



Ottawa Carleton Standard Condominium Corporation #934
Address: 3 Meridian Place, Nepean, Ottawa K2G 6N1
Date of Bid Issue: March 25th, 2019

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1 BID CALL

- .1 Bids under seal, executed and signed, complete with all required bid enclosures, are to be received before 2:00pm on Tuesday April 23rd, 2019. This bid submission is for the reconstruction of the center building and surrounding finishes, including terrace repairs to the perimeter of building, including all landscape plants, lawns and architectural designs. The location is 1-3 Meridian Place, Nepean, Ottawa K2G 6N1.

Submit bids by email to:

Scott Rolofs, CIP, CFEI(C)

Senior General Adjuster

scott.rolofs@scm.ca | www.claimspro.ca

Direct: 613-443-1206 | **Telephone:** 613-798-1998 |

Toll Free: 800-267-3542 | **Mobile:** 613-266-1957 | **Fax:** 613-798-1810

- .2 Bids submitted after the above date and time, or at a different place other than specified above, will not be accepted.

2 SUMMARY

- .1 MBC Group (herein after referred to as “The Appraiser”) has been retained by the Insurance Company, as the Appraiser for this project.
- .2 The Appraiser is receiving Trade Contract bids, from Pre-Qualified Bidders, through a competitive procurement process. All Trade Contract Agreements will be made between the Owner and the successful Contractor bidders.

3 CONTRACT DOCUMENTS IDENTIFICATION

- .1 The documents provided under the identified Center building Reconstruction herein provided, shall form the basis for the Contract Documents, as prepared by Hobin Architecture with the following documents attached.



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- .1 Center Building Drawings
 - a) Building Structure
 - b) Building Architectural
 - c) Building Specifications
 - d) Mechanical
 - e) Electrical
 - f) Landscape Drawing
 - g) Landscape Specifications

4 AVAILABILITY OF BID DOCUMENTS

- .1 Bid documents will be available to each bidder by way of e-mail.
- .2 Bid documents are made available only for the purposes of obtaining bids for this project. Their issue does not confer a license or grant permission for it to be utilized for any other purposes.

5 RETURN OF BID DOCUMENTS – Bidders Shall

- .1 Submit an electronic, (e-mail) copy, of the Bid Documents no later than 2:00pm on Tuesday April 23rd, 2019. for consideration and review.

6 EXAMINATION OF BID DOCUMENTS

- .1 It is the Contractors responsibility to verify that the bid submission documents are complete. Should this not be the case, notify the Appraiser immediately in order to facilitate submission by the due date.

7 BID DOCUMENTS ATTACHED FOR REVIEW

- a) Instruction to bidders
- b) Bid Submission Form



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- c) Intact Insurance Company requested that bids are to be completed before the drawings may be complete. Bidders to quote from the original drawings and for any changes to be incorporated by Change Order with MBC Group overseeing.
Engineer's/ Architect Report & Blue Print Documentation (New design drawings will be made available by Hobin Architectural Incorporated) Contractors to use the original center building drawings as a base to start the bid process, as the footprint of the building to remain as per original. Design changes to be made on new drawings, as per interior layout design.

8 QUERIES / ADDENDA

- .1 Direct questions regarding the bid documents to:

Robert Brand
MBC Group
email: robert.brand@mbc-group.ca

All queries to be considered must be in writing by email and clearly dated.

Cc: **Scott Rolofs, CIP, CFEI(C)**

Senior General Adjuster
scott.rolofs@scm.ca

- .2 Addenda may be issued during the Bid period. All addenda shall become part of the Bid Documents. Include for the cost of all addenda within the Bid price.
- .3 Oral answers are only binding when confirmed by written addenda.
- .4 Clarifications, requested by bidders, must be in writing and be received by the Appraiser not less than three (3) calendar days before the date set for receipt of bids. The reply will be made in the form of an addendum, a copy of which will be forwarded to all registered bidders.
- .5 The Appraiser will endeavor not to issue addenda later than two (2) calendar days prior to the date set for receipt of bids. However, the Appraiser reserves the right to issue instructions within this period by email.



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- .6 Confirm receipt of all addenda on the Stipulated Price Bid Form.
- .7 Alternates to the specified Products and Materials will be considered, if the product or service has been submitted for approval 7 (working) days prior to the closing date and approval has been granted at least 3 days prior to the closing date.

9 SITE EXAMINATION

- .1 Bidders shall examine the project site and surroundings before submitting bids. Bidders shall satisfy themselves as to the nature and location of the work, local conditions, the equipment and facilities needed prior to and during execution of the Work, the means of access to the site, on-site accommodation, all necessary information as to risks, contingencies and circumstances which may affect their bid, and all other matters which can in any way affect the Work. Bidders are fully responsible for obtaining all information required for preparation of Bids.
- .2 Claims for extra payment and extensions to Contract Time will not be considered in respect to conditions which, in the opinion of the Appraiser, could have been ascertained by an inspection of the site prior to close of bids.

