

## **RCMP HERITAGE CENTRE**

Mounted Police Heritage Centre | Regina, Saskatchewan | Treaty 4 Territory

### **REQUEST FOR PROPOSAL**

## **Design Build Services for “A Place For All Canadians”: Capital Renewal and Modernization of the RCMP Heritage Centre**

|                  |                               |
|------------------|-------------------------------|
| <b>Issued:</b>   | August 12, 2026               |
| <b>Deadline:</b> | August 25, 2026 @ 2:00 pm CST |

## Table of Contents

|                                                               |    |
|---------------------------------------------------------------|----|
| 1 Invitation and Submission Instructions .....                | 4  |
| 1.1 Invitation to Proponents .....                            | 4  |
| 1.2 RFP Contact .....                                         | 4  |
| 1.3 Type of Agreement for Work .....                          | 4  |
| 1.4 Owner's Responsibilities .....                            | 4  |
| 1.5 RFP Timetable .....                                       | 6  |
| 1.6 Submissions .....                                         | 6  |
| 1.7 Definitions .....                                         | 8  |
| 2 Terms and Conditions of the RFP Process .....               | 10 |
| 2.1 General Information and Instructions .....                | 10 |
| 2.2 Communication After Issuance of RFP .....                 | 10 |
| 2.3 Notification and Debriefing .....                         | 11 |
| 2.4 Conflict of Interest and Prohibited Conduct .....         | 12 |
| 2.5 Confidentiality .....                                     | 13 |
| 2.6 Procurement Process .....                                 | 14 |
| 3 Evaluation and Contract Finalization .....                  | 15 |
| 3.1 Stages of Evaluation and Contract Finalization .....      | 15 |
| 4 Submission Requirements .....                               | 17 |
| 4.1 General Guidelines .....                                  | 17 |
| 4.2 Assumptions and Exemptions/Exclusions .....               | 17 |
| 4.3 Submission Ineligibility .....                            | 17 |
| 4.4 Submission Order .....                                    | 18 |
| 4.5 Stage 1 - Mandatory Criteria .....                        | 18 |
| 4.6 Stage 2 - Rated Criteria Overview .....                   | 18 |
| 4.7 Stage 2 - Rated Criteria .....                            | 19 |
| 4.8 Stage 3 - Financial Evaluation .....                      | 22 |
| Appendices .....                                              | 23 |
| Appendix A - RFP Particulars .....                            | 23 |
| Appendix B - Mandatory Requirements and Submission Form ..... | 27 |
| Appendix C - Fee Proposal Form .....                          | 30 |
| Appendix E - Form of Agreement .....                          | 32 |

## **Appendices**

Appendix A - RFP Particulars

Appendix B - Mandatory Requirements and Submission Form

Appendix C - Fee Proposal Form

Appendix E - Form of Agreement

# **1 Invitation and Submission Instructions**

## **1.1 Invitation to Proponents**

This Request for Proposal (RFP) is an invitation by the Mounted Police Heritage Centre, operating as the RCMP Heritage Centre (the “Centre”), to prospective Proponents to provide Submissions for the provision of Design Builder Services for “A Place For All Canadians”: Capital Renewal and Modernization of the RCMP Heritage Centre”, as further described in Appendix A - RFP Particulars.

The RCMP Heritage Centre is a non-profit, charitable entity (not owned, operated, or funded by the RCMP). The Work herein will be undertaken with the RCMP Heritage Centre, wholly separate and unaffiliated with any proposals or procurement of the RCMP.

The Work consists of the phased capital renewal and targeted modernization of the existing RCMP Heritage Centre facility in Regina, Saskatchewan, including renewal of core building systems, accessibility improvements, environmental controls, and gallery and exhibit improvements. The facility will remain operational, and open to the public, to the greatest extent possible for the duration of the Work.

This project is funded in part by the Government of Canada through the Build Communities Strong Fund (BCSF) - Direct Delivery Stream, administered by Housing, Infrastructure and Communities Canada (HICC). The Successful Proponent will be required to support the Owner in meeting the federal funding conditions described in Appendix A, Section A.5.

## **1.2 RFP Contact**

Direct any questions regarding this competition to [gideon.belete@rcmphc.com](mailto:gideon.belete@rcmphc.com), with “Attention: Design Build Services - RCMP Heritage Centre” as the subject line.

Proponents and their representatives are not permitted to contact any employees, officers, agents, directors, or other representatives of the Centre, other than the RFP Contact, concerning matters regarding this RFP. Failure to adhere to this rule may result in the disqualification of the Proponent and the rejection of the Proponent’s Submission.

## **1.3 Type of Agreement for Work**

The Owner intends to engage a Design-Builder under Design-Build Stipulated Price Contract, as modified by Supplementary Conditions set out in Appendix E – Form of Agreement. Under this Agreement, the Design-Builder will hold single-point responsibility for both the design and construction of the Work. The engagement is expected to include:

### **Single Point Responsibility and Full Project Delivery**

The Design-Builder will have single-point responsibility for the complete delivery of the Project from design development through substantial completion, commissioning, close-out and turnover to the Owner. The Design-Builder will be responsible for coordinating, managing and integrating all design

professionals, consultants, contractors, subcontractors, suppliers, trades and other parties required to complete the Work.

Except where expressly identified in this RFP as an Owner responsibility or excluded from the Design-Builder's scope, the Design-Builder is responsible for all services, design, engineering, construction, procurement, coordination, testing, commissioning, documentation and other activities necessary to deliver a complete, functional and operational Project in accordance with the Owner's requirements. The Design-Builder shall not rely on the Owner to separately retain, coordinate or manage consultants, contractors, trades or suppliers required for completion of the Work unless expressly identified in this RFP.

The Design-Builder is responsible for identifying and communicating any gaps, omissions, inconsistencies or interfaces within the Project requirements and for incorporating all necessary work into the design and construction of the Project.

- Design services, including: architectural services, structural engineering, mechanical engineering, electrical engineering, civil/site engineering where applicable, code consulting, accessibility consulting, building envelope, energy/environmental analysis, fire/life safety, security systems, BMS/controls, speciality consultants, hazardous materials coordination, exhibit and gallery specialists, development of the design from the Owner's requirements through detailed design, cost estimating and cost planning at each design milestone, budgeting, scheduling, phasing and logistics planning, and procurement strategy for long-lead equipment; and
- Construction services, including: all subcontractors and trades, procurement, material purchasing, logistics, temporary works, hoarding, dust containment, protection of existing buildings, temporary utilities, temporary HVAC/environmental controls, waste management, site safety, quality control, testing, commissioning, deficiency correction, closeout, the supply and management of all labour, materials, and equipment required for the completed project, tendering and management of trade contracts, site supervision, cost control, schedule management, and coordination of commissioning and takeover.
- Closeout including: as-build drawings, O&M manuals, warranties, commissioning documentation, testing reports, training, equipment inventories, maintenance schedules, deficiency completion, final inspections, turnover documentation.

