



YMCA of Cape Breton
399 Charlotte Street
Sydney, NS B1P 1E3

REQUEST FOR PROPOSAL - RENOVATION
YMCA Nova Scotia Works Employment Services Centre
Frank Rudderham Family YMCA
Closing 3:00 p.m. ADT, May 24, 2019

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The YMCA of Cape Breton is undertaking renovations to its Nova Scotia Works Employment Services Centre at the Frank Rudderham Family YMCA, 399 Charlotte Street, Sydney. The project consists of converting four offices from selected areas inside the Employment area. Including (but not limited too):

- Demolition of existing partition walls and disposal of debris.
- Installation of partition walls
- Installation of passage doors and hardware
- Modifications to cabinetry and countertop
- Addition and changes of electrical, data and telephone lines
- Changes to lighting control
- Changes to lighting where needed
- Addition of new led lighting
- Changes to air handling (supply and return)
- Addition of sprinkler heads
- Installation of vinyl plank flooring & baseboard
- Office operations will continue daily (Monday to Friday 8:00 am to 5:00 pm.)

Part 1 – General

1.1 Description

.1 Works included: Conversion of current NS Works area and storage closet into three private offices; conversion of lunch room and hallway into one office built); related utility changes and additions.

Scope

.1 Provide permits, drawings, materials, insurance, labour and equipment for all renovations as described herein, or as necessary to complete the Work.

.2 Work to include but not limited to:

.1 Demolition of existing partition walls.

.2 Replacement of existing carpet flooring with vinyl plank material, matching existing floor, including vinyl baseboard.

.3 Construction of steel stud partition walls, drywall and painting. All new walls to extend to roof decking as per existing walls in the area.

.4 Installation of all electrical, data and telephone lines

.5 Moving lights and lighting control and/or additions of lighting and lighting control

.6 Changes to existing heating / ventilation / air handling ductwork and controls .
Moving of AEM thermostat to central location.

.7 Addition of required sprinkler heads

.8 Addition of required fire protection sensors.

.9 Installations of doors, including two windows as per existing.

.10 Creation of all required floor plans, shop drawings, schematics for construction and for final as-built

.11 Securing all necessary building permits, inspections and approvals

.12 Obtaining builder's risk coverage to include All Perils property coverage for damage to the existing building as a result of the construction and wrap-up liability (\$5M) insurance.

.13 Disposal of construction debris

1.2 Submittal

- .1 Submit manufacturers' photos, drawing and specifications for products and materials to be used.

1.4 Product delivery, storage & handling

- .1 All products to be stored by contractor until installation
- .2 All products to be protected from weather, foreign materials, damage, theft
- .3 All products to be delivered in original packaging
- .4 **All product to be delivered after hours due to public safety.**

1.5 Environmental conditions

- .1 Work to be conducted only when weather does not create risk of damage to any building components.
- .2 Erect temporary partitions/screens to isolate the Work areas from occupied and public spaces of the areas affected by the Work.
- .3 Ventilating:
 - .1 Prevent accumulations of dust, fumes, mists, vapours, or gases in areas occupied during construction.
 - .2 Provide local negative air exhaust ventilation (with HEPA units) to prevent harmful accumulation of hazardous substances into atmosphere of occupied areas.
 - .3 Dispose of exhaust materials in manner that will not result in harmful exposure to persons.
 - .4 Ventilate storage spaces containing hazardous or volatile materials.
 - .5 Ventilate temporary sanitary facilities.
 - .6 Continue operation of ventilation and exhaust system for time after cessation of work process, to ensure removal of harmful contaminants prior to tenant's occupancy.

1.6 Contractor's Qualifications

- .1 Work shall be conducted by a company
 - .1 Having a minimum of 10 years' experience
 - .2 Having adequate equipment, skilled labour to expediently work in an efficient, best workmanlike manner

.3 Having proof of insurance coverage per section 1.1.2.11, with the YMCA of Cape Breton as an additional named insured

.4 Having proof of Nova Scotia Workers Compensation coverage

.5 Being licensed to operate in Nova Scotia

1.7 Warranty

.1 The contractor will provide to the owner a three (3) year warranty against defects of installation and workmanship, such as crack filling , painting , doors , framing and door hardware . Defects will be made good promptly within the warranty period and such defects will include, but not be limited to, deformation, loosening, cracking, fastener failure and hardware failure.

.2 Provide to the owner a fifteen (15) year commercial Manufacturer's Flooring warranty against defects of material , such as corrosion , oxidation of materials, loading failure , accelerated weathering, cracking, spotting, chalking, checking, blistering, and peeling.

