



**Request for Proposal MC#26-01-CA**  
**DESIGN BUILD SERVICES FOR A 25' x 50' PAVILION**  
**At the Wawanosh Valley Conservation Area**  
**38854 Nature Centre Road, Ontario**

**February 2026**

**Closing Date and Time: March 31st, 2026 at 2:00pm**

**Closing Location:**

**Maitland Valley Conservation Authority Office**  
**1093 Marietta Street, Wroxeter, Ontario**

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## Section A – Information for Proponents

The Maitland Valley Conservation Authority (MVCA) is seeking the services of a qualified design build firm or team for the preliminary design, final design, and construction of a 25' x 50' covered timber frame style pavilion and site improvements at the Wawanosh Valley Conservation Area located at 38854 Nature Centre Road, in the Township of North Huron, Ontario

The design build firm or team is to complete all aspects of the project including design, site preparation, site plan approvals and fees, grading, drainage, building permit and fees, building construction, access and pathway construction and improvements following the Owners objectives and requirements listed below:

### 1. OWNERS OBJECTIVES AND REQUIREMENTS

#### Requirements for 25' x 50' Pavilion

- The structure is to be located at 38854 Nature Centre Road and is to be located on site as shown in **Section C – Site Plan**
- All work and materials must meet the Ontario Building Code and meet the Accessibility for Ontarians Disability Act requirements.
- Contractor must provide WSIB and proof of \$2 million Commercial General Liability insurance prior to commencement of work.
- Contractor shall work in compliance with all Health and safety legislations and best practices.
- The structure will be used by the public and organizations as a community space to gather and enjoy the area in all seasons. The structure will be open sided with a covered roof to protect users from weather.
- The structure is being placed beside where an old “bank barn” and outdoor educational facility once stood. The new structure design and access trails shall complement the natural environment site conditions, the existing silo that will remain, and previous timber frame, post and beam barn style for historical aspect. The Owner’s vision is to have an open concept design with minimal trusses resembling a post and beam structure. **See Section “D” Proposed Design Plan.**
- The structure location shown in **Section C – Site plan** is approximately 12 ' away from the silo structure to allow for grass cutting between the silo and new pavilion. Location of the new pavilion also takes into account for the existing septic tank, septic bed and to avoid any issues with the previous bank barn foundation location.
- Access pathways are to be provided to the structure from the existing parking lot. Pathways from the pavilion structure are also to be constructed to the existing privy located north of the proposed structure and to the access roadway to the east of the proposed structure as shown in **Section C- Site plan.**

### Pavilion Structure – See Section “D” - Proposed Design Plan

- The structure shall consist of reinforced concrete footings and floors suitable to withstand all loadings and code requirements.
- The concrete pad shall extend the full length and width of the pavilion with straight edges and be poured over a compacted gravel base. The concrete pad shall be constructed to prevent any water ponding on the pad surface. Saw cuts provided with a maximum 12' spacing.
- The structure shall have a minimum clear height of 9' from the finished floor elevation to the underside of open trusses.
- Structure size shall be at a minimum of 25' wide and 50' long as design will allow maintaining open ends with no middle posts.
- Structure shall be constructed using rough cut timbers, using materials that are weather resistant and suitable for outdoor conditions. Lumber is to be dry, to prevent warping. Paint is not to be used on any wood material.
- Posts that contact the concrete footings or pad shall have design or methods to prevent contact with water and airflow to aid in drying. Water shall be directed away from posts
- Trusses shall be open, gable style and engineered.
- No ceiling shall be installed on bottom of trusses.
- Roof decking shall complement design and aid in noise reduction from rainfall on steel roof.
- Prevention of bird roosting between top of trusses to roof decking provided if design warrants.
- Roof shall be of pre-painted hi-rib steel in dark brown colour to be selected by owner. Proposals shall indicate thickness or gauge of steel.
- Trims shall be of coloured steel to complement structure colour when design warrants fascia to be covered. Painted wood trims are not acceptable.
- Snow stops shall be provided on each side of the roof to prevent snow slide.

### Access pathway Requirements

- Contractor is to excavate paths in areas shown on **Section C- Site plan**. (Final marking to be completed with Owner on-site before excavation) and fill with suitable base aggregates and topcoat with stonedust -including compaction of all aggregates.
- Slopes on all pathways shall meet AODA requirements and pathway shall be level when meeting the edge of the concrete pad.
- Pathway width shall be minimum 59" wide for AODA requirements.

### Site Requirements

- Contractor is to prepare site including removal and re-use of existing topsoil, excavation, grading, filling, leveling, and compaction.

- Existing stone pile as shown in **Section E- Site photos** is to be sorted with +20” stones set aside for re-use by owner. All smaller material is to be used for fill around shelter where needed.
- Site improvements shall include a sloped area of 1:20 8’ feet away from the edge of the pavilion pad, then 1:12 for 10’. Slope can then blend into existing areas and pathways. See **Section C – Site Plan and Section E – Site photos for more details.**
- Pathways must not exceed the slope to meet AODA requirements and be firmly compacted stonedust as a top-coat aggregate. Topsoil must be leveled to the pathway edges as required and blended into the remaining site locations.
- Restoration of disturbed areas using a minimum 3” clean, screened topsoil. Grass seeding will be completed by Owner.

