



REQUEST FOR PROPOSAL

PROJECT: Residence Renewal

Architectural, Engineering, Costing, and Construction Services

This Request for Proposals
CLOSES AT 4:00 pm EST
ON November 15, 2024

Issued: October 28, 2024

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A PROJECT INFORMATION

A.1 Invitation

The purpose of this Request for Proposals (“RFP”) is to solicit proposals from firms (“Proponents”) to complete schematic design, design development, construction documents and associated construction cost estimates, and to provide construction contract administration services for Conrad Grebel University College (the “College”) for its “Residence Renewal – Residence Heating and Cooling, Washroom Update, Domestic Hot Water (DHW) Electrification and Sanitary Plumbing Refurbishment” project. This work will be structured in two phases (see B.2).

A.2 Request for Proposal (RFP) Contact Information

The Request for Proposal Contact is:
Mimi Browne, Director of Operations,
Phone: 519 885 0220 x24224
Email: mimi.browne@uwaterloo.ca

A.3 Project Background and Goals

The residence is currently heated with hot water radiators, powered by a single natural gas boiler. There is no cooling currently available in residence rooms, and no mechanical means of air exchange. The hotter summer temperatures and occasional poor air quality due to wildfires make indoor air quality a significant concern. Our shared washrooms don’t provide adequate privacy for use as gender neutral washrooms, which our students increasingly require. This makes it difficult to arrange accommodations for students and conference groups to accommodate everyone comfortably. Our natural gas-powered domestic hot water boiler dates from 1992 and has approximately 80% efficiency. At an output of 962 MBH, this accounts for a significant percentage of Grebel’s carbon emissions. Our plumbing infrastructure is showing its age, requiring many service calls to resolve leaks and unclog pipes. These cost thousands of dollars annually and inconvenience building occupants.

The College is committed to environmental sustainability and lowering our greenhouse gas (GHG) emissions. We have joined the University of Waterloo in pledging to reduce GHG emissions by 35% by 2030 (using 2019 as a baseline).

In July 2024, the College completed a feasibility study which included identifying possible design solutions accompanied by Class D construction cost estimates. The feasibility study reviewed possible upgrades to the residence to improve occupant comfort and livability and reduce the College’s greenhouse gas emissions. This feasibility study built on an ASHRAE Level II energy and water audit completed in 2021. Due to budget constraints, it is not expected that every measure identified in the feasibility study can be implemented. The projects the College has identified as highest priority to complete are the four measures identified in this RFP: residence heating and cooling, washroom update, domestic hot water electrification and sanitary plumbing refurbishment. As noted in Appendix B (attached), the College has identified questions about the design option for residence heating and cooling provided in the feasibility study that require further design and development.

A.4 Project Budget

The construction budget for this project is in the order of \$4,250,000 (Class D estimate).

A.5 Project Schedule

The preferred schedule to completion is as follows:

- April 28-June 20, 2025 (8 weeks): Construction Window 1 – electrical and HVAC upgrade
 - The residence will be 1/3 full during this window, so a plan must be developed for accomplishing work in occupied rooms.
 - A large conference group is anticipated May 22-25, 2025, so most rooms should be usable for this weekend.
- May-June 2026 (8 weeks): Construction Window 2 – washroom update and sanitary plumbing refurbishment
- May 2025, August 2025, or December 2025 (1 week): Construction Window 3 – DHW electrification

A.6 Owner Provided Information

- All materials related to the Feasibility Study including program summaries, drawings, renderings, and cost estimates (provided with RFP, note we are proceeding with Packages 1, 3, 5 and 6 at this time)
- Building floor plans including (as available) original construction drawings, reference floor plans and access to any as-built information in the possession of the College (available upon request)
- Building condition information for the existing residence wing (available upon request)
- Designated Substance Report (available upon request)
- Site visit (optional) on Friday November 8, 2024, at 2 pm

B GENERAL INSTRUCTIONS

B.1 Closing Location, Date and Time

Emailed submissions will be received by Conrad Grebel University College at mimi.browne@uwaterloo.ca no later than **4:00 pm EST on November 15, 2024**. **Email subject line must include: Proposal Submission – Residence Renewal Project.** Submissions will be acknowledged with a confirmation of receipt email.

B.2 Scope of Services

The successful Proponent will provide architectural, engineering (including structural, electrical, mechanical, civil, acoustical), cost estimating, and construction contract administration services as detailed below. In addition, the College requires careful and detailed consideration throughout the design process of constructability, scheduling, costing, and logistics. The College is an existing building which is always occupied, thus this project requires a high degree of attention to logistics and coordination with building occupants.

