



LONDON & MIDDLESEX
HOUSING CORPORATION

January 21, 2019

RFP: 2018-0020 – Electrical System Evaluation – High-Rise Buildings

To Whom It May Concern,

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

Professional consulting, investigation, design, supervision, contract management and payment certification services for the evaluation of the electrical distribution systems within the buildings listed below.

The work should include but not limited to, a full inspection of all electrical breakers, disconnects, splitters, panels, sub panels, distribution centers, motors, exposed wiring, heaters air conditioners, make up air units and exhaust fans. Thermal imaging to identify hot spots and areas of immediate concern should be utilized. Replacement of parts due to the age and lack of availability should be considered when making recommendations for the modernization or repair of the existing equipment.

The design work from the award of this RFP will form the tender documents to provide the information required for the implantation of the repairs and corrections of all deficiencies listed in the reports.

LMHC Properties

136 Albert St
30 Baseline Rd W.
49 Bella St (Strathroy)
200 Berkshire Ave
1194 Commissioners Road
2061 Dorchester Ave
580 Dundas Street
249 Ellen Street (Parkhill)
632 Hale Street
125 Head Street (Strathroy)
170 Kent Street
202 Mc Nay Street
304 Oxford Street
241 Simcoe Street
157 Simpson Street (Glencoe)
39 Tecumseh Street
85 Walnut Street
345 Wharncliffe Road
349 Wharncliffe Road
872 William Street

SECTION "A" – INVESTIGATION / ANALYSIS / DESIGN

1. Primary focus of this Section A will be to determine the changes required.
2. Review existing plans, 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



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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.

6. All work shall include the cost of all items and equipment incidental to the inspection, analysis and design.
7. Review the existing Thermal Scan Reports provided by LMHC and determine the extent and urgency of the repairs based on these reports and the existing conditions within the building(s).

IN PREPARING YOUR PROPOSAL:

- In order to complete the electrical evaluation access to the buildings 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

Email: tcalder@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: 2018-0020- Electrical Evaluation and be submitted to:**



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

no later than **Thursday February 28 2019 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,

Nancy Strickert
Capital Projects and Facility Services Co-Ordinator