



Mississippi
Mills

**REQUEST FOR QUALIFICATIONS
FOR DESIGN-BUILD PROFESSIONAL SERVICES FOR A NEW CHILDCARE CENTRE
25-04**

Issued on:
January 16, 2025

Issued by:
The Corporation of the Municipality of Mississippi Mills
3131 Old Perth Road
P.O. Box 400
Almonte, Ontario
K0A 1A0

Attention:
Dan Cousineau

Closing Date and Time:
**One (1) electronic PDF copy on USB and one (1) hard copy of each submission
must be received by:**
**14:00 (EST) on
February 13, 2025**

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1.0 BACKGROUND

The Municipality of Mississippi Mills, a lower-tier municipality in the County of Lanark, is situated just west of the City of Ottawa. In the context of rural/small town Ontario, Mississippi Mills stands out as being truly unique and fortunate. Both the rural and urban landscapes of the Municipality are steeped in the settlement history of eastern Ontario.

Mississippi Mills is an outstanding community that is recognized for its natural and architectural beauty, high quality of life and respect for its heritage and environment. In its vision of the future, the community will be seen to promote and manage balanced economic growth. The Municipality of Mississippi Mills is made up of the former Townships of Ramsay and Pakenham and the Town of Almonte, and incorporates the villages of Pakenham, Clayton, Blakeney and Appleton. The Municipality has a mix of rural and urban communities, with a total 2021 population of approximately 14,740 (Source: Statistics Canada). As the City of Ottawa grows, so does the Municipality of Mississippi Mills. Possessing a scenic beauty, impressive heritage buildings, cultural richness and a diverse commercial and institutional mix, the quality of life offered in Mississippi Mills has been an attractive alternative to the urban environments found in the City of Ottawa. It is anticipated that the Municipality will face increasing growth pressures due to its proximity to Ottawa.

The Municipality is in the final stages of preparing a new Community Services Master Plan (CSMP) aimed at enhancing quality-of-life in several strategic areas: Parks and Facilities, Museums, Recreation Programming, Community Development and Events, and Childcare. The CSMP is intended to create a roadmap for future improvements, ensuring that facilities and programs meet the quality-of-life needs of residents and visitors alike as we grow. A key focus of the CSMP is the strategic direction for Childcare Services, driven by the anticipated growth in the 0- to 4-year-old population.

To begin the process to address this need, the Municipality has reallocated \$27,000 of funds for the creation of a design brief for a new childcare facility and has applied for a grant to create additional childcare spaces. This investment will enable the engagement of qualified professionals to develop plans that meet Ministry standards, facilitating the necessary expansion of childcare spaces essential for supporting young families. In addition, the Municipality has applied for funding from Lanark County to add 78 additional childcare spaces to the Municipality's childcare program.

2.0 INVITATION

The Municipality of Mississippi Mills (hereinafter referred to as the "Municipality") is inviting Statements of Qualifications (SOQs) from experienced Design-Build Firms

(hereinafter referred to as the “Proponent”) to provide services for the design and construction of a new 12,000-square-foot (1,115 square metres) childcare centre in Mississippi Mills, Ontario. The building must comply with all applicable codes, LEED Silver certification standards and local childcare licensing requirements.

This RFQ is the first step in a two-stage selection process. The objective of this RFQ is to shortlist three (3) design-build firms based on their qualifications and experience, who will then be invited to submit proposals in the subsequent Request for Proposal (RFP) stage.

Following the RFP stage, the Municipality will select a successful proponent to enter into a Design-Build Services Agreement with the Municipality.

The project is contingent upon securing necessary government funding, which may include specific funding authority requirements.

The target occupancy date, in accordance with funding requirements, is September 7, 2026, with project closeout anticipated by December of 2026.

3.0 PROJECT INFORMATION

3.1 Project Description

Funding for this project is being sought through Lanark County’s Expansion Plan under the Canada Wide Early Learning and Child Care (CWELCC) Start-up Grant amounting to \$704,000. On Wednesday, January 15, 2025, Lanark County’s Committee of the Whole Community Services Committee approved that Start-up grant funding of \$704,000 be allocated to the Municipality of Mississippi Mills and directed staff to enter into a revised agreement with the Municipality for the expansion of its childcare program. The project will create 78 new licensed childcare spaces for infants, toddlers and preschoolers.

