

Request for Proposal



Moosonee Airport Terminal Expansion Assessment and Design Documents 2022

Requested By:
Town of Moosonee
Economic Development
PO Box 727
Moosonee, Ontario
POL 1Y0

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1 Our Town

1.1 Overview

The Corporation of the Town of Moosonee is one of two municipalities in the Far North of Ontario. Our uniqueness is characterized by no road access, we touch the edge of the Arctic! Moosonee is located on the Moose River 12 miles south of James Bay at a latitude 51 N 07' and longitude 80 W 35'. The town site is in the Hudson Bay Lowlands, the largest wetland area on earth. Originally settled as a fur trading post by Revillon Freres of Paris in 1903 in competition with the Hudson Bay Company, the town grew in importance with the arrival of the rail in 1932 when Moosonee became a transportation hub for the James Bay coastal communities. Moosonee serves as a gateway to the north and a launching point for further destinations, whether across the Moose River to Moose Factory, or further north up the western coast of James Bay to our neighboring First Nation communities. Moosonee is not connected to the road system in Ontario and all travelers arrive in Moosonee by train or plane. Scheduled rail services are provided by Ontario Northland, from Cochrane, Ontario. Scheduled air services are provided by Air Creebec & Thunder Airlines. There are also several small charter air companies based in Moosonee.

1.2 Key Facts

- The community is accessible by railway or airport, for 5 weeks of the year there is a winter road
- The community has electrical service provided by Hydro One Networks Inc and street lighting
- Telephone and high-speed Internet is provided by Ontera.
- Cable television and high-speed internet is provided by Creecable
- LTE Cellular service is provided by Bell Aliant operating as Ontera
- There is high quality drinking water operated by Viola and the water use metered and billed
- Moosonee is the only hub for supplying fuel, supplies and food for 5 neighboring communities
- Moosonee does not have paved roads; gravel roads are maintained with a grader tractor.
- There is a grocery/retail store, furniture store, hunting/fishing retail, LCBO, 1 gas bar/garage, 1 pharmacy, 1 corner store and a propane tank refill service.
- There is one major hotel chain and 5 local BnB's
- There is one dine in restaurant/bar and 4 take-out food services
- There are 2 elementary schools, 1 high school and 1 community college
- Policing is provided by Ontario Provincial Police and Ambulance is provided by WAHA
- There is a health center and a public health authority
- The closest community is Moose Factory and is home to Moose Cree First Nation, Mushkegowuk Council and Mocreebec Council of the Crees.
- The population is approximately 3,500 with about 85% being Cree.
- The main language is English with Cree as a second language.
- There are small international populations.

1.3 Values

A Connected Town – Moosonee will work in partnership, within the community and the region, to pursue, promote and prepare for sustainable, new economic development and business projects and to attract regional head offices

A Prosperous Town – Moosonee will continue to grow and will be a great place to live, and to start and run a business. Moosonee will operate as the economic and public service hub for the Mushkegowuk region.

A Well-Run Town – Moosonee will provide increased tax value for residents and businesses. Municipal rates, services and incentives will be equivalent to, or better than, those offered in other northern municipalities.

A Great Town to Live In – Every citizen will have adequate employment, a home to live in and opportunities to enjoy our rich culture and environment.

1.4 External Links

Home: www.moosonee.ca

2. Our Project

2.1 The Problem – The Moosonee Airport Terminal is too small

After 30 years of operation the community and region is outgrowing the current terminal design. Our communities are seeing commitments to a significant number of capital projects and new regional services and it is important that we leverage this activity to forecast transportation infrastructure needs for the next 20+ years. The Town of Moosonee's Airport zone is a local priority for planning and developing of a commercial industrial park for logistics and procurement for the community and neighboring communities to the North. In 2019 a total of 11,891 passengers arrived and departed from Moosonee's airport terminal and with new future regional development these numbers will get higher. In 2020 a new 32 room Super 8 Hotel opened giving the town more capacity to host more business, tourism and events which means a lot more passenger volume from both air, rail and winter roads. The Town of Moosonee will soon welcome the construction of a new government funded Weeneebayko Area Health Authority (WAHA) Hospital serving the James Bay communities. The Ontario government approved \$19.4 million in August of 2020 for the planning and development of the project which includes a culturally appropriate health campus including a new hospital, long term care lodge, and visiting family hostel in Moosonee. Ground is expected to be broken by the spring of 2022 with construction happening over a 5-year period in conjunction with the Hospital project the Town has a major expansion of the local OPP station nearing completion. NioBay Metals is currently exploring southeast of both communities and could potentially be a large project with Moosonee as the transportation hub. The next 7 years for Town of Moosonee is going to see development all around and there is an imminent need to review the suitability of the existing Moosonee Airport Terminal for passenger services and new commercial opportunities.

