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Toronto, ON M1B 5K7
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Chair
Joe Torzsox

Chief Executive Officer
John Tracogna

Chief Operating Officer
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2013-01-17

**REQUEST FOR PROPOSAL
ENGINEERING SERVICES FOR THE
REPLACEMENT OF COOLING TOWER
EDUCATION BUILDING
RFP # 02 (2013-01)**

You are invited to submit a written proposal to provide Engineering Services for the provision of replacing the cooling tower serving the Education Building. Services to include review of the existing facilities and services, design, analysis with other consultants, conformance of design to project budget, review and evaluation of tenders, and review during the construction of the project.

Site Inspection A project site briefing for consultants will be held **Tuesday, 2013-01-28, at 10:00 hours (10:00 am)**. Meet at the Administrative-Support Centre; enter at Gate A, 361A Old Finch Avenue, west of Meadowvale Road, Toronto, Ontario. Interested bidders are strongly encouraged to attend.

Submission Four (4) copies, one (1) original unbound signed copy and three (3) copies of the original proposal, marked as copy, must be submitted and received by Purchasing & Supply, Toronto Zoo Administrative-Support Centre, 361A Old Finch Ave, Toronto, ON M1B 5K7 by:

Due Date: **Thursday, 2013-02-07, 1200 hours (noon), local time**

Proposals shall remain in effect for a period of ninety (90) days from the Proposal due date.

The Board of Management of the Toronto Zoo reserves the right to reject any or all Proposals or to accept any Proposal, should it deem such action to be in its interests.

If you have any queries regarding this request for proposal, please contact Mr. Peter Vasilopoulos, Supervisor of Purchasing & Supply at 416-392-5916 or pvasilopoulos@torontozoo.ca. If you require any further technical details, please contact Mr. Eric Morris, Director of Facilities & Services at 416-392-5985 or emorris@torontozoo.ca.

Yours truly,

Paul K. Whittam
Manager, Financial Services

PROPOSAL CONTENTS

- 1.0 GENERAL TERMS
- 2.0 DESCRIPTION AND SCOPE OF PROJECT
- 3.0 CONSULTANT SERVICES TO BE PROVIDED - RESPONSIBILITIES
- 4.0 PROPONENT SUBMISSION REQUIREMENTS
- 5.0 PROPONENT FEE PROPOSAL
- 6.0 INSURANCE, INDEMNIFICATION, OCCUPATIONAL HEALTH AND SAFETY ACT REQUIREMENTS AND TORONTO ZOO POLICIES
- 7.0 PROPOSAL EVALUATION AND SELECTION
- 8.0 TIME PERIOD FOR IMPLEMENTATION AND PROJECT COMPLETION
- 9.0 SUBMISSION FORMS

Appendix I – Fee Proposal Form

1.0 GENERAL TERMS

- 1.1 "**Zoo**" means The Board of Management of the Toronto Zoo and its designated representative, with whom the consultant has contracted to perform the required services.
- 1.2 "**Consultant**" means the professional consultant for the work.
- 1.3 "**Contractor**" & "**Subcontractor**" means persons hired to do the work of the Zoo.
- 1.4 "**Final Plans and Specifications**" means the Contract drawings and specifications from which the Project is to be built.
- 1.5 "**Proposal**" means a proposal submitted in response to this Request for Proposal.
- 1.6 "**Review During Construction**" means the services provided by the consultant during the course of construction for the purpose of appraising and reporting on the conformity of the constructors work to the portion(s) of the Final Plans and Specifications prepared by the Consultant.

2.0 DESCRIPTION AND SCOPE OF PROJECT

- 2.1 The scope of work for this project is to undertake all necessary engineering review, design, drawings, specifications, and so on for the implementation of the following:
 - 2.1.1 Decommission, disconnect and remove existing cooling tower. Supply and install new cooling tower in same location, confirming structural integrity of support structure, reconnect all piping, tubing, wiring and required controls.
 - 2.1.2 The Consultant may review the original site drawings, and specialized background information as an introduction to the project. Existing site drawings at the Toronto Zoo are for review and site familiarization only. Specifications for some typical details from previous similar projects as prepared by the Zoo with previous consultants are to be reviewed, and/or modified where necessary and used by Consultant to formulate final Tender specifications for all related work required for construction of the project.
- 2.2 The total estimated cost of the project including consulting costs is planned to be a maximum of \$75,000. Consultant to liaise with Zoo staff to confirm final design details.
- 2.3 Upon successful selection of consultant, design work is expected to be undertaken immediately and proceed as fast as possible in order to meet the completion dates identified in Section 8.
- 2.4 The consultant will be required to complete all project design work, including all site construction review and final closeout services.

