

Township of Edwardsburgh Cardinal
Recreation Department



Johnstown Community Pool
Outdoor Class “A” Swimming Pool Refit
PHASE II
EC-REC-04-2025

Estimated Start: 2025

Submitted on: Tuesday August 6th, 2025

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1.Introduction

1.1 Purpose of RFP

The Township of Edwardsburgh-Cardinal, is looking to continue the renovation of the outdoor pool at 24 Sutton Dr. The purpose of this RFP is to solicit proposals that include solutions to the information highlighted throughout this RFP. This RFP will cover Phase II of the project and will include two sections:

- Removing and relaying all coping and tile
- Resurfacing the pool with white plaster.

1.2 Project background

The pool at 24 Sutton Dr is an outdoor concrete, Class “A” pool built approximately 40 years ago. The plumbing was redone as part of phase 1 of the project this year, so the pool is fully functional; however, there are significant signs of deterioration in the coping, tile, and plaster. The township is looking to renew these to complete the two-phase pool renovation.

2. Project Scope

Phase II of the project consists of two sections. These are divided as follows:

2.1 Coping and tile

- Remove all the existing coping and old thin set adhesive/ mortar from coping bed.
- Check for hollow spots on the coping bed and repair as necessary.
- Remove all the existing tiles and thin set adhesive residue.
- Create new coping and tile bed.
- Supply and install 2” Federal Stone RS bullnose coping (or similar style that must be approved by township)
- Fill cross joints on coping to match color.
- Lift 1 row of pavers behind coping stones and make level to back of coping.
- Install expansion joint between coping and pavers.
- Supply and lay 2”x2” blue ceramic tile.
- Grout tile with polymer modified grout.

2.2 Pool Plaster

- Verify condition of existing racing lane tiles and rectify as needed.
- Supply and install black 2x2 ceramic tile on top of existing tiles (see above).
- Chip loose plaster and fill in with “scratch” coat. **Extra** – see 2.2.1 below.
- Prepare pool surface for bonding agent.
- Supply and install 2 new main drain covers and a depth marker circle.
- Apply bonding agent to entire pool for plaster.
- Plaster entire pool with a SGM “Commercial White” (or equivalent) plaster.

2.2.1 Chipping loose plaster and filling plaster patches

- Bid to include rates for time and material or square footage rate for this phase.

2.3 Project Assumptions

The following are high-level assumptions that have been taken into consideration:

1. Change of Project scope
 - a. This RFP is based on the current project scope. Any changes will have to be approved by **The Township of Edwardsburgh-Cardinal** and require a revised RFP.

2.4 Project Constraints

The following are high-level constraints that have been taken into consideration:

1. Use of proper material/equipment
 - a. The standard for the material to be used will be as described in this RFP; any request for a variation in material or finished goods are subject to prior review and approval by **The Township of Edwardsburgh-Cardinal**.
2. Building code
 - a. This RFP is based this pool to being “Grandfathered” and not required to meet current OBC pool regulations.
3. Quality of workmanship
 - a. Longevity of the finished product is an essential element in determining the awarding the contract. As such, a high quality of workmanship is essential throughout the project. The consultant will inspect all work.

2.5 Out of scope work

The following are deliverables/services that will be completed outside of the RFP but are necessary for the scope of work to be complete:

1. **The Township of Edwardsburgh-Cardinal** will provide the following:
 - a. Bathroom facilities with normal supplies on site.
 - b. Water under normal tap pressure. Disposal drain for wastewater.
 - c. Site security and locked storage for contractor’s hand tools.
 - d. 110V power.
2. **The Township of Edwardsburgh-Cardinal** will engage & pay for the service of an independent consulting firm to provide the following services:
 - a. Review bids and ensure compliance with RFP
 - b. Inspect work at to-be-determined stages.
 - c. Sign-off on the work stages and ensure standards of work and material are suitable.
 - d. Approve progress claims.

3. Business requirements

3.1 Project schedule

Project scope 2.1 must be started this fall (2025), project scope 2.2 must be completed by June 5th, 2026

4. Bidder requirements

4.1 Work to be performed

As per the scope outlined in detail in Section 2.1.

Any clarifications, conflicts, questions about manner or method of work etc. are to be submitted in writing to **The Township of Edwardsburgh-Cardinal** 3 days before tender closing and the resulting information will be transmitted to all parties on the tender list.

