



REQUEST FOR PROPOSAL

Bell Hall Affordable Housing Project

Issued on:
September 4, 2025

Requested by:

The Municipality of North Grenville
285 County Road 44
P.O. Box 130
Kemptonville, Ontario
K0G 1J0

Closing Date and Time:
**2 copies of each proposal (1 electronic PDF and 1 hard
copy) must be received by:**
**5PM local time on
September 24, 2025.**

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INTRODUCTION

The Municipality of North Grenville (the Municipality) is an urban/rural municipality located adjacent to the southern border of the City of Ottawa. As one of the fastest growing municipalities in Eastern Ontario, North Grenville is committed to providing a broad range of amenities and services to its residents and visitors alike.

The urban serviced area (formerly the Town of Kemptville) currently serves a population of approximately 5,000. It is strategically located 30 minutes from downtown Ottawa, the Nation's Capital, along Highway 416, with easy access to Highways 417 and 401. The Municipality has experienced strong growth in recent years and has projected a population build out of 15,150 by the year 2034 within the urban serviced area.

The Municipality is responsible for the provision of a wide range of services including fire protection, by-law enforcement, emergency management, parks, recreation, cemeteries, local roads and bridges, snow removal, drainage, land-use planning, economic development, libraries, sewer and water services to the urban serviced area, and general municipal governance and administration.

The purpose of this RFP is to select a Construction Manager for the retrofit/revitalization of the Bell Hall building on the Kemptville Campus. This retrofit project will completely demolish the existing interior of the building and construct 60 residential units, with some amenity space, laundry facilities and all requirements for the operations of the building.

Cahdco, the Non-Profit Affordable Housing Development and Project Management Consulting firm on this project, is in partnership with the Municipality of North Grenville and will be the primary point of contact for questions and submissions.

Consultants wishing to submit an **RFP for the Bell Hall Affordable Housing Project** are to provide **2 copies** of their proposal.

1 copy must be submitted via email, to the project contacts:

Warren Vibert-Adams, Project Manager – warren.vibert-adams@cahdco.org

Cat Carkner, Project Coordinator – cat.carkner@cahdco.org

Amy Martin, Director of Planning - amartin@northgrenville.on.ca

1 copy must be submitted in a sealed package, clearly identified as to the contents, to:

The Municipality of North Grenville – RFP – Bell Hall Affordable Housing Project

Addressed to:

The Municipality of North Grenville
285 County Road 44
Box 130
Kemptville, Ontario
K0G 1J0

Attention: Amy Martin
Director of Planning

1.0 INSTRUCTIONS TO PROPONENTS

1.1 Invitation

The Municipality of North Grenville is seeking proposals from qualified construction management firms to provide professional services for Construction Management of the Bell Hall Affordable Housing Project. This is not a tender call.

Proposals must be received by the manner above (1 email, 1 hard copy) **NO LATER THAN 5PM LOCAL TIME on September 24, 2025.**

Proposals received after the above due date and time will not be considered and will be returned unopened to the Consultant. Fax submissions will **not** be accepted.

1.2 Charge for Documents

All documents, including background information, will be provided at no cost. Refer to section 3.8 for a list of background documents to be available to the successful proponent.

1.3 Costs Incurred by Proponents

All expenses incurred in the preparation and submission of proposals shall be borne by the Consultant. No payment will be made for any proposals received, or for any other effort required of or made by the Consultant prior to the commencement of work defined by the proposal approved by the Municipality.

1.4 Acceptance of Terms

All those who submit a proposal represent that they have read, completely understand, and accept the terms and conditions of this Request for Proposal (RFP) in full.

1.5 Insurance

Insurance requirements will be set out by the funder of the project, in accordance with any relevant funding agreements. This information will be provided to the successful proponent, and will include Builder's Risk to the amounts of the project costs, Comprehensive Equipment Breakdown and Wrap-up Liability to at least a minimum of \$10M. The proponent should provide acknowledgement of the insurance requirements set out here and in "Annex E".

