



SIoux LOOKOUT

Hub of the North

The Corporation of the
Municipality of Sioux Lookout

25 Fifth Avenue, P.O. Box 158

Sioux Lookout, Ontario • P8T 1A4
Telephone: (807) 737-2700

Development Services Department

Request for Quotation (RFQ) No. Q031-2025

Building Code Compliance & Final Inspection Preparation

Properties: 11 & 13 Highland Park, and 67 Autumnwood Drive – Sioux Lookout, ON

Issue Date: October 8, 2025

Submission Deadline: October 28, 2025, at 4:00 p.m. (Local Time)

Work Commencement: November 3, 2025

Work Completion Deadline: November 28, 2025

1. Introduction

The Municipality of Sioux Lookout is seeking qualified contractors to complete construction and remedial work at three residential properties in order to bring them into compliance with the Ontario Building Code (OBC) and prepare them for final inspection and occupancy clearance.

The properties involved are:

- 11 Highland Park (BP21052)
- 13 Highland Park (BP21051)
- 67 Autumnwood Drive (BP21050)

2. Scope of Work (General Requirements)

The Contractor shall provide all labour, materials, equipment, and supervision to complete the following:

- **Drainage & Grading:** Implement final grading in accordance with approved drainage plans. Where plans are missing, prepare stamped drainage plans. Ensure all grading directs surface water away from foundations.
- **Window Wells:** Install code-compliant window wells with proper drainage connections.
- **Basement Entrances:** Construct or reconstruct basement entrances as per engineering specifications for openings in Greenstone foundation wall systems. Ensure compliance with OBC requirements for drainage, frost protection, and structural reinforcement.
- **Decks & Landings:** Inspect, repair, and/or rebuild existing decks and landings to ensure compliance with OBC structural and safety standards.

- Garages: Prepare and submit final drawings/layouts for garages where applicable, and complete exterior work in compliance with approved permits.
- Exterior Completion: Install sod, secure HRV intakes and outlets at correct separations and above finished grade, and ensure eavestroughs and downspouts are functional and discharge away from foundations.
- Final Building Readiness: Complete all remedial and exterior work to ensure each property is eligible for a final building inspection and occupancy clearance.

3. Property-Specific Requirements

11 Highland Park

- Remove the unpermitted covered basement entrance, apply for permit (entrance only), and rebuild in full compliance with OBC and engineer's specifications.
- Due to low finished floor elevation relative to road grade, anticipate remedial grading and foundation protection measures, which may include:
 - Removal of lower siding courses,
 - Installation of dampproofing/waterproofing,
 - Raising of grade strip,
 - Development and implementation of a stamped drainage plan.
- Driveway Requirement: Subdivision covenant requires a hard-surface driveway (e.g., asphalt or concrete). Contractor must coordinate with the Municipality's Public Works and Development Services Departments to obtain and comply with all necessary entrance permits.

13 Highland Park

- Install a new code-compliant basement entrance per engineering specifications and apply for permit (entrance only) .
- Same drainage/elevation concerns as 11 Highland Park; remedial grading and waterproofing may be required.
- Driveway Requirement: Subdivision covenant requires a hard-surface driveway (e.g., asphalt or concrete). Contractor must coordinate with the Municipality's Public Works and Development Services Departments to obtain and comply with all necessary entrance permits.

67 Autumnwood Drive

- Inspect crawlspace and complete any necessary work to achieve OBC compliance, including ventilation, drainage, and moisture protection.
- Complete final grading and landscaping to ensure proper drainage.
- Driveway Requirement: A driveway must be established. No hard-surface requirement exists; a blue stone or similar aggregate surface will be sufficient.

4. Deliverables

The Contractor shall:

- Complete all remedial and finishing work as outlined.
- Submit as-built documentation and drainage plans where required.
- Provide proof of permits and approvals for reconstructed or new works.
- Leave sites fully compliant with the Ontario Building Code and ready for final inspection by the Municipality.

5. Schedule

- RFQ Submission Deadline: October 28, 2025
- Work Commencement: November 3, 2025
- Work Completion: November 28, 2025

6. Submission Requirements

Quotations must include:

- Contractor's qualifications and experience with OBC compliance and remedial residential construction.
- Proposed methodology and work plan.
- Quotes must be submitted either in an electronic format, such as PDF, or as a typed, printed copy.
- Detailed project timeline, including start and end dates.
- Information on warranties or maintenance services provided.
- References and examples of similar past projects.
- Payment terms and schedule.
- Site access and security requirements.
- Environmental considerations.
- Conflict of interest declaration.
- Acknowledgment of any addenda issued.
- Provide a cost breakdown of the key project sections.
- Confirmation of WSIB coverage and liability insurance.
- Anticipated schedule and ability to meet deadlines.

7. Evaluation Criteria

Submissions will be evaluated on the basis of:

- Compliance with submission requirements.
- Relevant experience and qualifications.
- Cost-effectiveness and clarity of pricing.
- Demonstrated understanding of OBC compliance requirements.
- Ability to meet project deadlines.

8. General Terms

This Request for Quotation (RFQ) creates no obligation on the part of the Municipality to award a contract. The Municipality reserves the right to accept or reject any and all tenders, in whole or in part, received as a result of this request, and to negotiate in any manner necessary to best serve the interest of the project, including either prior to or after closing time without award. Thereafter, the Municipality may issue a new tender, RFP, RFQ, sole source, or do nothing. The Municipality shall not be obligated to provide reasons for the cancellation.

The lowest or any proposal will not necessarily be accepted. The Municipality reserves the right to reject any or all bids, to waive irregularities and informalities therein, and to award the contract in the best interest of the Municipality in its sole and unfettered discretion.

The Municipality will provide an opportunity for a site visit to perform all necessary measurements required for the completion of an accurate quote. Please arrange for a site inspection with the undersigned.

9. Submission Instructions

Please forward your written quotation clearly marked:

“Request for Quote No. Q031-2025 for Building Code Compliance & Final Inspection Preparation – Highland Park & Autumnwood”

By 4:00 p.m., CDT (local time) on October 28, 2025 to:

Andrew Culham
Building and Property Compliance Supervisor
Development Services Department
Municipality of Sioux Lookout
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