## **2. SCOPE OF WORK**

The scope of work includes the design and build of a 25’x 50’ pavilion and site improvements including:

- Mobilization and Demobilization
- Design of building per Owner’s requirements
- Site preparations including the installation of safety fencing and signs, all excavation, fill, materials, and installation of pavilion footings
- Construction of 25’x50’ pavilion building including concrete pad.
- Landscaping and slope for drainage around pavilion
- Sorting of existing stone pile. Large boulders (+20”) set aside for re-use by owner, smaller material used for fill around shelter.
- Access and pathway development and improvement.
- Grading of area to blend into areas around pavilion, pathways and existing site conditions.
- Final Grading of clean topsoil.
- Grass Seeding to be completed by owner.
- No mechanical, plumbing or electrical components are part of this contract.

### **Design Phase:**

During the design phase of the work, the MVCA will require all criteria to be reviewed and approved by MVCA at each of the following stages of work:

- Schematic design submission (sketch to confirm clarity of design requirements)
- Material specifications and colours
- Building permit drawing stage

The successful Contractor will be required to prepare all necessary drawings, revisions of drawings and documents and also prepare applications for all necessary approvals and submit them to the appropriate authorities including the Township of North Huron Building official.

### **Site Preparation Phase:**

The Contractor is responsible for ensuring locates are completed and all necessary notifications to authorities have been completed including the posting of the building permit.

The Contractor shall ensure the work area is protected from public access by installing fencing and required signage.

The contractor shall be responsible for all aspects of site preparations including the removal of existing and surplus materials, stockpiling of required materials, grading, and preparing site for the construction phase. MVCA staff must approve the final location of the pavilion and access trails prior to the construction phase.

### **Construction Phase:**

The Contractor shall complete all aspects of construction to provide a complete building, including access pathways and improvements as indicated in the final approved plans and specifications.

During the construction phase of the work, MVCA will provide reviews by authority staff to ensure all work progresses in general conformity with the approved plans and specifications.

The Contractor shall follow all building permit requirements including notification to the building official during construction phases.

MVCA will process any change orders for submission to the Authority for approval.

The Contractor shall provide bi-weekly progress updates during active construction.

Completion of the project occurs when all deficiencies and site restoration (final topsoil) are completed, and the MVCA accepts the completed project.

### **3. DELETION OF WORK**

The Owner may, at any time, up to the time of signing the Construction Agreement, delete any or part of this contract. Should this be the case, the Contractor shall have no reason whatsoever to claim for any part of the Contract being deleted.

### **4. SITE VISIT**

Contractors may visit the site during daylight hours to inspect and measure any aspect without pre-arrangement.

The Quantities indicated in this document are the Owners best estimate; **the Contractor must satisfy themselves by their own inspection of the site, measurements and quantities.**

A non-mandatory site visit can be arranged at the site location: 38854 Nature Centre Road. This site visit will allow interested contractors the chance to investigate the existing site layout and conditions with an MVCA staff member present. Contractors are required to email or call Stewart Lockie, Conservation Areas Coordinator, to arrange. Phone Number 519 335 3557 x 234 or email [slockie@mvca.on.ca](mailto:slockie@mvca.on.ca)

## **5. GENERAL CONDITIONS AND TERMS**

The specifications and documents herein are referenced to the OPSS MUNI 100 General Conditions of Contract -November 2019 apply unless modified by the Instruction to tenderers, or other specifications. Contractor to obtain their own copy of the OPSS MUNI 100 General conditions.

Wherever the word “Authority”, “Owner”, “MVCA”, “Maitland Conservation” occurs, it shall mean the Maitland Valley Conservation Authority.

Pricing is to be in Canadian funds.

Contractors should be aware, the Contractors name and total cost bid will be made public.

All costs incurred in the preparation of the proposal are the responsibility of the Proponent.

## **6. HARMONIZED SALES TAX HST**

Bid costs are to exclude HST. Each progress Payment will include payment for HST equal to 13% of the amount recommended for payment, net of all holdbacks.

## **7. BONDING**

The successful Contractor shall provide to MVCA a Performance Bond and a separate Labour and Material Bond from the same surety in the amount of 50% of the Total Contract Price and in a form acceptable to the MVCA.

These bonds shall be taken out with a guarantee surety company authorized by law to carry out business in the Province of Ontario and having an office in Ontario.

## **8. INSURANCE AND INDEMNIFICATION**

Contractors shall review and satisfy insurance and indemnification requirements as specified in OPSS MUNI 100 General Conditions. All insurance shall include the Maitland Valley Conservation Authority as additional insureds. The Contractor shall pay all costs for insurance and pay all deductibles.

Minimum insurance coverage shall be \$2,000,000.00 per occurrence for General Liability insurance.

The Contractor must provide acceptable insurance documents to the Owner prior to beginning work.