1.6 Clarification

All inquiries regarding this RFP are to be directed via email to the individuals identified below **(Project Contacts)**. Inquiries must be received via email no later than 5PM September 17, 2025. All inquiries received and the responses provided will be sent by the Municipality or Cahdco to all Consultants by way of email addendum(s) and posting(s) at the locations of RFP postings, no later than September 19, 2025, without naming the source of the inquiry.

Warren Vibert-Adams, Project Manager - warren.vibert-adams@cahdco.org
Cat Carkner, Project Coordinator - cat.carkner@cahdco.org

Clarifications issued as a result of oral or telephone enquiries are not binding unless supported in writing by the issuance of Addenda. All Addenda will be considered

part of the Contract Documents. The Municipality of North Grenville will attempt to provide all Addenda to all known Proponents. It is the Proponent's responsibility to ensure that the Addenda are incorporated into their Proposals.

1.7 Addenda

This RFP may only be amended by an official addendum in accordance with this section, prior to closing. If the Municipality of North Grenville, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all Proponents by addenda. Each addendum shall form an integral part of this RFP. Such addenda may contain important information including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the Municipality of North Grenville, by registering their intent to participate in the RFP, with the project contacts, Warren Vibert-Adams and Cat Carkner and monitoring the locations of the RFP postings.

2.0 Terms of Payment

The successful Consultant shall be reimbursed on a monthly basis for actual work completed and time spent on the project. Monthly invoices are to include supporting documentation for all disbursements. Disbursements will be paid at cost.

Invoices submitted by the Consultant shall include the project title, a description of the work completed and a billing summary. This summary shall include the tasks set forth in the financial submission and shall indicate the budgeted cost, percentage invoiced to date and a total of these amounts for each task.

2.1 Proposal Validity

Proposals shall remain valid and open for acceptance by the Municipality for a period of sixty days (60) calendar days following the deadline for receipt of proposals.

2.2 Follow-On Contracts

The Municipality reserves the right to award subsequent phases of the project to the successful proponent, and fees for any follow-on contracts shall be based on the same unit or per diem rates proposed under this RFP, unless negotiated and approved otherwise.

The Municipality also reserves the right to request competitive proposals for subsequent phases of the project if deemed to be in the best interests of the Municipality of North Grenville.

3.0 TERMS OF REFERENCE

3.1 Background

The Municipality is undertaking an affordable housing project and is seeking proposals for a Construction Management firm to join the project team, to provide construction costing analysis, value engineering and construction management services consistent with a CCDC 5b contract for the project.

3.2 Plan Objectives

The work to be performed for this project falls into 3 categories, as listed below. During pre-construction, the expectation is that the Construction Manager would participate in design

meetings, provide costing analysis and provide value engineering options for the project team. During the Tendering phase, the expectation is that the Construction Manager would undertake the tendering process, as outlined in a CCDC 5b contract. During the Construction phase, the expectation is that the Construction Manager would provide construction management and site supervision of the project, consistent with the CCDC 5b contract, including leading and providing minutes for regular site meetings.

1. Pre-Construction
2. Tendering
3. Construction

3.3 Scope of Work

The expectation is that the selected proponent would simultaneously undertake pre-construction services, as well as tendering the construction divisions responsible for the first few scopes of work for construction (abatement, selective demolition). The tendering of these scopes of work would happen immediately upon award of contract. Following this work, the expectation is to tender the remaining construction divisions, to achieve the designs and specs provided by the project team. During the Construction phase, all duties outlined in the CCDC 5b contract are expected to be undertaken by the successful Construction Management candidate.

3.4 Public Consultation

The Construction Manager must be prepared to communicate with Municipal staff and Council throughout the project. The expectation is that the Construction Manager would provide monthly documentation of progress on-site to Municipal staff.

3.5 Project Reporting

The Construction Manager will report to Amy Martin, Director of Planning, who will be the Municipal contact. Council shall be the approval authority for the Project, unless otherwise delegated by Council. The Construction Manager must also be prepared to work with Cahdco, who is partnering with the Municipality for this development and will be providing owner representation and project management services on the project.

All documentation throughout the project and afterwards will be made available, in electronic format, to the Municipality of North Grenville staff. If requested, printed documentation is also expected to be provided.