3.0 CONSULTANT SERVICES TO BE PROVIDED - RESPONSIBILITIES

- 3.1 Upon award of the contract, the selected firm will enter into an agreement for Engineering Services with the Zoo, by Purchase Order, incorporating the terms and conditions of the Request for Proposal and the proponent proposal.
- 3.2 Regular meetings with Zoo staff to finalize program requirements, design, develop working drawings, tender award and manage construction.
- 3.3 Consultant to design within specified project budget limitations and be responsible for all work necessary to ensure conformance to budget, which includes the cost of construction, consultant fees, permits, disbursements, etc. Consultant to prepare a working budget for evaluation and analysis of tender results including unit prices as applicable.
- 3.4 Consultant will be responsible for re-design as necessary without additional cost if construction quotations are in excess of budget amounts as determined by the Chief Operating Officer, Toronto Zoo.
- 3.5 Preparation of Final Mechanical, Electrical and other drawings and specifications as necessary for tendering and construction of the project. Certification of all drawings by Engineer (via professional stamp). Consultant to seek the building permit where applicable, and all other approvals from authorities having jurisdiction on behalf of the Zoo, and such work to be considered part of the Scope of Work of the consultant in his fee proposal. Any Building Permit Application fees, and other fees that may be required, will be paid by the Zoo and should not be included in your fee proposal.
- 3.6 Consultant to seek review, design or information, and comments from authorities having jurisdiction on behalf of the Zoo and such work to be considered part of the Scope of Work of the Consultant in the Fee Proposal. The following authorities, guidelines and directives must be considered for designs, as appropriate;
 - Ontario Hydro Energy Conservation Design Guidelines
 - Energy Guidelines for Ontario Government Buildings
 - Energy Guidelines for Toronto Buildings
- 3.7 Consultant to attend site briefing of contractors during tendering of each project.
- 3.8 Consultant to review tender submissions, confirm references and recommend to the Zoo a successful contractor.
- 3.9 Consultant to attend pre-construction start-up and Health & Safety meeting with contractor(s), Zoo Facilities & Services staff and Security & Safety staff.
- 3.10 Consultant to attend and take minutes at all design and construction meetings, other site, facility and program reviews, and special meetings as required throughout the duration of the project.
- 3.11 Consultant to study and detail at design level any change of net energy use for the facilities and report to the Zoo. Consultant to incorporate alternative energy and green technologies

into the design to maximize the energy efficiency, promote future environmental, architectural and other design priorities of any new or renovated facilities and installations consistent with the overall environment, education and sustainability philosophy of the Zoo.

- 3.12 Consultant to ensure notification prior to construction to the Zoo of list of contractors and subcontractors, names and phone numbers etc. for site access security purposes.
- 3.13 Inspection and general supervision of contractors and subcontractors to include all work (design and fabrication, special materials and items, etc.) required to finish the project.
- 3.14 Consultant to ensure arrangement of construction work to be undertaken through liaison with Zoo staff to ensure minimum disruption to Zoo visitors and operations.
- 3.15 Consultant to review and approve shop drawings for all aspects of the work as necessary during construction.
- 3.16 Consultant to prepare progress reports, verifying work in place and schedule of completion.
- 3.17 Consultant to prepare and recommend change orders and payment certificates for approval by the Zoo.
- 3.18 Consultant to certify Substantial Performance and Completion.
- 3.19 Consultant to perform commissioning services for all systems to confirm they are operating as designed and existing systems that operate in conjunction also operate as designed.o.
- 3.20 Consultant to ensure all close-out documentation is provided including as-built drawings, maintenance manuals and warranty information.
- 3.21 Consultant to re-inspect project, to liaise with contractors and other consultants, making sure all deficiencies have been corrected prior to the expiry date of warranties.
- 3.22 Direct assistance and liaison of consultant with Zoo Facilities & Services Branch regarding planning, design, construction, organization, and scheduling.
- 3.23 Consultant to co-ordinate and liaise with all sub-consultants and others as necessary making sure all relevant issues have been raised and concluded.
- 3.24 Consideration must be given to the use of reused and recycled products, consideration for waste management concerns and energy efficiency within the design. Consideration should also be given to the use of long lasting maintenance free products where possible and appropriate. Consultant to assess and prepare a report detailing energy use change resulting from the project.

