



# REQUEST FOR PROPOSAL

## Commercial Construction Project Manager for Kiddie Sunshine Centre Inc.

**ISSUE DATE:** January 6, 2022

**CLOSING DATE:** January 28, 2022, on or before 5:00PM

### *1. Introduction*

Kiddie Sunshine Centre (KSC) is a licensed early childhood education and learning centre that has been in operation in Altona since 1983. The Centre provides childcare for children from 12 weeks to 12 years old. The Centre is a non-profit organization that is funded through the provincial government's Manitoba Early Learning and Child Care (MELCC) division and is licensed for 49 spaces. The Board of Directors has previously explored the expansion and enhancement of services through renovating the current Centre Avenue location; however, this location does not provide sufficient space for future growth, and requires extensive upgrades to meet fire, electrical and plumbing codes, as well as to ensure accessibility of service.

Therefore, the Centre will be leasing real-estate with an owned building asset to build a new childcare facility in the community that will be licensed for 135 spaces. This long-term expansion plan is focused on sustainably meeting the needs of the community now, and in the future. This building will be located on the Borderland School Division (BLS) property located at 120 9<sup>th</sup> St NW in Altona.

KSC is requesting proposals of qualifications and fees for professional commercial construction project management services to support the build.

The Kiddie Sunshine Centre is seeking proposals for a qualified project manager to oversee the application, budget, design, and construction phase of the new daycare facility. They must ensure that final design and construction meet all applicable regulations for building codes, accessibility standards and Childcare Centres.

The selected Project Manager will prepare and assist KSC in application for Capital Grant Funding, through the MELCC. This grant is for the lesser of 40% or \$600,000 of total construction fees. To qualify for this grant, a full grant application must be submitted. Once approved, *the project must be completed within 24 months*. See Appendix A for Capital Grant Funding Application.

## ***2. Submission Instructions***

### ***Delivery of The Proposal***

Proposals shall be submitted electronically by email to [kiddiesunshineboard@gmail.com](mailto:kiddiesunshineboard@gmail.com)  
Any proposals received after the Closing Date may not be considered. Proponents are solely responsible for ensuring their Proposal is received on time.

### ***Contact Person***

Inquiries related to this RFP, including requests for clarification or information, shall be direct to:

Kiddie Sunshine Centre Board  
Attn: Jenna Book  
Email: KiddieSunshineBoard@gmail.com

### ***Project Submission Requirements***

- Proposals must be in English
- The Submission Form (Appendix B) must be included

- Compensation for Services (Appendix C) must be included
- The Contractor's Qualification Statement (Appendix D) must be included

### *3. Project Scope and Deliverables*

In general, the scope of the project is described below. The overall service is to provide oversight, recommendations, and overall project management for the construction of a new Child Care Centre.

#### a. Overall Services

- Ensuring the project meets the stakeholder goals
- Keep the project on time and within budget
- Oversight of design/build team contracts
- Compliance with all regulatory, and licensing requirements
- Coordination and oversight of commission the new facility

#### b. Pre-construction service

- Assisting the KSC board with completion of the Capital Funding Grant Application
- Scheduling the project
- Prepare general requirements
- Collate, assemble, and distribute bid documents

#### c. Procurement Phase Services

- Solicit bids for general contracting services
- Evaluate bids and award contracts in consultation with KSC and BLSD
- Update the Board with the schedule and cash flow forecast

#### d. Construction Services

- General services, including all required project administration
- Project control and scheduling, including the coordination of all trade contractors
- Costs control and accounting, including the maintenance and update of project cash flow projections

- Payments to trade contractors and suppliers
- Quality control
- Health and construction Safety
- Collection, coordination, and review of all submittals
- Reports and Project site documents
- Start-up and commissioning of systems
- Handover, including collection and collation of all warranty materials

The project deliverables are intended to result in a single building, which will occupy the Kiddie Sunshine Centre as a whole. The building MUST meet all requirements and err on the side of the Best Practice recommendations set out by the MELCC. See Appendix A.

1. Site Preparation
  - a. Coordination with Borderland School Division for any tree or building removals
  - b. Coordination with Borderland School Division and the Town of Altona for the creation of new parking areas and site servicing connections
  - c. Excavation for new building
2. Demolition of existing building – pending no sale & moving off property
  - a. Demolition of existing BLSD building
  - b. Removing concrete
  - c. Backfilling basement
3. Creation of a new building to serve as the new Child Care Centre
  - a. 3 dedicated rooms for infants
  - b. 4 dedicated rooms for toddlers
  - c. 1 dedicated room for nursery school and before/after school programs
  - d. Kitchen
  - e. Offices
  - f. Storage room

- g. Washrooms – including accessible washrooms where necessary
- 4. Creation of exterior building spaces
  - a. New exterior play space for Childcare occupants
  - b. New parking and site access
  - c. New fencing and site landscaping

#### **4. Timeline**

***\*\*Project must be completed within 24 months of the Capital Building Grant approval\*\****

Task	Date
RFP opens:	January 6 <sup>th</sup> , 2021
Closing date for submissions:	January 28 <sup>st</sup> , 2021
Contract awarded:	Within 30 days of submissions
Submission of Capital Building Grant application:	TBD
Approval/denial of capital building grant:	4-6 months from submission
Build begins:	After building grant approval
Build complete:	Within 2 years of grant approval

#### **5. Evaluation & Selection Process**

Proposals will be evaluated by KSC & BLSD on the following criteria:

1. Experience & Technical Competence
  - Commercial project management
  - Childcare Centres
  - Provincial Government Funding
  - Design/Build Projects
2. Project understanding and interpretation
3. Availability of resources to manage the project in a timely and responsive fashion
4. Fee proposal and terms

## 5. Qualifications and references

The selection committee may at their discretion seek further information or interview a short-list of candidates. And at their judgement may award the contract as they see fit. The lowest bid will not necessarily be awarded the project.

