



**THE CITY OF WINNIPEG**

# **REQUEST FOR PROPOSAL**

**RFP NO. 169-2026**

**PROFESSIONAL CONSULTING SERVICES FOR DESIGN OF SOUTH WINNIPEG  
AQUATIC FACILITY AT 15 RUTH CROSSING**

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## **PART B - BIDDING PROCEDURES**

### **B1. CONTRACT TITLE**

- B1.1 PROFESSIONAL CONSULTING SERVICES FOR DESIGN OF SOUTH WINNIPEG AQUATIC FACILITY AT 15 RUTH CROSSING

### **B2. SUBMISSION DEADLINE**

- B2.1 The Submission Deadline is 12:00 noon Winnipeg time, April 28, 2026.
- 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](http://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 B17.1(d);
- (b) Experience of Key Personnel Assigned to the Project (Section D), in accordance with B17.1(e);
- (c) Project Understanding and Methodology (Section E) in accordance with B17.1(f);
- (d) Project Schedule (Section F) in accordance with B17.1(g); and
- (e) Social Procurement Questionnaire (Section G) in accordance with B17.1(h).

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](http://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 B17.2.
- 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 D4 Scope of Services. The Fixed Fee shall be itemized per each phase indicated in D4, and should include the required MRST, identified separately.
- B8.2 The Proponent shall utilize and submit Form P: Person Hours, making all required entries to summarize Fee Proposal for the proposed Services in the Scope of Services Phases that will be used in the evaluation of fees. The Proponents may use Form P: Persons Hours or a table of

their own design provided it includes all information requested. A sample of Form P: Person Hours can be found at <https://winnipeg.ca/matmgt/templates/information.stm>.

- B8.3 Adjustments to Fees will only be considered based on increases to the Scope of Services.
- B8.3.1 The City will not consider an adjustment to the Fees based on changes in the Project budget or the Final Total Construction Cost.
- B8.4 Notwithstanding C1.1(b), Fees shall include costs for out of town travel, related meals and accommodations for the duration of the Project and shall not be considered an Allowable Disbursement.
- B8.5 The Fee Proposal shall also include an allowance for Allowable Disbursements as defined in C1.1(b), but shall exclude the costs of any materials testing, soils and hazardous materials investigation during construction.
- B8.6 Notwithstanding C11.1, Fees submitted shall not include the Goods and Services Tax (GST), which shall be extra where applicable. The Manitoba Retail Sales Tax (MRST, also known as PST), shall be included in the total Fees, identified as a separate line item.
- B8.7 Payments to Non-Resident Consultants are subject to Non-Resident Withholding Tax pursuant to the Income Tax Act (Canada).  
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 D20. Any such costs shall be determined in accordance with D20.

## **B9. DISCLOSURE**

- B9.1 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.
- B9.2 The Persons are:  
(a) N/A

## **B10. CONFLICT OF INTEREST AND GOOD FAITH**

- B10.1 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.
- B10.2 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.

**B10.3** In connection with their Proposal, each entity identified in B10.2 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.

**B10.4** Without limiting B10.3, 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.

**B10.5** Without limiting B10.3, 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 B10.4 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.

**B10.6** The final determination of whether a perceived, potential or actual Conflict of Interest exists shall be made by the City, in their sole discretion.

## **B11. QUALIFICATION**

**B11.1** The Proponent shall:

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

- B11.2 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>
- B11.3 The Proponent and/or any proposed Subconsultant (for the portion of the Services proposed to be subcontracted to them) shall:
- (a) have successfully carried out services for the programming; design, management of construction and contract administration for architectural and/or engineering projects of similar complexity, scope and value; and to those required for this Project; and
  - (b) be fully capable of performing the Services required to be in strict accordance with the terms and provisions of the Contract;
  - (c) have a written workplace safety and health program, if required, pursuant to The Workplace Safety and Health Act (Manitoba);
  - (d) have the knowledge and resources to administer the requirements of The Workplace Safety and Health Act (Manitoba) during the construction works associated with this Contract;
  - (e) undertake to meet all licensing and regulatory requirements of the appropriate governing authorities and associations in the Province of Manitoba; and
  - (f) have completed the Accessible Customer Service online training required by the Accessibility for Manitobans Act (AMA) (see B11.4 and D8).
- B11.4 Further to B11.3(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.
- B11.5 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.
- B11.6 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.

## **B12. OPENING OF PROPOSALS AND RELEASE OF INFORMATION**

- B12.1 Proposals will not be opened publicly.
- B12.2 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](http://www.merx.com).
- B12.3 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).
- B12.3.1 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.

**B13. IRREVOCABLE OFFER**

- B13.1 The Proposal(s) submitted by the Proponent shall be irrevocable for the time period specified in Paragraph 11 of Form A: Bid/Proposal.
- B13.2 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.

**B14. WITHDRAWAL OF OFFERS**

- B14.1 A Proponent may withdraw their Proposal without penalty prior to the Submission Deadline.

**B15. INTERVIEWS**

- B15.1 The Consulting Contract Administrator may, in their sole discretion, interview Proponents during the evaluation process.

**B16. NEGOTIATIONS**

- B16.1 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.
- B16.2 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.
- B16.3 If, in the course of negotiations pursuant to B16.2, 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.