The childcare centre will be situated on municipally owned vacant land at 34 Victoria Street in Almonte. The proposed property is centrally located along St. James Street at the intersection of an unopened road allowance with Victoria Street. The property is 0.49 hectares in size and has approximately 40.25 metres of frontage on St. James Street, and 40.25 metres of frontage on Menzie Road. The unopened road allowance for Victoria Street, located between St. James and Menzie Streets, will also be utilized for the proposed development. This unopened road allowance was never constructed as a road and is not proposed to be opened as a municipal right-of-way as part of the development of the childcare facility, rather the unopened road allowance is proposed to be part of the overall land to be used to develop the childcare centre.

Under a Memorandum of Understanding (MOU) Agreement with Carebridge, the Municipality has committed to providing a portion of the property, for the future development of affordable housing units. The vacant lot was recently rezoned from Development (D) to a Residential Fourth Density, Subzone B, Special Provision (R4B-1) with site-specific provisions for the development of affordable housing units with associated parking. The Municipality is anticipating another Zoning By-law Amendment to permit the childcare centre as a permitted use along with site specific performance standards.

This property is within the Drainage Area Boundary of the Almonte Municipal Drain and directly on the Almonte Branch Drain. Preliminary plans and studies are underway to bury the drain and prepare the site for construction. It is anticipated that these works will be completed prior to the end of summer of 2025.

Preliminary studies have determined that the proposed facility to have a gross floor area of 12,000 square-feet (1,115 square metres). Further technical review will be required for design development, permitting and construction.

The design must comply with all relevant codes, standards, and regulations, ensuring a safe, functional, and aesthetically pleasing environment for children, staff, and visitors.

The childcare center will be required to include, but is not limited to, the following key components:

- Classrooms for various groups of children (infants, toddlers, preschoolers),
- A gross motor skills room,
- Administrative offices and staff areas,
- A commercial kitchen,
- Indoor play areas,
- Outdoor play spaces, including playgrounds, shaded areas, green space and gardens, and
- Washrooms, storage areas, and mechanical/electrical rooms.

The project includes:

- Single-storey construction,
- Maximize daylight,
- High-efficiency mechanical and electrical systems, and
- Site works, including utility connections and landscaping.

Further details will be provided in the RFP.

To satisfy the funding requirements, the schedule aims for completion by September 7, 2026.

3.2 Summary of Key Dates

The following is a preliminary schedule. Certain dates may change to expedite the project and to provide more time for design and construction.

Key Milestones	Date
RFQ Issuance	January 16, 2025
Inquiries Due	January 30, 2025
Response to Inquiries from Municipality	February 6, 2025
Statement of Qualification Submissions Due	February 13, 2025 @ 14:00 EST
Shortlist Notification	February 20, 2025
RFP Issuance	February 26, 2025
Proposal Submissions Due	March 28, 2025
Interviews	Week of April 8, 2025
Design-Build Contract Award	April 15, 2025
Design Completion	September 15, 2025
Construction Start	September 22, 2025
Substantial Completion & Final Occupancy	September 7, 2026
Project Closeout & Facility Operational	December 7, 2026

3.3 Scope of Services

Following the RFQ and RFP stages, the successful Proponent will be responsible for the following key services:

- Consulting and design services provided and coordinated by the Prime Consultant (Architect) including architectural, structural, mechanical, electrical, energy modelling, civil, landscaping, and contractor.
- Coordination of any additional consultants that are retained by the Municipality.
- Design-build services meeting all standards and codes used in the design services as required as follows:
 - Pre-Design Evaluation
 - Schematic Design
 - Design Development
 - Construction Documents and Tendering
 - Permitting
 - Cost Estimates
 - Contract Administration
 - Commissioning and Project Close-out
 - LEED certification management
 - Project management
- Developing and maintaining construction cost estimates, value engineering, project schedules, and construction timelines.

3.4 Construction Budget

Based on preliminary information, it is estimated that the new childcare centre will be approximately 12,000 square feet (1,115 square metres) with the anticipated total project cost at \$6,000,000.00 (including contingencies).

3.5 Project Delivery Method

The project delivery method for this project is Design-Build. The contractor will be engaged through a Design-Build Stipulated Price (CCDC-14) contract.

4.0 INSTRUCTIONS AND SUBMISSIONS

4.1 RFQ Contact Information

The RFQ Contact will be:

Dan Cousineau, P. Eng
 Facilities & Project Manager
dcousineau@mississippimills.ca

The Proponent responding to this RFQ, and their representatives are not permitted to contact any employees, officers, agents, appointed officials, council members or other representatives of the Municipality other than the RFP Contact, concerning

matters related to the RFQ. Failure to adhere to this requirement may result in the disqualification of the Proponent and the rejection of the Proponent's submission.