The Design-Builder acknowledges that the Project is to be delivered as a complete and operational facility and that the Design-Builder is responsible for identifying and completing all work reasonably necessary to achieve that outcome.

The construction price will be established in accordance with the price development process described in the Supplementary Conditions, based on the completed design. Proponents choosing to participate in this RFP process should be prepared to accept the terms and conditions in the Form of Agreement, subject to changes that may be mutually agreed upon in the negotiation process. It is the Owner's intention to enter into an Agreement with one (1) Proponent.

## 1.4 Owner's Responsibilities

The Owner will be responsible for:

- providing available existing documentation;
- identifying Owner requirements;
- providing timely decisions;
- Owner-directed stakeholder engagement;
- Owner funding administration;
- federal funding relationship;
- Owner procurement approvals, where applicable;
- access to the facility;
- Owner-supplied FF&E, if any;
- exhibit content, if applicable;
- approvals specifically reserved to the Owner.

Except for responsibilities expressly identified as Owner responsibilities, the Design-Builder shall be responsible for all activities necessary to complete the Project.

## 1.5 RFP Timetable

The RFP timetable is tentative and may be changed by the Centre at any time.

| Events                                        | Dates                            |
|-----------------------------------------------|----------------------------------|
| Issue Date of RFP                             | August 12, 2026                  |
| Deadline for Questions                        | August 18, 2026                  |
| Deadline for Issuing Addenda                  | August 20, 2026                  |
| Submission Deadline                           | August 25, 2026 @ 2:00 pm CST    |
| Rectification Period                          | Three (3) days after receipt     |
| Anticipated Execution of Agreement            | September 21, 2026               |
| Anticipated Start of Preconstruction Services | September 28, 2026               |
| Anticipated Start of Construction             | November 2, 2026                 |
| Bid Validity Period                           | 30 Days Post Submission Deadline |

*\* The RFP timetable is tentative only and may be changed by the Owner at any time.*

## 1.6 Submissions

Proponents must submit their proposal by email to **gideon.belete@rcmphc.com**. The subject line of the email should contain the competition title and company name ("RFP Design Build Services - RCMP Heritage Centre Modernization - Company Name").

Submissions should include two (2) attachments containing your Technical and Financial Submissions, each named as follows:

- Design Builder Services - RCMP Heritage Centre - Company Name - Technical Submission
- Design Builder Services - RCMP Heritage Centre - Company Name - Financial Submission

One (1) email, including attachments, should not be larger than 25MB, or it may not be successfully transmitted. It is recommended to send one (1) email; however, if sending multiple emails, provide clear instructions on how the Submission is intended to be integrated.

Email Submissions with links to a cloud-based storage system (i.e. Dropbox, Google Drive, OneDrive) will not be accepted. Executable file formats such as .exe will not be accepted. The preferred file formats are .pdf, .doc, .docx, .xls and .xlsx.

The received time in the recipient's email inbox will be the recorded date and time of Submission. The Centre will provide confirmation of email receipt to Proponents.

Before closing, the Centre will maintain the confidentiality of email Submissions subject to the Owner's official opening an email for the purpose of identification. In the event that one (1) or more files cannot be opened (e.g., are corrupted), the Proponent will not have an opportunity to resend such files after closing.

Submission of a proposal indicates acceptance by the respondent of all conditions contained in this RFP unless expressly stated in the submission and confirmed in the formal contract between the Centre and the Proponent. Deviations from the RFP must be clearly identified in the written submission.

Proposals are subject to formal contract negotiation, preparation, and execution. The Centre reserves the right to negotiate the terms and conditions of the contract.

### **1.6.1 Submissions to be Received on Time**

Submissions must be received at the email address indicated above on, or prior to, the Submission Deadline. Submissions received after the Submission Deadline will not be accepted. If there are multiple Submissions received from a Proponent, the last email copy submitted will prevail.

The onus and responsibility rest solely with the Proponent to submit its Submission to the exact email address indicated in this RFP on or before the Submission Deadline. The Centre accepts no responsibility for Submissions submitted to any other email address by the Proponent or its delivery agents.

Proponents are advised to make Submissions well before the deadline. Proponents making Submissions near the deadline do so at their own risk.

### **1.6.2 Amendment of Submissions**

Proponents may amend their Submissions prior to the Submission Deadline by submitting the amendment to the email address indicated above. Any amendment should clearly indicate the RFP title, and which part of the Submission the amendment is directed towards.

### **1.6.3 Withdrawal of Submissions**

At any time prior to the execution of a written Agreement for provision of the Deliverables, a Proponent may withdraw a Submission. To withdraw a Submission, a notice of withdrawal must be received by the RFP Contact and should be signed by an authorized representative of the Proponent. The Centre is under no obligation to return withdrawn Submissions.

## **1.7 Definitions**

Throughout this RFP, the following definitions apply:

1. Agreement: The written contract between the top-ranked Proponent and the Centre to provide the Deliverables contemplated by this RFP.
2. BCSF: The Build Communities Strong Fund - administered by Housing, Infrastructure and Communities Canada.
3. Design Builder: The Successful Proponent engaged by the Owner to provide and assume responsibility for the complete design and construction of the Project in accordance with this RFP and the Agreement.
4. Deliverables or Work: Functions, duties, tasks, and responsibilities to be provided by the Proponent as described in this RFP.
5. Complete Project: All design, engineering, construction, procurement, installation, testing, commissioning, documentation, training, coordination, approvals, permits and other work reasonably required to deliver a complete, safe, code-compliant, operational and functional Project meeting the Owner's requirements, whether or not each individual component is expressly identified in the RFP.
6. Desirable, Rated, and Should: Requirements that may have a degree of importance to the objectives of this RFP and may therefore be rated.
7. Evaluation Committee: Individuals who will evaluate the Submissions on behalf of the Owner.
8. GST: Goods and Services Tax (5%).
9. HICC: Housing, Infrastructure and Communities Canada.
10. Mandatory: Requirements that are essential for the Submission to receive consideration.
11. Owner or Centre: Mounted Police Heritage Centre, operating as the RCMP Heritage Centre.
12. Proponent or Bidder: An individual or a company that provides, or intends to provide, a Submission in response to this RFP.
13. Proposal Irrevocable: A proposal submitted to the Owner prior to the Submission Deadline is unchangeable for a period of time as described in this RFP.