**B17. EVALUATION OF PROPOSALS**

B17.1 Award of the Contract shall be based on the following evaluation criteria:

<b>EVALUATION CATEGORY</b>	<b>WEIGHTING (%)</b>
(a) Compliance by the Proponent with the requirements of the Request for Proposal or acceptable deviation therefrom;	<b>Pass/Fail</b>
(b) Qualifications of the Proponent and the Subconsultants, if any, pursuant to B11;	<b>Pass/Fail</b>
<b>(c) Fees (Section B) – 10% Total</b>	10
<b>(d) Experience of Proponent and Subconsultants; (Section C) - 25% Total</b>	
(i) The Proponent and Subconsultants should each provide, at minimum, two (2) reference projects that demonstrates their history and experience in providing planning, programming, design, public engagement, specification, management of the project, contract preparation, contract administration, and post construction services on large public sector construction projects with an estimated cost that is greater than \$30 million CAD. Projects should be completed within the last ten (10) years and will be evaluated based on the similarities of complexity, scope, and value to this project;	5

(ii)	general profile information, including years in business, average volume of work, number of employees and other pertinent information for the Proponent and all Subconsultants;	2
(iii)	For each project listed in B17.1(d)(i):	
(i)	description of each project, including overall scope description and the City Bid Opportunity/Tender number if applicable; and relevance of the past project to the South Winnipeg Aquatic Facility and accomplishments on past project that may relate to the Aquatic Facility;	4
(ii)	role and responsibility of the Proponent/subconsultant firm and Key Personnel identified on the past project;	5
(iii)	project's 1) original contracted cost and final cost, explaining the difference and 2) original schedule vs. actual dates for design and construction phases, explaining the differences;	1
(iv)	for each project, provide examples of the visuals (renderings, 3D views) that were used during the design or public engagement process to explain the design to the client and/or public. Select images that show how well your team can produce images that clearly portray the design in a understandable way for people who do not have a technical background;	2
(v)	how the quality objectives were met;	3
(vi)	project owner, location, and contact information;	1
(vii)	reference information (two current names with telephone numbers and email addresses per project).	2
Note: Where applicable, Proposal should be separated into Proponent and Subconsultant project listings		
<b>(e) Experience of Key Personnel Assigned to the Project (Section D) - 25% Total</b>		
(i)	the Proposal should briefly describe the approach to overall team formation including how the Proponent team intends to take on the challenge of successfully completing this Project and the advantage the Proponent Team brings to the City at every stage. Elaborate on Proponent and Subconsultant work history together by identifying projects that they worked together and in what capacity;	5
(ii)	include an organizational chart for the Project which identifies each of the Key Personnel and role/job function in the Project. Identify the Principals-in-Charge, Project Manager, Design Team and Leads for all disciplines, Public Engagement Team; including, but not limited to, the list of specialists/required consultants indicated in D4.2, and critical support staff. The City requires that the Proponent's designated Project Manager and Public/Stakeholder Engagement Lead are individual, dedicated, and separate roles from that of the Design Lead and other roles;	3
(iii)	personnel reporting relationships should be identified in the organizational chart, including the Proponent reporting to the City, and direct reports to the Proponent and Key Personnel along with the percent of their time to be dedicated to the Project in accordance with the Scope of Services identified in D4;	2
(iv)	experience and qualifications of the Key Personnel assigned to the Project for projects of similar complexity, scope and value, including all Key Personnel listed in the organizational chart. 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	5

	chart. The City considers Key Personnel listed in the Proponents team to have formal Professional training with corresponding certifications and designations, as required by each role, such as P.Eng, PMP, MAA, etc. Professional Affiliation Letters of Good Standing, along with current dated proof of registration, will be required for each Key Personnel and the Contract Administrator may request it prior to Award;	
(v)	for each Key Personnel 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 is included in B17.1(d), provide only the project name and the role of the key person. For other projects provide the following: description of project, role of the person, project Owner and reference information (two current names with telephone numbers and email addresses per project.)	10
<b>(f) Project Understanding and Methodology (Section E) – 30% Total</b>		
(i)	the Team’s methodology approach to project management, design, and public engagement in accordance with the Scope of Services identified in D4 so that the evaluation committee has a clear understanding of the methods the Proponent/Subconsultants will use in the delivery of this Project;	10
(ii)	the Team’s methodology as it reflects the City’s Project Management Manual at <a href="http://winnipeg.ca/infrastructure/asset-management-program/templates-manuals.stm#2">http://winnipeg.ca/infrastructure/asset-management-program/templates-manuals.stm#2</a> and templates at <a href="http://winnipeg.ca/infrastructure/asset-management-program/templates-manuals.stm#4">http://winnipeg.ca/infrastructure/asset-management-program/templates-manuals.stm#4</a> ;	2
(iii)	the Team’s identification of any assumptions made with respect to deliverables and Scope of Services identified in D4;	2
(iv)	the Team’s understanding of the broad functional and technical requirements including any urban design issues/strategies/challenges/opportunities;	5
(v)	the Team’s approach to engaging a diverse community, what challenges and opportunities they foresee, and what strategies or techniques they will use to achieve the project’s engagement objectives;	2
(vi)	the Team’s understanding of IAP2 processes and principles and how they apply to the Project. Further, 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;	2
(vii)	the Team’s understanding of the City’s climate resilience and sustainability objectives for the project including strategies to achieve LEED Silver certification and to implement low or zero-carbon approaches;	6
(viii)	any other issue that conveys the Team’s understanding of the Project requirements.	1
<b>(g) Project Schedule. (Section F) – 5% Total</b>		
(i)	present carefully considered Critical Path Method schedule using Microsoft Project or similar project management software, complete with resource assignments (Key Personnel), durations (weekly timescale) and milestone dates or events. The schedule should address each requirement of the Scope of Services;	3

