



Planning, Property & Development Department • Service de l'urbanisme, des biens et de l'aménagement

*Building Services Division • Division des aménagements municipaux*

**APPLICATION FOR PRE-QUALIFICATION**

**DESIGN BUILD TEAMS**

**FOR THE DESIGN AND CONSTRUCTION OF**

**THE NORTH CENTENNIAL RECREATION AND LEISURE FACILITY**  
*An Addition and Renovation to the North End Centennial Pool*  
*90 Sinclair Street*

**RFQ 378-2008**

**Part "A" Instructions for Design Build teams applying  
for Pre-qualification**

**Part "B" Application for Pre-qualification**

**GENERAL INQUIRIES:**

**City of Winnipeg  
Planning, Property and Development Department**

**Mr. John D'Ignazio, M.Arch., MAA, Project Coordinator  
Phone 479-5455 Fax 986-7311**

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## Part "A" Instructions for Design Build teams applying for Pre-qualification

### 1. INTRODUCTION

The City of Winnipeg will be contracting Design Build Teams for the design and construction of the North End Recreation and Leisure Facility to be located in Old Exhibition Park, Winnipeg, MB. The project is one of the new facilities identified under the \$43 million Recreation and Leisure tri-party program. The intent of the project is to construct a new multi-use, inter-generational recreation and leisure facility for north Winnipeg as an addition/renovation to the North End Centennial Pool. The project will also involve site redevelopment around the new facility to facilitate parking, and various other site issues.

The RFQ process described below will enable the City of Winnipeg to shortlist a maximum of (3) Design-Build teams to participate in the subsequent RFP stage of the project to design and construct the new facility.

This project is to be carried out under the direction of the Planning, Property and Development Department with support from the Community Services Department. The total estimated construction budget available for the facility and related works is \$5.0 million. This figure is inclusive of all construction costs, design fees, permits, testing, disbursements, etc. and applicable PST. GST is exclusive of the project budget.

### 1. PROJECT OVERVIEW

Old Exhibition Park is approximately 40 acres roughly bounded by McPhillips Street to the west, Selkirk Avenue to the north, Sinclair Street to the east and an industrial site to the south. Existing site uses include sport fields (baseball, soccer), tennis courts, outdoor rinks, an indoor arena, an indoor pool, wading pool and a Seniors Centre. Charlie Krupp Stadium, run by the Manitoba Softball Association and the Winnipeg Nomads Football field and clubhouse are also located on the property.

The North End Centennial Pool is located at 90 Sinclair Street. The one storey building, constructed in 1969, has a total floor area of 52,008 sq.ft. and comprises a mezzanine floor, main floor, partial basement and crawlspace. The building envelope was upgraded in 2002 including new roof, finishes and new wall assemblies, including windows and a new entrance canopy.

The intent of this project is to design and construct a multi-use recreation and leisure facility for the north end of the City of Winnipeg. The new facility will be an addition in the range of 20,000 sq.ft to the North End Centennial Pool.

The proposed facility would function as a healthy-living centre or node for the community, a gathering place, which is enveloped by a diverse range of recreation and leisure activities. The program emphasizes more wellness and developmentally oriented activities, as well as accommodating fitness and recreation activities.

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## Project Scope

### 1. Addition

The program of requirements for the 20,000 sq.ft. facility is comprised of the following program spaces:

- Lobby/public gathering space
- Administration and support spaces
- Wellness space to accommodate fitness equipment and other leisure activities
- Community Kitchen with accommodation for teaching
- Multi-purpose spaces for various creative activities
- A new full size gymnasium.

### 2. Existing Building

The project will also involve the

- redevelopment of the existing control point
- construction of new family change rooms
- circulation between the new addition and the existing spaces
- renovation of adjacent spaces to accommodate the new configuration

As the project involves an addition/renovation to the existing pool building, the Design Build Team is required to address the impact of their solution and how it will affect the existing spaces, site servicing, utilities and the code implications/upgrades for the building.

