



THE CITY OF WINNIPEG

REQUEST FOR PROPOSAL

RFP NO. 343-2025

**PROFESSIONAL CONSULTING SERVICES FOR THIRD PARTY COST ESTIMATE
PEER REVIEW OF THE NEWPCC UPGRADE: BIOSOLIDS FACILITIES PROJECT**

TABLE OF CONTENTS

PART A - BID SUBMISSION

- Form A: Bid/Proposal
- Form B: Prices

PART B - BIDDING PROCEDURES

B1. Contract Title	1
B2. Submission Deadline	1
B3. Enquiries	1
B4. Confidentiality	1
B5. Addenda	2
B6. Proposal Submission	2
B7. Proposal (Section A)	3
B8. Fees (Section B)	3
B9. Experience of Proponent and Subconsultants (Section C)	4
B10. Experience of Key Personnel Assigned to the Project (Section D)	4
B11. Project Understanding and Methodology (Section E)	5
B12. Project Schedule (Section F)	6
B13. Eligibility	6
B14. Disclosure	6
B15. Conflict of Interest and Good Faith	6
B16. Qualification	8
B17. Opening of Proposals and Release of Information	8
B18. Irrevocable Offer	9
B19. Withdrawal of Offers	9
B20. Interviews	9
B21. Negotiations	9
B22. Evaluation of Proposals	9
B23. 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. Definitions	2
D5. General Requirements	3
D6. Scope of Services	3
D7. Project Management	4
D8. Document Review	4
D9. Peer Review of Cost Estimates	4
D10. Executive Summary	5
D11. Additional Work Allowance	6
D12. Accessible Customer Service Requirements	6
D13. Supplier Code of Conduct	6
D14. Unfair Labour Practices	6
D15. Information Management	7

Submissions

D16. Authority to Carry on Business	9
D17. Insurance	9

Schedule of Services

D18. Commencement	10
D19. Supply Chain Disruption Schedule Delays	10

Measurement and Payment

D20. Invoices	11
D21. Payment	11
D22. Payment Schedule	11

Dispute Resolution

D23. Dispute Resolution	12
-------------------------	----

Third Party Agreements

D24. Funding and/or Contribution Agreement Obligations	13
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PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

- B1.1 PROFESSIONAL CONSULTING SERVICES FOR THIRD PARTY COST ESTIMATE PEER REVIEW OF THE NEWPCC UPGRADE: BIOSOLIDS FACILITIES PROJECT

B2. SUBMISSION DEADLINE

- B2.1 The Submission Deadline is 12:00 noon Winnipeg time, August 7, 2025.
- 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. ENQUIRIES

- B3.1 All enquiries shall be directed to the Consulting Contract Administrator identified in D2.
- B3.2 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.
- B3.3 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.
- B3.4 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.
- B3.5 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.
- B3.6 The Proponent shall not be entitled to rely on any response or interpretation received pursuant to B3 unless that response or interpretation is provided by the Consulting Contract Administrator in writing.
- B3.7 Any enquiries concerning submitting through MERX should be addressed to:
MERX Customer Support
Phone: 1-800-964-6379
Email: merx@merx.com

B4. CONFIDENTIALITY

- B4.1 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.

- B4.2 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.

B5. ADDENDA

- B5.1 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.
- B5.2 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.
- B5.3 Addenda will be available on the MERX website at www.merx.com.
- B5.4 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.
- B5.5 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.
- B5.6 Notwithstanding B3, enquiries related to an Addendum may be directed to the Consulting Contract Administrator indicated in D2.

B6. PROPOSAL SUBMISSION

- B6.1 The Proposal shall consist of the following components:
- (a) Form A: Bid/Proposal (Section A) in accordance with B7;
 - (b) Fees (Section B) in accordance with B8.
- B6.2 The Proposal should also consist of the following components:
- (a) Experience of Proponent and Subconsultants (Section C) in accordance with B9;
 - (b) Experience of Key Personnel Assigned to the Project (Section D), in accordance with B10;
 - (c) Project Understanding and Methodology (Section E) in accordance with B11; and
 - (d) Project Schedule (Section F) in accordance with B12.
- B6.3 Further to B6.1 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.
- B6.4 Further to B6.2, 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.
- B6.5 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.
- B6.6 The Proposal shall be submitted electronically through MERX at www.merx.com.
- B6.6.1 Proposals will **only** be accepted electronically through MERX.

B6.7 Proponents are advised that inclusion of terms and conditions inconsistent with the Request for Proposal, will be evaluated in accordance with B22.1(a).

B6.8 Any cost or expense incurred by the Proponent that is associated with the preparation of the Proposal shall be borne solely by the Proponent.

B7. PROPOSAL (SECTION A)

B7.1 The Proponent shall complete Form A: Bid/Proposal, making all required entries.

B7.2 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.

B7.2.1 If a Proposal is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B7.2

B7.3 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.

B7.4 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.

B7.4.1 The name and official capacity of all individuals signing Form A: Bid/Proposal should be entered below such signatures.

B7.5 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.

B8. FEES (SECTION B)

B8.1 The Proposal shall include a Fixed Fee for all disciplines and/or phases identified in D6 Scope of Services.

