

## **REQUEST FOR PROPOSALS FOR: *DESIGN BUILD SERVICES***

**Issued By: Southwest Senior Housing Inc. – Boissevain, MB**

**Issue Date: July 22, 2019**

**Submission Deadline: August 23, 2019**

**2:00 p.m. Central Daylight Time**

**Selection of Proponent: No later than September 30, 2019**

**Proposals should be in PDF Format and emailed to:**

Southwest Senior Housing Inc. 35 Unit Assisted Living Facility – Boissevain, MB

Attn: Gordon Daman, Consultant

[gordon.daman@redrivergroup.ca](mailto:gordon.daman@redrivergroup.ca)

## **Project Concept**

The Municipality of Boissevain-Morton through Southwest Seniors Housing Inc. recognizes and acknowledges the challenge its citizens face when wishing to access suitable housing as they enter into their senior years. While there is a senior citizens apartment complex located in Boissevain, its design is one suited to an earlier time and does not provide the services typically required to ensure our seniors have the opportunity to “age in place” in the community that they have lived, worked and played for most of their lives. Witnessing friends and family moving out of Boissevain or not having access to appropriate housing over the years as they age, both the Council and the Board of Directors acknowledges the social and economic importance of offering greater housing options which ensure the on-going sustainability for the Municipality and region.

To address the profound need for appropriate housing, Southwest Seniors Housing Inc. has undertaken efforts to ascertain the feasibility of constructing seniors assisted living housing for Boissevain and region. Community leaders are resolute in their belief that by assuring the Municipality is able to provide appropriate seniors housing options, seniors in Boissevain will be able to remain in their home region, honouring their lifelong commitment to this place they call home. By providing appropriate seniors housing, Council and the Board of Directors concurs with the many economic development studies that indicate investment in seniors housing will help to sustain the Municipality of Boissevain-Morton today and encourage growth in the future.

Significant work has been completed on an assisted living project for the community. With the information received through public consultations and surveys, the Board has revised the overall housing and development plans for the Community by proposing an Assisted Living facility as Phase I of a multi-phase plan to meet the current housing needs for the Community. This multi-phase plan also takes into consideration future expectations of housing needs for seniors, and the increase in demand with the upcoming baby boomer generation. Future stages include plans for a newly imagined memory care facility and when required personal care home. The full campus plan is integrative to the Boissevain Health Centre ensuring connectivity to existing long term care beds and ease of access to health care for residents.

## **Project Design, Amenities and Size**

The project design is modelled after other Assisted Living facilities in Manitoba and would be constructed within Provincial building code in a modest but comfortable scope. The subject will be a two-story multifamily building consisting of 35 suites, which will include; 20 two-bedroom units, 12 one-bedroom units and 3 one-bedroom units with studies. The suites will range from approximately 750 to 850 square feet. The suites will contain bathrooms which are fully accessible with barrier free showers to allow for sitting or standing, bedrooms with full closets, bar style cabinetry with sink and bar fridge, storage rooms, and modest living room area which provides ample room for furniture with wall mounted TV stands.

The main floor will contain a commercial kitchen with dining to facilitate assisted living services, additional common dining area, activity room, general office, large common pantry, janitor room, laundry room, staff room, accessible public washrooms and common space along with a separate

vestibule. The second floor will contain library, activity room, modest common area, hair salon and public washrooms. The facility will include an elevator and will be fully accessible as per Manitoba Building code (barrier free washrooms, door frames and halls, exterior ramp, and elevator access, etc.), as well as being Manitoba Hydro Power Smart compliant. Utilities will be contained within a partial basement area measuring some 865 square feet. With both the finished main floor and second floor areas combined residents will be afforded some 44,000 square feet.

An important amenity will be appropriate space for home care staff, managed by the Regional Health Authority, for residents requiring home care on either an individual basis or block care model. With block care, the potential for overnight on-site home care is probable.

### **Future Development**

While not part of the current RFP, the subject site and design of layout will accommodate future phased expansion of future phases including; memory care, long term care and connectivity to the Boissevain Health Centre. This long-term planning (as exhibited in attachments) is indicative of the due diligence and commitment Southwest Seniors Housing Inc. has to the current population base between 55 and 74, as well as its desire for the long-term sustainability and economic development of the municipality.

### **Governance**

The Boissevain Assisted Living facility is governed by Southwest Seniors Housing Inc. populated by Board members from the community appointed by the Municipality. This assures succession and sustainability of the Facility and Board members, with a proper level of sophistication required to ensure fiduciary oversight and policy development for the Boissevain Assisted Living facility. Ownership is ultimately vested with the Municipality of Boissevain-Morton and enshrined within the by-laws of the Southwest Seniors Housing Inc., through the Municipality's veto enshrined within the by-laws.

### **Operations**

The Boissevain Assisted Living facility includes full implementation of an assisted living affordable senior's environment. The services provided will include:

- Staff on site from 8 AM till 7 PM each day.
- Full brunch and supper as well as night snack served daily
- Weekly housekeeping
- Weekly laundry
- All utilities for the exception of phone and internet
- On site home care for residents meeting MB Health guidelines for additional care assistance complete with home care office on site
- On call coverage for residents through Victoria Life Line supported by site manager and/or family member

## **Invitation to Submit to RFP**

Southwest Seniors Housing Inc. requires Design-Build services for a seniors assisted living facility in Boissevain, Manitoba.