## ***6. Terms and Conditions***

### *1. Liability for Errors*

While the KSC board of directors has made every effort to ensure that this RFP is complete and accurate, with the information we have to date. This RFP should be regarded as a guideline for preparing a Proposal. The information is not guaranteed to be accurate or exhaustive, and therefore Proponents are encouraged to do their own research with respect to the development of their Proposal.

### *2. Conflict of Interest*

Proponents shall disclose any actual or potential conflicts of interest, real or perceived. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the KSC Board prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.

### *3. Indemnity and Liability Insurance*

The project manager must ensure that all contractors provide proof of Professional Liability Insurance coverage and amount of coverage (which may include increasing the amount of coverage if required).

### *4. Contract*

This RFP does not commit the KSC to select a preferred Proponent. By submitting a Proposal, the Proponent agrees that KSC is under no legal obligation to enter a contract with any of the proponents. KSC reserves the right to negotiate any changes to the preferred proposal with the Proponents prior to entering a contract. The acceptance of a proposal will be made in writing to the successful Proponent at the address provided.

### *5. Solicitation*

Any attempt by Proponents to influence the outcome of the RFP process by engaging in solicitation with any representative of KSC, will result in the disqualification of the Proponent.

### *7. Proposal Content & Format*

Proposals should respond directly to the evaluation and criteria for this project. Clarity and brevity are encouraged. The following should be included in the proposal

#### 1. Cover Letter

State your understanding of the services to be performed and why your firm is best qualified to provide them. Identify staff/resources to be assigned to the project. Provide the contact information to who is authorized to act as representation on this proposal

#### 2. Response to Criteria

Provide a summary qualification to fulfill project criteria. Address how communications, with be handled, time and resources will be assigned, fee structure, change fees, etc.

#### 3. Resume of applicable and relevant experiences

Provide a summary of recent project experience. Include the scope and size of project, project budget, stakeholders etc.

#### 4. Two professional references

## *8. Appendix A – ELCC Capital Project Guide & Best Practice Manual*

*Capital Building Fund Proposal Guide for Community-Based Child Care Capital Projects*

<https://1drv.ms/b/s!Aq0KmBuSTF4FgqRWcJTpXzZVLwOW9Q>

*Best Practice Manual:*

[https://www.gov.mb.ca/fs/childcare/resources/pubs/elcc\\_manual.pdf](https://www.gov.mb.ca/fs/childcare/resources/pubs/elcc_manual.pdf)



**9. Appendix B – Submission Form**

This form shall only be signed by an authorized representative of the Proponent.

Legal name of the proponent:	
Operating name of the business (if applicable):	
Name and title of Proponent representative:	
Mailing address:	
Office contact number:	
Email address for contact person:	
Company website:	

Signature of Proponent Representative: \_\_\_\_\_

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

The appointed representative of the Proponent acknowledges that they;

- a. Understand and agree to the process described in this RFP,
- a. Verify that the Proposal has been reviewed, is true and accurate, and responds to each specification of this RFP,
- b. Acknowledge the Proponent’s application is part of a non-binding procurement process,
- c. Do not have, or have declared, any conflict of interest.

## 10. Appendix C – Compensation for Services

1. The Project Manager's compensation shall be equal to the sum of the Project Manager's fee as specified in paragraph 2 and the reimbursable expenses as described in paragraph 3.
2. The Project Manager's Fee is comprised of one or more of the following:
  - a. A fixed amount of \_\_\_\_\_
  - b. A percentage amount of \_\_\_\_\_ percent (\_\_\_\_%) of the construction cost. Where the actual cost has not been determined for all or part of the project, the construction cost shall be the construction cost estimate, as agreed by the KSC board and the project manager, at market rates at the anticipated time of construction
3. The reimbursable expenses are the actual expenses, support by receipts or invoices, that the project manager incurred in performing the services, and as identified in the agreement plus the administrative charge of \_\_\_\_\_ percent (\_\_\_\_%).
4. All amounts are in Canadian funds.

## 11. Appendix D – Qualification Statement & Professional References

Legal structure of contractor:

- Joint venture
- Corporation
- Partnership
- Sole Proprietor

Other: \_\_\_\_\_

Minimum 2 references for past projects (within the last 5 years):

Name:	
Address:	
Contact Person:	
Email:	
Phone:	
Brief description of project:	

Name:	
Address:	
Contact Person:	
Email:	
Phone:	
Brief description of project:	