### 3. Parking and Site Development

The project will also require that the Design Build team develop a comprehensive landscape plan for the area within the boundary of the project. This is to include at a minimum :

- a new parking lot
- a new vehicular drop off near for the new adddtion/complex
- pathway connections to existing sidewalks,street and other existing pathways

## **3. ELIGIBILITY**

This invitation to apply for pre-qualification is open to Design Build Firms and Companies or groups of companies and firms with sufficient experience to complete the required services within the prescribed time frame, and budget. To be considered for pre-qualification, each applicant shall comprise a Design Build team which shall include, at a minimum:

- a. Construction company: COR Certified with a valid COR certification number under the Certificate of Recognition (COR) Program administered by the Manitoba Construction Safety Association or by the Manitoba Heavy Construction Association's Safety, Health and Environment or able to provide an audited safety plan.

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- b. Design Team including at a minimum the provision of professional services from an architect, landscape architect, interior designer, civil, structural, mechanical and electrical engineers. Other consultants beneficial to the project delivery can be included at the discretion of the Design-Build Team.

Consultant firms who will provide services on this project must be registered professionals in the Province of Manitoba or able to be licensed within Manitoba prior to the award of contract.

**4. SCOPE OF SERVICES FOR THE PROJECT**

The Design Build team is to provide the full scope of construction and design services to deliver the new North End Recreation and Leisure Facility, as an addition to the North End Centennial Pool. The Design Build Team is to also provide these additional following services:

The major components of the Work are as follows:

- (a) Design
- (b) Construction
- (c) Commissioning

In addition, the Design Build team is to:

- a. Allow for review and audit of the design by an independent Universal Design Consultant hired by the City.
- b. Work with an independent commissioning agent hired by the City to commission the project.
- c. Pursue a LEED silver designation (green building design and designation process) for the project.
- d. Training of staff on the new systems.
- e. Produce presentation boards, illustrating the design, concept etc. and participate in a public open house to present project.

**5. SCHEDULE**

The schedule for this project is as follows:

Phase	Duration
1. RFQ Process	May 22 – June 6, 2008
2. Evaluation/Shortlist of Teams	June 9 -June 13, 2008
3. RFP Process	June 16 /08 – July 18/08
4. Evaluation/Selection of Proponent	July 21 – 31, 2008
5. Award/Preparation of Contract Drawings/Open house/Contract Administration	August 1 – October 2008
6. Construction	November 2008
7. Open to the Public	October 2009

## 6. SUBMITTAL REQUIREMENTS

Applicants are invited to submit information on their qualifications, experience and suitability for the project, along with their ability to meet the project goals. Applicants are required to submit the information in the form of a clear and concise manner.

In order to be considered for pre-qualification, the following must be submitted.

1. One unbound original and six complete bound copies of the Statement of Qualifications must be submitted.
2. A completed Part B - Application for Pre-qualification attached to this document.

Note: The Part B - Application for Pre-qualification form shall be signed by authorized signing officers of the company or all companies involved in a joint venture.

### 3. EXPERIENCE OF TEAM

- a. Provide general firm profile information of the construction company and the other team members, including description of the history of the firms; years in business of the firms; average volume of work (in dollars) over the past five years of the firms and other pertinent information.
- b. Provide information of the Design Build team's or its members experience and expertise in the delivery of recreational projects/additions to major facilities or of those similar in nature or scope to the proposed project.
- c. Provide images/illustrations of not more than six specific projects that best demonstrate design ability and/or experience with similar facilities. A narrative giving a brief description of the technical, economic and aesthetic qualities of the projects, including the name of the principal/lead designer and key personnel for each listed project.
- d. References: Provide a list of individuals (maximum of six) who have served in a client capacity for the applicant for those projects listed in (c.)
- e. Provide information on companies COR certification or ability to provide an audited safety plan.

### 4. DESIGN BUILDTEAM ORGANIZATION/EXPERIENCE

- f. Provide information on the proposed organization of the Design Build to deliver the project.
- g. Provide information on the Design Build experience of team members working together on past projects.
- h. Provide information on the experience of the Design Build team on public projects including experience with the City and community.

