



THE CITY OF WINNIPEG

REQUEST FOR PROPOSAL

RFP NO. 559-2025

**PROFESSIONAL CONSULTING SERVICES FOR ENVIRONMENTAL STANDARDS
LABORATORY FACILITY UPGRADE**

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PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

- B1.1 PROFESSIONAL CONSULTING SERVICES FOR ENVIRONMENTAL STANDARDS LABORATORY FACILITY UPGRADE
- B1.2 LABORATORY FACILITY UPGRADE

B2. SUBMISSION DEADLINE

- B2.1 The Submission Deadline is 12:00 noon Winnipeg time, July 31, 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. SITE INVESTIGATION

- B3.1 The Consulting Contract Administrator or an authorized representative will conduct a site investigation tour of the Environmental Standards Laboratory at the North End Sewage Treatment Plant (NEWPCC), 2230 Main Street, Winnipeg on:
 - (a) Tuesday, July 15, 2025 at 1 p.m.; and
 - (b) Thursday, July 17, 2025 at 9 a.m.
- B3.1.1 Proponents are requested to register for the site investigation at least 24 hours before scheduled tour by contacting the Consulting Contract Administrator identified in D2.
- B3.1.2 Proponents are requested to meet in the Visitor's parking lot outside the reception area of the NEWPCC.
- B3.2 Although attendance at the Site Investigations is not mandatory, the City strongly suggests that Proponents attend.
- B3.3 The Proponent shall not be entitled to rely on any information or interpretation received at the site investigation unless that information or interpretation is the Proponent's direct observation, or is provided by the Consulting Contract Administrator in writing.
- B3.4 The Proponent is responsible for inspecting the Site, the nature of the Work to be done and all conditions that might affect their Proposal or their performance of the Work, and shall assume all risk for conditions existing or arising in the course of the Work which have been or could have been determined through such inspection

B4. ENQUIRIES

- B4.1 All enquiries shall be directed to the Consulting Contract Administrator identified in D2.
- B4.2 If the Proponent finds errors, discrepancies or omissions in the Request for Proposal, or is unsure of the meaning or intent of any provision therein, the Proponent shall promptly notify the Consulting Contract Administrator of the error, discrepancy or omission at least five (5) Business Days prior to the Submission Deadline.
- B4.3 Responses to enquiries which, in the sole judgment of the Consulting Contract Administrator, require a correction to or a clarification of the Request for Proposal will be provided by the Consulting Contract Administrator to all Proponents by issuing an addendum.
- B4.4 Responses to enquiries which, in the sole judgment of the Consulting Contract Administrator, do not require a correction to or a clarification of the Request for Proposal will be provided by the Consulting Contract Administrator only to the Proponent who made the enquiry.

- B4.5 All correspondence or contact by Proponents with the City in respect of this RFP must be directly and only with the City's Consulting Contract Administrator. Failure to restrict correspondence and contact to the Consulting Contract Administrator may result in the rejection of the Proponents Proposal Submission.
- B4.6 The Proponent shall not be entitled to rely on any response or interpretation received pursuant to B4 unless that response or interpretation is provided by the Consulting Contract Administrator in writing.
- B4.7 Any enquiries concerning submitting through MERX should be addressed to:
MERX Customer Support
Phone: 1-800-964-6379
Email: merx@merx.com

B5. CONFIDENTIALITY

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

B6. ADDENDA

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

B7. PROPOSAL SUBMISSION

- B7.1 The Proposal shall consist of the following components:
- (a) Form A: Bid/Proposal (Section A) in accordance with B8;
 - (b) Fees (Section B) in accordance with B9.

(c) Form P: Person Hours in accordance with B9.

B7.2 The Proposal should also consist of the following components:

- (a) Experience of Proponent and Subconsultants (Section C) in accordance with B10;
- (b) Experience of Key Personnel Assigned to the Project (Section D), in accordance with B11;
- (c) Project Understanding and Methodology (Section E) in accordance with B12; and
- (d) Project Schedule (Section F) in accordance with B13.

B7.3 Further to B7.1 all components of the Proposal shall be fully completed or provided in the order indicated, and submitted by the Proponent no later than the Submission Deadline, with all required entries made clearly and completely, to constitute a responsive Proposal.

B7.4 Further to B7.2, all components of the Proposal should be fully completed or provided in the order indicated, and submitted by the Proponent no later than the Submission Deadline, with all required entries made clearly and completely.

B7.5 Proposal format, including number of pages, size of pages and, font, etc., will not be regulated, except that the Proposal should contain a table of contents, page numbering and should be in the Sections identified above. Proponents are encouraged to use their creativity to submit a Proposal which provides the requested information for evaluation and other information which illustrates the strength of their proposed solution.

B7.6 The Proposal shall be submitted electronically through MERX at www.merx.com.

B7.6.1 Proposals will **only** be accepted electronically through MERX.

B7.7 Proponents are advised that inclusion of terms and conditions inconsistent with the Request for Proposal, will be evaluated in accordance with B22.1(a).

