



**CONTRACT CDD10-34**

**RFP FOR ARCHITECTURAL & PROJECT MANAGEMENT SERVICES  
FOR THE REDEVELOPMENT OF THE U-WING  
AT PIONEER MANOR**

*Issued by the  
Supplies & Services Section  
Finance Division  
On behalf of the  
Pioneer Manor Long Term Care Facility  
Community Development Department*

**AGNES BECK,  
MANAGER OF SUPPLIES & SERVICES/PURCHASING AGENT**

**Cost for Document Pick-Up:**

**\$11.30 (\$10.00 plus HST)**

**Download from website: N/C**

2010-11-24

TO: ALL PROPONENTS

**SUBJECT: CONTRACT CDD10-34, RFP FOR ARCHITECTURAL & PROJECT MANAGEMENT SERVICES FOR THE REDEVELOPMENT OF THE U-WING AT PIONEER MANOR**

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The City of Greater Sudbury is requesting proposals for full architectural and project management services related to the redevelopment of the u-Wing Area at **Pioneer Manor, located at 960 Notre Dame Avenue, Sudbury.**

A **mandatory information meeting** has been scheduled to take place on **Thursday, December 2nd, 2010 at 10:00 a.m., at Pioneer Manor Long Term Care Facility, 960 Notre Dame Avenue, Sudbury.** Proponents are asked to meet in the lobby of Pioneer Manor. Only those who attend this meeting will be allowed to submit a proposal for these services.

Attached is the subject Proposal that must be submitted using the address label sheet provided to the City of Greater Sudbury, Supplies & Services Section, 2<sup>nd</sup> Floor, Tom Davies Square, 200 Brady Street, Sudbury **NO LATER THAN 11:00:00 a.m., (our time) on Thursday, December 9<sup>th</sup>, 2010.**

Proposals will be opened by the Tender Opening Sub-Committee, the same day at 2:30:00 p.m., in Committee Room C-21, 2<sup>nd</sup> Floor, Tom Davies Square. Please be advised only the names of those Proponents who have submitted a proposal will be released at the meeting. Information regarding pricing or contents of the proposal submissions will not be provided as we reserve the right to negotiate with all Proponents.

#### **Communications**

All communication (including clarification required from a technical perspective and/or from a purchasing perspective) between the CGS and prospective proponents **MUST BE in written format** via email or fax. To facilitate comprehensive responses, Proponents are encouraged to email their questions as soon as possible [tenders@greatersudbury.ca](mailto:tenders@greatersudbury.ca) or fax to (705) 671-8118. The deadline for questions is **4:00 p. m., Friday, December 3rd, 2010.** No verbal instructions or verbal information to Proponents will be binding on the CGS. **Do not contact any other staff persons, other than Leigh Lesar, Supplies & Services Section Co-Ordinator, at 705-674-4455, Ext. 2500 regarding this proposal. Proponents who do not follow this instruction may be subject to disqualification from the proposal process.**

The lowest or any proposal not necessarily accepted.

Yours truly,



Leigh Lesar  
Supplies & Services Co-Ordinator  
(705) 674-4455, Ext. 2500

cc: Tony Parmar, Director of Long Term Care



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**CHECKLIST**

**The following checklist is provided to ensure that all of the required information is submitted with your Proposal. Note – this checklist is not required to be returned with your proposal.**

1. Proponents are to submit **five (5)** complete copies (including the **Proposal Bid Form**) of your Request for Proposal, designating one (1) complete Proposal as an "Original" which includes an "Original" signature of the signing authority, and four (4) complete Proposals as "Copies" **in a bound or stapled format. Proponents are also required to clearly label the "original" as the "original" on the front cover of their proposal.** ☐
2. The **successful proponent** must submit Insurance Certificates using the City's Form (sample attached) as follows:
  - a) **General Commercial Liability Insurance**  
General Commercial Liability Insurance Certificate for this project in the amount of \$3 Million. ☐
  - b) **Automobile Liability Insurance**  
Automobile liability insurance in respect of licensed vehicles shall have limits of not less than \$2 Million insurance per occurrence. ☐
  - c) **Professional Liability Insurance**  
Professional Liability Insurance Certificate for this project in the amount of \$2 Million. ☐
3. Ensure the Addendum Acknowledgement Section of the Proposal Bid Form has been completed **if** any addendums have been issued. Failure to complete this section when addendums have been issued may render your Proposal as non-compliant. ☐
4. Ensure the address label-sheet is affixed to the front of your sealed proposal envelope/package submission. The Supplies & Services section will not be held responsible for envelopes or packages that are not labelled. ☐
5. Please submit the Declaration of Accessibility Compliance Form. ☐
6. The successful proponent will be required to prepare the Standard Form of contract for Architect's Services with an **AMENDING SCHEDULE** to OAA Document 600 (**attached**) ☐



## Pioneer Manor Code of Ethics

At Pioneer Manor, each person will strive to provide the highest standard of care for residents, family members, friends, and staff in a safe and caring environment. We will work together with all persons to ensure trust, compassion, empathy, and excellent care that encompasses the following ethical principles:

1. **Respect** the **dignity and worth** of every person
2. Each person's right to **privacy**
3. **Confidentiality** of information
4. **Informed consent** as the basis for delivery of care;
5. **Respectful** listening
6. **Insistence upon** ethical decision-making over expediency



## **THE CITY OF GREATER SUDBURY**

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AT PIONEER MANOR**

## **INSTRUCTIONS TO PROPONENTS**

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**INSTRUCTIONS TO PROPONENTS**

**1. Addenda**

Proponents may, during the proposal period, be advised by addenda of required additions to, deletions from or alterations in the requirements of the Request for Proposal Documents.

A copy of all Addenda shall be either hand delivered, or sent by courier, electronic correspondence, or fax, to each prospective Proponent who has obtained Request for Proposal Documents.

*Addenda will be issued under the following circumstances:*

- a.) Interpretation of RFP documents as a result of queries from prospective proponents;
- b.) Revision, deletions, additions or substitutions of any portion of RFP documents.

All such changes as addressed in the addenda shall become an integral part of the RFP documents and shall be allowed for in arriving at the Proposal price.

