



THE CITY OF WINNIPEG

REQUEST FOR PROPOSAL

RFP NO. 494-2024

**PROFESSIONAL CONSULTING SERVICES FOR FACILITY EXPANSION & SITE
DEVELOPMENT AT SOUTH WINNIPEG COMMUNITY CENTRE – RICHMOND SITE
– 666 SILVERSTONE AVE**

TABLE OF CONTENTS

PART A - BID SUBMISSION

- Form A: Bid/Proposal
- Form P: Person Hours

PART B - BIDDING PROCEDURES

B1. Contract Title	1
B2. Submission Deadline	1
B3. Site Investigation	1
B4. Enquiries	1
B5. Confidentiality	2
B6. Addenda	2
B7. Proposal Submission	2
B8. Proposal (Section A)	3
B9. Fees (Section B)	4
B10. Project Organizational Approach (Section C)	4
B11. Experience of Proponent and Subconsultants (Section D)	5
B12. Experience of Key Personnel Assigned to the Project (Section E)	5
B13. Project Understanding and Methodology (Section F)	6
B14. Project Schedule (Section G)	6
B15. Disclosure	6
B16. Conflict of Interest and Good Faith	7
B17. Qualification	8
B18. Opening of Proposals and Release of Information	9
B19. Irrevocable Offer	9
B20. Withdrawal of Offers	9
B21. Interviews	9
B22. Negotiations	9
B23. Evaluation of Proposals	10
B24. Award of Contract	11

PART C - GENERAL CONDITIONS

C0. General Conditions	1
------------------------	---

PART D - SUPPLEMENTAL CONDITIONS

General

D1. General Conditions	1
D2. Consulting Contract Administrator	1
D3. Background	1
D4. Scope of Services	3
D5. Public Engagement	4
D6. Accessibility	6
D7. Green Building & Sustainability	6
D8. Commissioning Management	8
D9. Definitions	8
D10. Accessible Customer Service Requirements	8
D11. Unfair Labour Practices	9

Submissions

D12. Authority to Carry on Business	9
D13. Safe Work Plan	10
D14. Insurance	10

Schedule of Services

D15. Commencement	11
D16. Critical Stages	11
D17. Supply Chain Disruption Schedule Delays	11
D18. Substitutions	12

Measurement and Payment

D19. Invoices	12
D20. Payment	13

Dispute Resolution

D21. Dispute Resolution	13
-------------------------	----

Third Party Agreements

D22. Funding and/or Contribution Agreement Obligations	14
--	----

APPENDIX A – RICHMOND SITE – EXISTING FLOOR PLANS

APPENDIX B – RE-ENVISIONING SITE PLAN

APPENDIX C – CITY OF WINNIPEG CLASS OF ESTIMATE TEMPLATE

PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

B1.1 PROFESSIONAL CONSULTING SERVICES FOR FACILITY EXPANSION & SITE DEVELOPMENT AT SOUTH WINNIPEG COMMUNITY CENTRE – RICHMOND SITE – 666 SILVERSTONE AVE

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 12:00 noon Winnipeg time, July 23, 2024.

B2.2 The Consulting Contract Administrator or the Manager of Purchasing may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified in B2.1.

B3. SITE INVESTIGATION

B3.1 The Consulting Contract Administrator or an authorized representative will conduct a site investigation tour of the Richmond Kings Community Centre and Site at 666 Silverstone Avenue on:

(a) July 9, 2024 at 10:00 am

B3.1.1 Proponents are requested to register for the site investigation by contacting the Consulting Contract Administrator identified in D2.

B3.2 Although attendance at the Site Investigations is not mandatory, the City strongly suggests that Proponents attend.

B3.3 The Proponent shall not be entitled to rely on any information or interpretation received at the site investigation unless that information or interpretation is the Proponent's direct observation, or is provided by the Consulting Contract Administrator in writing.

B3.4 The Proponent is responsible for inspecting the Site, the nature of the Work to be done and all conditions that might affect their Proposal or their performance of the Work, and shall assume all risk for conditions existing or arising in the course of the Work which have been or could have been determined through such inspection.

B4. ENQUIRIES

B4.1 All enquiries shall be directed to the Consulting Contract Administrator identified in D2.

B4.2 If the Proponent finds errors, discrepancies or omissions in the Request for Proposal, or is unsure of the meaning or intent of any provision therein, the Proponent shall promptly notify the Consulting Contract Administrator of the error, discrepancy or omission at least five (5) Business Days prior to the Submission Deadline.

B4.3 Responses to enquiries which, in the sole judgment of the Consulting Contract Administrator, require a correction to or a clarification of the Request for Proposal will be provided by the Consulting Contract Administrator to all Proponents by issuing an addendum.

B4.4 Responses to enquiries which, in the sole judgment of the Consulting Contract Administrator, do not require a correction to or a clarification of the Request for Proposal will be provided by the Consulting Contract Administrator only to the Proponent who made the enquiry.

B4.5 All correspondence or contact by Proponents with the City in respect of this RFP must be directly and only with the City's Consulting Contract Administrator. Failure to restrict correspondence and contact to the Consulting Contract Administrator may result in the rejection of the Proponents Proposal Submission.

- B4.6 The Proponent shall not be entitled to rely on any response or interpretation received pursuant to B4 unless that response or interpretation is provided by the Consulting Contract Administrator in writing.
- B4.7 Any enquiries concerning submitting through MERX should be addressed to:
MERX Customer Support
Phone: 1-800-964-6379
Email: merx@merx.com

B5. CONFIDENTIALITY

- B5.1 Information provided to a Proponent by the City or acquired by a Proponent by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Consulting Contract Administrator. The use and disclosure of the Confidential Information shall not apply to information which:
- (a) was known to the Proponent before receipt hereof; or
 - (b) becomes publicly known other than through the Proponent; or
 - (c) is disclosed pursuant to the requirements of a governmental authority or judicial order.
- B5.2 The Proponent shall not make any statement of fact or opinion regarding any aspect of the Request for Proposals to the media or any member of the public without the prior written authorization of the Consulting Contract Administrator.

B6. ADDENDA

- B6.1 The Consulting Contract Administrator may, at any time prior to the Submission Deadline, issue addenda correcting errors, discrepancies or omissions in the Request for Proposal, or clarifying the meaning or intent of any provision therein.
- B6.2 The Consulting Contract Administrator will issue each addendum at least two (2) Business Days prior to the Submission Deadline, or provide at least two (2) Business Days by extending the Submission Deadline.
- B6.3 Addenda will be available on the MERX website at www.merx.com.
- B6.4 The Proponent is responsible for ensuring that they have received all addenda and is advised to check the MERX website for addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.
- B6.5 The Proponent shall acknowledge receipt of each addendum in Paragraph 10 of Form A: Bid/Proposal. Failure to acknowledge receipt of an addendum may render a Proposal non-responsive.
- B6.6 Notwithstanding B4, enquiries related to an Addendum may be directed to the Consulting Contract Administrator indicated in D2.

B7. PROPOSAL SUBMISSION

- B7.1 The Proposal shall consist of the following components:
- (a) Form A: Bid/Proposal (Section A) in accordance with B8;
 - (b) Form P: Person Hours (Section B) in accordance with B9.
- B7.2 The Proposal should also consist of the following components:
- (a) Project Organizational Approach (Section C) in accordance with B10;
 - (b) Experience of Proponent and Subconsultants (Section D) in accordance with B11;

- (c) Experience of Key Personnel Assigned to the Project (Section E) in accordance with B12;
 - (d) Project Understanding and Methodology (Section F) in accordance with B13; and
 - (e) Project Schedule (Section G) in accordance with B14.
- B7.3 Further to B7.1 all components of the Proposal shall be fully completed or provided in the order indicated, and submitted by the Proponent no later than the Submission Deadline, with all required entries made clearly and completely, to constitute a responsive Proposal.
- B7.4 Further to B7.2, all components of the Proposal should be fully completed or provided in the order indicated, and submitted by the Proponent no later than the Submission Deadline, with all required entries made clearly and completely.
- B7.5 Proposal format, including number of pages, size of pages and, font, etc., will not be regulated, except that the Proposal should contain a table of contents, page numbering and should be in the Sections identified above. Proponents are encouraged to use their creativity to submit a Proposal which provides the requested information for evaluation and other information which illustrates the strength of their proposed solution.
- B7.6 The Proposal shall be submitted electronically through MERX at www.merx.com.
- B7.6.1 Proposals will **only** be accepted electronically through MERX.
- B7.7 Proponents are advised that inclusion of terms and conditions inconsistent with the Request for Proposal, will be evaluated in accordance with B23.1(a).
- B7.8 Any cost or expense incurred by the Proponent that is associated with the preparation of the Proposal shall be borne solely by the Proponent.
- B8. PROPOSAL (SECTION A)**
- B8.1 The Proponent shall complete Form A: Bid/Proposal, making all required entries.
- B8.2 Paragraph 2 of Form A: Bid/Proposal shall be completed in accordance with the following requirements:
- (a) if the Proponent is a sole proprietor carrying on business in their own name, their name shall be inserted;
 - (b) if the Proponent is a partnership, the full name of the partnership shall be inserted;
 - (c) if the Proponent is a corporation, the full name of the corporation shall be inserted;
 - (d) if the Proponent is carrying on business under a name other than their own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.
- B8.2.1 If a Proposal is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B8.2
- B8.3 In Paragraph 3 of Form A: Bid/Proposal, the Proponent shall identify a contact person who is authorized to represent the Proponent for purposes of the Proposal.
- B8.4 Paragraph 13 of Form A: Bid/Proposal shall be signed in accordance with the following requirements:
- (a) if the Proponent is a sole proprietor carrying on business in their own name, it shall be signed by the Proponent;
 - (b) if the Proponent is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
 - (c) if the Proponent is a corporation, it shall be signed by their duly authorized officer or officers;

- (d) if the Proponent is carrying on business under a name other than their own, it shall be signed by the registered owner of the business name, or by the registered owner's authorized officials if the owner is a partnership or a corporation.