4.0 PROPONENT SUBMISSION REQUIREMENTS

- 4.1 Indicate the individual or incorporated name of company of team; address(es); telephone and fax number(s); and name of key contact person(s).

- 4.2 The Consultant must provide notification to the Zoo, of other sub-consultants required by Consultant.
- 4.3 Retention of all specialized sub-consultants necessary to complete all design stages and construction of the Project is the responsibility of the Consultant.
- 4.4 State the scope and limits of relevant professional discipline named in the team (engineering, quantity surveyor, etc.).
- 4.5 Clearly articulate key personnel to be involved with the project and their responsibilities. Indicate the qualifications and experience beyond a general resume, each member will bring to the team and include a breakdown on the number of hours each will devote to the study and their hourly billing rate. Indicate the total extent of availability of all team members throughout entire study period.
- 4.6 Provide the name, location, client reference and brief description of not more than five projects under the direct responsibility of the person, persons or teams named above.
- 4.7 Clearly indicate how project design and construction will be managed to conform to assigned projects budgets, sub-consultants needed, construction timing, etc., if necessary.
- 4.8 Guarantee project start immediately following successful confirmation of award of project, and work to implementation and completion schedule.
- 4.9 The Proponent must confirm compliance with the Insurance and Indemnification provisions identified in Section 6.0.

5.0 PROPONENT FEE PROPOSAL

- 5.1 On the Fee Proposal Form (Appendix I), provide an upset fee limit for the Installation of a cooling tower replacement project plus disbursements and HST broken out as follows:
 - Design - to include analysis and final specifications and drawings
 - Tender – to include attendance at contractor site visit, review of bids and recommendation.
 - Project and Construction Administration to include field review, construction cost control tracking
 - Commissioning.
 - Disbursement Allowance.
 - HST.
- 5.2 An upset limit for disbursements is required, including, but not limited to, reproduction, postage, courier, fax machine, long-distance telephone calls; printing of drawings and specifications, photographic production. Consultant travel, as required, to the Toronto Zoo site is not considered an allowable disbursement expense. Photocopies of receipts must be provided for disbursements.

- 5.3 Soil and topographical surveys, environmental testing, permits and application fees are not to be included in the Fee Proposal and will be reimbursed separately if required and approved in advance. Consultant to arrange for these if required, as part of their work for the project.
- 5.4 Provide hourly rates for other services which may be requested during completion of the projects.
- 5.5 A 10% holdback will apply to all fees, not including disbursements, to be released after 30 days following completion of construction.
- 5.6 Proposal prices shall remain in effect for a period of ninety (90) days from the proposal due date of Thursday, 2012-10-04.
- 5.7 The Proponent shall bear all costs and expenses with respect to the preparation and submission of its Proposal and the bidder participation in the proposal process (the "Proposal Costs"), including but not limited to: site visits and inspections, all information gathering processes, interviews, preparing responses to questions or requests for clarification from the Board, preparation of questions for the Board, and contract discussions and negotiations.
- 5.8 The Board shall not be responsible for or liable to pay any Proposal Costs of any bidder regardless of the conduct or outcome of the Proposal Request, Purchase Order process, or Contract process.

