



THE CITY OF WINNIPEG

REQUEST FOR PROPOSAL

RFP NO. 42-2016

**REQUEST FOR PROPOSAL FOR PROFESSIONAL CONSULTING SERVICES FOR
REPLACEMENT OF BOILERS, POOL WATER HEAT EXCHANGERS AND DOMESTIC
WATER HEAT EXCHANGERS AT PAN AM POOL-25 POSEIDON BAY**

Proposals shall be submitted to:

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

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PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

- B1.1 REQUEST FOR PROPOSAL FOR PROFESSIONAL CONSULTING SERVICES FOR REPLACEMENT OF BOILERS, POOL WATER HEAT EXCHANGERS AND DOMESTIC WATER HEAT EXCHANGERS AT PAN AM POOL-25 POSEIDON BAY

B2. SUBMISSION DEADLINE

- B2.1 The Submission Deadline is 12:00 noon. Winnipeg time, March 14, 2016.
- 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. SITE INVESTIGATION

- B3.1 The Project Manager or an authorized representative will conduct a Site Investigation tour of the Pan Am Pool at 25 Poseidon Bay on:
- (a) Thursday, February 25, 2016 from 11:00 am to 12:00 noon.
- B3.1.1 Proponents are requested to register for the Site Investigation by contacting the Project Manager identified in D2.
- B3.2 Although attendance at the Site Investigations is not mandatory, the City strongly suggests that Proponents attend.
- B3.3 The Proponent shall not be entitled to rely on any information or interpretation received at the Site Investigation unless that information or interpretation is the Proponent's direct observation, or is provided by the Project Manager in writing.

B4. ENQUIRIES

- B4.1 All enquiries shall be directed to the Project Manager identified in D2.
- B4.2 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.
- B4.3 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.
- B4.4 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.
- B4.5 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.
- B4.6 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.
- B4.7 The Proponent shall not be entitled to rely on any response or interpretation received pursuant to B4 unless that response or interpretation is provided by the Project Manager in writing.

B5. CONFIDENTIALITY

- B5.1 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.
- B5.2 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.

B6. ADDENDA

- B6.1 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.
- B6.2 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.
- B6.2.1 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>
- B6.2.2 The Proponent 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.
- B6.3 The Proponent 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.

B7. PROPOSAL SUBMISSION

- B7.1 The Proposal shall consist of the following components:
- (a) Form A: Proposal (Section A) in accordance with B8;
 - (b) Fees (Section B) in accordance with B9;
- B7.2 The Proposal should also consist of the following components:
- (a) Experience of Proponent and Subconsultants (Section C) in accordance with B10;
 - (b) Experience of Key Personnel Assigned to the Project (Section D), in accordance with B11;
 - (c) Project Understanding and Methodology (Section E) in accordance with B12; and
 - (d) Project Schedule (Section F) in accordance with B13.
- B7.3 Further to B7.1, 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.
- B7.4 Further to B7.2, 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.

- B7.5 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 B7.1 and B7.2.
- B7.6 Proposal format, including type of binding, number of pages, size of pages and, font, etc., will not be regulated, except that the Proposal should contain a table of contents, page numbering and should be in the Sections identified above. Proponents are encouraged to use their creativity to submit a Proposal which provides the requested information for evaluation and other information which illustrates the strength of their team.
- B7.7 Proponents are advised that inclusion of terms and conditions inconsistent with the Request for Proposal, will be evaluated in accordance with B21.1(a).
- B7.8 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.
- B7.9 Proposals submitted by facsimile transmission (fax) or internet electronic mail (e-mail) will not be accepted.
- B7.10 Proposals shall be submitted to:
The City of Winnipeg
Corporate Finance Department
Materials Management Division
185 King Street, Main Floor
Winnipeg MB R3B 1J1
- B7.11 Any cost or expense incurred by the Proponent that is associated with the preparation of the Proposal shall be borne solely by the Proponent.

B8. PROPOSAL (SECTION A)

- B8.1 The Proponent shall complete Form A: Proposal, making all required entries.
- B8.2 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.
- B8.2.1 If a Proposal is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B8.2.
- B8.3 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.
- B8.4 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.

B8.4.1 The name and official capacity of all individuals signing Form A: Proposal should be printed below such signatures.

B8.5 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.

B9. FEES (SECTION B)

B9.1 The Proposal shall include a Fixed Fee for all disciplines and/or phases identified in D4 Scope of Services.

B9.2 Adjustments to Fees will only be considered based on increases to the Scope of Services.

B9.2.1 The City will not consider an adjustment to the Fees based on changes in the Project budget or the Final Total Construction Cost.

B9.2.2 The City will not consider Fees for the time it takes individuals proposed to perform Work under the Contract to obtain a Criminal Record Search Certificate from the police service.

B9.3 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.

B9.4 The Fee Proposal shall also include an allowance for Allowable Disbursements as defined in C1.1(b), but shall exclude the costs of any materials testing, soils and hazardous materials investigation during construction.

B9.5 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.

B9.6 Payments to Non-Resident Consultants are subject to Non-Resident Withholding Tax pursuant to the Income Tax Act (Canada).

B9.7 The Fee Proposal shall include Fees for:

- (a) bid ready documents;
- (b) support during bid period and Contract award; and
- (c) construction Contract technical support and Contract administration as specified in the scope of services.

