Algoma UNIVERSITY | SCHOOL OF BUSINESS & ECONOMICS

Renovation and Expansion

Brampton Campus

Request for Proposal

Released October 22, 2018

Request for Proposal

Renovation and Expansion - Brampton Campus

CONTENTS

I. INTRODUCTION **2**

II. BACKGROUND TO ALGOMA UNIVERSITY **2**

III. PRE-BID INFORMATION **3**

INSPECTION OF PREMISES 3

POSTING OF ADDENDA 3

IV. PROJECT DESCRIPTION **3**

V. PROJECT BUDGET **4**

VI. COST OF ARCHITECTURAL/ENGINEERING SERVICES **4**

VII. SCOPE OF WORK **5**

VIII. PROJECT DELIVERABLES **5**

IX. PROPOSAL REQUIREMENTS **6**

X. PROJECT SCHEDULE **7**

XI. PROPOSAL SELECTION CRITERIA **7**

XII. DEBRIEFING **9**

XIII. SUBMISSION OF PROPOSALS **9**

XIV. SELECTION PROCESS **9**

XV. CONDITIONS **10**

XVI. PROPOSAL CONTACT INFORMATION **10**

I. INTRODUCTION

The objective of this *Request for Proposal* (RFP) is to receive proposals from qualified Architectural/Engineering firms to provide consulting services according to the information, specifications and requirements set out in this document. Your response to this call should address each of the requirements specified. It should include any commentary necessary, indicating how you propose to handle each requirement. If you wish to address a function in a different manner or include an alternate method of servicing a specified request, please provide full details. The successful bidder will be responsible for the total design including all sub consultants required for the project.

This request for proposal contains specific information that must be included in the submissions.

II. BACKGROUND TO ALGOMA UNIVERSITY

Algoma University, whose main campus is located in Sault Ste. Marie, is one of Ontario's 21 publicly funded universities. Initially established in 1965 as an affiliated college of Laurentian University, Algoma University offers a wide range of degrees spanning the liberal arts, sciences, and professional disciplines.

The legislation that created an independent Algoma University in 2008 clearly states that in addition to advocating the pursuit of learning through scholarship, teaching, and research within a spirit of free enquiry and expression, the University has the special mission to:

(a) be a teaching-oriented university that provides programs in liberal arts and sciences and professional programs, primarily at the undergraduate level, with a particular focus on the needs of northern Ontario; and

(b) cultivate cross-cultural learning between aboriginal communities and other communities, in keeping with the history of Algoma University and its geographic site.

In addition, Algoma University has been offering undergraduate business programming in the heart of downtown Brampton since 2010. The Brampton campus has been identified as a key driver of enrolment for the institution and the establishment of the Algoma University School of Business and Economics in July 2018 enabled the expansion of the business related programming options available in this location.

Algoma University also offers programming in Timmins, Ontario through a partnership with Northern College.

Further information on Algoma University is available at: www.algomau.ca.

III. PRE-BID INFORMATION

INSPECTION OF PREMISES

All questions regarding details of this RFP should be directed electronically to **Robert Battisti, Vice President of Finance and Operations** at Robert.Battisti@algomau.ca. Bidders are welcome to attend a site visit of this space, on the date and time listed in *Section X. Project Schedule*.

POSTING OF ADDENDA

If the University, for any reason, determines it is necessary to provide additional information relating to this RFP, such information will be communicated to all bidders by way of the Algoma University website as an addendum prior to the closing date, but not within 48 hours of the time of closing.

IV. PROJECT DESCRIPTION

Algoma University is the leaseholder of 24 Queen St., Brampton Ontario. *Appendix A: 24 Queen St. Lower Level Floor Plan* includes a layout of the Lower Level Floor of the building with the subject area shown in yellow. The building owner will supply electronic drawings as required and available to the successful bidder. The building owner is responsible for the construction of the design procured from the RFP. There is an expectation that the successful bidder will work in conjunction with the owner during the design to minimize any possible construction concerns from the design.

The proposed project includes design renovations to create space for Algoma University School of Business & Economics within an existing footprint of approximately 6,000 square feet.