Reporting directly to the Southwest Seniors Housing Inc. Project Steering Committee the successful proponent will be a critical member of the Committee, working collaboratively with the aligned stakeholders for the project which will include the Municipality and Southwest Seniors Housing Inc. Board. The successful proponent will lead and coordinate all aspects of the design, procurement, construction, contract administration and post-construction activities. This will include collaborating with the Project Steering Committee, the Municipality of Boissevain-Morton and the Southwest Seniors Housing Inc. Board during all stages of the project.

The Boissevain Assisted Living project intends to construct 35 new resident suites reflective of the schematics developed to date (**see attachment 1**).

## **Project Budget as an Upset Limit**

Southwest Seniors Housing Inc. is committed to optimizing the value of their investment. The Proponent is advised that an upset limit of **six million, seven hundred thousand dollars (\$6,700,000)** excluding GST but including duty, freight, exchange, supply, delivery, installation costs, and any other charges, as may be applicable, to the design, supply and construction of the Assisted Living Facility. This upset limit will be strictly adhered to.

## **Construction Project (the “work”)**

The Design-Build Team shall design, procure, construct, install, and commission the following elements of the overall work.

### **Scope of Work**

#### *Phase I (Fall of 2019)*

- Completion of Schematic Design
- Completion of Class “B” Budget

#### *Phase II (If project is feasible within upset limit – timing dependent on Phase I completion)*

- Site preparation
- Design, supply and installation of a complete turnkey 35 Unit Assisted Living Facility
- Parking Area
- Light Landscaping

## **Guiding Principles of Design for the Project**

- *Design Guidelines:* The design shall adhere to Manitoba Building Code standards.
- *Life Cycle Cost Analysis:* The design shall consider the life cycle cost benefits of the materials, equipment and systems that are incorporated in the overall design.

- *Energy Conservation/ Renewable Energy Technologies:* Design solution shall include reasonable energy conservation and efficiencies appropriate to the scope of the project.
- *Cost Efficiencies:* Maximizing efficiencies and economies is the most prudent use of donor dollars.
- *Completion:* Summarize the strategies that will ensure a successful completion of the project within a reasonable period of time.
- *Progress Reports:* the proponent shall meet with Southwest Senior Housing Inc. to review the work as it progresses providing documentation at intervals to be determined by Southwest Senior Housing Inc. and the Municipality of Boissevain-Morton.

### **Proponent Qualifications and Experience**

The purpose of this section is to determine the ability of the Proponent to complete the work. Proponents must describe and offer evidence of their ability to meet each of the qualifications listed below:

#### *Understanding of the Project*

Provide a written statement demonstrating the proponent's understanding of the project requirements and scope of work.

#### *Quality of the Team*

Identify each proposed member of the team including all internal and external resources to be dedicated to the project. Provide the company outlining the specific qualifications and related experience as well as office location of team. Provide documentation of demonstrated ability to manage the project.

#### *Communication and Management Skills*

Provide demonstrated ability to communicate effectively and to achieve the Project intent and objectives.

Identify all the internal and external resources to be dedicated to this Project by listing all resource consultants, engineering consultants and other specialty consultants.

Identify methods for addressing key Project issues and usual steps to resolve the issue(s).

#### *References*

A representative listing of similar completed projects must be submitted, including references and contact information of the owner (client) for each identified project.

## **RFP Submission Requirements and Evaluation of Weighting Criteria**

1. Proponents must submit their Proposals under cover of a letter on the Proponent's letterhead, signed in ink by the appropriate officer or officers who have the authority to bind the Proponent and who will be signatory to any Agreement resulting from this RFP process.
2. Proponents must submit a signed Conflict of Interest Form confirming that no conflict does exist (**Attachment 2**). Failure to provide a completed and signed Conflict of Interest Form will result in the submission receiving no further consideration.
3. The Proponent have the following limits on their submissions: all pages to be 8 ½ x 11" single-sided. Document to be no longer than 50 pages and Ten (10) paper copies are required if mailed or hand delivered; a single electronic copy can be emailed and is preferred.
4. Proponent shall be required to submit their credentials for evaluation. This includes but should not be limited to outlining their: Leadership skills, construction management methodologies , experience with seniors housing related construction and offer additional information that they consider relevant to Southwest Seniors Housing Inc. consideration when evaluating the RFP submission.
5. Proponent shall submit total fee for schematic design and costing services should the Municipality of Boissevain-Morton not approve the project. In the event of project not proceeding, this fee will be paid to the successful proponent 60 days after official notification from Southwest Seniors Housing Inc.
6. Southwest Senior Housing Inc. reserve the right to schedule an interview if deemed necessary in the evaluation process. Satisfactory proponents may be short-listed for an interview/oral presentation which will be scored based upon a number of criteria.