B8.2 Adjustments to Fees will only be considered based on increases to the Scope of Services.

B8.2.1 The City will not consider an adjustment to the Fees based on changes in the Project budget or the Final Total Construction Cost.

B8.3 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.

- B8.4 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.
- B8.5 Notwithstanding C11.1, Fees submitted shall not include the Goods and Services Tax (GST) or Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable.
- B8.6 Payments to Non-Resident Consultants are subject to Non-Resident Withholding Tax pursuant to the Income Tax Act (Canada).

B9. EXPERIENCE OF PROPONENT AND SUBCONSULTANTS (SECTION C)

- B9.1 Proposals should include:
- (a) details demonstrating the history and experience of the Proponent and Subconsultants in providing cost estimating peer review services on three (3) projects of similar complexity and scope, and valued at over \$100,000,000.
- B9.2 For each project listed in B9.1(a), the Proponent should submit:
- (a) description of the project and its relevance to this assignment;
 - (b) role of the consultant;
 - (c) cost of capital project;
 - (d) project owner; and
 - (e) reference information (one (1) current name with telephone number and email address per project).
- B9.3 The Proposal should include general firm profile information, including years in business, average volume of work, number of employees and other pertinent information for the Proponent and all Subconsultants.

B10. EXPERIENCE OF KEY PERSONNEL ASSIGNED TO THE PROJECT (SECTION D)

- B10.1 Describe your approach to overall team formation and coordination of team members.
- B10.1.1 Include an organizational chart for the Project.
- B10.2 Identify the following Key Personnel assigned to the Project:
- (a) team lead;
 - (b) senior cost manager;
 - (c) cost manager;
 - (d) risk manager; and
 - (e) discipline leads.
- B10.3 Submit the experience and qualifications of the Key Personnel assigned to the Project for projects of similar complexity and scope, and valued at over \$100,000,000. Include:
- (a) educational background and degrees;
 - (b) professional recognition;
 - (c) job title;
 - (d) years of experience in current position;
 - (e) years of experience in cost estimating services; and
 - (f) years of experience with existing employer.
- B10.4 Roles of each of the Key Personnel in the Project should be identified in the organizational chart referred to in B10.1.1.

- B10.5 For each person identified, list at least two (2) comparable projects in which they have played a primary role similar to that proposed for this Project. If a project selected for a key person is included in B9, provide only the project name and the role of the key person. For other projects provide the following:
- (a) description of project;
 - (b) role of the person;
 - (c) project owner; and
 - (d) reference information (one (1) current name with telephone number and email address per project).

B11. PROJECT UNDERSTANDING AND METHODOLOGY (SECTION E)

- B11.1 Describe your firm's project management approach and team organization during the performance of Services, so that the evaluation committee has a clear understanding of the methods the Proponent will use in the delivery of this Project.
- B11.2 Methodology should be presented in accordance with the Scope of Services identified in D6.
- B11.3 Describe the collaborative process/method to be used by the Key Personnel of the team in the various phases of the Project.
- B11.4 Proposals should address:
- (a) the methodology that the Proponent intends to use to carry out the Scope of Services;
 - (i) the methodology should be presented in accordance with the Scope of Services identified in D6;
 - (b) the team's understanding of the broad functional and technical requirements;
 - (c) the work activities related to the Scope of Services including relevant meetings and their purpose;
 - (d) the deliverables associated with the Scope of Services;
 - (e) all significant assumptions and interpretations related to the Scope of Services;
 - (f) any other insight, proposed usage of innovation, or identification of risks related to the Scope of Services that demonstrates the Proponent's suitability to the Project;
 - (g) 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> ; and;
 - (h) any other issue that conveys your team's understanding of the Project requirements.
- B11.5 The Proposal should include Form P: Person Hours for all disciplines and or phases identified in D6 Scope of Services.
- B11.5.1 The total Fees on Form P: Person Hours should match Fees submitted in response to B8.
- B11.6 Proponents may use Form P: Person Hours or a table of their own design provided it includes all information requested in accordance with B11.5.
- B11.7 A sample of Form P: Person Hours can be found at <https://winnipeg.ca/matmgt/templates/information.stm>
- B11.8 For each person identified in B10.2, list the percent of the person's time to be dedicated to the Project in accordance with the Scope of Services identified in D6.

B12. PROJECT SCHEDULE (SECTION F)

B12.1 Proponents should present a carefully considered Critical Path Method schedule using Microsoft Project or similar project management software, complete with durations (weekly timescale) and milestone dates or events. The schedule should address each requirement of the Scope of Services.

B12.2 Further to B12.1, the Proponent's schedule should also include:

- (a) critical dates for review;
- (b) anticipated review and approval periods by the City;
 - (i) five (5) Calendar Days shall be allotted for the City's review of Deliverables;
- (c) project meetings; and
- (d) submission dates for required Deliverables.

B12.3 The schedule should incorporate the dates listed in D9. The Proponent shall give justification in the event that the dates listed in the schedule deviate from the dates listed in D9.

