

APPENDIX A – RFP PARTICULARS

1.0 THE DELIVERABLES

The Corporation of the City of Mississauga (“the City”) is seeking to procure a General Contractor to perform, without limiting the project scope, the supply and installation of all components necessary to construct:

A new Fire Station 124 plus associated site development works, located on a brown field redevelopment site at 2524 Cawthra Road, Mississauga Ontario, L5A 2X3 to serve Ward 7 and the surrounding neighbourhoods. The building will be approximately 1,041.88 sqm (11,215 sq. ft.) and consist of living quarters and 2 drive-through truck bays. Fire Station 124 has been designed and is to be constructed to achieve Net Zero Energy, and also achieve Level I of the City’s Corporate Green Building Standard.

The building is to be constructed as a ‘Post-Disaster’ building, to be used for emergency services.

Some work and coordination from the General Contractor will be required for roadway works and utilities at property and beyond property boundaries.

The building and site is to be constructed with the intention of achieving a Net Zero Energy certification upon completion.

More detailed information is included in Appendix C Statement of Work and the Specifications and Drawings included in this bid request.

2.0 MATERIAL DISCLOSURES

2.1 Prequalification

Must a bidder be prequalified in order to submit a bid?

- Yes, under prequalification Procurement No. N/A
- No

2.2 Key Personnel

Are Key Personnel applicable to project pursuant to a City prequalification process?

- Yes
- No

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If yes, applicable prequalification Procurement No. Enter Procurement No.

If any of the individuals proposed by the bidder for Key Personnel within its' response to the above-mentioned prequalification differ from the Key Personnel being proposed within this RFP, the City may, in its sole and absolute discretion:

- a) rescind the award to the bidder;
- b) proceed with the award to the bidder; or
- c) before taking either action above, request additional information from the bidder on any or all of the individuals who differ from those proposed in the bidder's response to the prequalification, or request that the bidder propose different individuals for any or all of the individuals who differ from those proposed in the bidder's response to the prequalification. The bidder shall provide any requested additional information or propose different individuals within five (5) business days of the City making a request.

2.3 City's RFP Consultant

If the City has appointed a third party to assist with this bid request and/or any resulting contract, details are as follows:

Company:	Hossack Architecture
Role:	Prime Architectural Consultant

2.4 Contract Security

Is a Performance Bond required?

- Yes, in amount of: 50% of the total bid price
- No

Is a Labour & Material Payment Bond required?

- Yes, in amount of: 50% of the total bid price
- No

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2.5 Liquidated Damages

Are liquidated damages applicable to the contract?

Yes

No

2.6 Holdbacks

Is a Construction Holdback applicable to the contract?

Yes, in an amount of: 10%

No

If applicable, is annual release of the Holdback applicable to the contract?

Yes

No

If applicable, and pursuant to subsection 2(4) of the Construction Act, the Deliverables and improvements applicable to each calendar year of the term shall be collectively treated as one contract. In other words, the Deliverables and improvements occurring between the commencement of the contract and the following December 31 shall be collectively treated as one separate contract. The Deliverables and improvements occurring between January 1 and the following December 31 shall be collectively treated as another separate contract.

Substantial performance shall be determined for each contract and shall be subject to the holdback release provisions set out herein.

Is a Warranty Reserve applicable to the contract?

Yes, in an amount of: 1.5%

No

If applicable, the City will keep the Warranty Reserve for the duration of the contract including the warranty period.

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The supplier must request release of the Warranty Reserve at the end of the warranty period, subject to the City's contract manager confirming that the terms of the warranty have been satisfied and there are no outstanding deficiencies or defects.

2.7 Warranty Period

Is there a warranty period applicable to the contract?

- Yes, for a duration of 12 months
- No

2.8 Health & Safety

Is an Occupational Health & Safety Management System ("OHSMS") requirement applicable to the contract?

- Yes, Contractors must be **certified** with an approved OHSMS
- Yes, Contractors must be **registered** with an approved OHSMS
- No

For more information on the City's OHSMS requirement, visit [Bids and Tenders - Mississauga](#)

Is the City standard Health and Safety Form applicable to the Contract?

- Yes
- No

For more information on the City's standard Health & Safety requirements, visit [Bids and Tenders - Mississauga](#)

2.9 Insurance Requirements

Insurance shall be in accordance with:

- Schedule A – Insurance Requirements
- Section 29 of Standard Terms and Conditions of Contract – Non Construction

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- Agreement, with any applicable City Amendments or Supplemental Conditions

Additional insurance requirements:

N/A

2.10 WSIB Requirements

WSIB shall be in accordance with:

- Section 27 of Standard Terms and Conditions of Contract - Construction
- Section 31 of Standard Terms and Conditions of Contract - Non Construction
- Agreement, with any applicable City Amendments or Supplemental Conditions

2.11 City Documents Relevant to Project

The following documents are relevant to this project, identified by “”:

- City of Mississauga – 2015 Facility Accessibility Design Standards (Fads Checklists)
- City of Mississauga Energy Design Guidelines (SI) Rev 9
- City of Mississauga Corporate Green Building Standards
 - Corporate Green Building Standard Reference Guide
 - Corporate Green Building Standard Program Manual
 - Corporate Green Building Standard Checklist
- City of Mississauga Energy Modeling Consultant Scope
- City of Mississauga Commissioning Consultant Scope
- See additional documents in Appendices
- N/A

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3.0 MANDATORY SUBMISSION REQUIREMENTS (Stage I)

3.1 Submission Form

Each bid must include all completed schedules within the City's bidding system and digitally authorized by an authorized representative of the bidder.

