

Bid Package:

**Request for Bids on Renovations of Two Houses Located in the
Community of Fort Chipewyan, Alberta**



Request for Bids: Renovation of Two Houses Located in the Community of Fort Chipewyan, Alberta

Northland School Division No.61

Closing: January 29, 2020

Time: 2:00 pm

Local Time

Table of Contents

Scope of Work	1
General Expectation	1.1
Permits	1.2
Public Way Protection and Fencing	1.3
Traffic Control, Public Safety and Security	1.4
Disposal of Materials	1.5
Remediation of Hazardous Materials	1.6
Accessibility Regulations for Contracted Services	1.7
Requirements	1.8
Process & Schedule	2
Submission Closing	2.1
Evaluation and Ranking of Submissions	2.2
Approval of Successful Proponent Agreement	2.3
	2.4
Requirements for Proposal Submission	3
Qualification Form	3.1
Insurance	3.2
Firm's Profile	3.3
Experience	3.4
Quality Assurance	3.5
Legislative Requirements	3.6
Evaluation & Ranking	4
General Provisions	5
Submission Instructions	5.1
Designated NLSD NO. 61 Representative	5.2
Conflict of Interest	5.3
Freedom of Information	5.4
Appendices	6
Evaluation Criteria	6.1
Qualification Form	6.2
Photo Gallery	6.3

Request for Bids

1 Scope of Work

1.1 General Expectation

This specification is intended to govern the supply of all labor, materials, equipment for the renovation of 2 houses in Fort Chipewyan, Alberta. The purpose of these renovations is to give a new life span to the houses and bring them up to a current standards operationally and cosmetically.

It is further intended that this specification will provide for the renovation houses specified. Renovations to various degrees will be completed in accordance to all specifications and requirements as stated in the Request for Bid.

Should a bidder submit an alternate method than what is proposed, the Northland School Division reserves the right to evaluate it on any means it feels is justified and will accept or reject the bid based on the findings of their review.

Any additional necessary repairs that are uncovered during renovation that were not addressed under this bid document will be discussed with Northland School Division's Housing Construction Foreman. Once an agreement is made on the corrective action then, work may continue.

A photo Gallery of the houses requiring renovations is included at the back of the document.

1.2 Permits

- a) The Contractor shall, at the Contractor's expense, obtain all necessary permits, pay all fees and charges and comply with all building, fire and health and safety rules and federal, provincial and municipal regulations applicable to the renovations of buildings and the preservation of public health and safety.
- b) The Contractor shall also comply with all other applicable provincial laws and regulations pertaining to renovations and disposal and transportation of waste material to and from the site.
- c) The Contractor will apply for the renovation permits for all sites as required by the municipality.
- d) The manner in which renovations are carried out will be governed by the requirements of the Occupational Health and Safety Act and the Environmental Protection Act and Regulations thereunder, current at the time of renovations and in addition to the Building Code Act, and all amendments therein, and any other applicable law together with the additional requirements of the Northland School Division as contained herein. (See requirements). It is noted that the Occupational Health and Safety Act, amended, and Regulations thereunder, where applicable, will govern the execution of this project.

- e) No demolition or renovation of any part of the structure shall commence until the Renovation Permit has been issued by the municipality.
- f) Copies of all permits are to be filed with Central Office, Northland School Division No. 61, and a copy kept at the work site at all times.

1.3 Way Protection and Fencing

- a) All access shall be secured as required by the appropriate provincial requirements, to ensure that the entire site is protected against unauthorized entry.
- b) The contractor will be responsible for the safety and security of the site for the duration of the project.

1.4 Traffic Control, Security and Public Safety

- a) For all work, the Contractor must provide traffic and pedestrian control when and where required.
- b) The Contractor shall ensure that all measures are taken to protect the public at all times including hoarding and other safety barriers per the applicable regulations.
- c) The work shall be fully supervised and controlled to create as little disruption, dust and noise as possible consistent with the Contractor's stated dust abatement policy and the applicable bylaws related to noise and public disturbances. The supervision will be the responsibility of the Contractor.