B10. EXPERIENCE OF PROPONENT AND SUBCONSULTANTS (SECTION C)

B10.1 Proposals should include:

- (a) details demonstrating the history and experience of the Proponent and Subconsultants in providing programming; design, management of construction and contract administration services on up to three projects of similar complexity, scope and value.

B10.2 For each project listed in B10.1(a), the Proponent should submit:

- (a) description of the project;
- (b) role of the consultant;
- (c) project's original contracted construction cost and final construction cost;
- (d) design and construction schedule (anticipated Project schedule and actual project delivery schedule, showing design and construction separately);

- (e) project owner;
- (f) reference information (two current names with telephone numbers per project).

B10.2.1 Where applicable, information should be separated into Proponent and Subconsultant project listings.

B10.3 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 and all Subconsultants.

B11. EXPERIENCE OF KEY PERSONNEL ASSIGNED TO THE PROJECT (SECTION D)

B11.1 Describe your approach to overall team formation and coordination of team members.

B11.1.1 Include an organizational chart for the Project.

B11.2 Submit the experience and qualifications of the Key Personnel assigned to the Project for projects of similar complexity, scope and value, including the principals-in-charge, the Consultants Representative, managers of the key disciplines and lead designers. Include educational background and degrees, professional recognition, job title, years of experience in current position, years of experience in design and construction, and years of experience with existing employer. Roles of each of the Key Personnel in the Project should be identified in the organizational chart referred to in B11.1.1.

B11.3 For each person identified, list at least two comparable projects in which they have played a primary role. If a project selected for a key person is included in B10, provide only the project name and the role of the key person. For other projects provide the following:

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

B11.4 The Proponent should complete and submit the Person Hours & Engineering form.

B12. PROJECT UNDERSTANDING AND METHODOLOGY (SECTION E)

B12.1 Describe your firm's project management approach and team organization during the performance of Services, so that the evaluation committee has a clear understanding of the methods the Proponent will use in the delivery of this Project.

B12.2 Methodology should be presented in accordance with the Scope of Services identified in D4.

B12.3 Describe the collaborative process/method to be used by the Key Personnel of the team in the various phases of the Project.

B12.4 Proposals should address:

- (a) the team's understanding of the broad functional and technical requirements;
- (b) the team's understanding of the urban design issues;
- (c) the proposed Project construction budget;
- (d) the City's Project methodology with respect to the information provided within this RFP; and
- (e) any other issue that conveys your team's understanding of the Project requirements.

B12.5 For each person identified in B11.2, list the percent of time to be dedicated to the Project in accordance with the Scope of Services identified in D4.

B13. PROJECT SCHEDULE (SECTION F)

- B13.1 Proponents should present a carefully considered Critical Path Method schedule using Microsoft Project or similar project management software, complete with resource assignments (key designers), durations (weekly timescale) and milestone dates or events. The schedule should address each requirement of the Scope of Services.
- B13.2 The Proponent's schedule should include critical dates for review and approval processes by the City and other organizations anticipated during the design and tendering phases of the Project. Reasonable times should be allowed for completion of these processes.

B14. DISCLOSURE

- B14.1 Various Persons provided information or services with respect to this Work. In the City's opinion, this relationship or association does not create a conflict of interest because of this full disclosure. Where applicable, additional material available as a result of contact with these Persons is listed below.
- B14.2 The Persons are:
- (a) KGS Group, Consulting Engineers.

B15. QUALIFICATION

- B15.1 The Proponent shall:
- (a) undertake to be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Proponent does not carry on business in Manitoba, in the jurisdiction where the Proponent does carry on business; and
 - (b) be financially capable of carrying out the terms of the Contract;
 - (c) have all the necessary experience, capital, organization, and equipment to perform the Services in strict accordance with the terms and provisions of the Contract;
 - (d) have or establish and staff an office in Winnipeg for the duration of the Project.
- B15.2 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>
- B15.3 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.

- (f) upon request of the Project Manager the Security Clearances as identified in PART E - ;
and

B15.4 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.

B15.5 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.

B16. OPENING OF PROPOSALS AND RELEASE OF INFORMATION

B16.1 Proposals will not be opened publicly.

B16.2 After award of Contract, the names of the Proponents and the Contract amount of the successful Proponent 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/> .

B16.3 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.

B16.4 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.

B17. IRREVOCABLE OFFER

B17.1 The Proposal(s) submitted by the Proponent shall be irrevocable for the time period specified in Paragraph 10 of Form A: Proposal.

B17.2 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.

B18. WITHDRAWAL OF OFFERS

B18.1 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.

B18.1.1 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.

B18.1.2 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.

B18.1.3 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 B18.1.3(b), declare the Proposal withdrawn.

B18.2 A Proponent who withdraws its Proposal after the Submission Deadline but before its offer has been released or has lapsed as provided for in B17.2 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.

B19. INTERVIEWS

B19.1 The Project Manager may, in his/her sole discretion, interview Proponents during the evaluation process.

B20. NEGOTIATIONS

B20.1 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.

B20.2 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.

B20.3 If, in the course of negotiations pursuant to B20.2 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.