- 14. PST: Saskatchewan Provincial Sales Tax (6%).
- 15. RFI: Request for Information.
- 16. RFP: Request for Proposal.
- 17. Submission: Means bid, proposal, or document provided by a Proponent in response to this RFP.
- 18. Successful Proponent: The organization responding to this RFP who is determined to be successful in this competition and has signed an Agreement.

**[End of Part 1]**

## **2 Terms and Conditions of the RFP Process**

### **2.1 General Information and Instructions**

Proponents should structure their Submissions in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a Submission should reference the applicable section numbers of this RFP.

#### **2.1.1 Evaluation Committee**

Submissions will be evaluated by an Evaluation Committee consisting of, but not limited to, representatives of the Centre. The Evaluation Committee members will not be disclosed to Proponents.

#### **2.1.2 References and Past Performance**

Through the course of the Committee's Evaluation, information provided by the Proponent's references and/or independently obtained regarding the Bidder or its Submission, including any previous dealings or experience with a Proponent, if applicable, may be considered. The Evaluation Committee may contact any of the Proponent's customers who the Evaluation Committee believes may be able to provide pertinent information about the Proponent relevant to the RFP. Proponents who have unfavorable past performance, in the opinion of the Centre, may have their proposal rejected.

#### **2.1.3 Information in RFP is Only an Estimate**

The Centre and its advisers make no representation, warranty, or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities or data contained in this RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to Proponents the general scale and scope of the Deliverables.

#### **2.1.4 Proponents to Bear Their Own Costs**

The Proponent will bear all costs associated with or incurred in the preparation and presentation of its Submission, including, if applicable, costs incurred for interviews or demonstrations.

#### **2.1.5 Submission to be Retained by the Owner**

The Centre will not return the Submission, or any accompanying documentation submitted by a Proponent.

### **2.2 Communication After Issuance of RFP**

#### **2.2.1 Proponent to Review RFP**

Proponents are responsible for thoroughly reviewing and examining all documents comprising this RFP, including all appendices, and carefully assessing the requirements, scope and associated risks to provide accurate proposal submissions. Proponents should direct any questions, requests for clarification, or discrepancies identified in the RFP documents in writing to the RFP Contact no later than the Deadline for Questions (August 14, 2026). No such communications are to be directed to anyone other than the

RFP Contact. The Centre is under no obligation to provide additional information and is not responsible for any information provided by or obtained from any source other than the RFP Contact. It is the responsibility of the Proponent to seek clarification from the RFP Contact on any matter considered unclear. The Centre is not responsible for any misunderstanding on the part of the Proponent concerning this RFP or its process.

### **2.2.3 Requests for Information (RFI)**

Proponents are encouraged to submit RFIs by emailing the RFP Contact ([Gideon.belete@rcmphc.com](mailto:Gideon.belete@rcmphc.com)) at an early date to permit consideration by the Owner.

The Owner may, in its discretion, decide not to respond to any RFI. All RFIs regarding any aspect of this RFP should be directed to the RFP Contact by email, and the following applies to any RFI:

1. responses to an RFI will be in writing;
2. all RFIs, and all responses to RFIs from the RFP Contact, will be recorded by the Centre; and
3. the Centre is not required to provide a response to any RFI.

Information offered from sources other than the RFP Contact regarding this RFP is not official, may be inaccurate, and should not be relied on in any way for any purpose.

### **2.2.4 All New Information to Proponents by Way of Addenda**

This RFP may be amended only by addendum in accordance with this section. If the Centre, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all Proponents by addendum. Any information obtained in a method other than an addendum should not be relied upon. Each addendum forms an integral part of this RFP and may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the Centre.

### **2.2.5 Post-Deadline Addenda and Extension of Submission Deadline**

If the Centre determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the Centre may extend the Submission Deadline for a reasonable period of time.

### **2.2.6 Verify, Clarify and Supplement**

When evaluating Submissions, the Centre may, at its sole discretion, request further information from the Proponent or third parties in order to verify, clarify or supplement the information provided in a Submission. The response received by the Centre shall, if accepted by the Centre, form an integral part of the Proponent's Submission.

### **2.2.7 Time Disputes**

In the event of a dispute regarding time, the Centre's time clock will govern.

## **2.3 Notification and Debriefing**

### **2.3.1 Notification to Other Bidders**

Once the ranking of Proponents is complete, all Proponents will be notified of the outcome.

### **2.3.2 Debriefing**

Proponents who provide a Submission may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be made in writing to the RFP Contact within fifteen (15) calendar days of such notification. The intent of the debriefing information session is to aid the Proponent in presenting a better Submission in subsequent procurement opportunities.

## **2.4 Conflict of Interest and Prohibited Conduct**

### **2.4.1 Conflict of Interest**

The Centre may disqualify a Proponent or take any other action it deems appropriate in its sole discretion, for any conduct, situation, or circumstances, determined by the Centre, in its sole and absolute discretion, to constitute a Conflict of Interest. For the purposes of this RFP, “Conflict of Interest” includes any situation or circumstance where, in relation to a procurement competition, a participating Proponent has an unfair advantage, a perception of an unfair advantage, or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to:

1. having, or having access to, information in the preparation of its Submission that is not available to other Proponents, but such does not include information a Proponent may have obtained in the past performance of a contract with a public entity that is not related to the creation, implementation or evaluation of this or a related procurement competition;
2. communicating with any person with a view to influencing preferred treatment in this procurement competition (including but not limited to the lobbying of decision makers involved in this procurement competition); or
3. engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive procurement competition or renders that competition non-competitive, less competitive, or unfair.

All Proponents should advise the RFP Contact in writing whether they have any actual, potential or perceived Conflict of Interest, and if so, the nature of each Conflict of Interest. A Proponent may, at the sole discretion of the Centre, be disqualified from this RFP process if a Proponent is found to have a Conflict of Interest.

### **2.4.2 Disqualification for Prohibited Conduct**

The Centre may disqualify a Proponent, rescind an invitation to negotiate, terminate a Contract subsequently entered into, or take such other action it may deem appropriate if the Centre, in its sole and absolute discretion, determines that the Proponent has engaged in any conduct prohibited by this RFP.

### **2.4.3 Proponent Not to Communicate with Media or Post on Social Media**

Proponents should not at any time, directly or indirectly, communicate with the media, or post to social media in relation to this RFP or any Agreement entered pursuant to this RFP without first obtaining the written permission of the RFP Contact.

#### **2.4.4 No Lobbying**

Proponents should not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the Proponent(s).