Addendums which have financial implication and have not been acknowledged on the Proposal Bid Form will be automatically rejected.

Oral instructions shall not be considered valid unless they are confirmed in writing by the Manager of Supplies & Services.

**2. Copies of Proposal**

Proponents are requested to provide five (5) complete copies of their proposal, (including the Proposal Bid Form), designating one (1) complete copy as the 'original'. Proponents are also required to clearly label the 'original' as the 'original' on the front cover of their proposal.

**3. Validity of Proposals**

See Schedule 'C' to Purchasing By-Law 2006-270 as amended, attached hereto.

**4. Proposal Bid Form**

The proposal bid form provided with this RFP must be used or your proposal may be rejected.

Please ensure your Proposal Bid Form is secured inside the front of your "original" RFP. Copies of the Proposal Bid Form are also to be secured inside the front of the additional copies (4) that are required to be submitted.

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**INSTRUCTIONS TO PROPONENTS**

**5. Acceptance of Terms**

Each Proponent, by submitting a Proposal, represents that the Proponent has read, understands and accepts the terms and conditions of the Request for Proposal in full.

**6. Stages of Proposal Evaluation**

City Representatives will conduct the Evaluation of Proposals as follows:

An initial review by the City to determine which Proposals meet the minimum requirements. Proposals which do not comply with the City's minimum requirements may be disqualified.

The next step will consist of a scoring by the City of each qualified proposal on the basis of the rated criteria noted below. The highest scored Proposal will be selected.

At the discretion of the City, the City may choose to invite up to three (3) short-listed proponents to prepare a formal presentation to the City. In addition, short-listed proponents may be asked to attend interviews or negotiations with the City, provide a tour of facilities and provide additional general information prior to selection.

**7. Evaluation Grid Criteria**

The following is the evaluation grid criteria outlining how your proposal will be scored:

| <b>DESCRIPTION</b>                                                               | <b>POINTS</b>     |
|----------------------------------------------------------------------------------|-------------------|
| Price                                                                            | 40                |
| Experience of Firm in related projects                                           | 20                |
| Experience & Qualifications of Lead Architect and staff assigned to this project | 20                |
| Lead Time to complete the design & production of the Construction Documents      | 20                |
| <b>TOTAL</b>                                                                     | <b><u>100</u></b> |

**8. Local Partnerships**

The City encourages out of town proponents to seek local partner(s) where local expertise exists.

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**INSTRUCTIONS TO PROPONENTS**

**9. Negotiations and Review of Offers**

Discussions may be conducted with proponents for the purpose of clarification of their proposals to assure full understanding of and responsiveness to the solicitation requirement.

All proposals will be evaluated using the evaluation grid criteria noted unless the proposal does not meet the minimum requirements and are therefore not short listed.

Once the evaluation committee has reviewed the initial proposal submissions using the evaluation grid, the evaluation committee will recommend an award to a specific firm, if clear cut superiority of an offer is obvious.

The City reserves the right to request a best and final offer from only those proponents meeting our full requirements or from the short list developed by the evaluation committee.

All information will be kept under strict security until after an award recommendation has been made.

All discussions and negotiations must be coordinated through the Supplies & Services Office. Do not contact any Municipal Staff regarding this RFP other than the Supplies & Services Section Staff.

**10. Legal Agreement**

The successful proponent may be required to enter into and execute a legal agreement with the City of Greater Sudbury.

**11. Conflict of Interest**

All firms are required to disclose to the City any potential Conflict of Interest, may it be pecuniary or otherwise. If a conflict of interest does exist with the potential successful proponent, the City may, at its discretion, refrain from awarding the project to the proponent.

The proponent covenants that it presently has no interests and it shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its service hereunder. The proponent further covenants that in the performance of this contract no person having such known interest shall be employed.

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**INSTRUCTIONS TO PROPONENTS**

**12. Proposal Confidentiality**

The Manager of Supplies & Services will consider all proposals as confidential, subject to the provisions set out in the Municipal Freedom of Information and Protection of Privacy Act. Information pertaining to pricing or any content of the proposals will remain confidential as we reserve the right to negotiate with all proponents.

Proponents shall not at any time before, during or after completion of the project, divulge any confidential information communicated to or acquired by the proponent or disclosed by the City of Greater Sudbury in the course of carrying out this project.

The successful proponent further acknowledges that all reports, data, documents, materials and information of any kind whatsoever prepared in the course of carrying out this project are the sole and exclusive property of the City of Greater Sudbury and shall not be disclosed or released to any person or organization without the prior written consent of the City of Greater Sudbury.

**13. Costs Incurred by Proponents**

All expenses involved with the preparation and submission of Proposals to the City of Greater Sudbury, or any work performed in connection therewith shall be borne by the proponent. No payment will be made for any Proposals received or for any other effort required or made by the proponent prior to commencement of work as defined by the Proposal approved by the City of Greater Sudbury.

**14. Proposal Expiry Date**

Proponents hereby acknowledge that offers contained within their Proposals shall be irrevocable for a period of ninety (90) days from the closing date of the RFP or until a contract is signed with the successful proponent, whichever comes first.

**15. Presentations**

The City of Greater Sudbury may require proponents to give a presentation in support of their Proposal.

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**INSTRUCTIONS TO PROPONENTS**

**16. Exclusivity Clause**

The City makes no guarantee of the value or volume of work to be assigned to the successful proponent. The Agreement executed with the successful proponent will not be an exclusive contract for the provision of the described deliverables. The City may contract with others for the same or similar deliverables to those described or may obtain the same or similar deliverables internally.

**17. Indemnification**

The successful Proponent shall indemnify and hold harmless the City of Greater Sudbury, its officers, council members, partners, agents and employees from and against all actions, claims, demands, losses, costs, damages, suits or proceedings whatsoever which may be brought against or made upon the City of Greater Sudbury and against all loss, liability, judgements, claims, suits, demands or expenses which the City of Greater Sudbury may sustain, suffer or be put to resulting from or arising out of the Successful proponent's failure to exercise reasonable care, skill or diligence or omissions in the performance or rendering of any work or service required hereunder to be performed or rendered by the successful proponent, its agent, officials and employees.

