



Bid Package:

**Request for Bids on Pelican Mountain Housing Demolition and
Wabasca Mobile Home Relocation**



Request for Bids:

Pelican Mountain Housing Demolition and Wabasca Mobile Home Relocation

Northland School Division No.61

Closing: October 20, 2017

Time: 2:00 pm

Table of Contents

Scope of Work	1
General Expectation	1.1
Utilities	1.2
Permits	1.3
Public Way Protection and Fencing	1.4
Traffic Control, Public Safety and Security	1.5
Disposal of Materials	1.6
Remediation of Hazardous Materials	1.7
Accessibility Regulations for Contracted Services	1.8
Process & Schedule	2
Submission Closing	2.1
Evaluation and Ranking of Submissions	2.2
Approval of Successful Proponent Agreement	2.3
	2.4
Requirements for Proposal Submission	3
Qualification Form	3.1
Insurance	3.2
Firm's Profile	3.3
Experience	3.4
Quality Assurance	3.5
Legislative Requirements	3.6
Evaluation & Ranking	4
General Provisions	5
Submission Instructions	5.1
Designated NLSD NO. 61 Representative	5.2
Conflict of Interest	5.3
Freedom of Information	5.4
Appendices	6
Evaluation Criteria	6.1
Qualification Form	6.2

Request for Bids Pelican Mountain Housing Demolition and Wabasca Mobile Home Relocation

1 Scope of Work

1.1 General Expectation

This specification is intended to govern the supply of all labour, materials, equipment, and legal disposal for the dismantling, demolition of a single dwelling in Pelican Mountain, Alberta, (Lot 75, Block A, Plan 8321796 in Township 79, Range 22 W4 PT5) and a mobile home site in Wabasca, Alberta (Lot 21 Block 2 Plan 922-1488, 915AA Noel Drive). It is further intended that this specification will provide for the removal of all waste debris on site, all debris resulting from the demolition or removal, leaving the site in graded, leveled condition, free of hazards all in accordance with the following specifications and all requirements as stated in the Request for bids.

In addition to the demolition of the single dwelling and the remediation of the mobile home site, the contractor will move a duplex mobile home from Wabasca, Alberta (legal above) to Sandy Lake, Alberta (legal above). The mobile home will be placed on the site of the demolished single dwelling, and the contractor will remediate the site in Wabasca, Alberta (legal above). The contractor will be responsible for installing appropriate screw piles for the foundation of the mobile home, trenching the utilities in after the demolition to accommodate the mobile home, hooking up the utilities, and installing the skirting and 6-foot x 6-foot deck/stairs at the entrances, and ensuring the mobile home is ready for occupancy

1.2 Utilities

The Northlands School Division has arranged for all utilities (gas, hydro, telephone) to be disconnected.

Before commencing any work on the property, the Contractor shall confirm that all utility services (gas, hydro, telephone) have been shut off.

1.3 Permits

- a) The Contractor shall, at the Contractor's expense, obtain all necessary permits, pay all fees and charges and comply with all building, fire and health and safety rules and federal, provincial and municipal regulations applicable to the demolition of buildings and the preservation of public health and safety.
- b) The Contractor shall also comply with all other applicable provincial laws and regulations pertaining to demolition and disposal and transportation of waste material to and from the site.
- c) The Contractor will apply for the demolition permits for all sites.
- d) The Contractor shall obtain, or be in the possession of, a Certificate of Approval to haul waste and shall submit a copy of this certificate to the Northland School Division prior to commencement of any demolition.

e) The manner in which demolition is carried out will be governed by the requirements of the Occupational Health and Safety Act and the Environmental Protection Act and Regulations thereunder, current at the time of demolition and in addition to the Building Code Act, and all amendments therein, and any other applicable law together with the additional requirements of the Northland School Division as contained herein. (see requirements). It is noted that the Occupational Health and Safety Act, amended, and Regulations thereunder, where applicable, will govern the execution of this project.

f) No demolition or dismantling of any part of the structure shall commence until the Demolition Permit has been issued by the municipality.

g) Copies of all permits are to be filed with Central Office, Northland School Division No. 61, and a copy kept at the work site at all times.

1.4 Way Protection and Fencing

- a) All boundaries shall be fenced as required by the appropriate provincial requirements, to ensure that the entire site is protected against unauthorized entry.
- b) No work shall be permitted on the demolition project until the above measures are in place. The contractor will be responsible for the safety and security of the site for the duration of the project.

1.5 Traffic Control, Security and Public Safety

- a) For all work, the Contractor must provide traffic and pedestrian control when and where required.
- b) The Contractor shall ensure that all measures are taken to protect the public at all times including hoarding and other safety barriers per the applicable regulations.
- c) The work shall be fully supervised and controlled to create as little disruption, dust and noise as possible consistent with the Contractor's stated dust abatement policy and the applicable bylaws related to noise and public disturbances. The supervision will be the responsibility of the Contractor.