B7.8 Any cost or expense incurred by the Proponent that is associated with the preparation of the Proposal shall be borne solely by the Proponent.

B8. PROPOSAL (SECTION A)

B8.1 The Proponent shall complete Form A: Bid/Proposal, making all required entries.

B8.2 Paragraph 2 of Form A: Bid/Proposal shall be completed in accordance with the following requirements:

- (a) if the Proponent is a sole proprietor carrying on business in their own name, their name shall be inserted;
- (b) if the Proponent is a partnership, the full name of the partnership shall be inserted;
- (c) if the Proponent is a corporation, the full name of the corporation shall be inserted;
- (d) if the Proponent is carrying on business under a name other than their own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.

B8.2.1 If a Proposal is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B8.2

B8.3 In Paragraph 3 of Form A: Bid/Proposal, the Proponent shall identify a contact person who is authorized to represent the Proponent for purposes of the Proposal.

B8.4 Paragraph 13 of Form A: Bid/Proposal shall be signed in accordance with the following requirements:

- (a) if the Proponent is a sole proprietor carrying on business in their own name, it shall be signed by the Proponent;

- (b) if the Proponent is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
- (c) if the Proponent is a corporation, it shall be signed by their duly authorized officer or officers;
- (d) if the Proponent is carrying on business under a name other than their own, it shall be signed by the registered owner of the business name, or by the registered owner's authorized officials if the owner is a partnership or a corporation.

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

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

B9. FEES (SECTION B)

B9.1 The Proposal shall include a Fixed Fee for all disciplines and/or phases identified in D4 Scope of Services.

B9.1.1 In addition to the Form B: Fees, proposals shall also include a detailed description of the Fixed Fees for all disciplines according to the Scope of Services. Details shall include as a minimum:

- (a) the work activities and deliverables of the proposed Services;
- (b) the respective number of hours per work activity, per task, per each proposed individual;
- (c) name and role of proposed individuals;
- (d) the respective design discipline or management function as applicable;
- (e) the applicable hourly rates;
- (f) the associated disbursements;
- (g) information provided in B9.2 and B9.3; and
- (h) information relating to (a) to (g) shall be presented in a matrix form that allows easy understanding of their connections, and the associated Form B: Fees summaries shall be issued from a direct traceable compilation of the matrix input.
 - (i) Proponents shall use Form P: Person Hours or a table of their own design (matrix form) provided it includes information for all disciplines and all phases identified in the Scope of Services for all disciplines and all phases identified in the Scope of Services.
 - (ii) A sample of Form P: Person Hours can be found at <https://winnipeg.ca/matmgt/templates/information.stm>
 - (iii) The total Fees on Form P: Person Hours or table of their own design (matrix form) should match Fees submitted in response to B9.1.
 - (iv) For each person identified in B11.2, list the percent of the person's time to be dedicated to the Project in accordance with the Scope of Services.

B9.2 The Proposal shall include **\$25,000.00** in the Form B: Fees for cash allowances and as detailed in D9.

B9.2.1 Cash allowances shall not be included in the calculation of total Fees proposed by the Proponent.

B9.3 Optional services shall be included in Form B: Optional Services. These shall include:

- (a) Services proposed by Proponents in accordance with D10; which shall be detailed in accordance with B9.1.1.

- B9.3.1 Optional services will not be considered by the City as part of the Fees for this Project; however, the City may include optional services in the Contract if it is considered beneficial to the Project.
- (a) City may add optional services after the contract has been awarded.
- B9.3.2 The City reserves the right to move items proposed by Proponents and included under optional services as part of Form B: Fees if the City considers those items to be part of the Scope of Services as described in this RFP. Accordingly, the Fees will be subject to evaluation in accordance with B22.
- B9.4 Adjustments to Fees will only be considered based on increases to the Scope of Services.
- B9.4.1 The City will not consider an adjustment to the Fees based on changes in the Project budget or the Final Total Construction Cost.
- B9.5 If the City requires additional services as a result of a scope change after Contract Award, the rates to be used will be based on the yearly rates provided in the Proponent's proposal.
- B9.6 Notwithstanding C1.1(b), Fees shall include costs for out of town travel, related meals and accommodations for the duration of the Project and shall not be considered an Allowable Disbursement.
- B9.7 The Fee Proposal shall also include an allowance for Allowable Disbursements as defined in C1.1(b), but shall exclude the costs of any materials testing, soils and hazardous materials investigation during construction.
- B9.8 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.
- B9.9 Payments to Non-Resident Consultants are subject to Non-Resident Withholding Tax pursuant to the Income Tax Act (Canada).
- B9.9.1 Fees stated shall not include any costs which may be incurred by the Consultant with respect to any applicable funding agreement obligations as outlined in D19. Any such costs shall be determined in accordance with D19.