1.5 Disposal of Material

- a) Debris resulting from the renovations shall be removed from the site within 14 calendar days, and shall be dumped at an approved landfill site in accordance with Municipal Policy. The Contractor shall RECYCLE as many materials as possible. A report on the types and amount of materials recycled will be provided to the Housing Construction Foreman of Northland School Division No. 61.
- b) Any alternate location or other form of disposal shall be in accordance with the Ministry of Environment Guidelines, the Environmental Protection Act and the regulation thereunder.
- c) Salvage or materials from the renovations either within or outside the area shall not be sold at or near the renovations site. The general public shall be prohibited from accessing any part of the renovations area.

1.6 Remediation of Hazardous Material

Should the contractor find any hazardous materials on site, they shall notify Northland School Division No. 61 immediately. All work shall stop until the material can be properly tested and a safe remediation plan put in place. The hazardous materials will be assessed, and an assessment of any additional costs, over the tender package, will be borne by the division.

1.7 Accessibility Regulations for Contracted Services

Contractors shall be responsible for notifying the general public when planning/implementing a disruption to any transportation walkway, pathway, driveway, roadway, etc. It shall be the Contractor's responsibility to notify the general public of any disruption to regular service; 24 hours prior to the commencement of the disruption. In the case where construction activities will cause a disruption to normal service, appropriate signage shall be installed. At the Owner's request, information relating to the disruption shall be supplied to allow for the posting of disruption notices on the Owner's web page of choice. In addition, any power outages will be announced on the local radio station. The posted signage shall as a minimum include the headings listed below and shall be filled out by the Contractor and installed in advance of the service disruption.

There will be no burning of any trash or debris on the site. The Contractor will ensure all roads and sidewalks are kept clean at all times. The contractor shall not obstruct or deposit any material on the road allowance without obtaining permission from the municipality. The adjoining properties shall be protected in an adequate manner. If access over these properties is required the Contractor must obtain permission prior to accessing.

The timeline will be determined and dependent upon the cycle of tenants in and out of the houses requiring renovating. Summer months will need to be fully utilized as the houses should be vacant.

1.8 Requirements

The Contractor will be required to perform the following works, to be undertaken and completed on or before **August 1, 2020**, which shall form part of the renovations procedure:

- ✓ The existing flooring for the entire house shall be removed and replaced with a vinyl plank flooring. Flooring shall be provided by the Division and will be a click together installation to avoid the need for an additional sub floor layer. Stairs and nosing to be included.
- ✓ The bathrooms will be supplied with a new tub, and toilet. Shower walls will be replaced and finished with a supplied shower wall system. Contractor to supply new towel bar, toilet paper holder, and shower curtain bar hardware. Bathroom cabinets will be replaced with new cabinets, counters, sinks and faucet. Northland School Division will

provide the tub, toilet, faucet and sink. Any older plumbing to be replaced with current plumbing materials such as Pex water lines and ABS plumbing material. New bathroom exhaust fans to be installed.

- ✓ All units will be completely repainted. This includes doors, trim, and cabinets which shall be sprayed. Ceilings included. Some Ceilings will need to be scraped down to refinish.
- ✓ The existing interior doors and trim will be removed and replaced with new doors, trim, and hardware. New closet shelving required for all closets.
- ✓ Any damaged drywall to be repaired and/or replaced. Any paneling or ceiling tiles to be replaced with drywall and finished appropriately. Example: ceiling to be textured.
- ✓ Kitchen cabinets are to be replaced with new cabinets and counters. Approval of cabinet product will be made by the Housing Construction Foreman. New kitchen sink and faucet to be installed. (kitchen sink, and faucet supplied by the division.) New subway tile backsplash to be installed.
- ✓ Any windows that are not already vinyl framed will be switched out for new ones. New screened doors are required. New faux wood blinds required on all windows. Basement windows included. All window screens to be repaired/replaced to new condition.
- ✓ Exterior doors to be replaced with new doors and frames. New keypad deadbolt installed.
- ✓ All electrical light fixtures, smoke detectors, plugs and switches to be replaced. Carbon monoxide detectors required. Add pot lights to living rooms and bathrooms. Exterior lights at each door to be replaced with "RING" security floodlight cameras.
- ✓ In all houses the wood basement floor is to be repaired where necessary, and then painted. Basement walls to be painted.
- ✓ Any exterior decks are to be replaced with new decks, regal railing and stairs unless they are newer than 2 years old.
- ✓ New propane furnace and hot water tanks to be installed.
- ✓ Upon completion of construction house is to be cleaned, furnace to be cleaned, and all ducting vacuumed out.
- ✓ Roof to be completely re-roofed with a 30 year shingle/metal roofing approved by the Construction Foreman.
- ✓ House siding to be replaced with vinyl siding of similar quality and color. This includes new soffit, fascia and eavestrough. Please note that unit 90 has a porch addition that will need to be demolished. Also note that unit 89 is part of a duplex and the entire duplex will be resided. The quality and color to be approved by the Construction Foreman.