## **9. WORKPLACE SAFETY AND INSURANCE BOARD**

The successful Contractor shall provide the MVCA with a copy of the WSIB clearance certificate indicating the successful Contractor's good standing with the Board upon award of contract and prior to the expiration of the contract period.

## **10. HOURS OF WORK**

To control noise, site work will only be completed between 7am and 6pm, Monday to Friday. No work will be allowed on statutory holidays. Work on weekends will only be permitted when approved by MVCA in writing.

## **11. PAYMENTS**

Payments may be made monthly based on the itemized prices provided by the General Contractor at the time of proposal submission.

Except as herein provided, payments under this contract will be made in accordance with the General conditions. The provisions of the Construction Act (1990) shall apply to this contract. The Contractor shall be responsible for placing a "Certificate of Substantial Performance" in the Daily Commercial News. Holdback equal of 10% of the value of work performed, shall be retained until the expiry of sixty (60) days from the publication of the "Certificate of Substantial Performance"

## **12. TIMELINES AND COMPLETION DATE**

The Contractor must include preliminary timelines leading to the completion of the project on the Form of Tender. Once selected, the successful Contractor must provide a detailed schedule of project tasks, activities, and milestones for the project. Time is of the essence for this project and the **preferred completion date is as soon as possible** to provide for the MVCA's 75<sup>th</sup> anniversary celebrations this year. A firm completion date for the work shall be October 16th, 2026.

The following procedural outline has been established for the project:

February 17th, 2026	Request for Proposal released
March 31 <sup>st</sup> , 2026	Proposal due date at 2:00 pm
April 15th, 2026	Contract award (tentatively)
May, 2026	Design phase completed and building permit approval
Early Summer, 2026	Site work and building construction,
Mid July, 2026	Preferred completion date
October 16th, 2026	Project completion

### **13. STATEMENT OF UNDERSTANDING**

Proponents must submit a signed statement of understanding, based on the information provided herein and using **Section G- Statement of Understanding, Experience, References Form**. This submission should include an indication of the nature of work involved, approach to meeting the overall objective, and any anticipated conflicts and problems related to the implementation of the project. The statement must demonstrate the Proponent is familiar with the particular requirements of the project, has carefully examined the site and location of the work, describes the type of structure proposed, and indicates their approach to complete the project within the proposed price and timelines.

### **14. WARRANTY PERIOD**

The warranty period for the work shall commence on the date of substantial performance of the work and shall extend for a period of twelve (12) months from such date unless otherwise specified for various sections of the work or materials.

### **15. SUBCONTRACTORS**

If Subcontractors will be used by the Proponent, Proponents shall submit a list of their subcontractors containing the names of all of the Subcontractors who will perform the work under the contract and the division or section of the contract work to be completed by each subcontractor.

Proponents shall ensure that all subcontractors selected and named have experience in the subcontract work described, and that they shall execute their work with competence and within the required timeframe.

The Owner reserves the right to reject a subcontractor for reasonable cause. Upon such rejection, the proponent shall be required to propose an alternate subcontractor without resulting in a change to the proposal cost.

### **16. QUESTIONS**

Any Questions regarding the Contract are to be submitted by email to:

Stewart Lockie, Conservation Areas Coordinator  
[slockie@mvca.on.ca](mailto:slockie@mvca.on.ca)

**17. PROPOSAL SUBMISSIONS SHALL INCLUDE ALL OF THE FOLLOWING:**

MVCA is allowing for hard copy OR electronic submissions to a secure email at [payment@mvca.on.ca](mailto:payment@mvca.on.ca) in **PDF format** no later than 2:00pm on March 31st, 2026. Submitted proposals received after this time will not be considered. The Email subject line or sealed hard copy must include: “RFP MC#26-01-CA – Wawanosh Pavilion – [Proponent Name]”. A Read Receipt must be requested by the submitting proponent and an acknowledgment of the submitted proposal will be provided by MVCA. It is the responsibility of the proponent to obtain acknowledgement of submission.

**Proposal Submission Requirements**

-Sealed Hard Copy submissions must be addressed and delivered to:

Maitland Valley Conservation Authority

1093 Marietta Street, Box 127

Wroxeter, ON, N0G 2X0

Attn: Stewart Lockie, Conservation Areas Coordinator

Clearly mark “RFP MC#26-01-CA – Wawanosh Pavilion – (Proponent Name)” on the sealed envelope.

-Email submissions must be sent to [payment@mvca.on.ca](mailto:payment@mvca.on.ca) with “RFP MC#26-01-CA – Wawanosh Pavilion – (Proponent Name)” as the subject line. Proponents must request a read receipt when submitting by email.

- a) One signed, Form of Tender must be submitted **-Section B**
  - i) All items on the Form of Tender must be bid and filled out.
  - ii) All unit prices must be clearly indicated
  - iii) The Total Contract price (excluding HST) must be indicated.
  - iv) The Contractors anticipated start and end date must be listed.
  
- b) Specifications Form – **Section F**
  - i) A proposed design sketch of pavilion building including truss design
  - ii) Specification of materials to be used in the construction
  - iii) Specification of construction method being used.
  
