



YMCA of Brandon

REQUEST FOR PROPOSALS

Architectural Services for the Design of the
Dood Cristall Family YMCA Expansion

*Note: Pending Funding Approval

1.0 BACKGROUND & PROJECT OVERVIEW

The YMCA of Brandon plans to expand their existing building at 231 – 8th Street in Brandon, MB. The two storey building is approximately 43,500 square feet and houses the Dood Cristall Family YMCA and Child Care. The YMCA moved into this new facility in 2013. The YMCA is one of the Province's largest child care providers, and wants to expand its current child care space as well as enlarge its fitness and multipurpose spaces.

1.1 Design Approach

The design of the new addition should reflect and be sympathetic to the original design elements, which include economical and durable finishes, openness and natural light, and address the following requirements:

1. Main Floor

- Child care expansion to increase the existing 3 child care spaces to 6, as follows, with all spaces meeting the current child care requirements:
 - Infants: 8,
 - Toddlers: 10 (4 infants and 6 preschoolers),
 - Preschool: 3 rooms of 18 children,
 - Preschool: 1 room of 20 children,
 - If space and funding allows, 1 additional Preschool room for 20 children,
 - Maintain existing spaces where possible,
 - Isolate noise from Fitness space above.
- Modify outside play area,
- New rooftop play area over the existing single storey child care centre,
- Relocate existing Administration to main floor of new addition to accommodate:
 - 8 offices,
 - 1 small meeting room, approximately 100 sq. ft.
 - 1 washroom, unisex / universal, as required by code,
 - Multipurpose training room, approximately 600 sq. ft.
 - Coffee room, approximately 100 sq. ft.
 - Storage room, approximately 100 sq. ft.
 - Copy room/space, approximately 100 sq. ft.

2. Second Floor

- Second floor expansion will follow the foot print of the main floor and provide space for:
 - Fitness training including Yoga, cycle fit, strength and cardiovascular training classes, etc.,
 - Multi-purpose studio space,
 - Movable partitions,
 - Storage,
- Verify if additional access (stair, elevator) is required,
- Renovate existing Administration area for Fitness training.

Comply with all applicable legislation and standards, whether Federal, Provincial or Municipal, including (without limitation) labour, environmental and human rights legislation.

1.2 Integrated Design Process

The project design will proceed utilizing an Integrated Design Process (IDP). The intent of the IDP is to achieve an effective collaborative design process and quantifiable outcomes by engaging the Consultant Team and the Owner Team (YMCA) throughout the design process. The Consultant will facilitate the IDP meetings and attendance and participation from key consulting discipline team members is required throughout the design process.

The Consultant Team will collaborate closely with the Owner Team to expedite decision making through continuous client input and feedback throughout the design process. It is anticipated that bi-weekly meetings may be required.

1.3 Energy Modeling

Provide integrated and collaborative design using energy modelling to make design decisions about architectural concepts, HVAC systems, domestic hot water and electrical systems. Energy modelling to be completed, at a minimum, at the following design phases:

1. Design Development: prepare preliminary building energy model based on the schematic plan.
2. Construction Document: Prepare more detailed building energy model based on final design parameters.
3. Prepare a final energy model following construction to be used for calculating the LEED energy credits.

1.4 LEED and Sustainable Design

The existing building has achieved LEED Silver.

1. The new addition is targeted to achieve a LEED silver certification using LEED v4. The Consultant is responsible to incorporate all LEED requirements into the construction documents and specifications (general conditions and divisions).
2. The Consultant is responsible to provide energy modeling, life-cycle costing and value engineering to maximize synergies for cost effective design and construction.
3. The Consultant is responsible to provide all supporting documentation, project material, copies of contractor submittals, design/construction drawings and specifications to the Owner for use by the independent commissioning agent for project certification, and if required, for audit of Credit EA3-Enhanced.