**18. General Commercial Liability Insurance**

The successful proponent will be responsible for submitting a copy of a General Commercial Liability Insurance Certificate for this project in the amount of \$3 Million. This policy must not contain a limitation, exclusion or restriction that would otherwise limit coverage for loss caused by failure to perform.

**19. Professional Liability Insurance**

The successful proponent will be responsible for submitting a copy of a Professional Liability Insurance Certificate for this project in the amount of \$2 Million.

**20. Automobile Liability Insurance**

The successful proponent will be responsible for submitting a copy of Automobile liability insurance in respect of licenced vehicles shall have limits of not less than \$2,000,000 insurance per occurrence for bodily injury, death and damage to property covering all licensed vehicles owned or leased by the Bidder and endorsed to provide the City with not less than 30 days notice in writing in advance of any cancellation.

**21. Assignment**

The successful proponent / provider will not assign this Agreement, or any part thereof, without the prior written approval of the City, which approval may be withheld by the City in its sole discretion or may be given subject to such terms and conditions as the City may impose.

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**INSTRUCTIONS TO PROPONENTS**

**22. Record and Reputation**

Without limiting or restricting any other right or privilege of the City and regardless of whether or not a Tender or Proposal or Proponent/Bidder otherwise satisfies the requirements of a Tender or RFP, the City may reject summarily any Proposal or Tender from any person where:

- 1) In the opinion of the Council of the City of Greater Sudbury or the Manager of Supplies & Services/Purchasing Agent, the commercial relationship between the City and the Bidder/Proponent has been impaired by the prior and/or current act(s) or omission(s) of such Bidder/Proponent including but not limited to:
  - a) litigation with the City of Greater Sudbury;
  - b) the failure of the Proponent/Bidder to pay, in full, all outstanding payments (and where applicable, interests and costs) owing to the City by such Proponent, after the City has made demand for payment of same;
  - c) the refusal to follow reasonable directions of the City or to cure a default under any contract with the City as and when required by the City or the City's Representatives;
  - d) the Proponent refusing to enter into a contract with the City after the Proponent or Bidders tender or proposal, bid or quote has been accepted by the City;
  - e) the Bidder/Proponent refusing to perform or to complete performance of a contract with the City, at any time, after the Proponent has been awarded the contract by the City;
  - f) act(s) or omission(s) resulting in a claim by the City under a bid bond, a performance bond, a warranty bond or any other security required to be submitted by the Proponent on a RFP or a Tender; within the five (5) year period immediately proceeding the date on which the RFP/Tender is awarded;
- 2) In the opinion of the Council of the City of Greater Sudbury or General Manager or the Manager of Supplies & Services/Purchasing Agent or designate, there are reasonable grounds to believe that it would not be in the best interests of the City to enter into a contract with the Proponent/Bidder, including (without limiting the generality of the foregoing);

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**INSTRUCTIONS TO PROPONENTS**

**22. Record and Reputation** (Continued)

- a) the conviction of that person or any person with whom that person is not at arm's length within the meaning of the Income Tax Act (Canada) of an offence under any taxation statute in Canada;
- b) the conviction or finding of liability of that person under the *Criminal Code* or other legislation or law, whether in Canada or elsewhere and whether of a civil, quasi-criminal or criminal nature, of moral turpitude including but not limited to fraud, theft, extortion, threatening, influence peddling and fraudulent misrepresentation;
- c) the conviction or finding liability of that person under the *Environmental Protection Act*, or corresponding legislation of any other province or any member of the European Union or the United States of America, where the circumstances of that conviction evidence a gross disregard of the part of that person for the environmental well-being of the communities in which it carries on business.
- d) the conviction or finding of liability of that person relating to product liability or occupational health or safety, whether of Canada or elsewhere, where the circumstances of that conviction evidence a gross disregard on the part of that person for the health and safety of its workers or customers;
- e) the conviction or finding of liability of that person under the *Securities Act* or the corresponding legislation of any other province or any member of the European Union or the United States of America or any state thereof.

**23. WSIB**

Bidders shall submit, prior to commencement of work, or part of a pre-qualification, a certificate of good standing from the Workers' Safety and Insurance Board of Ontario or independent status.

- a) Please provide the following:
  - i) Workplace Safety & Insurance Board Firm Number
  - ii) Workplace Safety & Insurance Board Account Number
  - iii) a "Clearance Certificate" issued by WSIB indicating that the Bidder's account is in good standing.

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**INSTRUCTIONS TO PROPONENTS**

**23. WSIB** (Continued)

b) The Bidder understands and agrees that the provisions of the Occupational Health & Safety Act and Regulations and the City's Health Safety policies will be strictly adhered to at all times.

c) The Bidder will provide the following equipment when reporting on construction, renovation or service contracts, where required:

Hard hat; reflective traffic vest; first aid kit; flares; fire extinguisher; hearing protection; eye protection; CSA approved foot wear, and that the equipment will be maintained in good operating order.

d) The WSIB does recognize "Independent Operators" in the construction industry. This individual will have the following characteristics:

*- offers services to various firms; reports to the government as a self-employed business (Revenue Canada/GST); owns and operates his/her equipment.*

This person, therefore is not automatically covered for WSIB purposes. This person must contact WSIB for a "worker status ruling" as an independent operator and subsequently provide the City with a copy of the letter from the WSIB.

**24. Errors and Omissions**

The City of Greater Sudbury shall not be held liable for any errors or omissions in any part of this RFP. While the City of Greater Sudbury has used considerable effort to ensure an accurate representation of information in this RFP, the information contained in the RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the City of Greater Sudbury, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve the Proponents from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

**25. Alternative Proposals**

Proponents may wish to submit one (1) or more proposals representing an alternative to the requirements of the Terms of Reference. Such alternatives are welcome, provided that they comply with the essential requirements set forth in this document and contain adequate justification (including costs) to the alternatives to allow comparison to the base submissions. The evaluation committee will be the sole decision maker on what alternative is acceptable. Proposals that do not comply with the essential requirements are not encouraged and will be rejected. If you are submitting an alternative proposal, attach the alternative to the Proposal Bid Form and submit in one (1) envelope. Do not alter the original Proposal Bid Form provided.