- c) Statement of Understanding, Experience and References Form - **Section G**
  - i) A statement of understanding as outlined
  - ii) Relevant experience for similar projects
  - iii) References including the name, address and telephone number of reference firms and its principle contact person and a brief description of the work completed.

- d) List of Subcontractors (if proposed)
  - i) Include the name, address, and type of work being performed under the contract.
- e) Guarantee:
  - i) All proposals shall include a certified cheque drawn and made payable to MVCA , or bid bond valid for a period of at least 60 days after the Proposal closing date, to the satisfaction of the Authority. Emailed submissions must include proof of this requirement and be included in the submission.
  - ii) The certified cheque or bid bond shall be in the amount of \$5,000.00
  - iii) All such certified cheques will be returned to the respective bidders within 7 days after proposals are opened, except those which the MVCA elects to hold until the successful bidder has executed the Contract and furnished the Contract Bond. Thereafter, all remaining cheques, including the cheque of the successful bidder, will be returned within 7 days.
  - iv) Failure to execute a Contract and file an Acceptable Bond as provided herein shall be just cause for annulment of the award and the forfeiture of the Tender Guarantee to the Authority, not as a penalty, but in liquidation of damages sustained.

## **18. ERRORS AND OMISSIONS**

While the owner has provided a list of objectives, requirements and specifications, the proponent is required to review all information in detail of this RFP. Minor items, not herein specified, but obviously required, shall be provided. All building code requirements shall also be provided. Any misinterpretation of the requirements within this proposal shall not relieve the successful proponent of the responsibility of providing the services outlined.

If Arithmetic Errors are discovered in proposals received, The MVCA reserves the right to make corrections to arithmetic errors that may be discovered during analysis of any submission and to adjust the total prices according.

## **19. PROPOSAL EVALUATIONS AND ACCEPTANCE**

Each response to this Request for Proposal will be evaluated by the Owner to determine the degree to which it responds to the requirements as set out. Factors to be considered will include, but are not necessarily limited to:

- Satisfaction of the Owners stated requirements and specifications;
- The proposed design and construction method;
- The Proponents price proposal;
- The proponents proposed completion date;
- The proponents relevant Design-Build Experience

The Owner reserves the right to reject any or all Proposals and to waive formalities, as the interests of the Owner may require, without stating reasons thereto. The lowest or any particular Proposal will not necessarily be accepted.

Interviews with a short list of Contractors may be requested by the MVCA, at their discretion.

**Submitted Proposals are to be valid for a minimum of 30 days.**

The Owner will notify the successful proponent after approval by the Conservation Authority Membership.

The Contractor whose proposal is accepted by the Owner will be required to sign a form of agreement within ten (10) days of notification by the Owner and provide the Performance and Labour and Material Bonds as specified in this document.

## **20. PROPOSAL REJECTION/CANCELLATION/CHANGE**

Proposals received after the deadline will not be opened or accepted for consideration.

If a proposal is submitted without the mandatory submission requirements, the proposal will be considered incomplete and, as a result, may not be considered for selection.

The lowest or any proposal will not necessarily be accepted. The Owner may defer or cancel the project or this request for any reason (including, without limitation, the costs exceed the Owners budget or approvals required from external agencies or authorities are not obtained)

The MVCA has a strictly defined budget for the work within this RFP and reserves the right to change the scope of this RFP to bring the price within the available budget limits. The Authority reserves the right to waive formalities and enter into negotiations with the low Bidder, or any other Bidder that it deems appropriate in order to bring the project to within any given budget limit. Should it be determined that the changes in the scope of the RFP are of sufficient magnitude, then the Authority shall cancel the RFP process. Then, at its discretion, commence a new process in order to complete the project within the budget available.

Changes to the scope of this RFP, either by changes in scheduling, changes in quantities of work and/or deletion of any part of the work shall not entitle the Proponent to any extra compensation. The MVCA will not be held responsible for any cost incurred by any Proponent associated with preparing or submitting a Proposal for this project, should the Request for Proposals be rejected, or the process cancelled

**SECTION B – FORM OF TENDER**

**Tender Closing Date:** March 31st, 2026 at 2:00pm local time

**Tender for:** Design Build Services – 25'x50' Pavilion

Contractor: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Project Starting Date: \_\_\_\_\_

Project End Date: \_\_\_\_\_

**Total cost for complete works as setout herein: \$** \_\_\_\_\_

**HST (13%): \$** \_\_\_\_\_

**TOTAL \$** \_\_\_\_\_

**The lowest or any tender not necessarily accepted**

The Contractor has received and examined Addenda/Addendum No. \_\_\_\_ to \_\_\_\_ issued for this Contract during the proposal period and has considered all information provided therein in preparing this Form of Tender

The Contractor has carefully examined all of the RFP Documents and have carefully examined the work to be performed under the Contract if awarded. The Contractor also understands and accepts the said RFP Documents, and for the prices set forth in the Proposal, hereby offers to furnish all labour, machinery, tools, materials, apparatus and other means of implementation, and any other materials to complete the work in strict accordance with the RFP Documents.

