



Request for Proposal (RFP)

Construction Services for the Evergreen Hospice Residence

1. Introduction

Evergreen Hospice is a community-based, non-profit charitable organization serving the communities of Markham, Stouffville and Thornhill. Evergreen provides compassionate support and education to individuals and families impacted by life-threatening illness, caregiving, and grief.

As part of its continued commitment to the community, Evergreen Hospice is advancing the development of a new 3-bed hospice residence located on the grounds of Rouge National Urban Park in Markham, Ontario. The residence will provide compassionate, dignified end-of-life care in a warm, home-like setting for individuals and families across the region.

The residence has been thoughtfully designed to support comfort, accessibility, privacy, family connection, and holistic care. Evergreen Hospice is seeking a qualified and collaborative General Contractor to partner in the successful construction and delivery of this important community project.

2. Project Overview

Project Name

Evergreen Hospice Residence

Project Location

7672 Elgin Mills Road East
Markham, Ontario

Project Description

The project consists of the construction of a new 3-bed residential hospice facility designed to provide compassionate end-of-life care in a home-like environment.



The facility includes:

- resident care suites,
- family gathering and support spaces,
- clinical and support areas,
- administrative spaces,
- accessible washrooms and circulation,
- parking and site servicing,
- and associated site works.

The project has been fully designed and supporting architectural documentation will be provided as part of this RFP package.

Estimated Construction Budget

Approximately \$3 million CAD.

Anticipated Timeline

Evergreen Hospice anticipates construction commencement in 2026 with substantial completion targeted by the end of 2026.

3. Procurement Process

Evergreen Hospice is issuing this Request for Proposal (“RFP”) to identify a qualified General Contractor with demonstrated experience in institutional, healthcare, community care, or similarly sensitive construction environments.

This RFP process will evaluate:

- organizational qualifications,
- relevant project experience,
- proposed project team,
- project methodology,
- construction scheduling,
- fee structure,
- and overall alignment with the vision and goals of the project

Evergreen Hospice intends to select a preferred proponent through this RFP process and subsequently enter into negotiations toward a final construction agreement.

Selection will not necessarily be based on lowest price.

Evergreen Hospice reserves the right to:

- shortlist proponents,
- conduct interviews,



- request clarifications,
- negotiate with one or more proponents,
- or cancel the RFP process at any time.

The final construction contract is anticipated to utilize either:

- CCDC 2 (Stipulated Price Contract), or
- CCDC 5B (Construction Management Contract for Services and Construction),

subject to final review and confirmation by the Owner and project consultants.

4. Scope of Services

The successful proponent will be expected to provide all labour, supervision, coordination, and construction services necessary to successfully complete the project.

Services are anticipated to include, but are not limited to:

Pre-Construction Services

- construction planning,
- scheduling,
- cost review,
- constructability review,
- value engineering recommendations,
- permit and approval coordination support,
- subcontractor coordination and procurement.

Construction Services

- site supervision,
- project management,
- coordination of all trades and subcontractors,
- health and safety management,
- quality assurance and quality control,
- schedule management,
- progress reporting,
- commissioning coordination,
- occupancy readiness,
- deficiency and warranty management.



The successful proponent will be expected to comply with all applicable:

- Ontario Building Code requirements,
- municipal approvals,
- accessibility requirements,
- WSIB requirements,
- occupational health and safety legislation,
- and all applicable regulatory standards.

5. Proponent Qualifications

Proponents are requested to provide the following information as part of their submission.

Corporate Information

- legal company name,
- office location,
- years in operation,
- company overview,
- organizational structure.

Relevant Experience

Provide details for a minimum of three (3) comparable projects, preferably within:

- healthcare,
 - hospice,
 - institutional,
 - seniors care,
 - community care,
 - or similarly sensitive environments.
- Include:
- project description,
 - construction value,
 - project timeline,
 - owner references,
 - consultant references.

Proposed Team

Provide resumes and relevant project experience for:

- Project Manager,
- Site Superintendent,
- Principal-in-Charge,
- and any other key personnel proposed for the project.



Financial Capacity

Provide:

- proof of bonding capacity,
- proof of insurance,
- WSIB clearance certificate.

Health & Safety

Provide:

- health and safety program overview,
- COR certification (if applicable),
- safety statistics and incident history,
- WSIB standing information.

6. Proposal Submission Requirements

Submissions should include the following sections:

Section 1 — Company Profile

Section 2 — Relevant Project Experience

Section 3 — Proposed Project Team

Section 4 — Project Understanding & Methodology

Please describe:

- understanding of the project vision,
- approach to project delivery,
- communication methodology,
- quality management approach,
- schedule management approach,
- risk mitigation strategy.

Section 5 — Community & Healthcare Sensitivity

Please describe:

- experience working within healthcare or community-sensitive environments,
- approach to respectful site operations,
- stakeholder communication practices,
- minimizing disruption during construction.



Section 6 — Preliminary Schedule

Provide a preliminary project schedule identifying major milestones.

Section 7 — Fee Structure / Pricing Submission

Provide:

- proposed fee structure,
- general conditions,
- construction management fees (if applicable),
- overhead and profit structure,
- and any preliminary pricing assumptions.

Section 8 — References

Provide a minimum of two (2) client references for comparable projects.

7. Evaluation Process

Submissions will be evaluated based on a combination of factors including, but not limited to:

- relevant project experience,
- qualifications of the proposed project team,
- understanding of the project and proposed methodology,
- construction scheduling and risk management approach,
- pricing and fee structure,
- references,
- and overall alignment with the goals and vision of the project

Evergreen Hospice reserves the right to:

- shortlist proponents,
- conduct interviews,
- request clarification or additional information,
- and negotiate with one or more proponents.

Selection will not necessarily be based on lowest price.



8. Submission Instructions

Submission Deadline

June 30th, 2026 at 5:00pm

Submission Format

Electronic PDF submissions are preferred.

Submission Contact

Please submit RFP questions and submission to info@evgcares.org

Late submissions may not be considered.

Questions related to this RFP must be submitted in writing to the submission contact identified above.

9. Terms & Conditions

Evergreen Hospice:

- is not obligated to accept the lowest-priced or any submission;
- reserves the right to reject any or all submissions;
- reserves the right to cancel or modify this RFP process at any time;
- reserves the right to request clarification or additional information from proponents;
- may negotiate with one or more proponents;
- is not responsible for any costs incurred by proponents in preparing submissions.

All submission materials become the property of Evergreen Hospice.

10. Appendices

The following documents form part of this RFP package:

Appendix A - 7672 Elgin Mills Rd E, Markham, 2026-05-14_Coordination Set

- Architectural
- Arborist
- Septic
- Grading
- Structural
- Electrical
- Mechanical