#### **2.4.5 Illegal or Unethical Conduct**

Proponents are not to engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion, or collusion. Proponents are not to engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, directors, or other representatives of the Centre; deceitfulness; providing Submissions containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

#### **2.4.6 Past Performance or Past Conduct**

The Centre may prohibit a Proponent from participating in this or future procurement processes based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to: illegal or unethical conduct as described above; the refusal of the Proponent to honour its submitted pricing or other commitments; or any conduct, situation or circumstance determined by the Centre, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

### **2.5 Confidentiality**

All information provided by or obtained from the Centre in any form in connection with this RFP, either before or after the issuance of this RFP, is the sole property of the Centre and must be treated as confidential.

#### **2.5.1 Confidential Information of Proponent**

Submissions will be accepted in confidence, as they contain financial, commercial, scientific, technical and/or labour relations information, except as may be otherwise provided herein. The confidentiality of such information will be maintained by the Centre, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their Submissions will, as necessary, be disclosed, on a confidential basis, to advisers retained by the Centre to advise or assist with the RFP process, including the evaluation of Submissions. Proponents are further advised that, as a condition of federal funding under the BCSF, general information about the project and its contracts may be shared with HICC and disclosed publicly in accordance with the funding agreement. If a Proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

## **2.6 Procurement Process**

### **2.6.1 No Contract Until Execution of a Written Agreement**

This RFP process is intended to identify a prospective Proponent for the purpose of finalizing an Agreement. No legal relationship or obligation regarding the procurement of any good or service will be created between a Proponent and the Centre by this RFP process. A legal relationship will not arise until the successful finalization and execution of a written Agreement.

### **2.6.2 Effect of this RFP**

This RFP process does not in any way restrict or limit the Centre's pre-existing rights to engage in commercial negotiations with any Proponent or to procure the Deliverables through any other process. Without limiting the generality of the foregoing, the Centre may:

1. Choose whether to evaluate any Submission;
2. Modify this RFP or RFP process, including any technical, commercial or contractual terms;
3. Re-issue this RFP, either in the same form, or with modifications;
4. Begin or end negotiations with any Bidder for some or all of the Deliverables;
5. Reject any Submission;
6. Abandon its plans to obtain any of the Deliverables;
7. Invite anyone (including any Proponent) to give it an offer to provide some or all of the Deliverables under any terms; and
8. At any time before executing the Agreement: require the Proponent to submit further information not requested in this RFP to verify the Proponent's ability to perform the Deliverables (including financial data, references, and proof of legal capacity); inspect the Proponent's equipment and facilities; and cancel the RFP process without liability at any time.

### **2.6.3 Governing Law and Interpretation**

These Terms and Conditions of the RFP Process: are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision); are non-exhaustive and must not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and are to be governed by and construed in accordance with the laws of the Province of Saskatchewan and the federal laws of Canada applicable therein.

**[End of Part 2]**

## **3 Evaluation and Contract Finalization**

### **3.1 Stages of Evaluation and Contract Finalization**

The Evaluation Committee will conduct the evaluation of Submissions and negotiations in the following stages.

#### **3.1.1 Stage I - Mandatory Requirements**

The Evaluation Committee will review Submissions for administrative deficiencies and compliance with mandatory requirements. If the Evaluation Committee determines that a Submission fails to meet any of the Mandatory or Submission requirements, the Evaluation Committee may, at its discretion, offer a rectification process identifying the deficiencies and providing the Proponent an opportunity to rectify such deficiencies. If the Proponent fails to respond, or to satisfy those Mandatory or Submission requirements within the Rectification Period, it will be assessed on the initial Submission or eliminated from the process at the Evaluation Committee's discretion.

The Evaluation Committee may eliminate Mandatory requirements unmet by all Proponents.

#### **3.1.2 Stage II - Rated Criteria & Optional Reference Checks**

The Evaluation Committee will evaluate each qualified Submission based on rated criteria as per the Submission Requirements.

Reference checks may be completed for the Proponent and/or their proposed resources and sub-consultants. During reference checks, the Centre reserves the right to contact any of the Proponent's customers who the Centre believes may be able to provide information about the Proponent that would be pertinent to this RFP. Proponents who receive unfavourable references, in the opinion of the Centre, may have their Submission rejected. The Centre reserves the right to conduct reference checks at any time during the RFP process.

Only Submissions that achieve a minimum of 70% in Stage 2 - Rated Criteria will proceed, having their Financial Submission reviewed. At the sole discretion of the Centre, Submissions achieving lower than 70% in any Rated Criteria category may not proceed to Stage 3 - Financial Submission.

#### **3.1.3 Stage III - Financial Submission**

Each Submission should include a completed Fee Proposal Form (Appendix C), or a document containing the information requested in the Fee Proposal Form, completed in accordance with the instructions contained therein.

Financial Submissions will only be reviewed when it is confirmed the Proponent has met the requirements for Stage 1 and Stage 2. The Agreement may be awarded to a Proponent regardless of their proposed total fee, at the sole discretion of the Centre.

#### **3.1.4 Contract Finalization and Value Engineering Process**

If the fee proposals from Proponents (as determined by the Centre in its sole discretion) exceed the amount of the Centre's target budget, the Centre may:

1. reject all Submissions;
2. cancel this competition;
3. issue a new competition or commence with another procurement process, with or without adjusting the scope of Work; and/or
4. enter into negotiations with one or more prequalified Proponents in order to obtain a lower price that is within the Owner's budget, with or without adjusting the scope of Work.

Any contract finalizations will be subject to the process of rules contained in the Terms and Conditions of the RFP Process and will not constitute a legally binding offer to enter into an Agreement on the part of the Owner or the Proponent. There will be no legally binding relationship created with any Proponent prior to the execution of a written Agreement. The terms and conditions in the Form of Agreement in Appendix E are intended to be included in the final negotiated Agreement with the selected Proponent. Negotiations may include requests by the Owner for supplementary information from the Proponent to verify, clarify, or supplement the information provided in its Submission or to confirm the conclusions reached in the evaluation, and may include requests by the Owner for improved pricing or performance terms.

### **3.1.5 Time Period for Contract Finalization**

The terms and conditions of the proposal offer shall remain firm and open for acceptance by the Centre for a period of thirty (30) days from the date of closing. Acceptance will be subject to the successful finalization and execution of a written contract meeting the expenditure limits and required terms and conditions acceptable to the Centre. The acceptance or rejection of any Submission will be made pursuant to policies of the Centre.

### **3.1.6 Failure to Enter into an Agreement**

The Centre may at any time and at its sole discretion discontinue negotiations with the top-ranked Proponent(s) and may invite the next-best-ranked Proponent to enter into negotiations. This process will continue until an Agreement is finalized, until there are no more Proponents remaining that are eligible for negotiations, or until the Owner elects to cancel the RFP process.

