



THE CITY OF WINNIPEG

REQUEST FOR PROPOSAL

RFP NO. 471-2014

**REQUEST FOR PROPOSAL FOR A FAIRNESS MONITOR FOR THE CITY OF WINNIPEG'S
CAPITAL INTEGRATION PROJECT (SOUTHWEST TRANSITWAY- STAGE 2 AND THE
PEMBINA HIGHWAY UNDERPASS WIDENING)**

Proposals shall be submitted to:

**The City of Winnipeg
Corporate Finance Department
Materials Management Division
185 King Street, Main Floor
Winnipeg MB R3B 1J1**

Proponents are asked to note B13

TABLE OF CONTENTS

PART A - PROPOSAL SUBMISSION

Form A: Proposal	1
------------------	---

PART B - BIDDING PROCEDURES

B1. Contract Title	1
B2. Submission Deadline	1
B3. Enquiries	1
B4. Confidentiality	1
B5. Addenda	2
B6. Proposal Submission	2
B7. Proposal (Section A)	3
B8. Fees (Section B)	3
B9. Experience of Proponent (Section C)	4
B10. Experience of Key Person Assigned to the Project (Section D)	4
B11. Qualification	5
B12. Conflict of Interest and Good Faith	6
B13. Eligibility	6
B14. Opening of Proposals and Release of Information	6
B15. Irrevocable Offer	7
B16. Withdrawal of Offers	7
B17. Interviews	7
B18. Negotiations	7
B19. Evaluation of Proposals	8
B20. Award of Contract	8

PART C - GENERAL CONDITIONS

C0. General Conditions	1
------------------------	---

PART D - SUPPLEMENTAL CONDITIONS

General

D1. General Conditions	1
D2. Project Manager	1
D3. Background	1
D4. Scope of Services	2
D5. Definitions	3
D6. Ownership of Information, Confidentiality and Non Disclosure	3

Submissions Prior to Start of Services

D7. Authority to Carry on Business	3
D8. Insurance	4

Schedule of Services

D9. Commencement	5
D10. Critical Stages	5

PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

B1.1 REQUEST FOR PROPOSAL FOR A FAIRNESS MONITOR FOR THE CITY OF WINNIPEG'S CAPITAL INTEGRATION PROJECT (SOUTHWEST TRANSITWAY-STAGE 2 AND THE PEMBINA HIGHWAY UNDERPASS WIDENING)

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, August 8, 2014.

B2.2 Proposals determined by the Manager of Materials to have been received later than the Submission Deadline will not be accepted and will be returned upon request.

B2.3 The Project Manager or the Manager of Materials 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 Project Manager identified in D2.

B3.2 If the Proponent finds errors, discrepancies or omissions in the Request for Proposal (RFP), or is unsure of the meaning or intent of any provision therein, the Proponent shall promptly notify the Project Manager of the error, discrepancy or omission at least five (5) Business Days prior to the Submission Deadline.

B3.3 If the Proponent is unsure of the meaning or intent of any provision therein, the Proponent should request clarification as to the meaning or intent prior to the Submission Deadline.

B3.4 Responses to enquiries which, in the sole judgment of the Project Manager, require a correction to or a clarification of the RFP will be provided by the Project Manager to all Proponents by issuing an addendum.

B3.5 Responses to enquiries which, in the sole judgment of the Project Manager, do not require a correction to or a clarification of the RFP will be provided by the Project Manager only to the Proponent who made the enquiry.

B3.6 All correspondence or contact by Proponents with the City in respect of this RFP must be directly and only with the City's Project Manager. Failure to restrict correspondence and contact to the Project Manager may result in the rejection of the Proponents Proposal Submission.

B3.7 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 Project Manager in writing.

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 Project Manager. 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 Project Manager.

B5. ADDENDA

B5.1 The Project Manager 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 Project Manager 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.