Phase 1

- Schematic Design and Class C estimate of probable construction costs for review and approval by the College, including exploring and addressing questions outlined in Appendix B.
- Provision of energy modelling and an estimate of changes to operating costs as a result of the project.
- Phase 1 will be administered as a fixed fee contract.
- The College will review and approve elements of the project that it chooses to take into Phase 2.

Phase 2

- Design development including detailed design, specifications and Class B estimate of probable construction costs.
- The College will review and approve elements of the project that it chooses to take into construction document phase.
- Development of detailed construction documents including Class A construction estimate and required phasing during project implementation.
- The successful Proponent will attend to the following:
 - Serve as construction contract administrator
 - Administer tender and permit processes (as required)
 - Review and recommendation of pre-qualification (as required)
- The project is intended to be delivered using the services of a construction manager.
- Phase 2 will be administered as a fixed fee contract which may be adjusted once scope and budget are agreed.
- Should the successful Proponent undertake work beyond the scope of work described in this RFP, whether directed by the College or not, the Proponent is to notify the College in writing immediately, and a method for determining appropriate compensation be agreed upon by both parties prior to the Proponent proceeding with additional planning or design work.

B.3 Terms and Conditions

B.3.1 Mandatory and Advisory Clauses

Mandatory clauses in this document are those containing the word “must”, “will” or “shall”. These clauses must be observed at all times. Proponents not respecting these clauses will be disqualified. Advisory clauses are those containing the word “may” or “should”. Proponents not respecting these clauses may be scored lower.

B.3.2 Professional Requirements

The Proponent assumes responsibility for compliance with all laws and regulations concerning its eligibility to provide a Submission and to perform the Services in the Province of Ontario and is aware that this RFP is governed by the laws of the Province of Ontario.

Proponents are required to hold Certificate of Practice (CofP) from the Ontario Association of Architects, or a valid Certificate of Authorization from the Professional Engineers Ontario.

Architectural and Engineering services will be carried out utilizing OAA Document 600-2013 with Conrad Grebel University College Supplemental Conditions.

It is expected that Building Code and design expertise for this project is available within the Proponent’s team. If not, and if specialty consultant expertise is required (to meet the program requirements identified in this RFP), the Proponent is to include these services within the fee proposal

By virtue of making a submission:

The Proponent acknowledges that the College has the right to verify any information in respect of Item B.3.3 after award and that false, erroneous, or inadequate certification may require that the Consultant provide substitute personnel, at the Consultant’s own expense, for the approval of the College.

The successful Proponent(s) shall not assign or subcontract any portion of its contract without the written consent of the College.

The Proponent will:

- Supply trained and well-qualified professional personnel with the required skills who can work consistently for the College.
- Supply suitable and competent sub-consultants or staff on this project. The lead firm must identify its proposed sub-consultants and experience as part of this RFP.
- Ensure personnel assigned to the project are well informed on the context and needs of the College.
- Will communicate effectively and in a timely manner with representatives from the College.

B.3.3 Integrity of Consultant Team Key Personnel Maintained

Proponents are advised that the Consultant Team and the Key Personnel named in the RFP submission shall remain in their designated roles throughout the subsequent RFP period and for the duration of the project.

If the Key Personnel named in a Proponent’s proposal leave or become unavailable or unable to perform their duties for reasons beyond the Proponent’s reasonable

control, the Proponent shall promptly notify the RFP Contact and submit resumes of proposed replacement personnel. Proposed replacement personnel should possess professional and/or technical qualifications and comparable experience equivalent to the Key Personnel being replaced.

B.3.4 Queries During the RFP

The Proponent will base their submission on the RFP documents. It is the responsibility of the Proponent to obtain clarification of any terms, conditions or technical requirements contained in the RFP.

Any questions or requests for clarification during the solicitation period must be submitted in writing by the primary contact of the Proponent to the RFP Contact identified in A.2 of this RFP document.

B.3.5 Amendments to the RFP

The answer to all questions or requests will be responded to by an addendum which will be issued to all Proponents.

Proponents are advised that only the written information issued by the College in this RFP document, and any appended documents and associated Amendments shall be contractually binding.

All terms and conditions of this RFP are deemed to be accepted by Proponents and incorporated into the submitted proposal. In the event of conflict between the terms of a submitted proposal and this document, the terms of this document shall govern unless agreed to in writing by the College.