3.6 Background Documents Provided

Upon execution of the project contract, all design documentation and site reports will be shared with the successful proponent.

3.7 Summary of Key Dates for Proposal

Distribution of RFP	Sept 4, 2025
Consultant Clarification Question Due Date	Sept 17, 2025, 5PM EST
NG Clarification Answer Distribution	Sept 19, 2025, 5PM EST
Submission of Proposal	Sept 24, 2025, 5PM EST
Consultant interview (if necessary)	Sept 26, 2025
Anticipated award of assignment (at the latest)	Sept 29, 2025

4.0 EVALUATION CRITERIA

The successful firm will possess the requisite technical skills to deal with the complex matters to be addressed in the scope of work and will be required to work directly with Municipal staff, the project manager, the public, agencies and stakeholders in a professional manner.

To achieve this, the Municipality is interested in a firm, which in addition to sound technical qualifications, exhibits such skills as timeliness, diplomacy, tact, strong communication ability (both written and verbal) and an understanding of the municipal culture.

4.1 Basis of Selection

The Municipality intends to recommend the appointment of the Consultant on the basis of best overall value, based upon a review of the technical and fee proposal, and the consultant interview (if required). The Consultant appointment is subject to approval by the Municipality in accordance with the provisions of the Procurement By-Law.

4.2 Selection Criteria

Proposals will be evaluated based on Technical criteria within Annex "B" of this RFP. Proposals that achieve a minimum Technical score (80 points of the available 100) will be subsequently evaluated based on the Financial criteria, as outlined in Annex "A" and scored (50 available points). Proposals that do not meet the minimum Technical score will not be evaluated further.

Up to three (3) of the highest scoring proposals may be invited by the Municipality to attend an interview to present and discuss their proposal. Interview details will be provided at the time of notification of request to attend an interview.

4.3 Qualifications and Experience of Company

Provide a brief company profile and recent relevant experience. Provide three (3) similar projects completed by your firm in multi-residential and retrofit construction, including as a minimum, one (1) project completed in the last five (5) years. Include information to substantiate the Construction Manager's experience in non-profit housing, publicly funded projects and non-combustible construction. Provide client references for each project.

4.4 Qualifications and Recent Relevant Experience of Project Team

Provide the qualifications, recent relevant experience and responsibility of each member of the project team (Project Manager, Site Supervisor, key team members, sub-consultants and other staff), clearly stating the employment history of the Project Manager, Site Supervisor and key team members, years with current firm and work location. Resumes should be included in an appendix.

Provide a completed CCDC 11 – 2019 (R2006) is also required from each proponent.

Provide a completed Project Team Proposal, in accordance with Annex "C, including the Construction Manager's intended personnel to be committed to the project, and an estimate of the number of hours in which the personnel will be dedicated to project work.

4.5 Understanding of Objectives

Describe your understanding of the assignment, including overall scope and objectives, noting any particular issues that may require specific attention.

4.6 Quality Approach and Methodology

Describe the approach and methodology to be followed in completing all aspects of the assignment in order to achieve the stated project objectives.

Provide a completed Risk Management and Mitigation Proposal, in accordance with Annex "D".

4.7 Proposed Project Schedule

Project Schedule: Provide a preliminary project schedule that encompasses all preconstruction phases of the project, as well as construction and post-construction responsibilities. This schedule should outline key milestones, deliverables and timelines for the project. The expectation is that a project schedule will be regularly updated by the selected candidate throughout the project, to ensure alignment with project goals and objectives.

The proposed project schedule should include the immediate tendering of the abatement and selective demolition work for the project, upon award of the contract.

The Construction Manager shall outline the measures that it has in place to ensure the project delivery and cost control to meet the needs of the Municipality.

4.8 Fees

All reasonable and proper expenses incurred by the Consultant shall be reimbursed without any allowance thereon for overhead and/or profit. The following costs shall not be reimbursed:

- Communication expenses including facsimile, local phone and cellular charges;
- Standard PC or computer aided design and drafting equipment (excludes specialized equipment or software as identified in Consultant's proposal); and
- Travel and living expenses unless identified in the proposal or approved in advance.