B5.2.1 Addenda will be available on the Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/bidopp.asp>

B5.2.2 The Bidder is responsible for ensuring that it has received all Addenda and is advised to check the Materials Management Division website for Addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.

B5.3 The Bidder shall acknowledge receipt of each addendum in Paragraph 9 of Form A: Proposal. Failure to acknowledge receipt of an addendum may render a Proposal non-responsive.

B6. PROPOSAL SUBMISSION

B6.1 The Proposal shall consist of the following components:

- (a) Form A: 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 (Section C) in accordance with B9;
- (b) Experience of Key Person Assigned to the Project (Section D), in accordance with B10;

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, to constitute a responsive Proposal.

B6.5 Proponents should submit one (1) unbound 8.5" x 11" original (marked "original") including drawings and six (6) copies (copies can be in any size format) for sections identified in B6.1 and B6.2. A PDF version of the submission must also be supplied on a USB flash drive.

B6.6 Proposal format, including type of binding, number of pages, size of pages and, font, etc., will not be regulated, except that the Proposal should be presented 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 team.

B6.7 Proponents are advised that inclusion of terms and conditions inconsistent with the Request for Proposal, will be evaluated in accordance with B19.1(a).

B6.8 The Proposal shall be submitted enclosed and sealed in an envelope/package clearly marked with the RFP number and the Proponent's name and address.

B6.9 Proposals submitted by facsimile transmission (fax) or internet electronic mail (e-mail) will not be accepted.

B6.10 Proposals shall be submitted to:

The City of Winnipeg
Corporate Finance Department
Materials Management Division
185 King Street, Main Floor
Winnipeg MB R3B 1J1

B6.11 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: Proposal, making all required entries.

B7.2 Paragraph 2 of Form A: Proposal shall be completed in accordance with the following requirements:

- (a) if the Proponent is a sole proprietor carrying on business in his/her own name, his/her 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 his/her 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: Proposal, the Proponent shall identify a contact person who is authorized to represent the Proponent for purposes of the Proposal.

B7.4 Paragraph 11 of Form A: Proposal shall be signed in accordance with the following requirements:

- (a) if the Proponent is a sole proprietor carrying on business in his/her 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 its duly authorized officer or officers and the corporate seal, if the corporation has one, should be affixed;
- (d) if the Proponent is carrying on business under a name other than its 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: Proposal should be printed 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 Services identified in D4.

- B8.1.1 For the purposes of evaluation the Proponent shall assume an engagement of 500 hours, including seven (7) trips to Winnipeg of two (2) Business Days in duration.
- B8.2 The Proposal should also include details of:
- (a) the cost per trip to Winnipeg, excluding hourly rate while working in Winnipeg;; and
 - (b) the hourly rate(s) attributed to each Key Person proposed for the Project. Proponents should not provide blended rates.
- B8.3 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.
- B8.4 The Fee Proposal shall also include an allowance for Allowable Disbursements as defined in C1.1(b).
- B8.5 Notwithstanding C10.1, Fees submitted shall not include the Goods and Services Tax (GST) or Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable.
- B8.6 Payments to Non-Resident Consultants are subject to Non-Resident Withholding Tax pursuant to the Income Tax Act (Canada).
- B8.7 Adjustments to Fees will only be considered based on increases to the Scope of Services.
- B8.7.1 The City will not consider an adjustment to the Fees based on changes in the Project budget or the Final Total Construction Cost.

B9. EXPERIENCE OF PROPONENT (SECTION C)

- B9.1 Proposals should include information in sufficient detail for the City to evaluate their qualifications for the role of Fairness Monitor, by providing a minimum of two Public Private Partnership (P3) projects of similar complexity, scope and contract values not less than \$100 million.
- B9.2 For each project listed in B9.1, the Proponent should submit:
- (a) description of the project;
 - (b) scope of work assigned to the consultant;
 - (c) project's construction cost;
 - (d) project owner;
 - (e) reference information (two current names with telephone numbers per project).
- B9.3 The Proposal should include general firm profile information, including years in business, average volume of work, number of employees and other pertinent information for the Proponent.

