

**Request for Proposals  
Preliminary Assessment and Conceptual Design Recommendations  
John R. Brodie Science Centre**

Date: April 3, 2018

Requested by: Brandon University  
270-18<sup>th</sup> Street, Brandon, MB R7A 6A9

Queries: [Susan Smale, Director of Business Operations](#)  
Brandon University  
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### **1.0 Project Description**

Brandon University (BU) is seeking proposals for the provision of professional services from qualified proponents with demonstrated ability and current university facilities experience **to provide preliminary assessment and conceptual design services** for BU related to the teaching and research needs of the Faculty of Science in consideration of an existing facility on the BU campus in Brandon Manitoba.

### **2.0 Background**

Brandon University is a publicly funded university established under the Brandon University Act of the Manitoba Legislature. BU delivers undergraduate and graduate programming in Faculties of Arts, Science, Education, Music and Health Studies, primarily in Brandon Manitoba.

The existing John R. Brodie Science Centre was constructed in 1969. It is a 137,000 square foot building spread over approximately five and one half floors.

### **3.0 Project Overview and Deliverables**

The existing building is no longer meeting the needs of the Faculty of Science nor the broader BU community. The purpose of the proposal is to determine whether the building should be renovated, replaced or a combination of the two.

To make that determination, a high level engineering assessment will be required of the condition of the existing building, including mechanical, electrical and structural elements.

A high level architectural assessment will be required for the current design and use of space in the building to determine the best use of the existing space in the building.

A high level functional space plan is needed to determine the current use of space, current and future space needs, and addressing any gaps identified.

Deliverables include the following.

- Class D drawings to support recommendations.
- High level cost estimates of the alternatives identified to maximize the use of existing structures and most efficient use of resources to meet the current and future needs of the Faculty and the University. The cost estimates prepared by a construction manager familiar with the Brandon market, with a breakdown of major project components. It is anticipated that more than one alternative will be presented for consideration of the University. One alternative will have a maximum value, inclusive of all hard and soft costs, of no more than \$40 million. The second alternative will have a maximum value, inclusive of all hard and soft costs, of no more than \$20 million.
- Cost of phasing or transitioning throughout construction due to ongoing operations are to be included in the total costs values above.

#### 4.0 Available Documents

- 4.1 Floor plans of the building. Drawings will be available upon request and are for reference to obtain a general sense of the size and layout of the building. Any discrepancies between the drawings and site conditions are to be noted.
- 4.2 Campus Space Plan  
<https://www.brandonu.ca/campusplan/implementation/campus-space-plan-summary/>
- 4.3 Campus Master Plan  
<https://www.brandonu.ca/campusplan/>

#### 5.0 Submission Deadline and Delivery Address

- 5.1 A mandatory site visit will be held Wednesday, May 2, 2018 at the John R. Brodie Science Centre, Brandon University, Brandon, MB. (Campus Map <https://www.brandonu.ca/campus-map/>)  
**RSVP to Jan Chaboyer <chaboyer@brandonu.ca> by Friday, April 20, 2018.**
- 5.2 Proposals must be addressed as below and received no later than 4:00 pm on Thursday, May 24, 2018.  
**Jan Chaboyer, Purchasing Officer**  
**Brandon University**  
**270 – 18<sup>th</sup> Street, Brandon, MB R7A 6A9**  
**RE: John R. Brodie Science Centre**

#### 6.0 Schedule for Services

Issue request for proposals	Tuesday, April 3, 2018
RSVP for site visit	Friday, April 20, 2018
Mandatory site visit	Wednesday, May 2, 2018
Submission deadline	Thursday, May 24, 2018
Award contract and commence work	June 7, 2018

## 7.0 Format Requirements

- 7.1 One (1) searchable PDF format stored on USB memory stick
- 7.2 One (1) original signed hard copy and three (3) additional copies, all sealed in one envelope clearly marked "John R. Brodie Science Centre".
- 7.3 Overall submission package not to exceed 40 pages.

## 8.0 RFP Response Requirements

- 8.1 Proponents must attend a **mandatory site review and tour of the building on May 2, 2018** in the John R. Brodie Science Centre at Brandon University to obtain a better understanding of the scope of work and to seek clarification on any item prior to submitting a formal proposal.

- 8.2 Cover letter (signed and sealed)

- 8.3 Detailed timeline for project commencement to completion (Gantt Chart).