**[End of Part 3]**

## **4 Submission Requirements**

### **4.1 General Guidelines**

Proponents should adhere to the following guidelines in their submission:

1. Submissions should be presented in the order described below with each section clearly identified and referencing the Rated Criteria identifier.
2. Submissions are to be submitted in electronic format.
3. Submissions should be formatted in 12-pt font.
4. The Submission should not exceed 15 pages. The page maximum includes the Rated Criteria and does not include the Table of Contents, Mandatory Requirements & Submission Form, Fee Proposal Form, and Resumes.

### **4.2 Assumptions and Exemptions/Exclusions**

The fee request outlined in this RFP is an “all-in, all-scope” fee for the services described. Proponents should ask for clarification on areas they feel require an assumption or exemption/exclusion regarding the scope of the project during the question period of the procurement process. If a Proponent feels they must include assumptions and exemptions/exclusions in their financial submission after requesting clarification, that Proponent must clearly list and explain the rationale for all such assumptions and exemptions/exclusions, as well as provide the financial implications of each item. Proponents must explain each assumption and exemption/exclusion with reference to its effect on project scope, timelines, resources, external dependencies and financial implications. Proposals that contain unexplained, vague, or undefined assumptions and/or exemptions/exclusions may be rejected without further consideration at the sole discretion of the Owner.

Failure to identify an exclusion, assumption or limitation in the Proposal will constitute confirmation that the Proponent has included the associated work, cost and responsibility within its Proposal and will be responsible for such work in accordance with the Agreement.

The Design-Builder shall not be entitled to an adjustment to the Contract Price or Schedule arising from an omission, coordination gap or failure to identify a reasonably foreseeable requirement that was not expressly identified as an exclusion in its Proposal.

### **4.3 Submission Ineligibility**

Submissions that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, will be declared informal at the Owner’s discretion. Submissions with forms and enclosures which are improperly prepared will be declared informal at the Owner’s discretion. Submissions that fail to include required security, bonding or insurance requirements will be declared informal at the Owner’s discretion.

## 4.4 Submission Order

Submissions should include all the information requested, and be presented, as follows:

### Stage I - Mandatory Requirements and Submission Form

Each Submission should include a Submission Form (Appendix B), or a document containing the information requested by the Submission Form, completed and signed by an authorized representative of the Proponent.

### Stage II - Rated Criteria

Each Submission should include a response to each of the Rated Criteria completed according to the instructions.

### Stage III - Financial Submission

Each Submission should include a Fee Proposal Form (Appendix C), or a document containing the information requested by the Fee Proposal Form, completed in accordance with the instructions contained in the form.

## 4.5 Stage 1 - Mandatory Criteria

**Table 1. Mandatory Criteria and Submission Form**

| Criteria Category                                       | Evaluation |
|---------------------------------------------------------|------------|
| Appendix B - Mandatory Requirements and Submission Form | Pass/Fail  |

## 4.6 Stage 2 - Rated Criteria Overview

The table below provides an overview of the categories and corresponding weight for each Rated Criteria of the RFP. Proponents must achieve a minimum of 70% in Stage 2 - Rated Criteria to proceed to Stage 3 - Financial Evaluation. At the sole discretion of the Owner, Submissions achieving lower than 70% in any of the below categories may not proceed to Stage 3.

**Table 2. Rated Criteria and Weight**

| Criteria Category                                          | Weight (Points) |
|------------------------------------------------------------|-----------------|
| Cover Letter                                               | Not Rated       |
| Past Project Experience / Experience with Similar Projects | 25              |
| Proposed Team                                              | 25              |
| Project Methodology                                        | 20              |
| Preconstruction Services Approach                          | 10              |

| Criteria Category                  | Weight (Points)   |
|------------------------------------|-------------------|
| Community Impact                   | 5                 |
| Project Schedule                   | 15                |
| <b>Sub Total</b>                   | <b>100 Points</b> |
| <b>Stage 2 - Optional Criteria</b> |                   |
| Reference Checks                   | 20                |
| <b>Total</b>                       | <b>120 Points</b> |

Submissions meeting the mandatory requirements and minimum 70% threshold from Stage 2 will proceed to Stage 3. Financial Submissions will only be reviewed for Proponents after it is confirmed they have met the requirements for Stage 1 and Stage 2.

**Table 3. Financial Submission**

| Criteria Category                        | Evaluation                                                                                                                                                                                                                   |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pricing (Appendix C - Fee Proposal Form) | The Agreement will be awarded to the Proponent with the most relevant rated criteria, and a reasonable total fee, within the budget provided, including all contingencies. The lowest fee will not automatically be awarded. |

## 4.7 Stage 2 - Rated Criteria

Each Proponent should provide a response to the following in its Submission:

### 4.7.1 Cover Letter (Not Rated)

1. Provide a brief introduction and overview of your company and its partnerships, its experience in the market, and experience with the Centre (if any), particularly as they are related to this RFP and the proposed project.

### 4.7.2 Past Project Experience (25 Points)

1. Provide three (3) examples of similar and relevant projects completed within the past ten (10) years where your firm acted as a design builder. Information provided is to include the following: project name, client information, project location, proposed schedule, final schedule, detailed description of the scope of work, proposed budget and final budget.

- a. Projects that represent a similar size, complexity, and scope to this project are desired, including: phased rehabilitation, renewal, or renovation of public and occupied facilities; regional museums and National Museums, galleries, cultural or heritage facilities; work involving multiple consultants, specialized environmental controls, or specialized building systems; and projects delivered under federal or provincial funding programs with associated reporting requirements.
- b. Projects that utilized the same team proposed for this project are desired.
- c. Any relevant experience with the RCMP Heritage Centre.

#### **4.7.3 Proposed Team (25 Points)**

1. List the team members that will be delivering the project in all critical roles, including, but not limited to: the roles of Project Manager, Site Superintendent, and Preconstruction/Estimating Lead.
  - a. Clearly indicate their qualifications, including years of experience working in this role on commercial/institutional construction, relevant certifications, their experience working on projects of similar complexity (i.e. phased construction, occupied space, hazardous materials, heritage or cultural facilities, etc.) and how their experience is relevant to the delivery of this project.
  - b. Identify their replacement and backup resources.
  - c. Outline all of their roles and responsibilities as they pertain to this project.
  - d. Provide an organizational chart, including lines of reporting and communication. Consider the inclusion and necessity of consulting services and where they fit within the lines of communication.
2. Provide a list for each team member including: experience with projects of similar size and complexity (value and scope), total number of similar projects completed, schedule delivery record and budget performance history.
3. Provide details of each team member's availability for the project duration, the number of other active projects they are managing simultaneously, and whether the Site Superintendent will be on-site full-time during construction.

