early Years Act, 2014*. The centre will be a minimum of 3,600 square feet. A child care centre already exists on the property and the new construction will occur near the current centre, with the demolition and/or removal of the current centre occurring once the new centre is built.

The Architectural Services for this project will include, but not necessarily be limited to, the following:

Phase 1 – Conceptual Design

- Preparation of conceptual site, floor and playground drawings based on the Ministry requirements set out in Appendix A with the objective of maximizing functional design and building system efficiencies.
- High level cost estimate of all costs to confirm the project is within the approved budget

This phase is to be completed no later than **February 1, 2019**.

Note: Floor Plans will need to be submitted to the Ministry for approval and once submitted may require revisions/additions as required. Final approval must be received from the Ministry March 1, 2019.

Note 2: PELASS and the child care operator have prepared information for the architect to be included in the project, including needs and draft concepts.

Phase 2 – Upon authorization of the Child Care Construction Project:

Pre-Construction Phase:

- Assembly of a project team
- Design development, including a comprehensive analysis of the requirements of authorities having jurisdiction – such as site plan control, Ontario Building and Fire Codes. This includes a review and analysis of all requirements to fulfill the project, including existing utilities and services, relevant zoning and by-laws of proposed site.
- Preparation of construction documents – Drawings and Specifications, with a minimum of three Design Review Meetings in order to allow the Owner to confirm compliance with requirements.

- Detailed construction cost estimate.
- Assist the Owner in obtaining bids, and executing the appropriate construction contracts.
- Related tasks to be assigned as required.

Construction Phase:

- Carrying out general review during construction – reviewing random samples of the construction as it proceeds in order to assure the project is being built in general conformity with the plans and specifications.
- Identifying deficiencies in the work and facilitating their correction.

It is anticipated that construction for this project, if approved, could start as early as spring/summer 2019.

Phase 2 must be completed by **November 30, 2020.**

III. RFP Timetable

The RFP process will be governed according to the schedule below. The County reserves the right to modify any or all dates at its discretion.

Issue Date of RFP	December 17, 2018
Deadline for Questions	December 24, 2018
Deadline for Issuing Addenda	December 28, 2018
Deadline for Submission	January 4, 2019
Consultant Interviews	January 8, 2019 (if necessary)
Notification of Award	January 9, 2019

IV. Proposal Requirements

The proposal document should be structured in sections that refer to the headings addressed in the Proposal Requirements of this section and should be numbered and tabbed accordingly.

1) Expertise and Resources

Describe the expertise you will bring to the project. Provide an overview of individuals who may be involved in the project;

- Provide a list of design professionals to be utilized on this assignment, including curriculum vitae (maximum 1 page per resume) for the key members involved. Typically, this would include the primary architect, engineers and any other disciplines necessary for this project.
- Resumes must demonstrate your personnel's technical knowledge, experience, as well as organizational and managerial competency to perform effectively the required tasks associated with this project.

Outline the working relationship between team members i.e., which firm, individual, will be responsible for which phase. Please note that individuals proposed for the project team cannot be changed without approval from the County.

Describe your philosophy on customer service and quality assurance.

2) Similar Project Experience

Provide examples of recent projects which are similar in nature and size.

Include details on project budgets, preliminary and final costs and adherence to schedules.

The County may use this list as a further reference. Please restrict this list to three examples.

3) References

Provide a list of references to be submitted, complete with telephone numbers. PELASS staff may choose to contact any or all of the references provided. Please restrict this list to three references.

4) Project Understanding

Outline your understanding of the project needs and how you will manage each phase of the project within a maximum of 2 pages;

- Include a detailed timeline of proposed project milestones, and describe how you would assure that PELASS is informed of your activities. Please indicate the number of hours/days you are including in your work plan for each phase of the project.

5) Budget Summary

A budget summary, **by phase** (Phase 1, Phase 2-pre-construction and construction) shall be provided and it shall include all costs associated with the project including an estimate for disbursements and other pre-approved project expenses. The budget for Phase 1 shall include a maximum amount that cannot be exceeded.

If the project is approved, the County will authorize the proponent to proceed to Phase 2. The Budget for Phase 2 shall be a percentage fee of the estimated construction cost understanding that some of the work related to Conceptual/Schematic design will have been completed in Phase 1.

Hourly charge rates for all proposed team members, which shall apply for the duration the contract, must be provided as part of the Budget proposal and will form part of the proposal evaluation.

6) Signing Requirements

Submissions shall be signed using Form 1. Submissions that are not signed will be rejected.

7) Other

Please include any other items, not covered in the previous sections, which will identify why your firm should be selected by the County for this assignment.