4.2 Inquiries

All inquiries regarding this RFQ must be submitted in writing to the RFQ Contact no later than January 30, 2025 at 16:00 EST. Responses will be shared with all interested parties by February 6, 2025 in writing.

4.3 Submission of Statement of Qualifications (SOQ)

Proponents are required to submit one (1) electronic copy (in PDF format) and one (1) hard copy of the SOQ, clearly identifying the bidding Proponent's name, and labelled as "**Statement of Qualifications for Design-Build Professional Services – RFQ #25-04**". The SOQ must be limited to 10 pages in length, excluding appendices. The SOQ must be submitted no later than 14:00 (EST) on February 13, 2025 to the attention of:

Dan Cousineau, P. Eng
Facilities & Project Manager
dcousineau@mississippimills.ca
3131 Old Perth Road, Box 400
Almonte ON, K0A 1A0

The SOQ must include the following minimum requirements:

a. **Cover Letter:**

- Firm name, address, and primary contact information including email and phone number.
- A summary of the Proponent's qualifications.

b. **Firm Experience and Expertise:**

- Description of the Proponent's history, structure, and areas of expertise.
- Description of previous design-build experience.

c. **Relevant Project Experience:**

- Summary of at least three (3) similar projects completed in the last ten (10) years, including:
 - Project description, size, and scope;
 - Budget and schedule performance; and
 - Client references.

d. **Project Team Qualifications:**

- Resumes of key personnel, including proposed project manager, lead architect, consultants (civil, structural, mechanical, electrical, and landscape), and contractor.
- Organizational chart showing roles and responsibilities.

e. **Approach and Methodology:**

- Overview of the firm's design-build process and project delivery methods.
- Approach to achieving minimum Silver Certification under LEED v5 BD+C rating system, including checklist of proposed possible credits.
- Approach to meeting childcare licensing requirements.
- Strategies for budget and schedule management.

f. **Availability:**

- Overview of the team's capacity and readiness to efficiently undertake and complete the scope of work.
- Demonstration of the team's ability to meet or improve the project's design and construction schedule.

g. **Financial Stability:**

- Evidence of financial capacity to undertake the project.
- Proof of bonding and insurance capability.

5.0 EVALUATION

The Proponent will be selected using a qualification-based selection process during the Request for Qualifications (RFQ) stage to develop a shortlist for further evaluation and selection. SOQs will be evaluated based on the following criteria:

5.1 Evaluation Criteria

Criteria	Weight
Firm Experience and Expertise	25%
Relevant Project Experience	25%
Project Team Qualifications	20%
Approach and Methodology	20%
Availability	5%
Financial Stability	5%
Total	100%

5.2 Shortlisting

Each Proponent responding to this RFQ will be evaluated and selected based on qualifications and experience. After evaluation, the Municipality will select a short list of the top three (3) Proponents that are the most qualified based on the criteria in subsection 5.1. If less than three (3) Proponents qualify for the RFQ, the Municipality will only select qualified Proponents.

5.3 Interview

Shortlisted Proponents will be required to meet for an interview with the Municipality's representatives. The purpose of the interview is to meet the Key Project Team members, understand the firm's approach, and assess their ability to meet project objectives, schedule and budget.

6.0 GENERAL REQUIREMENTS

6.1 Confidentiality

The Proponent shall acknowledge the confidential and proprietary nature of certain information that is involved with this RFQ, the award of the future tender and agrees to take all reasonable measures necessary to ensure that Municipal information is treated with the utmost confidentiality.

6.2 No Contractual or Legal Obligations

The RFQ is not intended to constitute, or be interpreted as, a call for tenders, and the submissions of a SOQ is not intended to create a contractual or other legal obligations or duties whatsoever owed to any Proponent by the Municipality, including any obligation or duty to accept or reject a submission, to enter into negotiations or decline to enter into or continue negotiations, or to award an Agreement.

6.3 Cancellation

The Municipality may cancel or amend the RFQ process at any time without liability. This RFQ does not commit the Municipality to award a contract or reimburse any costs incurred in the preparation of SOQs.

6.4 No Guarantee of Volume of Work

The Municipality makes no guarantee of the value or volume of work to be assigned to the successful Proponent.

6.5 Request for Proposal (RFP) Process

Shortlisted proponents will be invited to participate in the RFP process.

Thank you for your interest in this exciting project. We look forward to reviewing your qualifications.

Sincerely,

Dan Cousineau, P. Eng

Facilities & Project Manager

Municipality of Mississippi Mills

dcousineau@mississippimills.ca