10 GOODS AND SERVICES TAX

- .1 Bids shall include applicable taxes.

11 SUBMISSIONS

- .1 Submit one copy of the executed Bid on the forms indicated, signed with attachments and enclosures specified.
- .2 Submit bid to:

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- .3 2:00pm on Tuesday April 23rd, 2019. Submit bids on the Stipulated Price Bid Form (Submission Bid Form). Bid Appendices, as identified, must be included with these Bid Documents. Bids that are received and are not on the bid form, may be subject to disqualification.

12 BID ATTACHMENTS – Submit with the Stipulated Price Bid form the following:

- .1 WCB Letter of Account
.2 Certificate of Insurance

13 BID EXECUTION

- .1 The Bid shall be signed under seal by the bidder.
.2 If the bidder is a joint venture, each party to that joint venture shall execute the Bid under seal in the manner appropriate to such party.

14 BID MODIFICATION

- .1 A bid submitted in accordance with these Instructions to Bidders may be modified, provided the bidder's bid has already been received and the modification
- a) Is in the form of a letter received at the address specified in 1.1 prior to the time and date fixed for receiving bids
 - b) States the name of the bidder and the nature of the modification and,
 - c) Signed bid documents by an authorized person.
 - d) Where a modification is directing a change in a bid amount, the modification shall not reveal the original nor the revised amount. It shall state only the amount to be added to or deducted from the original bid amount.
 - e) Bid modifications shall be made by email only.



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- f) The Owner will not accept responsibility for the content of modifications, or for modifications that are, for any reason, delayed, illegible or otherwise improperly received. The Owner may disregard improperly received modifications.

15 BID WITHDRAWAL

- .1 A bid may be withdrawn at any time prior to the time and date fixed for receiving bids. This can only be made upon a request, in writing and signed by the Bidder.
- .2 Bid withdrawal instructions shall be made by email only.
- .3 Withdrawn bids may be resubmitted in accordance with these Instructions to Bidders, providing the resubmitted bid is received at the office indicated in 1.1 prior to the time and date fixed for receiving bids.
- .4 A bid may not be withdrawn after the time and date fixed for receiving bids and shall be open to acceptance by the Owner:
 - a) Until some other entity has entered a Contract with the Owner for performance of the Work, or
 - b) Until 60 days after the time and date fixed for receiving bids, whichever occurs first.
 - c) If the 60th day falls on a Saturday, a Sunday, or on a statutory holiday, such day or days shall be omitted from the computation.

16 BID OPENING

- .1 Bids will be opened and/or reviewed in private after the bid closing time.

17 BID EVALUATION AND ACCEPTANCE

- .1 Bids will only be accepted from Pre-Qualified Bidders informed, in writing, of their selection.



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- .2 Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations or irregularities of any kind, will be rejected.
- .3 Bid forms and enclosures which are incomplete will be rejected.
- .4 Bids will be evaluated on the total price entered in the Bid Form as well as any combination of alternate pricing that is noted in the bid documents.
- .5 Bids submitted shall be based on strict compliance with the Bid Documents, and any addenda issued by the Construction Manger during the bid period. Include all costs for performance of the Work.
- .6 The Owner will consider alternative designs and submissions only when expressly stated in the Bid Documents.
- .7 The Owner reserves the right to reject any or all bids, including without limitation the lowest bid. The Owner shall not, under any circumstances, be responsible for any costs incurred by bidders in preparing their bids.
- .8 The Owner reserves the right to waive irregularities in submitted bids.
- .9 Acceptance of the successful bidder's bid will be made in writing. This acceptance shall constitute an authorization to commence the Work, to execute the Contract and to furnish the contract security.
- .10 Include the cost of bonds in the Bid Price.

18 PROJECT COMPLETION / SCHEDULE

- .1 Bidders shall indicate on its bid the proposed schedule and duration for their scope of work.
- .2 The work will have an aggressive schedule to meet the Owner's timelines. All Contractors shall perform expeditiously and with adequate resources as required to complete the Work in the time frame allotted.



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- .3 By submitting a bid to the Appraiser, contractors acknowledge that the overall schedule governs their contract's work and agree that they will cooperate with any sequential work, as appropriate, with other contractors so that the project proceeds at optimal duration.