6.0 INSURANCE, INDEMNIFICATION, OCCUPATIONAL HEALTH AND SAFETY ACT REQUIREMENTS AND TORONTO ZOO POLICIES

- 6.1 Professional liability insurance in the amount of \$1,000,000 (per claim) and \$2,000,000 general liability insurance in respect of injury or death to a single person or for property damage in a manner satisfactory to the City of Toronto Treasury Department must be maintained through the project and is inclusive of the fee proposal.
- 6.2 The Consultant hereby agrees that the Consultant will keep harmless and fully indemnify the Board, the City of Toronto, the Toronto and Region Conservation Authority, their employees, officers and agents against all actions and claims against all loss, liability, judgments, costs, demands or expenses which they or any of them may sustain as a result of the negligent or intentional acts or omissions of the Consultant, its agents, servants, employees or subconsultants or any of them, in the performance of the Services, save and except and only to the extent that any such loss, liability, judgements, costs, demands or expenses are caused by the Board or those for whom at law it is responsible.
- 6.3 The Consultant shall, as applicable, conform to and enforce strict compliance with the Occupational Health and Safety Act and for purposes of the Act be designated as the "constructor" for the Service.
- 6.4 The Consultant must adhere to all relevant Zoo policies, including, but not limited to, the Zoo Health and Safety Policy, the Working in the Vicinity of Animal Containments Policy and the Vehicles on Site Policy, copies of which the Chief Executive Officer or designate shall supply to the Consultant.

7.0 PROPOSAL EVALUATION AND SELECTION

- 7.1 The Proponent is urged to ensure that its Proposal is submitted in the most favourable terms in order to reflect the best possible potential, since less than best potential could result in exclusion of the Proposal from further consideration.
- 7.2 The Agreement will not be awarded to the Proposal with the lowest cost, but rather, award shall be based on an evaluation of the Consulting team's expertise, prior project experience, proposed methodology, and price. Additionally, the Zoo may accept or reject any part of the Proponent's bid.
- 7.3 An Evaluation Team comprised of representatives designated by the Zoo will evaluate responses to the RFP.
- 7.4 There are three steps to the pre-defined evaluation process:

Step 1 – Initial Review of Responses
Step 2 – Evaluation of Submitted Proposals
Step 3 – Evaluation of Presentations (If Required)

- 7.5 Step 1 – Initial Review of Responses

The Zoo will open only those Proposals received by the Proposal Deadline and time specified within this RFP. Immediately upon opening, the Zoo will review each Proposal for compliance with the instructions and conditions applicable to this RFP. The Zoo, at its option, may seek Proponent retraction and clarification of any discrepancy/contradiction found during its review of Proposals.

- 7.6 Step 2 – Evaluation of Submitted Proposals

7.6.1 The Evaluation Team will evaluate each submitted Proposal, that has passed through Step 1, on criteria that will include, but not necessarily be limited to, the following:

- a) Depth and breadth of the Project team's relevant qualifications and experience with similar scale and type of projects.
- b) Depth and breadth of the Consultant's team Lead's relevant qualifications and experience.
- c) Commitment to schedule
- d) Availability of team members during entire Project Phases
- e) Understanding of project scope of work
- f) Proposed Design/Construction Methodology
- g) Fee Proposal

7.6.2 The Zoo may, at its discretion, eliminate a Proposal from further consideration if it deems the overall cost to be prohibitive.

7.6.3 A short-list of suitable Proponents may be established who may be invited to Step 3 to provide presentations related to their Proposal.

- 7.7 Step 3 – Evaluation of Presentations (If Required)

- 7.7.1 Invited Proponent(s) shall provide presentations in support of their Proposals or to demonstrate or otherwise expand on the information contained therein.
- 7.7.2 The Proponent(s) shall ensure that the presentation is made by well versed staff with the authority to make decisions and commitments on behalf of the Proponent.
- 7.7.3 Any and all costs incurred by the Proponent in order to prepare for and attend the presentation and/or demonstration including transportation, food, lodging, etc. shall be borne entirely by the Proponent.
- 7.8 The final score is then calculated as illustrated in the following table:

Evaluation	Score
Step 1 – Initial Review of Responses	Prerequisite
Step 2 – Evaluation of Submitted Proposals	Maximum 70
Step 3 – Evaluation of Presentations (If Required)	(Maximum 30 If Required)
Total Score	Maximum 70 (100 If Required)

- 7.9 By responding to this Proposal, the Proponent agrees to accept the recommendation of the Evaluation Team as final.
- 7.10 All Proposals shall be submitted by the Proponent on the understanding that the Proposals shall become the property of the Zoo.