18 Safety

.1 Contractor must submit a valid letter of good standing, certifying active participation towards achieving, or having achieved, a Certificate of Recognition issued jointly by the Nova Scotia Construction Safety Association and the Nova Scotia Department of Labour and Advanced Education.

.2 Contractor must conduct a daily site risk and safety assessment and must advise owner of any material risks.

.3 Contractor will provide a first aid kit, fire extinguisher and personal safety equipment consistent with any regulations or best practices.

.4 The contractor is to read and follow the enclosed White Paper on Construction Hazards and the attached bulletin on Fire Hazards on Construction Sites

Part 2 – Products

2.1 Materials

.1 Steel studding and 5/8" gyproc, filling and painting to match existing building.

.2 All doors to be 36" wide, solid core, steel framing, including two windows as to match existing building, and door closures where needed.

- .3 New flooring to be of 15 yr commercial grade vinyl strip product matching existing flooring ,including vinyl baseboard as per existing; 7% maintenance stock
- .4 Door locks to be lever locks as per existing building, keyed individually and to building masters.
- .5 All new offices to include phone and data hookups. Existing phone extensions will be reused as per YMCA's instructions .New receptacles on each wall as per existing building.
- .6 Ceiling tile to match existing building type.
- .7 Any new lighting to be of flat panel dimmable LED type.
- .8 Fire sprinkler system to be up to code and match existing building.
- .8 Fire protection sensors to be up to code and as per existing building
- .9 Fire exists signs where needed and to match existing building.

Part 3 – Execution

3.1 Preparation

- .1 Contractor to submit project schedule, including proposed start and end dates.
- .2 Contractor to provide at least three days' notice of any change in schedule.
- .3 **Provide temporary protection to all areas during operations, including walls, floors, stairways, elevator, electrical and mechanical systems. Existing vinyl plank flooring in construction zone to be protected before work commences and during construction. Any damage and cost occurred to the existing flooring is the responsibility of the contractor.**
- .4 **All material for the work to be done, must be delivered to the building after hours due to safety concern because of public access to this section of the building. This extra work must be included in the job quote**
- .5 Provide barricades or safety tape as required, ensuring public safety.
- .6 Contractor to determine the need for a municipal building permit. Should a permit be required, the contractor is responsible for obtaining same and meeting any condition of the permit.
- .7 Any services interruptions shall be scheduled outside of the hours of 9:00 p.m. to 5:00 a.m., and shall not inconvenience the YMCA Clients and Staff. Any overtime or shift premiums associated with work during these "after business" hours, shall be recognized and borne by the Contractor in their tender submission. All "off hours" work shall be scheduled with the YMCA

Staff, and shall be done at the convenience of the YMCA Staff. The Contractor is to be familiar with and maintain all emergency exits within the YMCA. The General Contractor shall be responsible for building security during all "off hours" work.

.8 Work under this Contract must not interrupt or interfere with the YMCA's use of the facility during regular work hours. Staff and Clients' use of space during regular occupancy must be kept free of noise, dust, debris, equipment, construction materials, and noxious fumes and/or irritating odours.

3.2 Application

.1 All work to be carried out under applicable building code, including steel studding, drywall, door framing and installation.

.2 All fire sprinkler, and fire protection work is to be up to applicable building and/or fire codes and carried out by license contractors in this field.

.3 All openings to be sealed off, including ventilation, return air and doorways to minimize the dust and debris to the rest of the building, before work commences.

.4 All screws or drilling points to be sealed, including fire stopping acoustic and smoke seals.

.5 All electrical and HVAC work to follow applicable building codes.

3.4 Cleaning

.1 Clean walls and floors of all excess joint compound, dust, paint or other materials

.2 Clean all construction debris from interior & exterior

.3 All construction debris and waste to be disposed of in accordance with the most current Nova Scotia Department of Environment "Construction and Demolition Debris Disposal Site Guidelines".

.4 Upon request by the owner, contractor shall provide bona fide proof of said disposal, in the form of receipts, weigh slips and a letter from the landfill that accepted the waste.

.5 Thoroughly inspect surrounding areas for nails, screws or other foreign materials

.6 Promptly remove surplus materials, equipment and debris from site. Leave site clean and tidy on a daily basis.