B10. EXPERIENCE OF KEY PERSON ASSIGNED TO THE PROJECT (SECTION D)

- B10.1 Submit the experience and qualifications of the Key Person assigned to the Project for a minimum of two P3 projects of similar complexity, scope and contract values not less than \$100 million. Include educational background and degrees, professional recognition, job title, years of experience in current position, years of experience as fairness monitor, or similar role, and years of experience with existing employer. The experience provided should include at a minimum:
- (a) broad commercial or professional knowledge and experience;
 - (b) knowledge and experience relevant to infrastructure procurement;
 - (c) experience with and understanding of public private partnerships;
 - (d) knowledge and experience relevant to Canadian market conditions; and

(e) reputation and community standing appropriate to a Fairness Monitor.

B10.2 For the Key Person identified, list at least two comparable projects. If a project selected for a key person is included in B9, provide only the project name and the role of the key person. For other projects provide the following:

- (a) Description of project;
- (b) Scope of work assigned to the key person;
- (c) Project Owner;
- (d) Reference information (two current names with telephone numbers per project).

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;

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, Materials Management Division website at <http://www.winnipeg.ca/matmgt/debar.stm>

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; and
- (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; and
- (e) undertake to meet all licensing and regulatory requirements of the appropriate governing authorities and associations in the Province of Manitoba.

B11.4 The Proponent shall submit, within three (3) Business Days of a request by the Project Manager, further proof satisfactory to the Project Manager of the qualifications of the Proponent and of any proposed Subconsultant.

B11.5 The Proponent shall provide, on the request of the Project Manager, full access to any of the Proponent's equipment and facilities to confirm, to the Project Manager's satisfaction, that the Proponent's equipment and facilities are adequate to perform the Services.

B12. CONFLICT OF INTEREST AND GOOD FAITH

- B12.1 The Proponent by submitting a proposal certifies that to the best of its knowledge or belief that:
- (a) no elected or appointed official of the City is financially interested, directly or indirectly, in their firm or in the provision of the services as described in this RFP;
 - (b) Neither the fairness monitor, nor any person or organization with whom the fairness monitor has a significant connection, shall:
 - (i) submit, or assist in the preparation of, a response to the City's request for qualifications or proposals, call for tenders or any other document that initiates the procurement process for the Capital Integration Project; or
 - (ii) participate in the provision of any goods, services or construction to be provided for the Capital Integration Project, by the successful proponent or bidder
- B12.2 Proponents must not include among their team, any business entity or individual who is, or is associated with, in any way, any consultant retained by the City or known to be a party involved in relation to the Capital Integration Project (Southwest Transitway– Stage 2 and the Pembina Highway Underpass Widening), including but not limited to consultants providing engineering, architectural, legal, process, finance or financial capacity advice or any Person likely to create a conflict of interest or a perception of conflict of interest.
- B12.3 If a Proponent considers that a particular relationship or association does not create a conflict of interest and will not create a perception of conflict of interest, but is concerned that the City could arrive at a different conclusion, the Proponent should fully disclose the circumstances to the Project Manager at the earliest possible date, and request that the Project Manager provide an advance interpretation as to whether the relationship or association will be likely to create a conflict of interest or a perception of conflict of interest.
- B12.4 The Proponent declares that in submitting its response to this RFP, it does so in good faith and will disclose to the best of its knowledge, whether there are any circumstances whereby any member of Council or any officer or employee of the City would gain any pecuniary interest, direct or indirect, as a result of the Proponents participation in this Project.
- B12.5 Failure to comply with this provision may result in disqualification of your Submission from the RFP process.

B13. ELIGIBILITY

- B13.1 Proponents are advised that the City intends to engage a Legal Advisor for Services related to this Project under a separate contract.
- B13.2 Any Individual or Firm engaged under this Contract as Fairness Monitor will **not** be eligible to be contracted for or perform services under the contract for a Legal Advisor.