*Note: If any key personnel changes occur during the Project, the Proponent must obtain the Owner's written approval. This requires submitting a letter identifying the personnel being replaced, naming their replacements, and providing the replacements' hourly rates (which must not exceed those of the original personnel), along with resumes demonstrating that the replacements possess qualifications equal to or greater than those of the individuals they are replacing.*

#### **4.7.4 Project Methodology (20 Points)**

Provide the following information to convey the methodology your firm will use to deliver the services:

1. Describe your approach to ensuring the safety of visitors, staff, volunteers, and school groups while performing construction work in an operating museum, including site security, access control, indoor air quality protection, and separation of construction activities from museum operations.
2. Describe your approach to mitigating risk to museum exhibits (and their artefacts) during construction and install, including dust, emissions, vibration, temperature and humidity control.
3. What is your approach to communication with the Owner's management, and project committee?
4. How will you limit the impact on museum operations, visitation, and revenue-generating activities during the course of construction?
5. Describe your approach and commitment to achieving quality as it applies to the project. Describe your quality control procedures and the methods proposed for quality assurance.
6. Briefly describe your approach to the following:
  - a. under-performing subtrades;
  - b. how contingency is handled;
  - c. Design-Builder markup;
  - d. unforeseen conditions;
  - e. value engineering; and
  - f. bids that exceed budget
7. Describe your approach to supporting the Owner's federal funding obligations under the BCSF, including the Buy Canadian Policy, reporting on the use of unionized labour and Red Seal trades, and reporting on community employment benefits (see Appendix A, Section A.5).
8. Outside of the issues identified in the above, identify three (3) major risks you identify with this project, and your team's approach to managing those risks.

#### **4.7.5 Preconstruction Services Approach (10 Points)**

1. Describe your approach to preconstruction services for this project, including constructability review, cost planning and estimating at each design milestone, value engineering, phasing and logistics planning, and procurement strategy.
2. Describe your approach to the early identification and procurement of long-lead items (e.g. chiller, HVAC equipment, building management system components, electrical equipment, theatre lighting, and security systems).
3. Describe your approach to trade contract packaging and tendering, including how you will maximize opportunities for Saskatchewan and Canadian suppliers and trades consistent with the Buy Canadian Policy.

#### **4.7.5 Community Impact (5 Points)**

1. Describe the impact you've had in our community (local, regional) on previous projects, or as a community partner.
2. Describe your organization's commitment to being a responsible community partner throughout this project, including communication with stakeholders, minimizing disruption, supporting the local economy, and leaving a positive legacy for the community.

#### **4.7.6 Project Schedule (15 Points)**

1. Proponents will develop a preliminary project schedule that clearly outlines the Deliverables as well as all project activities required to successfully deliver the project, including preconstruction activities, procurement of long-lead items, phased construction consistent with the project phases described in Appendix A, and commissioning. The schedule must demonstrate substantial completion of construction by December 31, 2028.

If the project can be completed before December 31, 2028 we wish to see the plan outlined as such, keeping in mind our goal to stay open/operational, and keeping in mind seasonal visitor pressures, and seasonal conditions for work. Proponents may propose phasing different than described in Appendix A, but only if it aligns with the requirement that the facility remain operational and able to generate admissions revenue, to the greatest extent possible. If these items are not met by the schedule, an explanation must be provided.

2. Proponents are to discuss their scheduling strategy and any innovative, proactive measures their team will adopt to address the Project timelines. Highlight any areas to which the Proponent will pay particular attention, given an understanding of the Project scope. Outline the roles and responsibilities of team members in the schedule control process.

#### **4.8 Stage 3 - Financial Evaluation**

1. Proponents must achieve a minimum of 70% in Stage 2 - Rated Criteria to proceed to Stage 3 - Financial Evaluation. At the sole discretion of the Owner, Submissions achieving lower than 70% in any of the above categories may not proceed to Stage 3.
2. Financial Submissions will only be reviewed when it is confirmed they have met the requirements for Stage 2.
3. The Agreement will be awarded to the Proponent with the most relevant rated criteria, and a reasonable total fee, within the budget provided, including all contingencies. The lowest fee will not automatically be awarded.

**[End of Part 4]**

## **Appendix A - RFP Particulars**

### **A.1 Owner**

The Mounted Police Heritage Centre, operating as the RCMP Heritage Centre, is a not-for-profit cultural institution located in Treaty 4 Territory in Regina, Saskatchewan. The Heritage Centre is not owned, operated, or funded by the RCMP. The facility was purpose-built to store and exhibit the RCMP's historical collection of artefacts and explores Canadian history through these stories.

The Heritage Centre welcomes approximately 30,000 visitors annually from across Canada and around the world, serves as a community hub and place of education welcoming tens of thousands of students from every province and territory through in-person and virtual learning, and contributes approximately \$11 million annually to the local economy. It is one of Saskatchewan's leading visitor attractions and a nationally significant cultural institution, currently preparing for potential National Museum designation.

### **A.2 The Project**

The Owner is seeking a Design Builder to provide services for "A Place For All Canadians": Capital Renewal and Modernization of the RCMP Heritage Centre (the "Project"). The Project was identified in Budget 2025 to receive funding through the Build Communities Strong Fund and is proceeding as a Local Infrastructure, Capital project under the BCSF Direct Delivery Stream.

A governance structure, including a project committee and board oversight, will support project delivery. Where necessary, community and stakeholder engagement must be incorporated into the project plan.

The facility opened to the public on May 23, 2007. The facility is now almost 20 years old, and core building systems — including the building envelope, mechanical, and electrical systems — are approaching or exceeding their lifecycle. The Project is focused on extending the lifecycle of the facility, improving energy efficiency, improving security and accessibility, and enhancing the visitor experience through a comprehensive program of capital renewal and targeted upgrades. The Project does not involve any new construction; the intent is to improve and upgrade the existing space.

The estimated total Project cost (including all fees) shall not exceed approximately \$9.6 million. Contingency is factored into the \$9.6 million Project cost.

The facility will remain operational to the greatest extent possible for the duration of the Work, and construction activities must be carefully sequenced and coordinated with ongoing museum operations, programming, and events.

Through the Build Communities Strong Fund, the Centre is required to incur and pay expenses in order to be able to then report and claim expenses for reimbursement from BCSF. The proposed plan should consider a strategic, phased approach that will assist in cashflow and reporting considerations.

