



Request for Quotations – Facility Assessment and Capital Planning Study

Closing: September 11, 2015

1.0 Background

The Museum of Ontario Archaeology (MOA), located at 1600 Attawandaron Road, is a registered charity dedicated to advancing our understanding of Ontario's archaeological heritage through stewardship, education, and research. MOA brings the human past to life, makes it relevant to understanding the present, and inspires and appreciation of, and respect for, Ontario's cultural diversity.

The Museum of Ontario Archaeology is seeking quotes to conduct a Facility Assessment and Capital Planning Study to identify infrastructure requirements, approaches, and specifications to address facility upgrades and repairs over the next 6 months to 3 years.

Built in 1979, components of the museum's infrastructure (roof, HVAC, siding, etc.) are reaching the end of their useful life. In addition, recent heavy rain incidents have revealed drainage issues around the museum which must be addressed. The Museum Board of Directors requires a detailed understanding of the physical condition of the building, parking lot and grounds along with options for renewal that will form the basis of subsequent capital upgrade activities.

2.0 Objectives

The objectives of this Facility Assessment and Capital Planning Study are as follows:

- Conduct a comprehensive assessment of the physical condition of the museum building¹. The assessment will be done using visual, non-destructive techniques and a review of existing building data and maintenance history.
- Conduct a comprehensive assessment of water drainage surrounding the museum building and in the parking lot.
- Identify and prioritize immediate, short, and long term capital renewal requirements.
- Provide options for upgrades or repairs including materials and cost estimates for each.
- Identify a process for upgrades / repairs over a 5 year period.

¹ The assessment does not include the Sustainable Archaeology Facility attached to the museum building or the Lawson Village site.

3.0 Scope of Work

At a minimum, the following work is to be included in the proposal. Additional work may be recommended in your submission, with completed details of the work and the associated costs over and above the costs of the following:

3.1 Document Review

The Proponent shall review all available documentation including reports and drawings, maintenance records, etc. To become familiar with the facilities, known problems, and to gather all pertinent information required to complete the work.

3.2 Physical Condition Assessment

Non-destructive testing and visual assessments shall be conducted at the facility to provide a documented record of the overall condition and deficiencies found. The assessment, at a minimum, shall provide information on:

- Structural integrity
- Exterior and interior condition (windows, doors, roof, siding, finishing, etc.)
- Mechanical (plumbing, HVAC, airflow, etc.)
- Electrical (lighting, electrical components, etc.)
- Safety (meets all codes and related health and safety standards in Ontario)

3.3 Water Drainage Assessment

An assessment of how water is draining around the museum and in the parking lot including the ability of sewers and catch basins to manage major rainfall events.

3.4 Options for Upgrades / Replacement

Based on the results from the physical condition assessment conducted under Section 2.2 and 2.3, the proponent shall provide a list of options for upgrades and/or repairs, with a recommendation on the preferred options. The recommendations will include preferred materials, systems, anticipated / approximate costs, etc.

3.5 Capital Plan Recommendations

Recommendations for facility upgrade/repairs shall be classified as an immediate, short term or long term requirement. Recommendations will be developed for each area of the physical / drainage assessment and will include a

proposed plan for how best to coordinate upgrades/repairs over 6 months – 3 years.

4.0 Key Deliverables

The key deliverables will be:

- Detailed physical condition and drainage report on the museum facility located at 1600 Attawandaron Road, London ON.
- Listing of facility upgrade / repair options and the recommended option for each building component.
- Recommended upgrade / repair options classified as either immediate, short term or long term.

Plan for coordinating upgrades/repairs over a 5 year period.

5.0 Work Plan / Schedule

The tentative schedule for the project is as follows:

Description	Date
RFQ Closing	September 11, 2015
Award Contract	October 1, 2015
Kick-off Meeting	By October 15, 2015
Conduct study	October and November
Mid-way meeting with steering committee	Second week of November
Draft Report – Meeting with Steering Committee	December 2, 2015
Final Report – Meeting with Steering Committee	December 20, 2015

6.0 Instructions to Proponents

Submitting of a quotation indicates acceptance by the Proponent of all of the conditions contained in this Request for Quotations, unless clearly and specifically noted in the proposal submitted and confirmed in the formal contract between the Museum of Ontario Archaeology and the Proponent.

The onus is on the applicant to show their knowledge, understanding and capacity to conduct the work outlined in the Request for Quotation.

The responses will be assessed according to how well they address the needs of MOA in relation to the submission requirements.

All prices must be stated in Canadian funds. Prices must be inclusive of all costs, fees and taxes.

Proposals are subject to a formal contract being negotiated, prepared and executed between the successful incumbent and the Museum of Ontario Archaeology. MOA reserves the right to negotiate the terms and conditions of the contract.