B21. EVALUATION OF PROPOSALS

B21.1 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 B15: (pass/fail)
- (c) Fees; (Section B) 40%
- (d) Experience of Proponent and Subconsultants; (Section C) 15%
- (e) Experience of Key Personnel Assigned to the Project; (Section D) 10%
- (f) Project Understanding and Methodology (Section E) 20%
- (g) Project Schedule. (Section F) 15%

B21.2 Further to B21.1(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.

B21.3 Further to B21.1(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.

B21.4 Further to B21.1(c), Fees will be evaluated based on Fees submitted in accordance with B9.

B21.5 Further to B21.1(d), Experience of Proponent and Subconsultants will be evaluated considering the experience of the organization on projects of similar size and complexity as well as other information requested.

- B21.6 Further to B21.1(e), Experience of Key Personnel Assigned to the Project will be evaluated considering the experience and qualifications of the Key Personnel and Subconsultant personnel on Projects of comparable size and complexity.
- B21.7 Further to B21.1(f), Project Understanding and Methodology will be evaluated considering your firm's understanding of the City's Project, project management approach and team organization.
- B21.8 Further to B21.1(g), Project Schedule will be evaluated considering the Proponent's ability to comply with the requirements of the Project.
- B21.9 Notwithstanding B21.1(d) to B21.1(g), where Proponents fail to provide a response to B7.2(a) to B7.2(d), the score of zero may be assigned to the incomplete part of the response.
- B21.10 Proposals will be evaluated considering the information in the Proposal Submission and any interviews held in accordance with B19.

B22. AWARD OF CONTRACT

- B22.1 The City will give notice of the award of the Contract, or will give notice that no award will be made.
- B22.2 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.
- B22.2.1 Without limiting the generality of B22.2, 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.
- B22.3 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.
- B22.4 The City may, at its discretion, award the Contract in phases.
- B22.5 Notwithstanding Paragraph 6 of Form A: Proposal and C4, the City will issue a Letter of Intent to the successful Proponent in lieu of execution of a Contract.
- B22.5.1 The Contract documents as defined in C1.1(n)(ii) in their entirety shall be deemed to be incorporated in and to form a part of the Letter of Intent notwithstanding that they are not necessarily attached to or accompany said Letter of Intent.
- B22.6 The form of Contract with the City of Winnipeg will be based on the Contract as defined in C1.1(n).
- B22.7 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.
- B22.8 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

D2.1 The Project Manager is:

Terry D. Karan, C.E.T.

Email: tkaran@winnipeg.ca

Telephone No. 204 986-7146

Facsimile No. 204 986-7311

D2.2 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.

D2.3 Proposal Submissions must be submitted to the address in B7.10

D3. BACKGROUND

D3.1 The Pan Am Pool was constructed in 1967, the lap pool was added in 1994 and the Aquatic Hall of Fame followed in 1999. In 2010, KGS performed a mechanical and electrical system study to assess the condition of the mechanical and electrical components and make recommendations on a replacement strategy. The existing boilers serving the Pan Am Pool are original and require replacement. A small electric Enbala Power Networks (Sempa) boiler was added in 2012 to use off-peak power. The existing main pool shell and tube heat exchanger is original, has exceeded its normal life span and requires replacement.

D3.2 The electrical distribution has been upgraded in 2014 by Nortec Electric as per Bid Opportunity No. 850-2013.

D3.3 KGS Consulting Engineers has recommended that the hot water boilers be replaced by glycol boilers with heat exchange to integrate the new glycol heating system into the existing main hot water circulation loop.

D4. SCOPE OF SERVICES

D4.1 The Services required under this Contract shall consist of professional consulting Services for the replacement of existing hot water boilers with new glycol boilers with new glycol to hot water heat exchangers and pumps to transfer heat into the existing hot water distribution loop (upgrade the existing hot water heating loop and controls to accommodate this). In the future, the hot water distribution loop will either be replaced and/or converted to a glycol distribution loop. On the existing hot water heating distribution loop, heat exchangers are near end of life and have no redundancy. Add and/or replace pool water heat exchanger and domestic water heat exchangers as required.

D4.1.1 Design to include the following:

- (a) identify Project critical stages, including design and construction;
- (b) develop program of requirements and schematic design;
- (c) design for required work packages, required pre-purchasing of equipment and construction schedules to meet target completion date;

- (d) design for required work packages, required pre-purchasing of equipment and construction schedules to meet target completion date identified in D4.2(d);
- (e) include time for meetings with City operations and maintenance staff to:
 - (i) confirm design strategies, development of performance requirements and integration into existing infrastructure (e.g. Johnson Metasys controls) etc.;
 - (ii) provide preliminary Drawings and specifications for review and comment by City Operations and Maintenance staff;
 - (iii) provide feedback and meet with staff as required; revise design as required;
- (f) City of Winnipeg Cost Estimate Classification System as identified in Appendix A, sentence 3: class 3 construction cost estimate (preliminary design, for budget authorization) based on 30% design complete, -20% to +30% accuracy of cost estimate;
- (g) design, construction Drawing and specification development;
- (h) Manitoba Hydro Power Smart submissions for potential Manitoba Hydro rebates;
- (i) designer sealed design intent manual including design criteria, design assumptions, intended function, objective of all systems, supporting documentation, reports, etc. which could be used in the future to develop commissioning and retro-commissioning procedures; and
- (j) produce, maintain and update a Critical Path Method schedule using Microsoft Project or similar project management software; as identified in B13, to expedite the design, preparation of bid packages, pre-purchase of long delivery equipment/components etc.. Proactively monitor schedule and report anticipated delays and potential impacts to the City's Contract Administrator.

