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**Township of Frontenac Islands Request for Tender**

**Contract No. HIF-2023-01**

**Construction of the New Ferry Building – Howe Island**

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| **Closing Date: July 7, 2023 @ 4:00 pm**  **Request for Proposal Forms can be obtained via email request to** [**info@frontenacislands.ca**](mailto:info@frontenacislands.ca) |
| **Attention of: Fire Chief Michael Quinn**  [**chiefquinn@sympatico.ca**](mailto:chiefquinn@sympatico.ca) |

**Late Proposals Will Not Be Accepted.**

**The Township reserves the right to refuse any and all proposals that, in its sole discretion, are not in the interest of the Township of**

**Frontenac Islands.**

**The lowest or any proposal will not necessarily be accepted.**

**Township of Frontenac Islands General Requirements**

**Howe Island Ferry Building PRELIMINARY SCHEDULES**

1. **SPECIAL REQUIREMENTS**

Prepare a progress schedule in accordance with General Conditions of the Contract, taking into consideration the following requirements and requirements of the attached drawings.

* 1. Consult with Client authorities in developing schedule for the Work.
  2. Prior to commencing Work, mutually agree, with Client authorities, of work sequence.
  3. Execute Work to maintain maximum safety to workers, inspectors, and other project personnel. Take reasonable measures to minimize and control noise, dirt, and dust during work.
  4. Owner retains the right to vary Progress Schedule to accommodate any changes in sequence of work of a similar nature.
  5. Contract Sum shall include for cost necessary to accommodate special requirements set herein.
  6. **Ensure concrete foundation is 30 inches above the high-water mark.**

**PART 1- GENERAL**

* + 1. Work of this Contract comprises of new construction of a Howe Island Ferry building to be located at 2991 Howe Island Dr. in the Township of Frontenac Islands.
    2. A general sample building is located at the Howe Island Recreational Park. The ferry building would resemble and be of similar design.
    3. Township of Frontenac Islands is referred to as the Township or Owner.

**CONTRACT METHOD**

**.1** Stipulated Price Contract.

**WORK BY OTHERS**

* + 1. Co-operate with other Contractors in carrying out their respective work and carry out instructions from Owner.
    2. Co-ordinate work with that of other Contractors. If any part of the work under this Contract depends for its proper execution or result upon work of another Contractor, report promptly to Owner, in writing, any defects which may interfere with proper execution of work.

**WORK SEQUENCE**

1. Construct Work in stages as per approved work schedule.
2. Co-ordinate Progress Schedule and co-ordinate with Owner during construction.
3. Always maintain fire access/control to site during construction.
4. Ensure continued access to 3 car ferry and not interfere with its operation.

**CONTRACTOR USE OF PREMISES**

1. Unrestricted use of site until completion.
2. Co-ordinate use of premises under direction of Owner.
3. Obtain and pay for use of additional storage or work areas needed for operations under this Contract if required.
4. At completion of operations, repair or replace any work, equipment, fixtures, architectural, etc. which has been altered or damaged during construction operations to match work before damage.

**EXISTING SITE SERVICES**

1. Notify utility companies when intention is to break into or connect to existing services in area and any intended interruption of services and obtain required permission. Carry out work at times as directed by governing authorities.
2. Establish location and extent of service lines in area of work before starting work. Notify owner of findings.
3. Where unknown services are encountered, notify affected utility immediately and immediately advise owner and confirm findings in writing.
4. Protect, relocate, or maintain existing active services. When inactive services are encountered, cap off in manner approved by authorities having jurisdiction.
5. Construct temporary barriers to protect site as deemed necessary.

**SCOPE OF WORK:**

Contractor to provide all required labour and materials including sub-contractors/specialty trades, materials, equipment, tools, supplies, fixtures, furnishings, pay for all necessary permits, licenses, for the construction of a New Ferry Staff Building as per contract drawings.