B13. ELIGIBILITY

B13.1 As a result of having provided advisory services in relation to this Project, the following Persons are not eligible to be a Proponent, participate as team members of a Proponent, or act as advisors to a Proponent or to any of their team members or to otherwise participate in the development and preparation of Proposals for the Project:

- (a) Veolia Water Canada Inc. (Veolia);
- (b) AECOM Canada Ltd.;
- (c) Excel Advisory Services Ltd.;
- (d) Fivepoint Construction Consulting Ltd.;
- (e) Deloitte;
- (f) SMA Consulting Ltd.;
- (g) Aecon Water Infrastructure Inc.;
- (h) Oscar Renda Contracting of Canada, Inc.;
- (i) MWH Constructors Canada Ltd.;
- (j) Stantec Consulting Ltd.; and
- (k) Hatch Ltd.

B13.2 A Proponent may be disqualified if any of the above-noted ineligible persons participate in the development and preparation of the Proponent's Proposal for this service.

B14. DISCLOSURE

B14.1 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.

B14.2 The Persons are:

- (a) N/A

B15. CONFLICT OF INTEREST AND GOOD FAITH

B15.1 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.

- B15.2** 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.
- B15.3** In connection with their Proposal, each entity identified in B15.2 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.
- B15.4** Without limiting B15.3, 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.
- B15.5** Without limiting B15.3, 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 B15.4 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.

- B15.6 The final determination of whether a perceived, potential or actual Conflict of Interest exists shall be made by the City, in their sole discretion.

B16. QUALIFICATION

- B16.1 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;
- (b) be financially capable of carrying out the terms of the Contract; and
- (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.

- B16.2 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>

- B16.3 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 cost estimating peer review services for projects of similar complexity and scope, and valued at over \$100,000,000;
- (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 B16.4 and D12).

- B16.4 Further to B16.3(f), the Proponent acknowledges that they and all Subconsultants have obtained training required by the Accessibility for Manitobans Act (AMA) available at <https://accessibilitymb.ca/resources-events-and-training/online-training.html> for anyone that may have any interaction with the public on behalf of the City of Winnipeg.

- B16.5 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.

- B16.6 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.

B17. OPENING OF PROPOSALS AND RELEASE OF INFORMATION

- B17.1 Proposals will not be opened publicly.

- B17.2 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.
- B17.3 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).
- B17.3.1 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. IRREVOCABLE OFFER

- B18.1 The Proposal(s) submitted by the Proponent shall be irrevocable for the time period specified in Paragraph 11 of Form A: Bid/Proposal.
- B18.2 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.

B19. WITHDRAWAL OF OFFERS

- B19.1 A Proponent may withdraw their Proposal without penalty prior to the Submission Deadline.

B20. INTERVIEWS

- B20.1 The Consulting Contract Administrator may, in their sole discretion, interview Proponents during the evaluation process.

B21. NEGOTIATIONS

- B21.1 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.
- B21.2 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.
- B21.3 If, in the course of negotiations pursuant to B21.2, 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.

B22. EVALUATION OF PROPOSALS

- B22.1 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 B16: (pass/fail)
 - (c) Fees; (Section B) 20%
 - (d) Experience of Proponent and Subconsultant; (Section C) 25%

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| (e) | Experience of Key Personnel Assigned to the Project; (Section D) | 25% |
| (f) | Project Understanding and Methodology; and (Section E) | 25% |
| (g) | Project Schedule. (Section F) | 5% |
- B22.2 Further to B22.1(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.
- B22.3 Further to B22.1(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.
- B22.4 If, in the sole opinion of the City, a Proposal does not achieve a pass rating for B22.1(a) and B22.1(b), the Proposal will be determined to be non-responsive and will not be further evaluated.
- B22.5 Further to B22.1(c), Fees will be evaluated based on Fees submitted in accordance with B8.
- B22.5.1 For evaluation purposes only, where Fees include a cash allowance, the cash allowance shall be removed from the total Fees for the calculation of price points.
- B22.6 Further to B22.1(c), the Award Authority may reject a Proposal as being non-responsive if it exceeds the funds available as shown in D6.4.
- B22.7 Further to B22.1(d), 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 B9, including but not limited to the following criteria:
- (a) similarity of the Proponent's past projects to this Project; and
 - (b) success of the Proponent on past projects.
- B22.8 Further to B22.1(e), 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 B10, including but not limited to the following criteria:
- (a) appropriateness of related years of experience of the Key Personnel;
 - (b) relevancy of experience of the Key Personnel;
 - (c) appropriateness of the approach of the overall team formation and coordination of team members; and
 - (d) success of the Key Personnel on past projects.
- B22.8.1 Proposals that receive less than half of the available evaluation points for Experience of Key Personnel Assigned to the Project (Section D) will be rejected in accordance with B22.2 and B22.3.
- B22.9 Further to B22.1(f), Project Understanding and Methodology will be evaluated considering your firm's understanding of the City's Project, project management approach and team organization, in accordance with B11, including but not limited to the following criteria:
- (a) appropriateness of the project management approach;
 - (b) consistency and completeness of the methodology;
 - (c) appropriateness of hours assigned to individual tasks per person;
 - (d) Proponent's understanding of the Project, including the deliverables and constraints; and
 - (e) demonstration of insight beyond the information presented in this RFP.