D4.1.2 Procurement Process:

- (a) Bid Opportunity document preparation complimenting the City of Winnipeg terminology and Bid Opportunity document file naming convention;
- (b) prepare Bid packages for the following if required:
 - (i) long-delivery equipment/components;
 - (ii) work packages that need to be installed during the 2016 summer Pan Am facility shut down identified in D4.2(b) (header connections, additional valves, sensor-wells in piping, heat exchangers, demolition, etc.);
 - (iii) existing boiler demolition and removal if the decision is made to include it in this project;
 - (iv) decommissioning of existing boilers if the decision is made to leave them in place for removal under a future project;
 - (v) all work necessary to replace the existing hot water boilers with new glycol boilers with heat exchangers and pumps to transfer heat into the existing hot water distribution loop (upgrade loop and controls to accommodate this);
- (c) attend a contractor bidder's site investigation meeting; during the Bid Opportunity period, and answer questions.

D4.1.3 City's Contract Administration duties for construction and equipment supply contracts:

- (a) prepare and tender all Bid packages:
 - (i) prepare Bid package front end documents using City's template integrating the design/construction specifications and drawings;
 - (ii) post on the City's Bid Opportunity website;
 - (iii) post on the City's Bid Opportunity website: addenda, specifications and Drawings prepared by the Consultant;
- (b) award contracts to successful vendors for construction work and equipment supply;
- (c) issue change orders based upon proposed change notices (PCN's) and field instructions prepared and issued by the Consultant;

- (d) contractor hot work permits will be coordinated by the City;
- (e) issue substantial and total performance certificates for the work;
- (f) issue certificate of acceptance for the work near end of warranty.

D4.1.4 Consultant's Contract Administration support duties during construction:

- (a) perform the roles and responsibilities on matters of safety and health in the workplace as identified in the City of Winnipeg's Materials Management Branch website;
- (b) coordinate and assist the contractor and/or subcontractors with all permit applications and submit written assurance in the Project's total performance inspection site report that all required permits have been obtained;
- (c) attend regular job meetings at the site every 2 weeks including attending a start-up site meeting led by the successful bidder;
- (d) review shop drawings submitted by the contractor;
- (e) assist with the coordination of construction methodology complete with mock ups, as required for safe work in spaces with asbestos containing materials;
- (f) coordinate construction schedule with City of Winnipeg Building Operations, Community Services and other stakeholders impacted by the construction work;
- (g) issue instructions/proposed change notices/change orders as required to coordinate issues during construction including reviewing and commenting on contractor change order submissions;
- (h) attend the contractor's training sessions as an observer to ensure training session topics and sequence of operations conform with the Consultant's design intent;
- (i) review of operation and maintenance manuals, equipment warranties, verification, testing and balance reports submitted by the contractor and issuing a deficiency list to the contractor complete with additional reviews to confirm deficiencies have been corrected;
- (j) conduct substantial performance and total performance inspections of the work and submit related site reports and if required conduct additional inspections to confirm deficiencies have been corrected;
- (k) recommend to the City when substantial performance of the work has been achieved;
- (l) recommend to the City when total performance of the work has been achieved and state the warranty commencement date: (note: total performance of the work cannot be achieved without the Consultant's written assurance that all required permits have been obtained and the work meets the requirements of the Authorities Having Jurisdiction); and
- (m) Manitoba Power-Smart submissions for potential rebates.

D4.1.5 Post Construction Services including:

- (a) submit the contractor's marked up redline as-built Drawing set;
- (b) provide as-built Drawings based on mark-ups from the contractor, produced in both AutoCAD 2013 or later DWG and PDF electronic file formats in discipline sub-folders, copied to a CD or DVD;
- (c) conduct an acceptance inspection just prior to the warranty expiration date and submit a related site report, if required conduct additional inspections to confirm defects and deficiencies have been remedied; and
- (d) recommend to the City declaring when the warranty period expired and that the work performed satisfactorily during the warranty period, the contractor remedied all defects, deficiencies or otherwise identified by the Contract Administrator during the warranty period in the manner prescribed and to the satisfaction of the Contract Administrator, and successfully concluded all tests required by the City immediately preceding the conclusion of the warranty period.