V. Instructions for Proponents

a) Questions

Proponents must send all the questions relating to the RFP by email to the official contact person from PELASS: Pam Kent, Manager, Children's Services, pkent@lennox-addington.on.ca

The County shall not be held liable for any questions, errors or omissions in any part in this RFP. It is the respondent's responsibility to seek clarification of any matter that it considers to be unclear within the RFP document. Respondents may review the RFP, and direct questions or seek additional information in writing to the above contact person before **December 24, 2018**. PELASS will provide a written response to all respondents on or before **December 28, 2018**.

There will be no consideration of any claim after submission of the Proposal, that there is a misunderstanding with respect to the conditions imposed by the RFP.

b) Addenda

To be advised of addenda when issued or further information and to be placed on the Distribution List, Proponents must provide PELASS with company information, including contact name, contact title, mailing address, email address, and phone number.

Addenda will be emailed to the email address identified by the Proponent and posted online.

PELASS will make every reasonable effort to ensure a Proponent receives all addenda issued. It is the Proponent's responsibility to ensure all addenda have been received and are reflected in their Proposal.

c) Proposal Adjustments

Request to Adjust a Proposal before Submission Deadline

A proponent who has already submitted a proposal may make a request to adjust their proposal before the deadline.

Adjustments must be submitted in the same manner as outlined in "VI. Proposal Submission".

The proposal contained in the envelope bearing the latest date and time shall be considered the intended proposal, and any others shall be considered withdrawn.

Request to withdraw a Proposal before Submission Deadline

A proponent who has already submitted a proposal can request to withdraw their proposal before the submission deadline. The request must be sent in writing, on the company letterhead and include contact information for verification. Authenticity of the request will be confirmed by PELASS. Proposals withdrawn under this procedure cannot be reinstated.

Request to withdraw a Proposal after Submission Deadline

No request for withdrawal of a proposal shall be permitted after the submission deadline.

d) Proposal Presentations

The PELASS Evaluation Committee may request selected proponents to present their proposal and respond to questions from the Committee. The proposal presentation interview will be held on **January 8, 2019** at the PELASS offices.

VI. Proposal Submission

Proposals are to be submitted to Prince Edward – Lennox & Addington Social Services office, 95 Advance Avenue, Napanee, ON, K7R 3Y5 before **3:00 p.m. on January 4, 2019**. Proposals received after the closing will not be accepted and will be returned to the Proponent unopened.

The Proposal must be submitted in a sealed envelope, clearly marked “Confidential” and marked with the RFP title “**Architectural Services for Child Care Construction Project**”.

The Proponent must include Three (3) copies in a sealed envelope.

The Proposal should include all requirements, as set out in **Section IV “Proposal Requirements”**.

The Proposal should be typed, it must contain original signatures of the Proponent, where required. (See Form 1.)

VI. Evaluation Criteria

Proposals will be evaluated on the basis of all information provided by the proponent. Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in the RFP. Failure to address any item may cause the proponent's submission to be considered incomplete, and therefore be rejected from further consideration.

PELASS reserves the right to accept or reject any or all proposals, for any reason whatsoever. The lowest bid or any proposal will not necessarily be accepted.

Selection of a proposal will be based on (but not solely limited to) to the following criteria and any other relevant information provided by the Proponent at the time of the submission.

Proposal evaluations will be carried out based on the following criteria:

Criteria Category	Weighting
Applicable expertise and resources	20
Similar Project Experience	20
References	20
Project Understanding	20
Cost Factor	15
Overall Quality of Proposal	5
Total Points	100

In the event that a prepared proposal does not precisely and entirely meet County requirements, the County reserves the right to enter into negotiations with selected Proponent(s) to arrive at a mutually satisfactory arrangement with respect to any modifications to a proposal.

VII. General Terms and Conditions

Contract

Prior to the commencement of the project, the successful Proponent(s) will be required to enter into a formal Contract with the County.

The successful Proponent(s) shall submit the following to the County within five (5) days of the contract award:

- a. A fully executed Contract in duplicate;
- b. A Certificate of Clearance from the Workplace Safety & Insurance Board (W.S.I.B.) certifying that the proponent is in good standing with the Board, and confirming that their account is active and up to date;
- c. Proof of professional liability insurance with a minimum limit of \$2,000,000
- d. Proof of service provider credentials including any professional licenses

Failure to execute the contract and to file all documentation, as required herein, within the specified time period shall be just cause for the cancellation of the contract.

The County shall then have the right to award the Contract to any other proponent or re-issue the Request for Proposals.

Confidentiality

The proposal must not be restricted by any statement, covering letter or alteration by the Proponent(s) in respect of confidential or proprietary information. The County will treat all proposals as confidential. The County will comply with the Municipal Freedom of Information and Protection of Privacy Act, and its retention by-law pursuant to the Municipal Act, in respect of all proposals. All public reports approved by the Council of the County will become public information. Such public reports will not include proposal documents. The County will not return or destroy all copies of any successful proposal. All unsuccessful proposals will be destroyed within a year of determining the successful proposal.

