

REQUEST FOR PROPOSAL

**2024 CONDO 269 RENOVATION**

King’s University College

266 Epworth Ave

London, ON

N6A 2M3

**INSTRUCTIONS TO BIDDERS**

1. **Summary**

This document requests bids for the renovation of 269 Epworth Place (hereby referred to as “Condo 269”) at King’s University College (hereby referred to as “King’s”).

The Condo 269 Renovation RFP Selection Committee (hereby referred to as “the Committee”) will be made up of King’s administrators and operational staff with responsibilities related to this area.

1. **Bid Submissions**

To receive consideration, bids must be submitted in accordance with the following instructions. Failure to comply with these instructions will result in the bid being disqualified.

The Request for Proposal Form, Schedule B (Bidder References) and Schedule C (Fee Schedule) must be included in the bid submission. There shall be no alteration of or changes made to the Form or Schedules. Any alterations made to the Form or Schedules, other than the supply of the required information, may result in the bid being declared non-compliant and rejected without further consideration.

All bids must be emailed by the date/time outlined in Schedule A to Tiffany Chisholm, Purchasing Services Coordinator at [tiffany.chisholm@kings.uwo.ca](mailto:tiffany.chisholm@kings.uwo.ca) with a subject line containing "Condo 269 Renovation RFP" and the name of the Bidder.

King’s is not responsible for the timeliness of documents emailed nor will King’s accept any bid emailed to an email address other than the specified email address above. King’s is neither liable nor responsible for any costs incurred by a Bidder in the preparation, submission, or presentation of their bid to this RFP.

Bidders are advised that it is not permissible to send a copy(s) of a response to any employee, consultant, agent, volunteer or business employed or working on behalf of King’s or involved in this process, and King’s will reject without further consideration any response so delivered.

All documents related to the bid become the property of King’s. All information, data, recommendations and reports resulting from the project become the property of King’s.

1. **Inquiries**

Bidders having any questions or requiring clarification of the intent or meaning of any part thereof shall notify Tiffany Chisholm by email ([tiffany.chisholm@kings.uwo.ca](mailto:tiffany.chisholm@kings.uwo.ca)) by the deadline for submission of questions as outlined in Schedule A.

1. **Communication of all RFP documents**

The original RFP document will be posted on Biddingo and the King’s website.

If it becomes necessary to revise any part of this RFP, addenda and amendments will be posted solely on the King’s website <https://www.kings.uwo.ca/about-kings/facts-and-information/administrative-departments/finance/rfp/>.

For RFP’s valued $100,000 or more, the award notice will be posted solely on Biddingo.

It is the sole responsibility of each potential bidder to check the King’s website for any/all changes to the original RFP document, as these will become part of the RFP specifications.

**5. Assessment of Response**

All bids will be opened in private. The Committee will evaluate the bids based on the pre-determined evaluation criteria outlined in Attachment 1.

As the Committee evaluates the bids, decisions will be based on the contents of the bid as submitted. Each Bidder shall include any and all information required as outlined in Attachment 2. It shall be explicitly understood that there shall be no opportunity to make any material change to the bid, including any alteration, addition or deletion of any element within the bid as submitted based on dates outlined in Schedule A. Information submitted independent of the response document or after closing will not be considered by the Committee.

King’s may seek clarifications from a Bidder after the closing date. Clarification questions will be submitted to the Bidder in writing. Answers to the written clarification questions must be returned to King’s in writing. The intent of the clarification is simply to obtain further explanation and understanding of what was intended by the Bidder. A clarification shall not provide an opportunity to make any material changes to the original bid, including any alteration, addition or deletion of any element of the original bid.

**6. Bid Acceptance/Rejection**

No action by King’s or the Committee implied or otherwise, shall be construed as acceptance to this RFP.

King’s reserves the right to accept any bid (in whole, or a portion thereof) which may be deemed to be most advantageous to King’s, or to reject any or all bids. Although King’s would like to award this contract to one Bidder, it realizes that it may not be in King’s best interest to do so. Bidders shall highlight in the bid any cost or operational advantages of awarding all service requests to one Bidder.

King’s may declare, at its sole and unfettered discretion, any bid to be non-compliant, and reject without further consideration if it:

* is informal, incomplete, unqualified, or otherwise irregular in any way;
* is not legible, is not dated, is not executed in the legal registered name of the entity, is not signed by authorized officials, and/or does not acknowledge all addenda that may have been issued;
* is submitted without the required materials (eg. Request for Proposal Form);
* is submitted without first having attended a mandatory site visit (if applicable);
* does not provide the information called for in the RFP documents as outlined in Attachment 2;
* does not contain sufficient information for the Committee to evaluate the Bid based on the evaluation criteria contained in Attachment 1.

