



2017 Canada Summer Games Host Society

Request for Proposals (RFP) #009-4801

Temporary Accommodations Hall Climate Control Solution

1. Introduction

The 26th edition of the Canada Games will be hosted in the City of Winnipeg from July 28 to August 13, 2017. Featuring 16 sports and numerous cultural events and festivals, the Games will be one the largest events in Winnipeg's history and its first Canada Games.

The Canada Games are now this country's largest multi-sport competition for young athletes. Held every two years, alternating between summer and winter, they are a key event in the development of Canada's young athletes. More than 4,000 are expected to compete in Winnipeg in 2017, along with more than 400 media and broadcasters, 500 VIPs, 500 officials, and thousands of visitors.

The Games offer a unique opportunity to the city and the province, given that the 2017 event will mark the 50th anniversary of the first Canada Games held in Quebec City in 1967 but also this country's 150th birthday. It's a chance to celebrate the history of the Games and our country while showcasing this region as a fine place to live, work, and play.

The Games will bring over 4,000 of Canada's finest young athletes to Manitoba. While competing, these athletes will be accommodated at the University of Manitoba Student Residence buildings. One of these buildings, Mary Speechly Hall, is not air conditioned as required by the Canada Games Council, so the 2017 Canada Summer Games Host Society is issuing this proposal to support a temporary solution.

2. Definitions

- i. The term *Client* refers to the 2017 Canada Summer Games Host Society Inc.
- ii. The term *Consultant* means the company or individual subsequently retained to provide services relating to the accommodations hall climate control solution identified within the request.
- iii. The term *Clients' representative* means person or persons designated by the facility owner and the 2017 Canada Summer Games Inc.



3. Request For Proposals

The 2017 Canada Summer Games Host Society Inc. is requesting proposals from professional qualified firms (or practicing and qualified individuals) for Services in response to this Request for Proposal. The intent of the Proposal is to provide a turn-key solution for the temporary 'climate control' of Mary Speechly Hall. This 9 story building will require an external scaffold structure to support air conditioning units on each of the top 7 floors, ducting from the AC units to the inside of each floor and subsequent internal ducting to evenly distribute the cooled air. The specific elements required are listed below:

- engineering services
- scaffolding
- air conditioners
- ducting
- power
- health and safety
- permits, build, maintenance, take down, reinstatement

A mandatory site tour at the University of Manitoba, Mary Speechly Hall, will be scheduled for January, 28 or 29, 2016 (to be confirmed). Applicants are invited to submit a brief services proposal of not more than 12 pages for the project.

4. Services To Be Provided And Time

In accordance with any applicable codes and requirements described within this document, provide services relating to the temporary 'climate control' solution to Mary Speechly Hall described under Clause 3. It is intended to have the services undertaken and delivered during the months of July and August 2017.



5. Scope of Work

A synopsis of the successful Consultant's minimum responsibilities to provide a turn-key solution for the temporary climate control will be as follows:

Part One – Consultation

- i. Facilitate, either by phone or in person, discussions with the clients. The discussion will relate to areas such as scope, timelines, overall project planning and management.
- ii. Investigate the site and conduct any necessary testing and analysis to confirm dimensions, power and layout of the temporary structures, and to determine the extent of the work required to rehabilitate the site once complete to meet each of the technical standards as required by the venue owner and the Host Society, including all patching, painting and landscaping;
- iii. Research options and provide advantages, disadvantages, cost estimates and life cycle costs for each;
- iv. Provide engineering drawings to address design, power, structural, load bearing and safety elements of the plan;
- v. Develop project timeline taking into account the entire lifecycle of the project.
- vi. Provide liability insurance documents and Workman's Compensation Certificate.

Part Two - Procurement of Individual Elements

- vi. Scaffolding - including rental, build, maintenance, takedown - working in conjunction with climate control contractor to determine dates



- vii. Air Conditioners and ducting - including rental, deployment, operations and return
- viii. Power - working with the client and the U of M to source and manage all power requirements, including cable pathways for power distribution
- ix. Project Management - including end to end project plan taking into account Core Certified Engineering Specifications/Drawings and all safety elements.