**Authorized Contractors Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

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

**The Contractor is to supply all labour, materials and equipment to design and build a 25'x50' Pavilion and site improvements, as follows:**

Item No.	Description	Total Price - Lump sum (excluding HST)
1.0	Preliminary Design for 25'x50 pavilion	\$
2.0	Final Design for 25'x50' pavilion including engineered plans and building permit application	\$
3.0	Complete pavilion site preparation including all locates and staking, installation of safety fencing and signs, removal of existing material, stock piling of required materials, filling, grading, etc for Pavilion location. Including mobilization and demobilization.	\$
4.0	Specify, supply, and install all components necessary for the construction of concrete footings, and reinforced concrete pad	\$
5.0	Specify, supply and install all components necessary for the construction of a 25'x50' Timber frame pavilion including all necessary building code requirements.	\$
6.0	Complete site landscaping and grading around new pavilion including removal of existing material, stock piling of required materials, sorting and re-use of existing stone pile, filling, grading, etc.	\$
7.0	Complete pathway development from the existing parking lot to the new pavilion including removal of existing material, stock piling of required materials, base and topcoat installation with suitable aggregates, compacting, grading, etc.	\$
8.0	Complete pathway development from the new pavilion to the privy located north of the new shelter including removal of existing material, stock piling of required materials, base and topcoat installation with suitable aggregates, compacting, grading, ensuring AODA requirements, etc.	\$

<b>9.0</b>	<b>Complete pathway development from the new pavilion to the existing access road east of the new shelter including removal of existing material, stock piling of required materials, base and topcoat installation with suitable aggregates, compacting, grading, ensuring AODA requirements, etc.</b>	<b>\$</b>
<b>10.0</b>	<b>Site Restoration- specify, supply and install screened topsoil, prepare seedbed. (grass seed to be supplied and installed by owner)</b>	<b>\$</b>
<b>11.0</b>	<b>Insurance and all other items</b>	<b>\$</b>
	<b>TOTAL CONTRACT PRICE (excluding HST)</b>	<b>\$</b>

### Section C - Site Plan (not to scale)



### SECTION D – PROPOSED DESIGN PLAN

Note: Image Not to Scale, Illustration is for concept purposes only.