- D4.2 The Pan Am Pool upgrade requirements shall include, but are not limited to:
- (a) the Proposal shall include a schedule detailing completion dates for: design, required work packages, required pre-purchasing of equipment and construction schedules to meet target completion date identified in (d);
 - (b) the approximate scheduled shutdown of the Pan-Am Pool is Monday, July 25, 2016 through Friday, September 23, 2016, re-opening on Saturday, September 24, 2016;
 - (c) the Pan-Am Pool is a premier swimming and diving facility and will be hosting the Canada Summer Games from July 28, 2017 to August 13, 2017;
 - (d) the contractor shall achieve substantial performance of the work by June 1, 2017 and shall achieve total performance of the work by June 16, 2017;
 - (e) total funding including all construction costs, construction contingencies, Consultant fees, Allowable Disbursement fees and applicable taxes over three years is \$2,200,000, excluding asbestos abatement;
 - (f) the boiler upgrade plan shall be in a staged program as required to ensure service is maintained. facility programs must be kept operational during the transition from old to new systems;
 - (g) work generating noise and/or vibration shall be performed after pool public hours of 6:00 am to 10:00 pm, unless the facility is shut down for maintenance;
 - (h) at the start of schematic design, assess the feasibility of whether or not the existing boilers (two or all boilers) should remain in place for removal at a future date under a different Project, factors to consider include:
 - (i) Project schedule and budget, size and asbestos content of the boilers, etc.;
 - (ii) if the decision is made to leave the existing boilers in place for future removal, installation of new equipment, piping, electrical, etc. to be designed and installed such that the future demolition and removal of the existing boilers and associated piping and electrical is possible without disturbing the new installation or operation of the new boilers;
 - (i) existing boiler information:
 - (i) the entire Pan Am facility is serviced by 3 – 200 boiler-horsepower natural gas fired hot water boilers installed in the basement mechanical room;
 - (ii) the boilers were intended to provide 200°F water to the various heating systems and receive 180°F water back: the boiler system is currently operated at a supply water temperature of 170°F;
 - (iii) one and a half boilers can meet current connected heating load requirements under this lower water temperature during the coldest winter;
 - (iv) the third boiler is currently acting as backup should one boiler be out of service;
 - (j) the new boilers shall include:
 - (i) minimum one standby boiler in order to have standby capacity of 11% stated in the KGS study;
 - (ii) the 2010 KGS study recommended a total of nine new boilers, including one standby boiler;
 - (k) boiler alarm and status to report to City of Winnipeg Central Control office at 510 Main Street via Johnson Controls Metasys system:
 - (i) the Consultant shall meet with the Contract Administrator and representatives from the Facility Systems and Technologies group to determine detailed design objectives and requirements;
 - (l) Consultant shall evaluate and plan:
 - (i) the contractor staging areas and paths suitable for the contractor to deliver materials to final destinations within the facility giving consideration to public programming and public safety;
 - (ii) the detail how the contractor will protect building finishes when delivering materials;

- (m) Boiler heating loads include, but are not limited to:
 - (i) building heating load;
 - (ii) pool water heating load: criteria shall be to raise the pool water temperature of all three pools 1°F per hour (the Pan Am Pool tank volumes are: Main Pool – 1,000,000 gallons; Lap Pool – 500,000 gallons; Kiddie Pool – 16,000 gallons);
 - (iii) domestic water heating load: per the KGS Study recommendation, to compensate for smaller hot water tanks, larger capacity double wall heat exchangers and boiler capacity would have to be provided to ensure sufficient hot water is available to meet peak demand requirements;
 - (iv) summer heating load; boilers shall be sized such that the summer heating load will require one or two boilers to operate near 100% capacity;
- (n) the lower level of the boiler room is susceptible to flooding:
 - (i) pumps, boilers and other critical equipment required to operate in the event of a flooded lower level shall be mounted on structural pads/platforms, ideally 4 feet above the floor level of the boiler room: pool tank portals for light fixtures could fail unexpectedly causing flooding of the lower level;
 - (ii) electrical power supply and equipment controls shall also be elevated;
- (o) include the structural design of all pads, platforms, equipment and piping support assemblies;
- (p) boiler venting and combustion air shall be reviewed in detail as follows:
 - (i) allow for design meetings presenting options to owner's staff including boiler vent material options (City staff prefer plastic boiler venting if it conforms to all regulatory requirements);
 - (ii) venting and combustion air installation shall be in a staged program to allow existing boilers to operate until change over to new boilers;
 - (iii) any required structural and architectural design to facilitate new boiler venting and combustion air routing shall be included in this Request for Proposal (RFP);
- (q) the existing electric Sempa boiler shall be evaluated to determine if it should be decommissioned or converted to electric back-up when needed: the electric Sempa boiler and, if required, an additional electric boiler could be used as supplemental heat during construction;
- (r) the single existing shell and tube heat exchanger, serving the main pool water, shall be replaced with two plate and frame, double wall type heat exchangers providing 100% standby capacity:
 - (i) one spare heat exchanger bundle with gaskets shall be provided;
 - (ii) strainers shall be provided on the pool water inlets of the heat exchangers;
- (s) the following may be issued as a separate deduct price in the boiler construction Bid Opportunity or as a different construction Bid Opportunity: the existing domestic hot water heat exchanger shall be replaced with multiple, double wall type heat exchangers with a total larger capacity to allow for future smaller domestic hot water tanks as recommended in the KGS Study: domestic hot water heat exchangers to include minimum 60% standby capacity:
 - (i) one spare double wall heat exchanger bundle with gaskets shall be provided;
 - (ii) strainers shall be provided on the pool water inlets of the heat exchangers;
- (t) the following may be issued as a separate deduct price in the boiler construction Bid Opportunity or as a different construction Bid Opportunity: provide one double wall type plate and frame heat exchange to provide 100% standby capacity to the existing heat exchanger serving the Lap Pool:
 - (i) one spare double wall heat exchanger bundle with gaskets shall be provided;
 - (ii) strainers shall be provided on the pool water inlets of the heat exchangers;
- (u) the following may be issued as a separate deduct price in the boiler construction Bid Opportunity or as a different construction Bid Opportunity: provide one double wall type

plate and frame heat exchange to provide 100% standby capacity to the existing heat exchanger serving the Kiddie Pool:

- (i) one spare double wall heat exchanger bundle with gaskets shall be provided;
- (ii) strainers shall be provided on the pool water inlets of the heat exchangers;
- (v) for more information, refer to the **“Pan Am Pool Mechanical and Electrical Systems Upgrade Definition Study by KGS Group”** dated October 2013 (Note the table on page 11 of the study has incorrect electrical and structural cost estimates and an incorrect total project cost. The correct capital cost estimate to replace the boilers is on Table 1 “Capital Cost Estimate – Mechanical Projects”, review and revise calculations);
- (w) the electrical distribution has been upgraded in 2015, for more information: refer to the Bid Opportunity No. 850-2013 documents referenced in Appendix A, sentence 4;
- (x) based upon Project schedule:
 - (i) determine what equipment with long deliveries should be pre-purchased to expedite the construction schedule, to meet project completion deadline;
 - (ii) if additional Bid Opportunities are required to pre-purchase equipment, the Consultant shall prepare the design, technical specifications and provide procurement support;
 - (iii) if possible, use of temporary boiler(s) could expedite schedule, determine feasibility and implement if within the Project budget;
- (y) all work shall be designed to accommodate maintenance accessibility;
- (z) piping expansion joint design criteria shall accommodate the worst case scenario, boiler heating water temperature difference, at pool shut down;
- (aa) boiler hot water piping to be welded schedule 80: except, pipe 2 ½” and larger to be flanged connection;
- (bb) include a complete boiler glycol-water treatment system meeting City of Winnipeg practices and operational requirements;
- (cc) the Pan Am facility is a high humidity & high chlorine environment: materials shall be non-corrosive or high corrosion resistant;
- (dd) review natural gas system and upgrade as required conforming to all regulatory requirements;
- (ee) review existing chimney and determine if all or a portion of it should be removed;
- (ff) include sealing of building envelope;
- (gg) review combustion air system and upgrade as required conforming to all regulatory requirements;
- (hh) include painting of space;
 - (ii) include painting and labelling of piping;
- (jj) review lighting layout and upgrade as required conforming to all regulatory requirements;
- (kk) include electric 120V service outlets as required to service new equipment;
- (ll) remove existing curbing and housekeeping pads as required and patch to make smooth;
- (mm) consider painting boiler room floor;
- (nn) review sprinkler and fire alarm systems and upgrade as required conforming to all regulatory requirements; and
- (oo) review backflow prevention and upgrade as required conforming to all regulatory requirements.

D5. OWNERSHIP OF INFORMATION, CONFIDENTIALITY AND NON DISCLOSURE

- D5.1 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.
- D5.2 The Consultant shall not make any public announcements or press releases regarding the Contract, without the prior written authorization of the Project Manager.
- D5.3 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.
- D5.4 A Consultant who violates any provision of D5 may be determined to be in breach of Contract.

SUBMISSIONS PRIOR TO START OF SERVICES

D6. AUTHORITY TO CARRY ON BUSINESS

- D6.1 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.

D7. INSURANCE

- D7.1 The Consultant shall procure and maintain, at its own expense and cost, insurance policies with limits no less than those shown below.
- D7.2 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 \$ 5,000,000 . per claim and \$ 5,000,000 in the aggregate.

D7.2.1 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.

D7.3 The policies required in D7.2(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.

D7.4 The Consultant shall require each of its Subconsultants to provide comparable insurance to that set forth under D7.2(a) and D7.2(c).

D7.5 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 D7.8.

D7.6 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.

D7.7 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.

D7.8 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

D8. COMMENCEMENT

D8.1 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.

D8.2 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 D6;

(ii) evidence of the insurance specified in D7;

(b) the Consultant has attended a meeting with the Project Manager, or the Project Manager has waived the requirement for a meeting.

D8.3 The City intends to award this Contract by April 28, 2016.

D9. CRITICAL STAGES

D9.1 The Consultant shall identify critical stages including design and construction.

D10. KEY CONSIDERATIONS

D10.1 The Pan Am Pool will be hosting the Canada Summer Games from July 28 to August 13, 2017. The Project shall be completely constructed prior to the Canada Summer Games in 2017.

- D10.2 The approximate scheduled shutdown of the Pan-Am Pool is Monday, July 25, 2016 through Friday, September 23, 2016, re-opening on Saturday, September 24, 2016.
- D10.3 Total funding including all construction costs, construction contingencies, Consultant fees, Allowable Disbursement fees and applicable taxes over three years is \$2,200,000 not including asbestos abatement.
- D10.4 A Class 1 quantity survey cost estimate, accurate from -5% to +10% shall be included. A Class 2 quantity survey cost estimate may suffice to assist in the decision making on what is included in the project. Refer to Appendix A, sentence 3, for the "City of Winnipeg Cost Estimate Classification System" document dated May 2014.
- D10.5 Asbestos abatement shall be administered by the City. Asbestos work to be scheduled by the Consultant. Boiler shut down is required for asbestos work.
- D10.6 Based upon project schedule, determine what equipment with long deliveries should be pre-purchased to expedite the construction schedule, to meet project completion deadline.