1.8 Construction Supplies Provided by Northland School Division No.61

- VINYL PLANK FLOORING
- BATHTUBS, ALL SINKS, TOILETS
- SHOWER BACKSPLASH
- INTERIOR DOORS, CASING AND BASEBOARD. INC. HARDWARE
- KEYPAD DEADBOLT

2 Process and Schedule

The award of the Fort Chipewyan Housing Renovations will be done using the following process and approximate time frames.

Steps

2.1 Submission Closing

January 29, 2020

On the proposal closing date and during the period of time as set out in the RFQ document, proponents will submit their Quotes in accordance with the instructions contained in Section 3 of this document. Only submissions that address all stated requirements will be considered.

2.2 Evaluation and Ranking of Submissions

February 5, 2020

Submissions will be evaluated and ranked based on the criteria described in this document. The selection will be based on the evaluated written submissions and the price quoted.

2.3 Approval of Successful Proponent

Announcement to be made no later than February 14, 2020. Northland School Division No.61 reserves the right not to accept the lowest or any tender.

2.4 Agreement

The successful proponent will enter into an Agreement with Northland School Division No.61.

3 Requirements for Submission

Contractors wanting to submit a proposal shall, at their own expense, prepare and submit to NLSD 61 a submission which shall include, but not be limited to, the following:

3.1 Qualification Form (mandatory requirement)

Complete the Qualification Form attached to the Request for Quotes package and sign in the space provided. In the case of a sole proprietorship, the sole proprietor shall sign the form and have his/her signature witnessed. In the case of a limited company the form shall be signed by an authorized signing officer and sealed with the corporate seal. In the case of partnership, all partners shall sign and have the signatures witnessed.

3.2 Insurance

The Contractor shall have, at its expense, the following insurance coverage:

- a) Commercial General Liability; Occurrence form, including coverage for bodily injury, personal injury, property damage (broad form), premises/operation, blanket contractual, and products/completed operations;
- b) Coverage shall be endorsed to include Northland as an additional insured for all work performed as Renovations in accordance with the agreement;
- c) Minimum Limits:
 - (i) \$1,000,000 per occurrence/\$2,000,000 general aggregate;
 - (ii) \$2,000,000 aggregate for products and completed operations; and
 - \$1,000,000 personal injury
- d) Workers' Compensation – statutory coverage requirement.

The Contractor shall provide Northland with a completed certified copy of the policies for the above coverages, prior to construction and renovations. Cancellation, material restriction, non-renewal or lapse of any of the required policies shall be grounds for immediate termination.

3.3 Firm's Profile

Provide information regarding the firm, including the nature of its business. Please include regular hourly labor rate should there be additional work required not envisioned at the time of bidding and not included in the scope of work.

3.4 Experience

Describe the extent of your firm's related experience and list of clients with specific references and names of contact person(s) for whom your firm has performed similar work in terms of size and cost in the last five (5) years.

3.5 Quality Assurance

A photo log will be kept of the progress of the job, including before and after pictures submitted with final invoice but available for representatives viewing at any time during the contract. Pictures taken must be of sufficient quality and quantity to illustrate the various major steps in the contract and demonstrate the work was performed as required. A final walk through will be completed by the Divisions Housing Construction Foreman before final payment will be issued.

3.6 Legislative Requirements

Potential bidders will be aware and compliant with all applicable codes, rules and regulations regarding safety, protection of the environment and be in good standing with The Workers Compensation requirements.

4 Evaluation & Ranking

Submissions received by NLSD 61 will be evaluated and ranked based on the evaluation criteria shown in this document.

Submissions will be disqualified if not submitted in accordance with the requirements described herein.

Should a bidder submit an alternate method than what is proposed, the Northland School Division No.61 reserves the right to evaluate it on any means it feels is justified and will accept or reject the bid based on the findings of their review.

NLSD NO. 61 may request additional information or clarification of any firm regarding its submission.