The intent of the project is to design a space including the following elements:

A. Design a new building entry for the Algoma University School of Business & Economics off the Garden Square entrance.
B. Office space for faculty
C. Three (3) Classrooms; Two (2)- 60 person rooms and One (1)- 40 person room
D. Student common spaces (including student support and student success areas)
E. Verify existing washrooms are adequate and meet code as per proposed space and occupancy
F. Administrative office spaces
G. Reception area
H. Kitchenette/Lunch room

V. PROJECT BUDGET

The Architectural/Engineering design should be based on an estimated total construction budget of an estimated $900,000. This budget is to include: permits, printing requirements, signage, wayfinding, and all soft costs.

VI. COST OF ARCHITECTURAL/ENGINEERING SERVICES

Proponents shall indicate their fees as a fixed fee percentage (%) which will be based on the actual tender price before taxes. The fee will not be increased due to the contract value increasing during construction. Disbursements such as drawings, etc. are to be included. Advertising fees will be extra to the fee and charged as a disbursement. Rates for travel will be included in your fixed fee (%). The fee will not include H.S.T.

The number of site visits , up to a maximum of six (6), required for the design and construction monitoring portions of the project shall be included in the architectural/engineering services fees.

VII. SCOPE OF WORK

The successful Architectural Firm will be responsible for all consulting services required for the design of the project. In consultation with Algoma University, representatives of the firm will determine layout, types of materials and equipment to be incorporated into the design to ensure effective and efficient operation of the School once completed.

All stages of the Design work are to be completed by date defined in *Section X. Project Schedule*.

Scope of work shall include, but not necessarily be limited to the following:

1. Preparation of conceptual Designs for approvals by Algoma University.
2. Preparations of project budgets, cost estimates, schedule of allowances, etc.
3. Preparation of Schematic Design: initial design defining the general scope and conceptual design including scale and relationships between existing/proposed building components.
4. Architectural sketches will be provided for approval by Algoma University.
5. Detailed design development including all Architectural, Mechanical, Electrical, Civil, Structural and special design as required. Drawings will be submitted for approval by Algoma University.
6. Preparation of Construction drawings and specification documents.
7. Provide specialists as may be required for specialty design, cost accounting, life safety, structural inspection, etc.
8. Provide consultation and review during design periods, construction, commissioning and warranty periods. The construction documents shall include a commissioning schedule listing building systems to be commissioned and outlining the minimum training required for the building owner.

VIII. PROJECT DELIVERABLES

Provide design drawings and specifications to facilitate construction as defined in the Scope of Work for the project as follows:

Provide adequate copies of drawings and specifications as required by owner in both hard and electronic form for Algoma University to review during design period. Electronic copies must be supplied in a form that is fully editable by Algoma University.

Hard Copy Drawings - Full size or 11x17 as requested by the Algoma University
Electronic Drawings - AutoCAD
Hard Copy Specifications - bound 8-1/2 x 11
Electronic Specifications - As agreed upon

Provide *"As Built"* drawings at the completion of the project incorporating all addendums issued during the tender period in same format noted above.

IX. PROPOSAL REQUIREMENTS

All proposals shall include:

A. Name, address and a brief history of the firm including its organizational structure and size. sub-consultants, if they are to be used, shall also be listed.
B. One (1) original and six (6) hard copies of the proposal.
C. A brief overview of your firm's history and experience including three examples of Higher Education projects completed by the firm including references. The reference list shall include company name, contact person and telephone number, service description, and total dollar value.
D. A commitment that the design will be completed within the timeline identified.
E. Provide a Fixed Fee (%) quotation.
F. The bidder should provide in their proposal, the name and telephone number of a person who can be contacted for clarification, if required, during the process of bid evaluation by the University.
G. The firm must sign the proposal. Once signed and received by Algoma University and accepted in accordance with the conditions, it is a binding contract between the two parties.

