



Request for Proposals ***Saskatchewan Government and General Employees' Union***

Request for Proposal

The Saskatchewan Government and General Employees' Union ("SGEU") is soliciting proposals for a construction firm to provide Project Management services for construction design and renovations to the SGEU Regina Office.



SGEU Finance

RFP Reference Number: SGEU #2024-04

Release Date: July 11, 2024

Closing Date: August 8, 2024 at 12:00 noon Saskatchewan Time

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1.0 PROCEDURES AND INSTRUCTIONS

1.1 Purpose

The Saskatchewan Government and General Employees' Union ("SGEU") is soliciting proposals for a construction firm to provide Project Management services for construction design and renovations to the SGEU Regina Office, 1011 N Devonshire Drive. This property is immediately available for renovations and SGEU proposes a 16-week construction/renovation time frame.

This document contains background information on SGEU and specific requirements for proposal submissions provided in project scope, Section 2.

Background

SGEU is the certified collective bargaining agent for approximately 20,000 members employed either directly by the Province of Saskatchewan; Crown agencies, boards, and corporations; education and health providers, retail and regulatory or various community-based organizations partially funded by the province.

SGEU is governed by a member elected Provincial Council. Approximately 80 employees provide a comprehensive range of administrative and labour relations services to SGEU members. There are SGEU offices located in Regina, Prince Albert, and Saskatoon.

SGEU represents 20,000 + employees in the broader public sector. SGEU has about 69 bargaining units, with a corresponding number of collective agreements. Members are located throughout the geographical areas of the province.

1.2 Issuing Office

1011 N Devonshire Drive
Regina, Saskatchewan
S4X 2X4

Attention: Richard Schramm, Director of
Finance
Phone: 306.775.7214
Email: rschramm@sgeu.org

1.3 Closing Date and Time

The offeror proposal, signed by the offeror's authorized representative, must be received by 12:00 noon in the issuing office on August 8, 2024 and marked **RFP#2024-04**.

Proposals received after the deadline date and time will not be considered. **ONLY WRITTEN SUBMISSIONS WILL BE ACCEPTED. ELECTRONIC OR FAXED SUBMISSIONS WILL NOT BE ACCEPTED.**

1.4 RFP Process

Upon closing, SGEU will review all proposals for completeness and compliance with the requirements of this RFP. Incomplete proposals will be rejected and will receive no further consideration. The result will be a "short list" of offerors who will be further evaluated to ensure compliance with the specifications and in accordance with the evaluation criteria identified in this RFP.

1.5 Key Dates

Date	Activity	Reference Article
July 11, 2024	Issue Date	
July 11 to July 19, 2024	Submission of Confirmation of Intent to Participate and scheduling of onsite building tours	Appendix A
July 22 to July 26, 2024	Onsite building tours	Appendix A
August 1, 2024	Deadline for Clarifying Questions	Article 1.7
August 8, 2024	Deadline for Proposals Submissions, including all mandatory proposal requirements	Article 3.0
Week of August 12, 2024	Presentation of proposals	Article 5.0
TBA	Awarding of Contract	Article 5.0

Key dates are tentative and may be changed by SGEU at any time.

1.6 Inquiries and Changes

It is the responsibility of each offeror to inquire about and clarify any requirements of this RFP that are not understood, in writing. If an offeror discovers any inconsistency, discrepancy, ambiguity, errors or omissions in this RFP, the offeror must notify the Issuing Office immediately. Inquiries, interpretations, and questions regarding the requirements of this RFP are to be directed to the Issuing Office (see Article 1.2). Contacts are restricted to the Issuing Office. Contact with individuals other than those listed above may result in bid disqualification.

Amendments to proposals will be accepted if received in writing prior to the proposal closing date and time (Article 1.3). Proposals may be withdrawn upon written request from the offeror.

1.7 Clarification Questions

All clarification questions from the offeror in regard to product and service requirements must be made in writing to Richard Schramm no later than August 1, 2024. Responses to the questions will be provided to all potential offerors who have completed and returned the Confirmation of Intent to Participate Form (Appendix A) and completed an on-site building tour. Any clarification questions received from offerors after this time will not be answered.

1.8 Irrevocable Offer

Proposals shall constitute a valid and irrevocable offer which is open for acceptance by SGEU for a period of 90 days following the closing date and time specified in Article 1.3. SGEU will not be liable under any order/contract in connection with this RFP, or the submission of proposals, unless and until SGEU has an agreed upon contract or proposal in writing.