3.2 Pricing

Each bid must include pricing information that complies with the instructions contained in Part 4 Pricing.

3.3 Other Mandatory Submission Requirements

- a) Digital, verifiable Bid Bond, in an amount of 10 % of the total bid price

4.0 MANDATORY TECHNICAL REQUIREMENTS

- a) The bidder must demonstrate it has a minimum average annual value of \$30,000,000 dollars in construction work, utilizing the last five (5) full calendar years and calculated as follows:

$$\text{average annual value of construction} = \frac{(\text{Yr 1 AV} + \text{Yr 2 AV} + \text{Yr 3 AV} + \text{Yr 4 AV} + \text{Yr 5 AV})}{5}$$

AV = annual construction value

The bidder is to include their annual value of construction work where indicated in the City's e-bidding system.

- b) The bidder must demonstrate it has successfully completed, as a General Contractor, within the last seven (7) calendar years and/or current year, three (3) projects of similar size and scope. Bidders are to complete the applicable Schedules in the City's e-bidding system accordingly.
- c) One (1) project must be LEED certified or Net-Zero or a Municipal Green Building Standard. A reference check will be undertaken. Bidders are to complete the applicable Schedules in the City's e-bidding system accordingly.
- d) The bidder must acknowledge they have not been charged with a violation of the Electrical Safety Authority (ESA) or Occupational Health & Safety Act (OHSA), have not been in default of contract requiring surety involvement, and are not in bankruptcy proceedings, by completing the table within the City's e-bidding system.

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5.0 PROPOSAL CONTENT AND RATING

The following sets out the categories, weightings and descriptions of the rated criteria of the RFP.

5.1 STAGE II – Evaluation

5.1.1 Mandatory Technical Requirements – Pass or Fail

5.1.2 Rated Criteria

A. Description of Firm (10.00 points)

- Firm’s brief history with highlights of services provided;
- Outline relevant business experience, years in business, and company personnel structure;
- Confirm the firm’s ability and capacity to perform work as outlined in Statement of Work.

Complete Schedule A: Description of Firm in the City’s e-bidding system

B. Qualifications and Experience of Team Members (5.00 points)

- Provide curriculum vitae/resumes for all members of proposed Project Team, including all key office personnel and key site personnel proposed for this project, which, outlines relevant education, professional licenses, project experience, qualifications and skills.

Upload to Document Upload: Curriculum Vitae, in the City’s e-bidding system

C. Team Organization (10.00 points)

- Provide an organizational chart showing all proposed project team members and their respective roles and responsibilities. Identify the principal of the company that will be in charge of the Project. Indicate the reporting relationships of the proposed project team and the Construction Management team.

Upload to Document Upload: Organizational Chart, in the City’s e-bidding system

D. Project Experience (35.00 points)

Complete Schedule B1-B8 in the City’s e-bidding system.

Include at a minimum the project experience described in the Mandatory Technical Requirements.

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For similar or related projects completed, include the following:

- Project(s) of similar scope, size and complexity achieving LEED certified or Net-Zero or a Municipal Green Building Standard;
- Project(s) completed by the proposed project team members.

For each of the projects listed, indicate the names of the project team members and their respective roles and responsibilities in the successful completion of the project.

The City will call the Owners/Consultants as references to verify information.

E. Sustainability Leadership Questionnaire (5.00 points)

The City is committed to continuously improve the social and environmental impacts of its procurements in a transparent and accountable way that balances fiscal responsibility, social equity and environmental stewardship.

The questionnaire relates to the proponent's internal operations and overall sustainability leadership. Answers will be evaluated and scored; proof of compliance may be requested.

Complete Schedule C in the City's e-bidding system

Upload any supporting document to Document Upload: Sustainability Leadership Documentation, in the City's e-bidding system

F: Social Value (5.00 points)

The City requires bidders to submit a Social Value Plan which will demonstrate how (# of hours, % committed) they will include considerations regarding social value through this project. The Social Value Plan should include employment opportunities and hiring of supplier and subcontractors from members of equity-deserving groups; apprenticeship and paid work opportunities; use of small businesses or social enterprises or diverse-owned businesses as suppliers and subcontractors; and examples of community development.

Equity-deserving community includes Indigenous, women, racial minorities/racialized people, veterans, persons with disabilities, newcomers, and 2SLGBTQ+ community.

A Diverse Supplier is a business that is majority owned/controlled (at least 51%) by an equity-deserving community.