B.3.6 Right to Terminate Negotiations

The College shall have the right to initiate or to terminate negotiations.

B.3.7 Right to Request Clarifications / Confirmations

The College reserves the right to request clarifications and/or confirmations from any or all Proponents regarding any aspect of the submission. In the event such clarifications and/or confirmations are requested, the RFP Contact will make the request. The request for clarification and/or confirmation will be directed to the individual named as the Proponent's contact in their submission. A written response to each such communication is required from the Proponent.

B.3.8 Payment for Submission

There will be no direct payment for the document preparation and submission in response to this RFP.

B.3.9 References

Conrad Grebel University College reserves the right to contact any or all references indicated in the Proponent's submission and to use this information in the evaluation and scoring of submissions.

B.4 Submission Format Guidelines

B.4.1 Contents

Proponents' submissions are to be based solely on the criteria described in Section C Submission Requirements.

To facilitate evaluation, Proponents are requested to structure their submission according to the sequence of evaluation criteria as outlined in the evaluation criteria contained in Section D.

A Table of Contents must be included at the front of the submission that outlines all components of the submission, including appendices and attachments. The completed Submission Form (Appendix A) must be inserted directly behind the Table of Contents.

B.4.2 Document Format

One (1) Adobe PDF copy of the Proponent's submission shall be provided. A requirement of the University of Waterloo is that all final as-built drawings must be available in CAD format for the information and use of the University. All materials submitted become the property of the College for its exclusive use and can be reproduced and transmitted in whole or in part only by the College.

B.4.3 Submission Guidelines

Submissions will be evaluated solely on the contents of the material as requested in this RFP.

The Fee Schedule must be submitted in a second separate document labelled "Proposed Fee Schedule" and bearing the name and address of the Proponent clearly marked on first page of the document.

B.5 Insurances

B.5.1 Professional Liability Insurance

The successful Proponent must be insured for errors and omissions arising out of the performance or non-performance of architectural or engineering services under a professional liability policy with a minimum liability limit of not less than \$1,000,000 for each claim, and \$1,000,000 in the annual aggregate in respect of any one project.

B.5.2 Commercial General Liability Insurance

The successful Proponent(s) will be notified of their award and will be required to provide:

- Certificates of Insurance issued by the Proponent's insurers confirming a minimum of \$5,000,000 in Commercial General Liability Insurance and naming Conrad Grebel University College as an additional insured. Such insurance shall include, but not be limited to, general liability and automobile insurance.

B.5.3 Legislated Safety Regulations

The Successful Proponent(s) shall be in compliance with the Occupational Health and Safety Act of Ontario and its regulations

<http://www.labour.gov.on.ca/english/hs/pubs/ohsa/>

The Successful Proponent(s) shall ensure that all operators and vehicles used on the College property meet the legislated requirements for protective devices, clothing and other related items.

B.5.4 WSIB

The Successful Proponents must supply the following:

- A current Certificate of Clearance from The Workplace Safety and Insurance Board (WSIB) or equivalent. <http://www.wsib.on.ca/en/community/WSIB>
- All certificates of Insurance and WSIB must clearly state Conrad Grebel University College's name on the documents.
- The Successful Proponent(s) is responsible for ensuring that all subcontractors obtain all the necessary and appropriate insurance as stated above.

B.6 Reservation of Rights

Conrad Grebel University College reserves the right to:

- Open submissions privately.
- Reject any or all submissions received.
- In its sole discretion, request clarification and/or further information from one or more Proponents after closing without becoming obligated to offer the project to that Proponent.
- Waive irregularities and/or minor non-compliance by any Proponent(s) with the requirements of this Request for Proposal. An irregularity and/or minor non-compliance affects form, rather than substance, does not affect price, quality, quantity or delivery of the bid, and if corrected, the Proponent(s) would not gain an unfair advantage over competitors.
- Cancel this project at any time and only be required to reimburse expenses incurred to date at the time of cancellation.

B.7 Pricing/Payments and Invoicing

B.7.1 Pricing

Pricing must be in Canadian dollars and must include all costs associated by this RFP being offered, excluding taxes.

There will be no additional reimbursements for printing costs, travel, courier, and artist's renderings. The above costs and other expenses should be included in the proposal. No other disbursements will be allowed unless pre-approved by the College. The accepted proposal will become the basis for the binding agreement.

B.7.2 Financial Letter of Good Standing

Conrad Grebel University College will require a Letter of Good Standing from the Proponent's financial institution.