1.9 Acceptance or Rejection Proposals

SGEU reserves the right to accept the proposal which it deems most advantageous and the right to reject any or all proposals, in whole or in part, whether the prices offered are the lowest or not. SGEU is under no obligation to award an order/contract and reserves the right

to terminate the proposal process at any time, and to withdraw from discussions with any or all of the offerors who have responded.

1.10 Selection Process

SGEU intends to select the most comprehensive, qualified, and cost-effective, best value proposal based on the evaluation of the responses to this RFP. Upon receipt of the responses, SGEU will screen each response to ensure compliance with the specifications of the RFP. After initial screening SGEU will analyze the responses to the individual requirements. Ratings will remain confidential, and no totals or scores of the evaluation will be released to any offeror.

1.11 Cost Structure

Costs must be shown in Canadian dollars, Goods and Services Tax (GST) and Provincial Sales Tax (PST) excluded.

Cost structure considerations addressed in the proposal are to include a description of fees (including administration), commissions, rebates, asset-based fees, and any other fees that are contained within your proposal.

1.12 Indemnity

The offeror shall indemnify SGEU for all damage suffered by SGEU as a result of negligent actions or wrongful acts of the offeror, its employees, servants and/or agents. The offeror shall indemnify and hold harmless SGEU, its respective board of directors, employees, servants and/or agents from all claims, demands, losses, costs, damages, actions, suits, or proceedings initiated by third parties arising from the negligence of the offeror, its employees, servants, and/or agents or arising directly as a result of the project.

1.13 Permits, Licenses, Notice, Laws and Rules

The offeror shall obtain and cover the costs for all permits, licenses that are necessary for the execution of the project, including liability for all applicable taxes; shall give notices and comply with all laws, ordinances, codes, rules and regulations bearing on the conduct of the project; and shall pay all fees required by law.

1.14 Governing Law

The order/contract shall be subject to and governed by and interpreted in accordance with the laws of Canada and the Province of Saskatchewan.

1.15 Conflict of Interest

The successful offeror shall not undertake an assignment that actually or potentially creates a conflict of interest with the provision of the goods and related services without having first disclosed to SGEU the actual or potential conflict of interest.

1.16 External Marketing

The offeror shall not use the name of SGEU for any external marketing purposes whatsoever without express written permission from the SGEU.

1.17 Survival

The terms, conditions, representations and warranties contained in the order/contract shall survive the termination or expiration of the order/contract.

1.18 Insurance Requirements

a. Commercial General Liability Insurance:

With a limit of not less than two million dollars (\$2,000,000.00) inclusive per occurrence for bodily injury (including death), and damage to property including loss of use thereof. Such insurance shall include coverage for broad form property damage, contractual liability, completed operations, product liability and non-owned automobiles.

Copies of the certificate of insurance will be required upon finalization of contract with selected offeror.

1.19 Workers Compensation Coverage

A copy of a letter of good standing and clearance from WCB will be required upon finalization of contract with the selected offeror.

1.20 Time Disputes

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

2.0 PROJECT SCOPE AND REQUIREMENTS

2.1 Scope of Services

Services to include (not limited to):

Provide project management services including budget and schedule including substantial performance of work:

- Overseeing design development and securing design consultants.
- Construction renovations to building main floor of the SGEU Regina Office, 1011 Devonshire Drive, Regina, Saskatchewan. Renovations include construction of an office, kitchen area, bathroom and installation of two exterior power doors. Standards as prescribed by SGEU.
- Subcontracting of services as required

SGEU will be responsible for and pay for services or work on the project as follows:

- Negotiation of renovation requirements for phone/IT services
- Purchasing all office furnishings

SGEU will provide full renovation requirements and building floor plans during on-site building tour.

SGEU policy dictates SGEU shall purchase goods, supplies and services from companies that are unionized.

2.2 Proposal Requirements

- (a) The documentation for each proposal:
- (i) Must be submitted in a sealed envelope or container displaying a full and correct return address.
 - (ii) Must consist of one (1) original (clearly marked as such on its first page) hard copy, five (5) duplicate hard copies, and one (1) electronic copy (maybe provided by email through a secure email platform or memory stick) of the main proposal document as described in the section below; and
 - (iii) Must be delivered no later than the deadline to SGEU's Representative, Richard Schramm, Director of Finance, SGEU, 1011 N Devonshire Drive, Regina, Saskatchewan, S4X 2X4.
- (b) Delays caused by any delivery service (including Canada Post and courier) shall not be grounds for any extension of the deadline, and proposals that arrive after the deadline will not be accepted.

