



Request for Proposal (RFP)

Construction Services for the Evergreen Hospice Residence, Markham, Ontario

1. Introduction

Evergreen Hospice is a community-based, non-profit charitable organization serving the communities of Markham, Stouffville, and Thornhill. Through a range of hospice palliative care, caregiver support, bereavement, and community education programs, Evergreen Hospice provides compassionate care and support to individuals and families affected by life-limiting illness, caregiving responsibilities, and grief.

As part of its ongoing commitment to addressing the growing need for end-of-life care services within the region, Evergreen Hospice is advancing the development of a new three-bed hospice residence to be located within Rouge National Urban Park in Markham, Ontario. This purpose-built facility will provide high-quality, compassionate, and dignified hospice care in a comfortable, home-like environment, enabling individuals and their loved ones to receive end-of-life care close to their community.

The residence has been thoughtfully designed to reflect the principles of hospice care, emphasizing comfort, accessibility, privacy, family involvement, and holistic support. The facility will include resident suites, family and gathering spaces, administrative and clinical support areas, and outdoor amenities intended to create a peaceful and welcoming setting for residents and visitors alike.

Through this Request for Proposal ("RFP"), Evergreen Hospice is seeking to engage a qualified, experienced, and collaborative General Contractor to undertake the construction of the hospice residence. The successful Proponent will demonstrate expertise in the delivery of healthcare, institutional, community care, or similarly sensitive projects and will be expected to work closely with Evergreen Hospice, its consultants, stakeholders, and community partners to ensure the successful completion of this important community initiative.

The Project represents a significant milestone in expanding hospice palliative care capacity within the region and will serve as a lasting community resource for generations to come.

2. Project Information

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 project scope includes:

- Demolition and disposal of existing building on site
- New Construction:
 - Three resident care suites,
 - family gathering and support spaces,
 - clinical and support areas,
 - administrative spaces,
 - accessible washrooms and circulation,

Provided by others

- Site servicing
- Site works
- Parking

3. Scope of Services

The successful Proponent shall be responsible for the provision of all labour, materials, equipment, supervision, project management, coordination, and construction services necessary to complete the Project in its entirety and to achieve Substantial Performance, final acceptance, and obtain occupancy permits, in accordance with the Contract Documents.

The New building is approximately 4,700 square feet GFA and will be constructed with no basement level. As the Project is situated on federal lands under the jurisdiction of Parks Canada, a municipal building permit is not required. Notwithstanding this exemption, the Permit Drawing Set included in this Request for Proposals (RFP) has been submitted to the City of Markham for review and comment in support of the proposed work. A complete Permit Set is provided as **Appendix A**

To support the Project and inform the proposed construction activities, a number of technical investigations, assessments, and studies have been completed, including evaluations of the site's structural loading capacity and the environmental characteristics. A complete list of the available reports and studies is provided in **Appendix B**. The full reports form part of the RFP documentation and are available to Proponents for review and consideration in the preparation of their submissions.

4. Project Timeline

As the demand for hospice beds does not match the supply, Evergreen Hospice wishes that the construction commencement in summer of 2026 with substantial completion targeted by the end of December 2026. And full occupancy within 30 days of substantial completion.

5. Procurement Process

Evergreen Hospice is issuing this Request for Proposal ("RFP") to identify and engage a qualified, experienced, and financially stable General Contractor to undertake the Project. Proponents must demonstrate a proven track record in the successful delivery of institutional, healthcare, community care, hospice, or similarly sensitive construction projects where maintaining safety, minimizing disruption to operations, and coordinating with multiple stakeholders are critical requirements.

As a registered charitable organization, Evergreen Hospice periodically receives donations of building materials, equipment, furnishings, and installation services from community partners and sponsors. A preliminary list of donated items and services anticipated for incorporation into the Project is provided in **Appendix C**

Proponents shall review the list of donated items and services and account for their inclusion within the construction schedule and project delivery strategy. Where applicable, the value of donated materials, equipment, or installation services shall be clearly identified and excluded from the Contract Price. Such exclusions shall be itemized separately within the Proponent's submission to ensure transparency and facilitate the evaluation and comparison of proposals. The successful Proponent will be required to coordinate and integrate all donated items and services into the Work, including receiving, handling, storage, scheduling, and installation coordination, as necessary, to achieve a complete and fully functional Project.

6. Evaluation and Selection Criteria:

The selection of the successful Proponent will be based on an overall assessment of value of the offer to Evergreen Hospice and will not necessarily be determined on the basis of the lowest-priced submission. Evaluation considerations may include, but are not limited to, relevant project experience, proposed team, project approach, schedule, understanding of the Project requirements, financial capacity, references, and overall value offered. In order to ensure transparency and fairness in identifying the successful proponent, Evergreen will apply the following selection criteria:

Description	Value	Comments /recommended input
Section 1: company profile and organizational structure	10%	▪ legal company name, ▪ office location, ▪ years in operation, ▪ company overview, ▪ organizational structure. ▪ Dispute resolution methodology
Section 2: relevant project experience, (minimum 2 projects of similar scope and size) and project methodology,	15%	Relevant Experience: • project description, • construction value, • project timeline, • owner name and contact information • Consultant name and contact information Project methodology:

		• understanding of the project vision, • approach to project delivery, • communication methodology, • quality management approach, • schedule management approach, • risk (schedule and budget) mitigation strategy.
proposed project team,	20%	Provide either a resume or a description of experience – no need to provide both – for Site Superintendent, Assistant Site Superintendent, if applicable and the Project Manager
construction schedule	15%	▪ Commitment to achieve substantial completion no later than December 31 2026 ▪ Provide a preliminary project schedule identifying major milestones, including proposed start day
Project Total Cost	40%	Refer to the price sheet provided
Total	100%	
References	Yes/No	Provide a minimum of two (2) client references for comparable projects
Financials	Yes/No	Provide: • Letter to confirm the proponents good standing • proof of bonding capacity, • proof of insurance, naming EGH as an additional – insured WSIB clearance certificate.