5 General Provisions

5.1 Submission Instructions

Submissions must be completed exactly as required. Quotes will be accepted via email, courier, mail or hand delivered. The completed submission packages must be received at the following address before the closing date and time:

Attention: Trudy Rasmuson, Secretary-Treasurer
Northland School Division No. 61
P.O. Bag 1400
9809-77 Avenue
Peace River, Alberta T8S 1V2
Trudy.Rasmuson@nsd61.ca

To be considered, submissions must be received at the above address by 11:00 am, local time on Friday, July 6, 2018. No submissions will be accepted after 11:00 am.

5.2 Designated NLSD NO. 61 Representative

Interested firms are requested to read and study all parts of this package to completely familiarize themselves with the document, the qualification process and the requirements of the Services.

Any questions or concerns should be directed to the following person(s):

Chad Vion – Housing Construction Foreman, Northland School Division No.61

Office Phone: 780-624-2060 Cell Phone: 780-618-6378

Email: Chad.Vion@nsd61.ca

5.3 Conflict of Interest

Please be advised that your firm and its partners, directors, officers, employees, agents and volunteers shall not provide any services to NLSD NO. 61 or any agent or any person, group or organization funded in whole or in part by NLSD NO. 61, where the provision of such services, actually or potentially, creates a conflict of interest with the provision of Services pursuant to the Agreement. Your firm shall disclose to NLSD NO. 61 without delay, in your submission, any actual or potential situation that may be reasonably interpreted as either a conflict of interest or potential conflict of interest.

5.4 Freedom of Information

Please be advised that any information or documents provided by your firm to NLSD NO. 61 become the property of NLSD NO. 61 and may be released pursuant to the provisions of current privacy legislation.

6 Appendices

6.1 Evaluation Criteria

*** Mandatory Criteria:**

1. Submit completed Qualification Form and Bid Form
2. Firm in good standing with the Workers Compensation Board

*** Weighted Criteria:**

1. Firm's Profile

2. Experience
3. Management Plan
4. Financial
5. Quality Assurance
6. Legislative Requirements

6.2 Qualification Form

Northland School Division No. 61
P.O. Bag 1400 9809-77th Avenue
Peace River, Alberta T8S 1V2

Name/Firm: _____

Street Address: _____

City or Town: _____

Province Postal Code: _____

Telephone Fax: _____

Northland School Division No. 61:

I/We herein submit our completed tender package, in accordance with your Quotes for the above noted Bid.

I/We hereby acknowledge that I/we have full knowledge understanding of all existing conditions, legislation and all local requirements that may apply to the Bid(s).

I/We have enclosed the following documentation, in accordance with the requirements prescribed herein, to satisfy the mandatory criteria:

I/We declare the I/we am/are not currently disqualified from tendering for this bid(s).

I/We have attached additional information and documentation as part of my/our tender submission.

I/We understand that any omission of failure to answer any question or address any requirement included in the Tender may result in my/our firm being disqualified from tendering.

I/We understand that the Request for Quotes does not constitute any offer of work by the

Northland School Division No. 61 to any firm, nor is any contractual relationship stipulated or implied.

I/We hereby declare that information provided herein is true and correct to the best of my/our knowledge.

Name/Firm

Address of Firm

Witness

Signature of Official(s)

Witness

Signature of Official(s)

Date:

6.3 – Photo Gallery

Unit 89 – 975 Square Feet, built in 1986. Side by Side Bi-Level Duplex with PWF foundation.