B10. EXPERIENCE OF PROPONENT AND SUBCONSULTANTS (SECTION C)

- B10.1 Proposals should include:
- (a) details demonstrating the history and experience of the Proponent and Subconsultants in providing programming; design, management of the project and contract administration services on three projects of similar complexity, scope and value. It is especially important to the evaluation team that the proponent have experience with Lab design and layout.
- B10.2 For each project listed in B10.1(a), the Proponent should submit:
- (a) description of the project;
- (b) role of the consultant;
- (c) project's original contracted cost and final cost;
- (d) design and schedule (anticipated Project schedule and actual project delivery schedule, showing design separately);
- (e) project owner;
- (f) reference information (two current names with telephone numbers and email addresses per project).
- B10.2.1 Where applicable, information should be separated into Proponent and Subconsultant project listings.

- B10.3 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.

B11. EXPERIENCE OF KEY PERSONNEL ASSIGNED TO THE PROJECT (SECTION D)

- B11.1 Describe your approach to overall team formation and coordination of team members.
- B11.1.1 Include an organizational chart for the Project.
- (a) Clearly identify Subconsultants to be engaged by the Proponent on the organizational chart.
- B11.2 Identify the following Key Personnel assigned to the Project:
- (a) Project Manager;
- (b) Design Lead;
- (c) Architect;
- (d) Engineers of the key disciplines; and
- (e) Other Key Personnel with over 5% of the total proposed hours.
- B11.3 Submit the experience and qualifications of the Key Personnel assigned to the Project for projects of similar complexity, scope and value, including the Consultants Representative, managers of the key disciplines and lead designers. . Include educational background and degrees, professional recognition, job title, years of experience in current position, years of experience in design and years of experience with existing employer. Roles of each of the Key Personnel in the Project should be identified in the organizational chart referred to in B11.1.1.
- B11.4 For each person identified, list at least two 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 B10, 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;
- (d) Reference information (two current names with telephone numbers and email addresses per project).
- B11.5 For each Key Personnel identified in B11.2, provide a detailed breakdown of hours proposed in the detailed fee breakdown as requested in B9.1.1.

B12. PROJECT UNDERSTANDING AND METHODOLOGY (SECTION E)

- B12.1 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.
- B12.2 Methodology should be presented in accordance with the Scope of Services identified in D4.
- B12.3 Describe the collaborative process/method to be used by the Key Personnel of the team in the various phases of the Project.
- B12.4 Proposals should address:
- (a) the team's understanding of the broad functional and technical requirements;
- (b) the team's understanding of the urban design issues;

- (c) the teams' understanding of IAP2 processes and principles and how they apply to the Project;
 - (d) the proposed Project budget;
 - (e) 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;
 - (f) any other issue that conveys your team's understanding of the Project requirements.
- B12.5 Further to B12.4(c), the City considers Foundations of Public Engagement offered by IAP2 an asset. Although IAP2 training is considered an asset, it is not a requirement, and qualifications and experience will be weighted more heavily than training.
- B12.6 The Proposal should include Form P: Person Hours for all disciplines and or phases identified in D4 Scope of Services.
- B12.6.1 The total Fees on Form P: Person Hours should match Fees submitted in response to B9.
- B12.7 Proponents may use Form P: Person Hours or a table of their own design provided it includes all information requested in accordance with B12.6.
- B12.8 A sample of Form P: Person Hours can be found at <https://winnipeg.ca/matmgt/templates/information.stm>
- B12.9 For each person identified in B11.2, list the percent of the person's time to be dedicated to the Project in accordance with the Scope of Services identified in D4.

B13. PROJECT SCHEDULE (SECTION F)

- B13.1 Proponents should present a carefully considered Critical Path Method schedule using Microsoft Project or similar project management software, complete with resource assignments (key designers), durations (weekly timescale) and milestone dates or events. The schedule should address each requirement of the Scope of Services.
- B13.2 The Proponent's schedule should include critical dates for review and approval processes by the City and other organizations anticipated during the design and tendering phases of the Project. Reasonable times should be allowed for completion of these processes.

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;
- (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; and
- (d) have or establish and staff an office in Winnipeg for the duration of the Project.

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 services for the programming; design, management of construction and contract administration for architectural and/or engineering projects of similar complexity, scope and value; and to those required for this Project;
- (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 D6).

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.
- B17.4 Following the award of Contract, a Proponent will be provided with information related to the evaluation of their submission upon written request to the Consulting Contract Administrator.

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 0: (pass/fail)