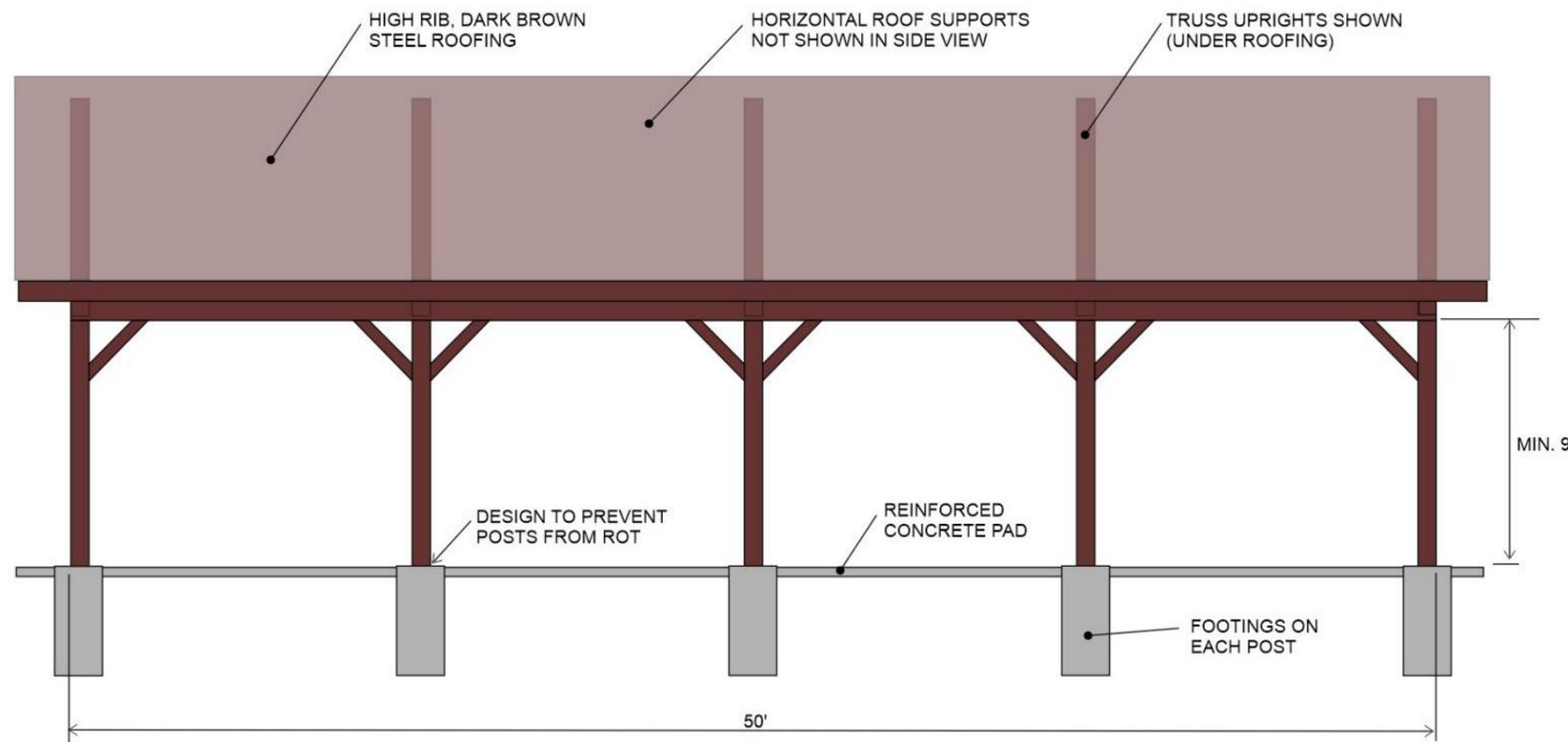
# WAWANOSH PAVILION



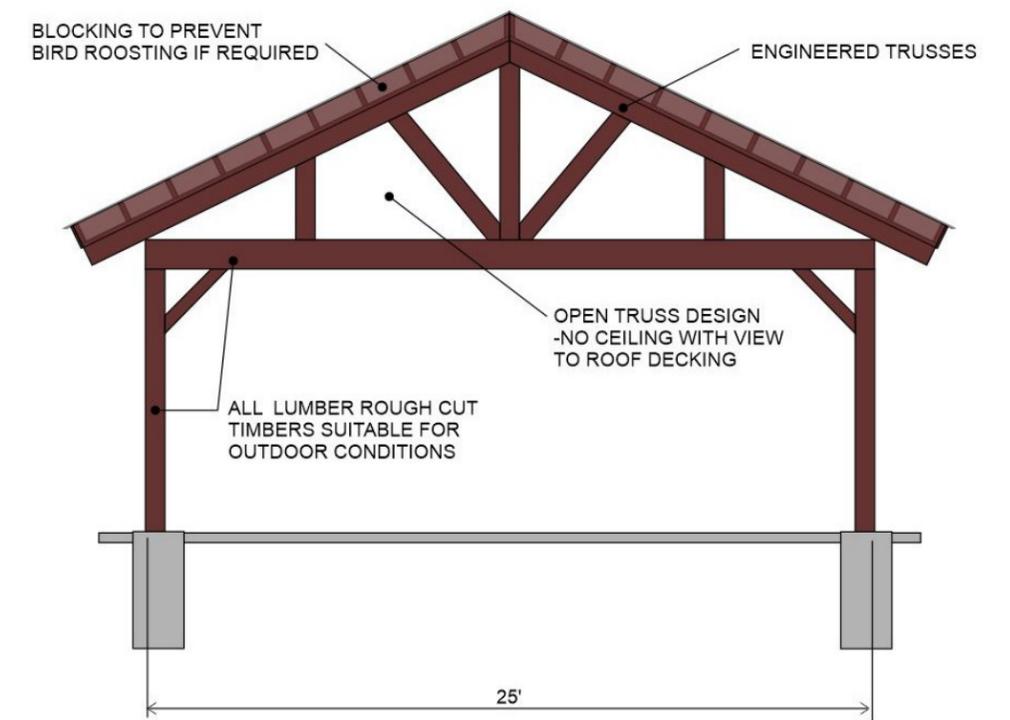
SECTION D – PROPOSED DESIGN PLAN

# WAWANOSH PAVILION DESIGN

- Timber Frame, Post and Beam Style Construction
- This design is for conceptual illustration purposes only. Not for construction or code compliance and is not to scale.
- Illustration is to provide a general idea of Owners vision.

