

Morden Community Development Corporation

REQUEST FOR PROPOSAL MCDC #500012119

**Building Repurpose
500 Stephen St.
Morden, MB**

**ISSUE DATE:
January 22, 2019**

**SUBMISSION DEADLINE:
February 08, 2019, 4:00 p.m. CDT**

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REQUEST FOR PROPOSAL

(MCDC # 500012119)

1.0 Terms of Reference

Morden Community Development Corporation (MCDC) solicits offers encompassing all general contracting services, construction, labor, materials, etc. required to repurpose the building at 500 Stephen St. Morden, MB from its current state into one of two previously selected design options, described within.

2.0 Background

Morden Community Development Corporation (MCDC) has purchased the property at 500 Stephen St. Morden, MB (formerly, Variety Advertising building).

MCDC endeavors to repurpose the existing building configuration from a retail showroom into a modern, professional office space which will host MCDC operations, a co-working space and an innovation centre.

Two interior design drawings have been previously selected and are included in this RFP as “APPENDIX 1 - DESIGN #1” and “APPENDIX 2 – DESIGN #2”.

3.0 Scope

A proponent’s bid includes all costs and services related to the turnkey repurpose of the subject property.

Interior

Proponents must renovate to one of the interior design selections specified within. Drawings provided by MCDC are intended for design purposes only. Proponents are responsible for all specifications and approvals required to meet the intended design and applicable building code requirements including, but not limited to plumbing, heating, electrical, fire etc.

Furniture/Fixtures: Affixed furniture, fixtures and lighting as indicated in the interior design drawings are within the scope of this project. Unaffixed furniture is not within the project scope.

Exterior

Proponents may bid according to the exterior renderings provided in Appendix 1 and/or Appendix 2 and are encouraged to suggest an alternative exterior finish.

Exterior work consists of building and signage requirements only, and does not include parking lot, sidewalk or exterior concrete work.

4.0 Property Description

The proponent's submission is based on the current condition of the building and property located at 500 Stephen St. Morden, MB. Additional information on this property includes:

Legal Description:	Lots 9 and 10 Block 46, Plan 863 MLTO.
Zoning:	CC – Central Commercial.
Lot Dimensions:	50' front x 125' depth.
Building dimensions:	50' front x 112' depth (approximately)
Past known use:	Retail Showroom (Variety Advertising, M&A Fabrics)

A building inspection was completed October 2018. A copy of this inspection is available upon request.

Proponents may inspect the interior of the building by scheduling a site visit via email: business@mordenmb.com. Site visit appointments will be conducted between 1:00 PM January 22, 2019 and 4:00 PM January 29, 2019 only and are subject to availability.

5.0 Proposal Inquiries

Proponents are solely responsible for obtaining all information that may be necessary to understand the requirements of this RFP and submit a proposal in accordance with the terms of this RFP. No allowance will be made for the failure of a proponent to obtain such information, or to make such required investigations.

Inquiries related to this Request For Proposal must be received by email or writing no later than 4:00 P.M. January 29, 2019. Inquiries are to be directed to:

E-mail: business@mordenmb.com or,

Writing: Morden Community Development Corporation
500 Stephen Street, Morden, Manitoba, R6M 1T7

Should Morden Community Development Corporation determine, at its sole discretion, that a response to an inquiry would be of interest to all proponents, it will be communicated to all proponents. The source of the inquiry will be kept confidential.

6.0 Proposal Conditions

By submitting a proposal, proponents agree that the proposal or any part of the proposal is subject to the following conditions, in addition to any other terms or conditions set out in this RFP:

6.1 Right of Rejection

The submission of a proposal, the receipt of a proposal and the opening of a proposal, or any one of the preceding actions, does not constitute acceptance of a proposal.

A proposal is not and must not be deemed in any way to be a unilateral agreement. It is simply an offer by the proponent to carry out the provisions set out in this RFP. A proposal may be accepted or rejected by Morden Community Development Corporation solely at its discretion.

6.2 Right to Reissue

Morden Community Development Corporation reserves the right to reissue the RFP, where, in its opinion, none of the proposals submitted in response to the RFP warrant acceptance or where it could be in the best interest of Morden Community Development Corporation to do so.

6.3 Costs of Proposal

Cost incurred in the preparation, presentation and submission of a proposal is borne entirely by the proponent.

6.4 Amendment or Withdrawal of Proposal

A proponent may amend its proposal before the submission deadline by submitting an amendment, which clearly identifies the change, or by submitting a new proposal that clearly indicates that it is intended to replace the proposal previously submitted by the proponent.