2.2.1 Mandatory Submission requirements

The proposal must include, and reference by number, the following:

1. Company information
 - 1.1. Year organized
 - 1.2. Current projects
 - 1.3. Identify contact personnel
2. Firm qualifications and ability to provide services
 - 2.1. Qualifications of principals and professional staff. (Please specify the individuals directly responsible for the account)
 - 2.2. Number of years of experience in Saskatchewan
 - 2.3. Discussion of your customer service philosophy
 - 2.4. Confirmation of availability of appropriate staff during the project period required
 - 2.5. A list of resources and support services readily available
3. Relevant experience with similar projects
 - 3.1. Contact information for three specific references (references of clients that are similar to SGEU requirements)
4. Fees for services
 - 4.1. Project Management fee – fee percentage
 - 4.2. Design Management fee – fee percentage
 - 4.4. Construction Management fee – fee percentage for Services, fee percentage for Work
 - 4.4. Any other relevant fees
5. Project workplan and budget
 - 5.1. Proposed internal building design
 - 5.2. Projected budgeted costs
 - 5.3. Schedule of work

3.0 INSTRUCTIONS TO OFFERORS – (MANDATORY REQUIREMENTS)

The offeror must have substantial compliance with all mandatory requirements.

3.1 Response Guidelines

To ensure your bid is considered for evaluation, offerors should ensure bids include the following:

- A complete proposal outlining all required elements as outlined in Article 2.2. – Proposal Requirements.
- An authorized official signature of the offeror's company.

3.2 Security

The selected offeror must verify in writing that all printed information pertaining to SGEU is kept confidential and secure. This also applies to any related reporting and other data provided to SGEU. The offeror must also comply with all applicable privacy laws.

3.3 Past Performance Reference

Offerors must provide three (3) clients of similar size to SGEU, preferably clients of equivalent complexity. References should be for clients with requirements similar to those of SGEU.

Information should include the scope and date of the project, names and address of the client, title and phone number and email address of the contact person.

3.4 Terms and Conditions

Available upon request, must be agreed to at the time of contract signing.

4.0 RFP RESPONSE FORMAT

In order to receive a uniform format of responses from all offerors, the following guidelines for formatting the Proposal have been outlined.

4.1 General Outline

- a) A table of contents of all presented material (See Article 2.2.1.)
- b) Concise outline of your corporate structure and ownership.
- c) A complete description of the duration and extent of your company's experience in handling similar projects.
- d) Include response for all mandatory requirements (See Article 3.0)
- e) The cost structure, in Canadian dollars (see Article 1.11), for all services.
- f) Responses to required information as presented in this RFP. The offerors shall clearly indicate any specification that cannot be met in its entirety.
- g) Submission of three (3) relevant references.
- h) Completed Confirmation of Intent to participate (see Appendix A).

4.2 Signing Authority

Offerors' proposals must be dated and signed in the firm or corporate name and must bear the signature of a principal duly authorized to represent the offeror. The offeror's name must be fully stated. Where a proposal is signed by an agent of the offeror, evidence of authority to act as the offeror's agent shall accompany the proposal.

5.0 AWARDING OF CONTRACT

Successfully screened offerors will be invited to present to the evaluation team (date to be determined). Presentations may be conducted in person or virtually. The presentation must be given by personnel who will be directly involved in providing the services required. All costs associated with the presentation will be the responsibility of the offeror.

Evaluation scoring is as follows:

- Firm experience qualifications and fees
- Availability to commit to timelines
- Design
- Budget
- Schedule of work

Appendix A –Confirmation of Intent to Participate Form
RFP Reference Number: SGEU #2024-04

Please complete this form and email IMMEDIATELY to:

SGEU

1011 N Devonshire Drive

Regina, Saskatchewan

S4X 2X4

Email: rschramm@sgeu.org and cc: pkidd@sgeu.org

Failure to return this form may result in no further communication regarding this Request for Proposal.

Company Name:	
Address:	
Contact person:	
Phone Number:	
Email Address:	

I have received a copy of the above noted Request for Proposal tender. I authorize the SGEU to send further correspondence that it deems to be of an urgent nature by e-mail, as they deem appropriate.

I understand that if I do not submit a proposal, this will not affect our company's status as a potential supplier to SGEU in the future. I also understand that if I do not return this form our firm will not receive any further notice with regard to this Request for Proposal.

I understand that any clarification questions (as per Article 1.7) must be made no later than August 1, 2024.

Please select one of the following:

I will be participating in this formal procurement process and request a tour of the facility at which time current building floor plans along with construction renovation requirements will be provided.

I will not be participating in this tendering process.

Name:		Signature:	
Title:		Date:	