1.6 Disposal of Material

- a) Debris resulting from the demolition shall be removed from the site within 14 calendar days, and shall be dumped at an approved landfill site in accordance with Municipal Policy. The Contractor shall RECYCLE as many materials as possible. A report on the types and amount of materials recycled will be provided to the Secretary-Treasurer of Northland School Division No. 61.
- b) Any alternate location or other form of disposal shall be in accordance with the Ministry of Environment Guidelines, the Environmental Protection Act and the

regulation thereunder.

c) Salvage or materials from the demolition either within or outside the area shall not be sold at or near the demolition site. The general public shall be prohibited from accessing any part of the demolition area.

1.7 Remediation of Hazardous Material

Should the contractor find any hazardous materials on site, they shall notify Northland School Division No. 61 immediately. All work shall stop until the material can be properly tested and a safe remediation plan put in place. The hazardous materials will be assessed, and an assessment of any additional costs, over the tender package, will be borne by the division.

1.8 Accessibility Regulations for Contracted Services

Contractors shall be responsible for notifying the general public when planning/implementing a disruption to any transportation walkway, pathway, driveway, roadway, etc. It shall be the Contractor's responsibility to notify the general public of any disruption to regular service; 24 hours prior to the commencement of the disruption. In the case where construction activities will cause a disruption to normal service, appropriate signage shall be installed. At the Owner's request, information relating to the disruption shall be supplied to allow for the posting of disruption notices on the Owner's web page of choice. In addition, any power outages will be announced on the local radio station. The posted signage shall as a minimum include the headings listed below and shall be filled out by the Contractor and installed in advance of the service disruption.

The Contractor will be required to perform the following works, to be undertaken and completed on or before **November 30, 2018**, which shall form part of the demolition procedure:

- The footings, weeping tile and foundation walls shall be completely removed from the houses.
- The basement floor shall be broken and completely removed prior to backfilling along with any granular material and shall be inspected and signed off by the Northlands School Division project manager prior to backfilling.
- All building materials and debris including sidewalks and patios, are to be completely removed from site.
- The following items are to be removed and disposed of in accordance with all applicable Regulations.
 - All concrete stairs and landings outside the house are to be removed.
 - The concrete front porch, stairs and walkway are to be removed.
 - All concrete rubble on site is to be removed.
 - All wood debris is to be removed.
 - Various tree stumps and brush is to be removed.

- The deck footings are to be removed from site.
- Miscellaneous debris bricks, light poles, metal sheets etc. shall be removed from site.
- All property line fences are to remain in place.

2 Process and Schedule

The award of the Pelican Mountain Housing Demolition will be done using the following process and approximate time frames.

Steps

2.1 Submission Closing

October 20, 2017

On the proposal closing date and during the period of time as set out in the RFQ document, proponents will submit their Quotes in accordance with the instructions contained in Section 3 of this document. Only submissions that address all stated requirements will be considered.

2.2 Evaluation and Ranking of Submissions

October 23, 2017

Submissions will be evaluated and ranked based on the criteria described in this document. The selection will be based on the evaluated written submissions and the price quoted.

2.3 Approval of Successful Proponent

Announcement to be made no later than October 27, 2017. Northland School Division No.61 reserves the right not to accept the lowest or any tender.

2.4 Agreement

The successful proponent will enter into an Agreement with Northland School Division No.61.

3 Requirements for Submission

Contractors wanting to submit a proposal shall, at their own expense, prepare and submit to NLSO 61 a submission which shall include, but not be limited to, the following:

3.1 Qualification Form (mandatory requirement)

Complete the Qualification Form attached to the Request for Quotes package and sign in the space provided. In the case of a sole proprietorship, the sole proprietor shall sign the form and have his/her signature witnessed. In the case of a limited company the form shall be signed by an authorized signing officer and sealed with the corporate seal. In the case of partnership, all partners shall sign and have the signatures witnessed.

3.2 Insurance

The Contractor shall have, at its expense, the following insurance coverage:

- a) Commercial General Liability; Occurrence form, including coverage for bodily injury, personal injury, property damage (broad form), premises/operation, blanket contractual, and products/completed operations;
- b) Coverage shall be endorsed to include Northland as an additional insured for all work performed as Demolition in accordance with the agreement;
- c) Minimum Limits:
 - (i) \$1,000,000 per occurrence/\$2,000,000 general aggregate;
 - (ii) \$2,000,000 aggregate for products and completed operations; and
 - \$1,000,000 personal injury
- d) Workers' Compensation – statutory coverage requirement.