(ii) the Proponent's schedule should include a clear understanding of the stages/milestones and critical stages identified in D14 and consideration of review and approval times by the City and other Stakeholders anticipated during each of the phases of the Project. Reasonable times should be allowed for completion of these processes.	2
<b>(h) Social Procurement Questionnaire (Section G) – 5% Total</b>	
(i) should fill out the questionnaire in accordance with the questionnaire instructions in Appendix A - Social Procurement Questionnaire.	5

- B17.2 Further to B17.1(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.
- B17.3 Further to B17.1(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.
- B17.4 If, in the sole opinion of the City, a Proposal does not achieve a pass rating for B17.1(a) and B17.1(b), the Proposal will be determined to be non-responsive and will not be further evaluated.
- B17.5 Further to B17.1(c), Fees will be evaluated based on Fees submitted in accordance with B8.
- B17.5.1 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
- B17.6 Further to B17.1(c), the Award Authority may reject a Proposal as being non-responsive if it exceeds the funds available as shown in D4.7.
- B17.7 Further to B17.1(d), Experience of Proponent and Subconsultants will be evaluated considering the experience of the organization on projects of similar size.
- B17.8 Further to B17.1(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.
- B17.9 Further to B17.1(f), Project Understanding and Methodology will be evaluated considering your firm's understanding of the City's Project, project management approach and team organization.
- B17.10 Further to B17.1(g), Project Schedule will be evaluated considering the Proponent's ability to comply with the requirements of the Project.
- B17.11 Further to B17.1(h), Social Procurement Questionnaire will be evaluated considering the information provided in the questionnaire and will be converted to points stated in B17.1(h).
- B17.12 Notwithstanding B17.1(d) to B17.1(h), where Proponents fail to provide a response to B6.2(a) to B6.2(e), the score of zero may be assigned to the incomplete part of the response.
- B17.13 Proposals will be evaluated considering the information in the Proposal Submission and any interviews held in accordance with B15.
- B17.13.1 The City may, in its sole discretion, interview any or all Proponents and Proponent Team Leads and other Proponent Team Members during the evaluation process to provide clarification in relation to its RFP Submission. The City may adjust its scoring of a

Proponent RFP Submission based on the clarification information received by the City during the interview.

- B17.14 The City has full power to conduct an independent verification of information in an RFP Submission received and generally pertaining to the qualifications and experience of the Proponent and any proposed Team Members,
- B17.14.1 Reference checks may be used to confirm information provided and may not be restricted to only those submitted by the Proponent or Proponent Team Member, and may include organizations representing Persons, known to have done business with the Proponent or Team Member.
- B17.14.2 References submitted by the Proponent or Proponent Team Members are expected not to be employed by any Proponent or any Proponent Team Member or to financially benefit from the reference or success of the Proponent or Team Member in the RFP process.
- B17.14.3 Incorrect or out of date contact information for a reference may negatively impact the evaluation.
- B17.14.4 References provided by the Proponent or Proponent Team should be able to communicate in English either directly or through a translator.
- B17.15 In the event of a tie in the final aggregate score or two or more Proponents, their respective ranking will be re-established based on their total score for Section E – Project Understanding and Methodology.

## **B18. AWARD OF CONTRACT**

- B18.1 The City will give notice of the award of the Contract, or will give notice that no award will be made.
- B18.2 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.
- B18.2.1 Without limiting the generality of B18.2, 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.
- B18.3 Where an award of Contract is made by the City, the award shall be made to the qualified Proponent submitting the most advantageous offer.
- B18.4 The City may, at their discretion, award the Contract in phases.
- B18.5 Further to B18.4 where future phases are identified in D4 Scope of Services, the City reserves the right to negotiate and award future phases to the successful Proponent.
- B18.6 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
- B18.6.1 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

- B18.7 The form of Contract with the City of Winnipeg will be based on the Contract as defined in C1.1(v).
- B18.8 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 D20 shall immediately take effect upon confirmation of such funding, regardless of when funding is confirmed.
- B18.9 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.
- B18.10 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](http://www.winnipeg.ca/matmgt/gen_cond.stm).
- C0.2 A reference in the Request for Proposal to a section, clause or subclause with the prefix “**C**” designates a section, clause or subclause in the *General Conditions for Consultant Services*.

## PART D - SUPPLEMENTAL CONDITIONS

### GENERAL

#### D1. GENERAL CONDITIONS

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

#### D2. CONSULTING CONTRACT ADMINISTRATOR

D2.1 The Consulting Contract Administrator is:

Tracy Stople, C.E.T., PMP

Telephone No. 204 451-0123

Email Address: [tstople@winnipeg.ca](mailto:tstople@winnipeg.ca)

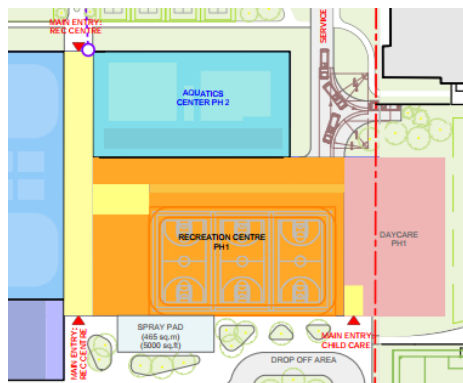
D2.2 At the pre-commencement meeting, the Consulting Contract Administrator will identify additional personnel representing the Consulting Contract Administrator and their respective roles and responsibilities for the Services.