King’s, at its sole and unfettered discretion, may reject without further consideration any response where the Bidder, a member of the Bidder's team, an employee, shareholder, director, officer, partner or person otherwise associated with the Bidder:

* has now or has in the past, unsatisfactorily performed work for King’s or had an unsatisfactory relationship with King’s, by contract or otherwise, in the sole opinion of King’s;
* has a contract with King’s which in the sole opinion of King’s, is not in good standing or has had a contract terminated by King’s for non-performance;
* is engaged in a substantially unresolved dispute or is in litigation with King’s or has a claim or judgment arising from litigation;
* has been charged or convicted of an offence with regard to a business enterprise which has or may have an impact upon King’s;
* is considered to have a conflict of interest, in the sole opinion of King’s.

**7. Invoicing and Payment**

King’s standard payment policy is net 30 days following receipt of invoice and sign-off by the responsible department or faculty. Final payment terms will be negotiated between the successful Bidder (if any), and King’s prior to contract signing.

**8. Debriefing (applies to RFP valued $100,000 or more)**

The successful Bidder(s) will be notified of their success according to the Notification to Successful Bidder timeline in Schedule A. After this date, and within sixty (60) days, Bidders may request a debriefing, in writing, by emailing Tiffany Chisholm at [tiffany.chisholm@kings.uwo.ca](mailto:tiffany.chisholm@kings.uwo.ca). The intent of the debriefing information session is to aid the Bidder in presenting a better proposal in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process.

**9. Confidentiality**

The successful Bidder (and employees) may be required to sign an agreement of confidentiality with regard to information that is proprietary to King’s.

1. **Accessibility**

King’s is committed to recognizing the dignity and independence of all and seeks to ensure that persons with disabilities have genuine, open and unhindered access to the College’s RFP opportunities. If you require an accommodation during the RFP process, please contact Tiffany Chisholm at [tiffany.chisholm@kings.uwo.ca](mailto:tiffany.chisholm@kings.uwo.ca) or 519-433-3491 for assistance.

As outlined in the Ontario Regulation 429-07, Accessibility for Ontarians with Disability Act, 2005, King’s will incorporate accessibility criteria and features when procuring, goods, services and facilities, except where it is not practical to do so.

The Bidder will respect the dignity and independence of persons with disabilities in accordance with the Accessibility Standards for Integrated Accessibility Standards O. Reg. 191/11, s. 5 (1); O. Reg. 413/12, s. 4 (1) developed under the Accessibility for Ontarians with Disabilities Act, 2005.

*End of Instructions to Bidders*

**REQUEST FOR PROPOSAL FORM**

|  |  |
| --- | --- |
| **Bidder Identity** | |
| Full Legal Registered Name |  |
| Any Other Relevant Name |  |
| Year Established |  |
| Head Office Address |  |
| Phone Number |  |
| Type of Entity | \_\_ Corporation  \_\_ Unregistered Partnership  \_\_ Registered Partnership  \_\_ Proprietorship  \_\_ Registered Joint Venture  \_\_ Unregistered Joint Venture  \_\_ Other. Explain: |
| Number of Employees |  |

We the undersigned, having examined the Condo 269 Renovation RFP documents (including any and all addenda and amendments), and are satisfied that we understand the services as identified. We further acknowledge that we have not relied on the completeness of such information and declare ourselves competent to undertake and complete the services and do hereby irrevocably propose and agree to carry out the services outlined in Attachment 2. We hereby certify that we have no conflict of interest in submitting this bid. We acknowledge that the below has been included as part of this bid:

* + Request for Proposal Form
  + Schedule B – Bidder References
  + Schedule C – Fee Schedule
  + Any and all addenda and amendments

We hereby certify that we have no conflict of interest in submitting this bid. For the purposes of this section, the term “Conflict of Interest” means in relation to the RFP process, the Bidder has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to:

1. having or having access to confidential information of King’s in the preparation of its proposal that is not available to other Bidders;
2. communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process); or
3. engaging in conduct that compromises or could be seen to compromise the integrity of the RFP process.

If the below box is left blank, the Bidder will be deemed to declare that:

(1) there was no Conflict of Interest in preparing its proposal and

(2) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, check the box.

* The Bidder declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal and/or the Bidder foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP

If the Bidder declares an actual or potential Conflict of Interest by marking the box above, the Bidder must set out below details of the actual or potential Conflict of Interest:

|  |
| --- |
|  |
|  |
|  |

The undersigned hereby represents and warrants as to having authority to execute the document on behalf of the Bidder.