- | | | |
|-----|--|-----|
| (c) | Fees; (Section B) | 40% |
| (d) | Experience of Proponent and Subconsultant; (Section C) | 20% |
| (e) | Experience of Key Personnel Assigned to the Project; (Section D) | 10% |
| (f) | Project Understanding and Methodology (Section E) | 20% |
| (g) | Project Schedule. (Section F) | 10% |
- 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 B9.
- B22.6 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 B10.
- B22.7 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 B11.
- B22.8 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 B12.
- B22.9 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 B13.
- B22.10 Notwithstanding B22.1(d) to B22.1(g), where Proponents fail to provide a response to B7.2(a) to B7.2(d), the score of zero may be assigned to the incomplete part of the response.
- B22.11 Proposals will be evaluated considering the information in the Proposal Submission and any interviews held in accordance with B20.
- B22.12 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 The Services of this Contract is contingent upon Council approval of sufficient funding in the 2025 Capital Budget. If the Capital Budget approved by Council does not include sufficient funding for the Services, the City will have no obligation to award a Contract.
- B23.4 Where an award of Contract is made by the City, the award shall be made to the qualified Proponent submitting the most advantageous offer.
- B23.5 The City may, at their discretion, award the Contract in phases.
- B23.6 Further to B23.5 the City reserves the right to negotiate and award future phases to the successful Proponent.
- B23.7 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
- B23.7.1 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.
- B23.8 The form of Contract with the City of Winnipeg will be based on the Contract as defined in C1.1(v).
- B23.9 If funding for the Services is provided to the City of Winnipeg by the Government of Manitoba and/or the Government of Canada, Proponents are advised that the terms of D19 shall immediately take effect upon confirmation of such funding, regardless of when funding is confirmed.
- B23.10 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.
- B23.11 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:
Erica Campbell, C.E.T., PMP
Telephone No. 204 986-3150
Email Address: ecampbell@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 last significant upgrade to the furniture, equipment and overall laboratory layout of the Environmental Standards Laboratory Facilities at the North End Sewage Treatment Plant (NEWPCC) was completed in 1996. Since that time the workload of the Analytical Services Branch has increased significantly as has the number of employees.
- D3.2 This phase of the project will include the design and construction stages to complete interior retrofits. This work will include new floors, new ceilings and light fixtures and wall finishes of existing laboratory facilities at the NEWPCC. It will update laboratory fixtures and furniture to improve efficiency in the lab so it is better able to maintain the Level of Service (LOS) for Wastewater, Water, and Solid Waste branches.
- D3.3 The Consultant will conduct a review of the current workflow in the Environmental Standards Lab to determine, with the assistance of lab management and staff, the best furniture alternatives and layout to help improve work flow and efficiency in the space.

D4. SCOPE OF SERVICES

- D4.1 The Services required under this Contract shall consist of the renovation of two Lab spaces for Environmental Standards at the NEWPCC in accordance with the following:
- (a) Pre-Design;
 - (b) Schematic Design Phase;
 - (c) Detailed Design and Specification Development;
 - (d) Contract Document Preparation;
 - (e) Tender Phase;
 - (f) Contract Administration; and
 - (g) Post Construction Services
- D4.1.1 Pre-Design
- (a) Environmental Standards has prepared work flow diagrams for the current layout of the lab and lab techs;
 - (b) The Consultant shall:

- (i) visit the site to undertake detailed investigations and audit existing conditions;
- (ii) review the prepared work flow diagrams and meet with project stakeholders to review the work flow diagrams and needs of the lab staff and gather any additional information;
- (iii) prepare minutes of all meetings with stakeholders complete with clear, actionable items and submit to the Project Coordinator for distribution to the stakeholders within 72 hours;
- (iv) prepare and verify with project stakeholders the furniture, fixtures, and equipment needs of the lab;
- (v) prepare a preliminary layout of new workstation locations to improve workflows and promote the efficient use of the available space;
- (vi) evaluate existing fume hoods and ducting for operation, location and possible replacement;
- (vii) review of existing electrical circuits and panels;
- (viii) review of existing telecommunications and IT connections;
- (ix) assist Environmental Standards with developing a relocation plan for staff that will need to be relocated during the renovations;
- (x) update construction sequence and schedule for each of the two lab spaces.

D4.1.2 Schematic Design Phase

- (a) Definition: The schematic design phase is when Environmental Standard's requirements and desires, defined in the Pre-Design phase, are resolved into physical, architectural form. The Consultant shall develop a schematic design for the lab redevelopment and Environmental Standards will review and authorize the continuation of the Design Development.
- (b) The Consultant shall:
 - (i) prepare and present a report to the stakeholders;
 - (ii) prepare a Class 3 cost estimate;
 - (iii) update report based on comments from stakeholders.

D4.1.3 Detailed Design and Specification Development phase

- (a) Shall commence after the Consultant receives direction from the Project Coordinator;
- (b) The Consultant shall:
 - (i) coordinate services of all Subconsultants as applicable;
 - (ii) schedule, chair and minute bi-weekly minutes with the Design Team, Project Coordinator and Environmental Standards stakeholders. Submit the minutes of all meetings with clear actionable items to the Project Coordinator for distribution to the stakeholders within 72 hours of the meeting;
 - (iii) identify all permits necessary for demolition and construction;
 - (iv) provide an electronic document submission of review drawings and specifications at 50% and 90% for review and approval by Environmental Standards;
 - (v) provide a formal presentation to the stakeholders at the 90% Design phase;
 - (vi) electronic drawings shall be submitted in PDF format and electronic documents shall be submitted in MS Word format;
 - (vii) allow for a fourteen Calendar day review period for stakeholders to provide comments;
 - (viii) revise electrical and mechanical systems based on relocated equipment and furniture;
 - (ix) revise telecommunications and IT connections based on relocated equipment and furniture; and
 - (x) update construction schedule for each of the two lab spaces;

D4.1.4 Contract Document Preparation

- (a) The Consultant shall:
 - (i) incorporate stakeholder comments from 90% design review into final document package;
 - (ii) provide a comprehensive set of electronic, Issued for Construction project demolition drawings and construction drawings,
 - (iii) provide product specifications for all surface finishes, electrical and mechanical equipment and all other building elements,
 - (iv) provide Tender documents following City templates;
 - (v) prepare a Class 1 cost estimate at least one (1) week prior to the Tender being sent to Purchasing for review prior to being posted
- (b) Except for detailed furniture layout design, the indicated deliverables and any other deliverables which, in the opinion of the Project Coordinator, are typical of a Detailed Tender Package, shall be prepared by the Consultant. Delegation of deliverables to the contractor will not be accepted.