- B22.9.1 Proposals that receive less than half of the available evaluation points for Project Understanding and Methodology (Section E) will be rejected in accordance with B22.2 and B22.3.
- B22.10 Further to B22.1(g), Project Schedule will be evaluated considering the Proponent's ability to comply with the requirements of the Project, in accordance with B12, including but not limited to the following criteria:
- (a) completeness and consistency of the Project schedule;
 - (b) logic and sequencing of the tasks; and
 - (c) appropriateness of the timelines provided.
- B22.11 Notwithstanding B22.1(d) to B22.1(g), where Proponents fail to provide a response to B6.2(a) to B6.2(d), the score of zero may be assigned to the incomplete part of the response.
- B22.12 Proposals will be evaluated considering the information in the Proposal Submission and any interviews held in accordance with B20.
- B22.13 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.

B23. AWARD OF CONTRACT

- B23.1 The City will give notice of the award of the Contract, or will give notice that no award will be made.
- B23.2 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.
- B23.2.1 Without limiting the generality of B23.2, 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.
- B23.3 Where an award of Contract is made by the City, the award shall be made to the qualified Proponent submitting the most advantageous offer.
- B23.4 The City may, at their discretion, award the Contract in phases.
- B23.5 Further to B23.4 the City reserves the right to negotiate and award future phases to the successful Proponent.
- B23.6 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
- B23.6.1 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.
- B23.7 The form of Contract with the City of Winnipeg will be based on the Contract as defined in C1.1(v).

- B23.8 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.
- B23.9 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:
Sherrie Jirasek, C.E.T.
Telephone No. 204 612-0360
Email Address: sjirasek@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 Biosolids Facilities Project at the existing North End Sewage Treatment Plant (NEWPCC) will provide advanced sludge treatment for the City's three sewage treatment plants and the Winnipeg Metro Region. Upgrades to accept, store, treat, and stabilize the sludge produced from the treatment of wastewater into reusable biosolids is required to meet the City's growth requirements and the regulatory deadline of December 31, 2030. The City's approved budget for the Biosolids Facilities Project is \$1.035 billion.
- D3.2 The City has selected a Development Partner under a Progressive Design-Build contract model: Red River Biosolids Partners General Partnership (RRBP), a consortium comprised of Aecon Water Infrastructure Inc., Oscar Renda Contracting of Canada Inc., and MWH Constructors Canada Ltd. The technical design group is comprised of Stantec Consulting Ltd. and Hatch Ltd.
- D3.3 Two Contract Price Reports will be submitted; one during the Preliminary Design Phase and one during the Intermediate Design Phase. The Contract Price Report will include the following sections:
- (i) Section 1 – Executive Summary – will identify the Preliminary Cost Estimate or Intermediate Cost Estimate (as applicable) and its Implementation Phase Estimate, Corporate Overhead, Profit, and Risk and Contingency components;
 - (ii) Section 2 – Quantity Takeoff Drawings and/or Quantity Takeoff BIM Report as applicable;
 - (iii) Section 3 – completed checklists for each of the reviews of the material takeoffs and crew mix/productivity in accordance with the Draft Basis of Estimate;
 - (iv) Section 4 – estimate summary level by Work Breakdown Structure (WBS) (summarized by WBS levels 2, 3, and 4);
 - (v) Section 5 – estimate summary level by *Master Format CSI 2018* (and any required format such as elemental for building components);
 - (vi) Section 6 – estimate detailed level - flat file (MS Excel);
 - (vii) Section 7 – estimating software native file (if applicable);
 - (viii) Section 8 – Resource Unit Rates, Composite Rates, supplier's/subcontractor's actual quotes;
 - (ix) Section 9 – subcontractors, suppliers and vendor's evaluation sheets including the preferred quotation;
 - (x) Section 10 – Cost Escalation Analysis of the Intermediate Phase Eligible Costs Estimate;

- (xi) Section 11 – Variance Analyses;
- (xii) Section 12 – Quantitative Risk Analysis (QRA) Report and updated risk register; and
- (xiii) Section 13 – identify how Exclusions are to be addressed.

D3.3.1 Not all sections of the Contract Price Report will be relevant to the peer review of cost estimates.