Name of Authorized Officer(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executed this \_\_\_\_ day of \_\_\_\_\_\_\_ , 2024.

**This form MUST be signed and dated to be considered a valid bid.**

*End of Request For Proposal Form*

**SCHEDULE A – TARGET DATES**

King’s has identified the following project target dates:

|  |  |
| --- | --- |
| **Activity** | **Target Date** |
| RFP Issued | Monday, January 8th, 2024 |
| Mandatory Site Visit Request Deadline | Monday, January 22nd, 2024 |
| Mandatory Site Visits Available | Thursday, January 25th, 2024 |
| Deadline for Questions/Clarifications on RFP | Monday, January 29th, 2024 |
| Deadline for Answers/Clarifications on RFP | Wednesday, January31st,2024 |
| Closing Date: RFP Submissions Due | Friday, February 16th, 2024 |
| RFP Review & Committee Deliberations | February 19th – March 15th, 2024 |
| Notification to Successful Bidder | Wednesday, May 1st, 2024 |
| Contract Development | May 1st to May 3rd, 2024 |
| Start of Operations | Monday, May 6th, 2024 |
| Completion of Construction | Friday, August 16th, 2024 |

*End of Schedule A*

**SCHEDULE B – BIDDER REFERENCES**

Bidders must provide three (3) references from clients who have obtained similar services in the last three (3) years. References should be external to King’s. King’s reserves the right to conduct reference checks.

|  |  |
| --- | --- |
| **Bidder Reference #1** | |
| Company Name |  |
| Company Address |  |
| Contact Name |  |
| Contact Phone Number |  |
| Contact Email Address |  |
| Nature of Assignment |  |
| Date and Duration of Assignment |  |

|  |  |
| --- | --- |
| **Bidder Reference #2** | |
| Company Name |  |
| Company Address |  |
| Contact Name |  |
| Contact Phone Number |  |
| Contact Email Address |  |
| Nature of Assignment |  |
| Date and Duration of Assignment |  |

|  |  |
| --- | --- |
| **Bidder Reference #3** | |
| Company Name |  |
| Company Address |  |
| Contact Name |  |
| Contact Phone Number |  |
| Contact Email Address |  |
| Nature of Assignment |  |
| Date and Duration of Assignment |  |

*End of Schedule B*

**SCHEDULE C – FEE SCHEDULE**

Bidders must provide pricing details for the complete renovation project at Condo 269 in the below format. Additional rows and columns may be added to describe the Bidder’s pricing, if necessary. The Bidder may also enclose a detailed pricing structure, with the key data extracted and enclosed in the summary table below. *All prices quoted are to be in CAD and before taxes. All bids must remain valid for 60 days.*

|  |  |  |
| --- | --- | --- |
| COST |  | |
| Project Management and Contract Administration | | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| CONSTRUCTION | | COST |
| General Conditions, Temporary Controls, Equipment, Cleaning | | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Demolition and Site Preparation | | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Carpentry | | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Doors & Hardware | | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Finishes | | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Specialties and Furnishings | | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Plumbing | | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| HVAC | | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Electrical | | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ALLOWANCES | | COST |
| Contingency | | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| TOTAL ESTIMATED DESIGN-BUILD COST | | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_+HST |
|  |  |  |

*End of Schedule C*

**ATTACHMENT 1 – EVALUATION CRITERIA**

Evaluation of qualified bids will be undertaken by the Committee using the below stated evaluation criteria. Bidders are responsible for reviewing the evaluation criteria and providing appropriate and sufficient information to enable the Committee to accurately assess the bid.

Each bid will be rated on a scale of 1-10 (1 = poor, 10 = excellent) by the Committee members. An average of the ratings will determine the final rankings as a tool contributing to overall assessment of RFP submissions. The rating will not be the sole determining factor in the final decision. The Committee will make the final determination in the best interest of King’s.

Bids will be evaluated on many criteria deemed to be in the best interest of King’s, including, but not limited to:

* Capability, experience and qualifications of the bidder
* Proposed schedule, proposed methodology and ability to meet project requirements
* Fee arrangement and overall cost
* Overall desirability and quality of the proposal
* Quality of references supplied by the bidder
* Bidders ability to include features meeting AODA requirements (if applicable)
* A clear understanding of the requirements as outlined in this RFP;
* The Bidder’s willingness to following the invoicing and payment standards as outlined in section 7 of the RFP document.

