

**SUNDRIDGE & DISTRICT MEDICAL CENTRE
DRAFT REQUEST FOR PROPOSAL (RFP)**

**MEDICAL CENTRE RENOVATION PROJECT
AND OPTIONAL CONSTRUCTION SUPERVISION
RFP # 2018-001**

Village of Sundridge Office
On behalf of the Sundridge and District Medical Centre Committee
110 Main Street
Sundridge, ON
POA 1Z0

APRIL 3, 2018

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1. SUMMARY AND BACKGROUND

The Sundridge & District Medical Centre Committee (hereafter referred to as the “Committee”) is seeking proposals from individuals or companies to undertake interior renovations to the main floor of the existing medical building at 5 Park Street, Sundridge, Ontario. The successful proponent will be required to work with the Sundridge and District Medical Centre Committee to complete ready to bid construction drawings (Task One), and to provide optional pricing for supervision of the construction project (Task Two). Award of this RFP may be made for Task One alone or for Task One and Task Two.

The main floor of the building currently accommodates two (2) family medical doctors (“FMD”), one (1) Nurse Practitioner (“NP”) with associated administrative and support staff. We require the renovation of approximately 3100 square feet, representing the portion used by the FMD’s and the NP. Proponents will be required to confirm all measurements during the site meeting. All renovation is to be compliant with the Ontario Building Code , public building standards, medical facility standards, safety standards and any other legislative requirements.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **4:00 pm on April 17th, 2018**. Any proposal received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal or by the individual submitting the proposal.

All submissions will be subject to review by the Sundridge and District Medical Centre Committee, and/or its legal representative and/or its financial representative.

It is the proponent's responsibility to avail itself of all the necessary information to prepare a proposal in response to this RFP.

All New Information to Proponents by way of Addenda

This RFP may be amended by an addendum in accordance with this section. All questions pertaining to this RFP must be received in writing by April 12th, 2018 at 12:00pm. If the Committee, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all proponents by addenda no later than April 13th, 2018. The addendum shall form an integral part of this RFP.

Such addenda may contain important information including significant changes to this RFP. All Addenda will be posted on the website and it is the sole responsibility of the proponent

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for obtaining all addenda issued by the Committee. Proponents shall confirm their receipt of all addenda by including the Addenda Acknowledgement page (Attachment 3) by setting out the number of each addenda in the space provided.

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

In 2015, the Sundridge and District Medical Centre Committee published a Request for Expressions of Interest (REOI) to determine interest in developing a property to replace the aging building at 5 Park Street, Sundridge. Cost considerations forced the Sundridge and District Medical Centre Committee to abandon a new construction in favor of renovations to the existing Medical Centre facility.

Project Description:

Here are the salient features of the renovations to the medical centre*:

- 3100 square feet
- Revisions to location of public waiting area
- Revisions to interior passage from external entries
- Re-location and renovation to reception areas
- Modifications to current exam rooms
- Creation of Laboratory/Bloodwork Room
- May involve plumbing, electrical, heating/cooling, and communication systems
- Parking Lot restored and possibly expanded
- Complete by or before October 12, 2018
- Ontario Building Code adhered to

*Note: This list is not deemed to be complete. Actual renovation to be determined by proponent's drawings.

4. PROJECT SCOPE

Task One - Refine the Committee's draft plan and develop construction drawings
(Tender Closing April 17, 2018)

Attached is the draft plan that captures the vision for the renovated Sundridge and District Medical Centre

. The successful proponent will develop ready to bid construction drawings with full construction estimates for all improvements.

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Task Two – Optional Price for Construction Supervision (Completed by April 17, 2018)

It is anticipated that this construction project will begin in the summer and last into the early fall. As part of the project, the Committee may require a construction manager to supervise this construction project to ensure the construction project proceeds as designed. This is an optional component of the current request for proposal.