7. The evaluation will be based upon the points for each topic identified as follows:

Item	Topic	Points
a.	<p><b><u>Submission received by closing date and time</u></b>  <b><u>Signed Conflict of Interest Form</u></b> – see (Appendix A)  <b><u>Understanding of the Project Requirements</u></b>  <b><u>Proponent is Bondable</u></b></p>	<p>pass/fail  pass/fail  pass/fail  pass/ fail</p>
b.	<p><b><u>Company History, Attributes and Management Philosophy:</u></b>  1. Provide a brief description of your company history.  2. Describe the attributes of your company.  3. Summarize your management approach; skills and strategies that will demonstrate successful Project delivery.</p>	10
c.	<p><b><u>Qualifications:</u></b>  1. List principal seniors housing or similar projects completed in last five years in which your company provided expertise, including satisfactory completion of projects by means of design build.  2. Provide company financial references.  3. List the relevant major projects currently in your office at this date.</p>	20
d.	<p><b><u>Human Resources:</u></b>  1. Identify primary personnel including the Principal person who will be responsible for the Project, including all sub-contractors, including qualifications and experience (resumes to be attached).  2. Identify the breadth of personnel resources that your firm could bring to this Project from within your total organization including familiarity with seniors housing.</p>	20
e.	<p><b><u>Schedule, Quality, Risk, Cost Management:</u></b>  1. Describe your company's approach to achieving critical Project schedule milestones and deadlines.  2. Provide a Project Delivery Schedule  3. Provide your company's approach relative to quality control particularly as it relates to completeness of contract documents, provide examples.  4. Identify your company's approach to risk assessment/risk management.  5. Describe your company's approach when dealing with unforeseen problems.  6. Describe your company's ability to develop creative or alternative solutions for the project.  7. Indicate your approach to cost control during the course of the project design to ensure that the costs are within the approved budget.  8. Describe your company's approach to design build, construction management, including membership of team, role of members, and duration of team.</p>	40
f.	<p><b><u>Service Fee should project not proceed</u></b>  (For schematic and class "B" budget prior to construction start)  <u>Cost of Lowest Fee</u> _____ X10  <u>Cost of Proponent Service Fee</u></p>	10

g.	<u>Interview/Oral Presentation following notification of the Short-List results (If Required)</u> <ul style="list-style-type: none"> <li>• Mandatory attendance: Principal-in-Charge.</li> <li>• The Proponent should utilize the available presentation time to convey their understanding of the Project requirements, including design build project delivery, and their specific abilities to achieve the scope of work. The Proponents should display their skill to: develop innovative solutions for program requirements, manage change, and be an effective communicator. This will be guided by a question period by the interview team made up of members from Southwest Senior Housing Inc.</li> </ul>	100
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Total points possible is 200 (100 from sections a. - f. plus points out of 100 from section g.)

**Acceptance of RFP Submissions**

1. This RFP does not and shall not be deemed to initiate formation of a unilateral contract. The document is merely an invitation to qualified professionals to consider submitting documents for consideration by Southwest Senior Housing Inc.
  
2. Southwest Senior Housing Inc. expressly reserve the right to evaluate, reject in whole or in part any or all proposals received at their sole discretion, select any one or more Proponents for further negotiation and possible award and execution of an Agreement for the Project.
  
3. Under no circumstance shall Southwest Senior Housing Inc. be held liable for any costs or claim by any person in respect of the issuance, consideration, any response or disposition of any response made to this RFP.
  
4. Following completion of the evaluation, Southwest Senior Housing Inc. will announce the outcome to all Proponents. The evaluation results will **not** be made public. Southwest Senior Housing Inc. will assess the Proposals in their entirety and are not bound to accept any one proponent.

**RFP Submission Information**

1. RFP response must be submitted to the person / address noted below and prior to the deadline below. Email (PDF format) is preferred. Confirmation of successful delivery is the responsibility of the Proponent.
  
2. Proposals submitted after the deadline will not be evaluated and will be returned to the Proponent unopened.

3. A Proponent who has already submitted a proposal may make a request to adjust their Proposal before the Closing time clearly indicating amended proposal, in full, replacing previous proposal.
4. A request for withdrawal of a Proposal shall be permitted up until the Proposal closing date.
5. Southwest Senior Housing Inc. reserves the right to modify the RFP prior to the deadline for submissions. Proponents shall be notified at least five (5) working days prior to the deadline and such modifications will become an integral part of the RFP.
6. To ensure equal access to all information, questions related to the RFP must be submitted in writing via e-mail to the address below. Questions and responses will be distributed to all Proponents, with the identity of the enquiring Proponent remaining confidential, via the Municipality of Boissevain-Morton's public website (see address below).
7. Submissions in response to this invitation will be accepted before 2:00 pm on **August 23, 2019 by hand (courier excepted) or by email (preferred) to:**

Southwest Senior Housing Inc.  
C/O Municipality of Boissevain-Morton  
420 South Railway Street  
Boissevain, Manitoba R0K 0E0  
Attn: Gordon Daman  
E-mail: [gordon.daman@redrivergroup.ca](mailto:gordon.daman@redrivergroup.ca)  
<https://boissevain.ca/community/assisted-living/>

Question deadline: **August 14, 2019 at 4:00 pm.**

## **Instructions to RFP Proponents**

### *1. PROPOSAL DEPOSIT*

#### *1.1 Amount*

The Proponent shall include a certified cheque, money order or bank draft, in the amount of \$100,000 payable to Southwest Senior Housing Inc. (hereinafter referred to as the "Proposal Deposit"). The Proposal Deposit shall be attached to the front of the submission.

#### *1.2 Purpose of Proposal Deposit*

Through the Proposal Deposit, the Proponent acknowledges that:

- The Proposal has been submitted in good faith, and with no collusion with any other

Proponent;

- The Proposal is genuine and accurate;
- Southwest Senior Housing Inc. can rely on the representations in the Proposal;
- The Proponent shall fulfill all requirements of the Proposal if Southwest Senior Housing Inc. accepts it.
- Southwest Seniors Housing Inc shall not pay interest on the Proposal Deposit.

### *1.3 Failure to Provide*

Failure to provide any Proposal Deposit will render the Proposal null and void. The Proposal, in such cases, shall not be accepted by Southwest Senior Housing Inc, and shall not qualify as a Proposal. In such circumstances, the Proponent will be notified.

### *1.4 Forfeit of Proposal Deposit*

The Proposal Deposit of the successful Proponent shall be forfeited to Southwest Senior Housing Inc. in the event that the successful Proponent, prior to executing a Contract, notifies Southwest Seniors Housing Inc. that they are not prepared to complete the Work, or provide the goods/services.