X. PROJECT SCHEDULE

Proponents must submit a schedule showing how their work plan shall accommodate the design with consideration for the constructability of the design. At a minimum the schedule must include the following milestone dates:

October 31, 2018 @ 1:00 pm - Project Site Walkthrough with owner and Algoma University representatives

November 7, 2018 @ 3:00 pm - Proposal Submission Deadline

November 9, 2018 - Selection of Architectural/Engineering Services Firm

November 12, 2018 - Architectural/Engineering Services Firm Begin Project Work

November 23, 2018 - Concept Design Review and Approval

January 11, 2019 - Design Complete

March 29, 2019 - Project Construction Complete

XI. PROPOSAL SELECTION CRITERIA

It shall be understood that this submission is a proposal and not a tender and shall be evaluated as per the following criteria. Should they not be successful, proponents may request debriefing information by contacting Algoma University.

20 **POINTS**	Firm History: The proponent is to demonstrate the proven ability to effectively design projects of this nature and scope.

30 **POINTS**	Schedule: The proponent can provide a commitment that the design can be completed within the timelines identified. The proponent has provided a schedule that includes key milestone dates as outlined in *Section X. Project Schedule.*
20 **POINTS**	Relevant projects: The proponent is to provide a list of similar projects completed within the Education Sector in the last five years. The list should include a brief description of each, estimated and actual costs of the project, the responsibilities of each of the personnel involved and minimum three (3) references from who the work was performed.
30 **POINTS**	Fixed fee (%) quote: As outlined in scope of work and cost sections of this document. Points will be calculated based on the following formula. The lowest cost proposal shall be awarded the full amount of points available (30 points). All higher cost proposals shall be awarded a percentage of the available points using the following formula: $30 \text{ Points} \times \frac{\text{Lowest Bid Price}}{\text{Proponent's Bid Price}} = \text{Awarded Cost Points}$

XII. DEBRIEFING

Once an agreement is executed by the successful proponent and Algoma University, the other proponents will be notified in writing of the award of the contract. Proponents have 60 days from the issue date of the award notification to request a debriefing. Proponents are to forward a written request for debriefing to the Project Contact as noted in *Section XVI Proposal Contact Information*.

XIII. SUBMISSION OF PROPOSALS

Proposals must be submitted by no later than the date and time listed in *Section X. Project Schedule* directly to the Project Contact as noted in *Section XVI Proposal Contact Information*.

Proposals should be in a sealed envelope and should be clearly marked "Request for Proposal for Renovation and Expansion Brampton Campus". Three copies of the bound proposal must be included, as well as a soft copy on a data stick or via email.

Any proposal may be withdrawn prior to the above scheduled time for the opening of proposals. Any proposal received after the time and date specified will not be opened and will be returned unopened. It is the responsibility of the respondent to ensure that its proposal is delivered to the proper place by the proper time.

XIV. SELECTION PROCESS

An internal committee will review the proposals based on the criteria outlined above. Those firms whose proposals are selected for further consideration may be asked to make a personal presentation or participate in an interview answer questions and provide clarification in advance of our final selection.

The University reserves the right to accept or reject any proposal. The University further reserves the right to make an award based upon various selection criteria. Further, the University reserves the right to negotiate the final details of the agreement with the successful bidder.

The successful proponent shall be expected to enter into a contract with Algoma University based on the Canadian Standard Form of Agreement Between Client and Architect, of the Committee of Canadian Architectural Councils.

XV. CONDITIONS

Though the University fully intends to proceed with the awarding of an Architectural Services Contract at this time, as contemplated herein, the University is under no obligation to do so. The receipt by the University of any information shall not impose any obligations on the University. There is no guarantee by the University, its officers, employees or agents, that the process initiated by the issuance of this RFP will continue, or that this RFP process or any RFP process will result in a contract with the University for the provision of Architectural/Engineering design services.

Algoma University reserves the right to discuss any and all proposals, to request additional information from the proponents, and to reject any and all proposals made.

Note that any confidential information supplied to Algoma University may be disclosed by the University where it is obliged to do so under FIPPA, by an order of a court or tribunal, or otherwise required at law.

Algoma University will not be liable for any costs incurred by the proposers in the preparation of their response to this proposal.