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**INSTRUCTIONS TO PROPONENTS**

**26. Acceptance of Proposal**

The proponent agrees that, notwithstanding anything to the contrary in this Request for Proposal that a maximum of ninety (90) days shall be allowed between the date that Proposals are opened and the date that a Proposal is awarded, cancelled or recalled.

The proponent agrees that the City has the right to accept all, any or none of the Proposals submitted. The proponent also agrees that the lowest or any Proposal not necessarily accepted.

Following contract award, the Manager of Supplies & Services shall notify the successful proponent that his Proposal has been accepted. The formal contract agreement will also be sent to the successful proponent, with instructions on how to properly complete and sign the document.

The successful proponent is to be allowed not more than fourteen (14) days from receipt of the document for the execution of the contract document. Failure to execute the contract documents or to provide the necessary guarantees, insurance, etc. within the specified time may result in the forfeiture of the Proposal Deposit if applicable.

**27. Withdrawal Procedures**

A proponent may request that his or her submitted proposal be withdrawn, up until the closing time for a particular contract. Withdrawals can only be made in person and the proponent wishing to withdraw from a particular RFP must attend at the Purchasing Agent's office and execute an appropriate withdrawal form, signed by a principal of the proponent, or provide a letter from the proponent, signed by a principal, withdrawing the Proposal. The Agent and Treasurer together shall then open the Proposal Box, retrieve the withdrawn Proposal and hand it back unopened to the proponent. The completed withdrawal form, specific to the time of return, shall then be signed by the Agent and Treasurer, placed into the Proposal Box and the Proposal Box re-locked.

The withdrawal of a proposal does not disqualify a proponent from submitting another Proposal for the same contract provided that all of the RFP procedures are observed and the new bid is deposited in the Proposal Box prior to the terminal time for closure. However, unless withdrawal procedures have been followed, more than one (1) Proposal from the same proponent may result in the disqualification of the proponent.

The Proposal Deposit shall be forfeited to the City when a proponent attempts to withdraw his or her Proposal after Proposals have been opened, in addition to any consequence or legal penalty that may apply.

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**INSTRUCTIONS TO PROPONENTS**

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**28. Invoicing Instructions**

The successful proponent will be required to make reference to the Contract Number (**CDD10-34**) or Purchase Order Number (if applicable) on all invoices relating to this Proposal. Failure to indicate the Contract Number or Purchase Order Number will result in the delay or non-payment of invoices for this contract.

**29. Results**

The name of the successful proponent and the accepted price shall be deemed public information following the award of the contract; however, unit prices will not be disclosed where proposals were requested as a total contract price. We reserve the right to publish the total evaluation scores of all proponents and the total bid amount of the successful proponent. Unsuccessful proponents may request information regarding their evaluation from the Purchasing Agent or his/her designate.

**30. Privilege Clause**

The lowest or any proposal not necessarily accepted.

**31. Communications**

All communication (including clarification required from a technical perspective and/or from a purchasing perspective) between the CGS and prospective vendors MUST BE in written form at via email or fax. To facilitate comprehensive responses, proponents are encouraged to email their questions as soon as indicated in the covering letter to [tenders@greatersudbury.ca](mailto:tenders@greatersudbury.ca) or fax to (705) 671-8118.

No verbal instructions or verbal information to proponents will be binding on the CGS. Do not contact any other staff persons, other than the Supplies & Services Section staff, regarding this Proposal. This is to ensure that all proponents receive the same answers to all questions and in the case of RFP evaluations, Committee members are not subject to lobbying.

Proponents that do not follow this instruction may be subject to disqualification.

**32. Electronic Commerce (not applicable)**

When proponents are provided with the option of emailing their proposal response to the noted tender email address, please ensure that the representative authorized to bind the corporation/company/partnership signs the proposal bid form via electronic signature.

**33. Terms of Payment**

The terms of payment for all invoices relating to this tender/proposal are net 30 days unless otherwise specified in the document.

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**INSTRUCTIONS TO PROPONENTS**

**34. Consideration of "Approved Equal" (not applicable)**

The decision of the City in determining approved equal status for any item, equipment, material or product shall be final and shall be made only by the City.

**35. Anti-Idling**

The City of Greater Sudbury endeavours to be an environmentally responsible municipal government. We encourage contractors performing on behalf of the CGS to avoid, whenever possible, unnecessary engine idling.

**36. Accessibility**

The City is committed to the accessibility principles of preventing and removing barriers in accessing goods and services for people with disabilities and is bound by the Standards under the Accessibility for Ontarians with Disabilities Act, 2005 as may be amended from time to time.

Regulations enacted under the Act apply to every designated public sector organization and other third parties that provide goods and services to the members of the public.

The consultant/contractor, and all sub-contractors hired by the consultant/contractor in the completion of its work, will meet or exceed compliance with all applicable regulations under the Accessibility for Ontarians with Disabilities Act, 2005 as may be amended from time to time.

It is the consultant/contractor's responsibility to ensure they are fully aware of, and meet all requirements under the Act. A Declaration of Accessibility Compliance will be required by the successful bidder(s).

The Accessibility for Ontarians with Disabilities Act, 2005 can be reviewed at:

[http://www.e-laws.gov.on.ca/html/statutes/english/elaws\\_statutes\\_05a11\\_e.htm](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_05a11_e.htm)

**37. Harmonized Sales Tax**

On July 1, 2010, the Province of Ontario implemented the Harmonized Sales Tax (HST). In the past, where applicable, the City of Greater Sudbury paid GST and PST, and will be paying HST on taxable purchases effective July 1, 2010. More information on the implementation of HST can be found at [www.Ontario.ca/taxchange](http://www.Ontario.ca/taxchange) or [www.cra.gc.ca](http://www.cra.gc.ca).

All prices shall be provided in Canadian Funds; inclusive of all applicable customs duties, levies and taxes, except for HST.

Prices shall be F.O.B. destination shown and shall include all fees, charges, surcharges and/or expenses associated with the delivery of any kind.