2.2 The Team

The Moosonee Airport Terminal is operated by 3 municipal staff and 9 airline employees from 3 tenant companies. There are additional maintenance workers for equipment, fuel, and runway maintenance. The municipal administration consists of a Chief Administrative Officer, Treasurer, Deputy Treasurer, Deputy Clerk, Economic Development Officer and Reception. The Town also administers Public Works, Parks and Recreation, Fire Department and Water Treatment Operations.

2.3 The Solution

This is the time to review the current facility capacities, deficiencies, passenger volume, quality of passenger services and lack of space to attract commercial opportunities. There will be a need to design additional spaces to the existing terminal to make the following enhancements: (but not limited to)

- Larger waiting room and more seating
- Larger main entrance – power assisted

- Larger arrivals entrance – power assisted
- additional and accessible washrooms
- enhanced airline check in desks
- power assisted baggage belt upgrade
- new commercial lease spaces
- new office lease spaces
- enhanced crew working spaces
- Dedicated helicopter arrival/departure gate

3. The Process

3.1 Aims & Objectives (pending funding)

- To combine feasibility, design, location, and shovel ready costing into one document for submission for funding.
- To retain an architect firm on contract to create a shovel ready design documents and construction plan for submission to Federal and Ontario funding programs.
- Feasibility: History, current facility conditions, limits, obstacles, barriers, passenger volume, missing commercial services, o & m annual budgets.
- Expansion Design: Community/regional needs, floor plans, drawings, features, improved accessibility, foot traffic flow, energy consumption, climate resiliency, comfort, 3D rendered visuals.
- Economic Development: new commercial and office space opportunities to be included in an expansion design.
- Job Creation: new jobs created directly and indirectly. Jobs retained.
- Costs and Project Scope: Land, freight, construction (material and HR), equipment, construction timeline,

3.2 Project Timeline

Deliverable	Summer 2021	Fall 2021	Winter 2022	Spring 2022
RFP posting	September			
Funding Application	September			
Incoming Tenders	September			
Tender Selection		October		
Prerequisites		October		
Consultation		October/November		
Draft Design		January		
Consultation			February	
Final Design			March	
Final Report			March	

3.3 Contact Details

Name	Position	Telephone	Email
David Henderson B.sn, MBA	CAO	705-336-2993	cao@moosonee.ca
Glenn Birnie, Airport	Manager	705-336-2731	gbirnie@moosonee.ca
Jay Monture, Ec. Dev. Officer	EDO	705-336-2993	jaymonture@moosonee.ca

3.4 Supplier Questions Due

For details regarding this RFP, all questions will be taken until 3:00 pm September 29, 2021

3.5 Suppliers Proposals Deadline

All proposals shall be e-mailed, faxed, or delivered to the attention of David Henderson CAO no later than 3:00 pm September 30, 2021. (possible extension based on short listing)

3.6 Assessment Criteria

The Town of Moosonee will take into account the estimated value, the project scope and complexity. As well as the professional nature of the services rendered. If the Town of Moosonee recommends the award of a contract, the town will recommend the award of contract to the Architect who is responsive to all administrative and technical requirements of the RFP, and who has demonstrated competence and qualifications of the types of services required.

3.7 Evaluation of Proposals

- a. Competence to perform the services
- b. Ability to perform the services
- c. Past performance
- d. Experience & qualifications
- e. Accessibility to the Town of Moosonee
- f. Prior designs: costs, durability, energy efficiency, post occupancy evaluation
- g. Value, deliverables, and compensation

3.8 short Listing

The Town of Moosonee wishes to evaluate a minimum 3 proposals in competition for the contract and is a condition of the funder.

