



**Public Works Shop Expansion
Hartney**

Request for Price

Issue Date: October 16, 2024

Submission Deadline: November 14, 2024

1. INTRODUCTION

The Municipality of Grassland (MOG) invites qualified contractors to submit proposals for the expansion of the Public Works Shop, located at 306 Spencer Street in Hartney, MB.

The existing facility is currently a 40' x 60' wood structure, insulated with tin exterior with three existing overhead doors and one-man door. A 14' x 18' office space in addition to the main facility butts out the east side with no outside access.

Initial geothermal work was completed by KC&G Geoexchange in 2022. They will be utilized for the final hookup and installation once the project reaches the rough in electrical stage.

This project is for the construction of a 60'x60' addition, tying into the existing facility on the east. An interior mezzanine, not shown in the drawings, will be added for additional office space. The addition will include two 12'x16' over head doors as well as one 24'x16' overhead door and two man-doors.

2. PROJECT OVERVIEW

The purpose of this RFP is to solicit proposals for a GENERAL CONTRACTOR who will oversee the entire project from start to finish, ensure project follows project timelines and be a liaison between the sub-contractors and the Municipality of Grasslands Project Manager.

The selected General Contractor will be responsible for all aspects of the project including but not limited to materials, labour, and site management.

3. SCOPE OF WORK

- a) Hire, coordinate and oversee sub-contractors for the construction of a 60' x 60' wood, insulated structure to be added to the pre-existing building as per the Engineer design
- b) Provide price for total project – including all sub-contractors and all requirements required to complete the project excluding the completion of the geothermal installation
- c) Strong communication with *KC&B Geoexchange* for completion of geothermal installation
- d) Ensure compliance with all municipal building codes and regulations
- e) Coordinate with Project Manager at the MOG office
- f) Ensure project stays on timeline
 - o Project to commence spring of 2025 and be completed in the same calendar year

4. WORKSITE VIEWING / INQUIRES

- a) Work site viewing is not mandatory; however, is strongly recommended. Contact the Public Works Foreman (listed under contacts on page 5) between 8:30am and 4:00pm Monday to Friday to set up an appointment to view.
- b) All inquiries about the RFP shall be directed, in writing by email at least five (5) business days before the submission deadline. Inquires after this date may not be answered. Written inquiries by email must be sent to the Project Manager (listed under contacts on page 5).

5. ADDENDUMS

- a) Where an error, discrepancy, or omission in the RFP has been found or where the Project Manager determines that the RFP requires clarification, an addendum that addresses the error, discrepancy, omission, or ambiguity will be released

6. SUBMISSION PROCEDURE

- a) MOG will accept both electronic and physical RFP submissions. RFPs are to be emailed, mailed or hand delivered to the Project Manager (Section 11).
- b) A confirmation email will be sent indicating that the RFP was successfully received. Those who do not receive a confirmation email within 1 business day should contact the Project Manager.
- c) Those submitting an RFP via email bear all risk associated with electronic submission.
- d) RFPs must be received by the Project Manager by the Closing date indicated in Section 8. RFPs received after the closing date will not be considered. The MOG may extend the time and / or closing date by addendum for any reason and, if that is case, the extended date / time will become the new closing date.

7. SUBMISSION REQUIREMENTS

- a) Company profile and relevant experience
- b) Completion of Schedule A – RFP Submission Form
- c) Completion of Schedule B – Schedule of Price
- d) Detailed project approach and timeline
- e) List of proposed subcontractors intended for use in project
- f) Payment schedule
- g) Reference from any previous clients
- h) Any additional information that may support the proposal

8. SUBMISSION DEADLINE

THURSDAY, NOVEMBER 14 AT 12:00PM LOCAL TIME

All RFP Submissions must be submitted to the Project Manager by the deadline stated above. Late submissions will not be considered. Submissions can be submitted electronically or via hard copy as specified under Section 6.

All RFP submissions must contain all information outlined in Submission Requirements in Section 7.

9. ACCEPTANCE

- a) In no event will the MOG be responsible for the costs of preparation or submission of an RFP.
- b) The MOG may reject an RFP as being non-responsive if the submission is incomplete, obscure or conditional or contains additions, deletions, alternations or other irregularities.
- c) The MOG shall reject an RFP that does not demonstrate in the Schedule A or in other information required to be submitted that the Applicant is responsible and qualified
- d) MOG reserves the right, in its sole discretion, to negotiate details of the RFP including project scope and timelines where it may impact price.
- e) If, during the negotiations the Applicant amends or modifies their RFP after the Submission Deadline, the MOG may consider the amended RFP as an alternative to the RFP already submitted without releasing the Applicant from their RFP as originally submitted.
- f) If the negotiations described above fail, Applicants acknowledge and agree that the MOG may, but is not obligated to, negotiate with the remaining Applicants in the order of their ranking, on the same terms and conditions as noted above. Each party to the negotiations is required to bear its own costs incurred during such negotiations.
- g) After acceptance, the MOG will issue written confirmation to the successful Applicant and an agreement stating terms of the agreement will be signed by both parties.

10. ADDITIONAL INFORMATION

- a) The RFP price shall cover all taxes and assessments of any kind payable but shall not include GST. The costs of all labour, equipment and material included in or required for demolition and clean up, hauling and disposal of all material including all items which, while not specifically listed in the Schedule of Prices, are included in the Work
- b) GST shall be listed as separate items.
- c) Prices quoted in RFP shall remain in effect for the Municipality's acceptance for thirty (30) calendar days after the Closing Date.
- d) If building codes have changed, the contractor is to bring it up to code and notify the Project Manager

11. CONTACT INFORMATION

The Work Site:

306 Spencer Street, Hartney, MB.

Questions, Liaison, RFP Submissions:

Project Manager

Debra Turner, Manager of Economic Development, Policy & Projects

Email: edo@mglgov.ca

Address: Box 399 Hartney, MB R0M 0X0

In Person: 209 Airdrie Street, Hartney, MB

Phone: 204-858-2590

Chief Administrative Officer

Kristy Wells

Email: cao@mglgov.ca

Phone: 204-858-2590

Site viewing:

Matt Hay, Foreman

Email: foreman@mglgov.ca

Phone: 204-483-0095

PART B – SCHEDULE OF PRICE

Company Name	
Mailing Address	
Contact Name	
Email Address	
Phone Number	

PRICE BREAKOUT:

Description	Tender Amount Summary
Construction site preparation	\$
Construction of 60' x 60' building as per engineered drawings. <ul style="list-style-type: none"> - Building shell and tinned - 29-gauge Metal Roofing - Exterior Insulated Overhead Doors: 1 – 24' x 16', 2 – 12'x 16' - Eavestrough - 6" 	\$
Interior: <ul style="list-style-type: none"> - White metal lined walls & ceiling - Upper-level office, drywall and paint, window from staff room to be moved to upper-level. - Mezzanine (10,000 lbs. minimum weight restriction) 	\$
Electrical – as per drawing.	\$
Concrete and Plumbing (Radiant Heat) <ul style="list-style-type: none"> - 8" concrete slab (Note: Drawings indicate 7" slab) - Radiant in floor heating pipes 	\$
Additional:	
TOTAL PRICE	

Tender amount excluding GST. Please provide itemized costs in separate attachment.