4.1. MANDATORY ARTICLES

All Mandatory Articles are described in the following attachments:

1. Attachment 1: Safety and Security Check List
2. Attachment 2: Acknowledgement of Addenda

4.2. OPTIONAL ARTICLES

All Optional Articles are described in the following attachments:

3. Attachment 3: Optional Articles

4.3. NOT INCLUDED ARTICLES

Any articles not covered in 4.1 or 4.2 of this RFP are not within the scope of the project. They should not be addressed in the RFP or included in cost calculations, without prior consent by the committee.

Below is a list of some articles that are not included in this RFP:

1. Dental Office (Dr. Starr's office is a separate entity from the Medical Centre)
2. Basement Rental (any current or future rental of the basement area)

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

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RFP released	April 3 rd , 2018	
Site visit	April 11 th , 2018	TBD
Questions submitted, if any	April 12 th , 2018	12 noon
Addenda Communicated to proponents, if any	April 13 th , 2018	4:00 pm
Tender closing date and submission	April 17 th , 2018	4:00 pm
Evaluation of proposals	April 17 th , 2018	6:00 pm
Award of contract for drawings and optional supervision	April 18 th 2018	
Final drawings due date	May 4 th , 2018	4:00 pm
Proposed Construction RFP released (estimated)	June 1 st , 2018	
Construction Bids Close	June 18 th , 2018	4:00 pm
Award of Contract for Construction	June 22 nd , 2018	
Anticipated completion of renovation project	October 12 th , 2018	

Project Timeline:

Bidder(s) will be asked to provide project timelines as part of the submission which includes all significant milestones.

6. BUDGET

All proposals must include proposed costs for all articles described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC). Pricing should be listed for each of the following items in accordance with the format below:

Item	Cost	HST	Total Cost
Task One - Refine draft plans and develop construction drawings	\$	\$	\$
Task Two – Provide optional Price for Construction Supervision	\$	\$	\$

NOTE: All costs and fees must be clearly described in each proposal.

7. BIDDER QUALIFICATIONS

All bidders are required to provide the following information about their company:

- Type of company (sole proprietorship, incorporated, etc.)

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- Date of incorporation
- Company owners/executive profiles
- Size of company
- Contact information
- Brief company history
- List of recent contracts and contacts (minimum 3)
- Certifications and qualifications
- Technical expertise and experience
- Proof of insurance

8. PROPOSAL EVALUATION CRITERIA

The Committee will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Bidders will be evaluated on examples of their work as well as client testimonials and references
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience

Each bidder must submit 4 hard copies and 1 electronic copy of their proposal to the address below by 4pm EST April 17th, 2018:

Village of Sundridge Office
110 Main Street
Sundridge, ON
POA 1Z0

Electronic copy (pdf only) to be sent to:
clerk@sundridge.ca

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9. ATTACHMENT 1: SAFETY AND SECURITY CHECK LIST

Please initial to indicate your understanding for compliance with the following requirements

- _____ Compliance with all relevant building codes for public buildings
- _____ Compliance with all relevant fire codes for public buildings
- _____ Compliance with all relevant building codes for public buildings

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10. ATTACHMENT 2: ACKNOWLEDGMENT OF ADDENDA

As an integral part of the bid, the bidder shall complete the statement below giving the number and date of all addenda used in preparing this bid. If no addenda were issued, the words "Not Applicable" shall be entered below. Failure to complete this statement and include all addenda shall result in the bid being declared incomplete.

Addendum Number

Addendum Date

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11. ATTACHMENT 3: OPTIONAL ARTICLES

There are no Optional Articles included in this RFP.

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**ATTACH THIS LABEL SHEET TO THE FRONT OF YOUR PROPOSAL ENVELOPE/PACKAGE
SUBMISSION**

PROPOSAL TO BE RETURNED TO:

**Sundridge & District Medical Centre Committee
c/o Village of Sundridge
110 Main Street
PO Box 129
Sundridge ON P0A 1Z0**

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Request for Proposal: Medical Centre Renovation and Optional
Construction Supervision

Proponent's Name: _____

Address: _____

For Sundridge Use Only

Date and Time Received:

NOTE: This address label/sheet must be affixed to the front of your sealed proposal envelope or package submission. Sundridge will not held responsible for envelopes or packages that are not labelled.