B14. OPENING OF PROPOSALS AND RELEASE OF INFORMATION

- B14.1 Proposals will not be opened publicly.
- B14.2 After award of Contract, the names of the Bidders and the Contract amount of the successful Bidder will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/>.
- B14.3 To the extent permitted, the City shall treat all Proposal Submissions as confidential. However, the Proponent is advised that any information contained in any Proposal may be released if required by City policy or procedures, by The Freedom of Information and Protection of Privacy Act (Manitoba), by other authorities having jurisdiction, or by law.
- B14.4 Following the award of Contract, a Proponent will be provided with information related to the evaluation of its submission upon written request to the Project Manager.

B15. IRREVOCABLE OFFER

- B15.1 The Proposal(s) submitted by the Proponent shall be irrevocable for the time period specified in Paragraph 10 of Form A: Proposal.
- B15.2 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 until a Contract for the Services has been duly executed as herein provided, but any offer shall be deemed to have lapsed unless accepted within the time period specified in Paragraph 10 of Form A: Proposal.

B16. WITHDRAWAL OF OFFERS

- B16.1 A Proponent may withdraw its Proposal without penalty by giving written notice to the Manager of Materials at any time prior to the Submission Deadline.
- B16.1.1 The time and date of receipt of any notice withdrawing a Proposal shall be the time and date of receipt as determined by the Manager of Materials.
- B16.1.2 The City will assume that any one of the contact persons named in Paragraph 3 of Form A: Proposal or the Proponent's authorized representatives named in Paragraph 11 of Form A: Proposal, and only such person, has authority to give notice of withdrawal.
- B16.1.3 If a Proponent gives notice of withdrawal prior to the Submission Deadline, the Manager of Materials will:
- (a) retain the Proposal until after the Submission Deadline has elapsed;
 - (b) open the Proposal to identify the contact person named in Paragraph 3 of Form A: Proposal and the Proponent's authorized representatives named in Paragraph 11 of Form A: Proposal; and
 - (c) if the notice has been given by any one of the persons specified in B16.1.3(b), declare the Proposal withdrawn.
- B16.2 A Proponent who withdraws its Proposal after the Submission Deadline but before its offer has been released or has lapsed as provided for in B15.2 shall be liable for such damages as are imposed upon the Proponent by law and subject to such sanctions as the Chief Administrative Officer considers appropriate in the circumstances. The City, in such event, shall be entitled to all rights and remedies available to it at law.

B17. INTERVIEWS

- B17.1 The Project Manager may, in his/her sole discretion, interview Proponents during the evaluation process.

B18. NEGOTIATIONS

- B18.1 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.
- B18.2 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.
- B18.3 If, in the course of negotiations pursuant to B18.2 or otherwise, 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.

B19. EVALUATION OF PROPOSALS

B19.1 Award of the Contract shall be based on the following evaluation criteria:

- (a) compliance by the Proponent with the requirements of the Request for Proposal or acceptable deviation therefrom: (pass/fail)
- (b) qualifications of the Proponent and the Subconsultants, if any, pursuant to B11: (pass/fail)
- (c) Fees; (Section B) 40%
- (d) Experience of Proponent; (Section C) 20%
- (e) Experience of Key Person Assigned to the Project; (Section D) 40%

B19.2 Further to B19.1(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.

B19.3 Further to B19.1(b), the Award Authority shall reject any Proposal submitted by a Proponent who does not demonstrate, in its Proposal or in other information required to be submitted, that it is responsible and qualified.

B19.4 Further to B19.1(c), Fees will be evaluated based on Fees submitted in accordance with B8.

B19.5 Further to B19.1(d), Experience of Proponent will be evaluated considering the experience of the organization and their response to B9.