D4.1.5 Tender Phase

- (a) After review by the City insurance branch and approval by the Project Coordinator, submit the detailed Tender Package to Purchasing for public bidding;
- (b) All Tender Packages shall be prepared and posted in accordance with the City of Winnipeg Purchasing Division requirements;
- (c) The Consultant shall:
 - (i) coordinate review of the Package with Purchasing and make changes as requested.
 - (ii) provide appropriate response to requests for information (RFIs) received from bidders and advice to the City during the Tender posting period.
 - (iii) issue addenda to the Tender as required.
 - (iv) arrange for and lead bidders' site visit(s).
 - (v) if required, coordinate and lead a pre-award meeting with contractor.
 - (vi) provide a Bids Evaluation Report that includes:
 - ◆ a review, analysis, tabulation, and evaluation of the tenders received;
 - ◆ recommendations for Award of Contract and identify the reasons;
 - ◆ justification for the difference in pricing if the bids deviate more than 15% from the Class 1 Cost Estimate;
 - ◆ revised contract estimate, identifying and explaining variations from the earlier formal estimate;
- (d) Following Tender close, submit one (1) electronic copy of the Final Detailed Tender Package including all addenda to the Project Coordinator.

D4.1.6 Contract Administration

- (a) The Consultant shall use the processes, procedures, forms and templates throughout the course of the Project. All documents can be found on the City's Infrastructure Planning Office website: <https://www.winnipeg.ca/infrastructure/asset-management-program/templates-manuals.stm>
- (b) Perform project management functions in accordance with the Project Management Plan and City requirements.
- (c) Administer the construction contract.
- (d) Prior to construction, prepare and submit a written and photographic record of the physical condition of the work area, existing facilities, and structures sufficient to equip the City to provide valid evidence and relevant testimony in settlement of any claim involving the City by any court of law, or by any other party for damages arising from the Project.

- (e) Conduct and chair a pre-construction meeting with WSTP team, the Contract Administration personnel and the Contractor for the Project and provide minutes.
- (f) Make application to public agencies for necessary authorizations and permits, prepare and submit reports and drawings thereto, and appear before the same in support of all applications.
 - (i) Coordinate with the contractor for completion of permits, if applicable, in a timely matter.
- (g) Prepare a detailed Vendor Document Requirements (VDR) list based upon the requirements of the drawings and specifications. The list shall in detail identify all contractor submittal requirements.
 - (i) Manage the VDR list and logs of contractor submittals.
 - (ii) Update and forward the VDR list and current logs of submittals to the contractor and WSTP team.
- (h) Review and accept contractor submittals (i.e. shop drawings) supplied by the contractor or supplier. Each submittal shall be reviewed by the appropriate professional.
- (i) Review and report to the City regarding laboratory, shop and other tests conducted on materials and/or equipment.
- (j) Review and provide recommendations for requests for alternate materials and methods. No alternates shall be approved without written authorization from the City.
- (k) Consult and advise the City during the course of construction.
- (l) Submit a copy of all correspondence relating directly or indirectly to the project, originating from or distributed to parties external to the Consultant, immediately following receipt or dispatch by the Consultant.
- (m) Keep a continuous record of Project activities including but not limited to weekly reports, photographic records of construction work and equipment, Working Days, teleconferences, emails, inspections and observations sufficient to equip the City to provide valid evidence and relevant testimony in settlement of any claim involving the City by any court of law, or by any other party for damages thereto arising from the Project.
- (n) Monitor and manage the contractor's schedule.
- (o) Review extra work or contractual claims submitted by the contractor. Provide backup material to the Project Manager as requested.
- (p) Coordinate and prepare proposed change notices (PCN) regarding the contractor scope of work as required. This may include the preparation of specifications and drawings for the PCN.
- (q) Coordinate and prepare Change Work Order (CWO) forms regarding the contractor scope of work as required and provide backup material to the Project Manager as requested.
- (r) Review acceptability of inspection and test plans from contractors, vendors or manufacturers.
- (s) Review and respond to contractor Requests for Information (RFI)'s in a timely manner.
- (t) Prepare contractor site instructions / clarifications / directives as required.
- (u) Interpret technical aspects of contract as requested by the City.
- (v) Provide a weekly construction report during the course of construction. The weekly construction report shall include, but not be limited to:
 - (i) Working Days during the course of the construction;
 - (ii) Written and photographic records of the construction, including construction progress; and
 - (iii) Provide brief descriptions of each photograph.