C SUBMISSION REQUIREMENTS

C.1 Submission Requirements

Proponents' submissions are to be based solely on the criteria described below and any Amendments/Addenda issued thereto. Proponents are advised to present the requested information clearly and concisely. The information should be relevant and given in context to this particular project. For the convenience of evaluators, the submission should be ordered to coincide with the submission criteria specified herein. Failure to provide the requested information may result in rejection of the submission.

Evaluations will be based on the criteria identified in Items C.2 to C.7 inclusive.

C.2 Understanding of the Requirement

Proponents must describe their understanding of the requirements including a discussion of the challenges and associated resolutions.

C.3 Consultant Team and Resumes

Organization of Consultant Team

Provide an Organizational Chart showing the completeness of the Consultant Team. Indicate the team's organization (the Proponent and any sub-consultant member firms and their areas of responsibility, plus their Key Personnel and specific roles), the reporting structure and lines of communication. Resumes may be included in an Appendix.

Name the Proponent's Key Personnel, including the designated project manager, and sub-consultant team members, if applicable, who will form the Consultant Team and indicate each individual's proposed role on this project and demonstrate the extent of the relevant experience and training that the Consultant's Key Personnel bring to this assignment.

The Proponent's attention is drawn to the requirements of Item B.3.3, Integrity of Consultant Team Key Personnel Maintained.

C.4 Reference Projects

Three (3) reference projects should be described and contain the following information: (Limit of two pages per reference project.)

- Client (respecting privacy legislation as applicable)
- Reference Contact
- Project Scope
- Project Description
- Services Provided
- Challenges and Accomplishments

C.5 Project Delivery and Schedule

Demonstrated Ability to Deliver a Successful Project

Proponents must demonstrate their commitment to achieving quality as it applies to both the design and construction of the project. Proponents are to describe their quality control procedures and the methods proposed for quality assurance.

Proponents are to discuss their scheduling and cost control strategies and any innovative, proactive measures their team will adopt to address the project timelines and budget.

Provide a detailed project plan including all activities, milestones and dates and provide a narrative work breakdown structure.

C.6 Working with Conrad Grebel University College

Describe the Consultant Team's reporting structure and proposed communications strategies, both within the Team and with the College. Describe reports and other deliverables that will be used to manage the work. Describe the Proponent's approach to conflict resolution and processes that will be used to resolve issues during project delivery.

C.7 Proposed Fee Schedule

The proponent is requested to provide a proposed fee schedule for the provision of services described above, as follows (please note information about pricing contained in B.7):

Phase 1: Fixed fee for all services listed under Scope of Services, excluding HST.

Phase 2: Fixed fee for all services listed under Scope of Services, excluding HST.

D EVALUATION PROCESS

D.1 Evaluation of Submissions

Submissions will be evaluated by the College's Building Advisory Committee. The evaluation process will involve the review and scoring of the information provided in the submission against the criteria specified in Items C.2 to C.7 inclusive, with applicable scoring as per the D.4 table below.

Proposals will be evaluated for quality, presentation and conformance to the prescribed format.

If interviews are conducted, the Evaluation Committee will assess the interview with respect to focus, clarity, organization, team chemistry and overall impact.

The lowest cost Proposal or any other Proposal may not necessarily be accepted.

The College is not under any obligation to award a contract and reserves the right to terminate the Request for Proposal process prior to award and to withdraw from discussions with any or all of the Proponents who have responded, without liability being incurred by the College for any expense or cost incurred by the Proponent(s).

Proposals become the property of the College and will be held in confidence throughout the process. If disposal is required at a later date, proposal documents will be deleted.

D.2 Evaluation Committee

Conrad Grebel University College's Building Advisory Committee will serve as the evaluation committee. A matrix will be used to compare the scores of each evaluator, and a consensus will then be reached through discussion internal to the Committee.

D.3 Interview Process

Conrad Grebel University College may schedule interviews with the short-listed Proponents as a final RFP evaluation element. The selected Proponents will first be given 20 minutes to make a presentation to amplify their RFP submission. A 30 minute interactive session will follow during which the Evaluation Committee members will present

a series of questions, some of which will be common to all Proponents, while others will be specific to each Proponent.

Administrative arrangements for the interview are as follows:

- If the College decides to proceed with interviews, they will be scheduled within two weeks following the submission of RFP proposals.
- Each Proponent will be allowed a maximum of 3 to 6 participants at the interview. When notified of the interview schedule, Proponents will be asked to name the participants in advance.