The Proponent acknowledges that any forfeiture of the Proposal Deposit does not relieve the Proponent of their liability to pay damages sustained by Southwest Senior Housing Inc. and the Municipality of Boissevain-Morton arising from failure by the Proponent to enter into a Contract with Southwest Senior Housing Inc.

### *1.5. Return of Proposal Deposit*

The Proposal Deposit of the successful Proponent will be returned after all the documents are completed to the satisfaction of Southwest Senior Housing Inc, including but not limited to execution of the Contract for Design Build Services.

The Proposal Deposit provided by each unsuccessful Proponent shall be returned within ten (10) working days from the date of Southwest Seniors Housing Inc. entering into a Contract with the successful Proponent.

All Proponents acknowledge the length of time between the Closing and the time Proposal Deposits can be returned may be substantial.

If for whatever reason, Southwest Senior Housing Inc. decides not to accept any of the Proposals; all Proposal Deposits will be returned.

## *2. ADDENDA*

It may be necessary for a variety of reasons to issue addenda that may include, but not be limited to:

- Correction to, or clarification of, the RFP;
- Extension of the Proposal Closing date;
- Retraction or cancellation of the RFP;
- Respond to Proponent's questions.

All Proponents must provide Southwest Senior Housing Inc.'s, Project Consultant with company information, including mailing address, email address, phone number, to be advised of addenda when issued or further information, and to be placed on the Distribution List. Information should be provided to [gordon.daman@redrivergroup.ca](mailto:gordon.daman@redrivergroup.ca)

All addenda issued to potential Proponents who have provided contact information will include a notification asking the recipient to confirm receipt of the most recent addendum and any previous addenda.

Addenda will be emailed to the latest address as provided by the Proponent. It is the Proponent's responsibility to notify Southwest Senior Housing Inc. of any change to their email address.

Although Southwest Senior Housing Inc. will make every reasonable effort to ensure a Proponent receives all addenda issued, it is the Proponent's ultimate responsibility to ensure all addenda have been received and are reflected in their Proposal.

All addenda will be posted on the Municipality of Boissevain-Morton's website at <https://boissevain.ca/community/assisted-living/> and Proponents should refer to the website before submitting to ensure they are aware of all addenda.

### *3. INDEMNIFICATION AND INSURANCE*

#### *3.1 Indemnification*

The Design-Build Team, all contractors, sub-contractors, consultants and their employees or agents shall, at all times, indemnify and save harmless Southwest Senior Housing Inc. and the Municipality of Boissevain-Morton, its employees, contractors, consultants, Board and Council members from and against any and all manner of claims, demands, losses, costs, charges, actions and other proceedings whatsoever made or brought against, suffered by, or imposed on Southwest Senior Housing Inc. in respect of any loss, damage or injury to any person or property directly or indirectly arising out of, resulting from, or sustained, as a result of this RFP process except for the negligence or willful misconduct of Southwest Senior Housing Inc. and the Municipality of Boissevain-Morton.

### *4. EXECUTION OF CONTRACT*

Contract shall also mean "Agreement", if applicable.

The successful proponent shall enter into and sign a formal Contract with Southwest Senior Housing Inc. and/or the Municipality of Boissevain-Morton, within ten (10) working days of notification of award of the Proposal and submission of other required documentation as per this RFP.

## **General Terms and Conditions**

### *1. COLLUSION*

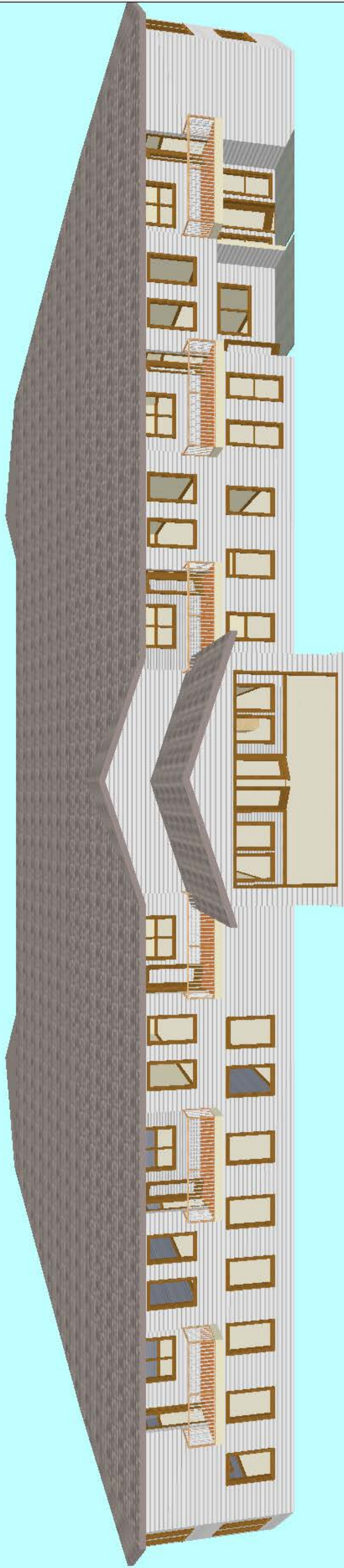
The Proponent declares that this response is NOT made in conspiracy with any other Proponent bidding for the same products/services and is without collusion or fraud.