All notices to amend or withdraw a proposal must be submitted by email or writing to the address listed on page 4 of this RFP. All amendments or letters of withdraw must be submitted on the proponent's letterhead and duly signed by the proponent or its authorized representative.

The Proponent is solely responsible when submitting an amendment or a request to withdraw a proposal to ensure that Morden Community Development Corporation receives the submission prior to the deadline.

6.5 Period of Validity

A proposal may not be revoked after the submission deadline and will remain open for intent to accept for 30 days after the submission deadline.

6.6 Decision of Evaluation Committee

The Evaluation Committee, comprised of representatives of Morden Community Development Corporation, reserves the authority to determine the degree to which a proposal meets the criteria as set out in this RFP. The committee's decision is absolute and may not be appealed by a proponent.

7.0 RFP Milestones

<u>Activity</u>	<u>Tentative Date</u>
Release of Request For Proposal	January 22, 2019
Last Date to Submit Inquiries	January 29, 2019
Closing Date for Proposal	February 08, 2019
Proposal Evaluation completed	February 15, 2019
Notice of Award	February 18, 2019

Note: Dates are subject to change at the discretion of Morden Community Development Corporation.

8.0 PROPOSAL REQUIREMENTS

8.1 Proposal Format

Proponents must submit a proposal clearly outlining the methodology they will undertake to meet the requirements of this RFP. Emphasis should be placed on adhering to the pre-selected design requirements and ensuring all services and costs for this turnkey project such as materials, labor, subcontractors, trades, permitting and meeting applicable building codes are borne by the proponent.

Format, descriptions and the use of images are at the discretion of the proponent. Proposals should allow easy retrieval of information and understanding of the proposal for evaluation purposes.

Failure to respond to any of the critical components of the RFP will result in rejection of the proposal.

Proponents may bid on one or both of the interior designs provided.

Proponents are encouraged to submit a separate proposal for each design concept. Submissions intended to bid on both project designs within one submission document will be considered provided it clearly identifies any differences between your approach and timeline of the two projects and must clearly identify a pricing submission for each design.

8.2 Critical Components

The proponent must prepare a document clearly outlining the following:

1. Acknowledgement of the scope of work and responsibilities of the proponent;
2. Proponent's ability to complete the work;
3. Timeline of key milestones: at a minimum when the project would be started and completed;
4. Strategy to guarantee completion date is met; compensation practice if not met;
5. Proponents conditions, if any;
6. "APPENDIX 3 - PRICING SHEET" showing an inclusive price to complete the requirements of this RFP
7. "APPENDIX 4 – SUBMISSION FORM" fully completed and signed by an authorized representative.

8.3 Proposal Content

In addition to addressing the above critical components of this RFP, proponents are expected to include the following:

8.3.1 Letter of Introduction

On no more than one page the proponent will introduce the firm and state their intent to provide the services as described in their proposal. An appropriate officer of the firm holding authority to legally bind the proponent organization must endorse the proposal.

8.3.2 Corporate Profile

The proponent must provide a "Corporate Profile". The profile will give the reader insight into the experience and qualifications of the firm, its project team and its employees.

8.3.3 Other

Proponents should include any additional data that, together with the foregoing comments and information, will provide a thorough understanding of the proponent and their proposal.

9.0 Submission Deadline

Proposals must be received no later than 4:00 p.m. CDT February 08, 2019.

Proposals received after the submission deadline will not be accepted and will be returned to the proponent unopened.

It is the sole responsibility of the proponent to ensure the proposal is received at the designated location prior to the submission deadline.

Proponents must submit one copy of their proposal, clearly labeled “Request For Proposal MCDC # 500012119”.

Submissions accepted by:

Email: business@mordenmb.com

Mail: Morden Community Development Corporation
500 Stephen St., Morden, Manitoba, R6M 1T7

In Person: Morden Community Development Corporation
133 7th St., Morden, MB

Proposals submitted in person or by mail must be enclosed in a sealed envelope.

Once submitted, the proposal becomes the property of MCDC.

Proposals received by the submission deadline will be emailed a “Received Receipt” verification within 24 hours of receipt.

10.0 Proposal Evaluation and Selection

10.1 Evaluation Committee

The Evaluation Committee will be comprised of representatives from Morden Community Development Corporation. The Evaluation Committee is responsible for reviewing and evaluating proposals submitted in response to this RFP.