D4. DEFINITIONS

D4.1 When used in this Request for Proposal:

- (a) **“Additional Work Allowance”** means a cash allowance that is to be used for City initiated changes that arise during the various stages of the Project;
- (b) **“Basis of Estimate”** means the document explaining the rationale, methods, and assumptions used for the development of the cost estimates;
- (c) **“Class 2 Cost Estimate”** means an estimate with an expected accuracy of -10%to +20%;
- (d) **“Class 3 Cost Estimate”** means an estimate with an expected accuracy of -20% to +30%;
- (e) **“Conflict of Interest”** is defined in B15.2;
- (f) **“Contract Price Report”** means the report that the Development Partner shall submit with each cost estimate, as outlined in D3.3;
- (g) **“Development Partner”** is the legal entity that the City enters into contract with in the Development Phase Agreement;
- (h) **“Development Phase”** means the phase of the Project comprising the activities undertaken by the City and the Development Partner in the DPA;
- (i) **“Development Phase Agreement”** or **“DPA”** means the agreement and all schedules, appendices and exhibits for the NEWPCC Upgrade: Biosolids Facilities Project;
- (j) **“Intermediate Cost Estimate”** means an open-book cost estimate during the Intermediate Design Period;
- (k) **“Intermediate Design Period”** means the period from the approval of the Preliminary Design Submittal and Intermediate Design Period Work Plan to the approval of the Intermediate Design Submittal;
- (l) **“Intermediate Phase Eligible Costs Estimate”** means the estimate of Eligible Costs provided by the Development Partner which shall advance the Preliminary Cost Estimate to a Class 3 Cost Estimate and the Intermediate Cost Estimate to a Class 2 Cost Estimate;
- (m) **“Key Personnel”** means an individual designated in a Proponent’s Proposal Submission to perform a lead role in one or more of the proposed key organizational positions indicated in this RFP for the Proponent or its team members;
- (n) **“NEWPCC”** means the North End Sewage Treatment Plant (formerly known as the North End Water Pollution Control Centre) located at 2230 Main Street in Winnipeg, Manitoba;
- (o) **“Preliminary Cost Estimate”** means an open-book cost estimate during the Preliminary Design Period;
- (p) **“Preliminary Design Period”** means the period from the approval of the Preliminary Design Work Plan to the Preliminary Design Period End Date;
- (q) **“RRBP”** means Red River Biosolids Partners, as well as the Development Partner. Notwithstanding C1.1, when used in this Request for Proposal; and
- (r) **“Supply Chain Disruption”** means an inability by the Consultant/Contractor to obtain goods or services from third parties necessary to perform the Work of the Contract within the schedule specified therein, despite the Consultant/Contractor making all reasonable commercial efforts to procure same. Consultant/Contractors are advised that increased costs do not, in and of themselves, amount to a Supply Chain Disruption.

D5. GENERAL REQUIREMENTS

D5.1 General Requirements of the Consultant

- D5.1.1 The Consultant shall not substitute or replace any Key Personnel throughout the duration of the Project without the written approval of the Consulting Contract Administrator. Experience and qualification as specified in B10 shall be submitted for all requested substitute(s) and replacement(s).

D5.2 General Requirements for Project Deliverables

- D5.2.1 Project deliverables include but are not limited to:
- (a) Preliminary Design Contract Price Peer Review Report;
 - (b) Intermediate Design Contract Price Peer Review Report; and
 - (c) Executive Summary Document summarizing the findings of (a) and (b).
- D5.2.2 All Project deliverables are to be delivered with a document lifecycle approach.
- D5.2.3 Where possible, all documents shall be delivered in a text searchable format.
- D5.2.4 All deliverables shall have incorporated the Consultant's internal quality procedures before being submitted to the City.
- (a) All deliverables shall be reviewed by a representative of the Consultant who is proficient in technical writing prior to being submitted to the City.
 - (b) Any deliverables deemed by the City to be of poor quality shall be rejected and will be required to be revised and resubmitted at no additional cost to the City.
- D5.2.5 The deliverables shall be submitted in a substantially completed draft format for review prior to submittal as a final document.
- (a) Draft versions of written documents shall be submitted in Microsoft Word (.docx) native format.
 - (b) All deliverables shall be submitted to the Consulting Contract Administrator.
- D5.2.6 The deliverables shall be finalized based on comments provided in writing or during meetings with all parties.

D5.3 General Requirements for Meetings

- D5.3.1 The Consultant is responsible for scheduling and chairing Project meetings. For each meeting, provide:
- (a) an agenda a minimum of two (2) Business Days before the meeting date; and
 - (b) meeting minutes within three (3) Business Days after the meeting date.
- D5.3.2 Meetings can be in person or held virtually using Microsoft Teams or similar software.

D6. SCOPE OF SERVICES

- D6.1 The scope of work of this RFP consists of a peer review of RRB's Preliminary and Intermediate Design Contract Price Reports.
- D6.1.1 The nature of the review is intended to be high-level, with a primary focus on providing opinion and commentary regarding the key determinants of construction cost, risk and contingency development, cost sharing between RRB and the City, market conditions, and other relevant factors.
- D6.1.2 The purpose of the Peer Review is not to recreate or revise the estimates as provided.
- D6.1.3 The Peer Reviewer is required to conduct spot checks of quantities of the major cost drivers, unit rates, and allowances, however, a comprehensive, independent estimate is not required.

- D6.2 The services required under this Contract shall consist of the following phases and as outlined in D7 to D10 in accordance with the following:
- (a) Project Management in accordance with D7;
 - (b) Document Reviews in accordance with D8;
 - (c) Peer Review of Cost Estimates Reports in accordance with D9; and
 - (d) Executive Summary in accordance with D10.
- D6.3 The Services required in the Contract 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.
- D6.4 The funds available for this Contract are \$180,000.