**SCHEDULE "C"**

**to By-Law 2006-270 as amended, of the City of Greater Sudbury**

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|     | IRREGULARITY                                                                                                                           | RESPONSE                                                                                                                                                                                                                                     |
|-----|----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | Late Bid.                                                                                                                              | Automatic rejection and not opened or read publicly.                                                                                                                                                                                         |
| 2   | Unsealed Envelope.                                                                                                                     | Automatic rejection.                                                                                                                                                                                                                         |
| 3   | No Bid Security or agreement to bond or insufficient Bid Deposit or agreement to bond.                                                 | Automatic rejection.<br><b>NOT APPLICABLE TO THIS PROPOSAL</b>                                                                                                                                                                               |
| 4   | Bids completed and/or signed in erasable medium.                                                                                       | Automatic rejection.                                                                                                                                                                                                                         |
| 5   | All required sections of Bid documents not completed.                                                                                  | Automatic rejection unless, in the consensual opinion of the Agent, General Manager in charge of the Bid Solicitation and the City Solicitor, the incomplete nature is trivial or insignificant.                                             |
| 6   | Qualified Bids (Bids qualified or restricted by an attached statement).                                                                | Automatic rejection unless, in the consensual opinion of the Agent, General Manager in charge of the Bid Solicitation and the City Solicitor, the qualification or restriction is trivial or not significant.                                |
| 7   | Bids received on documents other than those provided or specified by the City.                                                         | Automatic rejection.                                                                                                                                                                                                                         |
| 8   | Bids Containing Clerical Errors, which are trivial or insignificant.                                                                   | 48 hours to correct and initial errors. The determination of what constitutes trivial or insignificant errors shall be made in the consensual opinion of the Agent, General Manager in charge of the Bid Solicitation and the City Solicitor |
| 9   | Failure to execute Agreement to Bond (Surety's Consent) or Bonding company corporate seal or signature missing from Agreement to Bond. | Automatic rejection.<br><b>NOT APPLICABLE TO THIS PROPOSAL</b>                                                                                                                                                                               |
| 10  | Failure to execute Bid Bond by Bidder and Bonding Company.                                                                             | Automatic rejection.<br><b>NOT APPLICABLE TO THIS PROPOSAL</b>                                                                                                                                                                               |
| (a) |                                                                                                                                        |                                                                                                                                                                                                                                              |
| (b) | Corporate seal of the Bidder and Bonding Company, missing.                                                                             | 48 hours to correct.<br><b>NOT APPLICABLE TO THIS PROPOSAL</b>                                                                                                                                                                               |
| 11  | Documents - Execution                                                                                                                  |                                                                                                                                                                                                                                              |
| (a) | Corporate seal or signature missing; signatory's authority to bind the corporation or signature missing.                               | 48 hours to rectify situation.                                                                                                                                                                                                               |
| (b) | Corporate seal and signature missing; signatory's authority to bind the corporation and signature missing.                             | Automatic rejection.                                                                                                                                                                                                                         |

**SCHEDULE "C"**

**to By-Law 2006-270 as amended, of the City of Greater Sudbury**

Page 2 of 2

|     | IRREGULARITY                                                                                                                                        | RESPONSE                                                                                                                                                                                                                                                                       |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12  | Erasures, Overwriting or Strike-Outs which are not initialed:                                                                                       |                                                                                                                                                                                                                                                                                |
| (a) | uninitialled changes to the Tender documents, other than unit prices, which are trivial or not significant;                                         | 48 hours to initial. The determination of what constitutes trivial or insignificant uninitialled changes shall be made in the consensual opinion of the Agent, General Manager in charge of the Bid Solicitation and the City Solicitor.                                       |
| (b) | unit prices in the Schedule of Prices have been changed but not initialed and the Contract totals are consistent with the price as changed;         | 48 hours to initial change in unit price. The determination of what constitutes trivial or insignificant uninitialled changes shall be made in the consensual opinion of the Agent, General Manager in charge of the Bid Solicitation and the City Solicitor.                  |
| (c) | unit prices in the Schedule of Prices which have been changed but not initialed and the Contract totals are inconsistent with the price as changed; | Automatic rejection.                                                                                                                                                                                                                                                           |
| 13  | Mathematical errors which are not consistent with unit prices.                                                                                      | 48 hours to initial corrections as made by the Supplies and Services Division.                                                                                                                                                                                                 |
| 14  | Bids, in which all necessary Addenda, which have financial implication, have not been acknowledged.                                                 | Automatic rejection.                                                                                                                                                                                                                                                           |
| 15  | Any other irregularities.                                                                                                                           | The Agent, General Manager in charge of the Bid Solicitation and the City Solicitor acting in consensus shall have authority to waive other irregularities or grant 48 hours to initial such other irregularities, which they jointly consider to be trivial or insignificant. |

**AMENDING SCHEDULE to OAA Document 600,  
Standard Form of Contract for Architect's Services  
CONTRACT CDD10-34**

The terms and conditions of this amending schedule shall modify the agreement as indicated and shall have priority over the language of the agreement and general conditions.

**1) Paragraph .3 of GC5 is amended to read as follows:**

.3 The Client may retain copies, including electronic or digital and other reproducible copies, of the architect's instruments of service for information and reference in connection with the client's present and future use and occupancy of the project. Copies are for the use and reference of the present owner, tenants, and any future owners of the property and may be used by their employees, agents or consultants for "as-built" records and for reference for future projects or work relating to the said property. Except for reference and "as-built" purposes, the architect's instruments of service, including all electronic or digital files and information, shall not be used for renovations, additions or alterations to the project or on any other project without a written licence from the architect for the limited or repeated use of the documents.

**2) Paragraphs .1, .2, .5 and .6 of GC7 shall be deleted and replaced with the following paragraphs .1, and .2:**

.1 The architect shall carry the following insurance coverage and shall provide a certificate or certificates of insurance evidencing same and shall produce the policy or policies upon request by the client.