1.5 Efficiency Manitoba New Building Program and Energy Modelling Assistance Initiative

1. The new addition shall be designed to use at least 20% less energy than the Manitoba Energy Code for Buildings Manitoba, and be enrolled in the Efficiency Manitoba New Building Program and the Energy Modelling Assistance Incentive prior to tender. The consultant shall apply to Efficiency Manitoba, on behalf of the Owner, for all applicable Efficiency Manitoba grants.

A site plan, and floor plans of the existing facility are available upon request. Record drawings of the original construction will be available to the successful proponent.

2.0 SCOPE OF WORK

2.1 General

The Scope of Work is not intended to be all-inclusive, but sets out the Owner's minimum expectations. The Consultant is expected to perform all duties ancillary to preparing the Conceptual Design, Design Development, and Construction Documents for the expansion of the YMCA building, including drawings and specifications, and providing consultant support services during the tender, construction and warranty phases of the project. The Owner will endeavor to answer all queries adequately and quickly, supply any information that is considered to be of use to the Consultant and make decisions in a timely manner.

Upon award, the Consultant shall collaborate with the Owner to gain an understanding of the requirements for the new building and gather all necessary information to finalize the conceptual design and layout. The recommended options, along with respective costing, shall be presented to the Owner who will then collaborate with the Consultant to determine the best options for the expansion.

Once a conceptual design for the expansion has been accepted by the Owner, the Consultant will be required to prepare the Design Development documents, and upon their approval, prepare the Construction Documents for tender, and then provide consulting support throughout the subsequent tender, construction and warranty phases.

2.2 Task 1: Project Meetings

1. Arrange, chair and prepare minutes for all required project meetings. The Consultant shall attend these meetings in Brandon. Include meetings for the following key milestones:
 - a. Kick-off meeting with all key project members to ensure a clear understanding of the scope of work. A tour of the existing facility will be arranged,
 - b. Meeting following submission and review of Conceptual Design prior to approval to proceed on design development,
 - c. Meeting following submission and review of Design Development prior to approval to proceed on design development,
 - d. Meeting following submission and review of Construction Documents prior to tendering,
 - e. Meetings requested by the Owner or other agencies such as Brandon and Area Planning District, City of Brandon Zoning, Manitoba Hydro, etc., requiring clarification on documents and/or preliminary design.
 - f. Other meetings as required by the Consultant to meet all objectives of the Scope of Work. These meetings may be conducted via video conferencing.

Task 1 Deliverables:

- Meeting minutes within one (1) week following each project meeting.

2.3 Task 2: Investigation & Information Gathering

1. Review program requirements provided by the Owner;
2. Review record drawings of the original construction to develop an understanding of how to tie-in the expansion to the existing building to meet the program requirements, provide access and control, and for building services and utilities, etc.;
3. A geotechnical investigation was carried out on the site in 2011. An additional investigation will be paid for by the Owner, if required;
4. A site survey was prepared for the original construction in 2011. An additional survey will be paid for by the Owner, if required;
5. Review building code and MB Childcare requirements, and all requirements or regulations of authorities having jurisdiction for the project type and location;
6. Analyze drainage conditions for the proposed site and determine the impact the new building will have on the current LDS and surface drainage;
7. Review existing infrastructure within the site. This includes sewer, water, gas, hydro-electric and fibre optics.

Task 2 Deliverable:

- Report outlining project constraints, obstacles and recommendations.

2.4 Task 3: Conceptual Design

The Consultant shall work with the Owner to ensure the Owner's requirements have been incorporated into the design. Items/features/amenities to consider during this design include but are not limited to the following:

1. At minimum the conceptual design shall include a site plan, floor plans including room dimensions, building materials and visuals showing external features, and servicing recommendations;
2. Allow minimum of two (2) weeks for initial review by the Owner;
3. Incorporate revisions as required by review, allow one (1) week for subsequent submission reviews;
4. The proposed concept must meet the requirements of the Owner;
5. The preliminary plan must meet applicable code requirements and the requirements of the City's Planning and Buildings Department;
6. The proposed concept must meet MB Child care standards, refer to the current Child Care Centre Design Guidelines;
7. Arrange and attend a pre-application meeting with the City's Planning and Buildings Department;
8. Provide information regarding the estimated time required to complete the construction and recommended milestones;
9. Provide Class D cost estimate based the conceptual design.

