

Request for Proposal – Startup YMM Office Renovation

Request for Proposals (RFP)			
Scope of Service	Startup YMM Office Renovation		
RFP #	2020RFP-200101		
RFP issued by	Wood Buffalo Economic Development Corp.		
Issue date	January 7th, 2020		
Closing date/time	Proposals must be received before 16:00 hours (4:00 pm) Mountain Standard Time on January 28, 2020 . Any late proposals will not be accepted.		
Contact Information and Questions	<p>All enquiries related to this RFP including any requests for information, questions, and clarification, are to be directed to the following email address: natasha@choosewoodbuffalo.ca</p> <p>Responses will be provided within 48 hours of receipt and distributed publicly at www.choosewoodbuffalo.ca/procurement Information obtained from any other source is not official and should not be relied upon.</p>		
Delivery of proposals	Submissions are to be made electronically by email and should be submitted to the following email address: natasha@choosewoodbuffalo.ca with the subject line reading "Startup YMM Office Renovation – RFP Submission".		
Unsuccessful Proponent	Unsuccessful Proponents will be notified by email by February 28 th , 2020.		
Successful Proponent Notified	February 11, 2020	Expected Start Date of Project: March 1st, 2020	Expected End Date of Project: May 31, 2020
Proponent's submissions	A person authorized to sign on behalf of the Proponent must complete and sign the Proponent Section (below), leaving the rest of this page otherwise unaltered and include the originally-signed and completed page with the first copy of the proposal.		

Proponent Section	
To be completed by Proponent and included as the "cover page" of the Proponents Response	
The enclosed proposal is submitted in response to the above-referenced RFP including any addenda. Through submission of this proposal we agree to all of the terms and conditions of this RFP and agree that any inconsistencies in our proposal will not be considered. We have carefully read and examined the RFP including the <i>Administrative Section</i> and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by the statements and representations made in our proposal.	
Signature of Authorized Representative:	Legal Name of Proponent (and Doing Business As Name, if applicable):
Printed Name of Authorized Representative:	Address of Proponent:
Title:	
Date:	
Authorized Representative email address (if available):	Authorized Representative phone, fax (if available):

TABLE OF CONTENTS

1. Summary of the Requirement.....3

2. Background, Objectives and Scope3

3. Services3

4. Deliverables.....3

5. Responsibility and Work Performed by WBEDC Staff.....4

6. Proposal Format.....4

 6.1 Mandatory Items on the Proposal.....4

 6.2 Desired Items in the Proposal5

7. Evaluation5

 7.1 Mandatory Criteria5

 7.2 Shortlisted Proponents6

Appendix A – Definitions and Administrative Requirements.....7

Appendix B – Site Meeting Confirmation Form (Mandatory) 10

Appendix C - Evaluation Criteria 11

1. Summary of the Requirement

Wood Buffalo Economic Development Corp. (WBEDC) requires the services of an experienced general contractor to oversee and manage the Startup YMM office renovation project.

The terms and conditions applicable to this RFP are identified in Appendix A – Definitions and Administrative Requirements. Submission of a proposal in response to this RFP indicates acceptance of all terms and conditions that are included in Appendix A, and any addenda subsequently issued by WBEDC. Provisions in proposals that contradict any of the terms of this RFP will be as if not written and do not exist.

2. Background, Objectives and Scope

WBEDC was incorporated by the Regional Municipality of Wood Buffalo (RMWB) in Autumn 2018 as the new economic development agency for the region. Governed separately by its own independent Board of Directors, WBEDC is responsible for growing and promoting investment into the region, supporting the growth of startups and existing businesses in the region, and generating tourism and visitation to the region.

WBEDC is a participant in the Wood Buffalo Regional Innovation Network (WBRIN) and has taken lead responsibility for establishing a new business incubator in the downtown core. WBEDC has leased the premises located at 8026 Franklin Avenue in Fort McMurray for this purpose.

The vision is for the business incubator to become a hub of activity for Fort McMurray's entrepreneur and innovation community. The space will provide rentable desks, meeting rooms, shared equipment in a maker space, presentation facilities, and shared office support functions. The space will be inspirational to the entrepreneurial community, and WBEDC requires a general contractor partner that shares the same vision.

