



## **THE CORPORATION OF THE TOWNSHIP OF BECKWITH**

### **REQUEST FOR PROPOSAL**

The Township of Beckwith invites qualified experienced Contractors to respond to the following 2019 Request for Proposal.

#### **Request for Expression of Interest and Qualifications**

**Project: Township of Beckwith Building a New Municipal Office Facility at Beckwith Park**

#### **Introduction**

The Township of Beckwith is seeking a design-builder to design and construct a new Municipal Office which includes a Council Chambers and Community Hall. Beckwith Township intends to use the design-build method of project deliver in which one entity- the design-build team – works under a single contract with Beckwith Township to provide design and construction services.

The Response to this Request for Expressions of Interest and Qualifications will be used to identify a Shortlist of up to three (3) qualified Respondent teams which will be invited to respond to a Request for Proposals.

#### **Background**

The Township of Beckwith has outgrown its Municipal Office at 1702 9<sup>th</sup> Line. In 2017, Council agreed that a new Municipal Office was required to accommodate the growing need of the Township.

A Space Needs Study was conducted in 2019, which included interviews and on-site reviews. It concluded that the current office space was not an adequate size currently as well as for future needs.

During 2018, The Township of Beckwith undertook further reviews of staff projections and operational considerations regarding a new office location. Consequently, Council agreed to expand the search to include other potential sites. The outcome of this site selection process is that Beckwith Park emerged as the preferred site for the new Township Office.

The Township of Beckwith is a local municipal government responsible for providing many of the services that residents rely on daily such as: maintenance of the local road network, including snow removal and grading, police services, fire services, planning and zoning, building permits, animal control and by-law enforcement, parks and recreation, heritage, economic development which includes special events, garbage collection and recycling, administration. Our source of revenue that finances these services is from taxes paid by property owners within the local municipality. Additional funding comes from "user fees" and some funding still comes from the provincial government.

The Organization's Motto is "Proud of Our Past and Confident in Our Future". "We, the people of Beckwith Township, believe that our rural character and quality of life must be maintained in harmony with our growth and economic and social prosperity. Our mission is to ensure that within the Township, and within our greater community, this harmony is maintained

The Township of Beckwith was looking for a site that compliments the rural character and sense of community within the Township. Beckwith Park has become a hub of the Community with its many amenities and activities therefore is an ideal location due to frontage on the 9<sup>th</sup> line providing easy access and good visibility.

### **Progress to Date**

The Township of Beckwith Council has formed an office building committee to oversee the project. The Township of Beckwith already owns the lands for the future site.

A copy of the Staff and Council Surveys have been attached to this document which provide a general overview of the suggested needs to be considered.

Current thinking is that the new Township of Beckwith Municipal Office will occupy a parcel in Beckwith Park. Access to and from the site is proposed from a shared entrance off 9<sup>th</sup> Line. The size of the office building will be approximately 14,000 sq. ft. with parking already provided. The office building is initially expected to house 8 employees with a projected growth over 10 years to approximately 12 employees. The Township of Beckwith would like to build a sustainable building using a process that is environmentally responsible and resource-efficient throughout the building's life-cycle. The Township of Beckwith would like to leverage funds through FCM's Green Fund. The estimated construction budget is 4 million dollars. These items will be subject to review during the design stage.

### **Contact Person**

The contact person for this project is as follows:

Beckwith Township Office  
Cassandra McGregor, Clerk Administrator  
1702 9<sup>th</sup> Line Beckwith  
RR#2, Carleton Place, ON, K7C 3P2  
613-257-1539  
[cmcgregor@twp.beckwith.on.ca](mailto:cmcgregor@twp.beckwith.on.ca)

*Note: Personal information collected from applications is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to determine qualifications. Questions about the collection of Information should be directed to the Clerk Administrator at the address indicated above.*

## **Closing Date**

Expressions of Interest and Qualifications must be received before 12:00 p.m. NOON on Friday August 23<sup>rd</sup>, 2019.

Expressions of interest and Qualifications can be delivered to the above address or they can be delivered electronically to [cmcgregor@twp.beckwith.on.ca](mailto:cmcgregor@twp.beckwith.on.ca)

## **Qualifications Review Committee**

Review of Responses will be by the Office Building Committee and their recommendations must be approved by Council of the Corporation of the Township of Beckwith.

## **Estimated Time-Frames**

Please note the following dates in our selection process:

Expressions of Interest and Qualifications Due:	Friday August 23 <sup>rd</sup> , 2019 at 12:00 p.m.
Issue Request for proposals (short-listed firms only):	Friday September 6 <sup>th</sup> , 2019
Detailed proposal Due:	Tuesday October 8 <sup>th</sup> , 2019
Approval of Successful Respondent	Tuesday November 5 <sup>th</sup> , 2019

The timing and the sequence of events resulting from the Request for Expression of Interest and Qualifications may vary and shall ultimately be determined by Council of the Township of Beckwith.

## **Response Contents**

Please limit your Expressions of Interest and Qualifications to a maximum of seven (7) pages. Plus resumes of the individuals on the design-build team and highlights of related projects. The following information must be included as a minimum:

- Name, address and brief history/overview of your firm including your ability to implement the project on an integrated design-build basis plus financial capability to undertake this project (insurance & bonding).
- Related experience during the last five years (similar in scope and scale to this project and green building experience). List no more than three of the most relevant projects your firm has completed. Provide a narrative, building size, project deliver method, project team members, and a reference for each project listed. Also provide the initial and final contract values, and the initial and actual dates of substantial completion for each project.

- Identify your project team members (both in-house resources and outside sources), their proposed roles, and relevant experience. Provide a detailed resume for each project team member.
- Indicate the proposed process for the design and construction of the project. Provide an outline of all deliverables for this project, and a detailed statement of the scope services you intend to provide.
- Invite your proposed fee to deliver all of the services included within your response.

Selection Criteria will be based on the above.

### **Respondent Expenses**

Respondents are solely responsible for their own expenses in preparing a Response and for subsequent negotiations with the Township of Beckwith, if any.

The Township of Beckwith may withdraw this request for Expressions of Interest and Qualifications at any time. Moreover, The Township of Beckwith need not accept any submission, and in its sole discretion may deal with the project in any other way. No contractual obligations will arise between Township of Beckwith and any Respondent until and unless the Township of Beckwith and a Respondent enter into a formal, written contract for the Respondent to perform the required work.