

**DISTRICT OF PARRY SOUND SOCIAL SERVICES
ADMINISTRATION BOARD**

REQUEST FOR PROPOSAL (RFP) #26-573-19

**CONSULTING SERVICES FOR SIDING, WINDOW, EAVESTROUGH &
DOWNSPOUT REPLACEMENTS
SOUTH RIVER, ON**

DATE ISSUED: Thursday, May 7, 2026

**CLOSING: Monday, June 8, 2026
By 2:00 p.m. EDT**

(This page intentionally left blank)

TABLE OF CONTENTS

| | |
|---------------------------------|----|
| 1. INTRODUCTION | 1 |
| 2. PROPOSAL VALIDITY | 2 |
| 3. MANDATORY REQUIREMENTS | 3 |
| 4. PROPONENT INSTRUCTIONS | 4 |
| 5. EVALUATION PROCESS | 8 |
| 6. PROPOSAL REQUIREMENTS | 11 |
| APPENDIX A..... | 13 |
| APPENDIX B..... | 17 |
| APPENDIX C | 18 |
| APPENDIX D | 19 |

(This page intentionally left blank)

1. INTRODUCTION

DATE: Thursday, May 7, 2026

PROJECT: Consulting Services for Siding, Window, Eavestrough & Downspout Replacements

MANDATORY PROJECT BRIEFING: Friday, May 15, 2026

PROPOSAL CLOSING DATE: Monday, June 8, 2026

(a) The Owner

The District of Parry Sound Social Services Administration Board ("**Owner**") is a provider of social and affordable housing operating 215 units of housing in Parry Sound, Ontario.

(b) The RFP

The Owner invites proposals ("**Proposals**") to perform the work described in **Appendix A** ("**Work**"). Proponents wishing to respond to this RFP are requested to submit a complete Proposal using the form attached as **Appendix B** to this RFP ("**Proposal Form**"). The form of contract to be used will be based on the form of contract attached as **Appendix C** (the "**Contract**").

(c) Housing Services Corporation

By submitting a Proposal, the Proponent acknowledges that this RFP process is administered by Housing Services Corporation ("**Owner's Representative**") on behalf of the Owner, and that the Owner's Representative has no liability whatsoever to any Proponent as a result of this RFP, any matter connected with this RFP or any contract concluded as a result of this RFP. By submitting a Proposal, each Proponent irrevocably waives any and all claims it may have against the Owner's Representative arising from or in any way connected to this RFP or any contract arising from this RFP and undertakes to make no claim or take any proceeding against any person, partnership or any other entity who or which might claim any relief against the Owner's Representative as a result of this RFP, any matter connected with this RFP or any contract arising from this RFP.

(d) **Mandatory Project Briefing**

A mandatory project briefing, via Zoom webinar, is scheduled for Friday, May 15, 2026 at 11:30 a.m. EDT. The link to join the webinar is below. *It is strongly recommended that Proponents test the link below in advance of the meeting and join early to avoid any possible technical issues.*

Webinar ID: 848 5232 0285

[Zoom Webinar Mandatory Project Briefing link](#)

It is mandatory that Proponents attend the entire project briefing. Proponents unable to attend the entire project briefing may be disqualified from the RFP.

2. PROPOSAL VALIDITY

(a) **Compliance**

A Proposal which fails to comply with the requirements of this RFP may be declared unresponsive by the Owner and disqualified.

(b) **Addenda**

The RFP may be amended by written addenda, which will be posted on [Bonfire](#) (Euna Procurement). Any addenda issued with respect to this RFP must be acknowledged by the Proponent in the Proposal Form.

(c) **Proponent's Due Diligence**

Each Proponent is responsible for examining with appropriate care the entire RFP and all addenda, and for informing itself about all conditions and matters that might in any way affect the cost or performance of the Work. Failure to do so will be at the Proponent's sole risk.

No allowance will be made for additional costs and no claims will be entertained with respect to conditions which could reasonably have been ascertained by such due diligence prior to submitting a Proposal.