### **A.3 Project Scope and Phases**

The Project will be delivered through a phased, multi-year approach. The anticipated phases are:

1. Phase 1 - Planning: key planning activities including accessibility assessment, environmental assessment (to be conducted by the Canadian Conservation Institute; outside of this scope of work), a thorough evaluation of building condition and systems, and detailed design and engineering plans.
2. Phase 2 - Core Infrastructure Renewal: roof replacement or repair; upgrades to HVAC systems and specialized equipment, including replacement of the chiller and chiller components and related air handling equipment; replacement of the building management system (BMS); electrical system upgrades (including theatre and exterior lighting); security system replacement; and improvements to the building envelope and environmental controls and/or climate stabilization measures (installation of UV filtration, window shades, etc. to be determined) for artifact preservation.
3. Phase 3 - Accessibility and Compliance: implementation of accessibility assessment recommendations, physical accessibility improvements throughout the facility, and installation of bilingual signage in all public-facing areas.
4. Phase 4 - Gallery and Exhibit Improvements: replacement of outdated equipment and development of updated gallery spaces; installation of an outdoor playground.

Work will be carefully sequenced, with a final schedule confirmed following completion of detailed design.

### **A.4 Project Activities and Anticipated Timelines**

1. Phased planning will be required due to the occupied nature of the facility.
2. Where, and if necessary, temporary partitions, hoarding, signage and barriers to separate construction activities from public and staff areas will be required during all phases.
3. Protection of artifacts, exhibits, and collections storage areas is required throughout the Work, including dust, vibration, and environmental controls.
4. Planning and design activities are anticipated to conclude in November 2026.
5. Construction is anticipated to commence November 2, 2026, with substantial completion of construction by or before December 31, 2028.
6. No site preparation or construction may occur until HICC confirms that applicable federal Impact Assessment and Indigenous consultation requirements have been met; costs incurred prior to such confirmation may be deemed ineligible.
7. For additional information and details, please refer to the Project documents made available to Proponents.

## **A.5 Federal Funding Conditions**

The Project is funded in part by the Government of Canada through the BCSF, and the funding agreement between the Owner and HICC imposes conditions that will flow down to the Design Builder, trade and sub-trade contracts. The Successful Proponent will be required to support the Owner in meeting to the best of our ability, and to comply with as applicable, the following:

1. **Buy Canadian Policy:** The Project will meet the Government of Canada's Buy Canadian Policy requirements and HICC's implementation guidance, prioritizing Canadian suppliers, materials (e.g. steel, aluminum and wood products) and Canadian-made goods and services whenever possible, applied from the earliest stages of planning and procurement.
2. **Unionized Labour:** The Proponent will identify if and where the project will make efforts to use unionized labour, and the Design Builder will be required to track and report on the use of unionized labour for the Project.
3. **Red Seal Trades:** The Proponent will identify if and where the project will make efforts to use Red Seal Trades, and the Design Builder will be required to track and report on the use of Red Seal Trades for the Project.
4. **Accessibility Standard:** The Project will meet or exceed the requirement of the highest published accessibility standard as defined by the requirements in CSA/ASC B651:23 (Accessible Design for the Built Environment), the application of provincial building codes, or relevant municipal by-laws.
5. **Community Employment Benefits:** The Owner will report on job or procurement opportunities provided to at least three federal target groups (apprentices, Indigenous peoples, women, persons with disabilities, youth, recent immigrants, veterans, or small, medium-sized, and social enterprises), and the Design Builder will be required to track and provide supporting data.
6. **Climate and GHG Requirements:** The Project will identify climate hazards, treat associated risks, and report on these actions as required, and will meet GHG mitigation requirements as determined by HICC. Renewal of mechanical systems, improved building controls, and building envelope upgrades are expected to enhance energy efficiency and reduce greenhouse gas emissions; where feasible, low-impact materials and lifecycle-based asset management approaches will be incorporated.
7. **Federal Signage:** The Project will include prominent federal branding as part of visible infrastructure and announcements, in line with the Communications Protocol of the Contribution Agreement and current federal signage guidelines.
8. **Official Language Minority Communities:** The Owner will inform Official Language Minority Communities impacted by the Project and encourage their participation where feasible. Bilingual signage will be installed in all public-facing areas.

## **A.6 Proposal Documents List**

Proposal documents consist of the following:

1. This RFP, including the following Appendices:

- a. Appendix A - RFP Particulars
  - b. Appendix B - Mandatory Requirements and Submission Form
  - c. Appendix C - Fee Proposal Form, including Schedules 1 through 5 (High Level Fee Breakdown; General Conditions Breakdown; Schedule of Hourly Rates; Preliminary Cash Flow; Value Engineering Services)
  - d. Appendix D - Form of Agreement
- 2. Reference documents, as available, to be issued by addendum or data room access: building condition, accessibility, and environmental/artifact preservation assessment reports; and design documents prepared by the Owner's prime consultant as design progresses; and
  - 3. Any addenda issued by the Owner.

Reference documents are made available only for the purpose of obtaining offers for this competition; their use does not confer licence or grant for other purposes. Upon receipt of documents, Proponents are to verify that documents are complete and immediately notify the RFP Contact upon finding any ambiguity, inconsistency, omission, or discrepancy.

## Appendix B - Mandatory Requirements and Submission Form

### Mandatory Requirements

Proponents must complete the following table. Explain how you meet, or do not meet, each requirement. Proof will be required for the Successful Proponent prior to contract execution (where applicable).

| Mandatory Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Yes | No | Reference/Proof |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----------------|
| <b>M.1 WCB:</b><br>Be in good standing with the Saskatchewan Workers' Compensation Board.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |     |    |                 |
| <b>M.2 COR or SECOR Certification:</b><br>The Proponent must have achieved a Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR) from the Saskatchewan Construction Safety Association or the Heavy Construction Association of Saskatchewan, or been granted equivalency by one of those agencies. The Owner reserves the right to request a copy of the certificate of COR or Equivalency. Failure to provide the requested documentation within the required timeframe may result in the disqualification of the Proponent and the rejection of the Proponent's Submission. |     |    |                 |
| <b>M.3 Conflict of Interest:</b><br>Proponents must declare any actual or potential conflict(s) of interest with the Owner.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |    |                 |
| <b>M.4 Bonding Capacity:</b><br>Submit a letter from a surety licensed in the Province of Saskatchewan confirming the Proponent's capacity to provide Performance and Labour and Materials Payment Bonds, each in the amount of 50% of the estimated construction value, for the construction phase of the Project. Use most current edition CCDC approved bond forms. Include the cost of bonds in the Fee Proposal where indicated.                                                                                                                                                                            |     |    |                 |
| <b>M.5 Insurance:</b><br>Proponents must complete their Submissions on the assumption that the selected Proponent will be required to provide insurance coverage.                                                                                                                                                                                                                                                                                                                                                                                                                                                |     |    |                 |
| <b>M.6 Licensing:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |     |    |                 |

| <b>Mandatory Requirements</b>                                                                                                                                                                                                                                                                                                                                     | <b>Yes</b> | <b>No</b> | <b>Reference/Proof</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|------------------------|
| Be licensed, or eligible to be licensed, to carry on business in the Province of Saskatchewan.                                                                                                                                                                                                                                                                    |            |           |                        |
| <b>M.7 Design Team Licensing:</b><br>The architectural and engineering members of the Proponent's design team must be licensed, or eligible to be licensed, to practise in the Province of Saskatchewan (Saskatchewan Association of Architects and/or Association of Professional Engineers and Geoscientists of Saskatchewan, as applicable to the discipline). |            |           |                        |