3. Services

The Contractor shall provide the following services: act as general contractor for the Startup YMM Office Renovation. For additional information and instructions, please see RFP and Appendix content.

All Working Drawings are provided as part of this package in PDF format. See attachments:

- a) RFP# 2020RFP-200101 Startup YMM Drawings
- b) RFP# 2020RFP-200101 Startup YMM Construction Scope
- c) RFP# 2020RFP-200101 Startup YMM Office Specifications

The office space is approximately 3,131 square feet and will accommodate approximately 30 staff, tenants, and members with room to expand into an additional 1,364 square feet if needed. The Contractor will verify existing site conditions and accuracy of drawings, including layout and dimensions. A mandatory site meeting will be held and Proponents are required to attend to verify the information provided.

4. Deliverables

WBEDC requires the following deliverables:

- a) Execute and complete as per drawings provided in this RFP; and

Request for Proposal – Startup YMM Office Renovation

- b) Substantial completion within eight (8) weeks after start-up meeting with one (1) month allowance for deficiencies.

5. Responsibility and Work Performed by WBEDC Staff

The successful Proponent will:

- a) Have the full cooperation of WBEDC staff and consultants and access to information necessary to meet the accountabilities set out in this request for proposal and will respond to reasonable inquiries.

WBEDC will:

- a) Provide a mutually agreed upon level of resources (human and financial resources) to the successful Proponent to meet the accountabilities set out in this request for proposal.
- b) All others to be mutually determined prior to commencement of the project.

6. Proposal Format

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and to ensure that each proposal receives full consideration. All pages should be consecutively numbered, and as follows:

- d) One (1) unaltered and completed Request for Proposals cover page, including Proponent Section completed in original form as per instructions;
- e) Table of contents including page numbers;
- f) A short (two page maximum) summary of the key features of the proposal;
- g) The body of the proposal, i.e. the "Proponent Response";
- h) Breakdown of all costs associated with the requirements listed in this RFP; and
- i) Completed CCDC11 (Contractors Qualification Statement).

6.1 Mandatory Items on the Proposal

Proponent responses must clearly demonstrate that they meet the following mandatory criteria, or they will be excluded from further consideration during the evaluation process:

- a) The Proponent's proposal must be sent to and received by Natasha Hartson (natasha@choosewoodbuffalo.ca) before the specified closing time (January 28, 2020);
- b) The Proponent's proposal must be in English;
- c) Proponents must submit the "Request for Proposals cover page" with the Proponent Section in its original unaltered form, fully completed and signed;
- d) Submission of a pricing proposal detailing all costs involved via the Proponents own Construction Bid template;
- e) Description of the Proponents organization, size and structure. Indicate, if applicable, if the Proponent is a small or minority-owned business or Indigenous-owned business;
- f) Completed CCDC11 (Contractors Qualification Statement)
- g) Compliance with all mandatory requirements of the RFP; and
- h) Attendance of the site walk-through. Submit "Appendix B" by date January 13th to natasha@choosewoodbuffalo.ca.

6.2 Desired Items in the Proposal

Capability of the Individuals and/or Team, including:

- a) Location of the Proponent (base of operations/office);
- b) Years and types of experience;
- c) Description of relevant experience, including two (2) references;
- d) The type of assistance that will be required from the WBEDC staff and consultants;
- e) The availability of the Proponent’s resources (i.e.: staff) to ensure that deadlines are met in a timely manner;
- f) A description of price including: Lump Sum Fixed Price and GST; and
- g) A description of the Proponent’s commitment to local economic development and innovation.

7. Evaluation

An evaluation committee will be formed by WBEDC and shall include employees and contractors of WBEDC. All personnel will be bound by the same standards of confidentiality.

The mandatory and desirable criteria against which proposals will be evaluated are identified in the Appendices. Proponents should ensure that they fully respond to all criteria in order to be comprehensively evaluated.

WBEDC may request and receive clarification from any Proponent when evaluating a proposal. The evaluation committee may invite some or all of the Proponents to appear before the committee in order to clarify their proposals. In such event, the evaluation committee may consider such clarifications in evaluating proposals.