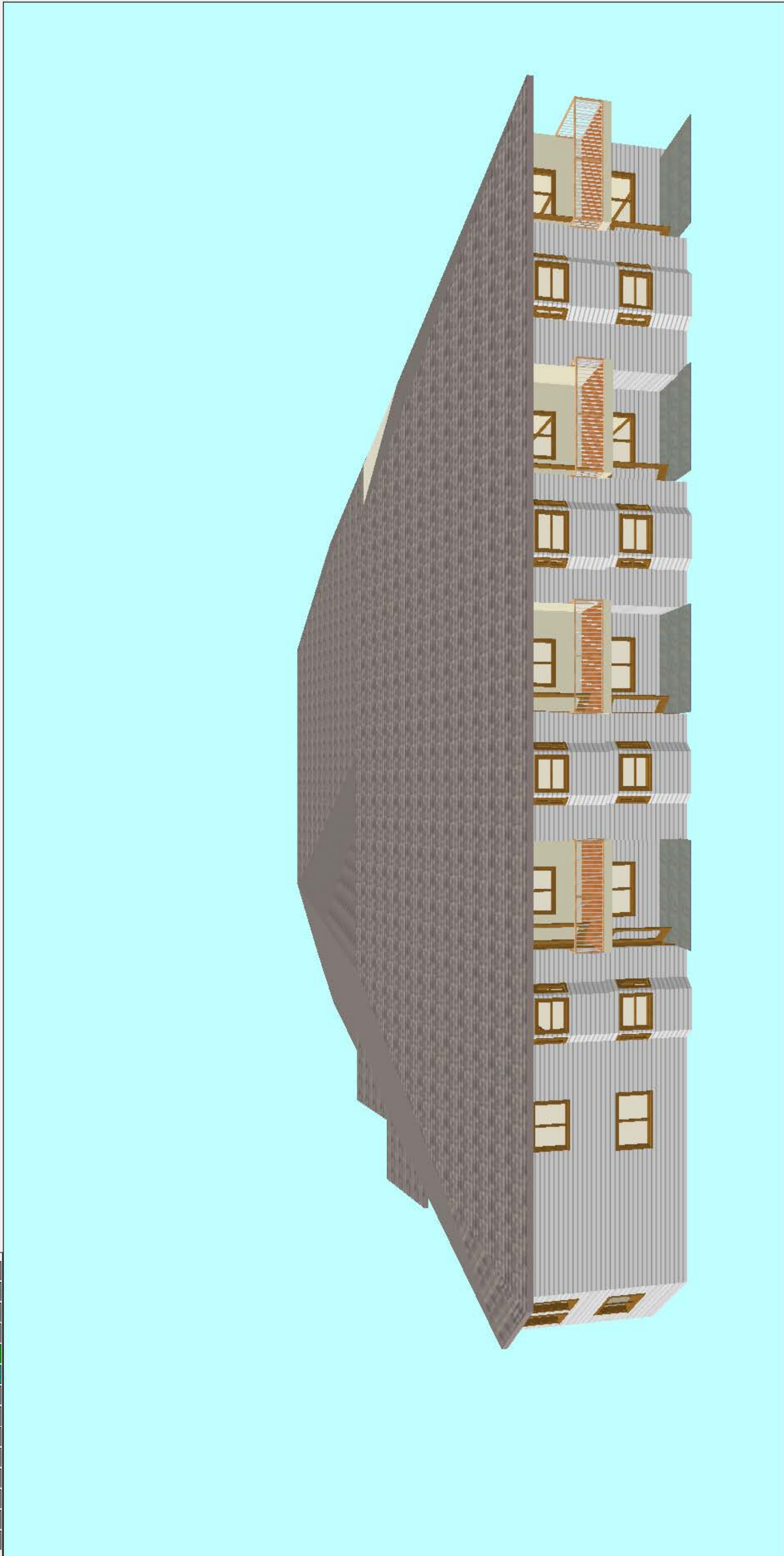
### *2. FAILURE TO COMPLY*

Failure to comply with all the terms, specifications, requirements, conditions and general provisions of this RFP, to the satisfaction of Southwest Senior Housing Inc., shall be just cause for termination of any executed future contract. Southwest Senior Housing Inc. shall then have the right to award this Contract to any other Proponent or to re-issue the RFP. Southwest Senior Housing Inc. shall assess against the Design-Build Team any damages whatsoever as a result of failure to perform. In addition, Southwest Senior Housing Inc. may, at its discretion, stop the performance of this Contract until such time as the Design-Build Team complies with all the provisions of this Contract.