Proponents must show in their submissions appropriate licencing, WISB certifications and insurance.

6.1. Closing Date and Time

Unless otherwise posted, all responses to this RFQ must be submitted by **September 11, 2015 at 3:00 pm Eastern time**. Proposals will not be accepted after the due date and time specified and will be returned unopened. Proposals are to be forwarded to:

Joan Kanigan, Executive Director
Museum of Ontario Archaeology
1600 Attawandaron Road
London, ON N6G 3M6
joan@archaeologymuseum.ca

6.2 Questions / Inquiries

All questions regarding the RFQ are to be submitted in writing to Joan Kanigan, Executive Director, via email at joan@archaeologymuseum.ca. Any oral communications shall be considered unofficial and non-binding. Only written responses to written communication shall be considered official.

Questions regarding the RFQ must be received no later than 3:00 pm August 7, 2015. All answers will be provided as quickly as possible, and by August 10, 2015 at the latest. All answers will be provided as addendums.

Site visits may be arranged with and under the supervision of Joan Kanigan.

6.3 Specific Requirements

Your submission **MUST** include the following:

- a) Name, address and telephone number of the firm and its principal contact person(s).
- b) Historical sketch or profile of the company.
- c) Identification of the proponent's experience in undertaking similar work, along with three references.
- d) Project cost inclusive all taxes.

6.4 Ambiguity, conflict or other errors in the RFQ

If a firm discovers any ambiguity, conflict, discrepancy, omission or other error in the RFQ, he/she shall immediately notify MOA of such error in writing and request modification or clarification of the document. Any modification made to this RFQ will be issued as an addendum. Written notice will be given to all parties who have been furnished with the RFQ without divulging the source of the request for it.

If a firm fails to notify MOA prior to the date and time fixed for submission of proposals of an error or ambiguity in the RFQ known to him, or an error or ambiguity that reasonably should have been known to him, he shall not be entitled to additional time by reason of the error/ambiguity or its late resolution.

MOA may also modify the RFQ prior to the date and time fixed for submission of proposals by issuance/posting of an addendum. All addenda will be numbered consecutively beginning with RFQ-Facility-001.

6.5 Offer Preparation Cost

MOA shall not be responsible or liable for any costs associated with the preparation, submittal, presentation, or other costs incurred by participating in this procurement process.

6.6 Signature of Offer

An individual who is authorized to bind the firm contractually shall sign a transmittal letter, which shall be considered an integral part of the proposal. If the firm is a corporation, the legal name of the corporation shall be provided together with the signature of the officer or officers authorized to sign on behalf of the corporation.

6.7 Offer Obligation

The contents of the proposal and any clarification/negotiation thereto submitted by the successful firm(s) shall become part of the contractual obligation and incorporated by reference into the ensuing contract.

MOA is not obliged to accept any offer or RFQ and may cancel this RFQ at any time.

6.8 Compliance with RFQ Specifications

It is intended that this RFQ describe the requirements and response format in sufficient detail to secure comparable proposals. The firm's response must coincide with the format of the RFQ.

6.9 Status/Disclosure of Proposal

All submitted proposals become the property of the Museum of Ontario Archaeology and will not be returned to the proposing firm. All proposal information, including detail price and cost information, shall be held in confidence until a contract is formally executed and/or the RFQ is cancelled.

The content of all RFQ's submitted shall remain in effect for a minimum period of 90 days.

6.10 Contract Development

The contents of the RFQ and selected firm's proposal will become an integral part of the contract but may be modified by provisions of the contract as negotiated. Therefore, the proposing firm must be amenable to inclusion in a contract of any information provided (in writing) either in response to this RFQ or subsequently during the selection process.

6.11 Expenses and Fee Requirements

The firm shall be responsible for payment of expenses and fees associated with the performance of the Contract, including but not be limited to: wages, salaries, labor, services, materials, supplies, transportation, communications, licensing and inspection, taxes, insurance, bonds, etc.

7.0 Evaluation and Selection Criteria

7.1 Evaluation Team

Proposals will be evaluated by the Museum of Ontario Archaeology's senior staff and Board Executive.

BY RESPONDING TO THIS RFQ, RESPONDENTS AGREE TO ACCEPT THE RECOMMENDATION OF THE EVALUATION TEAM AS TO THE SUCCESSFUL INCUMBENT OR INCUMBENTS.

7.2 Evaluation Criteria

Price is only one consideration. MOA reserves the right to award this contact to a contractor other than the lowest bidder. The overall value proposition will include other considerations such as, but not be limited to,

- Qualifications and Experience
- Methodology and Approach
- Reference checks
- Reputation
- Work Plan and Schedule
- Compliance with all terms of this document
- Completeness of submission