#### D3. BACKGROUND

D3.1 The City is currently developing a new regional recreation campus in southwest Winnipeg using a phased development approach. At full build-out the major components of the campus will consist of an indoor recreation centre with multi-court fieldhouse, an indoor aquatic facility, library, and indoor twin arena. The facility will also have an attached child care centre and have co-located outdoor park amenities. An overall site master plan was developed as part of the first phase of the project. More information on Phase 1 of the project is available at [South Winnipeg Recreation Campus | Engage Winnipeg](#).

The construction of the South Winnipeg Recreation Centre (SWRC) Phase 1 components is anticipated to commence in the Spring of 2026 which will consist of a new 5,500m<sup>2</sup> Recreation Centre, 1,850m<sup>2</sup> Child Care Centre and site development with occupancy likely in the Spring of 2028.

D3.2 An indoor aquatic facility, with an approximate gross floor area of 3,500m<sup>2</sup>, is planned as a future Phase 2 component of SWRC. A Master Site Plan was developed in the SWRC Phase 1 project with the aquatic facility attached to the north elevation of the Recreation Centre. See also Appendix B - Building Location Plan.



D3.3

D3.4 The proposed aquatic facility includes lap and leisure pools along with affiliated mechanical/filtration systems, change rooms, administrative and program spaces and site development. The current Class 5 total project cost is \$55 million.

D3.5 Funding has been approved to advance the preliminary design of the aquatic facility and to obtain Class 3 Cost Estimate.

#### **D4. SCOPE OF SERVICES**

D4.1 The Services required under this Contract shall consist of preliminary design and costing of the South Winnipeg Aquatics Facility at 15 Ruth Crossing in accordance with the following:

- (a) Pre-Design – develop and validate functional program;
- (b) Schematic Design – program refinement, conceptual approach that addresses the connection of the aquatic centre with parking, existing and future site/park amenities, and effective tie-in/expansion of the recreation centre, site plans, floor plans, and massing in an integrated design process; renderings and drawings to facilitate internal and external stakeholder decision-making/conversations;
- (c) Interim report with Class 4 Cost Estimate;
- (d) Design Development – refinement of the details in the project – including parking lot expansion and site development/reconfiguration as needed to accommodate the aquatic centre, design of building envelope, pool configuration, internal space test fits/layouts and the interior design of the spaces. Coordination and detail layouts of civil, mechanical/pool mechanical systems, structural elements and electrical requirements, integration with Recreation Centre and future phases of the project, and incorporation of Net Zero Carbon requirements; renderings and drawing to facilitate internal and external stakeholder decision-making/conversations;
- (e) prepare a draft report for City’s review; provision of a summary report with a Class 3 Cost Estimate (approximately 30% design completion); and
- (g) Public Engagement – stakeholder engagement and an open house to obtain feedback in accordance to D16.

D4.1.1 The Services required under D4 shall be in accordance with the City’s Project Management Manual <https://winnipeg.ca/infrastructure/asset-management-program/templates-manuals.stm#3> and templates <http://winnipeg.ca/infrastructure/asset-management-program/templates-manuals.stm#4> . For Class of Estimate – Deliverables Maturity Assessment Checklist, the “For the Building and General Construction Industry v1.0” spreadsheet should be referenced when compiling the Class 3 and Class 4 Cost Estimates. 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. Where the Services required include Contract Administration, Consultants shall pay particular attention to the revisions to Section 9.19 and 9.20.1 of the City’s Project Management Manual in Addendum #8.

<https://winnipeg.ca/infrastructure/asset-management-program/templates-manuals.stm#3>

D4.2 The Consultant’s project team may consist of, but not be limited to, the Subconsultants or in-house specialists list below:

- (a) Architecture;
- (b) Interior Design;
- (c) Landscape Architecture;
- (d) Structural Engineering;
- (e) Mechanical Engineering;
- (f) Electrical Engineering;
- (g) Civil Engineering;

- (h) Commissioning Consultant;
- (i) Acoustic Consultant;
- (j) AV Specialist;
- (k) Pool Specialist;
- (l) Accessibility Consultant;
- (m) Sustainability Consultant;
- (n) Quantity Surveyor;
- (o) Public Engagement;
- (p) Graphic Designer (specifically to ensure quality of images to be used in the Public Engagement documents).