7.1 Mandatory Criteria

The following must be completed and proposals will be evaluated as identified below:

- a) All responses must satisfy the Regulatory and Security Environments described herein to be considered.
- b) The responses must pass all the mandatory criteria. Responses not satisfactorily meeting all mandatory requirements may be excluded from further evaluation at the discretion of the evaluation committee.
- c) See table below:

Evaluation Criteria	Description	Weight
Corporate Criteria	Proponents must demonstrate that they are positioned so that services and support can be provided to WBEDC for the duration of the project and under the timelines of the project.	5%
Financial Criteria	Proponents are to provide the solution that provides the best value for WBEDC’s investment and provides the required services and functionality for the best use of taxpayer dollars.	50%
Service/Technical Criteria	Proponents are to demonstrate, in detail, how the proposal will meet all of WBEDC’s service requirements in a manner that helps WBEDC achieve its corporate goals of economic development and innovation in the Fort McMurray region.	40%
Value Adds	New/innovative and value-added approaches to service delivery	5%
Total:		100%

7.2 Shortlisted Proponents

A shortlist is not contemplated as part of this RFP process. However, if a shortlist is required, it will comprise the two highest-ranked Proponents based on the weightings for the criteria as identified above. Proponents which are short listed may be requested to interview in person, and/or teleconference, with the assessment panel to discuss certain aspects of their submitted proposal.

Appendix A – Definitions and Administrative Requirements

1. Definitions

Throughout this Request for Proposal, the following definitions apply:

- a) "Contract" means the written agreement resulting from this Request for Proposals executed by the WBEDC and the Contractor;
- b) "Contractor" means the successful Proponent to this Request for Proposals who enters into a written Contract with the WBEDC;
- c) "WBEDC" means the Wood Buffalo Economic Development Corp.;
- d) "must" or "mandatory" means a requirement that must be met in order for a proposal to receive consideration;
- e) "Proponent" means an individual or a company that submits, or intends to submit, a proposal in response to this Request for Proposals;
- f) "Request for Proposals" or "RFP" means the process described in this document; and
- g) "Should" or "desirable" means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

2. Terms and Conditions

The following terms and conditions will apply to this RFP. Submission of a proposal in response to this RFP indicates acceptance of all terms that follow and that are included in any addenda issued by WBEDC. Provisions in proposals that contradict any of the terms of this RFP will be as if not written and do not exist.

3. Additional Information Regarding the RFP

All subsequent information regarding this RFP including changes made to this document will be provided at www.choosewoodbuffalo.ca/procurement. It is the sole responsibility of the Proponent to check the website for amendments.

4. Late Proposals

Proposals will be marked with their receipt time upon email delivery. Only complete proposals received and marked before closing time will be considered to have been received on time. **Late proposals will not be accepted.**

5. Eligibility

Proposals may not be evaluated if the current or past activities or interests of the Proponent, or any sub-contractors proposed by the Proponent, may, in WBEDC's opinion, give rise to an unresolved conflict of interest in connection with the project described in this RFP. This includes but is not limited to, involvement by a Proponent or any proposed sub-contractors in the preparation of this RFP. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the WBEDC Contact Person identified in this RFP.

Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents.

6. Evaluation

Evaluation of proposals will be by a committee formed by WBEDC and may include employees and contractors of WBEDC. All personnel will be bound by the same standards of confidentiality. WBEDC's intent is to enter into a Contract with the Proponent who has the highest overall ranking based upon such an evaluation.

7. Negotiation Delay

If a written Contract cannot be negotiated within twenty days of notification of the successful Proponent, WBEDC may at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the RFP process and not enter into a Contract with any of the Proponents.

8. Debriefing

At the conclusion of the RFP process, all Proponents will be notified. Unsuccessful Proponents may request a debriefing meeting with WBEDC. WBEDC may advise the Proponent in a general manner, of the reason for the non-acceptance of the Proponent's proposal. Only that Proponent's proposal will be reviewed. This discretion is absolute. Any discretion resides with WBEDC, who can act as it sees fit in its sole discretion.

9. Changes to Proposals

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by WBEDC for purposes of clarification.