- (w) Provide qualified personnel with appropriate discipline expertise to perform inspections of the construction, including but not limited to the following:
 - (i) Conduct inspection of construction sufficient to ensure that the construction carried out by the contractor is in conformance with the drawings and specifications, provide report thereof.
- (x) Provide a specific construction inspection report for each inspection. The construction inspection reports shall be prepared by, or under the supervision of a Professional Engineer and contain appropriate detail to ascertain whether the construction meets the requirements of the drawings and specifications.
- (y) Prepare, update, maintain, and coordinate a deficiency list of all issues identified during inspections by the Consultant or the WSTP team. Coordinate remediation of the deficiency list with the contractor.
- (z) Coordinate regular construction review meetings. The meetings shall include representatives of the contractor and Environmental Standards team.
 - (i) The typical frequency of meetings shall be weekly during the course of construction, although meeting frequency may vary based upon the level of construction activity.
 - (ii) Prepare and distribute a meeting agenda a minimum of two days before the meeting.
 - (iii) Prepare and distribute comprehensive meeting minutes within three (3) Business Days. Update the meeting minutes with corrections from other parties. Items requiring immediate actions shall be emailed prior to issuance of the meeting minutes.
- (aa) Prepare, certify, and submit progress estimates to the City for payment to the contractor for construction performed in accordance with the Drawings and specifications.
- (bb) Coordinate and lead a comprehensive, detailed inspection including the contractor and Project Coordinator prior to Substantial Performance. Document and report on all issues identified and coordinate completion of the issues.
- (cc) Make a recommendation to the Project Coordinator when the contractor has achieved Substantial Performance and upon approval, prepare and issue a Certificate of Substantial Performance.
- (dd) Coordinate and lead a comprehensive, detailed inspection including the contractor and the Project Coordinator prior to Total Performance. Document and report on all issues identified and coordinate completion of the issues.
- (ee) Make a recommendation to the Project Coordinator when the contractor has achieved Total Performance and upon approval, prepare and issue a Certificate of Total Performance.

D4.1.7 Post Construction Services

- (a) Confirm and ensure complete turnover of project documentation (shop drawings, record drawings, O&M information, etc.) to the City by the contractor and verify that the documents are in conformance with the construction contract.
- (b) Provide final operation and maintenance information. Coordinate with installation contractor(s) and equipment supplier(s) to provide appropriate information for inclusion in Operation & Maintenance Information manual.
- (c) Provide a final construction report to the City within two months of Total Performance. The final construction report shall include the following:
 - (i) A brief summary of the project, including:
 - ◆ services accomplished, including the initial and final scope of the Project;
 - ◆ issues encountered during the Project and the resolutions achieved; and
 - ◆ final or projected final contract cost.

- (ii) Appendices, including:
 - ◆ cost summary;
 - ◆ photographs – typical pre-construction, during construction, and post-construction photographs;
 - ◆ tabulation of Tenders;
 - ◆ change orders;
 - ◆ summary of progress payments;
 - ◆ final Contract schedule;
 - ◆ subcontractor list;
 - ◆ daily or weekly reports;
 - ◆ progress meeting minutes;
 - ◆ shop drawings/submittals;
 - ◆ field instructions;
 - ◆ contractor RFI's & responses;
 - ◆ material test reports;
 - ◆ warranty information;
 - ◆ validation documentation;
 - ◆ commissioning documentation; and
 - ◆ Certificates of Substantial & Total Performance.
- (d) The Consultant shall submit two (2) paper copies and one (1) electronic PDF copy of the Final Construction Report.
- (e) Provide one (1) year warranty services tied to the date of Total Performance. The warranty services shall include but are not limited to the following:
 - (i) provide inspection services, at the request of the City, during the warranty period of the construction contract to advise the City in writing of any deficiencies and the proposed resolution of the deficiencies. Upon approval of the City, provide the contractor appropriate notice to correct the deficiencies;
 - (ii) determine if corrective work is part of contractor's warranty;
 - (iii) liaise and coordinate with the contractor to repair defective work;
 - (iv) conduct the inspection and approval of warranty work;
 - (v) issue instructions for correction of deficiencies;
 - (vi) review updates to O&M information and resolve deficiencies;
 - (vii) respond to requests by the City related to the Project; and
 - (viii) provide a detailed inspection of the Project with the Contractor and the City prior to the end of the warranty period and provide the City with an associated itemized deficiency list in written form or an appropriate recommendation of acceptance of the construction contract work.
- (f) Deliverables from Post Construction Services shall include, but not be limited to:
 - (i) Record drawings;
 - (ii) Operation & Maintenance Information;
 - (iii) Final Construction Report; and
 - (iv) Certificate of Acceptance

D4.1.8 The Services required under D4.1.6 shall be in accordance with the City's Project Management Manual <http://winnipeg.ca/infrastructure/asset-management-program/templates-manuals.stm#2> and templates <http://winnipeg.ca/infrastructure/asset-management-program/templates-manuals.stm#4> . Notwithstanding the foregoing, the Consultant is being engaged by the City for their professional expertise; the Consultant shall bring to the Consulting Contract Administrator's attention any aspect of the City's

Project Management Manual or templates which the Consultant is of the opinion is not consistent with good industry practice.