D7. PROJECT MANAGEMENT

- D7.1 Plan, organize, secure, and manage resources to complete the phases outlined in D8 to D10.
- D7.2 Coordinate Project meetings as per D5.3.
- D7.3 At a minimum, schedule and chair the following Project meetings and provide minutes:
- (a) Project kick-off meeting – to be scheduled within one (1) week of award;
 - (b) Meeting with the City's risk team to provide input as to areas of uncertainty in the cost estimate;
 - (c) Draft Preliminary Design Contract Price Peer Review Report review meeting;
 - (d) Draft Intermediate Design Contract Price Peer Review Report review meeting; and
 - (e) Draft Executive Summary Document meeting.
- D7.4 Carry out other project management activities as required.

D8. DOCUMENT REVIEW

- D8.1 The following documents will be provided to the Consultant:
- (a) relevant portions of the Development Phase Agreement between the City and RRB (to be provided immediately upon award of the Contract);
 - (i) Version 1.0 of the DPA can be found at the following link: [779-2021_B Bid Opportunity Documents - Purchasing - Corporate Finance - City of Winnipeg](#)
 - (ii) The most recent version of the DPA will be provided at time of award;
 - (b) RRB's Preliminary Design Contract Price Report as described in D3.3 (estimated to be provided October 8, 2025); and
 - (c) RRB's Intermediate Design Contract Price Report as described in D3.3 (estimated to be provided May 14, 2026).
- D8.2 Relevant documents and drawings required for the completion of the peer review are available by request to the Consulting Contract Administrator. These documents and drawings will be released at the sole discretion of the City.

D9. PEER REVIEW OF COST ESTIMATES

- D9.1 Review RRB's Preliminary and Intermediate Design Contract Price Reports and provide an expert opinion and guidance on aspects of the report and including, but not limited to:

- (a) the qualifications and/or limitations of the review;
 - (b) the reasonableness of the estimating methodology, approach, structure, and format for a project of this magnitude and type;
 - (c) the completeness of the described basis of estimate detail, including the level of detail for temporary works and indirect expenses of all aspects, such as social procurement, safety, temporary offices, tools, machinery, shops and facilities, etc.;
 - (d) the assumptions, exclusions, and similar factors;
 - (e) the overall comprehensiveness of the estimate, and compliance with generally accepted estimating guidelines;
 - (f) the productivity pricing including unit rates, labour rates, crew make up, fixed expense costs, etc.;
 - (i) review all factors input to estimating software that influence the total estimate through adjustment of labour;
 - (g) the allowances for generalized items such as safety, hand tools, and maintenance; and
 - (h) the assessment of the estimate level of accuracy, cost benchmarks, the potential cost impact of general risk factors (e.g. tariffs).
- D9.1.1 Provide a summary of all recommended changes to improve the cost estimate and their potential cost impact.
- D9.2 The following tasks are specifically excluded from the Peer Reviewer's Scope of Services:
- (a) the technical review of the design material used in the drafting of the estimate report; and
 - (b) the verification of all quantities in the estimates, except where spot checks of the quantities of major cost drivers are appropriate for the purposes of the review.
- D9.3 Preliminary Design Contract Price Peer Review Report schedule:
- (a) Provide the draft Preliminary Design Contract Price Peer Review Report ten (10) Business Days of receiving RRB's Preliminary Design Contract Price Report (RRBP report estimated to be received October 8, 2025 – draft peer review report to be received October 22, 2025).
 - (b) Provide the City five (5) Business Days to review the draft Preliminary Design Contract Price Peer Review Report.
 - (c) Submit the final Preliminary Design Contract Price Peer Review Report three (3) Business Days after receipt of the City comments.
- D9.4 Intermediate Design Contract Price Peer Review Report schedule:
- (a) Provide the draft Intermediate Design Contract Price Peer Review Report ten (10) Business Days of receiving RRB's Intermediate Design Contract Price Report (RRBP report estimated to be received May 14, 2026 – draft peer review report to be received May 29, 2026).
 - (b) Provide the City five (5) Business Days to review the draft Intermediate Design Contract Price Peer Review Report.
 - (c) Submit the final Intermediate Design Contract Price Peer Review Report three (3) Business Days after receipt of the City comments.

D10. EXECUTIVE SUMMARY

- D10.1 Prepare a public facing Executive Summary Document upon finalization of the Preliminary and Intermediate Design Contract Price Peer Review Reports to be provided to elected officials. The Executive Summary Document to:
- (a) be two (2) pages or less;
 - (b) be in plain language;
 - (c) include the description of the Work undertaken; and

(d) include the findings/outcomes of the cost estimate review process.

D10.2 The Executive Summary Document to be completed three (3) Business Days after completion of the final Intermediate Design Contract Price Peer Review Report.

D11. ADDITIONAL WORK ALLOWANCE

D11.1 The Additional Work Allowance in the amount of \$20,000 is to be used in the event of City initiated changes that arise in the Project. When such Work arises, the Consultant will prepare a concise scope of work, cost proposal, and payment schedule in collaboration with the Consulting Contract Administrator. The proposal shall be submitted to the Consulting Contract Administrator for final approval. No additional Work shall start prior to this approval.