The Consultant shall provide the per diem cost for any additional public meetings as a separate line item, should they be required.

A CCDC 5B – 2010 contract will be used, to be provided by the successful proponent. Upon acceptance of the Class A construction cost by the owner, the stipulated price option may be exercised.

A completed CCDC 5B – 2010 – Schedule A & B is requested from each proponent.

Proponents are to provide a fee for each of the following services:

- Price 1: A lump sum fee for all pre-construction services listed in Schedule A1.1 of CCDC 5B – 2010 as defined under Article 5.2.1.
- Price 2: A percentage fee for the Construction Manager's fee for the Work as defined under Article 5.3.1 of the CCDC 5B.
- Price 3: Reimbursable Expenses Fee percentage as per CCDC 5B - 2010 Article A-6.1 (not to exceed the percentage for the fee for the Work).
- Price 4: A percentage fee for mark-ups on all change orders. Please also indicate whether insurance or other fees will be incorporated into COs.

Please provide prices by completing Annex "A" of the Proposal in addition to completing the CCDC 5B – 2010 – Schedule A.

A Class D estimate is requested from each proponent, in addition to a project cashflow. The Class D estimate is not intended for comparison between bidders for Hard Cost pricing, rather to facilitate the project cashflow.

Please note Reimbursable Expenses may be negotiated by the Municipality of North Grenville before signing of the CCDC 5b contract.

4.9 Labour and Material Performance Bond

Demonstrate ability and willingness to provide adequate bonding to meet the needs of project funding sources. Each of labour and material and performance bonds should be in an amount not less than 50% of the estimated contract price and have a dual oblige rider.

4.10 Supplementary Conditions

Provide confirmation by the Construction Manager that they have reviewed the draft Supplementary Conditions attached as part of this RFP, in "Annex F" and demonstrate willingness to work with the Municipality of North Grenville in the execution of final Supplementary Conditions.

4.11 Insurance Requirements

Provide confirmation by the Construction Manager that they have reviewed the insurance requirements set out in "Annex E" and demonstrate willingness to provide this required level of insurance for the duration of the project.

4.12 Consultant Interviews

Up to three (3) of the highest rated proposals may be required to make a brief presentation (15 minutes) to the Senior Management Team on this project to discuss their methodology and approach to this assignment.

5.0 SPECIAL TERMS AND CONDITIONS

Submission of a proposal constitutes acknowledgement the proponent has read and agrees to be bound by all the terms and conditions of the Request for Proposal.

The Municipality will not make any payments for the preparation of the response to the Request for Proposal. All costs incurred by a proponent will be borne by the proponent.

This is not an offer. The Municipality does not bind itself to accept the lowest price proposal or any proposal submitted.

The Municipality has the right to cancel the Request for Proposal at any time and to reissue it for any reason whatsoever, without incurring any liability and no proponent will have any claim against the Municipality as a result of the cancellation or re-issuing of the Request for Proposal.

The Consultant acknowledges that the Municipality shall have the right to reject any, or all, Proposals for any reason, or to accept any Proposal which the Municipality in its *sole unfettered discretion* deems most advantageous to itself. The lowest, or any, Proposal will not necessarily be accepted and the Municipality shall have the *unfettered* right to:

- (i) Accept a non-compliant Proposal;
- (ii) Accept a Proposal which is not the lowest Proposal; and
- (iii) Reject a Proposal that is the lowest Proposal even if it is the only Proposal received.

The Municipality reserves the right to consider, during the evaluation of Proposals:

- (i) information provided in the Proposal document itself;
- (ii) information provided in response to enquiries of industry references set out in the Proposal;
- (iii) information received in response to enquiries made by the Municipality of third parties apart from those disclosed in the Proposal in relation to the reputation, reliability, experience and capabilities of the Consultant;
- (iv) the manner in which the Consultant provides services to others;
- (v) the experience and qualification of the Consultant's senior management, and project management;
- (vi) the compliance of the Consultant with the Municipality's requirements and specifications; and
- (vii) innovative approaches proposed by the Consultant in the Proposal.