The work includes, but is not limited to the following:

1. Site Works and Services, including Grading, Landscaping
2. **Ensure concrete foundation is 30 inches above the high-water mark.**
3. Utilize the existing Septic System & Well.
4. Structural
5. Building envelope, Millwork, Windows, Doors, Roof & Finishes
6. Mechanical Services, Domestic Water, Plumbing, Heating
7. Mechanical
8. Special Equipment
9. Electrical Services, including New Service, Distribution & Back-up Generator ready.
10. Lighting, interior, exterior & roadway
11. Communications and Data Rough-in
12. Fixtures, finishes and furnishings (**Note: all finish selections and substitutions subject to approval of the Owner.**
13. Eavestroughs and Downpipes
14. Commissioning

Contractor is responsible to have new Howe Island Ferry building ready for occupancy including obtaining the required occupancy permit from governing authorities.

**GENERAL CONDITIONS:**

* + 1. Contractor to provide site supervisor during construction and have regular progress reviews on a weekly basis at a minimum.
    2. Contractor to organize and conduct project meetings with owner on a regular basis.

**DOCUMENTS REQUIRED:** Maintain at job site, one copy of each document as follows:

* + - 1. Contract Drawings.
      2. Specifications.
      3. Notice of Project
      4. Addenda.
      5. Change Orders if relevant.
      6. Other Modifications to Contract.
      7. Field Test Reports.
      8. Copy of Approved Work Schedule.

**BUILDING SMOKING ENVIRONMENT**

1. Comply with smoking restrictions. Smoking is not allowed with-in the building.

**SHOP DRAWINGS**

1. Refer to General Conditions and Architectural Drawings provided by owner.
2. Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work.
3. Adjustments made on shop drawings by Owner are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Owner prior to proceeding with Work.
4. Make changes in shop drawings as Owner may require, consistent with Contract Documents. When resubmitting, notify owner in writing of revisions other than those requested.

**MAINTENANCE MANUALS**

1. In accordance with General Conditions of the Contract, provide printed or type-written copies of recommended maintenance procedures from those doing work of each Section whose materials or equipment require regular maintenance (such as flooring). Submit this information in a binder. Each binder shall contain complete list of contents.
2. Submit close out manuals.

**INSPECTION**

* + 1. Allow owner access to Work. If part of Work is in preparation at locations other than site, allow access to such Work whenever it is in progress.
    2. Give timely notice requesting inspection if work is designated for special tests, inspections or approvals by owner instructions, or law.
    3. If, upon examination such work is found not in accordance with Contract Documents, correct such work and pay cost of examination and correction.

**INDEPENDENT INSPECTION AGENCIES**

1. Independent Inspection/Testing Agencies will be engaged by the contractor for the purpose of inspecting and/or testing portions of work as required.
2. Provide equipment required for executing inspection and testing by appointed agencies.
3. If defects are revealed during inspection and/or testing, appointed agency will request additional inspection and/or testing to ascertain full degree of defect. Correct defect and irregularities at no cost to the owner. Pay costs for retesting and re-inspection.

**ACCESS TO WORK**

**.1** Allow inspection/testing agencies access to work.

**PROCEDURES**

1. Notify appropriate agency and owner in advance of requirement for tests, in order that attendance arrangements can be made.

**REJECTED WORK**

1. Remove defective work, whether result of poor workmanship, use of defective products or damage and whether incorporated in work or not, which has been rejected by owner, as failing to conform to Contract Documents. Replace or re-execute in accordance with Contract Documents.
2. If in the opinion of Owner it is not expedient to correct defective work or work not performed in accordance with Contract Documents, Owner will deduct from Contract Price the difference in value between Work performed and that called for by Contract Documents, amount of which will be determined by Owner.

**GENERAL QUALITY OF WORK**

1. Do Work in accordance with industry practice for type of work unless Contract Documents stipulate more precise requirements.
2. Do Work in neat and careful manner to retain Work plumb, square, and straight.
3. All work is to be performed by Contractors, Sub-Contractors and workers that have relevant experience in work being undertaken as part of this project.
4. Ensure Work is properly related to form close joints and appropriately aligned junctions, edges and surfaces and is free of warp, twist, wind, wave or other irregularities.
5. Do not permit materials to come in contact with other materials whether in presence of moisture or otherwise if conditions will result in corrosion, stain or discoloration or deterioration of completed Work. Provide compatible, durable separators where such contact is unavoidable.

**PROTECTION FOR OFF-SITE AND PUBLIC PROPERTY**

1. Protect surrounding private and public property from damage during performance of Work.
2. Be responsible for damage incurred.