D4.3 Proposed program areas:

- (a) Pool/natorium with the following features:
  - (i) six or eight lane 25m lap pool;
  - (ii) leisure pool;
  - (iii) diving boards, total number to be determined;
  - (iv) maximum depth to be what is required for 3m high diving boards;
  - (v) zero depth pool entry;
  - (vi) ramped, accessible entry to all tanks;
  - (vii) bubble jets in benches;
  - (viii) warmer water temperatures preferred for the leisure areas; ability to have different water temperatures in different tanks;
  - (ix) water slides – could be chute into pool, or standalone on pool deck;
  - (x) spray features;
  - (xi) lazy river;
  - (xii) Whirlpool/hot tub;
  - (xiii) steam room;
  - (xiv) multi-purpose room/classroom/rentable space for parties, ideally with direct access to pool deck;
  - (xv) first aid room;
  - (xvi) lifeguard staff room – could be combined with first aid room;
  - (xvii) Universal changeroom facilities with smaller men's and women's change rooms;
  - (xviii) viewing room and/or visibility of pool from the lobby/seating area;
  - (xix) storage room(s) off the pool deck for pool supplies (lifejackets on hooks, pool noodles, flutter boards, etc.) and cleaning/janitorial equipment;
  - (xx) specialized pool equipment/systems including ladders, lifts, bulkheads, lane rope management, timing systems, etc.;
  - (xxi) pool deck control and security systems – motion and emergency assistance;
  - (xxii) filtration room and associated mechanical and electrical spaces to support operation of the aquatic centre; and
  - (xxiii) chemical supply room near pool deck, located for ease of delivery supplies.
- (b) expansion of existing Recreation Centre lobby to connect with pool, including an ample seating area and a large indoor play area;
- (c) janitorial space for the building;
- (d) public washrooms;
- (e) administration offices – office for Aquatics staff, office for Municipal Accommodation staff, shared kitchen for both;

- (f) garbage/recycling room;
- (g) alarm system, public address system, telephones, duress alarms;
- (h) exterior glazing that balances the consideration of views outside, safety concerns, and energy efficiency; and
- (i) consideration of overall phasing of the campus must be part of this (see block phasing plan).

D4.4 The following shall apply to the Services:

- (a) City of Winnipeg Green Building Policy: New City-Owned Buildings and major additions  
<https://www.winnipeg.ca/services-programs/trees-environment/climate-action/net-zero-community-design>
- (b) Province of Manitoba Green Buildings Program  
[Province of Manitoba | finance - Manitoba green building program \(gov.mb.ca\)](https://www.gov.mb.ca/finance/mb_green_building_program/)
- (c) Universal Design Policy  
<https://www.winnipeg.ca/services-programs/accessibility/plans-policies>
- (d) Public Engagement Guidelines  
<https://winnipeg.ca/PublicEngagement/pdfs/PublicEngagementRequirements.pdf>

D4.5 Consultant shall be solely responsible to ensure all WADS requirements are met, and as part of the project Deliverables provided to the City, will produce a comprehensive WADS Compliance Document that summarizes all analysis, application, limitations, and challenges introduced by existing conditions (if applicable), and implementation of solutions; complete with signed statement of WADS compliance by the professional taking responsibility for the work, at the time that final drawings are issued for construction.

D4.6 Consultant shall meet with, coordinate and deliver the requirements of City stakeholders throughout the entire design process respecting facility programming, maintenance and operational considerations/requirements of the new facility. City shall identify the stakeholder groups and representatives to the Consultant at the outset of the Work.

D4.7 The funds available for this Contract are \$1,300,000.

D4.8 The City reserves the right to negotiate future phases of the Contract which would include, but not limited to:

- (a) Detailed Design and Specification Development;
- (b) Contract Document Preparation;
- (c) Procurement Process;
- (d) Construction Services; and
- (e) Post Construction Services.

## **D5. GREEN BUILDING & SUSTAINABILITY**

D5.1 The City's intention for the South Winnipeg Aquatic Facility is to be an energy efficient, net zero carbon ready building.

D5.2 A net zero carbon building is defined as a highly energy-efficient building that produces onsite, or procures, carbon-free renewable energy or high-quality carbon offsets to counterbalance the annual carbon emissions from operations.

- D5.3 A net zero carbon ready building is one that could operate as a net zero carbon building in the future and prioritizes low-carbon investments based on integrated design principles and lifecycle analysis.
- D5.4 The building will be required to achieve a minimum of 25% energy savings over NECB-2020.
- D5.5 At a minimum, at the point of construction tender / building permit application, this project is expected to meet all current requirements stated in the following sustainable regulations, along with being a net zero carbon ready building:
- (a) Manitoba's Green Building Program  
<https://www.gov.mb.ca/finance/greenbuilding/index.html>;
  - (b) City of Winnipeg Green Building Policy: New City-Owned Buildings and major additions  
<https://www.winnipeg.ca/services-programs/trees-environment/climate-action/net-zero-community-design>;
  - (c) LEED Silver Certification;
  - (d) Efficiency Manitoba's New Buildings Program 2.2;
  - (e) CSA A460:19 Bird Friendly Building Design Standard.
- D5.6 The Consultant shall conduct at least three (3) sustainability design workshops to explore the project's sustainability goals and targets. The first sustainability design workshop should concentrate on passive design features, the second sustainability design workshop should focus on active systems (mechanical and electrical) and the third should be a LEED charette. This will allow the City to explore sustainable features that will need to be incorporated into the design. The sustainability design workshops shall be conducted before or at the commencement of schematic design.
- D5.7 Certification under the Canada Green Building Council's Zero Carbon Building (ZCB) Design Standard is not proposed. The implementation of low or zero carbon practices are of interest to the City.
- D5.8 The Consultant shall use acceptable energy modelling software. This includes eQuest, IES-VE, or Energy Plus (with either Open Studio or Design Builder). Software limitations shall not excuse the limitation of accuracy of energy modelling to show compliance with the standard. Any software limitations are expected to be overcome with appropriate engineering calculations.
- D5.9 At project completion, the Consultant shall provide the City with the energy modelling files and the output/results files. The weather file that was used for the modelling shall also be provided.
- D5.10 Specific energy and carbon reduction approaches that the Consultant shall consider where possible, are detailed in Appendix C.
- D5.11 The Consultant shall use energy efficient HVAC equipment and systems. Three (3) feasibility studies are required, details of which are in Appendix C.
- D5.12 The Consultant shall determine optimum glazing ratios for the pool hall area. This will involve dynamic thermal modelling to ensure the optimum for energy savings, to limit overheating and to achieve optimum daylight levels. The use of floor-to-ceiling curtain walls is not permitted.
- D5.13 To determine financial feasibility, a solar photovoltaic (PV), solar wall and swimming pool hall glazing study is to be prepared by the Consultant. The details to be included in the study are in Appendix C.
- D5.14 As per Manitoba's Green Building Program and the City Green Building Policy, LEED Silver certification is required.
- D5.15 Electric vehicle charging stations and/or parking stalls that are electric vehicle charging ready shall be evaluated during early schematic design.