4.2 Company Qualifications

The following are qualifications that all companies bidding for the RFP are required to meet and provide to be considered.

4.2.1 Work experience

The company shall have a minimum of 10 years of experience with projects with similar scope as outlined in this RFP.

4.2.2 References

The company bidding will have to provide references related to the experience similar in scope of this project.

4.2.3 Company Insurance

The successful bidder will carry \$ 5,000'000 of insurance naming the Township as beneficiary in a separate proof of insurance.

4.2.4 Workers compensation

The successful bidder will have to provide proof of good standing with the Ontario **WSIB**.

4.2.5 Warranty

The company that successfully wins the bid will need to be able to back up the longevity of their work by providing a warranty of two year against defects in workmanship and material. The owner will engage the contractor to winterize and start up the pool (at normal selling rate) for the first and second winter.

5. Instruction to bidders

Any company bidding will follow the instructions set forth in the section below to submit a proposal.

5.1 Intention to bid

Any bid must be submitted **no later than Tuesday August 19th, 2025**. All bids must be clearly marked in a sealed envelope and received by 4.00 PM local time, at the Townships main office located at **18 Centre St, Spencerville, Ontario**. Bids will be opened publicly shortly after closing. Only regular mail, courier or hand delivery methods will be accepted.

5.2 Cost of proposal

The bidder will cover any related cost associated with the preparation and submission of a proposal.

5.3 Content of proposal

All submitted proposals must follow the requirements outlined below. Any proposal that does not follow the requirements may be rejected.

The proposal structure should be as follows:

1. Cover letter
 - i. Addresses/ Contact information
 - ii. Introduction
 - iii. Summary of RFP needs
 - iv. Qualifications
 - v. Closing
2. Executive summary
 - i. Benefits from company
 - ii. Differentiators
 - iii. Summarize most important parts of proposals.
3. Experience
 - i. Relevant experience (include brief description of what role the company had in the project)
4. References
5. Deliverables and strategy
 - i. Scope of work
 - i. Deliverables
 - ii. Timeline
 - iii. Milestones
 - iv. Report
6. Proposed schedule
 - i. Total project schedule
 - ii. WBS (broken down schedule for each task)

5.4 Modification and withdrawal of proposal

After the deadline for submitting a proposal outlined in section 5.1.1, there will be no modifications allowed to those submitted proposals. If there is a change to the RFP, all included parties will be notified and in which case, modification to the proposals would be allowed.

The proposals can be withdrawn up to the closing time as stated in the RFP. The notice of withdrawal will be sent to the Townships main office located at **18 Centre St, Spencerville, Ontario**. Only regular mail, courier or hand delivery methods will be accepted

6. Evaluation of proposals

6.1 Work to be performed

The evaluation of all proposals submitted will be broken down by two sections, technical and financial.

The evaluation will be completed by Facilities Manager of the Township.
The lowest or any bid may not necessarily be accepted.

6.1.1 Technical evaluation

The technical evaluation of the proposals will be looked at first to ensure only companies with the right technical evaluation are considered. The evaluation will be based on the following points:

- Scope of work met as per RFP
 - Requirements and expectations outlined in the RFP have been addressed.
 - Proposed solution is appropriate.
 - Proposed timeline falls within the RFP needs.
- Quality of submission
 - Proposal follows the outlined template in Section 5.3.
 - Proposal contains information related to the task's outlines.
- Experience & References
 - Company has minimum 5 years' experience with projects like those of this project.
 - Company has included references relevant to this project.
 - There is a warranty system set in place by the company to ensure longevity of work carried out.

6.1.2 Financial evaluation

The financial evaluation is to be performed by the owner.

7. Consulting

All bids received pertaining to this RFP will be overseen and evaluated by the Facilities Manager and if required an independent certified consulting firm; retained and paid by the Township.

8. Rights to enter negotiation

The Township of Edwardsburgh-Cardinal holds the right to enter negotiation with any bidders for this RFP. These negotiations include but are not limited to terms of the proposal(s), the estimated price, the scope of the work or any other components that fall under this RFP.

9. Signing of contract

The company who is given the contract will have **14 days** to sign and date the contract and return to the Municipality. If the company does not accept the contract, then **The Township of Edwardsburgh-Cardinal**, holds the right to award the contract to another company after the acceptance period has expired. The lowest, or any bidder may not necessarily be accepted.