- 8.4 Insurance

- 8.4.1 Certificate of Professional Liability Insurance

The Proponent's Proposal must provide, at time of submission, a Certificate of Insurance showing maintenance of errors and omissions, and liability insurance covering errors or negligent provision of services by the Proponent or its officers, employees or agents. Such insurance shall be maintained throughout the RFP process until a successful Proponent is selected; at which time the successful Proponent must maintain the insurance throughout the term of the contract. The Proponent must maintain the insurance for not less than 24 months after completion of the services, and shall provide coverage of not less than one million dollars (\$1,000,000) per occurrence or claim and an aggregate of 2,000,000. By setting the foregoing minimum coverage, BU does not represent that such amount is adequate to cover all possible claims or losses of this kind and expressly disclaims such a representation. The Proponent acknowledges that it is solely responsible for determining the adequacy of its insurance coverage.

- 8.4.2 Workers Compensation Insurance

- (a) Where the Proponent's industry is included in the scope of [The Workers Compensation Act \(Manitoba\)](#) and the Proponent must maintain coverage under that Act, the Proponent must provide written verification in the form of a clearance letter from the [Worker's Compensation Board of Manitoba](#), ("the Board") that the Proponent's workers compensation coverage is in good standing with the Board. The Proponent may submit the clearance letter with its Proposal at the time of the submission closing. Proponents who do not submit a clearance letter at the time of the closing will be required to submit a clearance letter to the Owner prior to being awarded the contract. The clearance letter must be dated no earlier than the Issue Date noted on the front page of this RFP.

- (b) Where the Proponent's industry is included in the scope of The Worker's Compensation Act (Manitoba) but the Proponent is exempt, the Proponent must include an exemption letter from the Board, either with their submission, or prior to being awarded the contract.
- (c) The successful Proponent shall also be responsible for ensuring that all persons working at the Place of the Project are insured under The Worker's Compensation Act (Manitoba). The Consultant shall provide written evidence of the required workers compensation insurance coverage to the Owner prior to any person starting work at the Place of the Project.
- (d) Proponents are advised that a clearance letter or an exemption letter, may be obtained from the Worker's Compensation Board of Manitoba.

## 8.5 Firm qualification and experience

8.5.1 Permitted by law to carry on business in the Province of Manitoba and/or the City of Brandon, Manitoba.

8.5.2 History/Overview

8.5.3 Litigation and Arbitration  
Provide a list of outstanding projects if any under litigation and arbitration.

8.5.4 Other Relevant Experience  
Identify additional projects which demonstrate post-secondary education project experience your firm has been responsible for, identifying the size and cost of the project, year of completion, and a brief description of the nature of the work involved. References to be included.

## 8.6 Personnel Strategy, Qualifications, Capabilities and Experience

8.6.1 Personnel Strategy. Describe your firm's personnel strategy for this Project. Address at a minimum the following.

- (a) Personnel Plan. Identify all personnel that you will place on this Project and identify the roles and responsibilities of each. Specify the planned percentage of time each team member will be dedicated to the Project. Describe how the team will be managed to ensure the effective performance and management of the team members. Provide an organizational chart illustrating the planned lines of communication between the team members. Provide resumes clearly identifying education, specialized skills and past project experience for all personnel to be involved in the Project and provide an explanation as to why each team member was selected for this Project in terms of the individual's qualifications, capabilities and experiences that would benefit this Project. Identify availability and/or current commitments of personnel (if any) that may conflict with this Project.

- (b) Continuity Strategy. Describe your understanding, commitment and methodology for ensuring personnel and information continuity and consistency throughout the duration of this Project. Explain how your firm would ensure a smooth transition and continuity of information should personnel leave prior to Project completion.

8.7 Understanding of the Project Requirements (maximum 3 pages)

8.7.1 Project Work, Service and Management Requirements. Describe your knowledge and understanding of the following.

- (a) The type of Work that will be required for a Project of this nature.
- (b) The external and internal factors and/or stakeholders that will influence this Project that will need to be carefully managed.
- (c) The risks that will need to be carefully managed.
- (d) The type and quality level of Project Management, Contract Administration; knowledge, resources and expertise that will be required to successfully execute this Project.

8.8 Methodology/Project Management Strategy (maximum 3 pages)

8.8.1 Work Plan. Provide detailed comprehensive step by step work plans for 1) the Pre-Development Stage and 2) the Development Stage of the Project that your firm would implement to effectively organize, manage, monitor and control the Work required relative to scope, cost, time, quality and risk. Clearly identify within the Work Plan, all key deliverables that will be provided.