The Consultant acknowledges that the Municipality may rely upon the criteria which the Municipality deems relevant, even though such criteria may not have been disclosed to the Consultant. By submitting a Proposal, the Consultant acknowledges the Municipality's rights under this Section and absolutely waives any right, or cause of action against the Municipality, by reason of the Municipality's failure to accept the Proposal submitted by the Consultant, whether such right or cause of action arises in contract, negligence, or otherwise.

If a contract is to be awarded as a result of the Request for Proposal, it will be awarded to the proponent whose proposal, in the Municipality's opinion, provided the best potential value to the Municipality and is capable in all respects to fully perform the contract requirements and the integrity to assure performance of the contract obligations based on the objective assessment outlined above.

If the Municipality decides to award a contract based on a submission received in response to this Request for Proposal, the successful proponent will be notified of the intent to award in writing, and the subsequent execution of a written agreement shall constitute the making of a contract. Proponents will not acquire any legal or equitable rights or privileges whatsoever until the contract is signed by both parties.

In the event of any inconsistency between the RFP and the contract, the contract shall govern.

The Municipality reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria. Unsuccessful proponents will be provided with a verbal debriefing on the evaluation of their submission after the selection process has been completed,

if so requested.

Proponents may not amend or withdraw their proposals after the closing date and time.

Proposals will be evaluated as soon as practicable after the closing time.

The proposals and accompanying documentation submitted by the proponent are the property of the Municipality and will not be returned.

Proponents are advised that all communications with the Municipality related to this RFP during the bidding process must be directly and only with the individuals nominated in section 1.6.

ANNEX "A" - FINANCIAL OFFER (Basis of Payment)

1. The proponent shall bear the costs associated with or incurred in the preparation and presentation of their Proposal including, if applicable, costs incurred for interviews or demonstrations.
2. The Construction Manager is required to provide a fixed fee, and percentage fees for services related to this proposal using the following **Financial Summary**:

Project Activity	Amount
Pre-Construction Services as a lump sum fee as per CCDC 5B -2010 Article A-5.2.1	\$
Construction Manager's fee for the Work as a percentage as per CCDC 5B – 2010 Article A-5.3.1	%
Reimbursable Expenses Fee percentage as per CCDC 5B - 2010 Article A-6.1 (not to exceed the percentage fee for the work as per Article A-5.3.1)	%
Markup percentage for Change Orders (Indicate whether insurance and other fees will be included as part of COs)	%

Fees quoted will not include applicable GST/HST. GST/HST will be shown as a separate item. The Proposal will submit progress estimates stating the percentage of completion for the service being invoiced.

3. The Proponent is required to provide a high-level **Class D Estimate and Project Cash Flow** with the Financial Offer. The Cash Flow shall include a schedule outlining the activities planned and the timing for each, at a Class D level, over the duration of the project. Both components should incorporate Construction Manager fees, in addition to all relevant Divisions of work.
4. Building Permit fees are to be paid by The Municipality of North Grenville, and applications are to be completed by the prime consultants.
5. Method of payment shall be made based on the effort expended following receipt and acceptance of an invoice by the Project Authority. The invoice should include a breakdown on each major task and progress to the date on invoice.