## **D6. COMMISSIONING MANAGEMENT**

- D6.1 Effective commissioning is essential for the smooth transfer of the building from the project team to the City's operating staff. The Consultant shall engage with the City's commissioning consultant who shall be an independent firm with no corporate ties to the building envelope, mechanical, and electrical consultants engaged by the Consultant.
- D6.2 The commissioning consultant shall possess the following minimum credentials;
- (a) Certified Commissioning Professional (CCP); and/or
  - (b) ASHRAE Commissioning Process Management Professional (CPMP).
- D6.3 The Consultant shall develop the commissioning specifications; including building envelope, solicit vendors, obtain competitive prices for a commissioning agent, and recommend a preferred vendor to the City. The City will then contract with the preferred commissioning agent independently from the Consultant. The Consultant will work with the agent as part of the project team to incorporate commissioning into the project design and construction.
- D6.4 The Consultant shall coordinate all work with the building commissioning agents as necessary.
- D6.5 The commissioning consultant shall coordinate activities related to commissioning and confirm that all tests performed by sub-trades, suppliers, and equipment manufacturers are conducted and documented. Commissioning services shall include (but are not limited to):
- (a) prepare the commissioning plan to achieve efficient commissioning of the facility, and the satisfaction of the obligations arising from this section. The plan shall provide sufficient detail to evidence how the Consultant will transfer the building from the project team to the City's operating staff, and will include;
    - (i) details of the procedures and processes to be followed;
    - (ii) organizational plan prescribing roles and responsibilities;
    - (iii) communication and distribution plan;
    - (iv) schedule including meeting and training schedule; and
    - (v) functional performance verification forms.
  - (b) review the Consultant's design documentation (including details and product information) prior to tender to identify issues of concern from a commissioning perspective;
  - (c) provide commissioning services on the building envelope, mechanical, and electrical systems, equipment, and components;
  - (d) prepare project specific specifications section: commissioning of the facility related to commissioning delivery of the facility and the roles and responsibilities of the commissioning consultant and the Contractor;
  - (e) prepare functional performance verification forms or test sheets for each piece of equipment and system specified in building envelope, mechanical, and electrical divisions;
  - (f) prepare a timetable and a list of seasonal tasks to be performed during the first year of operation;
  - (g) prior to starting functional performance verification, the commissioning consultant shall review the following;
    - (i) installation;
    - (ii) documentation;
    - (iii) design criteria, design intent, special features;
    - (iv) commissioning schedule;
    - (v) commissioning procedures;
    - (vi) cleanliness of the systems; and
    - (vii) electrical characteristics of connected equipment.
  - (h) verify that training as indicated in the contract specification has been provided;

- (i) review operation and maintenance (O&M) manuals for completeness of commissioning items;
- (j) perform functional performance verification of systems including the Building Automation System (BAS) and report faults and defects affecting commissioning to the Consultant;
- (k) verify energy conservation features are operating as designed and meeting energy use intensity target; and
- (l) attend construction meetings with the Contractor and the design team as required and take the lead in performing the commissioning scope of work.

## D7. DEFINITIONS

D7.1 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 4 Cost Estimate”** is defined as per the City’s standards. It typically involves a cost estimate accuracy of -30% to +60%.
- (c) **“Class 3 Cost Estimate”** is defined as per City’s standard. It typically involves a cost estimate accuracy of -20% to +30%.

## D8. ACCESSIBLE CUSTOMER SERVICE REQUIREMENTS

D8.1 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.

D8.1.1 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.

D8.1.2 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.

## D9. SUPPLIER CODE OF CONDUCT

D9.1 The Contractor has reviewed and understands the City’s Supplier Code of Conduct. This document is located at: <https://www.winnipeg.ca/media/4891>

D9.2 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.

- D9.3 If there is a conflict between the Contract and the Supplier Code of Conduct – the Contract will prevail.