PART E - SECURITY CLEARANCE

E1. SECURITY CLEARANCE

- E1.1 Each individual proposed to perform Work under the Contract shall be required to obtain a Criminal Record Search Certificate from the police service having jurisdiction at his place of residence. This can be obtained from one of the following;
- (a) police service having jurisdiction at his/her place of residence; or
 - (b) BackCheck, forms to be completed can be found on the website at: <http://www.backcheck.net/> ; or
 - (c) Commissionaires (Manitoba Division), forms to be completed can be found on the website at: <https://www.commissionaires.ca/en/manitoba/home> .
- E1.2 The following is a link to information for obtaining the Criminal Record Search certificate including the Vulnerable Sector screening from the City of Winnipeg Police Service.
http://winnipeg.ca/police/pr/info_request.stm
- E1.2.1 The Criminal Record Search shall include a Vulnerable Sector Screening. This can be obtained by following the link below http://winnipeg.ca/police/pr/info_request.stm .
- (a) Individuals will need to state in the form, that they may be working in City of Winnipeg pools, libraries and community centres;
- E1.3 The original Criminal Record Search Certificate (Form P-253) will be provided by the Winnipeg Police Service to the individual applicant. The original has a validation sticker from the Winnipeg Police Service in the top right hand corner. The applicant shall:
- (a) Provide the original Criminal Record Search Certificate (Form P-253) to the Project Manager.
- E1.4 Prior to the award of Contract, and during the term of the Contract if additional or replacement individuals are proposed to perform Work, the Consultant shall supply the Project Manager with a Criminal Record Search Certificate obtained not earlier than one (1) year prior to the Submission Deadline, or a certified true copy thereof, for each individual proposed to perform the Work.
- E1.5 Any individual for whom a Criminal Record Search Certificate is not provided, or for whom a Criminal Record Search Certificate indicates any convictions or pending charges related to property offences or crimes against another person will not be permitted to perform any Work.
- E1.6 Any Criminal Record Search Certificate obtained thereby will be deemed valid for the duration of the Contract subject to a repeated records search as hereinafter specified.
- E1.7 Notwithstanding the foregoing, at any time during the term of the Contract, the City may, at its sole discretion and acting reasonably, require an updated criminal records search. Any individual who fails to provide a satisfactory Criminal Record Search Certificate as a result of a repeated criminal records search will not be permitted to continue to perform any Work.

APPENDIX A – DOCUMENT REFERENCES

The following documents are references for the Work:

1. Pan Am Pool Mechanical and Electrical Systems Upgrade Definition Study, Final Report, October 2013. Prepared by KGS Group.
2. Pan Am Pool – Asbestos Inventory_25 Poseidon Bay.
3. City of Winnipeg – Cost Estimate Classification System; available at The City of Winnipeg, Corporate Finance, Materials Management Division website at http://winnipeg.ca/finance/findata/matmgt/documents/2015/17-2015/17-2015_ADDENDUM_2/17-2015_Addendum_2-Appendix_E.pdf.
4. Pan Am Pool – Electrical Distribution Upgrade – Bid Opportunity No. 850-2013; available on the Closed Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Division website at http://winnipeg.ca/MatMgt/FolderContents.asp?FOLDER_NAME=850-2013&YEAR=2013.

APPENDIX B – AS-BUILT DRAWING REFERENCES

The following as-built drawings are references for the Work:

DRAWING NO.	DRAWING NAME / TITLE
ORIGINAL FACILITY - 1966	
1	Site Plan and List of Drawings
3	Mechanical Room Level
12	Building Sections
13	Building Sections
S-1	Foundation Plan
S-2	Mechanical Room Floor Framing Plan
M-1	Boiler Room Level Plumbing Layout
M-2	Pool Deck Level Plumbing Layout
M-3	Pool Deck Heating & Ventilation
M-4	Concourse Level Plumbing Layout
M-5	Concourse Level Heating Layout
M-6	Seating Level & Press Box Mechanical
M-7	Boiler & Filter Room Layout
M-8	Mechanical Details
M-9	Mechanical Schedule
M-1A	Filter Room Layout
M-2A	Filter Room Elevation
E-1	Electrical Site Plan & Details
E-2	Mechanical Room Level Electrical Layout
E-11	Electrical Distribution
PAN AM POOL ADDITION - 1993	
A-1	Site Plan
M-1.1	Crawlspace Plan Mechanical
M-2.1	Main Floor Plan Mechanical
M-3.1	Mezzanine Plan Mechanical
M-4.1	Roof Plan Mechanical
M-5.1	Boiler Room and Mechanical Details
M-6.1	Flow Diagram Pool Systems
M-7.1	Pool System Details
ADDITIONS AND RENOVATIONS TO THE PAN AM POOL - 1998	
A1.1	Key Plan
A2.1	Basement Plan
M5.0	Mechanical Schedules Details and Legend
MF2.1	Basement, Main & Upper Level Fire Protection

MH2.1	Mechanical Room Sections and Air Conditioning
MH2.2	Ground Floor and Part Upper Level HVAC
MH2.3	Mechanical Room Details and Schematics
MH2.4	Ground Floor Plan Heating
MP2.1	Basement Floor Plan Plumbing
MP2.2	Ground Floor Plan Plumbing
E2.1	Basement Plan Electrical & Motor Schedule
PAN AM POOL MECHANICAL RENOVATIONS - 2002	
AM01	Process Flow Diagram & Schedules
AM02	Plan, Sections, Notes & Details
AM03	West Boiler Room Piping Modifications
AM04	East Boiler Room Piping Details
AM05	East Boiler Room Demolition Plan
AM06	General Notes

