



**LONDON & MIDDLESEX**  
HOUSING CORPORATION

June 27, 2018

RFP: 2018-0003 – Exterior Lighting Redesign Project – Tree Design Work

**Re: Proposed Tree Design Work including tree removals and pruning at 14 high rise sites and 7 family town home sites within the city of London, ON**

To Whom It May Concern,

The London and Middlesex Housing Corporation is considering the replacement of all exterior light fixtures at their multi-residential apartment buildings. In conjunction with the exterior lighting project, we are requesting a proposal on the design of tree removals and pruning.

We invite your organization to submit a fee proposal to provide:

Provide a design drawing on all sites with recommended tree removals and pruning.

The design work from the award of this RFP will be used to form the tender documents for the tree work.

**SECTION "A" – INVESTIGATION / ANALYSIS / DESIGN**

1. Primary focus of this Section A will be to determine the changes required.
2. Review existing plans which are available upon request, verify conditions through site visit, and conduct all other related investigations. Where existing plans are not sufficiently legible, accurate or unavailable, make all additional measurements and investigations necessary.
3. Hold discussions with all those having authority over the operation of the building, including Housing Corporation staff and/or assigned Project Manager, to assist in determining the needs of that particular site.
4. Obtain the services of other specialists as required to design changes to meet all

Municipal and Provincial bylaws and building codes, electrical codes and manufacturers' requirements. Prepare drawings, PDF Adobe format, and specifications in Word to reflect these changes and requirements. Submit Word files to Owner.



# LONDON & MIDDLESEX

HOUSING CORPORATION

- 6. All work shall include the cost of all items and equipment incidental to the inspection, analysis and design.
- 7. All trees on site to be limbed up to 10-12 feet

### Site List

Building Address
85 Walnut Street
30 Base Line Road West
170 Kent Street
1194 Commissioners Road West
632 Hale Street
241 Simcoe Street
349 Wharncliffe Road North
200 Berkshire Drive
39 Tecumseh Avenue East
304 Oxford Street West
345 Wharncliffe Road North
872 William Street
580 Dundas Street
136 Albert Street
Allan Rush (Barberry Ct, Ivy Ct, Vinewood Ct, Primrose Ct)
370 Pond Mills Rd
Boulee St (160 – 430)
Huron St (961 – 1183)
Marconi Blvd (152 – 218, 243 – 345)
1481 Limberlost Rd
Southdale Rd / Millbank Dr (553 – 1225)

### **IN PREPARING YOUR PROPOSAL:**

- In order to complete the tree work access to the sites may be arranged through the Project Manager, Property Services Manager, or site repair person.
- In order to arrange for site access, please contact:

Project Manager: Terry Calder

Cell #: (226) 235-7327



## LONDON & MIDDLESEX

HOUSING CORPORATION

Email: [tcalders@783outlook.com](mailto:tcalders@783outlook.com)

- Your proposal submission must be complete in all respects and convey a full understanding of the required work. Therefore, you are advised to visit all sites and make any preliminary non-destructive investigations as necessary to ensure a full understanding of the owner's requirements.
- A sample "Letter of Agreement", which would form the basis of the contract should your proposal be deemed acceptable, has been included for your information. This Letter of Agreement will be amended to reflect the proposal submission and the scope of services to be provided.
- The London & Middlesex Housing Corporation will not consider any request for additional monies other than that warranted by a substantial change in the Scope of Work or circumstances entirely beyond the consultant's control.
- **Your proposal must be enclosed in a sealed opaque envelope, labelled with the firms name and address and marked as RFP: 2018-0003- Exterior Lighting Redesign Project – Tree Design Work and be submitted to:**

**Attn: Mr. M. Byl – Manager, Capital Projects and Construction  
London & Middlesex Housing Corporation  
1299 Oxford Street East, Unit 5C5  
London, ON N5Y 4W5**

**no later than Tuesday, July 31, 2018 11:00 a.m. local time, Facsimile or 'Fax' transmissions will not be considered**

- The lowest, or any proposal, will not necessarily be accepted.

We appreciate your interest in this proposal and look forward to receiving your reply. Should clarification be required, please do not hesitate to contact the writer.

Yours sincerely,

Matt Byl  
Manager, Capital Projects and Construction