Task 3 Deliverable:

- Conceptual Design Report summarizing all above information, including drawings and Class D cost estimate.

2.5 Task 4: Design Development

The Design Development Submission is to describe in sufficient detail to permit the Owner to assess the LEED and project objectives, facility planning, site features, building form, appearance, construction materials and methods and costs of the project. Sketch drawings are acceptable to describe critical systems and concepts where cost of the system or assembly will affect the decision to include or reject said systems. Options discussed during the IDP sessions should also be sketched in such a fashion that they can be included in the cost estimates. Upon approval by the Owner, the Consultant will be authorized to proceed to the Construction Document Stage based on the approved Design Development Submission. Any further changes require Owner approval.

The Design Development Submissions should be flexible enough to enable discussion and substantive change should this be required to meet project budget or program objectives. Over-developing the drawings for the Design Development submission is done at the consultant's risk, given that substantive changes or re-designs may be required at this stage in order to meet the design requirements, life-cycle analysis, and budget for the project.

Task 4 Deliverables:

- One comprehensive site plan showing all relevant site developments with key dimensions. i.e, areas of parking and number of parking stalls, calculations indicating ratios of permeable to impermeable surfaces, site services, child care play space and access, fire lanes, landscape features, paving types, planting strategies, bicycle racks and storage and location of site services and tie-ins. Include a site drainage strategy which is coordinated with the architectural roof plan.
- One plan showing site servicing requirements and watershed drainage requirements.
- One dimensioned floor plan for each single storey of the project showing all key components of the design expected to be present in the final construction documents. Floor plans to include areas for all spaces as well as a spreadsheet with a summary of all areas and award square footage.
- Show all building elevations and proposed finishes, and provide a minimum of two representative cross sections, with dimensions. Show utilidor/crawlspace depths and heights.
- One dimensioned roof plan showing all roof slopes, drainage systems and proposed roof top components including any mechanical and electrical systems,
- One schematic structural design showing structural systems being proposed. Provide preliminary sizing and location of main structural components.
- Design development mechanical drawings, with preliminary duct drawings and equipment layout, roof and duct chase space allocation, and detailed description of systems.
 - Energy modelling,
- Design development electrical design floor plans with location of electrical rooms, and a detailed description of electrical systems.

- LEED checklist and energy modelling for the precise construction components proposed in the design. Provide status update documents on LEED Credit Documentation collected/prepared, to date.
- Obtain proposals from three (3) qualified agencies for geotechnical and site surveys, if necessary, and provide report and survey plan.
- Preliminary specification for architectural, landscape, structural, mechanical, and electrical components of project,
- Preliminary list of Owner funded items to be itemized.
- Life cycle costing analyses are required to justify systems approach used in design of integrated Architectural, Mechanical and Electrical systems for the project.
- Provide a Class B estimate of probable cost, which shall describe:
 - Cost of new construction broken down into structural, architectural, mechanical and electrical components and cash allowance including contingency;
 - Cost of site developments i.e., catch basins, play areas, approaches, landscaping, fire lanes, sewer systems, water systems, parking, access etc.;
 - Cost of any requirements by Provincial or City authorities pertaining to area of the existing building;
 - Additional cost resulting from unusual soil conditions;
 - Hydro contribution – limited to the additional cost incurred by Hydro to bring the power to the building;
 - Items related to staged construction – it is important to reduce the amount of time the Childcare is out of operation;
 - Relocation of existing services where applicable;

2.6 Task 5: Construction Documents

Once the conceptual design for the Facility has been approved by the Owner and upon written instruction, the Consultant shall advance the design to detailed design phase and prepare detailed drawings and specifications for tender. Drawings and specifications in accordance with the Canadian National Master Specification (NMS) format must be sealed by an Architect licensed to practice in the Province of Manitoba.