10.2 Evaluation Process

The RFP evaluation process is a selection procedure finalized through the following steps:

- (1) Proponents submit proposals in response to RFP.
- (2) Evaluation Committee reviews each proposal against the critical components and proposal content requirements.
- (3) Proposal(s) verified to meet the mandatory requirements are put forward for competition evaluation.
- (4) Proposals are evaluated.

Total points will be calculated for each proposal and proponents will be ranked in order of highest to lowest total points. The Evaluation Scale is out of a total of 100 points and includes assessment of the following:

Evaluation Criteria		Points
Proponent Information		
Company Profile	5	15
Project Team	10	
Work Plan, Methodology and Implementation		
Work Plan and Schedule	15	40
Project Management Methodology	5	
Design	10	
Risk Assessment and Mitigation Plan	10	
Other		10
Overall Proposal		5
Appendix 3 - Price Sheet		30*
Total Points Available		100

*The Proposal with the lowest price will receive 30 points. All other Proposals will receive a score based on the following formula:

$$\frac{\text{Total Price of lowest Proposal}}{\text{Total Price of a Proponents Proposal}} \times 30 = \text{Score (out of 30)}$$

- (5) Evaluation Committee recommends the selected proposal or part of a proposal to Morden Community Development Corporation.
- (6) Morden Community Development Corporation accepts or rejects the recommended proposal or part of a proposal.
- (7) Selected Proponent is notified.
- (8) MCDC notifies all Proponents of the outcome of the RFP process, after an Agreement For Services is signed.

APPENDIX 1 – DESIGN #1

Project Name: 500 Stephen St. Morden, MB Building Repurpose

See DESIGN # 1

APPENDIX 2

Project Name: 500 Stephen St. Morden, MB Building Repurpose

See DESIGN # 2

APPENDIX 3 - PRICING SHEET

Project Name: 500 Stephen St. Morden, MB Building Repurpose

Proponent Name: _____

PRICE - DESIGN # 1		
	DESIGN # 1	PROPONENT DESIGN
INTERIOR	\$ _____	N/A
EXTERIOR	\$ _____ or	\$ _____
TOTAL	\$ _____	\$ _____

PRICE – DESIGN # 2		
	DESIGN # 2	PROPONENT DESIGN
INTERIOR	\$ _____	N/A
EXTERIOR	\$ _____ or	\$ _____
TOTAL	\$ _____	\$ _____

Signature

Print Name

Title

APPENDIX 4 - SUBMISSION FORM

Project Name: 500 Stephen St. Morden, MB Building Repurpose

Legal Corporate Name of Proponent

Address

City

Province

Postal Code

Telephone Number

Email Address

(Mailing address if different) - Street or P.O. Box

City

Province

Postal Code

The Proponent conducts business under the above name as: (select one of the following)

sole proprietor

partnership

corporation

joint venture

1. Contact Person

The Proponent hereby authorizes the following contact person to represent the Proponent for purposes of the Proposal:

Contact Person

Title

Telephone Number

Email Address

2. Acknowledgment of Non-Binding Procurement Process

We acknowledge the RFP process will be governed by the terms and conditions of the RFP, and, among other things, such terms and conditions confirm this procurement process does not constitute a formal, legally binding bidding process and no legal relationship or obligation regarding the procurement of any goods or services shall be created between the Proponent and MCDC unless and until the Proponent and MCDC sign a written Agreement for the Services.

3. Ability to Provide Deliverables

We have carefully examined the RFP documents and have a clear and comprehensive understanding of the Services required. The Proponent is able to provide the Services in accordance with the requirements of the RFP for the price as set out in Appendix 3 - Pricing Sheet.

APPENDIX 4 - SUBMISSION FORM

Project Name: 500 Stephen St. Morden, MB Building Repurpose

4. Non-Binding Price Estimates

We have submitted our pricing in accordance with the instructions in the RFP. While the submitted pricing is not binding upon us, we acknowledge any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, may adversely impact the acceptance or ranking of the Proposal or the Proponent's eligibility for future work.

5. Appendices

We acknowledge we have received the following appendices and they have been considered in the preparation of the tender:

- Appendix No. 1: Design # 1
- Appendix No. 2: Design # 2
- Appendix No. 3: Pricing Sheet
- Appendix No. 4: Submission Form

Signatures:

I/We have the authority to bind the Proponent

Signed on this _____ day of _____, 2019

Signature	Print Name	Title
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Signature	Print Name	Title
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