## **D10. UNFAIR LABOUR PRACTICES**

- D10.1 Further to C3.2, the Consultant declares that in bidding for the Work and in entering into this Contract, the Consultant and any proposed Subconsultant(s) conduct their respective business in accordance with established international codes embodied in United Nations Universal Declaration of Human Rights (UDHR) <https://www.un.org/en/about-us/universal-declaration-of-human-rights> International Labour Organization (ILO) [https://www.ilo.org/global/lang--en/index.htm](https://www.ilo.org/global/lang-en/index.htm) conventions as ratified by Canada.
- D10.2 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.
- D10.3 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.).
- D10.4 Failure to provide the evidence required under D10.3, may be determined to be an event of default in accordance with C14.
- D10.5 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.
- D10.5.1 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.
- D10.5.2 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 D10.5. The City may also hold back the amount of the Unfair Labour Practice Penalty from payment for any amount it owes the Consultant.
- (a) The obligations and rights conveyed by this clause survive the expiry or termination of this Contract, and may be exercised by the City following the performance of the Work, should the City determine, that a violation by the Consultant of the above clauses has occurred following same. In no instance shall the Unfair Labour Practice Penalty exceed the total of twice the Contract value.

## **SUBMISSIONS**

### **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. INSURANCE**

- D12.1 The Consultant shall procure and maintain, at their own expense and cost, insurance policies with limits no less than those shown below.
- D12.2 As a minimum, the Consultant shall, without limiting their obligations or liabilities under any other contract with the City, procure and maintain, at their own expense and cost, the following insurance policies:
- (a) Comprehensive or Commercial General Liability Insurance including:
    - (i) an inclusive limit of not less than \$2,000,000 for each occurrence or accident with a minimum \$2,000,000 Products and Completed Operations aggregate and \$5,000,000 general aggregate;
    - (ii) all sums which the Consultant shall become legally obligated to pay for damages because of bodily injury (including death at any time resulting therefrom) sustained by any person or persons or because of damage to or destruction of property caused by an occurrence or accident arising out of or related to the Services or any operations carried on in connection with this Contract;
    - (iii) coverage for Products/Completed Operations, Blanket Contractual, Consultant's Protective, Personal Injury, Contingent Employer's Liability, Broad Form Property Damage, Employees as Additional Insureds, and Non-Owned Automobile Liability;
    - (iv) a Cross Liability clause and/or Severability of Interest clause providing that the inclusion of more than one Insured shall not in any way affect the rights of any other Insured hereunder in respect to any claim, demand, suit or judgment made against any other Insured.
  - (b) if applicable, Automobile Liability Insurance covering all motor vehicles, owned and operated and used or to be used by the Consultant directly or indirectly in the performance of the Service. The limit of liability shall not be less than \$2,000,000 inclusive for loss or damage including personal injuries and death resulting from any one accident or occurrence.
  - (c) Professional Errors and Omissions Liability Insurance including:
    - (i) an amount not less than \$2,000,000 per claim and \$2,000,000 in the aggregate.
- D12.2.1 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.
- D12.3 The policies required in D12.2(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.
- D12.4 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 D12.2(a) and D12.2(b).
- D12.5 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 D12.2(a) and D12.2(c).
- D12.6 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 D12.9.

- D12.7 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.
- D12.8 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.
- D12.9 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**

### **D13. COMMENCEMENT**

- D13.1 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.
- D13.2 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) evidence of the insurance specified in D12.
  - (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 D18.1.
- D13.3 The City intends to award this Contract by June 17, 2026.

### **D14. CRITICAL STAGES**

- D14.1 The Consultant shall achieve critical stages of the Services for this Contract in accordance with the following requirements:
- (a) Schematic Design Package, Class 4 Cost Estimate – December 2026; and
  - (b) Design Development Package, Class 3 Cost Estimate – June 2027.

### **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.
- D16. PUBLIC ENGAGEMENT**
- D16.1 The Consultant shall work collaboratively with the Office of Public Engagement and shall reflect the principles and requirements in the Council approved [Engage Winnipeg Policy](#).
- D16.2 The Consultant shall host four (4) engagement meetings with the project team, including the project manager, a representative from the Office of Public Engagement, other representatives as required by the project manager:
- (a) before the start of Phase 1 engagement;
  - (b) after Phase 1 engagement;
  - (c) before the start of Phase 2 engagement; and
  - (d) after Phase 2 engagement.
- D16.3 The Consultant shall use City templates, where available, and branding for developing engagement materials.
- D16.4 All engagement materials shall be produced in plain language (grade 8 reading level or lower) so they are easy for the public to understand and should avoid technical terms or jargon whenever possible. All engagement materials shall be reviewed for correct spelling, punctuation, and grammar before submission to the City.
- D16.5 The review of engagement materials and advance notice engagement events require time. The Consultant shall ensure adequate time is accounted for in the Project schedule.
- (a) all public-facing materials must be posted online and invitations must be sent two (2) weeks prior to an engagement event;
  - (b) the anticipated review period for engagement materials will be minimum three (3) weeks prior to posting and sending;
  - (c) following review, translation of final public materials should be allocated one (1) week to complete; and
  - (d) printing and mailing time shall be accounted for in the schedule, if applicable.
- D16.6 Engagement events or activities shall not be planned for the months of July, August, and the last three weeks of December.
- D16.7 A detailed event plan and agenda are required for all events (in-person and virtual). If virtual events area planned, a practice session shall be scheduled in advance of a virtual event with enough time to allow for adjustments to the plan and resolution of any technical issues.
- D16.8 The City will cover expenses for engagement activities, including, for example, venue rental charges, equipment rental, catering for refreshments, translation, printing, postage, courier, newspaper advertising, photocopying, subject to prior approval of costs by the Consulting Contract Administrator.
- D16.9 Wherever possible, City facilities shall be used to host in-person engagement events. If virtual events are used to compliment in-person events, virtual events will be held using the Consultant's software.
- D16.10 The Consultant shall digitize all information gathered at engagement events in accessible, machine-readable format and shall compile the results using a consistent and systematic process for both qualitative and quantitative data.