B8.4.1 The name and official capacity of all individuals signing Form A: Bid/Proposal should be entered below such signatures.

B8.5 If a Proposal is submitted jointly by two or more persons, the word "Proponent" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Proponents in the Proposal and the Contract, when awarded, shall be both joint and several.

B9. FEES (SECTION B)

B9.1 The Proposal shall include a Fixed Fee for all disciplines/services and/or phases identified in D4 Scope of Services. The Fixed Fee shall include the applicable MRST, identified separately.

B9.2 The Proponent shall utilize and submit Form P: Person Hours, making all required entries to summarize Fee Proposal for the proposed Services in the Scope of Services in D4.

B9.2.1 Proponents may use Form P: Person Hours or table of their own design provided it includes all information requested in accordance with B9.1

B9.2.2 A sample of Form P:Person Hours can be found at:
<https://winnipeg.ca/matmgt/templates/information.stm>

B9.3 Adjustments to Fees will only be considered based on increases to the Scope of Services.

B9.3.1 The City will not consider an adjustment to the Fees based on changes in the Project budget or the Final Total Construction Cost.

B9.4 Notwithstanding C1.1(b), Fees shall include costs for out of town travel, related meals and accommodations for the duration of the Project and shall not be considered an Allowable Disbursement.

B9.5 The Fee Proposal shall also include an allowance for Allowable Disbursements as defined in C1.1(b), but shall exclude the costs of any materials testing, soils and hazardous materials investigation during construction.

B9.6 Notwithstanding C11.1, Fees submitted shall not include the Goods and Services Tax (GST) which shall be extra where applicable. The Manitoba Retail Sales Tax (MRST, also known as PST), shall be included in the total fees, identified as a separate line item.

B9.7 Payments to Non-Resident Consultants are subject to Non-Resident Withholding Tax pursuant to the Income Tax Act (Canada).

B10. PROJECT ORGANIZATIONAL APPROACH (SECTION C)

B10.1 The Proposal should briefly describe the approach to overall team formation including how the Proponent team intends to take on the challenge of successfully completing this Project and the advantage the Proponent Team brings to the City at every stage.

B10.2 The Proposal should include general firm profile information, including years in business, average volume of work, number of employees including local office information, and other pertinent information for Proponent and Subconsultants.

B10.3 The Proponent should provide its proposed Team organizational structure as follows:

- (a) In an organizational chart, identify each of the Proponent and Subconsultant Key Personnel and role/job function in the Project including reporting relationships. Identify, including but not limited to, the Principal-in-Charge, Project Manager, Design Team Leads (including all disciplines – Architectural, Landscape, Civil, Structural, Mechanical, Electrical), Sustainability Lead, Cost Estimator (Quantity Surveyor), Public and

Stakeholder Engagement Lead, Business/Financial Specialist, and any other Key Personnel and critical support staff; and

- (b) Roles of each of the Key Personnel and critical support staff in the Project should be identified in the organizational chart, along with the percent of their time to be dedicated to the Project in accordance with the Scope of Services identified in D4 and hourly rates for each person.

B11. EXPERIENCE OF PROPONENT AND SUBCONSULTANTS (SECTION D)

B11.1 The Proponent and Subconsultants shall each provide two (2) reference projects that demonstrates their history and experience in providing planning, programming, design, public engagement, contract preparation, contract administration, and financial analysis services of projects with similar complexity, scope and value. Projects should be completed within the last ten (10) years. Information should be separated into Proponent and Subconsultant project listings.

B11.2 For each project listed in B11.1, the Proponent should submit:

- (a) project name, including the City Bid Opportunity/Tender number if applicable, or other Bid Opportunity/Tender information as reference;
- (b) description of the project, including an overall scope description and relevance to SWCC;
- (c) project owner, address, and contact information;
- (d) role and responsibility of the Consultant/Subconsultant firm with the Key Personnel identified on the project;
- (e) list of compiled cost estimates such as Class 3, 4, and 5;
- (f) summary of public engagement services;
- (g) project's original contracted cost and final cost, explaining the difference; and
- (h) original schedule vs. actual dates for design and construction phases, explaining the differences.

B12. EXPERIENCE OF KEY PERSONNEL ASSIGNED TO THE PROJECT (SECTION E)

B12.1 The Proponent should submit the experience, qualifications, role, and capacity of the Key Personnel assigned to the Project for projects of similar complexity, scope and value, including, but not limited to, Principal-in-Charge, Project Manager, Design Team Leads (including all disciplines – Architectural, Landscape, Civil, Structural, Mechanical, Electrical), Sustainability Lead, Cost Estimator (Quantity Surveyor), Public and Stakeholder Engagement Lead, and Business/Financial Specialist. Include educational background and degrees, professional affiliations, job title, years of experience in current position, years of experience in similar role to the role proposed for this Project, proposed role and scope of responsibility in this project. Roles of each of the Key Personnel in the Project should be identified in the organizational chart referred to in B10.3(a).

B12.2 For each Key Personnel identified in B12.1, list at least two (2) comparable projects in which they have played a primary role similar to that proposed for this Project within the last ten (10) years. If a project selected for a Key Personnel is included in B11, provide only the project name and the role of the key person. For other projects provide the following:

- (a) name, location and description of project and how it is applicable/relevant to SWCC;
- (b) role of the person;
- (c) project Owner; and
- (d) reference information (one current name, position, telephone number and email address per project).

B13. PROJECT UNDERSTANDING AND METHODOLOGY (SECTION F)

B13.1 Proposals should address:

- (a) the Project methodology with respect to the information provided within this RFP and the City's Project Management Manual at <http://winnipeg.ca/infrastructure/asset-management-program/templates-manuals.stm#2> and templates at <http://winnipeg.ca/infrastructure/asset-management-program/templates-manuals.stm#4> ;
 - (i) the methodology should be presented in accordance with the Scope of Services identified in D4.
- (b) the team's understanding of the broad functional and technical requirements including any urban design issues, sustainability advancements, strategies, challenges, and opportunities;
- (c) the team's approach to engaging a culturally diverse community, what challenges and opportunities they foresee, and what strategies or techniques they will use to achieve the project's public engagement objectives.
 - (i) the City considers Foundations of Public Engagement offered by IAP2 an asset. Although IAP2 training is considered an asset, it is not a requirement, and qualifications and experience will be weighted more heavily than training.
- (d) the team's approach to developing a business case, with financial pro-forma, to assess the operating revenue and expenses of the redeveloped centre and identifying possible financing options;
- (e) any assumptions made with respect to deliverables and Scope of Services; and
- (f) any other issue that conveys your team's understanding of the Project requirements so that the evaluation committee has a clear understanding of the methods the Proponent will use in the delivery of this Project.

B14. PROJECT SCHEDULE (SECTION G)

B14.1 Proponents should present a carefully considered Critical Path Method schedule using Microsoft Project or similar project management software, complete with resource assignments (Key Personnel), durations (weekly timescale) and milestone dates or events. The schedule should address each requirement of the Scope of Services.

B14.2 The Proponent's schedule should include a clear understanding of the critical stages and milestones as outlined in D16 and consideration of review and approval times by the City and other Stakeholders anticipated during each of the phases of the Project. Reasonable times should be allowed for completion of these processes.

B14.3 Resource Assignment on Form P: Person Hours should match B14.1.

B15. DISCLOSURE

B15.1 Various Persons provided information or services with respect to this RFP. In the City's opinion, this relationship or association does not create a conflict of interest because of this full disclosure. Where applicable, additional material available as a result of contact with these Persons is listed below.