XVI. PROPOSAL CONTACT INFORMATION

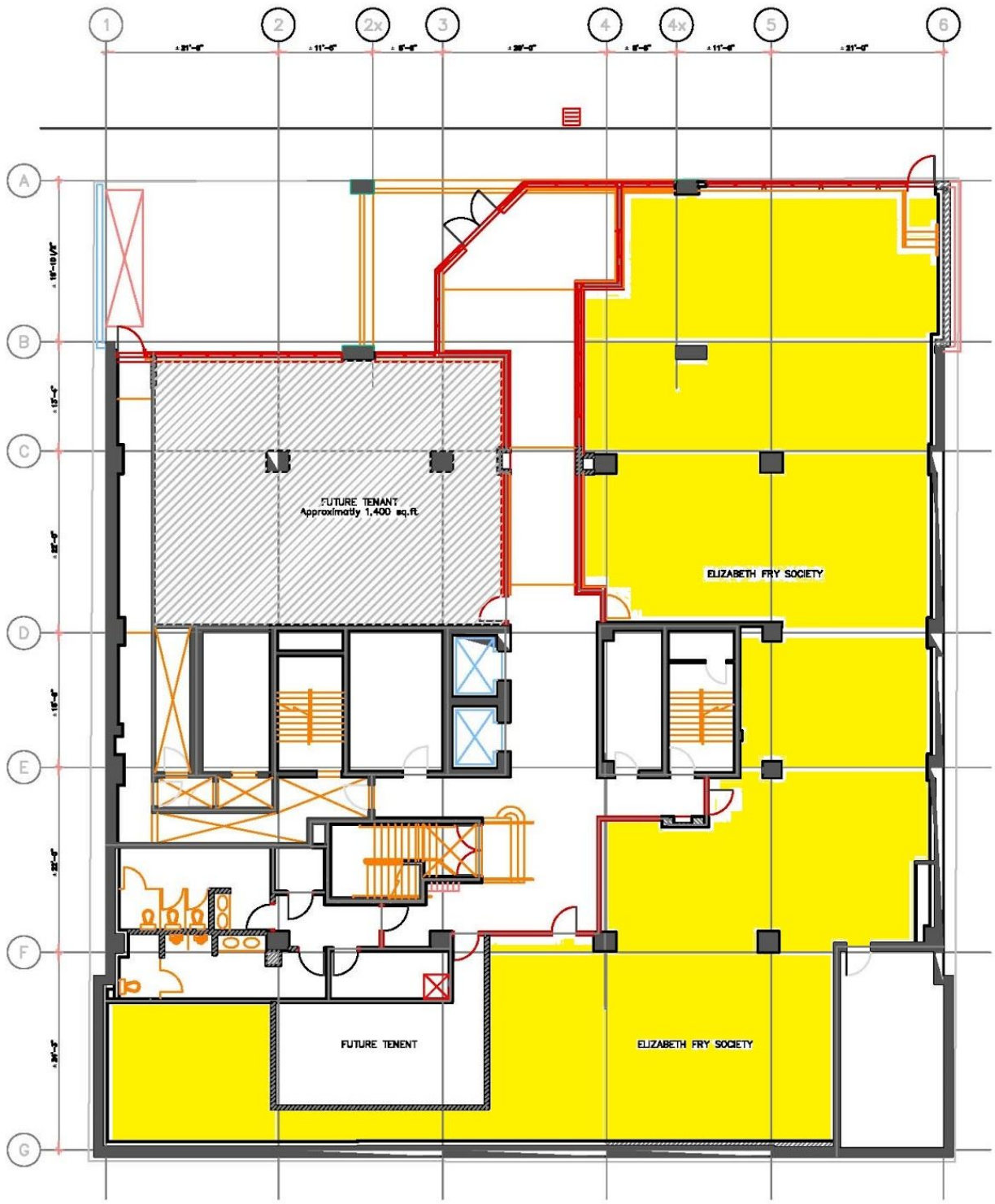
All inquiries should be directed electronically to **Robert Battisti, Vice President of Finance and Operations** at:

Algoma University
1520 Queen St. East,
Sault Ste. Marie, ON P6A 2G4
Robert.Battisti@algomau.ca

Suppliers who go outside of this contact person may be disqualified.

APPENDIX A:

24 QUEEN ST. LOWER LEVEL FLOOR PLAN



Lower Level Floor Plan
Printed On: 29 May 2008