8.8.2 Technology. Describe any specialized technology and/or investigative/testing methodology that your firm is recommending for this Project.

8.9 Additional Services

Proponents may identify in this division, any Services they consider may have been overlooked in the Scope of Work and Services outlined in this RFP; or they may identify any optional Additional Services that they wish to recommend to the Owner for consideration on this Project using the form provided in Appendix F that also identifies Additional Services that the Owner has identified as possibly being required for the Project on as needed basis. This information will be provided as information only; it will not be used in the evaluation of the Proponent. Cost associated with these Services will not be required at the time of submission but may be provided if the Proponent chooses to.

8.10 Fee proposal

Proponents are requested to provide a detailed breakdown of fees.

## 8.11 Taxes

### 8.11.1 Federal Goods and Services Tax (GST)

- (a) The Proponent shall NOT include any amount in the Proposal prices for the Goods and Services Tax (GST). The successful Proponent will indicate on each application for progress payment, as a separate item, the appropriate amount of GST that BU is legally obligated to pay. This amount will be paid to the Proponent in addition to the amount certified by BU's Representative for payment under the Contract, and will therefore not affect the Contract Price.
- (b) The Proponent shall ensure that GST has not been included in any cost of material or Sub-Contractor work.

### 8.11.2 Provincial Sales Tax (PST)

- (a) All Proposals shall include the Provincial Sales Tax.
- (b) The Proponent will be responsible for assisting and supplying to BU, the amount of tax included in the project costs for BU's accounting, rebate purpose or government audit.

## 9.0 Proposal Evaluation

Brief responses and point form responses are encouraged. Proponents will be evaluated on substance rather than volume. Demonstration of projects showing that the sub-consultants and, more specifically, the key individuals have previously worked together effectively as a team will be a key evaluation criterion.

BU, in its entire discretion, may reject or accept all or any part of a Proposal or any of the Proposals submitted in response to this RFP. BU is under no obligation whatsoever to accept the Proposal with the lowest cost or any Proposal.

Current and future phases of the project will proceed subject to feasibility and available budget.

There is no assurance of additional work when the project proceeds.

The RFP evaluation process is a selection procedure. It will be finalized through completion of the following stages (see 9.1-9.3).

### 9.1 Mandatory Requirements

Section	Documents Required	Points
7.1	One (1) searchable PDF format copy (on a USB memory stick or CD)	20
7.2	One (1) original signed hard copy unbound, and	
7.3	Three (3) bound copies of the Proposal.	
8.1	Attendance at Mandatory Site Review	20
8.2	Cover Letter (signed and sealed)	20
8.3	Detailed timeline for project commencement to completion (Gantt Chart).	20
8.4.1	Completed (Signed) Forms, Letters and Certificates	20
8.4.2	Certificate of Professional Liability Insurance Signed (Copy) Workers Compensation Clearance Letter	
<b>Total</b>		<b>100</b>

### 9.2 Technical Proposal Evaluation Criteria

Section	Criteria	Points
8.5	Firm Qualifications, Capabilities, Experience and Capacity	25
8.6	Personnel Strategy, Qualifications, Capabilities and Experience	20
8.7	Understanding of the Project Requirements	20
8.8	Methodology/Project Management Strategy	20
8.9	Additional Services	0
8.10	Fee Proposal (Fixed Fee, Percentage Fee)	15
<b>Total</b>		<b>100</b>

9.3 Interview (discretionary). Short-listed Proponents may be further evaluated during an interview process. Each Proponent will have the opportunity to score the maximum number of points allotted to items provided in Table 3 (below) based on their presentation and responses provided during the question period.

	Step 3 Interview Evaluation Criteria	Points
A	Firm and Team's knowledge of the following. 1) Combination renovation and new construction. 2) The Owner and User requirements.	50
B	Firm and Team's technical knowledge, expertise and capabilities regarding the following. 1) Combination of restoration projects and their unique issues; and 2) Project management of a high profile continuous operation throughout construction.	50
C	Firm and Team's Project Management knowledge, expertise and capabilities with respect to the following. 1) Their roles and responsibilities for this Project; and 2) Their approach for managing the competing requirements of scope, cost, time, and quality inherent to this Project.	50
D	Interview Questions and Answers.	50
<b>Total</b>		<b>200</b>