ANNEX "B" – PROPOSAL EVALUATION CRITERIA

CRITERIA
CORPORATE EXPERIENCE & QUALIFICATIONS - 35 points
Corporate Experience
. # of similar projects completed, including not-for-profit housing projects, multi-unit residential building, retrofit construction, publicly funded projects and non-combustible construction
Experience in multi-unit renovations
. # of similar projects completed (including not-for-profit housing projects) and # years of related experience
Lead Project Manager Experience
. # of similar projects completed and # years of related experience
Construction Superintendent
. # of similar projects completed and # years of related experience
PROJECT UNDERSTANDING – 15 points
Understanding of Non-Profit/Municipality Objectives
. Level of understanding demonstrated
Incorporating Value Engineering in Project Delivery
. Quality of examples
ESTIMATING & QUALITY CONTROL - 20 points
Estimating Methodology
. Comprehensiveness of approach and whether it meets the objectives
Quality Control Approach
. Comprehensiveness of methodology and whether it meets the objectives
Risk Management and Mitigation
. Relevant risks identified and quality of mitigation strategies
PROJECT SCHEDULE & WORK PLAN – 10 points
High Level Schedule
. Whether a project schedule is provided, and the quality of the schedule provided
FINANCIAL PROPOSAL - 50 points *
Cash Flow and Class D Estimate
. Whether a project cash flow and class D estimate are provided, and the quality of the cash flow and class D estimate provided
Financial Offer
. Ranking of offers by total fee amount and percentages against project budget
CONSTRUCTION MANAGEMENT TEAM PROPOSAL – 20 points
Construction Management Team Outline
. Whether a project team outline is provided, and the quality of the outline provided
. Cost relative to an estimate of the personnel and the number of hours that will be dedicated to project work

***Note: Proposals must score a minimum of 80 out of 100 available points that are available for non financial categories for the financial scoring to be considered.**

ANNEX "C" – CONSTRUCTION MANAGEMENT TEAM PROPOSAL

1. The proponent shall bear the costs associated with or incurred in the preparation and presentation of their Proposal including, if applicable, costs incurred for interviews or demonstrations.
2. The total dedicated time to the contract will be proposed as per the following

Construction Management Team Outline:

Personnel Position	Dedicated Hours per Week on Project Work	Hourly Rate
<i>Example: Project Coordinator</i>	<i>12</i>	<i>\$85</i>
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

ANNEX "D" – RISK MITIGATION PROPOSAL

1. List of potential risks for the project timeline and budget.
2. Risk management and mitigation strategies for each identified risk.

Project Risk	Risk Management or Mitigation Strategy
<i>Example: Elevated Construction Costs</i>	

ANNEX "E" – INSURANCE REQUIREMENTS

The successful Construction Manager will be required to provide proof of insurance coverage meeting the following minimum standards. All insurance shall be maintained throughout the duration of the contract and shall be provided by insurers licensed to do business in the Province of Ontario.

- Commercial general liability: coverage of not less than \$10,000,000 CAD.
- \$5 M wrap up liability plus 2 years extension of completed operation coverage
- Builder's Risk: All-risk course of construction (COC) including equipment breakdown for the full replacement value of the project + 10%
- Commercial automobile liability \$2M
- Contractors' environmental liability \$2M
- Workplace Safety and Insurance Board (WSIB) Coverage
- All-risk property insurance for contractor's equipment
- \$2M per occurrence for asbestos

Upon evaluation of the project by an independent insurance consultant for funding purposes, these insurance amounts may be re-evaluated and the expectation is that the successful Construction Manager will make the necessary changes to their policies in order to satisfy these requirements.

The selected Construction Manager will be required to submit valid certificates of insurance for all applicable policies before contract execution. These certificates must demonstrate compliance with the above requirements and remain valid for the full term of the contract.

ANNEX "F" – SUPPLEMENTARY CONDITIONS

1. Insurance – Contract Security

-Contract details for the "insurance" section may be amended to reflect the insurance requirements stipulated by the project funding and financing sources.

2. Pre-Installation Meetings

- Prior to the commencement of work by any major subtrade, the construction manager must schedule a meeting between themselves, the subcontractors affected by the work for which the pre-installation meeting is being conducted, the prime consultant, the manufacturer's representatives if applicable, and independent inspection and testing company if applicable, in order to ensure all parties are understand the intent of the drawings.

3. Air Tightness Testing

- In order to meet the energy efficiency requirements for the project, the Municipality of North Grenville has retained an energy modelling consultant. In order to ensure that the project meets the energy efficiency target, one (1) mid-construction air tightness test and one (1) final construction air tightness test will be paid for directly by the Municipality of North Grenville, separate from the Construction Budget, in order to substantiate meeting the requirement of 1.5ACH. Any additional tests needed to confirm that the project meets the required level of air tightness (1.5ACH) will be expected to covered at the expense of the Construction Manager, not to be reimbursed through the Construction Budget.