(Remainder of page intentionally left blank)

3. MANDATORY REQUIREMENTS

(a) General

All Proposals must be submitted using the Proposal Form provided and may only include the required attachments listed in the Proposal Form. Proposals shall remain open for acceptance for a period of sixty (60) days following the Proposal Closing Date unless withdrawn or amended in accordance with Section 4(d) of this RFP. **Other than inserting the information requested on the Proposal Form, a Proponent may not make changes to the Proposal Form or submit their own form. Only the information requested will be reviewed and evaluated. A proposal submission other than the Proposal Form provided may be disqualified.**

(b) Submissions

Proposals must satisfy the following requirements:

- (i) the Proposal Form must in the form provided be completed and signed;
- (ii) the Proposal Form must include a fixed price to complete the Work;
- (iii) the Proposal Form must include a completed declaration with respect to conflicts of interest; and
- (iv) the Proposal Form must be a maximum of 10 pages excluding the required attachments. The Evaluation Committee reserves the right to review only the first 10 pages of your proposal and no more.

(c) Insurance

- (i) Proponents will provide proof of insurance coverage contemplated in the Contract with their Proposals. The Successful Proponent will be required to name the Owner and Owner's Representative as Additional Insured for General Liability insurance.
- (ii) All Proponents shall provide proof of insurance from the Workplace Safety & Insurance Board or evidence that the Proponent does not require Workplace Safety & Insurance Board Insurance.

(d) **Subtrades**

Each Proponent shall submit a list of subcontractors that will be used to complete the Work, if applicable. The Owner reserves the right to reject, in its sole and absolute discretion, any subcontractors proposed for the various parts of the Work and, should it wish to do so, shall so notify the Proponent within five (5) Business Days of the Closing Time. Any Proponent with respect to whom a proposed subcontractor has been rejected shall have five (5) Business Days from notice of same within which to re-submit its Proposal. Subcontractors accepted and approved by the Owner shall be the subcontractors who will actually be employed in the performance of the Work.

(e) **Statement of Experience and References**

All Proponents shall submit a statement of experience on related or similar projects and a high-level detail of sample projects not to exceed 2 pages. Each Proponent will also provide two references who may be contacted by the Owner.

4. PROPONENT INSTRUCTIONS

(a) **Contact Person**

For the Purposes of this RFP, the "Contact Person" shall be:

Rosabelle Gonzales
Manager, Procurement and Compliance
Housing Services Corporation
rfp@hscorp.ca

Communication with the Owner or HSC relating to this RFP with any person other than the Contact Person, may result in the disqualification of a Proposal.

(b) **Schedule**

The following dates are tentative and are subject to change without notice:

(Remainder of page intentionally left blank)

| Task | Target Date |
|---|--|
| Posting of this RFP | Thursday, May 7, 2026 |
| Mandatory project briefing via Zoom webinar: Webinar ID: 848 5232 0285 Zoom Webinar Mandatory Project Briefing link | Friday, May 15, 2026 11:30 a.m. EDT |
| Deadline for questions | Monday, May 25, 2026 by 2:00 p.m. EDT |
| Answers to questions and distribution of addenda to RFP, as required | Thursday, May 28, 2026 |
| Closing date for submission of Proposals | Monday, June 8, 2026 by 2:00 p.m. EDT |
| Evaluation of Proposals | Monday, June 8 to week of June 15, 2026 |
| Proponent Meetings, if applicable <i>Selected Proponents are expected to be available on this date</i> | Friday, June 19, 2026 (morning) |
| Contract with Owner to take effect | Week of June 22, 2026 |
| Deadline for completion of work | December 2026 |

(c) **Proposal Submission**

Proponents are required to submit their Proposal Form via HSC’s electronic portal. Please follow these instructions to submit via the Public Portal.

(i) **Prepare your submission materials:**

Requested Information:

All Proposals and any supplementary material must include the following, in the format described below.

| Name | Type | # of Files | Requirement |
|--|-------------------|-------------------|--------------------|
| Proposal Form completed in full and signed, Appendix B-1 | File Type: Any | Multiple | Required |
| Proposal Price Breakdown, Appendix B-2 | File Type: Any | Multiple | Required |

| Name | Type | # of Files | Requirement |
|--|-------------------|------------|-------------|
| Two sample projects including references for each sample project | File Type: Any | Multiple | Required |
| Schedule with milestones | File Type: Any | Multiple | Required |
| Proof of General Liability Insurance - \$5 million per occurrence including \$2 million for non-owned automobile | File Type: Any | Multiple | Required |
| Proof of Automobile Insurance, if applicable for company owned vehicles - \$2 million. Proponent to indicate if no company owned vehicles. | File Type: Any | Multiple | Required |
| Proof of Professional Liability Insurance - \$2 million per claim | File Type: Any | Multiple | Required |
| Proof of WSIB | File Type: Any | Multiple | Required |

- Please note the type and number of files allowed.
- The maximum upload file size is 1000 MB.
- Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

(ii) **How to file your submission materials:**

Proponents shall submit their Proposals by uploading their Proposals to [Bonfire](#) (Euna Procurement).

All Proposals must be completely uploaded prior to the Proposal Closing Time of **2:00 p.m. EDT on Monday, June 8, 2026**. Proposals which have not been completely uploaded prior to the Proposal Closing Time will not be considered. The Owner and HSC strongly recommend that Proponents allow sufficient time and **at**

least ONE (1) day before the Proposal Closing Time to begin the uploading process and to finalize your submission.

Important Notes:

- Each item of Requested Information will only be visible after the Closing Time.
- Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.
- You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.
- Minimum system requirements: Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.
- Housing Services Corporation uses the Bonfire (Euna Procurement) portal for accepting proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at <https://vendorsupport.gobonfire.com/hc/en-us>.
- The time at which a Proposal is considered submitted shall be the time the upload is completed and shall be conclusively established by a confirming receipt issued by the Bonfire (Euna Procurement) Portal.

E-mailed proposals will not be accepted in response to this RFP.

Proposals must be limited to a maximum of 10 pages excluding the required attachments. The Evaluation Committee reserves the right to review only the first 10 pages of your proposal and no more.

(d) Amending or Withdrawing Proposals Prior to Proposal Closing Time

At any time prior to the Proposal Closing Time, a Proponent may amend or withdraw a submitted Proposal. Any amendment should clearly indicate what part of the Proposal the amendment is intending to replace. A

Proponent may not withdraw a submitted Proposal after the Proposal Closing Time.

(e) **Questions**

If the Proponent finds any errors or omissions in this RFP, or if the Proponent has any doubt regarding the meaning of any requirement or data in this RFP, the Proponent shall promptly seek clarification from the Owner by submitting a written request for clarification. All requests for clarification must identify the relevant RFP section and page number and must be submitted to the Owner's Representative in accordance with the instructions set out in this RFP.

Queries and requests for clarification must be submitted by Proponents in writing via email to Rosabelle Gonzales at rfp@hscorp.ca by **2:00 p.m. EDT on Monday, May 25, 2026**.

If the Owner considers that correction, explanation or interpretation is necessary the reply may be in the form of an addendum, a copy of which will be posted on [Bonfire](#) (Euna Procurement) no later than **Thursday, May 28, 2026**. Upon issuance by the Owner, each addendum shall be considered part of this RFP. No oral representation shall be requested by or made to any Proponent with respect to this RFP. The Owner reserves the right to amend any part of the RFP at any time.

5. EVALUATION PROCESS

Proponents must submit the Proposals following the instructions set out in this RFP. The Owner will evaluate Proposals according to the following stages:

(a) **Stage 1 – Review for compliance**

Stage 1 will consist of a review to determine which submissions satisfy all of the mandatory requirements set out in this RFP. Those that satisfy the mandatory requirements will proceed to Stage 2. Submission of the Proposal on or before the Closing Time is a mandatory requirement.

(b) **Stage 2 – Evaluation and Interview**

Stage 2 consists of scoring by the Owner (or its agent) of each qualified Proposal on the following basis:

| <u>Criteria</u> | <u>Points Allocation</u> |
|---|--------------------------|
| Company History and Experience including experience in social housing, if applicable, and Owner's/evaluation team's experience with company, if applicable. | 20/100 |
| Consulting Team Qualifications and Experience including Owner's/evaluation team's experience with proposed team, if applicable. | 25/100 |
| Sample projects (two) including references | 25/100 |
| Proposal Price | 30/100 |

After its initial evaluation, the Owner may request that any Proponent attend for an interview in order to clarify information provided in the Proposal. Following the evaluation, and subject to the Owner's privileges reserved in this RFP, the highest-ranking Proponent may be invited to enter a contract with the Owner for the performance of the work.

(c) **Stage 3 – Contracting**

The highest-ranking Proponent may be invited to enter a contract for the performance of the work. The contract, which shall be based on the contract attached as **Appendix C**, will be a fixed price contract and Proponents must present a fixed price for each task they are bidding on. The fixed price will be exclusive of HST. Absent of a Change Order executed by the Owner, there will be no increase in the fixed price permitted. The contract must be executed and returned within five (5) Business Days of the Successful Proponent being notified that contract has been awarded, failing which the Owner may, at its option, disqualify the Proposal and award and execute a contract with the next highest-ranking Proponent.

The Successful Proponent will be required to sign the Owner's Contractor Health and Safety Responsibility Agreement attached as **Appendix D**.

(d) **Owner's Rights**

- (i) In evaluating submissions, the Owner reserves the right to adjust the Proposal prices, submitted in accordance with the information provided on the Proposal Form, to account for arithmetic and/or transfer errors.

- (ii) In evaluating submissions, the Owner may consider the past experience with the Proponent of the Owner or any member of the evaluation team appointed by the Owner.
- (iii) The Owner reserves the right to seek clarification and supplementary information relating to the clarification from Proponents after the Closing Time. The response received by the Owner from a Proponent shall, if accepted by the Owner, form an integral part of that Proponent's Proposal. The Owner reserves the right to interview any or all Proponents to obtain information about or clarification of their Proposals.
- (iv) The Owner shall not be bound to accept the lowest Proposal or any other Proposal and is under no obligation to negotiate with any Proponent, or to enter into a contract with any Proponent.
- (v) The Owner, at its sole discretion, reserves the right to negotiate with any Proponent it believes has the most preferable Proposal, or with any other Proponent or Proponents concurrently. The Owner reserves the right to enter into post-submission negotiations and discussions with any one or more Proponent(s) regarding any term of a Proposal, and such other terms as the Owner may require, at any time prior to execution of a contract.
- (vi) By submitting a Proposal, the Proponent acknowledges that the terms of this Section are reasonable and appropriate and that the Owner is issuing this RFP in reliance upon the right to claim the privileges set out herein.
- (vii) This is an RFP and not a tender. The Owner and Owner's Representative do not intend to and do not assume or owe any contractual or other duties or obligations to the Proponent as a result of issuance of this RFP, the preparation or submission of a Proposal, the receipt, opening and consideration of a Proposal, the evaluation of Proposals, provision of additional information or conduct of presentations, the Proponent's participation in any discussions or negotiations, or on any other basis arising from this RFP. Without limiting the generality of the foregoing and for certainty, no "contract A" as envisioned by the Supreme Court of Canada in *R. v. Ron Engineering*, [1981] 1 S.C.R. 111 is formed by the submission of a Proposal in response to this RFP. The Proponent agrees that by

submitting a Proposal in response to this RFP, the Proponent may not make any claim for compensation of any kind against the Owner or Owner's Representative or any of their respective officers, agents or employees as a result of its submission of a Proposal in response to this RFP, including without limitation any claim for costs of Proposal preparation or participation in negotiations, or for loss of anticipated profits, whether based in contract, tort, equity, breach of any duty, including, but not limited to breach of a duty of fairness, breach of an obligation to accept only compliant Proposals, or any other cause of action whatsoever.

6. PROPOSAL REQUIREMENTS

- (a) *Verify, Clarify and Supplement* – During the evaluation process, the Owner may request further information from the Proponent or third parties in order to verify, clarify or supplement the information provided in the Proponent's Proposal. The Owner may revisit and re-evaluate the Proponent's response or ranking on the basis of any such information.
- (b) *Past Performance or Inappropriate Conduct* – The Owner may disqualify a Proponent or any proposed subcontractor or supplier from participating in this RFP process based upon past performance and such inappropriate conduct.
- (c) *Confidential Information of Proponent* – Each Proponent should identify any information in its Proposal or any accompanying documentation supplied in confidence for which confidentiality is requested to be maintained by the Owner. Proponents are advised that their Proposals will, as necessary, be disclosed on a confidential basis, to the Owner's advisers retained for the purpose of evaluating or participating in the evaluation of their Proposals.
- (d) *Information Provided* – Every Proponent is responsible for ensuring that it has all the information that it requires to respond to this RFP. Proponents are responsible for their own analysis in support of their Proposal. The Owner is not liable for any errors in the information provided in connection with this RFP.
- (e) *Costs* – Proponents bear their own costs for responding to this RFP.
- (f) *Statements* – No Proponent shall make any statement with respect to this RFP or the Contract without the written consent of the Owner, which may be unreasonably withheld.

- (g) *Confidentiality* – All information provided by or obtained from the Owner in any form in connection with this RFP either before or after the issuance of this RFP:
- (i) is the sole property of the Owner and must be treated as confidential;
 - (ii) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent agreement;
 - (iii) must not be disclosed without prior written authorization from the Owner; and
 - (iv) shall be returned by the Proponents to the Owner immediately upon the request of the Owner.

Confidential Information shall not include:

- (i) information generally available to the public other than as a result of a breach of these confidentiality obligations;
- (ii) information that becomes available to either party through no breach of any contract or law;
- (iii) information that either party develops independent of the information provided to it by the other party; or
- (iv) information that is required to be disclosed by any applicable laws or regulations.

(End of section)

APPENDIX A SCOPE OF WORK

PROJECT: Consulting Services for Siding, Window, Eavestrough & Downspout Replacements

The District of Parry Sound Social Services Administration Board (“PSDSSAB”) (“Owner”) is planning to undertake siding replacements at the locations noted below.

The Owner is soliciting proposals from engineering/architectural firms (“Consultant”) to investigate the current condition of the siding, windows, eavestroughs, and downspouts and outline replacement priorities, develop like-for-like replacement options, and to design and execute the replacements based on the options approved by the Owner.

The Consultant will be assigned as the Consultant of Record for the construction agreement (CCDC 2 - 2020). The basis for contract award for construction will be low compliant bid.

LOCATIONS: 1A, 1B, 3A, 3B, 5A, 5B, 7A & 7B Dublin St., South River, ON

THE PROJECT:

The project will include replacement of the existing siding, windows, eavestroughs, and downspouts.

The buildings built in 1975 are two-storey, wood-framed, duplex residential buildings with brick finish to the second storey and horizontal siding from the second storey to the soffit.

SCOPE OF SERVICES AND PROJECT DELIVERY:

Investigation and Reporting

The services shall include, but not be limited to:

- A review of all existing documents, drawings, Owner’s records, building condition assessments, technical reports, and designated substance surveys.
- A site visit at all properties to perform a visual review and analysis of the siding and windows and to gather all details necessary for the preparation of conceptual designs. The review shall include at minimum:
 - A review of all siding and windows from ground level at the exterior of the buildings (with the use of binoculars or other inspection aids, as applicable).

- Destructive testing to confirm the type and composition of the control layers behind the siding (sheathing, weather resistive barrier, air barrier, vapour retarder, insulation, etc.). Destructive openings are to be repaired to their as-found condition.
- Preparation of a conceptual design report. The report shall include:
 - An inventory of all siding and window types including frame material, glazing type and a description of the operable portions.
 - The results of the destructive testing.
 - Comments on the current condition of the siding and windows including any deficiencies noted.
 - A minimum of three conceptual designs for the replacement of siding and windows. Conceptual designs should include diagrams, materials, elevations and general layout plans and should consider building codes, regulations and industry standards, conventional, as well as high-efficiency and high-durability options.
 - Strategies to improve energy efficiency.
 - Guidance on rebates that may be available from local, provincial, or federal authorities.
 - Class “D” cost estimates for each conceptual design option presented.
- Delivery of the report to the Owner and Owner’s Representative.

The Owner will provide direction on which conceptual designs to advance to the Detailed Construction Drawings, Specifications, and Contract Documents phase.

Detailed Construction Drawings, Specifications, and Contract Documents

The Consultant is to prepare detailed construction drawings, specifications, and documents suitable for building and other required permits and tendering to contractors for construction including, but not limited to:

- Architectural drawings.
- Structural drawings, as required.

- Miscellaneous details as required, including sealant, insulation, weather resistive barrier, air barrier, and vapour retarder details.
- Full detailed construction specifications and any applicable performance benchmarks.
- Tender designs for review by the Owner at the 50% and 90% completion stages.
- Order-of-magnitude cost estimates at the 90% completion stage.

All drawings and details are to be sealed by a Professional Engineer or Architect licensed to practice in the province of Ontario.

The Consultant is to undertake a review of the completed designs and tender package with the Owner and Owner's representative prior to issuing for tender.

NOTE: The Owner's approval is required prior to moving to the Tendering Phase.

Tendering

HSC will manage all tendering to Contractors.

During the Tendering Phase, the Consultant is to:

- Attend a site briefing for Contractors.
- Respond to questions and provide supporting documentation, as required, for any necessary addenda to the drawings and specifications.
- Provide design revisions should constructability issues arise.
- Participate in the tender review process and provide a letter of recommendation to the Owner for project award.

The form of construction contract agreement will be CCDC 2 – 2020, with supplementary general conditions appended.

Construction Review and Contract Administration

The Consultant is to:

- Facilitate all required permit applications for Authorities Having Jurisdiction.

- Participate in a pre-construction kick-off meeting with the Contractor to outline phasing, schedules, and overall construction methodology.
- Review and approve shop drawings and other information necessary for the process of construction.
- Review and document selected “mock-up” windows and sidings. Assess the Contractor’s installations for quality assurance and to ensure the installations and materials meet the design goals and standards.
- Provide periodic on-site representation and review to ensure the work of the Contractor conforms to the drawings and specifications.
- Conduct site reviews at intervals during construction dependent on the project stage and progress.
- Record the results of the site reviews in Site Review Reports that are to be distributed to the Owner, Contractor, and Authorities Having Jurisdiction.
- Oversee corrections of any deficiencies that are identified in the Site Review Reports.
- Conduct bi-weekly construction site meetings during which disputes, if any, are resolved, questions are answered, and clarifications are provided in a timely manner. Take minutes of the meetings and distribute to all stakeholders.
- Report all Health and Safety concerns related to the Contractor’s execution of the work to the Project Manager.
- Review monthly progress payment requests from the Contractor for accuracy, report any concerns with the values claimed to the Project Manager, and issue appropriate payment certificates once claimed values have been agreed upon with the Project Manager.
- Process Site Instructions, Contemplated Change Orders, and Change Orders.
- Participate in project close-out inspections and provide sealed written reports confirming that the completed project meets the design criteria.
- Ensure the Contractor fulfills their commitment to provide final project submittals in the form of ‘As-Constructed’ drawings, warranties, and maintenance manuals.
- Certify substantial and total performance of the Contract.

APPENDIX B PROPOSAL FORM

Attached as separate documents:

- Proposal Form attached as **Appendix B-1**.
- Proposal Price Breakdown attached as **Appendix B-2**.

(End of section)

**APPENDIX C
FORM OF CONSULTING AGREEMENT**

(Attached as a separate document.)

APPENDIX D
CONTRACTOR HEALTH AND SAFETY RESPONSIBILITY AGREEMENT

(Attached as a separate document)