19 ORDERING OF MATERIALS

- .1 Immediately upon award of the Contract, the Contractors shall place their order for required materials. All Contractors shall require suppliers to state delivery times at the time of Tender. When the period of delivery exceeds four weeks, the Appraiser shall be notified. No delays will be tolerated due to tardy ordering or lack of insistence on prompt delivery.

20 WORK HOURS

- .1 Contractors shall ensure all its employees and suppliers are aware that the project site is part of an operational building. The Contractor's operations must not impede the Owner's activities, those of residents or other operatives on the subject site, or the delivery of products to the jobsite. All necessary measures are to be taken to ensure the complete safety of the building occupants and to maintain proper cleanliness of the building, parking lots, access driveways and entrances. No vehicles belonging to the Contractor, employees, subcontractors or delivery companies shall be parked or obstruct a tenants parking stall, entrances or exits to the buildings or underground parking.
- .2 It is anticipated that a 5-day work week and no work on Saturdays and Sundays will be allowed without prior agreement in writing.
- .3 The Appraiser understands that additional hours may be necessary to complete the Work, and special arrangements must be approved in writing by the Owner's representative.
- .4 Contractors may be required to undertake their work outside the operating hours of the building if the work:
 - a) Is noisy and/or dusty in nature
 - b) Requires numerous trips between the work area and the exterior of the building



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- c) Is deemed by the Owner and Appraiser to be a hazard to the public
- d) Has the potential to adversely impact the Owner's day to day operations if the work is carried out during the day.

21 FORM OF CONTRACT

- .1 The form of contract to be executed between the Owner and the successful bidder (Contractor) for the performance of the work shall be an unaltered standard Contract Agreement.

22 PERMITS

- .1 The contractor may need to apply to the City of Ottawa for a Transfer of Permit and if so, such additional cost will be considered at cost plus 15%, and then HST.
- .2 The successful Bidder shall obtain and pay for all necessary additional permits, licenses, fees, inspections and certifications, etc. required specifically for the Work or bylaws or regulations in effect, including all necessary bonds and cash deposits required as security for the protection or maintenance of any property. The Bid Price shall include all costs for permits required.

23 OCCUPATIONAL HEALTH AND SAFETY

- .1 For the purposes of this project the Contractor will assume the role of Prime Contractor and is responsible for ensuring compliance with the applicable legislation. The Appraiser will inspect the site safety program that the Contractor shall issue, and all workers shall comply with.
- .2 Each subcontractor shall accept the full responsibility for work done under their scope and shall ensure that their work is prosecuted per the requirements of the applicable legislation.

24 VALUATIONS OF CHANGES

- .1 Ten (10) percent total markup will be allowed on own-work and five (5) percent for work performed by subcontractors.



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- .2 Complete breakdown of costs is to be provided by the Contractor, including all subcontractor's invoices. Contractors will not be required to credit back mark-ups on credit changes.
- .3 If change quotations are not received within (5) days of the initial request from the Appraiser, the Appraiser and Owner will assume that there is no cost for the change. If any change to the Work results in a credit, the Appraiser will determine the amount of the credit.

25 DEFICIENCY AND COMMISSIONING HOLDBACK FUND

- .1 The value of deficient work shall be estimated by the Appraiser and a value equivalent to two times that amount shall be deducted from any progress payment or from the final payment. These deducted funds shall be paid to each Contractor after proper execution of the deficient work.

26 INSURANCE

- .1 Contractor to carry Builder's Risk and Wrap Up Liability insurance coverage, both of which name the Owner.
- .2 Trade Contractors must have a minimum of \$5,000,000.00 General Liability Insurance coverage.
- .3 Bidders shall make such arrangements as they see fit to augment this coverage at their own discretion.
- .4 Upon a Contract agreement, the trade contractor shall maintain at his expense:
 - a) Public Liability and Property Damage Insurance, on an occurrence basis, with minimum limits of \$5,000,000.00 with the Owner named as additional insured. 30 days' prior notification is required for any change to the insurance status.
 - b) Owned / Non-owned vehicle insurance with minimum limits of \$2,000,000.00
 - c) Equipment Insurance with minimum limits of \$2,000,000.00



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- d) Trade Contractors are responsible for paying insurance deductibles and uninsured losses as applicable to their operations.
- e) Each Trade Contractor shall furnish a certificate of such insurance to the Owner prior to commencement of any of the work under the Trade Contract until the date of 1 year past total availability of the work.
- f) Contractor is responsible for providing all other insurance including, but not limited to, Workers Compensation, Employment Insurance, liability insurance, insurance on their own vehicles and equipment and other such insurance necessary for the Trade Contractor's personal protection as required by Trade Contract form.