Errors and Omissions

The County shall not be held liable for any errors or omissions in any part of this RFP. The County has used considerable effort to ensure an accurate representation of information in this RFP. The information contained in the RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the County, nor is it necessarily comprehensive or exhaustive.

Legislative and Licensing Requirements

All Proponents and proposals must comply with any law, including all legislation and regulations, which may be applicable to the services provided subsequent to the RFP.

Please be advised that a condition of the agreement will be a requirement that the Successful Proponent comply with the applicable laws of Ontario and Canada, including the:

The Occupational Health and Safety Act (Ontario)

Ontario Human Rights Code

Pay Equity Act (Ontario)

Any agreement that results from this RFP will be subject to the laws of the Province of Ontario and Canada.

Incurred Costs

The County shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent(s) prior or subsequent to or by reason of the acceptance or non-acceptance by the County of any proposal by reason of any delay in the acceptance of a proposal.

Project Assumptions

All submissions become the sole property of, and are subject to verification by, PELASS. PELASS assumes no responsibility for entries lost, stolen, delayed, damaged or misdirected, or for the failure, interruption or delay of any communication to be received, for any reason.

FORM 1: “ACKNOWLEDGEMENT & SIGNATURES”

I/WE ACKNOWLEDGE that this Proposal is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making a Proposal for the same Work and is in all respects fair and without collusion or fraud.

I/WE ACKNOWLEDGE that all matters stated in the said Proposal are in all respects true.

I/WE ACKNOWLEDGE that, having read the RFP, I/WE have satisfied ourselves as to the terms, conditions, and specifications and do hereby submit a Proposal for, and offer to enter into a Contract with PELASS.

I/WE ACKNOWLEDGE that ____ number of addenda have been received for this RFP and have been considered in the development of this Proposal, and that I/WE understand that it is the Proponents ultimate responsibility to ensure all addenda issued have been received.

I/WE ACKNOWLEDGE that acceptance of this Proposal and the issuance of a Letter of Agreement shall be considered a binding contract upon both parties. It is agreed that the terms and conditions and any representations made in reference to this Proposal shall be incorporated in a Contract to be executed by the parties once PELASS has formally accepted the Proposal.

Dated at _____ this ____ day of _____ 2018.

Name of Signing Authority

Signature of Signing Authority

Company Name: _____

Address: _____

Contact Person: _____

Telephone number: _____

Email: _____

APPENDIX A

SITE PLAN	
Requirements which must be clearly labelled directly on the Site Plan	YES / NO / NA
Name of Child Care Centre	
Address of Child Care Centre	
Adjacent Streets	
Location of Child Care in relation to the rest of the building	
Child Care Entrance	
Location of Playground in relation to the Child Care	
Access to Playground from child care which will be used by children and staff	
Name of Publicly Funded School (if applicable)	

FLOOR PLAN	
Requirements which must be clearly labelled directly on the Floor Plan	YES / NO / NA
Name of Child Care Centre	
Address of Child Care Centre	
Name of Publicly Funded School (if applicable)	
Location of each play activity room Example – basement, ground floor, second floor, etc.	
Total unobstructed floor space measurement in square feet or square meters for each play activity space	
Proposed age group and capacity for each play activity space	
Additional Requirements (ALL programs <u>except</u> kindergarten and school age programs in publicly funded schools)	
Requirements which must be clearly labelled directly on the Floor Plan	YES / NO / NA
Space for washing, dressing, and toileting to include location of counter with sink for diapering for each group of 10 infant children and each group of 15 toddler children	
Storage for toys, indoor play materials, and equipment	
Storage for food	
Storage of required records	
Storage for medical supplies, cleaning materials and equipment, other hazardous products inaccessible to children	
Storage for heating and electrical equipment inaccessible to children	
Additional Requirements (ALL programs operating for 6 hours or more in a day):	

Requirements which must be clearly labelled directly on the Floor Plan	YES / NO / NA
Eating & Resting	
Preparation of food if meals are prepared on the premises or a server area for catered food (meals/snacks)	
Storage for beds (cots/mats) and linens	
Staff rest area	
Office area	

PLAYGROUND PLAN	
Requirements which must be clearly labelled directly on the Playground Plan	YES / NO / NA
Total unobstructed measurement in square feet or square meters for each proposed outdoor play area	
Proposed age group for each outdoor play area	
Location of Outdoor Storage	
Fixed Equipment or NO Fixed Equipment	
Location of Secured Latched Gates	
Fence Height	
Location of Playground in relation to child care centre where information is not provided on Site Plan	
Access to Playground from child care centre which will be used by children and staff where information is not provided on Site Plan	

Appendix B: Location of Amherstview Child Care Centre