B19.6 Further to B19.1(e), Experience of Key Person Assigned to the Project will be evaluated considering the experience and qualifications of the Key Person and their response to B10.

B19.7 Notwithstanding B19.1(d) to B19.1(e), where Proponents fail to provide a response to B6.2(a) to B6.2(b), the score of zero may be assigned to the incomplete part of the response.

B20. AWARD OF CONTRACT

B20.1 The City will give notice of the award of the Contract, or will give notice that no award will be made.

B20.2 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 responsible and qualified, and the Proposals are determined to be responsive.

B20.2.1 Without limiting the generality of B20.2, 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 its 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.

B20.3 Where an award of Contract is made by the City, the award shall be made to the responsible and qualified Proponent submitting the most advantageous offer.

B20.4 Further to Paragraph 6 of Form A: Proposal and C4, the successful Bidder will be provided with Contract documents for execution following issuance of a Letter of Intent.

- B20.5 The form of Contract with the City of Winnipeg will be based on the Contract as defined in C1.1(n).
- B20.6 Following the award of Contract, a Proponent will be provided with information related to the evaluation of its Proposal upon written request to the Project Manager.
- B20.7 If, after the award of Contract, the Project is cancelled, the City reserves the right to terminate the Contract. The Consultant 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 2010-10-01) 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, Materials Management Division website at http://www.winnipeg.ca/matmgt/gen_cond.stm.
- C0.2 A reference in the Request for Proposal to a section, clause or subclause with the prefix “**C**” designates a section, clause or subclause in the *General Conditions for Consultant Services*.

PART D - SUPPLEMENTAL CONDITIONS

GENERAL

D1. GENERAL CONDITIONS

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

D2. PROJECT MANAGER

Bjorn Radstrom, BSc(CE), P. Eng.

Email: bradstrom@winnipeg.ca

Telephone No. 204 986-5743

D2.1 At the pre-commencement meeting, the Project Manager will identify additional personnel representing the Project Manager and their respective roles and responsibilities for the Services.

D2.2 Proposal Submissions must be submitted to the address in B6.10

D3. BACKGROUND

D3.1 On June 25, 2014, City Council approved recommendations regarding the Capital Integration Project which combines the Pembina Highway Underpass project, Southwest Rapid Transit Corridor – Stage 2 project, and associated land drainage infrastructure.

Once completed, the Capital Integration Project will be the City's largest infrastructure project to date and will utilize a public-private partnership (P3) with a Design-Build-Finance-(Operate)-Maintain (DBF(O)M) procurement model. Under a DBF(O)M P3 model, the private partner will develop the detail design for the Project, construct it, finance it and maintain it over a 30 year concession period extending from 2019 until 2049. This is very similar to the models used recently by the City of Winnipeg for the Disraeli Bridges Project and the Chief Peguis Trail Extension Project.

Next Steps

It is anticipated that a Request for Qualifications (RFQ) will be issued in the early Fall of 2014. The RFQ is designed to identify consortiums that may bid on the Project and to review their qualifications. Once the RFQ is complete and a shortlist of qualified bidders is determined, and if an application for federal funding is successful, a Request for Proposals (RFP) will be issued to those short-listed through the RFQ process, in early 2015.

Construction of Stage 2 of the Southwest Transitway is expected to begin in 2016, with construction completion in 2019. After construction of Stage 2 is complete, operator training and facility commissioning will be carried out with Operations commencing in April 2020.

Project Background Information

The Capital Integration Project is comprised of significant infrastructure components in the southwest quadrant of the city including the completion of Stage 2 of the Southwest Transitway, the addition of Active Transportation infrastructure, and the renewal and expansion of the Pembina Underpass. Drainage works associated with the Project will also be coordinated with the Cockburn-Calrossie combined sewer relief project that is currently underway.