27 SPECIAL CONDITIONS:

The following Special Conditions must be adhered to:

- .1 Liquidated & Ascertained Damages Definition: Liquidated damages are an amount of money that contracting parties agree on as the amount of damages one of them can recover if the party breaches the contract.
 - a) In building contracts, liquidated damages relate to the contractor failing to achieve practical completion (i.e. completing the works so they can handover the site to the client) by the completion date set out in the contract. They are often calculated on a daily or weekly rate.
 - b) Liquidated damages are not penalties, they are pre-determined damages set at the time of the contract and based on a calculation of the actual loss the client is likely to incur if the contractor fails to meet the completion date.
 - c) In case of sectional completion or intermediate milestone - for example, if the last part of the project is not completed on time and the LD is to be applied - maximum of 10% x remaining work amount to be completed will be calculated to the liquidated & ascertained damage value.



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If the Contractor fails to complete the Works or a Section by the relevant Completion Date.

The Contract administrator shall issue a certificate to that effect. If an extension of time is made after the issue of such certificate, the extension shall cancel that certificate and the Contract Administrator shall where necessary issue a further certificate.

- .2 **Storage:** If there is limited room for storage of materials on site, bidder shall make due allowance for phased deliveries to meet the schedule requirements. Delivery and distribution of material and equipment will be a key component to the success of the operations and will be carefully monitored by the Appraiser.
- a) Where limited access and storage areas on site exists for Garbage sorting and removal, bidder shall make due allowance for careful removal daily. Garbage control will be a key component to the success of your operations and will be carefully monitored by the Management team.
 - b) No excessive material storage to be stored on the parking garage roof. Any storage is subject to engineer approval and Owner approval, both of which are at the cost of the contractor.
- .3 **Parking:** Where limited parking and roadway access exists, contractor to make allowances and avoid blocking through traffic and roadway in complex, access to underground parking garage and front access to North & South buildings for residential access.
- .4 All areas to be demarcated with safety and warning signage within the danger areas.
Underground parking: The use of the underground parking garage for public access and vehicle parking, during the reconstruction, open to the residents, **ONLY** if the contractor has followed up with “The Authorities Having Jurisdiction” (AHJ), regarding the construction site regulations for safety during construction.
- .5 The underground parking access and garage area may only be approved for residential parking during the reconstruction phase of the project, if approved by (AHJ) and each owner, tenant and board member signed a waiver releasing the contractor from all liability of damages and injury to body or property during construction.
- a) No access to be granted for owners, tenants or contractor use, without the correct approval and documentation by AHJ for the project.



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- b) Contractor will remain responsible for the security and accessibility of all zoned areas of the property, identified and demarcated as “Construction” areas during the reconstruction phase of development.
 - c) If the contractor approves to the residential access and use of the parking garage, it would be advised to secure the overhead parking garage entrance from all potential falling objects. Contractor **Must** also notify the board members and post notification signs up with enough notice of intent, when the underground parking area would not be accessible or for residential parking during construction.
- .6 **Minor Leakage:** Contractor to ensure minor leak into parking garage is resolved during new construction of the center building above. (The leak is believed to have started after all support columns from the center upper structure were removed). The cost of this minor repair will be calculated into the main structure budget of reconstruction.
- .7 **Code Upgrades:** There are required code upgrades as per Ottawa building standards that will be required to be included in the bid calculations, for the reconstruction of the center building.
- a) These upgrades will be listed in the Engineering / Architectural recommendation reports for the center building reconstruction,
- .8 **Fire suppression, blocking and caulking:** To be completed in accordance with Ottawa Safety Code requirements and standard.
- .9 **Insulation and barrier free design:** To be completed in accordance with Ottawa Insulation and Moisture Protection Code requirements and standard.
- .10 **Seismic Code requirements:** To be constructed in accordance with architectural design and Ottawa building Code requirements and standard.
- .11 **Fireplace and exhaust system:** Architectural design and new blueprint recommendations, install to be completed in accordance with Ottawa building code and standards.



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- .12 **Building Change Orders & Upgrades:** All change orders to scope and new blueprint design, must be documented and approved prior to change orders been completed. Cost of upgrade to be determined and approved in writing by all parties.
- a) Copy of all agreements to change order and upgrades must be forwarded to the appraiser and insurance adjuster.
- .13 **Landscape:** The Owner has retained a landscape architect and the landscaping needs to be quoted in accordance with the original plan but may wish to make changes. I believe the pricing document will include pricing for existing landscaping and then an option for upgraded landscaping.
- .14 **Temporary Electrical Supply:** The contractor will require their own electrical supply.
- .15 **Warranty:** 2-years from issuance of Certificate of Substantial Completion.

Reminder to contractors: The tender process will not allow for any delay or extension to the closing date of this tender. All submissions are to be received no later than 2:00pm on Tuesday April 23rd, 2019.