D12. ACCESSIBLE CUSTOMER SERVICE REQUIREMENTS

D12.1 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.

D12.1.1 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.

D12.1.2 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.

D13. SUPPLIER CODE OF CONDUCT

D13.1 The Contractor has reviewed and understands the City's Supplier Code of Conduct. This document is located at: <https://www.winnipeg.ca/media/4891>

D13.2 The Contractor agrees to comply with the Supplier Code of Conduct as it may be amended or replaced from time to time. The Contractor is responsible for periodically checking the above link for updates to the Supplier Code of Conduct. Contract signature on Form A: Bid/Proposal from the Contractor signifies agreement to the Supplier Code of Conduct which comes into effect once the Contract starts.

D13.3 If there is a conflict between the Contract and the Supplier Code of Conduct – the Contract will prevail.

D14. UNFAIR LABOUR PRACTICES

D14.1 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> conventions as ratified by Canada.

- D14.2 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.
- D14.3 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.).
- D14.4 Failure to provide the evidence required under D14.3, may be determined to be an event of default in accordance with C14.
- D14.5 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.
- D14.5.1 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.
- D14.5.2 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 D14.5. 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.

D15. INFORMATION MANAGEMENT

- D15.1 The following provisions are in addition to any preceding obligations of confidentiality contained in this document. All requirements apply to the Consultant. Further, where the Services &/or Work is being provided by a third party (either by a Subconsultant or authorized third party reseller), the Consultant represents and warrants that it will ensure that the third party meets all of the relevant requirements of the Information Management clauses and will assume responsibility and liability for the third party's compliance or non-compliance.
- D15.2 The Consultant acknowledges that The Freedom of Information and Protection of Privacy Act ("FIPPA") and Personal Health Information Act ("PHIA") imposes obligations on the City to collect, store, use, disclose, and destroy "personal information", as that term is defined in FIPPA, ("Personal Information") in the strictest of confidence and in accordance with FIPPA and PHIA.
- D15.3 The Consultant:
- (a) shall be deemed to be an Information Manager as that term is defined in FIPPA;
 - (b) shall be responsible to ensure that all Personal Information is collected, stored, used, disclosed or destroyed only and strictly in accordance with the Contract; and
 - (c) shall, in respect of all Personal Information, implement and comply with the security requirements, controls, policies, and standards set out in the Contract and the Specifications.

- D15.4 While this Contract is in effect, and at all times thereafter, the Consultant shall treat as confidential any and all Confidential Information which it acquires or that is collected, stored, used, disclosed or destroyed, or to which it is given access, or which in any other way it comes into possession or knowledge of, during the course of the performance of the Contract. For the purposes of this Contract, Personal Information shall be considered to be Confidential Information.
- D15.5 The Consultant shall comply with section 44.1 of FIPPA, and more generally, any collection, storage, use, disclosure or destruction of Personal Information by the Consultant shall be in compliance with FIPPA and PHIA.
- D15.6 Further to C21 of the General Conditions, all Confidential Information is and shall remain the property of the City.
- D15.7 The Consultant shall not disclose or appropriate to their own use, or to the use of any third party, all or any part of the Confidential Information without the prior written consent of the Consulting Contract Administrator. The Consultant shall not at any time make any public announcement, press release, or statement of fact or opinion regarding the Bid Opportunity, the Contract, the Work, the City, or the Confidential Information without the prior written consent of the Consulting Contract Administrator.
- D15.8 While this Contract is in effect and at all times thereafter the Consultant shall: (a) only collect, store, use, disclose or destroy the Confidential Information for the purposes expressly permitted by the City, and only to the extent necessary to perform its obligations under this Contract:
- (a) ensure that access to the Confidential Information is only provided or permitted a “need to know” basis, and that access, when given, shall be the minimum amount necessary to accomplish the task;
 - (b) not disclose or permit the disclosure of the Confidential Information or any copies thereof, whether in whole or in part, in any form or medium, to any third party, including Subconsultants or agents, without the prior written consent of the Consulting Contract Administrator;
 - (c) not reproduce any Confidential Information, in whole or in part, in any form or medium, without the express prior written consent of the Consulting Contract Administrator; and
 - (d) inform its Subconsultants of the obligations imposed upon it under this Contract and FIPPA, and shall take whatever steps are necessary to ensure that all of its Subconsultants comply with those obligations, including (but not limited to) binding said Subconsultants to terms no less strict than those herein through written confidentiality agreements.
- D15.9 The Consultant shall put into place reasonable security arrangements, including administrative, technical, and physical safeguards that ensure the confidentiality and security of the Confidential Information. The standard of such security arrangements shall be the greater of:
- (a) the standards the Consultant has in place to protect its own confidential information; or
 - (b) the standards imposed on the Consultant by the Consulting Contract Administrator.
- D15.10 Upon becoming aware of any unauthorized use or handling of the Confidential Information (a “Confidentiality Breach”), the Consultant shall immediately notify the Consulting Contract Administrator in writing, take all reasonable steps to prevent the recurrence of any such Confidentiality Breach, and notify the Consulting Contract Administrator of said steps in writing.
- D15.11 Upon receiving a subpoena or other validly issued administrative or judicial order seeking Confidential Information, the Consultant shall provide the Consulting Contract Administrator with prompt notice thereof, deliver a copy of its proposed response to the Consulting Contract Administrator, and thereafter be entitled to comply with the demand to the extent permitted or required by law (unless the demand has been time-limited, quashed, or extended). The Consultant shall cooperate with the Consulting Contract Administrator in the defense of the demand, if so requested by the Consulting Contract Administrator.