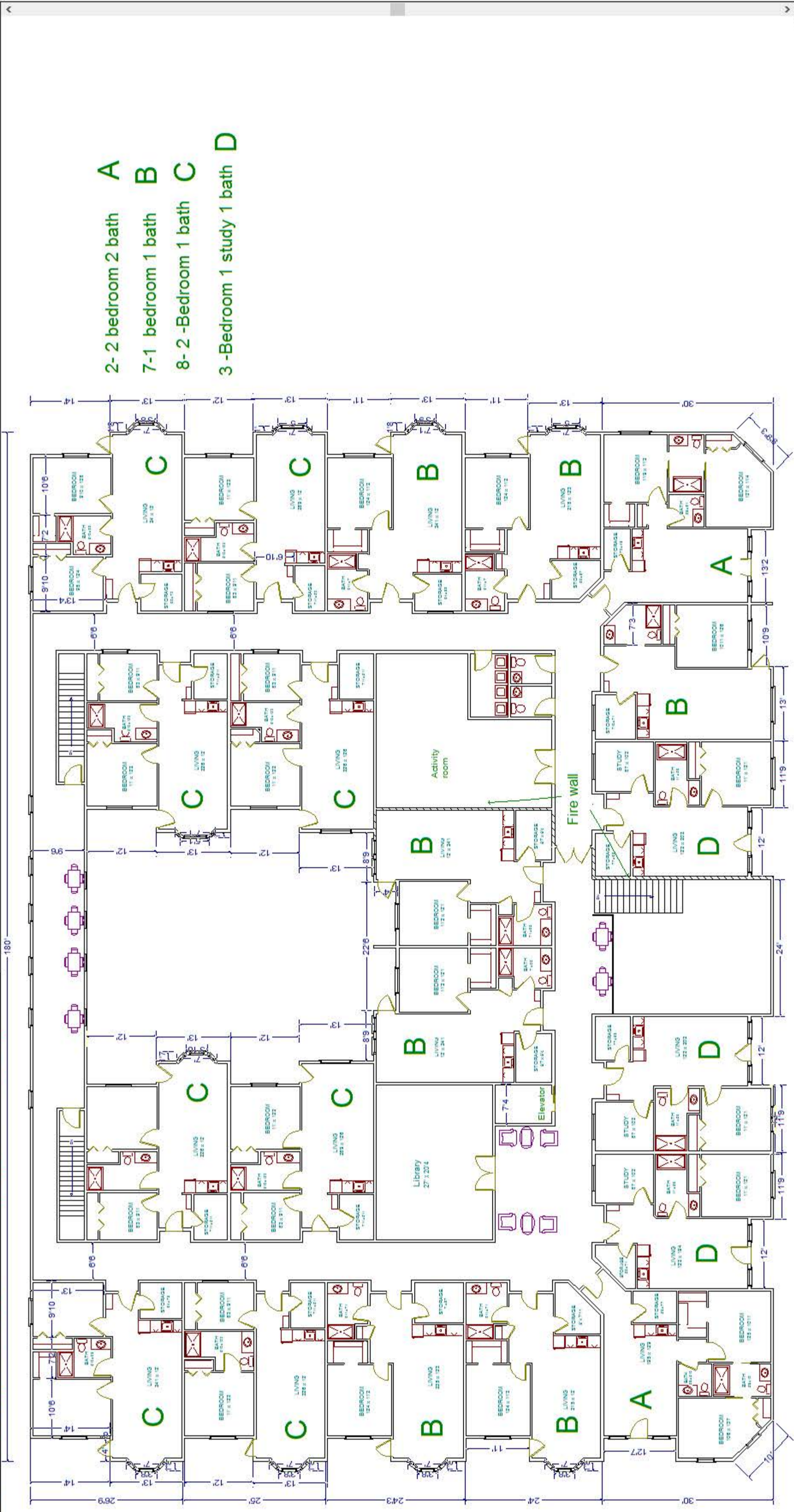
# **ATTACHMENT 1**

*Schematic and Site Plan (to date)*



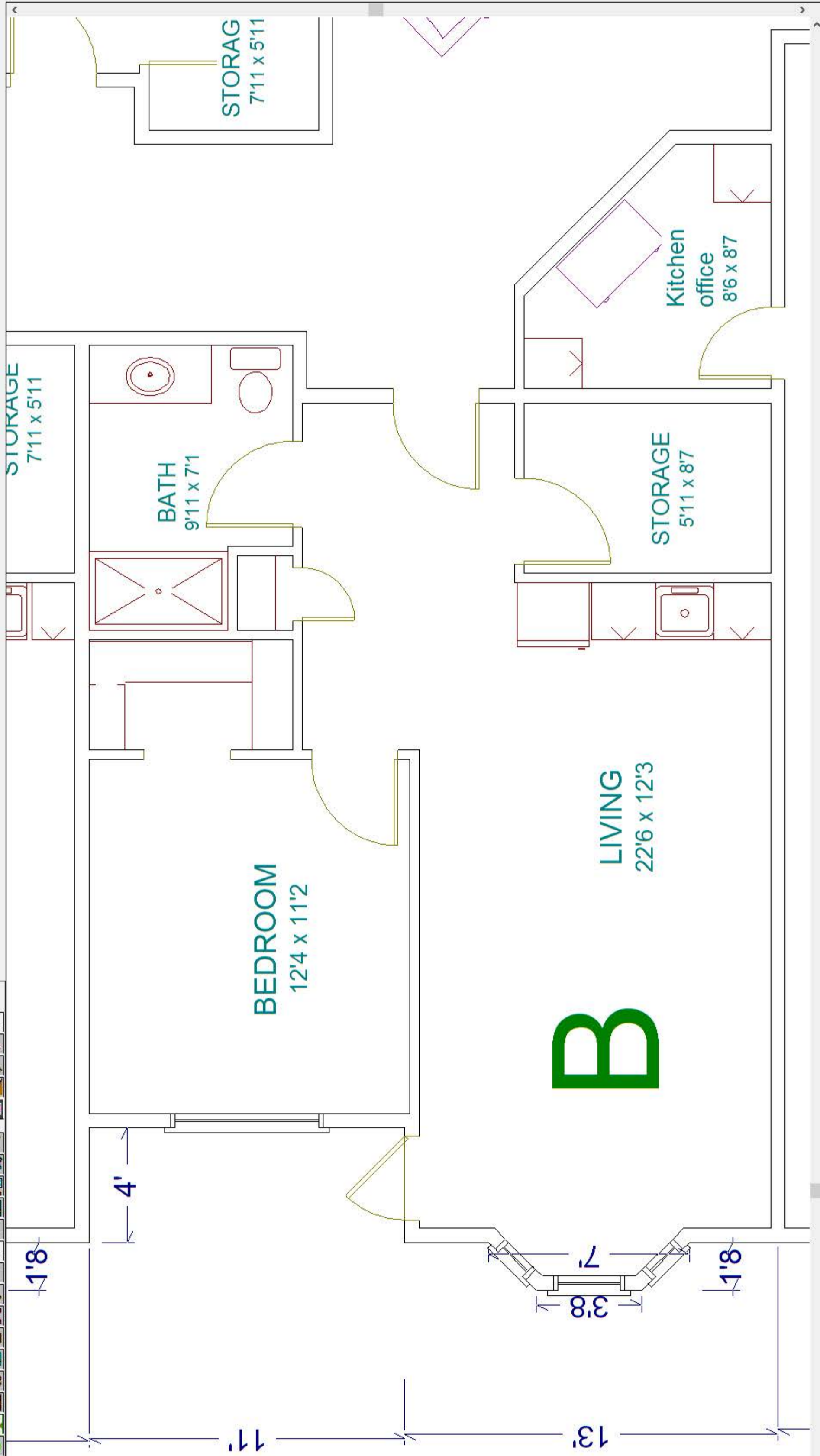


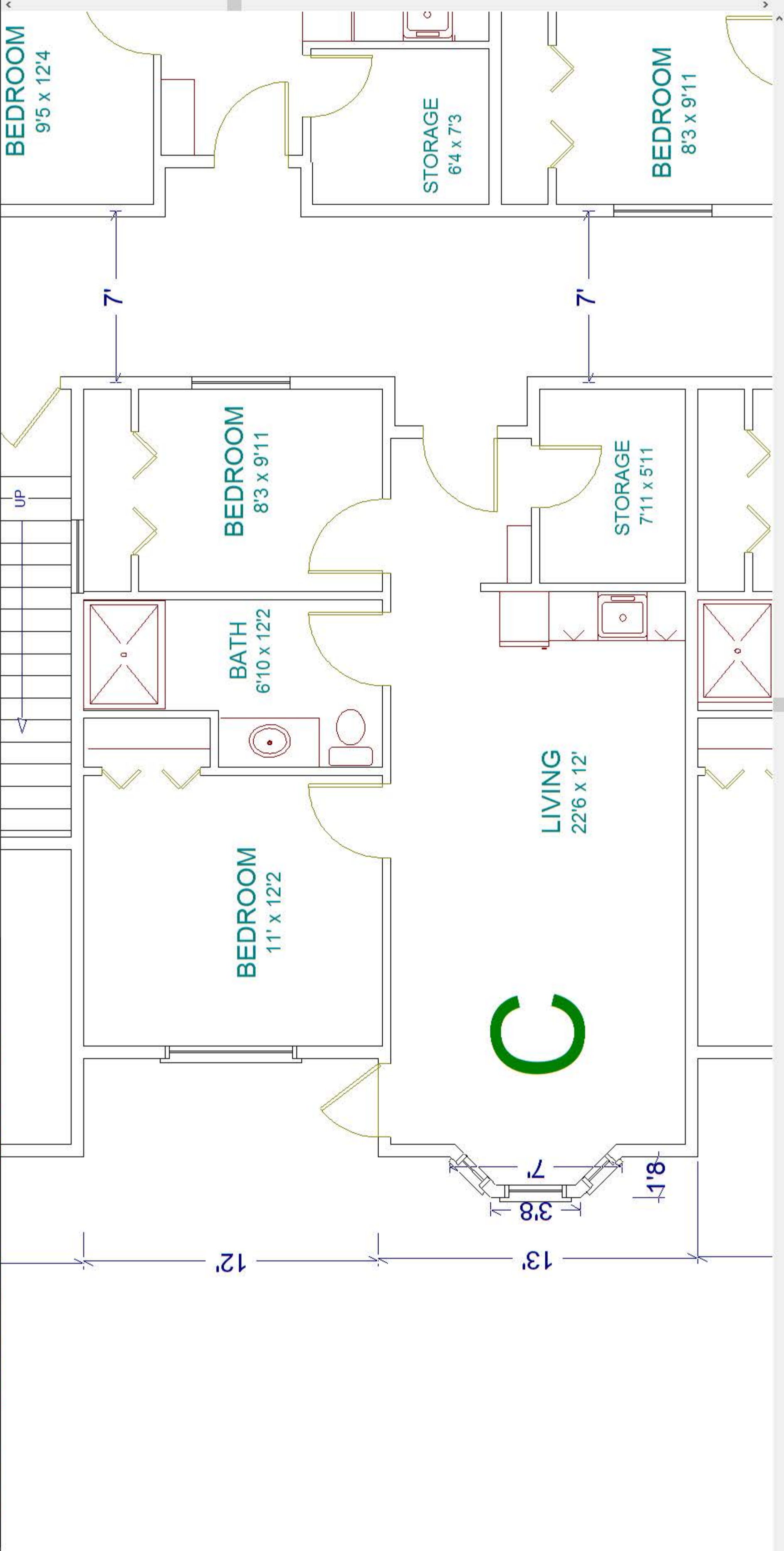


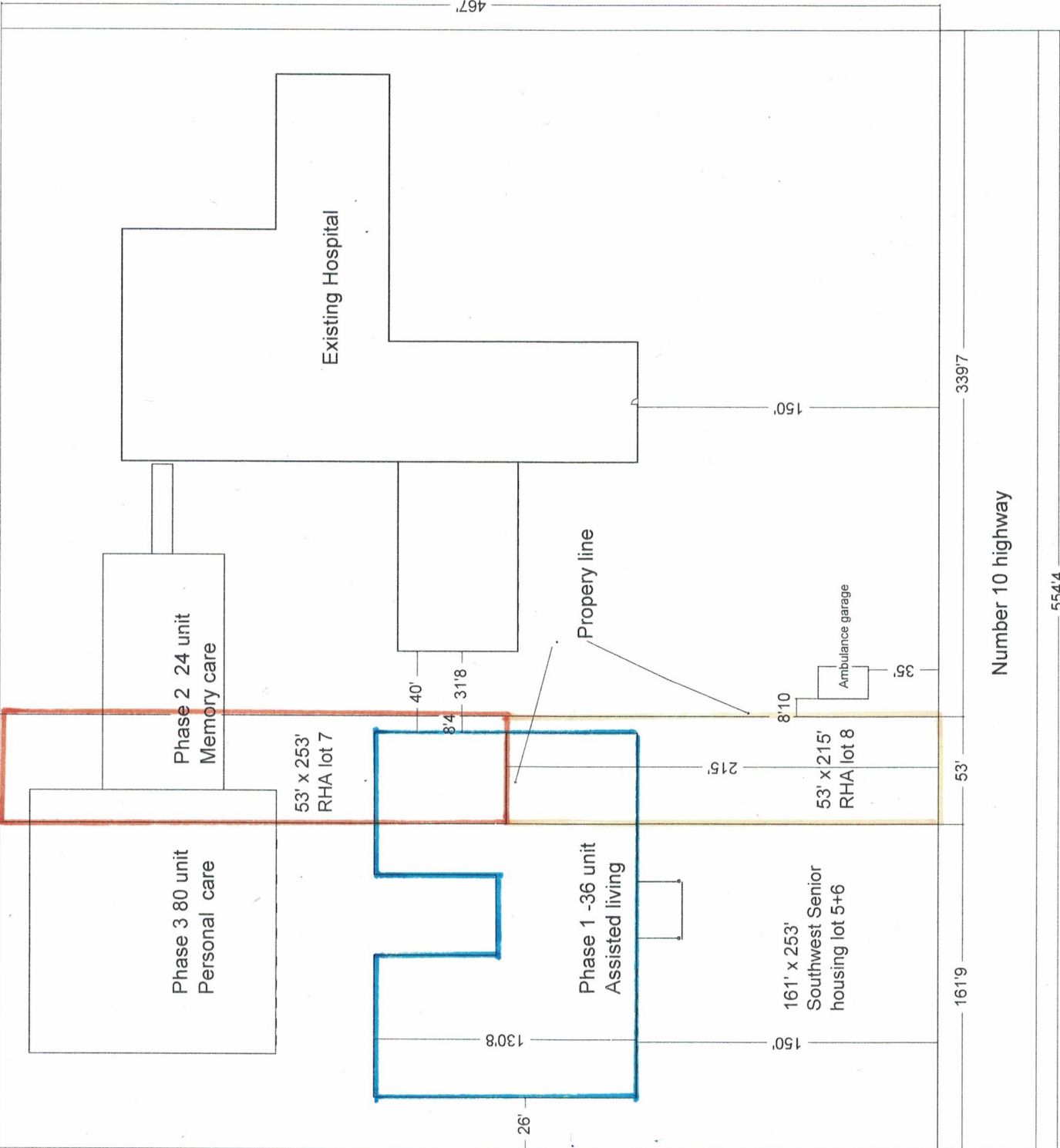


- A**  
2-2 bedroom 2 bath
- B**  
7-1 bedroom 1 bath
- C**  
8-2-Bedroom 1 bath
- D**  
3-Bedroom 1 study 1 bath









Yellow is lot 8

Orange is lot 7

Blue is Proposed 35 suite Assisting living

## **ATTACHMENT 2**

*Conflict of Interest Form*

Project name: **Southwest Seniors Housing Inc. Assisted Living Facility (Boissevain, MB)**

You have elected to submit your qualifications to provide Prime Consultant Services for the above named project. Please read the following information on Conflict of Interest to determine if a conflict of interest exists, or could exist, if your firm were selected as the Consultant for this project.

Conflict of Interest