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5. METHODOLOGY

- i. Provide a statement of the Design Build team's methodology and philosophy with respect to major urban recreation projects of similar scope and complexity and indicate how this knowledge would be applied to this project. Describe the methodology proposed for each stage of this project, including information on the quality control and quality assurance methods to be utilized. Describe the team's process for coordination and communication of the various levels of stakeholders.
- j. Provide information of your team's ability and process for providing efficient and comprehensive contract administration throughout the project.

7. EVALUATION PROCESS

Applicants will have their submissions evaluated in accordance with the criteria and weight factors indicated in Figure 1.

8. EVALUATION CRITERIA

Pre-qualification of applicants will be based on the content of their submissions. Applicants are advised to present their information clearly and concisely. Scoring shall be confidential and will not be disclosed to the applicant.

The evaluations will be based on the criteria in Figure 1.

**Note: Design/Build teams selected from the RFQ process will not be ranked going into the next stage for selection.**

**FIGURE 1**  
**EVALUATION CRITERIA**

A.	EXPERIENCE OF TEAM	MAXIMUM SCORE
	a. Experience of Team, members, and history.	
	b. Recreation project delivery experience. Past experience on recreation projects of similar scope and complexity. Relevancy of projects and references.	
	c. Design excellence, accomplishments and recognition	
	d. COR certified or safety plan information of team/company	
	<b>Subtotal</b>	<b>35</b>
B.	DESIGN BUILD TEAM ORGANIZATION/EXPERIENCE	
	a. Organization of Design Build team to deliver the project.	
	b. Design Build experience of team members working together on past projects.	
	c. Design Build experience on public projects, the City and community.	
	<b>Subtotal</b>	<b>35</b>
C.	METHODOLOGY	
	a. Design methodology and philosophy	
	b. Quality Control/Quality Assurance Coordination Supervision and contract administration	
	<b>Subtotal</b>	<b>30</b>
	<b>Grand Total</b>	<b>100</b>

**9. SUBMISSION OF APPLICATION FOR PRE-QUALIFICATION**

The submission of an application does not necessarily mean that the applicant will be invited to participate in the Request for Proposal (RFP) for Design Build (next stage). The City of Winnipeg retains the right to decide, in its sole discretion, which applicants, if any, shall be invited to submit a Proposal for Design Build services for the next stage.

- a. Pre-qualification applications will be accepted at the offices of the City of Winnipeg at:

City of Winnipeg  
Corporate Finance Department  
Materials Management Division  
185 King Street, Main Floor  
Winnipeg, Manitoba R3B 1J1

until 4:00 P.M. WINNIPEG TIME on June 6, 2008.

**Telefax submissions will not be accepted.**

**Late submissions will not be accepted.**

Submissions should be labelled as follows:

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**PART "B"**

**APPLICATION FOR PRE-QUALIFICATION**

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***An Addition and Renovation to the North Centennial Pool***  
***90 Sinclair Street***

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We hereby submit our Application for Pre-qualification as detailed in the Pre-qualification Instructions for your consideration in the selection of applicants who may be invited to submit proposals for the design of construction of the North Centennial Recreation and Leisure Facility in Winnipeg, Manitoba, Canada. We recognize that the purpose of pre-qualification is to ensure that the firms selected to submit proposals for this project have the necessary technical, financial and managerial competence to deliver this project within the prescribed time frame, and in accordance with the specified standards of quality.

We understand that the information submitted herewith shall be treated as confidential, used only for the purpose of determining our team's qualifications, and will not be disclosed to competitors.

We further understand that the information submitted herewith is subject to verification and that additional pertinent information may be obtained, if required from references named herein. We hereby consent to these sources providing this information.

We clearly understand that the information accompanying this application is to be presented clearly and concisely and that it should be pertinent and in the context of this particular project.

Signed: \_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Authorized Signing Officer(s)

\_\_\_\_\_  
Authorized Signing Officer(s)