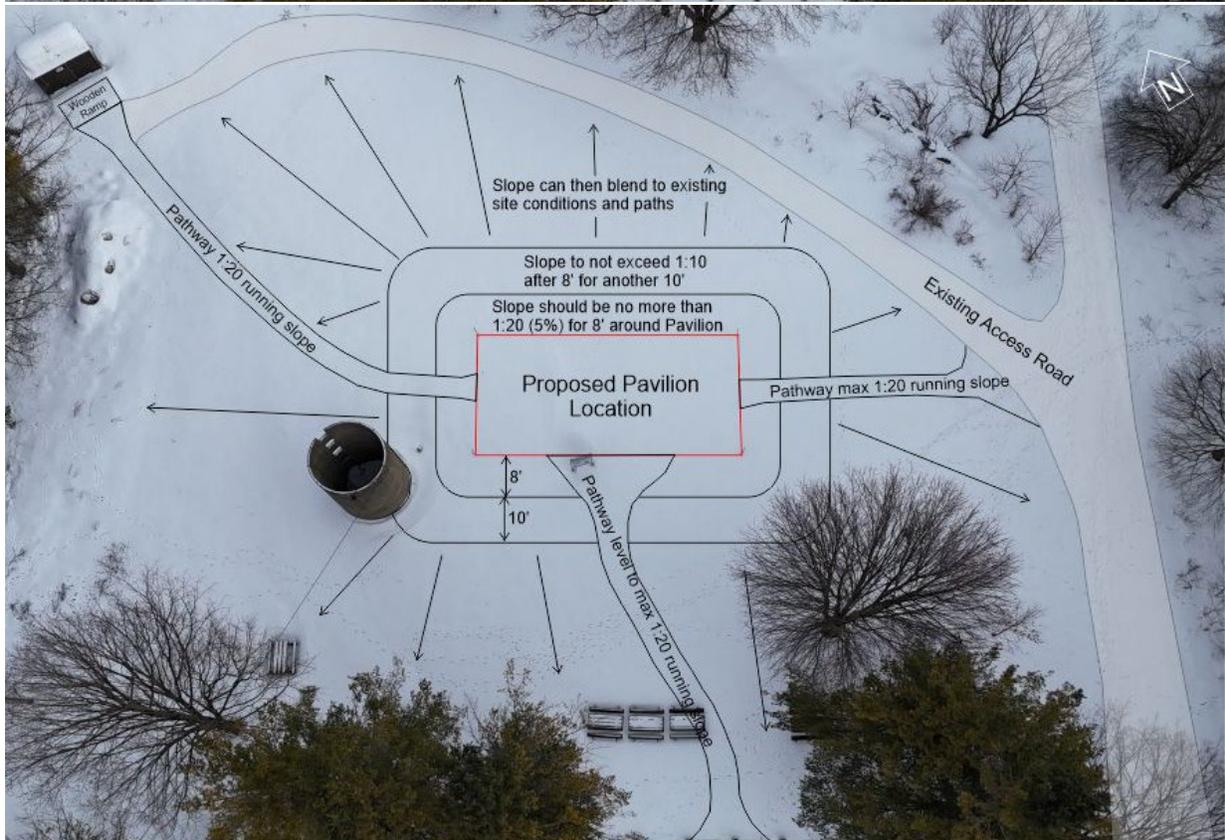
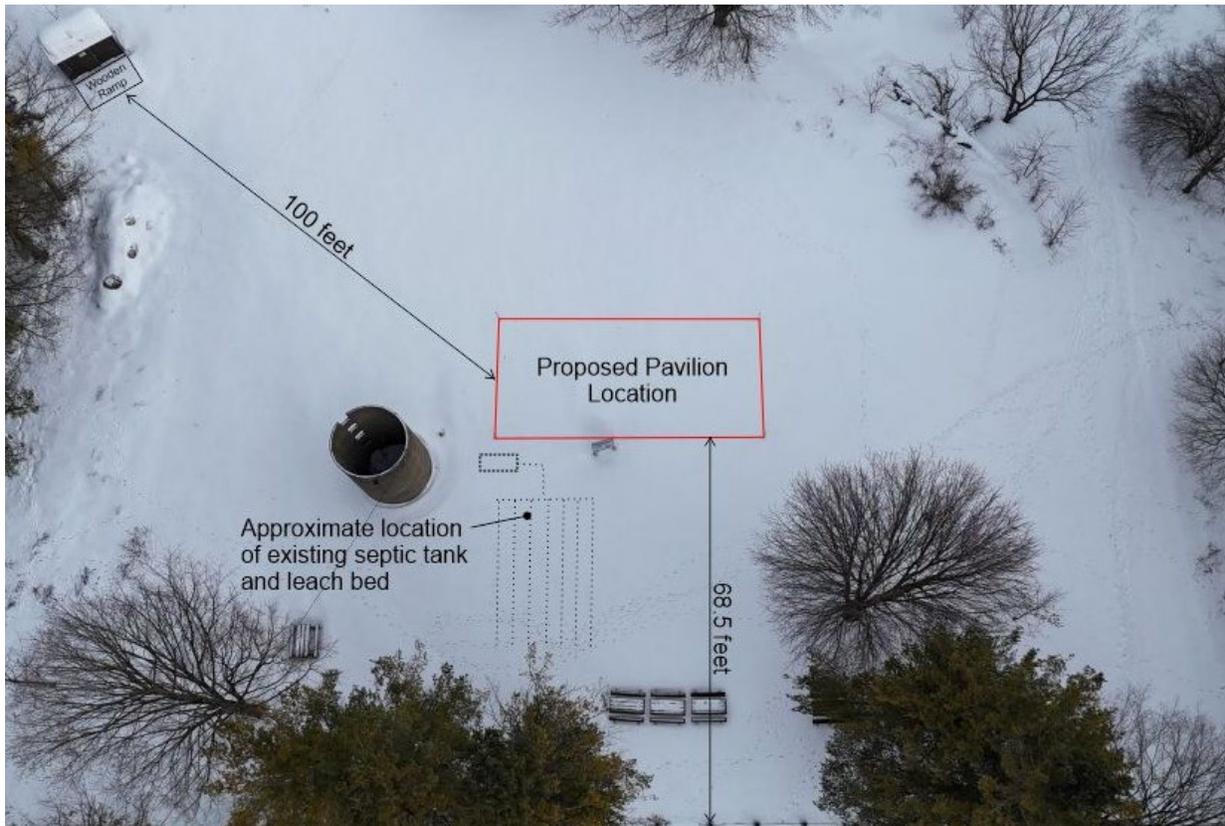