**PROTECTION OF BUILDING FINISHES**

1. Provide protection for finished and partially finished building finishes and equipment during performance of Work.
2. Provide necessary screens, covers, and hoardings.
3. Be responsible for damage incurred due to lack of or improper protection.

**WASTE MANAGEMENT AND DISPOSAL**

1. Contractor to be responsible for the waste and disposal of the waste.

**PROJECT CLEANLINESS**

* + 1. Maintain Work in tidy condition, free from accumulation of waste products and debris, that caused by Owner or other Contractors.
    2. Remove waste materials from site at daily regularly scheduled times or dispose of as directed by Owner. Do not burn waste materials on site, unless approved by Owner.
    3. Clear snow and ice from access to building, bank/pile snow in designated areas only or remove from site.
    4. Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris as required.
    5. Dispose of waste materials and debris off site.
    6. Clean interior areas prior to start of finishing work and maintain areas free of dust and other contaminants during finishing operations.
    7. Store volatile waste in covered metal containers and remove from premises at end of each working day.
    8. Provide adequate ventilation during use of volatile or noxious substances.
    9. Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
    10. Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.
    11. Daily cleaning shall include at the end of each work shift, the removal from the active work area all surplus materials, tools, construction machinery and equipment back to the designated staging area. All surplus materials, tools and construction machinery shall be safely stored and securely locked from all unauthorized personnel, in the designated staging area.

**FINAL CLEANING**

1. When Work is Substantially Performed remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
2. Remove waste products and debris from the site and leave Work clean and suitable for occupancy.
3. Prior to final review remove surplus products, tools, construction machinery and equipment.
4. Remove waste products and debris that’s caused by Owner or other Contractors.
5. Remove waste materials from site at regularly scheduled times or dispose of as directed by Owner. Do not burn waste materials on site, unless approved by Owner.
6. Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
7. Clean and polish glass, mirrors, hardware, wall tile, stainless steel, chrome, porcelain enamel, baked enamel, plastic laminate, and mechanical and electrical fixtures. Replace broken, scratched, or disfigured glass.
8. Remove stains, spots, marks and dirt from decorative work, electrical and mechanical fixtures, furniture fitments, walls, and floors.
9. Clean lighting reflectors, lenses, and other lighting surfaces.
10. Clean windows and door glass.
11. Vacuum clean and dust building interiors, behind grilles, louvres and screens.
12. Wax, seal, shampoo or prepare floor finishes, as recommended by manufacturer.
13. Inspect finishes, fitments and equipment and ensure specified workmanship and operation.
14. Broom clean and wash exterior walks, steps and surfaces; rake clean other surfaces of grounds.
15. Remove dirt and other disfiguration from exterior surfaces.
16. Clean and sweep roofs, gutters, areaways, and sunken wells.
17. Sweep and wash clean paved areas.
18. Clean equipment and fixtures to sanitary condition; clean or replace filters of mechanical equipment.
19. Clean roofs, downspouts, and drainage systems.
20. Remove debris and surplus materials from crawl areas and other accessible concealed spaces.
21. Remove snow and ice from access to building.

**WARRANTIES AND BONDS**

1. If applicable to the project,
2. Develop warranty management plan to contain information relevant to Warranties.
3. Warranty management plan to include required actions and documents to assure that Owner receives warranties to which it is entitled.
4. Provide plan in narrative form and contain sufficient detail to make it suitable for use by future maintenance and repair personnel.
5. Assemble approved information in binder and submit upon acceptance of work.

Organize binder as follows:

* 1. Separate each warranty or bond with index tab sheets keyed to Table of Contents listing.
  2. List subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principal.
  3. Verify that documents are in proper form, contain full information.
  4. Retain warranties and bonds until time specified for submittal.
  5. Except for items put into use with Owner's permission, leave date of beginning of time of warranty until Date of Substantial Performance is determined.

**ENVIRONMENTAL REQUIREMENTS**

Electrical power:

Provide sufficient electrical power to operate equipment normally used during construction.

Work area:

Make the work area watertight protected against rain and detrimental weather conditions as required.

Temperature:

Maintain ambient temperature suitable for the work being performed.

Moisture:

Ensure concrete substrate is within moisture limits prescribed by manufacturer.

Safety:

Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials.