



CENTRE DE SANTÉ COMMUNAUTAIRE
PINECREST-QUEENSWAY
COMMUNITY HEALTH CENTRE

REQUEST FOR PROPOSAL (RFP)

Interior Fit-Up Construction Services

Clinical and Community Service Space – West End of Ottawa

Issued by: Pinecrest Queensway Community Health Centre (PQCHC)

RFP Release Date: August 21st, 2025

1. INTRODUCTION

Pinecrest Queensway Community Health Centre (PQCHC), on behalf of a collaborative of seven core community partners, is inviting qualified general contractors to submit a proposal for the interior fit-up of a leased commercial unit in the west end of Ottawa. The project will transform an **empty shell space** into a clinical and community service hub focused on primary care, substance use health, mental health, and housing supports.

This RFP is issued in accordance with the Broader Public Sector Procurement Directive and follows a competitive, open, and transparent process.

1.1 BACKGROUND & CONTEXT

Vision

Together we seek to build a safe, just and healthy community for all.

Mission

Pinecrest-Queensway Community Health Centre is an innovative community based, multi-service centre. We strive to meet the needs of the diverse communities we serve. We work in partnership with individuals, families and communities to achieve their full health potential, paying particular attention to those facing barriers to access, including those who are most vulnerable and at risk.

Purpose

The project will create a centralized clinical and community service space in the west end of Ottawa, designed to provide a range of health and social supports in an accessible, integrated environment.

The facility will feature a combination of clinical areas, staff workspaces, and reception/waiting zones, supported by a variety of service and storage spaces. The layout will include separate areas with controlled access, designed for both public-facing services and back-of-house operations.

2. PROJECT SUMMARY

Project Name: Clinical Interior Fit-Up

Location: West End of Ottawa (*exact address released upon execution of Confidentiality Acknowledgement*)

Approximate Area: 5,800+ sq. ft. ground-level unit

Scope: Full interior fit-up of a shell space, including demising walls, medical finishes, plumbing, HVAC, electrical, and accessibility elements

Drawings Provided: Full design package including architectural, electrical, and mechanical drawings will be provided after Confidentiality Acknowledgement (Appendix A) execution

Target Occupancy: January 2026

3. PROJECT TEAM

- **Owner/Lead Organization:** Pinecrest Queensway Community Health Centre
- **Contact:** Director of Corporate Services, Martin Ayeduvor-
m.ayeduvor@pqchc.com
- **Project Manager:** Chantal Carter

4. CONTRACT

The successful proponent will enter into a **CCDC 2 – Stipulated Price Contract**, modified with PQCHC's supplementary conditions.

The contract scope includes but is not limited to:

- Full construction and finishing based on bid documents
- Coordination with consultants and landlord
- Compliance with all applicable codes (i.e. Ontario Building Code, OHSA, AODA)
- Site management, inspections, and project closeout

Tender Submission Requirements

Submission of the Tender shall constitute proof of acceptance by the Bidder of all existing conditions, the requirements of the Bid Documents, and shall be deemed a waiver of all claims for extra compensation due to additional work arising from existing conditions or the requirements of the Bid Documents.

Submission of the Tender shall be considered verification that the Bidder thoroughly understands the scope of work in accordance with the Bid Documents and that the submitted pricing is for the total performance of the specified work. This includes the supply of all labour, supervision, materials, and equipment to construct, completely finish, and install fixtures and items of construction as listed herein and on the provided drawings, as well as all other expenses such as customs, duties, excise taxes, fees for approvals, permits and inspections, insurances, Workers' Compensation Insurance, overhead, and profit.

Once submitted, a tender may be withdrawn or changed up to the time of tender closing, after which time the tender becomes irrevocable.

PQCHC reserves the right to refuse any or all tenders. Tenders which are incomplete, conditional, illegible, or obscure, or that contain reservations, erasures, alterations, or irregularities of any kind may be rejected as informal.

5. RFP SCHEDULE

Milestone	Date
RFP Release	Thursday, August 21 2025
Site Visit (<i>location provided upon execution of Confidentiality Acknowledgement</i>)	Wednesday September 3, 10:00 a.m – 12:00 p.m.
Deadline for Questions	Thursday, September 4, 2025
Addenda/Responses Issued	Friday, September 5, 2025
Proposal Submission Deadline	Tuesday, September 9, 2025 at 2:00 p.m.
Contractor Selection & Notification	Tuesday, September 16, 2025
Contract Finalization	Tuesday, September 23, 2025
Mobilization (permit pending)	Wednesday, October 1, 2025
Occupancy	January 2026

Note: *Attendance at the site visit is encouraged.*

6. START-UP DOCUMENTS

Within fourteen (14) days of contract award and prior to mobilization, the General Contractor shall submit a **full and complete project schedule**. The schedule must include all milestone dates, shop drawing submissions, inspections, and other key deliverables.

Prior to mobilization, the following documents must be provided for review:

- Project schedule

- Proof of WSIB coverage
- Notice of Project
- Registration of Constructors and Employers Engaged in Construction (Form 1000)
- Company Safety Policy
- Contact list of contractor and bios of all GC team members
- Contact list of all subcontractors
- Cash flow statement
- Draft billing/progress draw for review

7. CLOSEOUT

Submit close-out documents in accordance with OAA/OGCA Document No. 100 Take-Over Procedures.

At project completion, \$25,000 CAD will be withheld until all closeout documents are received and approved. This includes:

- Every warranty from all contractors and subcontractors
- As-built drawings (PDF + CAD)
- Equipment manuals and training logs
- Final inspection approvals and occupancy permit
- Digital and hard copy documents

Warranty Requirements

The General Contractor and all sub-contractors shall provide, at a minimum, a two (2) year warranty for all work performed under this contract. Proponents must refer to the consultant's specifications and drawings for any extended warranty requirements. Where there is a conflict in warranty duration between this RFP and the consultant's documents, the longest duration shall apply.

All warranties shall:

- Cover labour, materials, equipment, and workmanship against defects or deficiencies
- Be assignable and name **Pinecrest Queensway Community Health Centre** as beneficiary
- Be included in the closeout package, organized by trade or system

8. CHANGES IN SCOPE OF WORK

All change order submissions must include an itemized breakdown (materials, parts, labour, equipment, etc.) for each subcontractor involved.

The combined total markup on changes from all contractors and their subcontractors and suppliers shall be no more than 10%

9. SUBMISSION INSTRUCTIONS

Proposals must be submitted by email in PDF format to:

Director of Corporate Services, Martin Ayeduvor – m.ayeduvor@pqchc.com

Subject Line: PQCHC Interior Fit-Up Proposal – [Your Company Name]

Submissions must include:

- Cover Letter
- Company Overview and Contact Info
- Project Team and Organizational Chart
- Work Plan and Construction Schedule
- Experience with comparable health/clinical projects
- Lump Sum Price (including HST breakdown) clearly identified in proposal
- Three (3) References
- Insurance & WSIB Certificates
- Conflict of Interest Disclosure
- Signed Acknowledgement of Addenda

Submission Deadline: Friday, September 5, 2025 at 2:00 p.m. ET
Late or incomplete submissions will not be accepted.

10. EVALUATION CRITERIA

Evaluation Criteria	Weight
Experience with Similar Projects	10%
Construction Schedule/Timeline	30%
Cost Proposal (Lump Sum)	40%
Qualifications of Key Personnel	10%
References and Past Performance	10%

PQCHC reserves the right to conduct interviews prior to final selection.

11. QUESTIONS & CLARIFICATIONS

All inquiries must be submitted in writing by September 4, 2025 to:

Director of Corporate Services, Martin Ayeduvor – m.ayeduvor@pqchc.com

Responses will be issued via formal Addendum by September 5, 2025. Only responses issued via addendum will be binding. Verbal or informal responses will not be considered part of this RFP.

12. ADDENDA TRACKING

Addendum #	Date Issued	Description
1	Septemebr 3, 2025	Responses to proponent questions
2	[If needed]	[Insert summary]

Proponents must acknowledge receipt of all addenda in their submission.

13. PERMITS & INSPECTIONS

- PQCHC will obtain the base building permit (*already submitted pending review*)
- The contractor is responsible for coordinating and scheduling all inspections required under that permit and any other inspections, utility coordination, and fees.

14. SITE SAFETY & COMPLIANCE

The contractor shall assume the role of Constructor under the OHSA and is responsible for:

- Site safety and protection of all workers
- Submitting Form 1000 and Safety Plan prior to mobilization
- Ensuring all trades and subcontractors comply with applicable regulations
- Coordinating and minimizing disruption to adjacent properties or shared access

15. CLEANING & TURNOVER

Final cleaning must include:

- Removal of debris and construction waste
- Replacement of mechanical filters
- Cleaning of all medical-grade finishes and fixtures
- Making space ready for immediate clinical use/occupancy

16. GENERAL CONDITIONS

- PQCHC is not obligated to accept the lowest or any proposal
- All costs incurred by proponents in responding to this RFP are at their own expense
- PQCHC reserves the right to amend, cancel, or reissue this RFP at any time

17. GENERAL CONTRACTOR RESPONSIBILITIES

The General Contractor (GC) shall be responsible for all aspects of construction execution, coordination, and compliance with applicable codes and regulations. The following requirements apply in addition to all specifications, drawings, and contract documents.

17.1 Quality & Standards

- All work shall be carried out in a good workmanlike manner, consistent with industry best practices.
- All codes, specifications, standards, manuals, and installation/maintenance instructions referenced in the contract documents shall be the **latest published** at the date of proposal submission, unless otherwise stated or approved by the authorities having jurisdiction.
- Materials and workmanship shall meet or exceed the requirements of the referenced standards.

17.2 Site Supervision & Administration

- Provide a full-time, experienced, and qualified Site Superintendent for the duration of the construction period.
- Include in Start-Up Documents a list of key personnel (with biographies and relevant experience) and all proposed sub-contractors.
- Changes to the project team shall not occur without prior written approval from PQCHC.

17.3 Safety Compliance

- Assume the role of “Constructor” under the Ontario Occupational Health and Safety Act (OHSA) and comply with all applicable construction safety regulations.
- Ensure all sub-trades and employees comply with OHSA, the Workplace Safety and Insurance Act, and all other applicable legislation.
- Comply with any additional safety requirements issued by PQCHC or authorities having jurisdiction.

17.5 Logistics & Mobilization

- Mobilize and demobilize any non-permanent site offices, trailers, perimeter fencing, and equipment.
- Perform all utility locates (public and private) prior to excavation.
- Arrange for any special delivery requirements, including oversized loads, escorts, or hoisting.

17.6 Waste Management & Cleaning

- Dispose of all construction waste in compliance with Ontario Ministry of the Environment requirements.
- Waste shall not be deposited into non-designated bins and shall not be stored loose on site.
- Maintain a clean, safe site throughout construction and ensure surrounding areas remain free of debris.
- Perform final building and site cleaning per **Section 15 – Cleaning & Turnover**.

17.7 Documentation & Record Drawings

- Keep a complete, up-to-date set of permits and as-built drawings on site at all times.
- Submit final as-built drawings (PDF and CAD) as part of closeout.

Appendix A – Confidentiality Acknowledgement

Project: Interior Fit-Up Construction Services – Clinical and Community Service Space – West End of Ottawa

By signing below, the undersigned acknowledges that the documents, drawings, and specifications provided for this project are confidential and shall be used solely for the purpose of preparing a proposal in response to this RFP. These materials shall not be shared, reproduced, or used for any other purpose without the express written consent of Pinecrest Queensway Community Health Centre (PQCHC).

Company Name: _____

Authorized Signatory: _____

Title: _____

Signature: _____

Date: _____



Appendix B – References Form

Project: Interior Fit-Up Construction Services – Clinical and Community Service Space – West End of Ottawa

Please provide details for at least three (3) comparable projects completed in the past five (5) years.

Reference #1		
Name of Company:		
Address:		
Contact Name		
Contact phone:		
Email:		
Dates services provided:	Start:	End:
Summary of services provided:		

Reference #2		
Name of Company:		
Address:		
Contact Name		
Contact phone:		
Email:		
Dates services provided:	Start:	End:
Summary of services provided:		

Reference #3		
Name of Company:		
Address:		
Contact Name		
Contact phone:		
Email:		
Dates services provided:	Start:	End:
Summary of services provided:		