Integration of these infrastructure improvements would accommodate anticipated population growth in southwest Winnipeg that will lead to an estimated 50 per cent traffic increase on Pembina Highway by 2031. Proposed improvements, which are consistent with the Council-approved Transportation Master Plan (2011), would better accommodate modes of choice

(cars, trucks, buses and active transportation) in a more sustainable way, right from Project completion and well into the future.

By bundling Stage 2 of the Southwest Transitway, the widening of the Pembina Highway Underpass and the associated land drainage works together under one Capital Integration Project, the City is expected to save significant costs by eliminating the need to relocate the rail line at least twice during construction. By constructing the projects at once, construction timelines and traffic disruption will also be minimized.

D4. SCOPE OF SERVICES

- D4.1 A Fairness Monitor is being retained by the City to provide arm's length advice to the project managers and independent assurance to the City as to the fairness and appropriateness of specific project management activities related to the public-private partnership procurement process.
- D4.2 The scope of the Fairness Monitor engagement includes, but is not limited to, monitoring and providing an opinion on procurement process/contractor selection and/or contract finalization/negotiations.
- D4.3 The Fairness Monitor reports to the City as to whether:
- (a) the process and decisions developed by the procurement project management are fair, reasonable, and consistent with the procurement process laid out for the Project and in accordance with The Public-Private Partnerships Transparency and Accountability Act (Manitoba); and
 - (b) those processes and decisions have been reasonably implemented and materially complied with by project management in delivery of those aspects of the Project.
- D4.4 The Fairness Monitor engagement includes, but is not limited to the activities listed below. The major components of the Work will include the Fairness Monitor meeting with the Project Team at pre-determined stages, usually in advance of key management decisions being finalized, to:
- (a) be made aware of all contract documents relating to the selection process;
 - (b) receive information updates and review Project documents.

FAIRNESS MONITOR'S DUTIES

- D4.5 The duties of the fairness monitor under the terms of his or her appointment shall be in accordance with The Public-Private Partnerships Transparency and Accountability Act (Manitoba) and shall include the following:
- (a) advising the public sector entity on the procurement process for the purpose of ensuring that it is conducted with openness, transparency, integrity and accountability;
 - (b) reviewing each request for qualifications or proposals, call for tenders or other document soliciting responses from private sector entities, including the processes described in that document for evaluating the responses to it;
 - (c) assessing the extent to which the procurement process, including the selection of the successful Proponent or Bidder, conformed to
 - (i) the procurement solicitation documents, and
 - (ii) the applicable procurement laws, agreements, policies and procedures;
 - (d) making recommendations to the public sector entity regarding the timing and content of its public reports about the Project;
 - (e) preparing a final report to the public sector entity that
 - (i) summarizes the fairness monitor's duties under the terms of the appointment,
 - (ii) describes the fairness monitor's review of the procurement solicitation documents and the evaluation of the responses,
 - (iii) summarizes the fairness monitor's findings about the procurement process, and

- (iv) sets out the recommendations referred to in D4.5(d);
- (f) preparing, in accordance with the regulations, a summary of the terms of the Contract or contracts awarded by the public sector entity to the successful Proponent or bidder in the procurement process;
- (g) any additional duties necessarily incidental to The Public-Private Partnerships Transparency and Accountability Act (Manitoba)
<http://web2.gov.mb.ca/laws/statutes/ccsm/p245e.php> ;and
- (h) any other duties necessarily incidental to the Services.

D5. DEFINITIONS

D5.1 When used in this Request for Proposal:

- (a) “**City Council**” means the Council of the City of Winnipeg;
- (b) “**Contract Administrator or Project Manager**” means the person authorized to represent the City in respect of the Contract and is the Buyer unless otherwise specified hereinafter;
- (c) “**Consultant**” or “**Fairness Monitor**” means the person undertaking the performance of the work under the terms of the Contract;
- (d) “**Financial Close**” means means the first date that the flow of funds to the Contractor, from all of the Contractor’s debt and equity providers, commences or is irrevocably committed;
- (e) “**FIPPA**” means the Freedom of Information and Protection of Privacy Act (Manitoba).