I hereby certify, in order to qualify for consideration and evaluation, that:

1. Our firm and its directors, officers and employees do not and will not have any special interest or improper capacity to influence decisions of the Municipality of Boissevain-Morton and/or Southwest Seniors Housing Inc.
2. If a relationship exists or has existed between the Municipality of Boissevain-Morton and/or Southwest Senior Housing Inc. and our firm or any of the present directors, offices, or employees of the Municipality of Boissevain-Morton and/or Southwest Senior Housing Inc. the nature of the relationship did not and will not create a conflict of interest between the our firm and the Municipality of Boissevain-Morton and/or Southwest Senior Housing Inc.
3. Our firm has not gained an unfair advantage in this Request for Proposal process over other proponents because of any relationship with the Municipality of Boissevain-Morton and/or Southwest Senior Housing Inc.

I have read and understand the prohibitions respecting conflicts of interest in relation to this Request for Proposal. If any such conflict arises, or if a past conflict comes to light, during the review and evaluation of the Request for Proposal submitted, I will immediately report it to the Municipality of Boissevain-Morton and/or Southwest Senior Housing Inc. for and on behalf of the Proponent named above.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Sign and date above to acknowledge that you have received and read this information, and ensure that this completed form is included in the response to the Request for Proposal. Submissions that do not contain a signed and dated Conflict of Interest form will be disqualified and will not be given consideration or evaluated.