3.9 Supplier Selection

The Town of Moosonee may provide interview opportunities from the shortlist for the town to seek clarifications from the Architect or firms. Architects selected for an interview will be notified of the date, time, and place of the interview. Interviews may be scheduled to take place in September 2021. The review committee anticipates making a final recommendation to Mayor and Council in September 2021.

3.10 Signed Contract

The Town of Moosonee will negotiate the terms of a contract with any selected Architect. If an agreement is reached, the contractor will enter into a written contract and will perform all the work pursuant to that contract. The proposal does not constitute an agreement or contract with the Town of Moosonee, and they reserve the right to not enter into any agreement with any architect. The negotiated terms and conditions of the contract shall be provided in duplicate by the Town of Moosonee.

4. The Specifications

4.1 Scope – Goods and Services

The architect firm will work with the Moosonee Airport Staff, Leasehold Tenants, Town of Moosonee Administration, Mayor and Council. The architect firm will provide schematic designs and design documents of the Moosonee Airport Terminal with new additions to the structure creating more functional interior spaces, commercial spaces, additional office spaces and improved wheelchair accessible washrooms and doorways. 3d rendered visual shall accompany the design documents. The

architect shall provide a shovel ready construction budget, procurement plan, construction plan and RFP for general contractors.

A: General Requirements:

- Supervision
- Mobilization to site
- Telephone/trailer/portable toilet
- Insurance
- Testing
- Cleanup
- Miscellaneous Labor
- Winter Heating and Hoarding
- Construction Zone Fencing

B: Sitework

- Footings and foundations
- Interior of building
- Electrical
- Sidewalks
- Sitework (incl. clearing, grubbing, etc)
- Paving
- Concrete curbs
- Concrete sidewalks

C: Concrete

- Concrete slab on grade
- Concrete Contractor
- Concrete footings

D: Metals

- Millwork Supports

E: Wood & Plastic

- Wood frame and sheathing external walls
- Wood trusses
- Sheathing for roof
- Installation of doors
- Installation of frames
- Installation of hardware
- Installation of washroom accessories
- cabinets
- Millwork in washrooms
- Storage shelving, crew equipment
- Entrances, Exits, Gates
- Decorative lumber

F: Thermal & Moisture Protection

- Roofing
- Fascia
- Roof Insulation

- Batt insulation in exterior walls
- rigid insulation on exterior walls
- rigid insulation under slab on grade
- Caulking
- Vapor barrier (roof, slab, external walls)
- Air barrier
- Engineered wood siding

G: Doors & Windows

- Interior hollow metal doors + frames
- Hardware for interior hollow metal doors
- Exterior windows
- Exterior Doors
- Barrier-free operators (power assisted)
- Universal washroom control kits – BF washrooms
- Garage doors – Baggage handlers

H: Finishes

- Interior Finishing – Painting / trim work
- Ceilings
- Flooring
- Ceramic floor tile
- cabinetry
- Painting

I: Specialties

- Washroom finishes, touchless dispensers
- Special commercial space custom work
- Emergency eye wash

J: Mechanical

- New or upgraded mechanical systems.

K: Electrical

- New additional Electrical Systems

L: Freight (The Moosonee Factor)

- Truck and rail
- Local truck
- Forklift, scissor lift rental

M: General Contractor Overhead and Profit

- HR costs
- 15% profit margin

N: Contingency

- 20% construction/design contingency

O: Total Project Cost

- Total Project Cost

4.2 Scope – Contract Length

6 months

4.3 Scope – Locations

The Moosonee Airport Terminal
 1 Airport Road

4.4 Scope – Implementation

- Suppliers are asked to provide their own implementation plan for this project.
- Suppliers must also include pricing for mobilization, implementation, technical costs and fees.

4.5 Scope – Volumes

- 5 Copies of the final report including schematic designs and design documents shall be provided to the Town of Moosonee.

4.6 Scope - Second Proposal

- The architect or firm may be invited to provide a service quote for project management for the construction phase of the airport terminal expansion.

4.7 Scope – Further Detail

- Cree Language Translation (syllabics text) for interior signage

4.8 Scope – Drawings & Photos