Upload any supporting document to Document Upload: Social Value, in the City's e-bidding system

5.2 STAGE III – Pricing

Fixed Fee Pricing

30.00 points

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6.0 PRE-CONDITIONS OF AWARD

The award of the Contract is subject to the receipt of sufficient funding and appropriate staff and Council approvals.

The successful bidder shall, within seven (7) business days of receiving written notice of award from the City, submit to the City the following documentation, identified by “☒”:

- ☒ A completed, signed and otherwise valid City Standard Certificate of Insurance, evidencing the insurance identified in Section 2.0 Material Disclosure; the City Standard Certificate of Insurance can be found on the City’s [website](#).
- ☒ A current copy of its Workplace Safety and Insurance Certificate of Clearance;
- ☐ A list of the individuals the bidder proposes for the Key Personnel positions identified in its response to a prequalification process. If any of the proposed Key Personnel are different from those proposed in the bidder’s response to the prequalification process, the bidder shall identify the reason for the change;
- ☒ A preliminary construction schedule;
- ☒ Contract Security, as identified in Section 2.0 Material Disclosure
- ☒ A list of personnel assigned to the project, together with proof of applicable certification and licenses
- ☒ Appropriate contract seal issued from the Canadian Construction Document Committee website: www.ccdc.org
- ☒ Health & Safety Policy and Procedures
- ☒ A completed, signed Health and Safety Acknowledgement Form
- ☒ Proof of CERTIFICATION with COR™; ISO 45001:2018; CSA Z45001:19; or OHSAS 1800:2007.

For new suppliers: If your company is not yet set up with the City for payment by Electronic Fund Transfer (EFT), the following documentation will be required:

- a) Vendor Registration (Articles of Incorporation, Sole Proprietorship Registration, Partnership Agreements, etc.);
- b) Canada Revenue Agency Registration (Business Number);

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- c) Signed EFT Form, voided cheque or official bank letter for payments (Electronic Funds Transfer set-up); and
- d) Sample Invoice.

The supplier's name on all submittals must match the bidder's account information on the e-bidding system and bid submission.

7.0 SPECIAL TERMS AND CONDITIONS

7.1 The Contractor is responsible for obtaining all permits and approvals from all applicable authorities as specified in the bid request. Inspections and associated fees for the purposes of ensuring constructed works meet all necessary requirements of the permit and approval processes are solely the responsibility of the Contractor.

7.2 The value of the warranty reserve may be adjusted and will be based on the value of the Contract Price as set out in the definition of "Warranty Reserve" in the CCDC 2 – 2008 Stipulated Price Contract as amended by the City Amendments. Warranty reserve will be maintained and paid to the Contractor in accordance with GC 5.7 FINAL PAYMENT

7.3 City Requirements for Electronic Invoicing

All invoices submitted must be accompanied by an Invoice/Progress Cover Sheet. The form and instructions to complete it can be found at:

<http://www.mississauga.ca/portal/cityhall/accountspayable>

**click on Construction Contractor Invoice Requirements

In addition to the Cover Sheet, the following information is required when invoicing for construction services:

- Bill to section must use the City's full legal name as follows: The Corporation of the City of Mississauga
- The correct and current City-issued purchase order number or Contract number, if available;
- Clear description, including location, of the services provided;
- Contractor's name must match the name on City contract/purchase order (if not, notify the Contract Manager) and Contractor's GST/HST Registration number;
- GST/HST registration number (if applicable);
- Currency of amount owed, if other than Canadian dollars; and
- Specific information should be set out in accordance with the line item details shown in the Price Schedule (as applicable).

Invoices will only be accepted electronically. The Contractor must submit invoices to:

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cityofmississauga_invoicecapture@concur solutions.com.

- The subject line must include the company's name and the invoice number;
- Submit only one invoice per email. Additional information must be scanned in one attachment with invoice and Cover Sheet. Only one attachment is permitted per invoice and it shall not exceed 10 MB;
- Invoices submitted without the required information may be rejected. The payment term will be calculated from the date a valid invoice is received;
- For more information on how to submit an invoice, please refer to our Accounts Payable webpage at:

<http://www.mississauga.ca/portal/cityhall/accountspayable>

- Most file formats are accepted by Concur:
tif/.tiff; .jpeg/.jpg; .png; .pdf (with XFA; with embedded fonts); .doc/.docx; .xls/.xlsx; .eml (file saved using MS Outlook); winmail.dat; .csv

7.4 Warranty Closeout

The Contractor must submit a complete list of all capital assets supplied and installed, as required in the contract documents, using the Schedule B – Project Summary and Warranty Contact Information Report (“Warranty Sheet”). The Contractor is responsible for maintaining and updating the Warranty Sheet throughout the construction phase.

The Contractor shall submit a draft Warranty Sheet, in Excel format, to the Owner, no later than four (4) weeks after the construction kick-off meeting. The draft Warranty Sheet must include the following information, if applicable: equipment affected, type of equipment, equipment location, new or repaired status, warranty period, tag #, manufacturer and model number.

The Contractor shall submit a completed Warranty Sheet to the Owner, in Excel format, at substantial performance of the contract, with the other required close-out documents outlined in the contract documents.