D4.2 The following shall apply to the Services:

(a) Universal Design Policy

<http://clkapps.winnipeg.ca/DMIS/DocExt/ViewDoc.asp?DocumentTypeId=2&DocId=3604>

(b) Should this project include a public engagement aspect, it will be required to meet: Public Engagement Guidelines

<https://winnipeg.ca/PublicEngagement/pdfs/PublicEngagementRequirements.pdf>

D5. DEFINITIONS

D5.1 When used in this Request for Proposal:

(a) **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;

(b) **Class 1 Cost Estimate** means an estimate within an expected accuracy within -10% to +15%;

(c) **Class 3 Cost Estimate** means an estimate within an expected accuracy within -20% to +30%;

D6. ACCESSIBLE CUSTOMER SERVICE REQUIREMENTS

D6.1 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.

D6.1.1 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.

D6.1.2 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.

D7. SUPPLIER CODE OF CONDUCT

D7.1 The Contractor has reviewed and understands the City's Supplier Code of Conduct. This document is located at: <https://www.winnipeg.ca/media/4891>

D7.2 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.

- D7.3 If there is a conflict between the Contract and the Supplier Code of Conduct – the Contract will prevail.

D8. UNFAIR LABOUR PRACTICES

- D8.1 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.
- D8.2 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.
- D8.3 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.).
- D8.4 Failure to provide the evidence required under D8.3, may be determined to be an event of default in accordance with C14.
- D8.5 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.
- D8.5.1 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.
- D8.5.2 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 D8.5. 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.

D9. CASH ALLOWANCE

- D9.1 The cash allowance indicated in B9.2 is to be used for unforeseen circumstances and as follows:
- (a) The cash allowances shall only be used with written permission of the Project Manager and formally documented in a change in Scope of Services form in the City's project management manual templates located at <https://www.winnipeg.ca/infrastructure/asset-management-program/templates-manuals.stm#6>.

- (b) When such work arises, the Consultant shall prepare a concise scope of work and cost proposal in collaboration with the Project Manager.
- (c) The proposal shall be submitted to the Project Manager for final approval.
- (d) No work, arising from the cash allowance, shall commence without the prior approval of the Project Manager

D10. OPTIONAL SERVICES

- D10.1 The Scope of Services outlined in D4 provide a brief description of the Services and is only to be considered a guideline for Proposal preparation. The Consultant is encouraged to use their initiative when developing their Proposal to refine the Scope of Services activities and propose additional or alternative activities which they consider appropriate or beneficial to the Project. Additional activities should be noted separately under Optional Services in Form B: Fees.
- (a) Activities outside of the Scope of Services shall be noted separately under Optional Services in accordance with B9.3.

SUBMISSIONS

D11. AUTHORITY TO CARRY ON BUSINESS

- D11.1 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.

D12. SAFE WORK PLAN

- D12.1 The Consultant shall provide the Consulting Contract Administrator with a Safe Work Plan at least five (5) Business Days prior to the commencement of any Work on the Site but in no event later than the date specified in C4.4(a) for the return of the executed Contract.
- D12.2 The Safe Work Plan should be prepared and submitted in the format shown in the City's template which is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Purchasing Division website at <http://www.winnipeg.ca/matmgt/safety/default.stm>

D13. INSURANCE

- D13.1 The Consultant shall procure and maintain, at their own expense and cost, insurance policies with limits no less than those shown below.
- D13.2 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 \$1,000,000 per claim and \$2,000,000 in the aggregate.
- D13.2.1 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.
- D13.3 The policies required in D13.2(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.
- D13.4 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 D13.2(a) and D13.2(b).
- D13.5 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 D13.2(a) and D13.2(c).
- D13.6 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 D13.9.
- D13.7 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.
- D13.8 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.
- D13.9 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

D14. COMMENCEMENT

- D14.1 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.
- D14.2 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 D11;
 - (ii) the Safe Work Plan specified in D12; and
 - (iii) evidence of the insurance specified in D13.

- (b) the Consultant has attended a meeting with the Consulting Contract Administrator, or the Consulting Contract Administrator has waived the requirement for a meeting;
- (c) The direct deposit application specified in D17.1

D14.3 The City intends to award this Contract by September 12, 2025.