The Construction Documents submissions is to include:

1. A full submission of documentation, including drawings and specifications, from all disciplines at 99% completion for Owner review. All comments made concerning drawings and specifications shall be incorporated into the tender documents.
2. Provide Class A, probable cost, broken down to correspond to the Design Development Class B submission;
3. Energy Modelling;
4. Power Smart certification letter;
5. List of energy incentives documents applicable to the project;
6. Prior to tender submit a dated, stamped tender set of working drawings plans and specifications;
7. Tender the project within the proposed cost estimate.

Upon approval by the Owner the consultant will be authorized to tender the project within the proposed cost estimate.

Task 5 Deliverable:

- Detailed Design Drawings, and Construction Specifications, with Class A estimate,
- Energy modeling and power smart certification letter.

2.7 Task 6: Consultant Support Services During Tendering, Construction & Warranty

1. During the tendering period, the Consultant shall be responsible for answering Bidder inquiries;
2. Receive the Bids, and prepare an analysis of the Bid results for the Owner's review.
3. Upon direction from the Owner, prepare a CCDC 2 – 2020 stipulated price contract between the Owner and Contractor.
4. Attend the construction start-up meeting.
5. During construction, the Consultant shall be responsible for review of all required shop drawings and submittals, responding to Contractor queries/RFIs, attending regular site inspections and progress meetings, change order costing and processing, payment recommendation, preparation of the Letter of Assurance for the building permit, commissioning support, training and warranty inspections;
6. The Consultant shall assume the appropriate amount of effort for a construction timeline including, at minimum, bi-weekly site visits and progress meetings;
7. The Consultant shall assume the appropriate amount of effort during the one year warranty period, to monitor and assist the Owner to get warranty items addressed, and conduct a review of the work prior to the end of the warranty period;
8. Coordination of the preparation of Record Drawings and Operating and Maintenance Manuals.

The Consultant shall perform site services, which may include but is not limited to the following:

1. Site visits and inspections to determine that work carried out is in compliance with the drawings and specifications;
2. Lead and attend project site meetings, in person;
3. Investigation and reporting of unusual conditions which may arise during construction. Advise the Owner of any unusual construction circumstances, the Contractor's adherence to the construction schedule and their potential impact on costs;
4. Review the results of field testing conducted by the Contractor;
5. Final site reviews as required to identify deficiencies prior to turn-over, and as required to review correction of same.
6. Construction administration as it pertains to City and Municipal certificates of occupancy.

Task 6 Deliverables:

- Addenda as required;

- CCDC 2 – 2020 stipulated price contract;
- Shop drawing reviews, and other project correspondence as required;
- Colour schedule;
- Site review reports;
- Site instructions, Proposed Change Notices and Change Orders authorized by the Owner;
- Deficiency reports;
- Warranty review report.

3.0 SCHEDULE OF WORK

The Owner anticipates awarding the project within two (2) weeks of the closing date. At minimum, the Consultant must meet the following project milestones:

- Completion of Task 2 Investigation & Information Gathering – within four (4) weeks of the award notification.
- Completion of Task 3 Conceptual Design – within six (6) weeks of the award notification,
- Completion of Task 4: Design Development – within eight (8) weeks of written authorization to proceed (if received),
- Completion of Task 5: Construction Documents – within twelve (12) weeks of written authorization to proceed (if received),

4.0 SITE VISIT

There will not be a formal site visit for this bid opportunity, however, all interested parties are required to view the site, and sign in at the main Reception Desk. Bidders are advised technical support will not be available to address questions during the site investigation. Bidders shall not be entitled to rely on any information or interpretation provided by the Owner at the Site unless that information or interpretation is provided by Addendum. Proposals from proponents who have not visited the site will not be considered.