APPENDIX C – GENERAL INSTRUCTIONS TO CONSULTANTS

PLANNING, PROPERTY AND DEVELOPMENT CONSULTANTS

1. The project must be designed to comply with all regulatory requirements and is not to exceed the designated construction budget and schedule without the written approval of the Planning, Property and Development Department.
2. The Consultant shall engage any associated professional Consultant as may be required to successfully complete the Project. A Cost Consultant shall be utilized and coordinated with the design process to ensure that the agreed designated construction budget is not exceeded. The estimates as presented in the three review stages (stated in 3 below) shall be as a result of this coordinated effort. All reports from consultants to be submitted to the Planning, Property and Development Department.
3. The Consultant must provide up to three design and estimate reviews. At each review the Consultant will be required to confirm that the defined program can be carried out within the construction budget, or to advise of the alternatives. Unless otherwise stated, the review stages will be:
 - a. Conceptual Design Stage
 - b. Design Development Stage
 - c. Pre-Tender Stage
4. Prior to design and tendering, the Consultant is responsible to check all zoning, building, safety codes, any and all by-laws, conditions or statutes in order to assure agreement and conformity with all pertinent requirements. As the City's agent, the Consultant is required to make application at the time of tendering to obtain the required building permit. The cost of the permit is to be reclaimed from the City as a disbursement amount on invoicing by the Contractor.
5. The Consultant shall be held responsible to become familiar with the City of Winnipeg "Tender Package" documents and forms that are to be incorporated in conjunction with the technical specifications. Specifications for the City of Winnipeg, Planning, Property and Development Department projects are to be created in electronic word processing format on (A4) 210 X 297mm sheets. Standard size of drawings shall be metric sheet sizes (A1) 594 X 841mm with smaller sizes to be (A2) 420 X 594mm. **All Drawings and specifications must be submitted for tendering purposes in hard copy and Adobe PDF.**
6. The Tender Package shall require the Contractor to supply a construction schedule on award of tender consisting of a detail schedule of carrying out the work in the standard CPM format, a schedule of trade costs and monthly cash flow of estimated Progress Payment Claims. The Consultant shall submit to the Planning, Property and Development Department a copy of the approved construction schedule, together with a list of all sub-trades, prior to the authorization of any progress payments.
7. The scope of professional services for the project is described in the request for proposal. The agreement between the City and the Consultant is to include all services requested for the stated fee. The City will pay only for agreed upon Allowable Disbursements. Authorization by the Planning, Property and Development Department is required for all Allowable Disbursements.

8. Four (4) sets of the proposed plans and specifications developed for each review stage (consisting of at least but not limited to the authorization of the preliminary designs, detailed designs, and pre-tender package) must be submitted to the Planning, Property and Development Department one week prior to each review meeting. The review meeting will be attended by the Planning, Property and Development Department, the user group and the Consultant.

After approval of the contract drawings and specifications, ten (10) sets or the number as may be required by the Project Officer, along with the original of the specification shall be submitted to the Planning, Property and Development Department, one week prior to advertising.

9. Where the Consultant has specified a particular make or model of equipment in the specification and where he has analysed and approved an equal, such information is to be submitted to the Planning, Property and Development Department. If an alternate is recommended, this must be approved by the Planning, Property and Development Department prior to acceptance. The price differential for the alternate shall be submitted in the tender.
10. No cash allowances shall be requested in the tender documents unless directed otherwise.
11. The Planning, Property and Development Department will arrange for advertising and for tenders called by the Purchasing Agent of the City of Winnipeg. The Planning, Property and Development Department will transmit copies of tenders received to the Consultant, and require the Consultant to review and analyse the tenders received, and recommend a tender award to the Planning, Property and Development Department.
12. All change orders must be approved by the Planning, Property and Development Department except in such circumstances that would result in a hazard. Both credits due or extra charges resulting from a change order will be reviewed and approved by the Planning, Property and Development Department.
13. The Drawings, specifications, design, copyright, etc. of the entire professional design disciplines for the design of this facility shall become the property of the City of Winnipeg.
14. The complete working Drawings shall be done on computer using AutoCAD 2013 or later format. Drawing layering standards shall conform to American Institute of Architects (A.I.A.) long format layering convention. The Consultant shall prepare and deliver to the Planning, Property and Development Department one (1) As-Built working copy on electronic media (CD or DVD) of all disciplines: Architectural, Structural, Mechanical, and Electrical, as well as a complete full-size set of hard copy mylars. The Consultant shall ensure the complete set of Contractor's red line as-built drawings are submitted. Prior to Total Performance of the construction Contract, submit one (1) set of specification upon completion of the Project. The Consultant shall ensure the Contractors provide four (4) sets of instruction manuals each consisting of installation data, parts list, operating instruction and recommended maintenance procedures. The specification shall state receipt of the instruction manuals are on hand for the Substantial Performance inspection. This is a mandatory part of the City's acceptance of the structure.
15. Any Project identification sign proposed for the site must be approved by the Planning, Property and Development Department.

16. The Consultant shall not provide information to the news media without written permission of the Director of Planning, Property and Development Department.