B15.2 The Persons are:

- (a) Diamond Schmitt Architects, Brook McIlroy, Believeco Partners (previously known as Argle), all in collaboration, producing display boards and renderings, and assisting the South Winnipeg Community Centre re-envisioning public engagement sessions in the summer of 2023.

B16. CONFLICT OF INTEREST AND GOOD FAITH

- B16.1** Further to C3.2, Proponents, by responding to this RFP, declare that no Conflict of Interest currently exists, or is reasonably expected to exist in the future.
- B16.2** Conflict of Interest means any situation or circumstance where a Proponent or Key Personnel proposed for the Services has:
- (a) other commitments;
 - (b) relationships;
 - (c) financial interests; or
 - (d) involvement in ongoing litigation;
- that could or would be seen to:
- (i) exercise an improper influence over the objective, unbiased and impartial exercise of the independent judgment of the City with respect to the evaluation of Proposals or award of the Contract; or
 - (ii) compromise, impair or be incompatible with the effective performance of a Proponent's obligations under the Contract;
- (e) has contractual or other obligations to the City that could or would be seen to have been compromised or impaired as a result of their participation in the RFP process or the Project; or
 - (f) has knowledge of confidential information (other than confidential information disclosed by the City in the normal course of the RFP process) of strategic and/or material relevance to the RFP process or to the Project that is not available to other Proponents and that could or would be seen to give that Proponent an unfair competitive advantage.
- B16.3** In connection with their Proposal, each entity identified in B16.2 shall:
- (a) avoid any perceived, potential or actual Conflict of Interest in relation to the procurement process and the Project;
 - (b) upon discovering any perceived, potential or actual Conflict of Interest at any time during the RFP process, promptly disclose a detailed description of the Conflict of Interest to the City in a written statement to the Consulting Contract Administrator; and
 - (c) provide the City with the proposed means to avoid or mitigate, to the greatest extent practicable, any perceived, potential or actual Conflict of Interest and shall submit any additional information to the City that the City considers necessary to properly assess the perceived, potential or actual Conflict of Interest.
- B16.4** Without limiting B16.3, the City may, in their sole discretion, waive any and all perceived, potential or actual Conflicts of Interest. The City's waiver may be based upon such terms and conditions as the City, in their sole discretion, requires to satisfy itself that the Conflict of Interest has been appropriately avoided or mitigated, including requiring the Proponent to put into place such policies, procedures, measures and other safeguards as may be required by and be acceptable to the City, in their sole discretion, to avoid or mitigate the impact of such Conflict of Interest.
- B16.5** Without limiting B16.3, and in addition to all contractual or other rights or rights at law or in equity or legislation that may be available to the City, the City may, in their sole discretion:
- (a) disqualify a Proponent that fails to disclose a perceived, potential or actual Conflict of Interest of the Proponent or any of their Key Personnel;
 - (b) require the removal or replacement of any Key Personnel proposed for the Services that has a perceived, actual or potential Conflict of Interest that the City, in their sole discretion, determines cannot be avoided or mitigated;
 - (c) disqualify a Proponent or Key Personnel proposed for the Services that fails to comply with any requirements prescribed by the City pursuant to B16.4 to avoid or mitigate a Conflict of Interest; and

- (d) disqualify a Proponent if the Proponent, or one of their Key Personnel proposed for the Project, has a perceived, potential or actual Conflict of Interest that, in the City's sole discretion, cannot be avoided or mitigated, or otherwise resolved.

B16.6 The final determination of whether a perceived, potential or actual Conflict of Interest exists shall be made by the City, in their sole discretion.

B17. QUALIFICATION

B17.1 The Proponent shall:

- (a) undertake to be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Proponent does not carry on business in Manitoba, in the jurisdiction where the Proponent does carry on business; and
- (b) be financially capable of carrying out the terms of the Contract;
- (c) have all the necessary experience, capital, organization, and equipment to perform the Services in strict accordance with the terms and provisions of the Contract;
- (d) have or establish and staff an office in Winnipeg for the duration of the Project.

B17.2 The Proponent and any proposed Subconsultant (for the portion of the Services proposed to be subcontracted to them) shall:

- (a) be responsible and not be suspended, debarred or in default of any obligations to the City. A list of suspended or debarred individuals and companies is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Purchasing Division website at <https://winnipeg.ca/finance/findata/matmgt/listing/debar.pdf>

B17.3 The Proponent and/or any proposed Subconsultant (for the portion of the Services proposed to be subcontracted to them) shall:

- (a) have successfully carried out services for the programming; design, management of construction and contract administration for architectural and/or engineering projects of similar complexity, scope and value; and to those required for this Project; and
- (b) be fully capable of performing the Services required to be in strict accordance with the terms and provisions of the Contract;
- (c) have a written workplace safety and health program, if required, pursuant to The Workplace Safety and Health Act (Manitoba);
- (d) have the knowledge and resources to administer the requirements of The Workplace Safety and Health Act (Manitoba) during the construction works associated with this Contract;
- (e) undertake to meet all licensing and regulatory requirements of the appropriate governing authorities and associations in the Province of Manitoba; and
- (f) have completed the Accessible Customer Service online training required by the Accessibility for Manitobans Act (AMA) (see B17.4 and D10).

B17.4 Further to B17.3(f), the Proponent acknowledges they and all Subconsultants have obtained training required by the Accessibility for Manitobans Act (AMA) available at [Accessibility Training](#) for anyone that may have any interaction with the public on behalf of the City of Winnipeg.

B17.5 The Proponent shall submit, within three (3) Business Days of a request by the Consulting Contract Administrator, further proof satisfactory to the Consulting Contract Administrator of the qualifications of the Proponent and of any proposed Subconsultant.

B17.6 The Proponent shall provide, on the request of the Consulting Contract Administrator, full access to any of the Proponent's equipment and facilities to confirm, to the Consulting Contract

Administrator's satisfaction, that the Proponent's equipment and facilities are adequate to perform the Services.

B18. OPENING OF PROPOSALS AND RELEASE OF INFORMATION

- B18.1 Proposals will not be opened publicly.
- B18.2 After award of Contract, the Contract amount and the name of the successful Proponent and their address will be available on the MERX website at www.merx.com.
- B18.3 The Proponent is advised any information contained in any Proposal Submission may be released if required by The Freedom of Information and Protection of Privacy Act (Manitoba), by other authorities having jurisdiction, or by law or by City policy or procedures (which may include access by members of City Council).
 - B18.3.1 To the extent permitted, the City shall treat as confidential information, those aspects of a Proposal Submission identified by the Proponent as such in accordance with and by reference to Part 2, Section 17 or Section 18 or Section 26 of The Freedom of Information and Protection of Privacy Act (Manitoba), as amended.
- B18.4 Following the award of Contract, a Proponent will be provided with information related to the evaluation of their submission upon written request to the Consulting Contract Administrator.

B19. IRREVOCABLE OFFER

- B19.1 The Proposal(s) submitted by the Proponent shall be irrevocable for the time period specified in Paragraph 11 of Form A: Bid/Proposal.
- B19.2 The acceptance by the City of any Proposal shall not release the Proposals of the other responsive Proponents and these Proponents shall be bound by their offers on such Services for the time period specified in Paragraph 11 of Form A: Bid/Proposal.

B20. WITHDRAWAL OF OFFERS

- B20.1 A Proponent may withdraw their Proposal without penalty prior to the Submission Deadline.

B21. INTERVIEWS

- B21.1 The Consulting Contract Administrator may, in their sole discretion, interview Proponents during the evaluation process.

B22. NEGOTIATIONS

- B22.1 The City reserves the right to negotiate details of the Contract with any Proponent. Proponents are advised to present their best offer, not a starting point for negotiations in their Proposal Submission.
- B22.2 The City may negotiate with the Proponents submitting, in the City's opinion, the most advantageous Proposals. The City may enter into negotiations with one or more Proponents without being obligated to offer the same opportunity to any other Proponents. Negotiations may be concurrent and will involve each Proponent individually. The City shall incur no liability to any Proponent as a result of such negotiations.
- B22.3 If, in the course of negotiations pursuant to B22.2, the Proponent amends or modifies a Proposal after the Submission Deadline, the City may consider the amended Proposal as an alternative to the Proposal already submitted without releasing the Proponent from the Proposal as originally submitted.