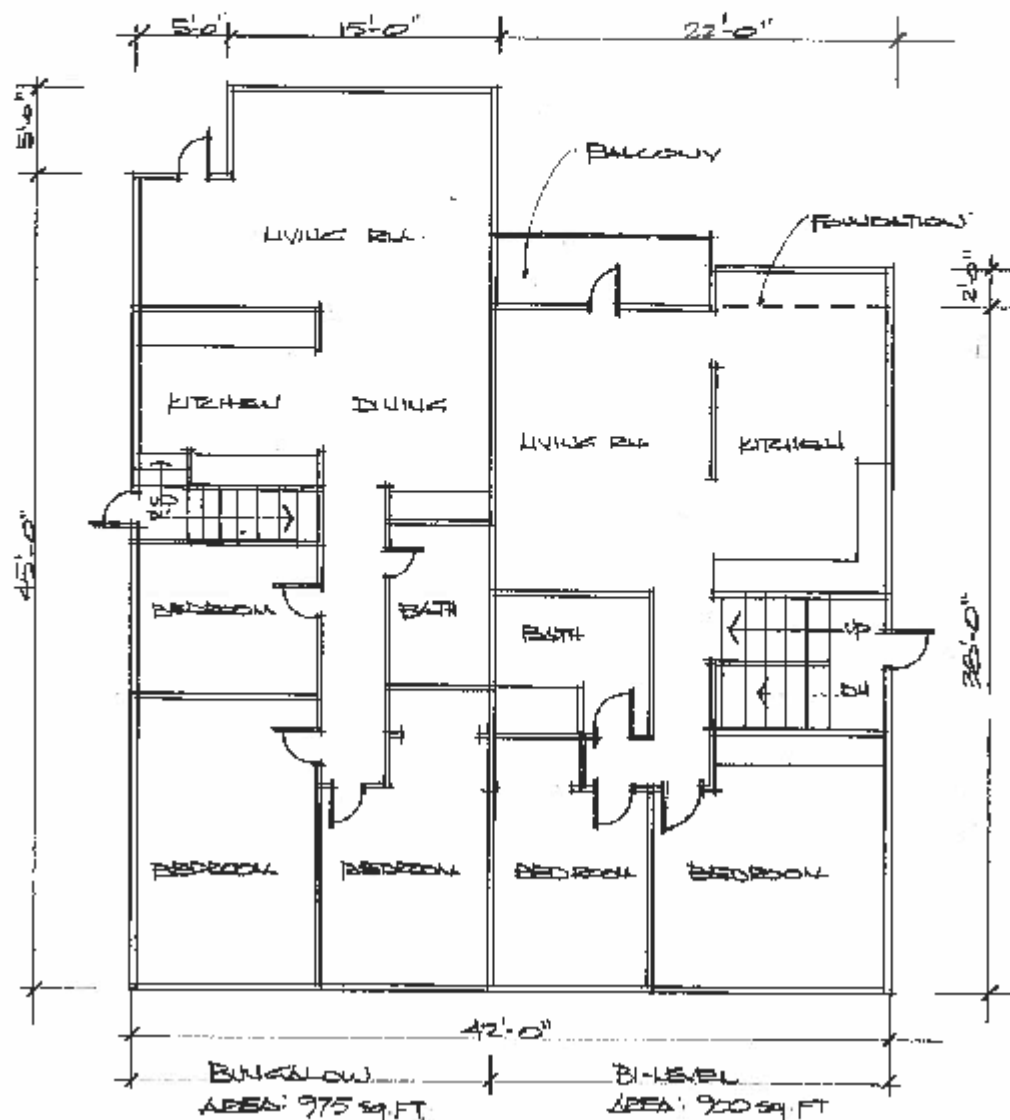
Street Address : 117 Mercredi Street

Unit 90 – 864 Square Feet, Built in 1986. Single Family Bi-Level with PWF Foundation.

108 Tourangeau Avenue

BUILDING CONDITION REPORTING SYSTEM

Site Name: ADCS - FT. CHIPEWYAN, ALBERTA	Building Name: Unit #089
---	-----------------------------