7. General Stipulations:

Evergreen Hospice reserves the right, in its sole and absolute discretion, to:

- establish a shortlist of one or more Proponents;
- conduct interviews, presentations, reference checks, or meetings with shortlisted Proponents;
- request clarifications, additional information, supplementary documentation, or revised submissions from any Proponent;
- negotiate any aspect of a proposal, including scope, schedule, pricing, terms, and conditions, with one or more Proponents;
- waive irregularities, informalities, omissions, or non-material deficiencies in any proposal;
- reject any or all proposals received;
- accept a proposal other than the lowest-priced proposal;
- modify the scope of the Project or the procurement process;
- discontinue negotiations with a Proponent and commence negotiations with another Proponent; and



- amend, suspend, postpone, cancel, or terminate the RFP process, in whole or in part, at any time and for any reason.

The issuance of this RFP shall not be construed as a commitment by Evergreen Hospice to award a contract, enter into negotiations, proceed with the Project, or reimburse any costs incurred by Proponents in the preparation or submission of proposals, participation in interviews, presentations, negotiations, or any other activities associated with this RFP process.

All costs and expenses incurred by Proponents in responding to this RFP shall be borne solely by the Proponent.

Evergreen Hospice shall not be liable for any claims, losses, damages, costs, or expenses arising from or related to this RFP process, including any decision to reject proposals, suspend, modify, or cancel the procurement process.

By submitting a proposal, each Proponent acknowledges and agrees that Evergreen Hospice may rely upon the information provided in the proposal for evaluation purposes and may verify such information through reference checks, financial reviews, interviews, or other due diligence activities deemed necessary by Evergreen Hospice.

The selection of a preferred Proponent shall not create any contractual relationship between Evergreen Hospice and the Proponent. No binding agreement shall exist until a formal written contract has been executed by both parties.

8. Submission Instructions

Submission Deadline

July 22nd 2026 on or before 5:00pm local time

Submission Format

Electronic PDF submissions

Request for Information (RFI)

Please submit all RFI's to info@evgcares.org No later than July 15 2026 on or before 5:00 p.m. Responses will be emailed to you within 24 hours.

Late submissions will not be considered.

END OF SECTION



8. Bid Form:

Contractor Price Submission Form

Project: Evergreen Hospice – 3-Bed Hospice Residence

Location: Rouge National Urban Park, Markham, Ontario

Proponent: _____

Date: _____

1. Lump Sum Price

The Proponent hereby submits the following stipulated price for the complete construction of the Project in accordance with the Contract Documents.

Description	Amount (\$ CAD)
Total Construction Cost (excluding HST)	\$
HST	\$
Total Construction Cost (including HST)	\$

2. Donated Materials and Services

Donated materials, equipment, furnishings and/or services by “others” will be negotiated with the successful proponent and the agreed upon value of such items will be deducted from the upset price noted above.

The Proponent acknowledges that coordination, scheduling, receipt, storage, protection, and integration of donated items may remain the responsibility of the General Contractor as specified in the Contract Documents.

3. Projected Cashflow

Milestone	Proposed Date	Estimated value of Progress draw including HST (excluding Hold-back)
Mobilization		
Construction Start		
Shell and building envelope complete		
Interior finishing complete		
Substantial Performance		
Final Payment		
Hold Back Release		

Total anticipated construction duration: _____ calendar weeks

5. Proposal Certification

The undersigned certifies that:

1. The proposal remains valid for a period of **ninety (90) days** from the submission closing date.
2. The Contract Price includes all labour, materials, equipment, supervision, permits (where applicable), insurance, bonding, overhead, profit, and all other costs necessary to complete the Project in accordance with the Contract Documents.
3. All exclusions from the Contract Price have been clearly identified in this submission.



Authorized Signing Officer

Company: _____

Name: _____

Title: _____

Signature: _____

Date: _____

4. Value-Added Services and Project Enhancements

Evergreen Hospice encourages Proponents to identify any value-added services, innovations, efficiencies, or contributions that may enhance project delivery, reduce costs, improve quality, accelerate the schedule, improve sustainability, or otherwise benefit the Project. Please

Total Value-Added Contributions (Value included in the Stipulated Sum)

Description	Value (\$ CAD)
Donated Labour	\$ _____
Donated Materials	\$ _____
Extended Warranty Value	\$ _____
Other Value-Added Contributions	\$ _____
Total Value-Added Benefit	\$ _____

Note: Value-added items are provided for information and evaluation purposes only. Evergreen Hospice reserves the right, in its sole and absolute discretion, to accept, reject, negotiate, or exclude any value-added service, contribution, donation, enhancement, or innovation proposed by a Proponent. Such items may be evaluated separately from the base Contract Price and shall not be construed as forming part of the Contract unless expressly incorporated into the final executed agreement. The determination of the value and benefit of any proposed value-added item shall rest solely with Evergreen Hospice.

Please Note the PRICE FORM is designed to give Evergreen Hospice three comparable numbers during evaluation:

1. **Base Contract Price (including all proponent's donated and value add items)**
2. **Total Value-Added Contributions**

END OF SECTION