B23. EVALUATION OF PROPOSALS

- B23.1 Award of the Contract shall be based on the following evaluation criteria:
- (a) compliance by the Proponent with the requirements of the Request for Proposal or acceptable deviation therefrom: (pass/fail)
 - (b) qualifications of the Proponent and the Subconsultants, if any, pursuant to B17: (pass/fail)
 - (c) Fees; (Section B) 10%
 - (d) Project Organizational Approach; (Section C) 15%
 - (e) Experience of Proponent and Subconsultant; (Section D) 20%
 - (f) Experience of Key Personnel Assigned to the Project; (Section E) 25%
 - (g) Project Understanding and Methodology (Section F) 25%
 - (h) Project Schedule. (Section G) 5%
- B23.2 Further to B23.1(a), the Award Authority may reject a Proposal as being non-responsive if the Proposal Submission is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The Award Authority may reject all or any part of any Proposal, or waive technical requirements or minor informalities or irregularities if the interests of the City so require.
- B23.3 Further to B23.1(b), the Award Authority shall reject any Proposal submitted by a Proponent who does not demonstrate, in their Proposal or in other information required to be submitted, that it is qualified.
- B23.4 If, in the sole opinion of the City, a Proposal does not achieve a pass rating for B23.1(a) and B23.1(b), the Proposal will be determined to be non-responsive and will not be further evaluated.
- B23.5 Further to B23.1(c), Fees will be evaluated based on Fees submitted in accordance with B9.
- B23.6 Further to B23.1(c), the Award Authority may reject a Proposal as being non-responsive if it exceeds the funds available as shown in D4.6.
- B23.7 Further to B23.1(d), Project Organizational Approach will be evaluated considering the requirements set out in B10.
- B23.8 Further to B23.1(e), Experience of Proponent and Subconsultants will be evaluated considering the experience of the organization on projects of similar size and complexity as well as other information requested, in accordance with B11.
- B23.9 Further to B23.1(f), Experience of Key Personnel Assigned to the Project will be evaluated considering the experience and qualifications of the Key Personnel and Subconsultant personnel on Projects of comparable size and complexity, in accordance with B12.
- B23.10 Further to B23.1(g), Project Understanding and Methodology will be evaluated considering your firm's understanding of the Project, in accordance with B13.
- B23.11 Further to B23.1(h), Project Schedule will be evaluated considering the Proponent's ability to comply with the requirements of the Project, in accordance with B14.
- B23.12 Notwithstanding B23.1(e) to B23.1(h), where Proponents fail to provide a response to B7.2(a) to B7.2(e), the score of zero may be assigned to the incomplete part of the response.
- B23.13 Proposals will be evaluated considering the information in the Proposal Submission and any interviews held in accordance with B21.
- B23.13.1 The City may, in its sole discretion, interview any or all Proponents and Proponent Team Leads and other Proponent Team Members during the evaluation process to provide

clarification in relation to its RFP Submission. The City may adjust its scoring of a Proponent RFP Submission based on the clarification information received by the City during the interview.

- B23.14 The City has full power to conduct and independent verification of information in any RFP Submission received and generally pertaining to the qualifications and experience of the Proponent and any proposed Team Members.
- B23.14.1 Reference checks may be used to confirm information provided and may not be restricted to only those submitted by the Proponent or Proponent Team Member, and may include organizations representing Persons known to have done business with the Proponent or Team Member.
- B23.14.2 References submitted by the Proponent or Proponent Team Members are expected not to be employed by any Proponent or any Proponent Team Member or to financially benefit from the reference or success of the Proponent or Team Member in the RFP process.
- B23.14.3 Incorrect or out of date contact information for a reference may negatively impact the evaluation.
- B23.14.4 References provided by the Proponent or Proponent Team should be able to communicate in English either directly or through a translator.
- B23.14.5 In the event of a tie in the final aggregate score or two or more Proponents, their respective ranking will be re-established based on their total score for Project Understanding and Methodology (Section F) B13.
- B23.15 Where references are requested, the reference checks to confirm information provided may not be restricted to only those submitted by the Proponent, and may include organizations representing Persons, known to have done business with the Proponent.

B24. AWARD OF CONTRACT

- B24.1 The City will give notice of the award of the Contract, or will give notice that no award will be made.
- B24.2 The City will have no obligation to award a Contract to a Proponent, even though one or all of the Proponents are determined to be qualified, and the Proposals are determined to be responsive.
- B24.2.1 Without limiting the generality of B24.2, the City will have no obligation to award a Contract where:
- (a) the prices exceed the available City funds for the Services;
 - (b) the prices are materially in excess of the prices received for similar services in the past;
 - (c) the prices are materially in excess of the City's cost to perform the Services, or a significant portion thereof, with their own forces;
 - (d) only one Proposal is received; or
 - (e) in the judgment of the Award Authority, the interests of the City would best be served by not awarding a Contract.
- B24.3 Where an award of Contract is made by the City, the award shall be made to the qualified Proponent submitting the most advantageous offer.
- B24.4 The City may, at their discretion, award the Contract in phases.
- B24.5 Further to B24.4 the City reserves the right to negotiate and award future phases to the successful Proponent.

- B24.6 Further to Paragraph 7 of Form A: Bid/Proposal and C4, the City may issue an award letter to the successful Proponent in lieu of execution of Contract Documents
- B24.6.1 The Contract documents as defined in C1.1(u) in their entirety shall be deemed to be incorporated in and to form a part of the award letter notwithstanding that they are not necessarily attached to or accompany said award letter.
- B24.7 The form of Contract with the City of Winnipeg will be based on the Contract as defined in C1.1(v).
- B24.8 Following the award of Contract, a Proponent will be provided with information related to the evaluation of their Proposal upon written request to the Consulting Contract Administrator.
- B24.9 If, after the award of Contract, the Project is cancelled, the City reserves the right to terminate the Contract. The Proponent will be paid for all Services rendered up to time of termination.

PART C - GENERAL CONDITIONS

C0. GENERAL CONDITIONS

- C0.1 The *General Conditions for Consultant Services* (Revision 2022-09-02) are applicable to the Services of the Contract.
- C0.1.1 The *General Conditions for Consultant Services* are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Purchasing Division website at http://www.winnipeg.ca/matmgt/gen_cond.stm.
- C0.2 A reference in the Request for Proposal to a section, clause or subclause with the prefix “**C**” designates a section, clause or subclause in the *General Conditions for Consultant Services*.

PART D - SUPPLEMENTAL CONDITIONS

GENERAL

D1. GENERAL CONDITIONS

D1.1 In addition to the *General Conditions for Consultant Services*, these Supplemental Conditions are applicable to the Services of the Contract.

D2. CONSULTING CONTRACT ADMINISTRATOR

D2.1 The Consulting Contract Administrator is:

Tracy Stople, C.E.T.,PMP

Telephone No. (204) 451-0123

Email Address: tstople@winnipeg.ca

D2.2 At the pre-commencement meeting, the Consulting Contract Administrator will identify additional personnel representing the Consulting Contract Administrator and their respective roles and responsibilities for the Services.

D3. BACKGROUND

D3.1 The City is developing a new recreation campus in the Bison Run neighbourhood. It is an important project, but is not intended to replace existing recreation facilities that also support all the community's recreation and programming needs. South Winnipeg Community Centre (SWCC) has provided programming that responds to community needs for decades and will continue to play this important role. However, the SWCC facilities require updating to provide the mix of amenities needed.

D3.2 SWCC is a non-profit volunteer board that operates two facilities providing community-based sports, recreation, and leisure programming: the Waverley Site (1885 Chancellor Drive) and the Richmond Site (666 Silverstone Avenue).

D3.3 SWCC serves some geographic areas of higher poverty and the Richmond Site is located directly in a neighbourhood where many people are struggling with high poverty levels.



D3.4 SWCC Richmond Site and arena were constructed in 1964. Since then, there have been multiple additions/alteration. Around 1977, there was renovation of the existing centre (common area that is to be renovated as part of this current Project) plus the addition of the meeting hall/washrooms and kitchen. Around 2000, other interior renovations took place, including the addition of the mezzanine and reconfiguration of the entrance to the arena. The facility currently consists of a multi-purpose room, indoor arena, change rooms, storage rooms, kitchen, canteen etc. (see Appendix A for existing floor plans).



D3.5 In spring 2023, a working group, consisting of representatives from SWCC, the General Council of Winnipeg Community Centres (GCWCC) and the City, completed a re-envisioning process for the two SWCC locations and developed a conceptual plan for each site.

D3.6 On September 18, 2023, the City and SWCC held an open house for the community to view concept plans and residents offered comments and suggestions on the proposed concepts.

D3.7 Subsequent to the re-envisioning exercise, funding was secured within the City's 2024 capital budget to complete a preliminary design of the gymnasium expansion, facility renovation and associated site work at the Richmond Site as illustrated in the schematic plan below (see also Appendix B):



- D3.8 The gymnasium expansion is estimated to cost approximately \$12 million. Funding for the construction of the expansion has not yet been identified.
- D3.9 Redevelopment of the existing indoor arena ice shed and dressing rooms is not within the project scope. However, it is anticipated that modifications to the existing Zamboni room and tractor garage may need to be incorporated in the design.
- D3.10 The City is presently conducting Building Condition Assessments (BCA) at a number of Community Centre arenas, including the Richmond Site. The final BCA report is anticipated mid-September, 2024. A final version of the report will be provided when completed.
- D3.11 In a separate contract, a consultant will be hired to design and oversee construction of a spray pad and associated site amenities including seating, shade structures, pathway connections, etc. The scope of work will also include decommissioning any displaced park amenities affected by the new spray pad. The spray pad will be delivered using a design-build procurement approach with design to begin in 2025 and construction planned for 2026. The Consultant of this contract shall include for project coordination including the spray pad services/location to ensure alignment with the Site Master Plan and effective implementation of the spray pad project.