5.0 PROPOSAL SUBMISSION REQUIREMENTS

Reply to this Request for Proposals (RFP) by submitting one electronic copy in .PDF format, as noted in 11.0 Receipt of Proposals. There are no limitations on the page formatting, but the overall size of the submission shall not exceed **25MB**. While Proposal quality will not be quantitatively evaluated, the overall impression of the submission will be considered as an indication of the quality of work to be expected by each Proponent.

All of the documents assembled for the Proposal must be bound into one (1) .PDF document. Proponents should avoid including extraneous or irrelevant information.

Address the following in the Proposal document:

1. Team Personnel - List the name of the prime consultant and other team members with addresses, contact person, telephone numbers, geographic location and e-mail address. State the role for the submitted team members. Identify all major sub-consultants that may be part of the team. A project organization structure chart shall be included. All Architects and Engineers must be registered to practice in the Province of Manitoba. The contact information may be included in an appendix.
2. Team Capabilities/Experience and Expertise – Consultants with specific experience in child care facility and fitness facility design are preferred, including work with additions and renovations where the existing facility must remain operational. Experience shall include a description of a minimum of five (5) comparable projects, the role/responsibility of each team member in those projects, including references. It may be evaluated if the proposed team has had previous experience working together on similar projects. Resumes for all team members to be provided and appended to the Proposal.
3. Project Understanding – Describe the Proponent’s understanding of the constraints and objectives. The Proponent shall provide a clear strategy as to how they will deliver the project and include the activities or tasks associated with meeting each project objective described in the Scope of Work. This section shall include approach to problem solving related to construction tenders, phasing and building occupancy.
4. Task Schedule – Provide a schedule, in graphic format, which depicts major schedule milestones for both design and construction. The schedule should show start and finish dates of each activity or task with all project milestones with corresponding deliverables.
5. Fee Schedule – Provide a fee proposal identifying the percentage fee based on the actual construction tender cost for the new work, including the addition and site work, prior to GST, and a percentage fee based on the actual construction tender cost for the renovation and tie-in costs, prior to GST. Percentage fees shall be inclusive of all professional consulting services required for this project, including services such as LEED and cost consultant services. The percentage fee shall include all costs for disbursements and expenses such as regular printing, copying, photography, travel, meals and printing of pre-tender and tender documents, and other incidental costs. GST and RST will be added to the fee at time of invoicing. Disbursements for additional site visits or additional work, if requested by the Owner, will be paid for at an hourly rate plus disbursements only when authorized in writing in advance by the Owner.
6. Project Management – Describe the Proponent’s general project management approach to ensure deliverables are provided on time, on budget and to high level of service and quality. This may include quality control measures, schedule management, scope change management and communication.
7. Disclosure Requirements – Disclosure of actual or potential conflicts of interest, agreement changes, etc., if any.
8. Include three (3) references.

6.0 CONSTRUCTION BUDGET

1. The construction budget is estimated at \$5,000,000.
2. The construction budget will include all site work.
3. Furniture and equipment are not in contact.

7.0 PROJECT DELIVERY METHOD

The project shall be delivered through a design-bid-build process.

8.0 ENQUIRIES

This RFP may be amended only by written addenda. If the Owner, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all respondents by addenda. Each addendum shall form an integral part of this RFP. Such addenda may contain important information, including significant changes to this RFP.

Questions shall be submitted in written form up to five (5) days before the closing date to:

Mr. Lon Cullen, CEO
YMCA of Brandon
Email: lon.cullen@ymanitoba.ca

Mr. Cullen will arrange for the appropriate staff person to provide a written response to the questions. The Owner will make reasonable efforts to forward addenda to all registered recipients of the Proposal documents, however the Proponent is responsible for ensuring that he has received all addenda. Addenda will be available on the YMCA of Brandon website: <https://www.ymcabrandon.ca/>.

9.0 EVALUATION CRITERIA

All Proposals will be evaluated in the following manner:

Relevant Experience (25%)

Demonstrated experience in the design and construction of fitness and child care facilities, particularly projects that are comparable in size and scope of the proposed. The evaluation will also include individual experiences of each key team member.