D6. OWNERSHIP OF INFORMATION, CONFIDENTIALITY AND NON DISCLOSURE

D6.1 The Contract, all deliverables produced or developed, and information provided to or acquired by the Consultant are the property of the City and shall not be appropriated for the Consultants own use, or for the use of any third party.

D6.2 The Consultant shall not make any public announcements or press releases regarding the Contract, without the prior written authorization of the Project Manager.

D6.3 The following shall be confidential and shall not be disclosed by the Consultant to the media or any member of the public without the prior written authorization of the Project Manager;

- (a) information provided to the Consultant by the City or acquired by the Consultant during the course of the Work;
- (b) the Contract, all deliverables produced or developed; and
- (c) any statement of fact or opinion regarding any aspect of the Contract.

D6.4 A Consultant who violates any provision of D6 may be determined to be in breach of Contract.

SUBMISSIONS PRIOR TO START OF SERVICES

D7. AUTHORITY TO CARRY ON BUSINESS

D7.1 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 Project Manager with evidence thereof upon request.

D8. INSURANCE

- D8.1 The Consultant shall procure and maintain, at its own expense and cost, insurance policies with limits no less than those shown below.
- D8.2 As a minimum, the Consultant shall, without limiting its obligations or liabilities under any other contract with the City, procure and maintain, at its 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.
- D8.2.1 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.
- D8.3 The policies required in D8.2(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.
- D8.4 The Consultant shall require any Subconsultants to provide comparable insurance to that set forth under D8.2(a).
- D8.5 The Consultant shall provide the Project Manager with a certificate(s) of insurance for itself and for all of its Subconsultants, 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 C4.1 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 D8.10.
- D8.6 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.
- D8.7 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.
- D8.8 If the Consultant fails to do all or anything which is required of it with regard to insurance, the City may do all that is necessary to affect and maintain such insurance, and any monies expended by the City shall be repayable by and recovered from the Consultant.

- D8.9 The failure or refusal to pay losses by any insurance company providing insurance on behalf of the Consultant or any Subconsultants shall not be held to waive or release the Consultant or Subconsultants from any of the provisions of the insurance requirements or this Contract. Any insurance deductible maintained by the Consultant or any Subconsultants under any of the insurance policies is solely for their account and any such amount incurred by the City will be recovered from the Consultant as stated in D8.8.
- D8.10 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

D9. COMMENCEMENT

- D9.1 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.
- D9.2 The Consultant shall not commence any Services until:
- (a) the Project Manager has confirmed receipt and approval of:
 - (i) evidence of authority to carry on business specified in D7;
 - (ii) evidence of the insurance specified in D8;
 - (b) the Consultant has attended a meeting with the Project Manager, or the Project Manager has waived the requirement for a meeting.
- D9.3 Further to D9.1 and D9.2, the Consultant shall be prepared to commence Services immediately upon the award of Contract.
- D9.4 The City intends to award this Contract by August 21, 2014.

D10. CRITICAL STAGES

- D10.1 The Consultant shall achieve critical stages of the Services for this Contract in accordance with the following requirements:
- (a) provide the City with its final report and Contract summary within ninety (90) days of Financial Close.;
 - (b) provide feedback to the City at major milestones through the procurement process at each of the following critical stages, as well as any others determined as being necessary by the Project Manager:
 - (i) Prior to Issuance of the Request for Qualifications (RFQ)
 - (ii) Evaluation of RFQ submissions
 - (iii) Naming of the qualified respondents to the RFQ / short-listed respondents
 - (iv) Prior to Issuance of the Request for Proposals (RFP)
 - (v) Evaluation of the RFP submissions
 - (vi) Commercially Confidential Meetings
 - (vii) Prior to Naming of the Preferred Proponent
 - (viii) Financial Close
 - (ix) Commercial Close