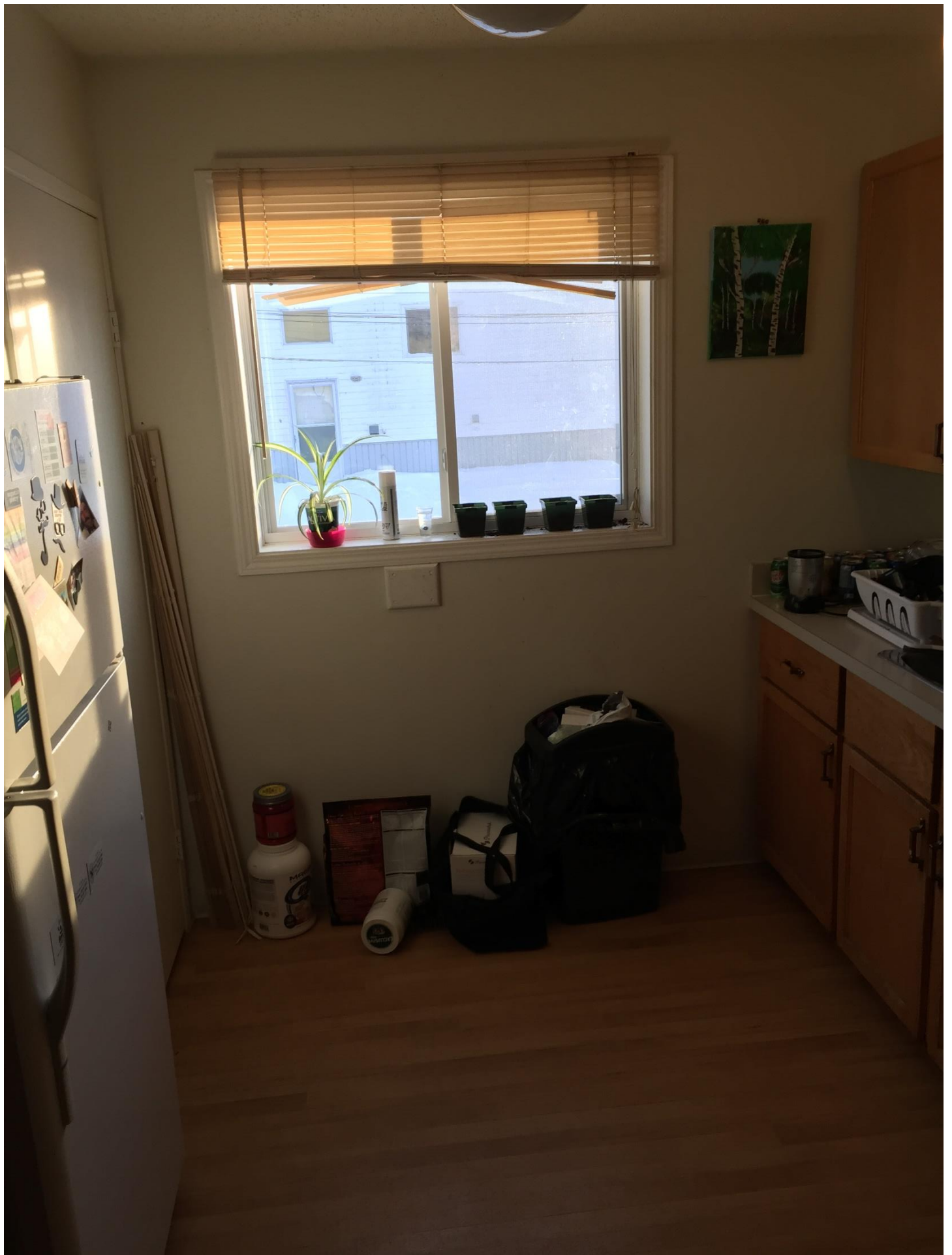














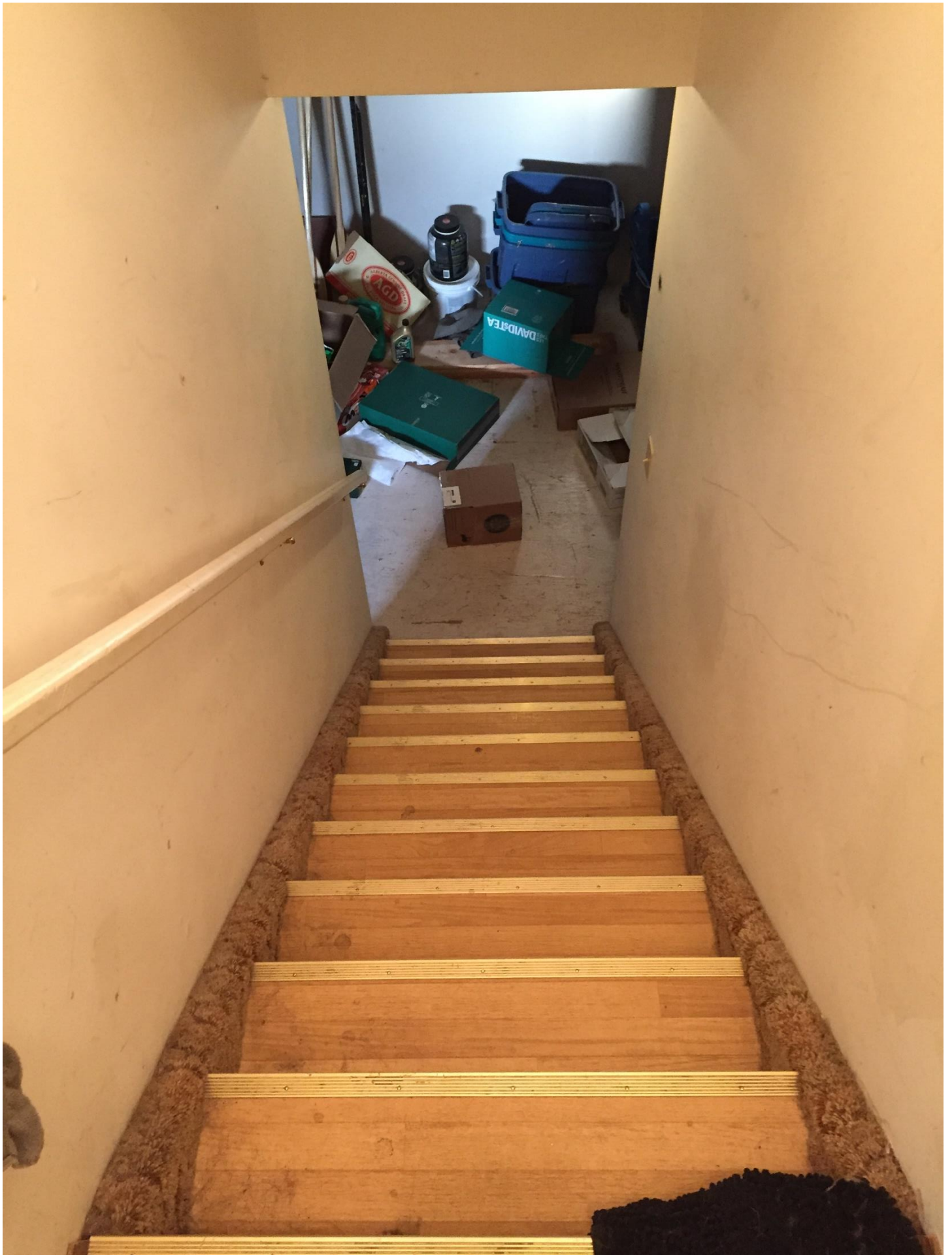


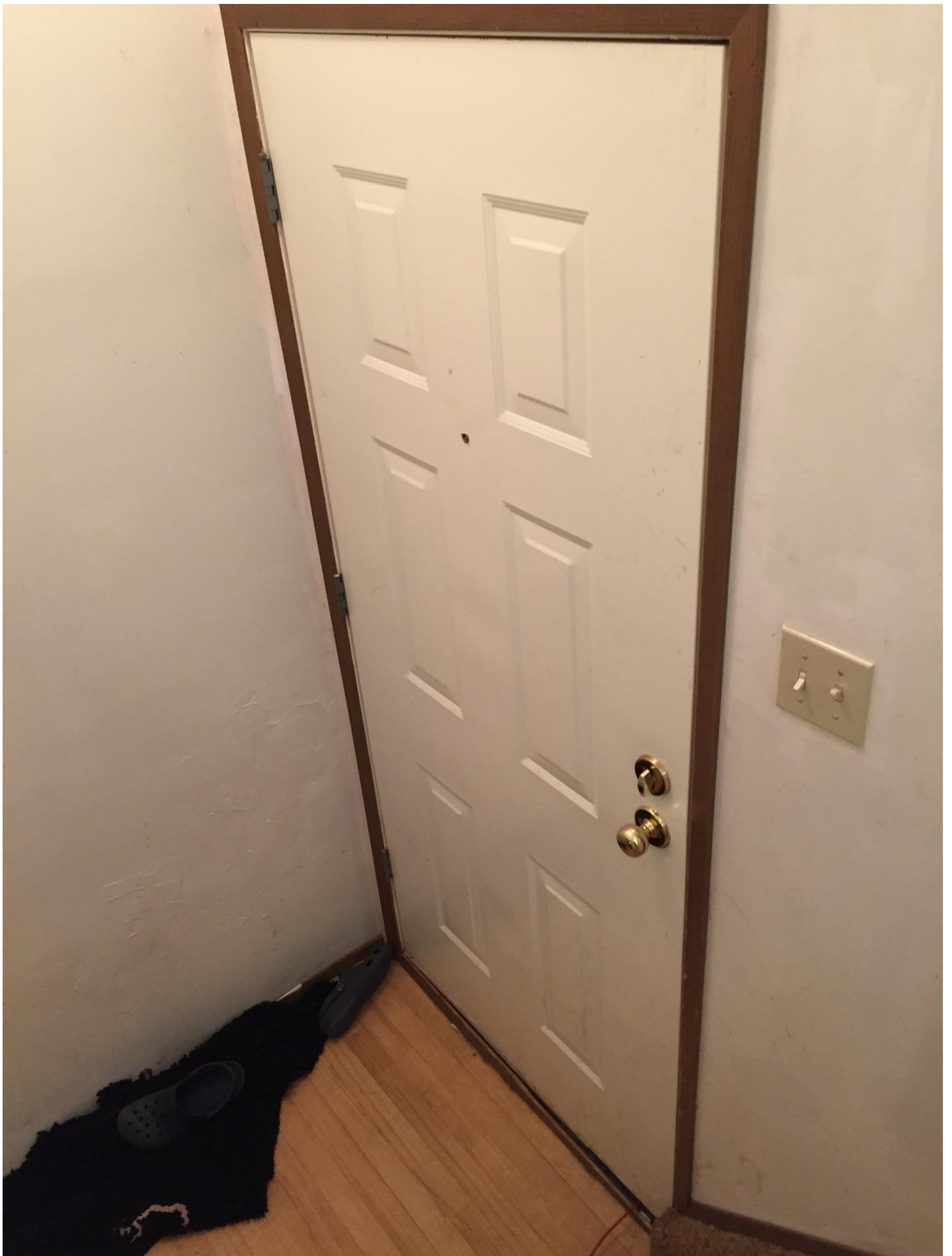