- D15.12 The Consultant shall, and shall ensure its Subconsultants, comply with all directives issued by the Consulting Contract Administrator with respect to safeguarding or otherwise ensuring the confidentiality of the Confidential Information, and shall cooperate with the Consulting Contract Administrator so that the Consulting Contract Administrator can verify that the Consultant has complied, and is complying, with its obligations hereunder.

SUBMISSIONS

D16. AUTHORITY TO CARRY ON BUSINESS

- D16.1 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.

D17. INSURANCE

- D17.1 The Consultant shall procure and maintain, at their own expense and cost, insurance policies with limits no less than those shown below.
- D17.2 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 \$5,000,000 . per claim and \$5,000,000 in the aggregate.
- D17.2.1 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.
- D17.3 The policies required in D17.2(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.

- D17.4 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 D17.2(a) and D17.2(b).
- D17.5 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 D17.2(a) and D17.2(c).
- D17.6 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 D17.9.
- D17.7 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.
- D17.8 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.
- D17.9 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

D18. COMMENCEMENT

- D18.1 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.
- D18.2 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 D16; and
 - (ii) evidence of the insurance specified in D17.
 - (b) the Consultant has attended a meeting with the Consulting Contract Administrator, or the Consulting Contract Administrator has waived the requirement for a meeting; and
 - (c) the direct deposit application specified in D21.1.
- D18.3 The City intends to award this Contract by September 16, 2025.

D19. SUPPLY CHAIN DISRUPTION SCHEDULE DELAYS

- D19.1 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.
- D19.2 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.
- D19.3 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.

- D19.4 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 D19.3. Failure to provide this notice will result in no additional time delays being considered by the City.
- D19.5 The Services schedule, including the durations identified in the Contract, will be adjusted to reflect delays accepted by the Consulting Contract Administrator.
- D19.6 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.

MEASUREMENT AND PAYMENT

D20. INVOICES

- D20.1 Further to C11, the Consultant:
- (a) shall submit invoices for Work performed in accordance with the instruction on the City's website at: <https://www.winnipeg.ca/finance/corporate-accounts-payable.stm>;
 - (b) shall submit an invoice for each portion of Work performed based on the Payment Schedule in D22; and
 - (c) should copy the Contract Administrator on submission of its invoice.
- D20.2 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.

D21. PAYMENT

- D21.1 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.

D22. PAYMENT SCHEDULE

- D22.1 The following payment schedule shall be applicable for the:
- (a) Preliminary Design Contract Price Peer Review Report
 - (i) 40% of total fees, excluding cash allowance, upon receipt of the draft Preliminary Design Contract Price Peer Review Report by the Consulting Contract Administrator; and
 - (ii) 20% of total fees, excluding cash allowance, upon receipt of the final Preliminary Design Contract Price Peer Review Report by the Consulting Contract Administrator.
 - (b) Intermediate Design Contract Price Peer Review Report
 - (i) 20% of total fees, excluding cash allowance, upon receipt of the draft Intermediate Design Contract Price Peer Review Report by the Consulting Contract Administrator; and
 - (ii) 10% of total fees, excluding cash allowance, upon receipt of the final Intermediate Design Contract Price Peer Review Report by the Consulting Contract Administrator.
 - (c) Completion
 - (i) 10% of total fees, excluding cash allowance, upon completion of the Executive Summary Document as per clause D10 and completion of any outstanding scope of work.

- D22.2 Payment may be reduced, at the discretion of the Consulting Contract Administrator, if the Consultant does not comply with the requirements of the RFP.

DISPUTE RESOLUTION

D23. DISPUTE RESOLUTION

- D23.1 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 D23.
- D23.2 The entire text of C17.4 is deleted, and amended to read: "Intentionally Deleted"
- D23.3 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.
- D23.4 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.
- D23.4.1 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.
- D23.4.2 As these negotiations are not an adjudicative hearing, neither party may have legal counsel present during the negotiations.
- D23.4.3 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.
- D23.4.4 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 D23.4.3, 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

D24. FUNDING AND/OR CONTRIBUTION AGREEMENT OBLIGATIONS

D24.1 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.

D24.2 For the purposes of D24:

- (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.

D24.3 Indemnification By Consultant

D24.3.1 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.

D24.3.2 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.

D24.4 Records Retention and Audits

D24.4.1 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.

D24.4.2 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 D24.4.1 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.

D24.5 Other Obligations

- D24.5.1 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.
- D24.5.2 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.
- D24.5.3 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.
- D24.5.4 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.
- D24.5.5 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.
- D24.5.6 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.