.1 Professional Liability

The architect agrees to obtain and keep in effect professional liability insurance for the duration of the contract with an insurer licenced to operate in Ontario, providing for coverage of \$2,000,000 per claim. The policy shall further provide that: the policy shall not be amended to alter or restrict coverage to the detriment of the client or cancelled or allowed to lapse without 30 days prior written notice to the client; claims presented from other projects or work shall not impact the project limit of liability in whole or in part; that the policy will respond to liability for loss and expenses from negligence in the rendering of professional services or guarantee of work. The architect agrees that it shall be liable for any deductible amount due or payable in relation to any claim.

.2 Comprehensive General Liability and Automobile Insurance

The architect will, at its expense, maintain in effect, with an insurer licensed in Ontario:

.1 A contract of comprehensive general liability insurance with limits of not less than \$3,000,000, in addition to coverages for defence and claimants' costs, all for any one occurrence, including coverages for:

- (i) personal injury including death;
- (ii) property damage or loss (direct or indirect and including loss of use thereof);
- (iii) broad form property damage;
- (iv) contractual liability;
- (v) non-owned automobile liability;
- (vi) products - completed operations;
- (vii) contingent employers liability;
- (viii) cross liability;
- (ix) severability of interest; and
- (x) blanket contractual liability

**AMENDING SCHEDULE to OAA Document 600,  
Standard Form of Contract for Architect's Services  
CONTRACT CDD10-34  
CONTINUED**

all of standard wording and the policy shall name the client as additional named insured and as its interest may appear for other coverages. The policy shall not contain a limitation, exclusion or restriction that would otherwise limit coverage for loss caused by failure to perform.

.2 Where the architect is the registered owner of motor vehicles used in the provision of Services, a policy of motor vehicle liability insurance of standard wording, covering motor vehicles owned, leased or operated by or on behalf of the architect, in connection with the Services provided or to be provided under this Agreement, with coverage of not less than \$2,000,000 per claim.

.3 Each policy of insurance shall provide that the policy shall be non-contributing with, and shall apply only as primary and not as excess to any other insurance available to the City. Each policy shall contain either no deductible amount or a deductible amount which is reasonable considering the financial circumstances of the architect. The architect shall be responsible to pay all deductible amounts. Each policy shall be primary in relation to other insurance available to the client.

.4 The policy or policies shall also provide that neither the architect nor the insurer shall cancel, materially change or allow the policy or policies to lapse without first giving the client 30 days written notice.

.5 The architect shall provide or cause to be provided to the client a certificate or certificates from its insurer or insurers, in a form acceptable to the client, which shows that the policy or policies placed and maintained by it comply with the requirements of this Agreement. No review or approval of any such insurance certificate by the client shall derogate from or diminish the client's rights or the architect's obligations contained in this Agreement.

.6 The taking out of insurance shall not relieve the architect of any of its obligations under this Agreement.

- .2 The architect agrees to indemnify and hold harmless the Client, and its elected and non-elected officials, employees and agents from and against all actions, claims, demands, losses, costs, damages, suits or proceedings whatsoever which may be brought against or made upon the client and against all loss, liability, judgments, claims, suits, demands or expenses which the client may sustain, suffer or be put to resulting from or arising out of the architect's failure to exercise reasonable care, skill or diligence or omissions in the performance or rendering of any work or service required hereunder to be performed or rendered by the architect, its agent(s), officials and employees.

**3) Paragraph .1 of GC11 is amended as follows:**

- .1 This contract including any referenced schedules or documents represent the entire and integrated contract between the client and the architect and supersedes all prior negotiations, representations, or contracts, either written or oral. This contract may be amended only in writing signed by both the client and the architect.



**CONTRACT CDD10-34  
RFP FOR ARCHITECTURAL & PROJECT MANAGEMENT SERVICES  
FOR THE REDEVELOPMENT OF THE  
U-WING AT PIONEER MANOR**

**TERMS OF REFERENCE/SCOPE OF WORK**

**CONTRACT CDD10-34,  
RFP FOR ARCHITECTURAL & PROJECT MANAGEMENT  
SERVICES FOR THE REDEVELOPMENT OF THE  
U-WING AT PIONEER MANOR  
TERMS OF REFERENCE**

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### **Description of Project**

Pioneer Manor is Northern Ontario's largest long-term care facility which began as a Home for the Aged in 1953. Current bed capacity is 406 with an additional 24 interim beds to open in February 2011. The recent expansions to Pioneer Manor and the scheduled opening of 24 new interim beds have resulted in the need to consolidate administrative areas.

The City of Greater Sudbury is requesting proposals for full architectural and project management services related to the redevelopment of "U" Wing (approximately 2,000 square feet) into office space and the relocation of the existing locker rooms in "U" Wing to the "Bowling Alley".

### **Scope of Work**

The successful proponent will:

1. Undertake consultations with staff to determine program requirements
2. Develop a functional program for approval
3. Based on the approved functional program, develop preliminary design layout options for review and approval
4. Prepare a cost estimate based on the approved design
5. Prepare construction drawings and specifications for tendering of the project. Work in conjunction with the City's Supplies & Services Section for issuance of tender.
6. Provide oversight and contract administration throughout the construction and commissioning of the project.

### **Proposal Submissions**

Proposals submitted in response to this Request for Proposals shall include:

- a. The qualifications and experience of the firm/consortium indicating similar projects completed elsewhere and curriculum vitae for each of the personnel assigned to the project.
- b. If a consortium of firms is to be used, information is to be provided on the number and nature of past projects involving the same consortium and identifying the lead consulting firm responsible of coordinating the liaison and taking responsibility for completion of the entire project.
- c. A list of all project team members by area of responsibility and role in the project.
- d. The name of the project manager who will act as the designated liaison.
- e. A minimum of three references, including the name of contacts and their telephone numbers. These references may be contacted.
- f. A detailed description of the consultant's approach to meeting the scope of the work, including a time chart for carrying out the components of the project identifying key milestones, deliverables and meetings with City Staff. Proponents will also provide their anticipated completion date of the construction phase of this project.