D4. SCOPE OF SERVICES

- D4.1 The disciplines/roles associated with the project team include, but not limited to, Project Manager, Design Team Leads (including all disciplines – Architectural, Landscape, Civil, Structural, Mechanical, Electrical), Sustainability Lead, Cost Estimator (Quantity Surveyor), Public and Stakeholder Engagement Lead, and Business/Financial Specialist. The Services required under this Contract shall consist of, but not limited to, the following:
- (a) Programming – develop and validate a preferred program for the exterior park/site amenities and functional space program for the facility;
 - (b) Develop a Site Master Plan – site and options analysis leading to preferred concept design for the facility and the entire park site with specific attention paid to locating the spray pad within the larger site concept. Zoning and parking requirements, site servicing and land drainage requirements to be considered and evaluated;
 - (c) Preliminary Design (schematic and 33% design development phases) for:
 - (i) the expansion and renovation of the facility to accommodate a full-size gymnasium;
 - (ii) the renovation of existing lobby and kitchen/canteen areas;
 - (iii) modification of existing outdoor/park amenities, parking, rinks, fields and/or courts, pathways, etc. to fit the site concept and the requirements of the expanded building;
 - (iv) plans, drawings and three-dimensional (3-D) renderings of the site, exterior, and key interior elements; and
 - (v) completion of a current Asbestos Inventory Report of the facility with the assistance of the City's Asbestos team.
 - (d) Sustainability Design workshops and associated studies/reports as detailed in D7;
 - (e) Accessibility Report as detailed in D6;
 - (f) Phasing Plan;
 - (g) Stakeholder and public engagement as detailed in D5:
 - (i) Public Engagement Strategy;
 - (ii) Promotion and advertisement;
 - (iii) In-person public event and online opportunities;
 - (iv) Stakeholder meetings; and
 - (v) Final Public Engagement Summary Report.
 - (h) Cost Estimates – a minimum of three (3) cost estimates, one at the completion of each design phase with:

- (i) Class 5 to occur once the Site Master Plan is complete;
 - (ii) Class 4 at the completion of Schematic Design Phase; and
 - (iii) Class 3 at the completion of 33% Design Development Phase.
 - (i) Development of a financial pro-forma, that assesses the operating revenue and expenses of the expanded community centre and identifies possible capital financing options; and
 - (j) Site Master Plan development and coordination involving co-locating and servicing considerations of related infrastructure, with the consulting firm retained to design and procure the spray pad and associated site amenities that will be constructed in 2026 (refer to D3.11). All coordination and interaction including meetings, communications and consultation shall be inclusive to this assignment in order to achieve the foregoing.
- D4.2 The design process will require regular project meetings with the South Winnipeg Community Centre Redevelopment Committee which will include representatives of South Winnipeg Community Centre, the General Council of Winnipeg Community Centres, and the City.
- D4.3 The Consultant shall meet the requirements of the City's "Building and General Construction Industry – Class of Estimate Deliverables Maturity Assessment Checklist" template for the Class 3, 4, and 5 Cost Estimates (see Appendix C).
- D4.4 The Services required under D4 shall be in accordance with the City's Project Management Manual <http://winnipeg.ca/infrastructure/asset-management-program/templates-manuals.stm#2> and templates <http://winnipeg.ca/infrastructure/asset-management-program/templates-manuals.stm#4> . Notwithstanding the foregoing, the Consultant is being engaged by the City for their professional expertise; the Consultant shall bring to the Consulting Contract Administrator's attention any aspect of the City's Project Management Manual or templates which the Consultant is of the opinion is not consistent with good industry practice.
- D4.5 The following shall apply to the Services:
- (a) City of Winnipeg Green Building Policy: New City-Owned Buildings and major additions
<http://clkapps.winnipeg.ca/DMIS/DocExt/ViewDoc.asp?DocumentTypeld=2&DocId=5989>
 - (b) Universal Design Policy
<http://clkapps.winnipeg.ca/DMIS/DocExt/ViewDoc.asp?DocumentTypeld=2&DocId=3604>
 - (c) Public Engagement Guidelines
<https://winnipeg.ca/PublicEngagement/pdfs/PublicEngagementRequirements.pdf>
- D4.6 The funds available for this Contract are \$300,000.
- D4.7 Further to B24.6, the City reserves the right to negotiate future phases of the Contract which may include, but not necessarily be limited to:
- (a) Detailed Design and Specification Development;
 - (b) Contract Document Preparation;
 - (c) Procurement Process;
 - (d) Construction Services; and
 - (e) Post Construction Services.

D5. PUBLIC ENGAGEMENT

- D5.1 General Requirements:
- (a) The Consultant shall work collaboratively with the Office of Public Engagement and shall reflect the principles and requirements in the Council approved Engage Winnipeg Policy;
 - (b) The Consultant shall host at least two (2) engagement meetings with the project team, including the Consultant Contract Administrator, a representative from the Office of Public Engagement, other representatives as required by the Consultant Contract Administrator:

- (i) before the start of public engagement to review the draft Public Engagement Strategy; and
 - (ii) after public engagement to discuss the public feedback and how it can be incorporated into the design.
- (c) The preparation and review of public materials and advance notice and promotion of public engagement opportunities require time. The Consultant shall ensure adequate time is accounted for in the Project schedule to allow for review and notice:
- (i) all public materials must be posted online two (2) weeks prior to an event;
 - (ii) the anticipated review period for materials will be four (4) weeks from submission to finalization; and
 - (iii) following review, the translation of final public engagement materials should be allocated at least one (1) week to complete.
- (d) Public engagement events or activities should not be planned for the months of July, August and the last three weeks of December.
- (e) The Consultant shall manage public and stakeholder inquiries by phone and email. The Consultant shall coordinate responses with subject matter experts from the project team when necessary.
- (f) The City will cover expenses for public engagement activities, including, for example, venue rental charges, equipment rental, catering for refreshments, translation, printing, postage, courier, newspaper advertising, photocopying subject to prior approval of costs by the Consultant Contract Administrator.
- (g) Wherever possible, City facilities will be used to host in-person public events. If virtual events are used to compliment in-person events or because of health orders or other factors, virtual events will be held using the Consultant's software. A test event, organized by the Consultant, is required prior to a virtual event. All events require a detailed event plan.

D5.2 Public and Stakeholder Engagement Deliverables:

- (a) the Consultant shall develop and provide the following deliverables in accordance with <https://legacy.winnipeg.ca/PublicEngagement/pdfs/publicengagementrequirements.pdf>:
- (i) a public engagement strategy (template will be made available) that clearly identifies:
 - the public's role in the decision-making process;
 - the decision points/steps within the overall project, and the scope of the decisions to be made at each step;
 - the need/interest associated with each decision step, along with the recommended level of participation; and
 - how input will be considered and incorporated where possible
 - (ii) a stakeholder list along with stakeholder mapping:
 - the Consultant shall conduct a stakeholder mapping exercise (a process involving identifying individuals and groups and their interest in the project to ensure the project is reaching those who may need special outreach and/or support to engage) with known stakeholders at the beginning of engagement planning.
 - stakeholders include but are not limited to accessibility groups, neighbourhood associations, cultural organizations, sports/recreation groups, and school divisions.
 - (iii) a promotion and notification plan;
 - (iv) Web content (template provided);
 - (v) engagement activities, including an event plan for engagement events;
 - (vi) a public engagement summary report; and

- (vii) a communications log of public and stakeholder correspondence, kept up to date throughout the project.

D5.3 Public and Stakeholder Engagement Expectations:

- (a) the Consultant shall conduct public engagement on the interior of the building and the site plan.
- (b) the Consultant shall conduct one (1) phase of engagement and shall include at minimum:
 - (i) Phase 1: Public and Stakeholder engagement
 - conducted after the preliminary design is prepared;
 - builds on the previous public engagement that was done in 2023 for the re-envisioning exercise where input on priorities, amenities, and programming was gathered;
 - presents the preliminary design, outcomes of the study, background, context and schedule;
 - presents three dimensional (3-D) renderings of the exterior and key interior elements;
 - gathers feedback on the design and confirms the use, programming, and amenities with the general public and stakeholders;
 - includes one (1) in-person event and online opportunities for the general public;
 - includes up to two (2) stakeholder meetings; and
 - uses the public and stakeholder input to refine the preliminary design before the design is finalized and before obtaining Class 3 Cost Estimate.