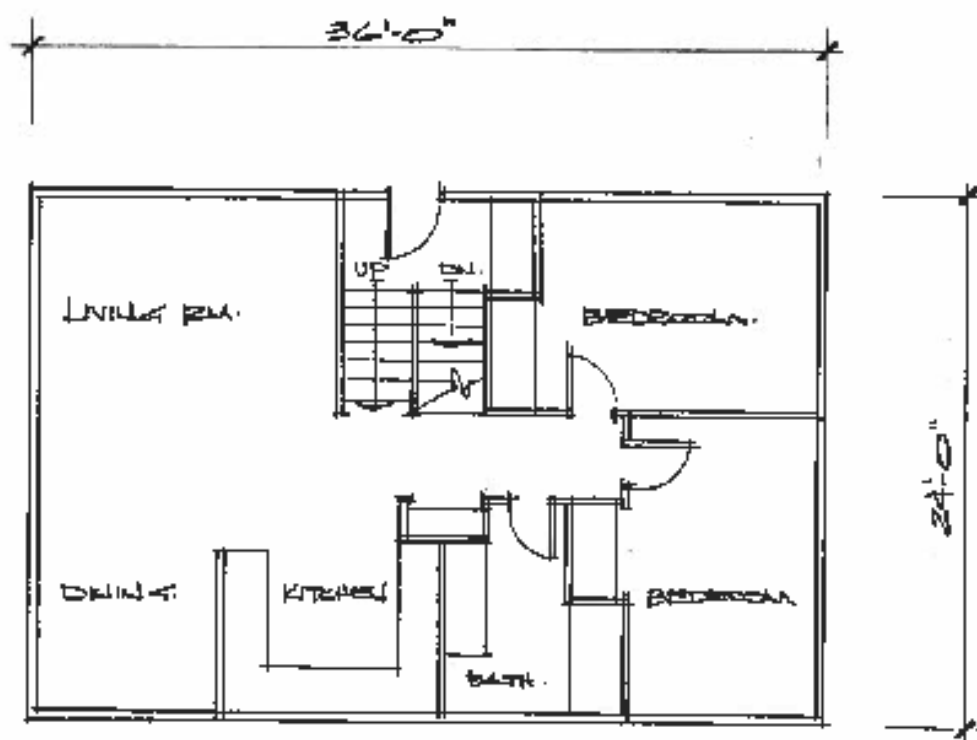






BUILDING CONDITION REPORTING SYSTEM

Site Name: ADCS - FT. CHIPEWYAN, ALBERTA	Building Name: Unit #090
---	-----------------------------



AREA: 864 SQ. FT.

