Part Three - Build, Operations, Decommission, Reinstatement

- x. Assembly of scaffolding, ladders, platforms, securing the structure following all Manitoba safety regulations
- xi. Securing all air conditioners to the scaffold structure
- xii. Assembly of ducting to maximize cooling within the building, including window entry points and associated construction - including proper fastening of ductwork inside the building
- xiii. Construction of lockable safety hoarding around entire base of the structure in accordance with Manitoba safety regulations
- xiv. Maintenance of overall cooling system/structure for the duration of the games, including a technician on site for the duration of the games taking into account the total length of stay of the athletes
- xv. Decommission of all above elements
- xvi. Reinstatement of any building or ground alterations incurred during the project



6. Proposed Project Schedule

The proposed schedule for this project is as follows:

<u>Activity</u>	<u>Completion by</u>
Site Visit - Mandatory proponent walk through	January 28 or 29, 2016-to be confirmed
Enquiries deadline	January 29, 2016
Enquiries Responses	February 2, 2016
Submissions Deadline	February 19, 2015
Letter of intent	March 4, 2015
Initiation of project	June, 2017
Decommission of project	August, 2017

7. Proposal Submission

- i. A submission covering at a minimum the following areas:
 - a. Confirmation of an understanding of the scope of work;
 - b. Identifies the key personnel to be involved, including project organizational chart and a brief resume of key personnel;
 - c. Project plan, including critical path elements and timelines;
 - d. A listing of similar projects undertaken over the last ten years and contact information for references for the projects listed.
- ii. If the Consultant intends to hire any other consultants on a subcontract basis, the Proposal should indicate the nature of the work, the name of the subcontractor and the reason for subcontracting.
- iii. The submission must separate the fee/costs as follows:
 - a. A fee including disbursements and any applicable taxes covering **Part One** of responsibilities. Disbursements shall include all costs of travel, expenses, telephone charges, the printing of any plans, reports etc.



Discount to Base Price Submitted _____% or \$_____

Other (i.e. Legacy, In-kind), as detailed hereunder:

9. Time and Date Set for the Final Receipt of Proposals

Proposals must be delivered electronically, via courier or mail; on or before 12:00 p.m. central time

February 19, 2016.

Please send your proposal to:

Kim Chambers

Accountant

Box 2160 270-240 Graham Avenue

Winnipeg, MB R3C 3R5

kchambers@2017canadagames.ca

10. General Enquiries

For any questions or additional information please contact:

Laura Proulx,

Director, Finance

Tel 204.594.4238

lproulx@2017canadagames.ca

11. Opening of Proposals

- i. The Client will acknowledge receipt of each Proposed Submission by written notice via email to the email address of the Bidder as indicated in the Proposal Submission.
- ii. All proposals will be opened by Clients' representatives. Detailed information contained in the Proposals will not be disclosed. Proposals will not be opened publicly.



12. Evaluation Criteria

The Evaluation of each Proposal will be based on the content of the submission and applicants are advised to present their information clearly and concisely. The information should be pertinent and in the context of this particular project. Extraneous material will not be considered and it may be detrimental to the evaluation. Scoring shall be confidential and will not be disclosed to the applicant. The Client reserves the right to select the Proposal that it considers most beneficial.

The submission of a Proposal does not necessarily mean that the applicant will be invited to provide the services covered under this request. The Client retains the right to decide, at its sole discretion, which applicant shall be invited to provide services. The Client also retains the right to not award a contract for services at its sole discretion.

13. Award of Contract

The Client will give notice of the award of the Contract by way of a Letter of Intent, or will give notice that no award will be made. The successful bidder will be required to sign an Agreement for Services on the project with the 2017 Canada Summer Games Inc. in a form acceptable to the Client.

14. Clarification

Prior to the Award the Client reserves the right to seek clarification from one, some or all the Bidders should it be deemed necessary at the sole discretion of the Client. To clarify this relates to information submitted by a Bidder in its submission to this RFP only. It does not allow for the addition of information that may have been omitted from the RFP submission.

15. Negotiations

The Client reserves the right to negotiate details of the Contract with the potential Consultants prior to the award of the Contract.



Negotiations, if required, are intended to address minor administrative and technical details with respect to the required services. Consultants are advised to present their best Proposals, not as a starting position for further negotiations.

The Client will not necessarily pursue negotiations with any consultant.

16. Modification of Proposals

If, in the course of negotiations pursuant to Negotiations 17 or otherwise, a bidder amends or modifies a Proposal after the Time and Date set for the Final Receipt of Proposals, the Client may consider any amended Proposal as an alternative to the Proposal as originally submitted without releasing the Bidder as originally submitted.