D15. SUPPLY CHAIN DISRUPTION SCHEDULE DELAYS

- D15.1 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.
- D15.2 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.
- D15.3 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.
- D15.4 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 D15.3. Failure to provide this notice will result in no additional time delays being considered by the City.
- D15.5 The Services schedule, including the durations identified in the Contract, will be adjusted to reflect delays accepted by the Consulting Contract Administrator.
- D15.6 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

D16. INVOICES

- D16.1 Further to C11, the Contractor:
- (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>; and
 - (b) should copy the Contract Administrator on submission of its invoice.
- D16.1.1 Invoices submitted by the Consultant shall include:
- (a) detailed listing of manpower and costs by activity per task per person as supporting documentation to invoices. The details listing should reconcile to the summary level invoice on a monthly basis; and
 - (b) disbursements that are grouped and listed with all supporting documents/receipts attached.
- D16.1.2 Consultant shall provide the Project Manager an estimated MRST amount for each phase of the Scope of Services, based on Category III Consultant Services as defined by Engineers Geologist Manitoba after Award.

D17. PAYMENT

- D17.1 Further to C11.14, the City shall make payments to the Consultant by direct deposit to the Consultant's banking institution, and by no other means. Payments will not be made until the Consultant has made satisfactory direct deposit arrangements with the City. Direct deposit application forms are at https://winnipeg.ca/finance/files/Direct_Deposit_Form.pdf.

DISPUTE RESOLUTION

D18. DISPUTE RESOLUTION

- D18.1 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 D18.
- D18.2 The entire text of C17.4 is deleted, and amended to read: "Intentionally Deleted"
- D18.3 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.
- D18.4 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.
- D18.4.1 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.
- D18.4.2 As these negotiations are not an adjudicative hearing, neither party may have legal counsel present during the negotiations.
- D18.4.3 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.
- D18.4.4 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 D18.4.3, 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

D19. FUNDING AND/OR CONTRIBUTION AGREEMENT OBLIGATIONS

D19.1 In the event that funding for the Services of the Contract is provided to the City of Winnipeg by the Government of Manitoba and/or the Government of Canada, the following terms and conditions shall apply, as required by the applicable funding agreements.

D19.2 Further to D19.1, in the event that the obligations in D19 apply, actual costs legitimately incurred by the Consultant as a direct result of these obligations ("Funding Costs") shall be determined by the actual cost to the Consultant and not by the valuation method(s) outlined in C8.4. In all other respects Funding Costs will be processed in accordance with Changes in Services under C8.

D19.3 For the purposes of D19:

- (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.

D19.4 Modified Insurance Requirements

D19.4.1 If not already required under the insurance requirements identified in D13, the Consultant will be required to obtain and maintain professional liability insurance in an amount of no less than one million dollars (\$1,000,000) inclusive per claim. Such policy shall be maintained for at least twenty-four (24) months after Total Performance.

D19.4.2 The Consultant shall obtain and maintain third party liability insurance with minimum coverage of two million dollars (\$2,000,000.00) per occurrence on all licensed vehicles operated at the Site. In the event that this requirement conflicts with another licensed vehicle insurance requirement in this Contract, then the requirement that provides the higher level of insurance shall apply.

D19.4.3 Insurers shall provide satisfactory Certificates of Insurance to the Government of Manitoba prior to commencement of Services as written evidence of the insurance required. The Certificates of Insurance must provide for a minimum of thirty (30) days' prior written notice to the Government of Manitoba in case of insurance cancellation.

D19.4.4 All policies must be taken out with insurers licensed to carry on business in the Province of Manitoba.

D19.5 Indemnification by Consultant

D19.5.1 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.

D19.5.2 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;

D19.5.3 in relation to this Contract or the Work.

D19.6 Records Retention and Audits

D19.6.1 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.

D19.6.2 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 D19.6.1 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.

D19.7 Other Obligations

D19.7.1 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.

D19.7.2 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.

D19.7.3 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.

D19.7.4 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.

D19.7.5 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.

D19.7.6 The Consultant represents and warrants that no member of the House of Commons or of the Senate of Canada or of the Legislative Assembly of Manitoba is a shareholder, director

or officer of the Consultant or of a Subconsultant, and that no such member is entitled to any benefits arising from this Contract or from a contract with the Consultant or a Subconsultant concerning the Work.

APPENDIX A – EXISTING DRAWINGS FROM 1996 RENOVATION

1.	NEP-2289	RENOVATED FLOOR PLAN
2.	NEP-2290	PARTIAL ROOF PLAN
3.	NEP-2291	PARTIAL FLOOR PLAN – NEW LAB LAYOUT AND SCHEDULES
4.	NEP-2292	REFLECTED CEILING PLAN
5.	NEP-2305	PARTIAL MAIN FLOOR PLAN – PLUMBING SERVICES
6.	NEP-2306	PARTIAL MAIN FLOOR PLAN – HEATING AND VENTILATION
7.	NEP-2307	PARTIAL ROOF PLAN – VENTILATION EQUIPMENT LAYOUT
8.	NEP-2308	PARTIAL MAIN FLOOR PLAN – HOT WATER HEATING
9.	NEP-2310	PARTIAL MAIN FLOOR PLAN – EXHAUST SYSTEMS
10.	NEP-2315	LIGHTING FLOOR PLAN
11.	NEP-2316	RECEPTACLES, TELEPHONE AND COMMUNICATION FLOOR PLAN
12.	NEP-2319	MOTOR LOCATION AND CONTROL COMPONENTS FLOOR PLAN