D5.4 Public and Stakeholder Engagement Outcomes:

- (a) the execution of the engagement plan will result in reaching the following objectives:
 - (i) participants recognize the need for expansion and site development at South Winnipeg Community Centre – Richmond Site – 666 Silverstone Avenue;
 - (ii) participants understand the design, programming, and flow of the preliminary design; and
 - (iii) participants understand how their feedback was considered and incorporated (where possible).

D6. ACCESSIBILITY

D6.1 The Consultant shall be solely responsible to ensure all City of Winnipeg Accessibility Design Standards (WADS) requirements are met that coincide with the Design Development phase and shall provide a report that summarizes the findings and outcomes.

D6.1.1 If future phases materialize, the Consultant shall provide the City with a comprehensive WADS Compliance Document that summarizes all analysis, application, limitations and challenges introduced by existing conditions (if applicable) and implementation of solutions, complete with signed statement of WADS compliance by the professional taking responsibility for the work, at the time that final drawings are issued for construction.

D7. GREEN BUILDING & SUSTAINABILITY

D7.1 The City's intention for the expansion of the South Winnipeg Community Centre – Richmond Site, is to be an energy efficient, low carbon, building.

D7.2 A low carbon building is defined as an energy-efficient building that focuses on minimizing carbon emissions associated with building materials and operations. For operations, this includes all energy consumed for heating, cooling, lighting, appliances, and other operational

activities. The expansion project is expected to prioritize investments that enable a net-zero carbon building in the future.

- D7.3 The new addition will be required to achieve a minimum percentage of energy savings over NECB 2020. An energy target reflecting best practices in energy management will be established for this project. However, given that the project scope concludes at 33% design development phase, the specific energy performance target may be refined throughout the future project phases. The energy performance target for this project scope will be determined as part of a collaborative process.
- D7.4 At a minimum, at the point of construction tender / building permit application, this project is expected to meet all current requirements stated in the following sustainable regulations, along with being a net zero carbon ready building:
- (a) Manitoba's Green Building Program
<https://www.gov.mb.ca/finance/greenbuilding/index.html>;
 - (b) Energy savings over NECB-2020;
 - (c) LEED Silver Certification;
 - (d) Efficiency Manitoba's New Buildings Program 3.0; and
 - (e) CSA A460:19 Bird Friendly Building Design Standard.
- D7.5 The Consultant shall conduct a minimum of two (2) sustainability design workshops to explore the project's sustainability goals and targets. The first sustainability design workshop should concentrate on passive design features and active systems (mechanical and electrical). The second workshop should be a LEED charette. This will allow the City to explore sustainable features that will need to be incorporated into the design. The sustainability design workshops shall be conducted before or at the commencement of schematic design.
- D7.6 Certification under the Canada Green Building Council's Zero Carbon Building (ZCB) Design Standard is not proposed. The implementation of low or zero carbon practices are of interest to the City.
- D7.7 The Consultant shall use acceptable energy modelling software. This includes eQuest, IES-VE, or Energy Plus (with either Open Studio or Design Builder). Software limitations shall not excuse the limitation of accuracy of energy modelling to show compliance with the standard. Any software limitations are expected to be overcome with appropriate engineering calculations.
- D7.8 At project completion, the Consultant shall provide the City with the energy modelling files and the output/results files. The weather file that was used for the modelling shall also be provided.
- D7.9 Maximum overall building glazing ratios as per National Energy Building Code (NECB) 2020, article 3.1.1.6 (Winnipeg 29%). The use of floor-to-ceiling curtain walls is not permitted.
- D7.10 Prioritize energy efficiency and low carbon emissions, HVAC systems with a preference to incorporating heat pump systems. Conduct research and comparisons of different systems, considering both cost and performance, for the following scenarios:
- (a) Renovation Areas (If Applicable)
 - (i) Baseline System: Gas-fired furnace heating;
 - (ii) Comparison System: Air source heat pumps with high-efficiency furnaces as backup.
 - (b) New Construction
 - (i) Baseline System: Gas-fired furnace heating;
 - (ii) Comparison System 1: Natural gas boilers with hot water coils;
 - (iii) Comparison System 2: Air source heat pumps with high-efficiency furnaces as backup.
- D7.11 Prepare a rooftop solar PV feasibility study which will include the following:

- (a) conduct a shading study incorporating existing and permitted building heights and other obstructions;
- (b) provide an estimate of the maximum PV system size, and system production using accepted industry solar PV design software and provide that software report as an attachment to the study;
- (c) provide a preliminary layout of the potential system taking into account the set-back from roof edges, mechanical equipment and roof drains;
- (d) conduct GHG savings analysis;
- (e) provide life cycle costing analysis with net present value (NPV) over a 40-year evaluation period and a payback year if applicable. Current Manitoba Hydro rates are to be used whilst discount and escalation rates will be provided by the City. Operations, maintenance and replacement costs are to be considered. Provide a spreadsheet with the analysis in an attachment to the study; and
- (f) electric vehicle charging stations and/or parking stalls that are electric vehicle charging ready shall be evaluated during early schematic design.

D8. COMMISSIONING MANAGEMENT

- D8.1 Effective commissioning is essential for the smooth transfer of the building from the project team to the City's operating staff. If future phases materialize, the scope will be expanded upon and additional services may become warranted and subject to negotiation for contract inclusion.

D9. DEFINITIONS

- D9.1 When used in this Request for Proposal:
- (a) **Supply Chain Disruption** means an inability by the Contractor to obtain goods or services from third parties necessary to perform the Work of the Contract within the schedule specified therein, despite the Contractor making all reasonable commercial efforts to procure same. Contractors are advised that increased costs do not, in and of themselves, amount to a Supply Chain Disruption.

D10. ACCESSIBLE CUSTOMER SERVICE REQUIREMENTS

- D10.1 The Accessibility for Manitobans Act (AMA) imposes obligations on The City of Winnipeg to provide accessible customer service to all persons in accordance with the Customer Service Standard Regulation ("CSSR") to ensure inclusive access and participation for all people who live, work or visit Winnipeg regardless of their abilities.
- D10.1.1 The Consultant agrees to comply with the accessible customer service obligations under the CSSR and further agrees that when providing the Goods or Services or otherwise acting on the City of Winnipeg's behalf, shall comply with all obligations under the AMA applicable to public sector bodies.
- D10.1.2 The accessible customer service obligations include, but are not limited to:
- (a) providing barrier-free access to goods and services;
 - (b) providing reasonable accommodations;
 - (c) reasonably accommodating assistive devices, support persons, and support animals;
 - (d) providing accessibility features e.g. ramps, wide aisles, accessible washrooms, power doors and elevators;
 - (e) inform the public when accessibility features are not available;
 - (f) providing a mechanism or process for receiving and responding to public feedback on the accessibility of all goods and services; and
 - (g) providing adequate training of staff and documentation of same.

D11. UNFAIR LABOUR PRACTICES

- D11.1 Further to C3.2, the Consultant declares that in bidding for the Work and in entering into this Contract, the Consultant and any proposed Subconsultant(s) conduct their respective business in accordance with established international codes embodied in United Nations Universal Declaration of Human Rights (UDHR) <https://www.un.org/en/about-us/universal-declaration-of-human-rights> International Labour Organization (ILO) [https://www.ilo.org/global/lang--en/index.htm](https://www.ilo.org/global/lang-en/index.htm) conventions as ratified by Canada.
- D11.2 The City of Winnipeg is committed and requires its Consultants and their Subconsultants, to be committed to upholding and promoting international human and labour rights, including fundamental principles and rights at work covered by ILO eight (8) fundamental conventions and the United Nations Universal Declaration of Human Rights which includes child and forced labour.
- D11.3 Upon request from the Consulting Contract Administrator, the Consultant shall provide disclosure of the sources (by company and country) of the raw materials used in the Work and a description of the manufacturing environment or processes (labour unions, minimum wages, safety, etc.).
- D11.4 Failure to provide the evidence required under D11.3, may be determined to be an event of default in accordance with C14.
- D11.5 In the event that the City, in its sole discretion, determines the Consultant to have violated the requirements of this section, it will be considered a fundamental breach of the Contract and the Consultant shall pay to the City a sum specified by the Consulting Contract Administrator in writing ("Unfair Labour Practice Penalty"). Such a violation shall also be considered an Event of Default, and shall entitle the City to pursue all other remedies it is entitled to in connection with same pursuant to the Contract.
- D11.5.1 The Unfair Labour Practice Penalty shall be such a sum as determined appropriate by the City, having due regard to the gravity of the Consultant's violation of the above requirements, any cost of obtaining replacement goods/ services or rectification of the breach, and the impact upon the City's reputation in the eyes of the public as a result of same.
- D11.5.2 The Consultant shall pay the Unfair Labour Practice Penalty to the City within thirty (30) Calendar Days of receiving a demand for same in accordance with D11.5. The City may also hold back the amount of the Unfair Labour Practice Penalty from payment for any amount it owes the Consultant.
- (a) The obligations and rights conveyed by this clause survive the expiry or termination of this Contract, and may be exercised by the City following the performance of the Work, should the City determine, that a violation by the Consultant of the above clauses has occurred following same. In no instance shall the Unfair Labour Practice Penalty exceed the total of twice the Contract value.

SUBMISSIONS

D12. AUTHORITY TO CARRY ON BUSINESS

- D12.1 The Consultant shall be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Consultant does not carry on business in Manitoba, in the jurisdiction where the Consultant does carry on business, throughout the term of the Contract, and shall provide the Consulting Contract Administrator with evidence thereof upon request.

D13. SAFE WORK PLAN

- D13.1 The Consultant shall provide the Consulting Contract Administrator with a Safe Work Plan at least five (5) Business Days prior to the commencement of any Work on the Site but in no event later than the date specified in C4.4(a) for the return of the executed Contract.
- D13.2 The Safe Work Plan should be prepared and submitted in the format shown in the City's template which is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Purchasing Division website at <http://www.winnipeg.ca/matmgt/safety/default.stm>

D14. INSURANCE

- D14.1 The Consultant shall procure and maintain, at their own expense and cost, insurance policies with limits no less than those shown below.
- D14.2 As a minimum, the Consultant shall, without limiting their obligations or liabilities under any other contract with the City, procure and maintain, at their own expense and cost, the following insurance policies:
- (a) Comprehensive or Commercial General Liability Insurance including:
 - (i) an inclusive limit of not less than \$2,000,000 for each occurrence or accident with a minimum \$2,000,000 Products and Completed Operations aggregate and \$5,000,000 general aggregate;
 - (ii) all sums which the Consultant shall become legally obligated to pay for damages because of bodily injury (including death at any time resulting therefrom) sustained by any person or persons or because of damage to or destruction of property caused by an occurrence or accident arising out of or related to the Services or any operations carried on in connection with this Contract;
 - (iii) coverage for Products/Completed Operations, Blanket Contractual, Consultant's Protective, Personal Injury, Contingent Employer's Liability, Broad Form Property Damage, Employees as Additional Insureds, and Non-Owned Automobile Liability;
 - (iv) a Cross Liability clause and/or Severability of Interest clause providing that the inclusion of more than one Insured shall not in any way affect the rights of any other Insured hereunder in respect to any claim, demand, suit or judgment made against any other Insured.
 - (b) if applicable, Automobile Liability Insurance covering all motor vehicles, owned and operated and used or to be used by the Consultant directly or indirectly in the performance of the Service. The limit of liability shall not be less than \$2,000,000 inclusive for loss or damage including personal injuries and death resulting from any one accident or occurrence.
 - (c) Professional Errors and Omissions Liability Insurance including:
 - (i) an amount not less than \$2,000,000 per claim and \$2,000,000 in the aggregate.
- D14.2.1 The Consultant's Professional Errors and Omissions Liability Insurance shall remain in force for the duration of the Project and for twelve (12) months after Total Performance.
- D14.3 The policies required in D14.2(a) shall provide that the City is named as an Additional Insured thereunder and that said policies are primary without any right of contribution from any insurance otherwise maintained by the City.
- D14.4 The Consultant shall require any Consultants hired to perform geo technical drilling and sample collecting or closed-circuit television to procure and maintain, at their own expense and cost, comparable insurance to that set forth under D14.2(a) and D14.2(b).
- D14.5 The Consultant shall require each of their Subconsultants hired for design, architectural or engineering services as outlined in the Scope of Services to provide comparable insurance to that set forth under D14.2(a) and D14.2(c).

- D14.6 The Consultant shall provide the Consulting Contract Administrator with a certificate(s) of insurance in a form satisfactory to the City Solicitor, at least two (2) Business Days prior to the commencement of any Services, but in no event later than the date specified in C4.4(a) for the return of the executed Contract. Such certificates shall state the exact description of the Services and provide for written notice in accordance with D14.9.
- D14.7 The Consultant may take out such additional insurance as it may consider necessary and desirable. All such additional insurance shall be at no expense to the City.
- D14.8 All insurance, which the Consultant is required to obtain with respect to this Contract, shall be with insurance companies registered in and licensed to underwrite such insurance in the Province of Manitoba.
- D14.9 The Consultant shall not cancel, materially alter, or cause any policy to lapse without providing at least thirty (30) Calendar Days prior written notice to the City.

SCHEDULE OF SERVICES

D15. COMMENCEMENT

- D15.1 The Consultant shall not commence any Services until it is in receipt of a notice of award from the City authorizing the commencement of the Services.
- D15.2 The Consultant shall not commence any Services until:
- (a) the Consulting Contract Administrator has confirmed receipt and approval of:
 - (i) evidence of authority to carry on business specified in D12;
 - (ii) the Safe Work Plan specified in D13; and
 - (iii) evidence of the insurance specified in D14.
 - (b) the Consultant has attended a meeting with the Consulting Contract Administrator, or the Consulting Contract Administrator has waived the requirement for a meeting;
 - (c) the direct deposit application specified in D20.1
- D15.3 The City intends to award this Contract by September 24, 2024.

D16. CRITICAL STAGES

- D16.1 The Consultant shall achieve critical stages of the Services for this Contract in accordance with the following requirements:
- (a) Site Development, Site Master Plan and Class 5 Cost Estimate – Fall 2024;
 - (b) Completion of Schematic Design Package and Class 4 Cost Estimate - Winter 2025;
 - (c) Public Engagement – Spring 2025;
 - (d) Completion of 33% Design Development Package – Summer 2025;
 - (e) Class 3 Cost Estimate and Financial Pro-Forma Revenue Report – September 2025.

D17. SUPPLY CHAIN DISRUPTION SCHEDULE DELAYS

- D17.1 The City acknowledges that the schedule for this Contract may be impacted by Supply Chain Disruption. Commencement and progress of the Services shall be performed by the Consultant with due consideration to delivery requirements and schedule identified in the Contract, in close consultation with the Consulting Contract Administrator.
- D17.2 If the Consultant is delayed in the performance of the Services by reason of the Supply Chain Disruption, the Services schedule may be adjusted by a period of time equal to the time lost due to such delay and costs related to such delay will be determined as identified herein.

- D17.3 A minimum of seven (7) Calendar Days prior to the commencement of Services, the Consultant shall declare whether a Supply Chain Disruption will affect the start date. The Consultant shall provide sufficient evidence that the delay is directly related to a Supply Chain Disruption, including but not limited to evidence related to availability of staff, ordering of Material or Goods, production and/or manufacturing schedules or availability of staff as appropriate.
- D17.4 For any delay related to Supply Chain Disruption and identified after Services have commenced, the Consultant shall within seven (7) Calendar Days of becoming aware of the anticipated delay declare the additional delay and shall provide sufficient evidence as indicated in D17.3. Failure to provide this notice will result in no additional time delays being considered by the City.
- D17.5 The Services schedule, including the durations identified in the Contract, will be adjusted to reflect delays accepted by the Consulting Contract Administrator.
- D17.6 Any time or cost implications as a result of Supply Chain Disruption and in accordance with the above, as confirmed by the Consulting Contract Administrator, shall be documented in accordance with C8.

D18. SUBSTITUTIONS

- D18.1 A proponent is not permitted to substitute or remove a Proponent Team Member or Key Personnel, or change the role or scope of work of any Proponent Team Member or Key Personnel, after the RFP submission Deadline without the City's prior written consent. The City may, in its sole discretion, disqualify a Proponent that contravenes this provision.
- D18.2 If a Proponent submits a request pursuant to this provision, the following shall apply:
- (a) provide, in detail, the ramifications of the substitute or removal of a Proponent or Key Personnel to the change to the Proponent's structure and a justification for such proposed change, and
 - (b) the replacement of a Proponent Team Member or Key Personnel has equal or better qualifications and experience than the original Proponent Team Member; or
 - (c) the proposed change in scope of work is likely to result in equal or better performance by the Proponent.
- D18.3 The City may, in its sole discretion, require a Proponent to remove and/or replace any Proponent Team Member and/or Key Personnel pursuant to B16.5. Any such replacement Proponent Team Member and/or Key Personnel is at the City's sole discretion, and shall require the City's prior written consent.

MEASUREMENT AND PAYMENT

D19. INVOICES

- D19.1 Further to C11, the Consultant shall submit monthly invoices for work performed during the previous calendar month to the Consulting Contract Administrator.
- D19.2 Invoices must clearly indicate, as a minimum:
- (a) the City's purchase order number;
 - (b) date of delivery;
 - (c) delivery address;
 - (d) type and quantity of work performed;
 - (e) the amount payable with GST and MRST shown as separate amounts; and
 - (f) the Consultant's GST registration number.

D19.3 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.

D19.4 The Consulting Contract Administrator will submit approved invoices to Accounts Payable.

D20. PAYMENT

D20.1 Further to C11.14, the City shall make payments to the Consultant by direct deposit to the Consultant's banking institution, and by no other means. Payments will not be made until the Consultant has made satisfactory direct deposit arrangements with the City. Direct deposit application forms are at https://winnipeg.ca/finance/files/Direct_Deposit_Form.pdf.

DISPUTE RESOLUTION

D21. DISPUTE RESOLUTION

D21.1 If the Consultant disagrees with any opinion, determination, or decision of the Consulting Contract Administrator, the Consultant shall act in accordance with the Consulting Contract Administrator's opinion, determination, or decision unless and until same is modified by the process followed by the parties pursuant to D21.

D21.2 The entire text of C17.4 is deleted, and amended to read: "Intentionally Deleted"

D21.3 The entire text of C17.5 is deleted, and amended to read:

- (a) If Legal Services has determined that the Disputed Matter may proceed in the Appeal Process, the Consultant must, within ten (10) Business Days of the date of the Legal Services Response Letter, submit their written Appeal Form, in the manner and format set out on the City's Purchasing Website, to the Chief Administrative Officer, and to the Consulting Contract Administrator. The Consultant may not raise any other disputes other than the Disputed Matter in their Appeal Form.

D21.4 Further to C17, prior to the Consulting Contract Administrator's issuance of a Final Determination, the following informal dispute resolution process shall be followed where the Consultant disagrees with any opinion, determination, or decision of the Consulting Contract Administrator ("Dispute"):

- (a) In the event of a Dispute, attempts shall be made by the Consulting Contract Administrator and the Consultant's equivalent representative to resolve Disputes within the normal course of project dealings between the Consulting Contract Administrator and the Consultant's equivalent representative.
- (b) Disputes which in the reasonable opinion of the Consulting Contract Administrator or the Consultant's equivalent representative cannot be resolved within the normal course of project dealings as described above shall be referred to a without prejudice escalating negotiation process consisting of, at a minimum, the position levels as shown below and the equivalent Consultant representative levels:
 - (i) The Consulting Contract Administrator;
 - (ii) Supervisory level between the Consulting Contract Administrator and applicable Department Head;
 - (iii) Department Head.

D21.4.1 Names and positions of Consultant representatives equivalent to the above City position levels shall be determined by the Consultant and communicated to the City at the pre-commencement or kick off meeting.

D21.4.2 As these negotiations are not an adjudicative hearing, neither party may have legal counsel present during the negotiations.

- D21.4.3 Both the City and the Consultant agree to make all reasonable efforts to conduct the above escalating negotiation process within twenty (20) Business Days, unless both parties agree, in writing, to extend that period of time.
- D21.4.4 If the Dispute is not resolved to the City and Consultant's mutual satisfaction after discussions have occurred at the final escalated level as described above, or the time period set out in D21.4.3, as extended if applicable, has elapsed, the Consulting Contract Administrator will issue a Final Determination as defined in C1.1(dd), at which point the parties will be governed by the Dispute Resolution process set out in C17.

THIRD PARTY AGREEMENTS

D22. FUNDING AND/OR CONTRIBUTION AGREEMENT OBLIGATIONS

- D22.1 Funding for the Services of the Contract is being provided to the City of Winnipeg by the Government of Manitoba and/or the Government of Canada and accordingly, as required by the applicable funding agreements, the following terms and conditions shall apply.
- D22.2 For the purposes of D22:
- (a) **"Government of Canada"** includes the authorized officials, auditors, and representatives of the Government of Canada; and
 - (b) **"Government of Manitoba"** includes the authorized officials, auditors, and representatives of the Government of Manitoba.
- D22.3 Indemnification By Consultant
- D22.3.1 In addition to the indemnity obligations outlined in C13 of the General Conditions for Consultant Services, the Consultant agrees to indemnify and save harmless the Government of Canada and the Government of Manitoba and each of their respective Ministers, officers, servants, employees, and agents from and against all claims and demands, losses, costs, damages, actions, suit or other proceedings brought or pursued in any manner in respect of any matter caused by the Consultant or arising from this Contract or the Services, or from the goods or services provided or required to be provided by the Consultant, except those resulting from the negligence of any of the Government of Canada's or the Government of Manitoba's Ministers, officers, servants, employees, or agents, as the case may be.
- D22.3.2 The Consultant agrees that in no event will Canada or Manitoba, their respective officers, servants, employees or agents be held liable for any damages in contract, tort (including negligence) or otherwise, for:
- (a) any injury to any person, including, but not limited to, death, economic loss or infringement of rights;
 - (b) any damage to or loss or destruction of property of any person; or
 - (c) any obligation of any person, including, but not limited to, any obligation arising from a loan, capital lease or other long term obligation;
- in relation to this Contract or the Work.
- D22.4 Records Retention and Audits
- D22.4.1 The Consultant shall maintain and preserve accurate and complete records in respect of this Contract and the Services, including all accounting records, financial documents, copies of contracts with other parties and other records relating to this Contract and the Services during the term of the Contract and for at least six (6) years after Total Performance. Those records bearing original signatures or professional seals or stamps must be preserved in paper form; other records may be retained in electronic form.
- D22.4.2 In addition to the record keeping and inspection obligations outlined in C7.16 of the General Conditions for Consultant Services, the Consultant shall keep available for

inspection and audit at all reasonable times while this Contract is in effect and until at least six (6) years after Total Performance, all records, documents, and contracts referred to in D22.4.1 for inspection, copying and audit by the City of Winnipeg, the Government of Manitoba and/or the Government of Canada and their respective representatives and auditors, and to produce them on demand; to provide reasonable facilities for such inspections, copying and audits, to provide copies of and extracts from such records, documents, or contracts upon request by the City of Winnipeg, the Government of Manitoba, and/or the Government of Canada and their respective representatives and auditors, and to promptly provide such other information and explanations as may be reasonably requested by the City of Winnipeg, the Government of Manitoba, and/or the Government of Canada from time-to-time.

D22.5 Other Obligations

- D22.5.1 The Consultant consents to the City providing a copy of the Contract Documents to the Government of Manitoba and/or the Government of Canada upon request from either entity.
- D22.5.2 If the Lobbyists Registration Act (Manitoba) applies to the Consultant, the Consultant represents and warrants that it has filed a return and is registered and in full compliance with the obligations of that Act, and covenants that it will continue to comply for the duration of this Contract.
- D22.5.3 The Consultant shall comply with all applicable legislation and standards, whether federal, provincial, or municipal, including (without limitation) labour, environmental, and human rights laws, in the course of providing the Services.
- D22.5.4 The Consultant shall properly account for the Services provided under this Contract and payment received in this respect, prepared in accordance with generally accepted accounting principles in effect in Canada, including those principles and standards approved or recommended from time-to-time by the Chartered Professional Accountants of Canada or the Public Sector Accounting Board, as applicable, applied on a consistent basis.
- D22.5.5 The Consultant represents and warrants that no current or former public servant or public office holder, to whom the Value and Ethics Code for the Public Sector, the Policy on Conflict of Interest and Post Employment, or the Conflict of Interest Act applies, shall derive direct benefit from this Contract, including any employment, payments, or gifts, unless the provision or receipt of such benefits is in compliance with such codes and the legislation.
- D22.5.6 The Consultant represents and warrants that no member of the House of Commons or of the Senate of Canada or of the Legislative Assembly of Manitoba is a shareholder, director or officer of the Consultant or of a Subconsultant, and that no such member is entitled to any benefits arising from this Contract or from a contract with the Consultant or a Subconsultant concerning the Work.

APPENDIX A – RICHMOND SITE – EXISTING FLOOR PLANS

APPENDIX B – RE-ENVISIONING SITE PLAN

- (i) NBA Size Gym Expansion (approx. 955 sq m);
- (ii) Lobby and Change Room Renovation (approx. 320 sq m);
- (iii) Zamboni Room Renovation (approx. 175 sq m);
- (iv) Canteen/Kitchen Renovation (approx. 42 sq m);
- (v) Site Master Plan Amenities;
- (vi) Accessible Spray Pad;
- (vii) Picnic Shelter/Shade Structure;
- (viii) Soccer Field;
- (ix) Ice Rink;
- (x) Parking Lot expansion and redevelopment;
- (xi) Waste Collection area with enclosure;
- (xii) Bike Parking;
- (xiii) Pathways and Seating Areas;
- (xiv) Vehicle Access;
- (xv) Utility Services;
- (xvi) Trees;
- (xvii) Snow dumping Location; and
- (xviii) Site Drainage.

APPENDIX C – CITY OF WINNIPEG CLASS OF ESTIMATE TEMPLATE