References (25%)

Provide three (3) written letters of reference from clients from similar projects to consider budget control, cost overruns, schedule, and completion dates. Include contact information for the references in the event the evaluation team wishes to make further inquiries.

Project Management (15%)

Demonstrated clear timeline, including completion of all key milestones. The Owner is looking for Proposals that outline a realistic schedule with achievable milestones relative to Proponent capacity. The evaluation will also consider project management style and allocation of resources and team members, as it relates to project delivery and communication.

Project Understanding (25%)

Demonstrated understanding of the Scope of Work and project objectives, approach to problem solving.

Fee (10%)

Based on the percentage of construction cost.

The Owner reserves the right to short list and to contact any or all Proponents to clarify their Proposal. The Owner reserves the right to award to the Proposal which best meets the Owner's requirements. The Owner reserves the right to accept or reject any or all Proposals and the issuance of the RFP in no way obligates the YMCA of Brandon to enter into a contract with any of the respondents. The Owner reserves the right to cancel this RFP at any time.

10.0 MISCELLANEOUS

The Consultant will be required to enter into a written RAIC DOC 6 – 2018 agreement with the YMCA of Brandon for the services provided.

All data, reports and plans provided by the Consultant to the Owner will become the property of the Owner free of all copyright restrictions.

11.0 RECEIPT OF PROPOSALS

One (1) electronic copy in .PDF format of the Proposal must be received by email to lon.cullen@ymanitoba.ca at the YMCA of Brandon, before 5:00 p.m. local Brandon time on Thursday, May 20, 2021 to be accepted as a bona fide Proposal Submission. Late Proposal Submissions will not be accepted.

Note: Due to the Province of Manitoba currently operating in the Critical level (Red) in the Pandemic Response System, hand delivered Proposal Submissions will not be accepted.

12.0 INSURANCE

It is anticipated that partial funding of this project may come from the Government of Canada and the Province of Manitoba. The Consultants will be required to meet the following:

1. The governments of Manitoba and Canada and its Ministers, officers, employees and agents shall be added as additional insureds to the commercial general liability insurance policy.
2. Obtain and maintain professional liability insurance covering the services provided by the consultants for the Project. Such insurance shall provide minimum coverage of two million dollars (\$2,000,000.00) per claim, with an aggregate amount payable of not less than \$2,000,000.00. The insurance shall be maintained for at least twenty-four (24) months after Substantial Performance of the work has been achieved, or the policy shall be endorsed to allow for twenty-four (24) month claim reporting period after Substantial Performance of the work.
3. Obtain and maintain commercial general liability insurance covering the services provided by the consultants for the Project. Such insurance shall provide minimum coverage of five million dollars (\$5,000,000.00) per claim. The insurance shall be maintained for at least twenty-four (24) months after Substantial Performance of the work has been achieved, or the policy shall be endorsed to allow for a twenty-four (24) month claim reporting period after Substantial Performance of the work.
4. Require all licensed vehicles operated on the Project site to be insured for third party automobile liability with minimum coverage of five million dollars (\$5,000,000.00) per occurrence.
5. Ensure that all of the Consultants employees working on the Project are covered by workers' compensation insurance.
6. Insurance shall:
 - a) be underwritten by insurers licensed in Canada and be reputable and financially creditworthy insurers with an A.M. best financial strength rating of "A-" or higher, or equivalent rating by alternate insurance credit rating agency; and
 - b) require the insurer to give the Client at least thirty (30) days' prior written notice if it intends to cancel or significantly reduce the coverage under the policy.
7. The Consultant agrees that it will not cancel, materially alter, cause or allow the insurance coverage required under this Agreement to lapse without giving 30 days' prior written notice to the Client.
8. If the Client requests the Consultant at any time during the term of this Agreement, the Consultant must submit to the Client a certificate of insurance for itself evidencing the required insurance.