D16.11 Phase 1 engagement is anticipated to occur earlier in the design process and consists of:

- (a) Objectives:
  - (i) engage with external stakeholder organizations to share a project overview and scope;
  - (ii) engage with external stakeholder organizations to assess current utilization, identify opportunities and challenges, and explore future directions; and
  - (iii) use feedback from external stakeholder organizations to help shape the design.
- (b) Audience:
  - (i) stakeholder organizations, including but not limited to, to aquatic sport organizations, youth and seniors' groups, equity-deserving groups, and cultural organizations.
- (c) Methods:
  - (i) stakeholder meetings; and
  - (ii) stakeholder interviews.
- (d) City responsibilities:
  - (i) develop and coordinate website content.
- (e) Consultant responsibilities:
  - (i) conduct stakeholder mapping to identify and categorize stakeholder organizations based on interest and influence;
  - (ii) develop a stakeholder registry using the results of the stakeholder mapping;
  - (iii) organize and facilitate stakeholder outreach including preparing a meeting/interview plan, preparing invitations, designing meeting/interview materials, facilitating meetings/interviews, and recording stakeholder input; and
  - (iv) prepare a Phase 1 Engagement Summary that outlines what was done, what was heard, and how input was considered.

D16.12 Phase 2 engagement to occur later in the design development phase and consists of:

- (a) Objectives:
  - (i) build upon Phase 1 engagement with stakeholder organization;
  - (ii) build upon previous engagement (2023-2025) for the South Winnipeg Recreation Campus, specifically around site planning and community needs;
  - (iii) present the design and gather feedback on the aquatic facility from the general public and stakeholder organizations; and
  - (iv) use feedback from the public and stakeholder organizations to validate the design.
- (b) Audience:
  - (i) the general public and stakeholder organizations.
- (c) Methods:
  - (i) public open house;
  - (ii) public survey; and
  - (iii) stakeholder meetings.
- (d) City responsibilities:
  - (i) develop and coordinate web update;
  - (ii) develop and coordinate promotion for the general public;
  - (iii) develop and coordinate the survey;
  - (iv) develop open house materials; and
  - (v) create a Phase 2 Engagement Summary that outlines what was done, what was heard, and how input was considered.
- (e) Consultant responsibilities:

- (i) develop site plan, 3D dollhouse-style floor plans, interior/exterior 3D renderings, fly-through video, and other visuals to support the City developing the Phase 2 survey and open house materials;
- (ii) visuals must use colour and texture and be in a style that is easily understood by the general public;
- (iii) organize and facilitate the open house, including preparing event plan, handling logistics, handling event supplies, printing event materials, facilitating events and recording inputs; and
- (iv) organize and facilitate stakeholder meetings including preparing a meeting plan, preparing invitations, designing meeting materials, facilitating meetings, and recording stakeholder input.

## MEASUREMENT AND PAYMENT

### D17. INVOICES

D17.1 Further to C11, 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>; and
- (b) prior to submitting invoices to City's Accounts Payable, the Consultant shall obtain the Consulting Contract Administrator's approval.

### D18. PAYMENT

D18.1 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](https://winnipeg.ca/finance/files/Direct_Deposit_Form.pdf).

## DISPUTE RESOLUTION

### D19. DISPUTE RESOLUTION

D19.1 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 D19.

D19.2 The entire text of C17.4 is deleted, and amended to read: "Intentionally Deleted".

D19.3 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.

D19.4 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.
- D19.4.1 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.
- D19.4.2 As these negotiations are not an adjudicative hearing, neither party may have legal counsel present during the negotiations.
- D19.4.3 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.
- D19.4.4 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 D19.4.3, 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

#### D20. FUNDING AND/OR CONTRIBUTION AGREEMENT OBLIGATIONS

- D20.1 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.
- D20.2 For the purposes of D20:
  - (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.
- D20.3 Indemnification By Consultant
  - D20.3.1 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.
  - D20.3.2 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.

#### D20.4 Records Retention and Audits

D20.4.1 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.

D20.4.2 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 D20.4.1 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.

#### D20.5 Other Obligations

D20.5.1 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.

D20.5.2 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.

D20.5.3 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.

D20.5.4 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.

D20.5.5 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.

D20.5.6 The Consultant represents and warrants that no member of the House of Commons or of the Senate of Canada or of the Legislative Assembly of Manitoba is a shareholder, director or officer of the Consultant or of a Subconsultant, and that no such member is entitled to any benefits arising from this Contract or from a contract with the Consultant or a Subconsultant concerning the Work.

## **APPENDIX A – SOCIAL PROCUREMENT QUESTIONNAIRE**

## **APPENDIX B – BUILDING LOCATION PLAN**

## **APPENDIX C – GREEN BUILDING AND SUSTAINABILITY**