**CONTRACT CDD10-34  
RFP FOR ARCHITECTURAL & PROJECT MANAGEMENT  
SERVICES FOR THE REDEVELOPMENT OF THE  
U-WING AT PIONEER MANOR**

**FORMS**

## Certificate of Insurance - Contractors

This is to certify that the insured, named below is insured as described below.

| Name of Insured                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                             |                                                    |                                                        | Telephone Number (Area Code)                          |  |                                                                |                                                                 |                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|--------------------------------------------------------|-------------------------------------------------------|--|----------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------|
| Insured's Address                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                             |                                                    | City                                                   |                                                       |  | Postal Code                                                    |                                                                 |                                   |
| Contract Title and Number To Which This Certificate Applies                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                             |                                                    |                                                        |                                                       |  |                                                                |                                                                 |                                   |
| Full Description of Work                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                             |                                                    |                                                        |                                                       |  |                                                                |                                                                 |                                   |
| LIABILITY                                                                                                                                                                 | INSURER'S NAME                                                                                                                                                                                                                                                                                                                                                                              | POLICY NUMBER                                      | POLICY PERIOD                                          |                                                       |  |                                                                | LIABILITY LIMITS<br>(Bodily Injury & Property Damage-Inclusive) | DEDUCTIBLE                        |
|                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                             |                                                    | From 12:01 am<br>yr    mo    day                       | To 12:01 am<br>yr    mo    day                        |  |                                                                |                                                                 |                                   |
| Commercial General Liability                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                             |                                                    |                                                        |                                                       |  |                                                                | \$                                                              | \$                                |
| Umbrella/Excess<br><input type="checkbox"/> Follow Form Auto<br><input type="checkbox"/> Follow Form Liability                                                            |                                                                                                                                                                                                                                                                                                                                                                                             |                                                    |                                                        |                                                       |  |                                                                | \$                                                              | \$                                |
| Commercial General Liability                                                                                                                                              | Includes: Occurrence Basis, including Personal Injury, Property Damage, Broad Form Property Damage (including Completed Operations), Contractual Liability, Non-Owned Auto Liability, Operations Performed by Sub-Contractors, Employees As Additional Insureds, Products-Completed Operations, Contingent Employers Liability, Cross Liability Clause and Severability of Interest Clause. |                                                    |                                                        |                                                       |  |                                                                |                                                                 |                                   |
| <b>CHECK WHICH OF THE FOLLOWING ARE INCLUDED IN THE COMMERCIAL GENERAL LIABILITY POLICY:</b>                                                                              |                                                                                                                                                                                                                                                                                                                                                                                             |                                                    |                                                        |                                                       |  |                                                                |                                                                 |                                   |
| <input type="checkbox"/> CCDC Compliance                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> Total Pollution Exclusion |                                                        | <input type="checkbox"/> Standard Pollution Exclusion |  | <input type="checkbox"/> Limited Pollution Coverage (120 Hour) |                                                                 |                                   |
| <input type="checkbox"/> Hot Process Roofing Exclusion / Restriction                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                             |                                                    | <input type="checkbox"/> Off-Premise Welding Exclusion |                                                       |  | <input type="checkbox"/> Off-Premise Welding Limit \$          |                                                                 |                                   |
| <b>CHECK WHICH OF THE FOLLOWING ARE INCLUDED IN THE COMMERCIAL GENERAL LIABILITY POLICY: (When NOT Performed By Sub-Contractors)</b>                                      |                                                                                                                                                                                                                                                                                                                                                                                             |                                                    |                                                        |                                                       |  |                                                                |                                                                 |                                   |
| <input type="checkbox"/> Underpinning Coverage                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> Pile Driving Coverage     |                                                        | <input type="checkbox"/> Demolition Coverage          |  | <input type="checkbox"/> Blasting Coverage                     |                                                                 | <input type="checkbox"/> Collapse |
| The CITY OF GREATER SUDBURY has been added as an additional insured to the above policies but only with respect to their interest in the operations of the Named Insured. |                                                                                                                                                                                                                                                                                                                                                                                             |                                                    |                                                        |                                                       |  |                                                                |                                                                 |                                   |

| OTHER POLICIES                                                             | INSURER'S NAME | POLICY NUMBER | POLICY PERIOD                    |                                |  |  | LIMITS OF COVERAGE |
|----------------------------------------------------------------------------|----------------|---------------|----------------------------------|--------------------------------|--|--|--------------------|
|                                                                            |                |               | From 12:01 am<br>yr    mo    day | To 12:01 am<br>yr    mo    day |  |  |                    |
| Motor Vehicle Liability<br>"All vehicles owned or operated by the insured" |                |               |                                  |                                |  |  | \$                 |
| Builder's Risk                                                             |                |               |                                  |                                |  |  | \$                 |
| Environmental Impairment Liability                                         |                |               |                                  |                                |  |  | \$                 |
| Asbestos Abatement                                                         |                |               |                                  |                                |  |  | \$                 |
| Mold Remediation                                                           |                |               |                                  |                                |  |  | \$                 |
| Professional Liability                                                     |                |               |                                  |                                |  |  | \$                 |
| Watercraft                                                                 |                |               |                                  |                                |  |  | \$                 |
| Other                                                                      |                |               |                                  |                                |  |  | \$                 |

This certifies that the policies of insurance described above have been issued by the undersigned to the Insured named above and are in force at this time. If cancelled or materially changed in any manner that would affect the CITY OF GREATER SUDBURY as outlined in coverage specified herein for any reason, so as to affect this certificate, thirty (30) days prior written notice with the exception of motor vehicle liability being fifteen (15) days prior written notice, by registered mail or facsimile transmission will be given by the insurer(s) to:

**CITY OF GREATER SUDBURY, ATTENTION: RISK MANAGEMENT / INSURANCE OFFICER  
200 BRADY STREET, P.O. BOX 5000, STATION A, SUDBURY, ON, P3A 5P3    FAX: (705) 673-0344**

This certificate is executed and issued to the aforesaid City of Greater Sudbury, the day and date herein written below.

|                                                                   |  |                                                    |                           |
|-------------------------------------------------------------------|--|----------------------------------------------------|---------------------------|
| Name and Address of Insurance Company or Broker (completing form) |  | Telephone Number with Area Code                    | Fax Number with area code |
| Name of Authorized Representative or Official (Please Print)      |  | Signature of Authorized Representative or Official | Date (Year, Month, Day)   |



**CONTRACT CDD10-34  
RFP FOR ARCHITECTURAL & PROJECT MANAGEMENT  
SERVICES FOR THE REDEVELOPMENT OF THE  
U-WING AT PIONEER MANOR**

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**PROPOSAL BID FORM**

Total Percentage for the Architectural & Project Management Services  
For the redevelopment of the U-Wing at Pioneer Manor.