Part 4 - Submission

4.1 Company Profile

The firm must provide the following:

- .1 Total years of experience in providing similar services
- .2 Total years in business under current corporate structure
- .3 Description of years' experience, certifications and general qualifications of staff assigned to this project (including any sub-contracted companies or staff)
- .4 Minimum of three references (with contact information) for similar projects

4.2 Subcontractor or assignment of the contract

.1 The YMCA must approve, in writing, any assignment and/or subcontractor related to this contact. If a subcontractor is to be used, the following information is required of the subcontractor:

- .1 Total years of experience in providing similar services
- .2 Total years in business under current corporate structure
- .3 Description of years' experience, certifications and general qualifications of staff assigned to this project (including contracted staff)
- .4 Minimum of three references (with contact information) for similar projects

5 Communications regarding the RFP

.1 All questions regarding the RFP are to be submitted in writing to Bobby MacLean, Building Systems Operations Manager, via email at bobby.maclean@cb.ymca.ca. Any oral communications shall be considered unofficial and non-binding. **Only written responses to written communication shall be considered official.**

.2 **Questions regarding** the RFP must be received no later than 3:00 pm, May 13. All answers will be provided as quickly as possible, and by May 17 at the latest. All answers will be provided as addendums.

6 RFP Response due date (closing)

.1 Unless otherwise posted, all proposals to this RFP must be submitted by May 24, 2019 **at 3:00 pm Atlantic time**. Offers will not be accepted after the due date and time specified and will be returned unopened. Offers are to be forwarded to:

Bobby MacLean, Building Systems Operations Manager, YMCA of Cape Breton
bobby.maclean@cb.ymca.ca

7 Ambiguity, conflict or other errors in the RFP

.1 If a firm discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, he/she shall immediately notify the YMCA of such error in writing and request modification or clarification of the document. Any modification made to this RFP will be issued as an addendum. Written notice will be given to all parties who have been furnished with the RFP without divulging the source of the request for it.

.2 If a firm fails to notify the YMCA prior to the date and time fixed for submission of proposals of an error or ambiguity in the RFP known to him, or an error or ambiguity that reasonably should have been known to him, he shall not be entitled to additional time by reason of the error/ambiguity or its late resolution.

.3 The YMCA may also modify the RFP prior to the date and time fixed for submission of proposals by issuance/posting of an addendum. All addenda will be numbered consecutively beginning with 1.

8 Offer Preparation Cost

.1 The YMCA shall not be responsible or liable for any costs associated with the preparation, submittal, presentation, or other costs incurred by participating in this procurement process.

9 Signature of Offer

.1 An individual who is authorized to bind the firm contractually shall sign a transmittal letter, which shall be considered an integral part of the proposal. If the firm is a corporation, the legal name of the corporation shall be provided together with the signature of the officer or officers authorized to sign on behalf of the corporation.

10 Offer Obligation

.1 The contents of the proposal and any clarification/negotiation thereto submitted by the successful firm(s) shall become part of the contractual obligation and incorporated by reference into the ensuing contract.

.2 The YMCA is not obliged to accept any offer or RFP and may cancel this RFP at any time.

11 Compliance with RFP Specifications

.1 It is intended that this RFP describe the requirements and response format in sufficient detail to secure comparable proposals. The firm's response must coincide with the format of the RFP.

12 Status/Disclosure of Proposal

.1 All submitted proposals become the property of the YMCA and will not be returned to the proposing firm. All proposal information, including detail price and cost information, shall be held in confidence.

.2 The content of all RFP's submitted shall remain in effect for a minimum period of 90 days.

12 Contract Development

.1 The contents of the RFP and selected firm's proposal will become an integral part of the contract but may be modified by provisions of the contract as negotiated. Therefore, the proposing firm must be amenable to inclusion in a contract of any information provided (in writing) either in response to this RFP or subsequently during the selection process.

13 Expenses and Fee Requirements

.1 The firm shall be responsible for payment of expenses and fees associated with the performance of this agreement, including but not be limited to: wages, salaries, labor, services, materials, supplies, transportation, communications, permits, licensing and inspection, taxes, insurance, bonds, etc.

14 Evaluation

.1 While price is the primary consideration, the YMCA reserves the right to award this contact to a contractor other than the lowest bidder. The overall value proposition will include other considerations such as, but not be limited to,

- .1 Price 50%
- .2 Contractor experience, reference checks & reputation 30%
- .4 Schedule and ease of coordination 10%
- .5 Products, including warranty 10%
- .6 Compliance with all terms of this document and mandatory criteria (pass/fail)

SUMMARY OF PROPOSAL REQUIREMENTS

- 1. Product brands, models
- 2. Product warranty
- 3. Labour / installation warranty
- 4. Schedule
- 5. Evidence of
 - A. Liability Insurance
 - B. Workers Compensation
 - C. Certificate of Recognition of Nova Scotia Construction Safety Association
- 6. General
 - A. Company Profile
 - i. Years of experience

- ii. Years of current corporate structure
- iii. Staff and subcontractor qualifications
- iv. Minimum of three references

B. Subcontractor

- i. Years of experience
- ii. Years of current corporate structure
- iii. Minimum of three references

C. Signature on Proposal