D.4 Evaluation Criteria Table

Evaluation Criteria Table	Max/Min Points
Understanding of the Requirement	20
Consultant Team and Resumes	35
Reference Projects	35
Project Delivery and Schedule	20
Working with the College	25
Overall Quality of Proposal and Interview	15
Proposed Fee Schedule	50
Total Score	200/200

D.5 Evaluation Process

Three (3) to five (5) Proponents may be invited to continue to the interview phase of the selection process.

The College reserves the right, in its sole discretion, to enter into negotiations prior to award with the Proponent(s) who offers the best overall value to the College. During such negotiations, the scope may be refined, responsibilities will be designated, implementation issues clarified and the final terms and conditions of any contract will be determined.

If negotiations with the selected Proponent are unsuccessful, the College reserves the right, in its sole discretion, to enter into negotiations with any other Proponent(s).

The successful Proponent(s) awarded the contract will be contacted by telephone.

D.6 Evaluation of Fees

Fees, submitted in a separate Adobe PDF file, will be scored based on the following relative pricing formula and based on the number of points allocated under Proposed Fee Schedule as indicated in the Evaluation Criteria Table above.

Each proponent will receive a percentage of the total possible points allocated to the proposed fee schedule. For example, if a proponent bids \$120.00 for a particular category and that is the lowest bid price in that category, that proponent receives 100% of the possible points for that category ($120/120 = 100\%$). A proponent who bids \$150.00 receives 80% of

the possible points for that category ($120/150 = 80\%$), and a proponent who bids \$240.00 receives 50% of the possible points for that category ($120/240 = 50\%$).

Lowest rate

----- x Total available points = Score for proposal with 2nd lowest rate

2nd lowest rate

Lowest rate

----- x Total available points = Score for proposal with 3rd lowest rate

3rd lowest rate

And so on, for each proposal.

D.7 Debriefing

A debriefing will be provided to Proponents that do not succeed in this selection process if requested in writing to the RFP Contact within sixty (60) calendar days following the date of the contract award notification. The debriefing will include an outline of the reasons the submission was not successful, making reference to the evaluation criteria. The confidentiality of information relating to all other submissions will be protected. Debriefing elements will include identification of the strengths and weaknesses of the proposal along with the overall and individual requirement scores. It will not include any information about other proposals.

**APPENDIX A
Request for Proposal
Submission Form**

Submitted By: _____
"Proponent"

To: Conrad Grebel University College, 140 Westmount Road N, Waterloo, ON N2L 3G6
Attn: Mimi Browne, Director of Operations

1. The undersigned acknowledges receipt of the addenda listed hereafter:

Addenda No.	Date of Issue
_____	_____

2. Pursuant to and in compliance with the Request for Proposal Documents and the addenda listed above, the undersigned, being familiar with the Request for Proposal Documents, and all relevant laws, rules, notices, directives, standards, orders and regulations, licensing and permit requirements, labour markets and other circumstances which may affect its submission, hereby submits a submission to provide Design services for Conrad Grebel University College as specified for this project.

3. The Proponent agrees:

- a. that it has complied with the instructions;
- b. that it accepts all of the terms, provisions, stipulations and requirements set out in the Request for Proposal;
- c. that it is not relying on any information other than that set out in the Request for Proposal and addenda issued pursuant thereto by the College;
- d. that all statements and information set out in its Request for Proposal Submission Form or otherwise provided to Conrad Grebel University College in connection with the Request for Proposal, including statements and information hereafter provided, are and will be true, accurate and complete, not misleading and in accordance with the principles of full, true and plain disclosure.

4. Where a Proponent is comprised of more than one entity, all entities comprising the Proponent shall be jointly and severally liable.

The undersigned has completed this Request for Proposal Submission Form.

Signature of Proponent:

Printed Name and Position

Signature

Date

APPENDIX B**Questions about the identified design option for providing heating and cooling in the residence**

- a. We are concerned about relying solely on heat pumps with no backup heat source. Is it possible to incorporate the current hot water radiator heating system into the design as a backup heat source in addition to air-sourced heat pumps?
- b. Another variant on this question – is it worth exploring keeping the hot water radiators but changing the heat source to a heat pump?
- c. Is it worth exploring a ground-sourced heat pump or a ground-sourced open loop system accessing the aquifer rather than air-sourced heat pumps?
- d. If we do keep the current hot water radiators, where would the wall-mounted ERVs be located? The current design assumes that hot water radiators will be removed and ERVs will be installed in the wall underneath the window.