*(As per Terms of Reference, including all expenses)*

\_\_\_\_\_%  
(Plus HST)

**Note: The work for this project will commence upon award of this contract.**

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In the event that extra work is required over and above the Terms of Reference/Scope of Work, please provide your hourly rates by Employee Category. Proponents are to also indicate how long these rates will be held.

**Summary of Hourly Rates by Employee category *for* Professional Services**

| Category | Hourly Rate | Rates will be held until: |
|----------|-------------|---------------------------|
| _____    | \$_____/hr  | _____                     |
| _____    | \$_____/hr  | _____                     |
| _____    | \$_____/hr  | _____                     |

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I have read, acknowledge and understand all terms, conditions and requirements contained in this proposal document:

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**NAME AND POSITION OF PERSON SIGNING:** \_\_\_\_\_

(Please Print)

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*"I have the authority to bind the Corporation/Company/Partnership"*

**Please ensure that an original signature (ink) is provided with the original Proposal document. A photocopy of the signature will not be accepted on the document marked as the Original. Failure to provide original signatures on the document marked original will result in the rejection of your Proposal.**

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**LOWEST OR ANY PROPOSAL NOT NECESSARILY ACCEPTED**



**CONTRACT CDD10-34**  
**RFP FOR ARCHITECTURAL & PROJECT MANAGEMENT SERVICES**  
**FOR THE REDEVELOPMENT OF THE**  
**U-WING AT PIONEER MANOR**

**ADDENDUM ACKNOWLEDGEMENT FORM**

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Addendum Acknowledgement - Refer to Item 14 of Schedule C to By-law 2006-270. Your tender will automatically be rejected if you fail to complete the acknowledgement section below if an addendum(s) has been issued and contains a financial implication. Therefore, complete this section if any addendum(s) has been issued.

If awarded the contract, the Bidder agrees to complete the work in accordance with the Proposal Terms of Reference/Scope of Work, and the following Addenda:

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_, 2010

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_, 2010

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_, 2010

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_, 2010

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**COMPANY NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_  
*I have the authority to bind the Corporation/Company/Partnership"*

**CONTRACT CDD10-34,  
RFP FOR ARCHITECTURAL & PROJECT MANAGEMENT  
SERVICES FOR THE REDEVELOPMENT OF THE  
U-WING AT PIONEER MANOR**

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**REFERENCE FORM**

A minimum of three (3) references of similar sized projects must be included on the following form. Note, the City reserves the right to contact the references noted below. Do not use the City of Greater Sudbury as a reference for this project.

1) Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Date of Project: \_\_\_\_\_ Cost: \_\_\_\_\_

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2) Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Date of Project: \_\_\_\_\_ Cost: \_\_\_\_\_

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3) Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Date of Project: \_\_\_\_\_ Cost: \_\_\_\_\_

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**Company Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_  
*"I have the authority to bind the Company/Corporation/Partnership."*

**CONTRACT CDD10-34  
RFP FOR ARCHITECTURAL & PROJECT MANAGEMENT  
SERVICES FOR THE REDEVELOPMENT OF THE  
U-WING AT PIONEER MANOR**

Please list experience and qualifications of all team members who will be involved with this project **OR** provide curriculum vitae for each.

|                                                       |                                                                             |
|-------------------------------------------------------|-----------------------------------------------------------------------------|
| <b>1. Project Lead Name:</b>                          | <b>Indicate Qualifications &amp; Experience in the space provided below</b> |
| Name:                                                 |                                                                             |
| <b>2. Other Staff Person<br/>Name &amp; Position:</b> | <b>Indicate Qualifications &amp; Experience in the space provided below</b> |
| Name:                                                 |                                                                             |
| Position:                                             |                                                                             |
| <b>3. Other Staff Person</b>                          | <b>Indicate Qualifications &amp; Experience in the space provided below</b> |
| Name:                                                 |                                                                             |
| Position:                                             |                                                                             |

**COMPANY NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

"I have the authority to bind the Corporation/Company/Partnership"

**CONTRACT CDD10-34  
RFP FOR ARCHITECTURAL & PROJECT MANAGEMENT  
SERVICES FOR THE REDEVELOPMENT OF THE  
U-WING AT PIONEER MANOR**

**DECLARATION OF ACCESSIBILITY COMPLIANCE**

**Please return this form with your RFP submission**

|                      |              |
|----------------------|--------------|
| <b>COMPANY NAME:</b> |              |
| <b>PRINT NAME:</b>   |              |
| <b>TITLE:</b>        | <b>DATE:</b> |

I/ we acknowledge that as a Contractor/Consultant of the City of Greater Sudbury we are bound to comply with all accessibility Standards under the Accessibility for Ontarians with Disabilities Act, 2005 as amended from time to time.

I/we declare that I/we have read, understand and will meet or exceed all enacted accessibility Standards as amended from time to time.

I/we further declare that I/we will undertake to ensure all sub-contractors hired by us in completion of our work will also comply with the above Standards.

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**



**REQUEST FOR PROPOSAL  
TO BE RETURNED TO:**

**THE CITY OF GREATER SUDBURY  
C/O SUPPLIES AND SERVICES  
200 BRADY STREET,  
2<sup>nd</sup> FLOOR, TOM DAVIES SQUARE  
BOX 5000, STN. A  
SUDBURY, ON P3A 5P3**

**CONTRACT CDD10-34  
RFP FOR ARCHITECTURAL & PROJECT MANAGEMENT  
SERVICES FOR THE REDEVELOPMENT OF THE  
U-WING AT PIONEER MANOR**

Bidder's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**For City Use Only:**

**Date and Time Received:**

**NOTE: This address label/sheet must be affixed to the front of your sealed Proposal envelope/ package submission. The Supplies & Services section will not be held responsible for envelopes or packages that are not labelled.**