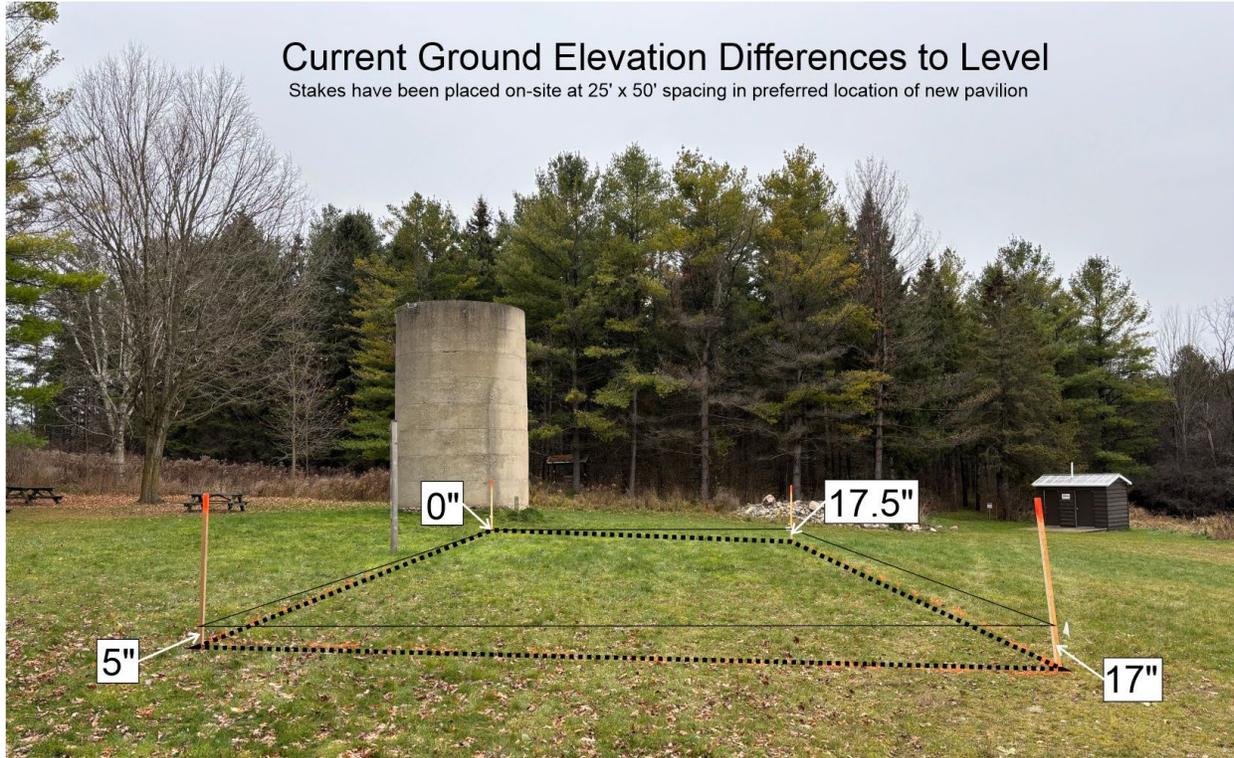
SIDE VIEW



END VIEW

SECTION E – SITE PHOTOS





**SECTION F- SPECIFICATION FORM**

Proponents are to specify types, dimensions, etc in the form below and provide a preliminary rough sketch of the Pavilion building design (Proponents may provide additional information and specifications to support or provide clarity of their submission):

Structure size – Length (end post to end post)	
Structure size – Width (end post to end post)	
Structure size - Height (top of pad to bottom of truss)	
Lumber material type and species (specify if different for components)	
Indicate any proposed Lumber weather proofing additives.	
Main upright post size (width)	
Main truss beam size (width)	
Truss overhang dimension	
Number of trusses	
Other framing specifications based on Proponents design plan.	
Lumber fastening/joinery method	
Roof pitch	
Roof decking material	
Roofing steel type, gauge and fastening type	
Snow stop type	
Concrete pad length, width, thickness and reinforcement specifications	
Concrete footing type, dimensions and reinforcement specifications	
Pathway width (minimum 59 inches)	
Pathway base material and depth	
Pathway top material and depth	

**SECTION G – STATEMENT OF UNDERSTANDING, EXPERIENCE, REFERENCES**

Proponents shall provide a signed statement of understanding indicating the following:

The statement should indicate the Proponent is familiar with the requirements of this project, has carefully examined the site and location of work, describes the type of structure proposed, and indicates their approach to complete the project within the proposed price and timelines. Proponents must also state any relevant experience in the design/build of any similar projects. The statement should also include any anticipated conflicts and problems related to the implementation of the project.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

References

Name of Business or Project Owner	Contact Name and number	Project Description and Year Completed