*End of Attachment 1*

**ATTACHMENT 2 – SCOPE OF OPPORTUNITY**

King’s is requesting proposals for the renovation of Condo 269 at 269 Epworth Place in London.

**King’s is seeking the Bidder to:**

1. Finalize a design based on the drawings and information found in Appendix 1 provided by King’s being sure to incorporate electrical, plumbing, permits, etc. Work with King’s to select all finishes and fixtures.
2. Prepare final detail construction plans, lighting layouts or designs for the renovation as needed.
3. Prepare all needed detail design documents and schematics along with any required permit applications to support the construction/renovation.
4. Provide estimates for the construction project. Project considerations:
   1. Interior lighting, signage, and millwork.
   2. Proposed design options should include any options for “green building” initiatives that will provide for sustainable energy savings and an environmentally healthy space.
5. Develop a construction schedule for the renovation plan.
6. Complete construction ensuring that all aspects of the design are met. Oversee and direct the construction/renovation activity, including contract administration, to ensure the outcome is complete to specifications.
7. Hold bi-weekly construction meetings to update King’s on the progress of the project.
8. Provide regular status reports to King’s and involve in any issue, risk and change management as required to ensure an effective and efficient project.

**The 269 Condo renovation includes the following:**

**Scope**:

* Rework entrance of NW bedroom to create new entrance for washroom. Close off entrance from bedroom to washroom making the washroom accessible to all occupants. Successful contractor to suggest layout as part of RFP proposal.
* Renovate 1st and 2nd floor washrooms using existing footprint.
* Create new SE main floor bedroom with closet.

**General**:

* Demolish NW bedroom entrance and walk in closet
* Demolish all washroom fixtures
* Remove existing flooring
* Fill in existing doorway from NW bedroom to ensuite washroom
* Supply and install new doors for new SE bedroom, NW bedroom and washroom to match existing in house
* Bedroom doors require locking door hardware. Specifications:
* Halsco Grade 2 lever handle door hardware-note: 2 ¾” backset (example model # HA-AL53-626 lever clutch handle)
* Door functions to be approved in consultation with King’s College
* Washroom doors will require privacy sets to match existing
* Remove main floor fireplace, cap gas line, make good where venting exits house
* Frame new main floor bedroom and closet SE living room
* Install new LED flush mount fixture in SE main floor bedroom-delete pot light
* Install new outlets in SE bedroom to code
* Install carpet in new SE bedroom closet-existing flooring to remain on room
* Install return air in new SE bedroom
* Install window film on all SE bedroom windows
* New trim and casing SE and NW bedroom to match existing through out house
* Paint all effected surfaces including walls, ceilings, and trim

**All Washrooms:**

* Supply and installvanities with solid surface countertops and under mount sinks (3)
* Supply and install Delta 22C601 Faucet (3)
* Supply and install 2 new commercial Delta shower valves with shutoffs at valves
* Supply and install American Standard Cadet 3 toilets (3) complete with seats (3)
* Supply and install Acrylic bathtub and shower unit for 2nd floor washroom (1) with curtain rod
* Replace exhaust fans and ducting as necessary (3)
* Upgrade electrical using GFI’s where required
* Tile washroom floors-existing flooring to be used in main floor powder room
* Tile NW washroom shower walls with Schluter moisture barrier system installed behind tile walls
* Tile baseboard to be used in 2nd floor, main floor NW washroom and powder room
* Create new walk in shower with acrylic base (NW washroom)
* Install new glass shower walls
* New vanity LED vanity sconce for 2nd floor washroom
* Replace existing ceiling mount fixture with flush mount LED and delete pendant lighting in main floor powder room
* NW main floor washroom-install 4 new LED pot lights and new LED vanity sconce
* Provide new washroom accessories-1st and 2nd floor (mirror, towel bar, toilet paper holder etc…)

Any contractor or sub-contractor working on this project will be required to provide WSIB clearance certificate and a certificate of insurance.

**Site visits are mandatory**. To book the site visit, email Tiffany Chisholm, Purchasing Services Coordinator at [tiffany.chisholm@kings.uwo.ca](mailto:tiffany.chisholm@kings.uwo.ca) according to the timeline in Schedule A.

Award is pending budget approval in late April to early May. Successful Bidder will be informed late March, but contract development must wait until May 1st, 2024.

*End of Attachment 2*

**APPENDIX 1 – EXTERNAL FILES**

The following external file provides critical details for this RFP:

1. 269 Epworth Avenue - Floor Plans.pdf (3 pages)

*End of Appendix 1*