### Submission Form

Please fill out the following form, naming one person to be the Proponent's contact for the RFP process and for any clarifications or communications that might be necessary.

|                                                                               |  |
|-------------------------------------------------------------------------------|--|
| <b>Full Legal Name of the Proponent:</b>                                      |  |
| <b>Other Relevant Name(s) under which the Proponent Carries out Business:</b> |  |
| <b>Street Address:</b>                                                        |  |
| <b>City, Province/State:</b>                                                  |  |
| <b>Postal Code:</b>                                                           |  |
| <b>Phone Number:</b>                                                          |  |
| <b>Company Website (if applicable):</b>                                       |  |
| <b>Proponent Contact Name and Title:</b>                                      |  |
| <b>Proponent Contact Phone:</b>                                               |  |
| <b>Proponent Contact Email:</b>                                               |  |

The Proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between the Owner and the Proponent unless and until the Owner and the Proponent execute a written Agreement for the Deliverables.

|                                                    |  |                                                |
|----------------------------------------------------|--|------------------------------------------------|
| <hr/> <b>Signature of Proponent Representative</b> |  | <hr/> <b>Title of Proponent Representative</b> |
| <hr/> <b>Name of Proponent Representative</b>      |  | <hr/> <b>Date</b>                              |

## Appendix C - Fee Proposal Form

The Fee Proposal will be evaluated as the sum of items C.1 through C.4 below (the “evaluated total fee”). All amounts are to be stated in Canadian dollars, exclusive of GST and PST. Refer to the Supplementary Conditions for the treatment of taxes. Cost of trade contract work is excluded from this Fee Proposal and will be tendered during the construction phase under the direction of the Design Builder.

| Fee Component                                                                                                                                                                                                                                                                                                                                              | Amount |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <b>C.1 Design Services Fee (fixed fee)</b> — All design services described in this RFP, including architectural and engineering design from the Owner's requirements through detailed design, constructability review, cost planning and estimating at each design milestone, value engineering, phasing and logistics planning, and procurement strategy. | \$     |
| <b>C.2 Design-Build Fee</b> — Stated as a fixed fee for the Design-Builder's overhead and profit on the construction phase services described in this RFP. Also state the equivalent percentage of estimated construction cost for reference.                                                                                                              | \$     |
| <b>C.3 General Conditions / Site Overhead (fixed monthly rate × anticipated construction duration)</b> — Include site supervision, site office, temporary facilities, hoarding and protection allowances as defined in the instructions, safety, and administration. State the monthly rate and the total based on the anticipated construction duration.  | \$     |
| <b>C.4 Cost of Bonds and Insurance</b> — Performance and Labour and Materials Payment Bonds as described in Appendix B, and insurance as described in the Supplementary Conditions, including professional liability (errors and omissions) insurance covering the design services.                                                                        | \$     |
| <b>Evaluated Total Fee (C.1 + C.2 + C.3 + C.4)</b>                                                                                                                                                                                                                                                                                                         | \$     |

## Schedules to the Fee Proposal Form

The Fee Proposal is to include the following completed schedules:

1. Schedule 1 - High Level Fee Breakdown: a breakdown of each fee component (C.1 through C.4) sufficient to demonstrate how the amounts were developed, including the anticipated staffing plan (positions, percentage of time, and duration) supporting the Design Build fee.
2. Schedule 2 - General Conditions Breakdown: an itemized breakdown of the monthly General Conditions / Site Overhead rate (C.3), identifying site supervision, site office and temporary facilities, hoarding and protection, safety, and administration components, and clearly distinguishing items included in the fixed monthly rate from items proposed as cost-reimbursable.

3. Schedule 3 - Schedule of Hourly Rates: hourly rates for all personnel classifications proposed for the Project, to be used for any additional services authorized by the Owner. Rates for key personnel replacements must not exceed those of the original personnel.
4. Schedule 4 - Preliminary Cash Flow: a preliminary monthly cash flow of the proposed fees and general conditions across the anticipated preconstruction and construction periods, to support the Owner's federal funding cashflow reporting to HICC.
5. Schedule 5 - Value Engineering Services: a brief description of the value engineering services included within the Preconstruction Services Fee, and the basis of fees (if any) for value engineering services beyond those included.

### **Supplementary Fee Information**

1. State any assumptions relied upon in the preparation of the Fee Proposal, in accordance with Section 4.2 of this RFP.
2. The Fee Proposal Form is to be signed under seal by the Proponent, in accordance with the signing requirements applicable to the Proponent's form of organization (sole proprietorship, partnership, limited or incorporated company, or joint venture), with witness signatures and corporate seals affixed as applicable. If the Fee Proposal is signed by officials other than the President and Secretary of the company, or the President-Secretary-Treasurer of the company, a copy of the by-law resolution of the Board of Directors authorizing them to do so must also be submitted.

*Note: Unit prices, separate/breakout prices for trade work, and lists of trade subcontractors are not required with this Fee Proposal. Trade contracts will be competitively tendered during the construction phase under the direction of the Design Builder, and pricing structures for trade packages will be established in the trade tender documents.*

## **Appendix E - Form of Agreement**

An industry standard Design Build Contract will be utilized for the contract, as modified by Supplementary Conditions to be issued to Proponents. The Supplementary Conditions will include, without limitation, provisions giving effect to the federal funding conditions described in Appendix A, Section A.5, including Buy Canadian Policy compliance, reporting on unionized labour, Red Seal trades and community employment benefits, federal signage, accessibility standards, and audit and records-retention requirements of the Contribution Agreement between the Owner and HICC.

The successful proponent and the Owner will mutually agree on process and terms conditions including, but not limited to:

- how trade bids are obtained;
- minimum number of bids, if any;
- whether the Owner has approval or rejection rights over trades;
- how trade substitutions work;
- what happens if bids exceed budget;
- how savings are treated;
- what happens with allowances;
- how contingency is handled;
- Design-Builder markup;
- overhead;
- general conditions;
- design fees;
- escalation;
- changes;
- owner-directed changes;
- unforeseen conditions;
- value engineering;
- audit rights;
- open-book requirements;
- whether the Owner can review trade bids;
- whether the Design-Builder warrants the completeness of the final price.