The Contractor shall provide Northland with a completed certified copy of the policies for the above coverages, prior to construction and demolition. Cancellation, material restriction, non-renewal or lapse of any of the required policies shall be grounds for immediate termination.

3.3 Firm's Profile

Provide information regarding the firm, including the nature of its business. Please include regular hourly labor rate should there be additional work required not envisioned at the time of bidding and not included in the scope of work.

3.4 Experience

Describe the extent of your firm's related experience and list of clients with specific references and names of contact person(s) for whom your firm has performed similar work in terms of size and cost in the last five (5) years.

3.5 Quality Assurance

A photo log will be kept of the progress of the job, including before and after pictures submitted with final invoice but available for representatives viewing at any time during the contract. Pictures taken must be of sufficient quality and quantity to illustrate the various major steps in the contract and demonstrate the work was performed as required.

3.6 Legislative Requirements

Potential bidders will be aware and compliant with all applicable codes, rules and regulations regarding safety, protection of the environment and be in good standing with The Workers Compensation requirements.

4 Evaluation & Ranking

Submissions received by NLSD 61 will be evaluated and ranked based on the evaluation criteria shown in this document.

Submissions will be disqualified if not submitted in accordance with the requirements described herein.

Should a bidder submit an alternate method than what is proposed, the Northland School Division No.61 reserves the right to evaluate it on any means it feels is justified and will accept or reject the bid based on the findings of their review.

NLSD NO. 61 may request additional information or clarification of any firm regarding its submission.

5 General Provisions

5.1 Submission Instructions

Submissions must be completed exactly as required. Quotes will be accepted via email, courier or mail. The completed submission packages must be received at the following address before the closing date and time:

Northland School Division No. 61
P.O. Bag 1400
9809-77 Avenue
Peace River, Alberta T8S 1V2
Attention: Trudy Rasmuson, Secretary-Treasurer
Trudy.Rasmuson@nsd61.ca

To be considered, submissions must be received at the above address by 2:00 pm, local time on Friday, October 20, 2017. No submissions will be accepted after 2:00 pm.

5.2 Designated NLSD NO. 61 Representative

Interested firms are requested to read and study all parts of this RFQ package to completely familiarize themselves with the document, the qualification process and the requirements of the Services.

Any questions or concerns should be directed to the following person(s):

Trudy Rasmuson- Phone: 780-624-2060 email: Trudy.Rasmuson@nsd61.ca

5.3 Conflict of Interest

Please be advised that your firm and its partners, directors, officers, employees, agents and volunteers shall not provide any services to NLSD NO. 61 or any agent or any person, group or organization funded in whole or in part by NLSD NO. 61, where the provision of such services, actually or potentially, creates a conflict of interest with the provision of Services pursuant to the Agreement. Your firm shall disclose to NLSD NO. 61 without delay, in your submission, any actual or potential situation that may be reasonably interpreted as either a

conflict of interest or potential conflict of interest.

5.4 Freedom of Information

Please be advised that any information or documents provided by your firm to NLSD NO. 61 become the property of NLSD NO. 61 and may be released pursuant to the provisions of current privacy legislation.

6 Appendices

6.1 Evaluation Criteria

*** Mandatory Criteria:**

1. Submit completed Qualification Form and Bid Form
2. Firm in good standing with the Workers Compensation Board

*** Weighted Criteria:**

1. Firm's Profile
2. Experience
3. Management Plan
4. Financial
5. Quality Assurance
6. Legislative Requirements

Qualification Form

Northland School Division No. 61

P.O. Bag 1400 9809-77th Avenue

Peace River, Alberta T8S 1V2

Name/Firm: _____

Street Address: _____

City or Town: _____

Province Postal Code: _____

Telephone Fax: _____

Northland School Division No. 61:

I/We herein submit our completed tender package, in accordance with your Quotes for the above noted Bid.

I/We hereby acknowledge that I/we have full knowledge understanding of all existing conditions, legislation and all local requirements that may apply to the Bid(s).

I/We have enclosed the following documentation, in accordance with the requirements prescribed herein, to satisfy the mandatory criteria:

I/We declare the I/we am/are not currently disqualified from tendering for this bid(s).

I/We have attached additional information and documentation as part of my/our tender submission.

I/We understand that any omission of failure to answer any question or address any requirement included in the Tender may result in my/our firm being disqualified from tendering.

I/We understand that the Request for Quotes does not constitute any offer of work by the Northland School Division No. 61 to any firm, nor is any contractual relationship stipulated or implied.

I/We hereby declare that information provided herein is true and correct to the best of my/our knowledge.

Name/Firm

Address of Firm

Witness

Signature of Official(s)

Witness

Signature of Official(s)

Date:
