



THE CITY OF WINNIPEG

REQUEST FOR QUALIFICATION

RFQ NO. 788-2024A

REDEVELOPMENT OF THE CITY ARCHIVES BUILDING – 380 WILLIAM AVENUE

TABLE OF CONTENTS

PART A –QUALIFICATION SUBMISSION

Form A: Qualification Submission

PART B - REQUEST FOR QUALIFICATION INFORMATION

B1. Definitions	1
B2. Executive Summary	1
B3. Background	2
B4. Winnipeg	3
B5. Purpose of the Request for Qualifications Document	3
B6. Scope of Work	3
B7. General Conditions	3
B8. Project Schedule	4
B9. Risk Matrix	4
B10. Procurement Process	4
B11. Disclosure	6
B12. Conflict of Interest and Good Faith	6
B13. Enquiries	7
B14. Contract Administrator	8
B15. Addenda	8
B16. Confidentiality And Privacy	8
B17. Non-Disclosure	9
B18. No Collusion	9
B19. No Lobbying	9
B20. Eligibility	9
B21. Opening of Qualification Submissions and Release of Information	10
Submission Instructions	
B22. Submission Deadline	10
B23. Qualification Submission	10
B24. Form A: Qualification Submission	11
B25. Project Experience	11
B26. Understanding of Project and Key Issues	12
B27. Proponent Information And Experience	12
B28. Safety Record And Qualifications	13
B29. Workplace Safety and Health Qualification (Construction and Maintenance Team Members)	13
B30. Unfair Labour Practices	13
B31. Substitutions	14
B32. Non-Conforming Submissions	14
B33. Proponent's Costs and Expenses	14
Evaluation	
B34. Evaluation Criteria	15
B35. No Contract	16

PART B - REQUEST FOR QUALIFICATION INFORMATION

B1. DEFINITIONS

B1.1 When used in this Request for Qualification:

- (a) **"Business Day"** means any Calendar Day, other than a Saturday, Sunday, or a Statutory or Civic Holiday;
- (b) **"Calendar Day"** means the period from one midnight to the following midnight;
- (c) **"City"** means the City of Winnipeg as continued under The City of Winnipeg Charter, Statutes of Manitoba 2002, c. 39, and any subsequent amendments thereto;
- (d) **"City Council"** means the Council of the City of Winnipeg;
- (e) **"Contract"** means the combined documents consisting of the Request for Qualification package, Request for Proposal package and any documents and drawings referred to and incorporated therein together with any submissions required to be made by the Contractor after award, and all amendments to the foregoing;
- (f) **"Contract Administrator"** means the person authorized to represent the City in respect of the Request for Qualifications unless otherwise specified hereinafter;
- (g) **"Contractor"** means the person undertaking the performance of the work under the terms of the Contract;
- (h) **"may"** indicates an allowable action or feature which will not be evaluated;
- (i) **"must"** or **"shall"** indicates a mandatory requirement which will be evaluated on a pass/fail basis;
- (j) **"Person"** means an individual, firm, partnership, association or corporation, or any combination thereof, and includes heirs, administrators, executors or legal representatives of a person;
- (k) **"Proponent"** means any Person or consortium submitting a Qualification Submission in response to this Request for Qualifications;
- (l) **"should"** indicates a desirable action or feature which will be evaluated on a relative scale;
- (m) **"Site"** means the lands and other places on, under, in or through which the work is to be performed;
- (n) **"Submission or Qualification Submission"** means that portion of the Request for Qualification which must be completed or provided and submitted by the Submission Deadline;
- (o) **"Submission Deadline"** means the time and date for final receipt of Submissions;
- (p) **"Substantial Performance"** shall have the meaning attributed to it in The Builders' Liens Act (Manitoba), or any successor legislation thereto;
- (q) **"Work"** or **"Works"** means the carrying out and the doing of all things, whether of a temporary or permanent nature, that are to be done pursuant to the Contract and, without limiting the generality of the foregoing, includes the furnishing of all Plant, Material, labour and services necessary for or incidental to the fulfilment of the requirements of the Contract, including all Changes in Work which may be ordered as herein provided.

B2. EXECUTIVE SUMMARY

B2.1 City of Winnipeg Public Service has received Council approval to proceed with Redevelopment of the City Archives Building located at 380 William Avenue. The building requires extensive renovation works to upgrade this heritage building for the storage and processing of existing and future City of Winnipeg archival holdings.

B3. BACKGROUND

- B3.1 The Archive Building was funded by the Carnegie Foundation and erected in 1903 as Winnipeg's first library. An addition to the building was added in 1908 to accommodate the increasing demand for books. The building continued to function as library until 1977 when the Millennium Library (then called the Centennial Library) was built; but reopened as a library less than a year later after public demand.
- B3.2 From 1977 to 2013, the Winnipeg Archives was housed in the Carnegie Library at 380 William Avenue, a heritage building in downtown Winnipeg. City of Winnipeg Archives collection is widely recognized as one of the most complete collections of municipal records in Canada.
- B3.2.1 As years passed, archival programming needs and requirements changed, and so in December 2010 a Facility Renewal and Redevelopment Study was undertaken by Cibinel Architects Ltd. The comprehensive report produced detailed facility renewal and renovation plans, drawings, outline specifications and cost estimate.
- B3.2.2 In 2013 a major roof replacement project, which was established as an initial phase of a larger facility redevelopment, was underway when a rainstorm caused significant damage to the building's interior and approximately 450 boxes of archival records. The collection was salvaged; affected records were recovered through treatment, and the collection was re-located to a temporary facility at 50 Myrtle Street, in the Pacific Industrial area of Winnipeg. After the water inundation occurred the building was stabilized, however repairs to make the building fit for re-occupancy were not undertaken, as at the time a major building renovation with significant interior alterations was anticipated. Since closure in 2013 the building has been maintained and operated by the City, but not occupied.
- B3.2.3 In 2019-2020, City Clerk's engaged external consultants to prepare spatial and functional requirements for the Archives program, and to generate options for relocating operations. This process involved background review of preceding reports, a benchmarking study of similar archival organizations and their facilities, and in-depth interviews with City of Winnipeg Archives staff and stakeholders to examine current and projected activities, spaces, and collections. The resulting Functional Program included:
- Environmentally controlled vault space (Class A) for 20-years of collections growth
 - Functional space for archival, digitization, and conservation activities
 - Public programming and display space to support access and knowledge transfer
 - Spaces supporting Reconciliation activities, including for smudging, ceremonies, learning and display
 - Research space to provide for increased activity in an appropriate setting
 - Administrative space supporting staff growth to 20-years
- B3.2.4 The study outcome identified facility redevelopment of the City Archives Building as the preferred alternative. The study and its deliverables form the basis for the current facility redevelopment scope, and the design and pre-Tender work to be undertaken in the current assignment.
- B3.2.5 The following is a list of facility improvement projects undertaken by the City since 2000:
- Foundation waterproofing, including new weeping tile drainage system which includes three sump pits and dual submersible pumps - 2008
 - Barrier Free upgrades to the public washrooms – 2008
 - Façade repairs to exterior limestone – 2010
 - Barrier Free access to main entrance approach – 2010
 - Barrier Free access and restoration of main entrance and foyer – 2011
 - Roof structure and membrane replacement – 2013
 - Property fence restoration – 2013 (incomplete)

B4. WINNIPEG

B4.1 Winnipeg is an important Canadian city, and the capital of the Province of Manitoba. Located in Western Canada, Winnipeg plays a prominent role in transportation, finance, manufacturing, agriculture and education. It is known as the Gateway to the West. The City is located near the geographic centre of North America. It lies in a flood plain at the confluence of the Red and Assiniboine rivers and started around the point now commonly known as The Forks. It is protected from flooding by the Red River Floodway. Winnipeg covers an area of 663 square kilometers.

B4.2 For information on City demographics, refer to the City of Winnipeg web site at:
https://www.winnipeg.ca/cao/pdfs/CommunityTrendsandPerformanceReportVolume1_2019.pdf

B4.3 For information related to the City's political structure, refer to the City of Winnipeg web site at:
<https://winnipeg.ca/council/default.stm>

B4.4 For information related to the City's administrative structure and services refer to the City of Winnipeg web site at: <https://winnipeg.ca/interhom/toc/departments.asp>

B4.5 For information related to the City's finances refer to the City of Winnipeg web site at:
<https://winnipeg.ca/finance/default.stm>

B5. PURPOSE OF THE REQUEST FOR QUALIFICATIONS DOCUMENT

B5.1 The purpose of this Request for Qualifications (RFQ) is to identify experienced and capable Proponents to successfully deliver the project.

B5.2 The City invites qualified individuals to submit a Qualification Submission in response to this RFQ.

B5.3 Notwithstanding B10.2, after receiving the Submissions to this RFQ, the City will review all Submissions received and shortlist up to five (5) of the qualified Proponents. Only those Proponents on the shortlist will be invited to further submit a more detailed proposal.

B6. SCOPE OF WORK

B6.1 The Work to be done under the subsequent Contract shall consist of a renovation of the existing 37,350 square foot (3470 square meter) Archives Building at 380 William Avenue. The facility redevelopment of the City Archives Building includes renovation on the first, second, basement and the mezzanine levels. The project includes upgrades to the building systems to meet the standards required for the storage and care of archival materials.

B6.2 The major components of the Work are as follows:

- (a) Internal architectural upgrades;
- (b) Internal building demolitions, including dealing with hazardous materials;
- (c) Preservation of heritage building elements;
- (d) Structural enhancements;
- (e) Mechanical systems;
- (f) Electrical systems; and
- (g) Site work including replacement of the water service, pavement construction, and other ancillary works.

B7. GENERAL CONDITIONS

B7.1 The *General Conditions for Construction* (Revision 2020 01 31) are applicable to the Work of the Contract.

B7.1.1 The *General Conditions for Construction* are available on the Information Connection page at The City of Winnipeg, Corporate Finance, the Purchasing Division website at http://www.winnipeg.ca/matmgt/gen_cond.stm

B8. PROJECT SCHEDULE

B8.1 The City intends to complete the evaluation of the Qualification Submissions by **February 7th, 2025** and proceed with the issuance of an RFP in **February 2025**.

B8.2 Details on the RFP schedule will be provided to the Proponents at the completion of the RFQ stage. The City intends to complete the RFP stage in **July 2025**.

B8.3 Estimated Preliminary Schedule

Phase	Approximate Date(s)
1. RFQ Process	Dec 20, 2024 – Jan 17, 2025
2. Evaluation/Shortlist of Proponents	Jan 20, 2025 – Feb 07, 2025
3. RFP Process (anticipated)	Feb 2025 – Mar 2025
4. Evaluation/Selection of Proponent	Mar 2025 – Jul 2025
5. Construction	Jul 2025 – Jan 2027
6. Substantial Completion	Feb 2027

B9. RISK MATRIX

B9.1 Initial project risks identified by the City's Project Team:

- (a) Schedule: potential delays to the schedule arising from:
 - (i) unforeseen or unknown conditions (including hazardous materials not previously identified),
 - (ii) site coordination,
 - (iii) availability of construction labour/services,
 - (iv) utility services undertaken by third parties,
 - (v) material procurement due to a volatile market.
- (b) Permits will be applied for in advance but delays may occur in obtaining a building permit in relation to award of Contract and the start of Work.

B10. PROCUREMENT PROCESS

B10.1 The first stage of the procurement process for the Project is this RFQ. The City intends to invite all qualified Proponents to participate in the second stage of the procurement process, the RFP.

B10.2 Following completion of the RFQ stage, qualified Proponents will be invited to provide detailed proposals in response to an RFP that will be structured following best practices used in other Canadian jurisdictions. The RFP may include several submission stages related to technical, financial and, if needed, innovation components. The City will evaluate the detailed proposals received from the Proponents and select the preferred Proponent for the purposes of concluding the Contract.

B10.3 Details on the RFP process will be provided to the Proponents at the completion of the RFQ stage.

B10.3.1 The RFP will include requirements for the following:

- (a) Performance security in the amount of 50% of the Contract value;

(b) Insurance

At this time, the City of Winnipeg plans to provide an Owner Controlled Insurance Program (OCIP) to remain in place during the performance of the Work. The City of Winnipeg reserves the right to add, delete, revise, and redefine insurance requirements and deductibles at any time, at its sole discretion or as necessitated by extensions/renewals of the insurance policies, during RFQ Process or RFP Process. Below are the project construction insurance coverages the City plans to provide:

- (a) Wrap Up Liability insurance in an amount of no less than ten million dollars (\$10,000,000) inclusive per occurrence written in the name of the Contractor, sub-contractors, Consultants, sub-consultants and the City of Winnipeg. The successful Proponent will be responsible for deductibles.
 - (b) All risks course of construction insurance, including testing and commissioning, in the amount of one hundred percent (100%) of the total Contract Price, written in the names of the Contractor and The City of Winnipeg at all times during the performance of the Work and until the date of Substantial Performance, and if all testing and commissioning has not been completed at that time, the policy will extend until such time as all testing and commissioning has been completed. The successful Proponent will be responsible for all deductibles.
- (c) Further to the above, the Proponent shall exhibit insurability and provide evidence of insurability of the following insurance at all times during the performance of the Work:
- (a) Commercial general liability insurance, in an amount not less than five million dollars (\$5,000,000) per occurrence covering bodily injury, property damage, products and completed operations, non-owned automobile liability including a cross liability clause, contractual liability, with The City of Winnipeg, Manitoba its ministers, officers, employees and agents to be listed as additional insureds, with a cross-liability clause, such liability policy to also contain contractual liability, unlicensed motor vehicle liability, non-owned automobile liability and products and completed operations, to remain in place at all times during the performance of the Work and throughout the warranty period;
 - (b) Automobile Liability Insurance covering all motor vehicles, owned and operated and used or to be used by the Contractor directly or indirectly in the performance of the Work. The Limit of Liability shall not be less than \$5,000,000 inclusive for loss or damage including personal injuries and death resulting from any one accident or occurrence.

B10.4 The successful Proponent shall provide the City with any information as reasonably requested from the City, from time to time, to enable the construction insurance to be provided and maintained by the City and underwritten by competent insurers.

B10.5 Upon completion of the RFP stage, the City's Project Team intends to make a recommendation for award of the Contract. Award of the Contract to the recommended Contractor will be subject to final approval.

B11. DISCLOSURE

B11.1 Various Persons provided information or services with respect to this Work. 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.

B11.2 The Persons are:

- (a) MCM Architects Incorporated
 - (i) Architectural design; Prime Consultant
- (b) Crosier Kilgour (CK)
 - (i) Structural Engineer and Sustainability Consultant
- (c) Alliance Engineering Services Incorporated
 - (i) Mechanical Engineer
- (d) MCW Consultants Limited
 - (i) Electrical Engineer
- (e) R.J. Burnside & Associates Limited
 - (i) Civil Engineer
- (f) Tesseract Environmental Consulting Incorporated
 - (i) Environmental Consultant

B12. CONFLICT OF INTEREST AND GOOD FAITH

B12.1 Proponents, by responding to this RFQ, declare that no Conflict of Interest currently exists, or is reasonably expected to exist in the future.

B12.2 Conflict of Interest means any situation or circumstance where a Proponent or employee of the Proponent proposed for the Work 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 Bids 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 RFQ process or the Work; or
- (f) has knowledge of confidential information (other than confidential information disclosed by the City in the normal course of the RFQ process) of strategic and/or material relevance to the RFQ process or to the Work that is not available to other Proponents and that could or would be seen to give that Proponent an unfair competitive advantage.

B12.3 In connection with their Bid, each entity identified in B12.2 shall:

- (a) avoid any perceived, potential or actual Conflict of Interest in relation to the procurement process and the Work;

- (b) upon discovering any perceived, potential or actual Conflict of Interest at any time during the RFQ process, promptly disclose a detailed description of the Conflict of Interest to the City in a written statement to the 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.
- B12.4 Without limiting B12.3, 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.
- B12.5 Without limiting B12.3, 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 employees proposed for the Work;
 - (b) require the removal or replacement of any employees proposed for the Work 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 employees proposed for the Work that fails to comply with any requirements prescribed by the City pursuant to B12.4 to avoid or mitigate a Conflict of Interest; and
 - (d) disqualify a Proponent if the Proponent, or one of their employees proposed for the Work, has a perceived, potential or actual Conflict of Interest that, in the City's sole discretion, cannot be avoided or mitigated, or otherwise resolved.
- B12.6 The final determination of whether a perceived, potential or actual Conflict of Interest exists shall be made by the City, in their sole discretion.

B13. ENQUIRIES

- B13.1 All enquiries shall be directed to the Contract Administrator identified in B14.
- B13.2 Any Proponent who has questions as to the meaning or intent of any part of this document or who believes this document contains any error, inconsistency or omission should make an enquiry prior to the Submission Deadline requesting clarification, interpretation or explanation in writing to the Contract Administrator.
- B13.3 If the Proponent finds errors, discrepancies or omissions in the document, or is unsure of the meaning or intent of any provision therein, the Proponent shall promptly notify the Contract Administrator of the error, discrepancy or omission at least five (5) Business Days prior to the Submission Deadline.
- B13.4 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the RFQ will be provided by the Contract Administrator to all Proponents by issuing an addendum.
- B13.5 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the RFQ will be provided by the Contract Administrator only to the Proponent who made the enquiry.

B13.6 The Proponent shall not be entitled to rely on any response or interpretation received pursuant to B11 unless that response or interpretation is provided by the Contract Administrator in writing.

B13.7 Any enquiries concerning submitting through MERX should be addressed to:
MERX Customer Support
Phone: 1-800-964-6379
Email: merx@merx.com

B14. CONTRACT ADMINISTRATOR

B14.1 The Contract Administrator is:
Daniel Long, MAA, MRAIC
Project Manager
MCM Architects Inc.

Telephone No. 204-943-7564
Email Address: dlong@mcmarchitects.ca

B15. ADDENDA

B15.1 The Contract Administrator may, at any time prior to the Submission Deadline, issue addenda correcting errors, discrepancies or omissions in the RFQ, or clarifying the meaning or intent of any provision therein.

B15.2 The 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.

B15.3 Addenda will be available on the MERX website at www.merx.com.

B15.4 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.

B15.5 The Proponent should acknowledge receipt of each addendum on Form A: Qualification Submission.

B15.6 Notwithstanding B13, enquiries related to an Addendum may be directed to the Contract Administrator indicated in B14.

B16. CONFIDENTIALITY AND PRIVACY

B16.1 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 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.

B16.2 The protection of personal information and privacy will be fundamental aspects of the Project. Proponents shall comply with all applicable privacy legislation, including but not limited to the Personal Information Protection and Electronic Documents Act (Canada) ("PIPEDA"). In addition, Proponents are advised that the City is subject to The Freedom of Information and

Protection of Privacy Act (Manitoba) (“FIPPA”) and that the Contractor will be expected to comply with the obligations imposed upon the City pursuant to FIPPA.

- B16.3 The Proponent is advised that any information contained in any 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).
- B16.4 All Qualification Submissions submitted to the City will be kept in confidence with the City for the sole purposes of evaluating and developing the best possible strategic option for the City. Qualification Submissions will become the property of the City. The City will have the right to make copies of all Submissions for their internal review process and to provide such copies to their staff and/or external advisors and representatives.
- B16.5 The City reserves the right to post the names of the shortlisted Proponents, or otherwise make this information public at the end of the RFQ selection process.
- B16.6 All information will become and remain the property of the City; none will be returned. If the Submission contains any proprietary or trade secret information, said information must be indicated as such.

B17. NON-DISCLOSURE

- B17.1 Proponents must not disclose any details pertaining to their Qualification Submission and the selection process in whole or in part to anyone not specifically involved in their Submission, without the prior written approval of the City. Proponents shall not issue a news release or other public announcement pertaining to details of their Qualification Submission or the selection process without the prior written approval of the City.
- B17.2 Proponents are advised that an attempt on the part of any Proponent or any of their employees, agents, contractors or representatives to contact any members of City Council or their staff or any member of City Administration other than the Contract Administrator with respect to this RFQ, may lead to disqualification.

B18. NO COLLUSION

- B18.1 Upon responding to this RFQ, each Proponent shall declare that they have not participated in any collusive scheme or combine.
- B18.2 Proponents must ensure that their participation in this RFQ is conducted without collusion or fraud on their part or any of their team. Proponents and their team members shall not engage in discussions or other communications with any other Proponents or their team members regarding the preparation or submission of their responses to this RFQ. Breach of this provision may result in disqualification from the RFQ process or, if the City becomes aware of your breach of this provision after the RFP has been issued, from the RFP process.

B19. NO LOBBYING

- B19.1 Any form of political or other lobbying whatsoever in relation to the Project or with a view to influencing the outcome of this RFQ process is strictly prohibited. Failure to comply with this provision may result in disqualification from the RFQ process or, if the City becomes aware of your breach of this provision after the RFP has been issued, disqualification from the RFP process.

B20. ELIGIBILITY

- B20.1 No Persons involved with the City, or acting as a consultant or subconsultant to the City with respect to this Project, are eligible to submit a Qualification Submission for this RFQ or

participate in any manner whatsoever as a participant or advisor to any Proponent participating in this RFQ or subsequent RFP.

B21. OPENING OF QUALIFICATION SUBMISSIONS AND RELEASE OF INFORMATION

- B21.1 Qualification Submissions will not be opened publicly.
- B21.2 After evaluation, the names of the shortlisted Proponents and their address(es) will be available on the MERX website at www.merx.com.
- B21.3 The Proponent is advised that any information contained in any Qualification 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).
- B21.3.1 To the extent permitted, the City shall treat as confidential information, those aspects of a Qualification 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.
- B21.4 Following the award of Contract, a Proponent will be provided with information related to the evaluation of their submission upon written request to the Contract Administrator.

SUBMISSION INSTRUCTIONS

B22. SUBMISSION DEADLINE

- B22.1 The Submission Deadline is 4:00 p.m. Winnipeg time, **January 17th, 2025**.
- B22.2 The 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 B22.1.

B23. QUALIFICATION SUBMISSION

- B23.1 The Qualification Submission should consist of the following components:
- (a) Form A: Qualification Submission (Section A);
 - (b) Project Experience (Section B);
 - (c) Understanding of Project and Key Issues (Section C);
 - (d) Proponent Information and Experience (Section D);
 - (e) Safety Record and Qualifications (Section E).
- B23.2 The Qualification shall be submitted electronically through MERX at www.merx.com.
- B23.2.1 Qualifications will **only** be accepted electronically through MERX.
- B23.3 All requirements of the RFQ should be fully completed or provided, and submitted by the Proponent no later than the Submission Deadline, with all required entries made clearly and completely.
- B23.4 Proponents are advised that inclusion of terms and conditions inconsistent with the RFQ document will be evaluated in accordance with B34.1(a).
- B23.5 All Submissions received in response to this RFQ will be kept in confidence with the sole purposes of evaluating and developing the best possible strategic option for the City.
- B23.6 Submissions and the information they contain will be the property of the City upon receipt. No Submissions will be returned.

B23.7 The City reserves the right to make additional copies of all Submissions for their internal review process and to provide such copies to their staff and external advisors.

B24. FORM A: QUALIFICATION SUBMISSION

B24.1 Further to B23.1(a), the Proponent shall complete Form A: Qualification Submission, making all required entries.

B24.2 Paragraph 2 of Form A: Qualification Submission 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.

B24.2.1 If the Submission is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B24.2.

B24.3 In Paragraph 3 of Form A: Qualification Submission, the Proponent shall identify a contact person who is authorized to represent the Proponent for purposes of this RFQ.

B24.4 Paragraph 7 of Form A: Qualification Submission should be signed in accordance with the following requirements:

- (a) if the Proponent is sole proprietor carrying of 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.

B24.5 The name and official capacity of all individuals signing Form A: Qualification Submission should be printed below such signatures.

B24.6 If a Submission 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 Submission, shall be both jointly and several.

B25. PROJECT EXPERIENCE

B25.1 Further to B23.1(b), the Proponent should submit information in sufficient detail for the City to evaluate the qualifications of the Proponent(s) by providing information for three (3) projects, completed within the past 10 years or currently underway in Manitoba or elsewhere in Canada, similar in size, scope and complexity. Specific, project experience on heritage rehabilitation facilities would be seen as an asset. Describe Proponent's experience successfully constructing and delivering facilities of similar function, scope, scale and value. Include:

- (a) Project Description: Description of project, building name, location and address; the number of contracts similar in size, scope and complexity;
- (b) Project Detail: Client and reference information, contract value, project start/end dates and reason for any schedule variance. Provide as warranted any reason/explanation for

significant scope deviation/increase that resulted in cost escalation. Information provided by the Proponent's references may be used in the determination of scoring; the names of clients;

- (c) Key Personnel proposed for this RFQ Project who worked on the past project;
- (d) Provide relevant information on managing risk and delivering work on-schedule and on-budget;
- (e) Experience in historic building renovation and preservation;
- (f) Project Closeout: Demonstrated ability and experience to efficiently and successfully deliver the final elements of the Contract Work after Substantial Performance through to Total Performance, Warranty Period, and Contract Closeout. Considerations include: correcting construction deficiencies, undertaking warranty repairs, and provision of project documentation such as operations manuals, as-built drawings, etc.;
- (g) Any additional detail, coordination or effort made in the experience of this project that will bring value to the proposed RFQ Project.

B26. UNDERSTANDING OF PROJECT AND KEY ISSUES

B26.1 Further to B23.1(c), the Proponent should submit information in sufficient detail for the City to evaluate the qualifications of the construction team by providing:

- (a) Provide a succinct paragraph or point form description demonstrating the Proponent's understanding of the key project requirements, limitations, estimated schedule, on a Gantt chart format, and potential risks;
- (b) Provide the methodology for carrying out the construction services of this project;
- (c) Provide a description of the Proponent's approach to meet the requirement of historic building preservation, as applicable;
- (d) The successful Proponent will be required to prepare a monthly cash flow forecast of construction costs during the project for the client.

B27. PROPONENT INFORMATION AND EXPERIENCE

B27.1 Further to B23.1(d), the Proponent should submit information in sufficient detail for the City to evaluate the qualifications of the construction team by providing:

- (a) Company Profile: Provide company organizational chart, number of years in business, number of full-time employees, number of full-time Project Managers, number of full-time Site Superintendents.
- (b) Project Team: Provide team structure (organizational chart), and project, construction management and communications plan specifically for this project. The City is seeking Contractors with verified success in managing scope, schedule, and cost, and those that are able to communicate effectively and conduct themselves in a professional manner.
- (c) Key Project Personnel:
 - (i) Provide detailed comprehensive resumes for all Key Personnel (including Subcontractors) proposed for this Project, clearly identifying the specific roles and responsibilities fulfilled for projects listed on their resumes.
 - (ii) At a minimum, include resumes for: Senior Personnel / Principal in Charge, Lead Project Manager, Site Superintendent(s), Site Foreman, Safety Officer, and any other key project personnel. The City of Winnipeg may request references of key project personnel.
 - (iii) clearly explain / justify personnel assignment providing explanations of how each individual's qualification and experience would specifically benefit this Project.
 - (iv) list back-up personnel with equivalent or similar experience who can take over the associated role and responsibility should the listed key personnel leave his/her role due to personal reasons, injury, or death.

- (d) Current Capacity: Provide comments on the Proponent's capacity to complete this Project relative to the Proponent's current workload;
- (e) Provide summary of any pending litigation involving the Proponent, their position as plaintiff or defendant, the nature of the claim, and the current status.

B28. SAFETY RECORD AND QUALIFICATIONS

- B28.1 Further to B23.1(e), the Proponent should submit information in sufficient detail for the City to evaluate the qualifications of the construction team by providing:
- (a) their safety record for the last 5 years;
 - (b) Provide information as per B29 Workplace Safety and Health Qualification.

B29. WORKPLACE SAFETY AND HEALTH QUALIFICATION (CONSTRUCTION AND MAINTENANCE TEAM MEMBERS)

- B29.1 The Proponent shall, within five (5) Business Days of a request by the Contract Administrator, provide proof satisfactory to the Contract Administrator that the Proponent /Subcontractor has a workplace safety and health program meeting the requirements of The Workplace Safety and Health Act (Manitoba), by providing:
- (a) Written confirmation of a safety and health certification meeting SAFE Work Manitoba's SAFE Work Certified Standard (e.g., COR™ and SECOR™) or
 - (i) a copy of their valid Manitoba COR certificate and Letter of Good Standing (or Manitoba equivalency) as issued under the Certificate of Recognition (COR) Program administered by the Construction Safety Association of Manitoba or by the Manitoba Heavy Construction Association's WORKSAFELY™ COR™ Program; or
 - (ii) a copy of their valid Manitoba SECOR™ certificate and Letter of Good Standing (or Manitoba equivalency) as issued under the Small Employer Certificate of Recognition Program (SECOR™) administered by the Construction Safety Association of Manitoba or by the Manitoba Heavy Construction Association's WORKSAFELY™ COR™ Program or
 - (b) a report or letter to that effect from an independent reviewer acceptable to the City. (A list of acceptable reviewers and the review template are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Purchasing Division website at <http://www.winnipeg.ca/matmgt/>).

B30. UNFAIR LABOUR PRACTICES

- B30.1 The Contractor declares that in bidding for the Work and in entering into a Contract, the Contractor and any proposed Subcontractor(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> conventions as ratified by Canada.
- B30.2 The City of Winnipeg is committed and requires its Contractors and their Subcontractors, 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.
- B30.3 Upon request from the Contract Administrator, the Contractor 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.).
- B30.4 Failure to provide the evidence required under B30.3, may be determined to be an event of default in accordance with C18.

- B30.5 In the event that the City, in its sole discretion, determines the Contractor to have violated the requirements of this section, it will be considered a fundamental breach of the Contract and the Contractor shall pay to the City a sum specified by the 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.
- B30.5.1 The Unfair Labour Practice Penalty shall be such a sum as determined appropriate by the City, having due regard to the gravity of the Contractor’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.
- B30.5.2 The Contractor shall pay the Unfair Labour Practice Penalty to the City within thirty (30) Calendar Days of receiving a demand for same in accordance with B30.5. The City may also hold back the amount of the Unfair Labour Practice Penalty from payment for any amount it owes the Contractor.
- B30.5.3 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 Contractor 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.

B31. SUBSTITUTIONS

- B31.1 If, following your Submission, you become aware that any Persons identified to participate in this Project will be unable or is likely to be unable to participate on this Project, you must immediately advise the Contract Administrator and indicate your proposed substitute Person. Failure to do so may result in disqualification of your Submission from the RFQ process or, if the City becomes aware of your breach of this provision after the RFP has been issued, from the RFP process.

B32. NON-CONFORMING SUBMISSIONS

- B32.1 Notwithstanding B23.1, if a Proponent’s Submission is not strictly in accordance with any provision of this RFQ, the City may, at their option:
- (a) waive the non-conformance if, in the City’s opinion, the non-conformance is immaterial; or
 - (b) reject the Submission as non-responsive if, in the City’s opinion, the non-conformance is material.
- B32.1.1 If the non-conformance is an omission, the City may, at their discretion, give the Proponent up to five (5) Business Days to supply the omitted material.
- B32.2 If the requested information is not submitted by the time specified in B32.1.1, the Submission will be determined to be non-responsive.

B33. PROPONENT’S COSTS AND EXPENSES

- B33.1 Proponents are solely responsible for their own costs and expenses in preparing and submitting a Qualification Submission and participating in the RFQ, including the provision of any additional information or attendance at meetings.

EVALUATION

B34. EVALUATION CRITERIA

B34.1 Proponents will have their Submissions evaluated in accordance with the criteria and weight factors indicated below:

EVALUATION CATEGORY	WEIGHTING (%)
(a) Conformance to Mandatory Requirements or acceptable deviation therefrom.	Pass/Fail
(b) Project Experience <ul style="list-style-type: none"> (i) Project Description: Description of project, building name, location and address (ii) Project Detail: Client and Reference information, contract value, project start/end dates and reason for any schedule variance. Describe Proponent's ability delivering successful project (iii) Key Personnel who worked on the project (iv) Information on managing risk, schedule, budget (v) Historic building renovation experience (vi) Project Closeout ability and experience (vii) Any additional detail, coordination or effort made in the experience of this project that will bring value to the proposed RFQ Project 	54 2 12 8 6 20 4 2
(c) Understanding of Project & Key Issues <ul style="list-style-type: none"> (i) Information indicating Proponent's understanding of key project requirements, References; (ii) Methodology for carrying out the construction services of this Project (iii) Description of Proponent's approach to assist in the preservation of this historic building 	16 8 4 4
(d) Proponent Information & Experience <ul style="list-style-type: none"> (i) Company Profile: Company information and Company Organizational Chart; (ii) Project Team: Team Organizational Chart, Project Plan, Construction Management Plan, Communications Plan; (iii) Key Personnel resumes and experience (iv) Current Capacity information (v) Information on Pending or Current Litigation 	24 2 8 8 3 3
(e) Safety Record & Qualification <ul style="list-style-type: none"> (i) 5-year Safety Record (ii) Workplace Safety and Health Qualifications 	6 5 1

Total SCORE	100
--------------------	------------

- B34.2 Further to B34.1(a) and B32, the City may reject a Submission as being non-responsive if the Submission is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The City may reject all or any part of any Submission, or waive technical requirements or minor informalities or irregularities if the interests of the City so require.
- B34.3 Further to B34.1(b), Project Experience shall be evaluated considering the information submitted in reference to the Proponent's organization and plan, project experience and references submitted, in accordance with B25
- B34.4 Further to B34.1(c), Understanding of Project & Key Issues shall be evaluated considering the information submitted, in accordance with B26.
- B34.5 Further to B34.1(d), Proponent Information & Experience shall be evaluated considering the information submitted, in accordance with B27.
- B34.6 Further to B34.1(e), Safety Record & Qualifications shall be evaluated considering the information submitted, in accordance with B28.
- B34.7 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.
- B34.8 The City has full power to conduct an independent verification of information in any Submission received and generally pertaining to the qualifications and experience of the Proponent and any proposed members of their team.
- B34.9 The City may, in their sole discretion, interview any or all Proponents during the evaluation process, to provide clarification or additional information in relation to their Submission.
- B34.10 Further to B34.3 to B34.6 a Submission may be determined to be not qualified if the Submission does not obtain a minimum of 70% of the points for each category.

B35. NO CONTRACT

- B35.1 By submitting a Qualification Submission and participating in the process as outlined in this document, Proponents expressly agree that no contract of any kind is formed under, or arises from this RFQ, and that no legal obligations will arise.
- B35.2 Although it is the intention of the City to establish a shortlist of Proponents to participate in the RFP stage of the procurement process, the City reserves the right and the full power to give notice in writing of any change to their Contract Administrator, amend any dates, schedules, limits and Scope of Work and any contract awarded, or to reject any and all Submissions, to launch a new or amended procurement process, or to decide that it will not issue the RFP, without incurring any liability in respect of costs or damages incurred by any Proponent or any member of a private sector team.
- B35.3 Without limiting the generality of the foregoing, the City reserves the right and the full power to amend or cancel this RFQ, the procurement process or the Project at any time.
- B35.4 If the City proceeds to request a more detailed proposal, only to Proponents determined to be qualified under the RFQ process, the City will have no obligation to award a Contract where:
- (a) only one Submission is received; or
 - (b) in the judgment of the City, the interests of the City would best be served by not entering into a Contract.

- B35.5 The City reserves the right to disqualify any Proponent whose Submission, in the opinion of the City, contains false or misleading information.
- B35.6 Following the conclusion of the procurement process, Proponents will be provided with information related to the evaluation of their Submission upon written request to the Contract Administrator.