8.0 TIME PERIOD FOR IMPLEMENTATION AND PROJECT COMPLETION

The Management of the Toronto Zoo expects detailed design work to begin immediately upon selection of the successful consultant, and be completed such that all tender and specification documents are ready for a February 2013 tender, and supply/installation work is completed by 2013-04-30.

SUBMISSION FORMS

9.1 PROPOSAL FORM:

I hereby submit the Proposal and will comply with all terms, conditions, specifications and drawings (when provided) as set out herein.

COMPANY INFORMATION	
Company Name:	
Name of authorized Signing Officer	Title:
Signature:	Date:
Contact Name:	Title:
Address:	
Telephone #:	Fax #:
Email:	Web Site:
HST #:	

This form must be completed, properly signed and received on or before the date and time specified or your Proposal will not be considered. Proposal prices shall remain in effect for a period of ninety (90) days from the Proposal due date.

Right To Accept Or Reject Proposals

The Board of Management of the Toronto Zoo reserves the right to reject any or all Proposals or to accept any Proposal, should it deem such action to be in its interests.

Release of Proposal Information

By signing and submitting this quotation, you are agreeing to the release of your quotation information, as deemed necessary by the Toronto Zoo, in order to conduct business associated with this quotation or project.

SUBMISSION LABEL

This address label should be printed and affixed to the front of your sealed tender, quotation and proposal envelope/package submission. Toronto Zoo will not be held responsible for envelopes and packages that are not properly labelled or submitted to an address other than the one listed on this label.

Proponent Name _____

**RFP 02 (2013-01) – Engineering Services Building Cooling Tower
Thursday, 2013-02-07, 1200 hours (noon), local time**

TO BE RETURNED TO

**TORONTO ZOO
C/O SUPERVISOR, PURCHASING & SUPPLY
ADMINISTRATIVE SUPPORT CENTRE
361A OLD FINCH AVE.
TORONTO, ONTARIO
M1B 5K7**

NOTICE OF NO BID

INSTRUCTIONS:

It is important to the Toronto Zoo to receive a reply from all invited bidders. If you are unable, or do not wish to submit a bid, please complete the following portions of this form. State your reason for not bidding by checking the applicable box(es) or by explaining briefly in the space provided. It is not necessary to return any other Request for Proposal/Quotation/Tender documents or forms. Please just return this completed form by fax or by mail prior to the official closing date. Purchasing and Supply Fax Number: (416) 392-6711.

A Proposal/Quotation/Tender is not submitted for the following reason(s):		
<input type="checkbox"/>	Project/quantity too large.	<input type="checkbox"/> Project/quantity too small.
<input type="checkbox"/>	We do not offer services or commodities to these requirements	<input type="checkbox"/> Cannot meet delivery or completion requirement
<input type="checkbox"/>	We do not offer this service or commodity.	<input type="checkbox"/> Agreements with other company do not permit us to sell directly.
<input type="checkbox"/>	Cannot handle due to present commitments.	<input type="checkbox"/> Licensing restrictions
<input type="checkbox"/>	Unable to bid competitively.	<input type="checkbox"/> We do not wish to bid on this service or commodity in the future.
<input type="checkbox"/>	Insufficient information to prepare quote/proposal/tender	<input type="checkbox"/> Specifications are not sufficiently defined
<input type="checkbox"/>	We are unable to meet bonding or insurance requirements.	

<u>Other reasons or additional comments (please explain):</u>

Company Name:	
Address	
Contact Person:	
Signature of Company Representative:	
Date:	
Phone Number:	
Email address	
Fax Number:	

**ENGINEERING SERVICES FOR THE REPLACEMENT
OF COOLING TOWER - EDUCATION BUILDING
RFP # 02 (2013-01)**

FEE PROPOSAL FORM

	FEEES	DISBURSEMENTS	HST	TOTAL
Design				
Tender				
Construction Administration				
Commissioning				
TOTAL COSTS				