10. Proponents' Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the WBEDC, if any. If WBEDC elects to reject all proposals, WBEDC will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing its proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

11. Limitation of Damages

Further to the preceding paragraph, by submitting a proposal, the Proponent agrees that it will not claim damages for whatever reason relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal. Furthermore, by submitting a proposal the Proponent further agrees to and hereby waives any claim for damages, loss of profits or loss of opportunity if no contract is made between WBEDC and the Proponent for any reason.

Request for Proposal – Startup YMM Office Renovation

12. Firm Pricing

Proponents are required to submit pricing in their proposals that are lump-sum, fixed-fee.

13. Currency and Taxes

Prices quoted are to be in Canadian dollars, inclusive of duties where applicable; FOB destination with delivery charges included where applicable, and exclusive of the Goods and Services Tax (GST).

14. Completeness of Proposal

By submitting a proposal, the Proponent warrants that if the price it suggests is the full price to create or install or provide the system or manage the program have been identified in the proposal or will be provided by the Contractor at no charge.

15. Sub-Contracting

The use of a sub-contractor must be clearly defined in the proposal. This includes a joint submission by two Proponents having no formal corporate links. In such a case, one of the Proponents must be prepared to take overall responsibility for successful performance of the Contract and this must be clearly defined in the proposal.

Where applicable, the names of approved sub-contractors listed in the proposal will be included in the Contract. No additional sub-contractors will be added, nor other changes made, to this list in the Contract without the written consent of the WBEDC.

16. Acceptance of Proposals

This RFP should not be construed as an agreement to purchase goods or services. WBEDC is not bound to enter into a Contract with the Proponent who submits the lowest priced proposal, or with any Proponent. Proposals will be assessed through the evaluation criteria. WBEDC will be under no obligation to receive further information, whether written or oral, from any Proponent.

Neither acceptance of a proposal nor execution of a Contract will constitute approval by WBEDC of any activity contemplated in any proposal that requires any approval, permit, or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

17. Definition of Contract

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services. No Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

18. Contract

By submission of a proposal, the Proponent agrees that should its proposal be successful, the Proponent will enter into a lumpsum, fixed bid Contract with WBEDC.

19. Contract Negotiation and Award

WBEDC will accept one Proponent, and will advise as to acceptance of same on the date specified above. Should the Proponent not agree to proceed within one business day, WBEDC shall be at liberty to choose another applicant or take any further steps as it deems fit.

20. Liability for Errors

While WBEDC has used considerable efforts to ensure information in this RFP is accurate, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by WBEDC, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from the responsibility of conducting their own investigations and research and forming their own opinions and conclusions with respect to the matters addressed in the RFP. Proponents will be solely responsible to ensure their proposal meets all requirements of the RFP, to advise WBEDC immediately of any apparent discrepancies or errors in the RFP, and to request clarification if in doubt concerning the meaning or intent of anything, in the RFP.

21. Modification of Terms

WBEDC reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time prior to entering into a Contract with the successful Proponent.

22. Ownership of Proposals

Proposals submitted to WBEDC become the property of WBEDC. They will be received and held in confidence by WBEDC.

Request for Proposal – Startup YMM Office Renovation

23. Use of RFP

Any portion of this document or any information supplied by WBEDC in relation to this RFP may not be used or disclosed for any purpose other than for the submission of proposals. Without limiting the generality of the foregoing, by submitting a proposal, the Proponent agrees to hold in confidence all information supplied by WBEDC in relation to this RFP.

24. No Lobbying

Proponents must not attempt to communicate directly or indirectly with any employee, contractors or representative of WBEDC, including the evaluation committee and any officials of WBEDC, or with members of the public or the media, about the project described in this RFP or otherwise in respect of the RFP, other than as expressly directed or permitted by WBEDC.

25. Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any sub-contractors. If this RFP requires Proponents to provide WBEDC with personal information of employees who have been included as resources in response to this RFP, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to WBEDC.

26. Open for Acceptance

The Proponent's offer shall remain open for acceptance for **thirty (30) Business Days** from the Closing.

27. Proponents Meeting

WBEDC may at their option require Proponents to attend a Proponent's meeting and site visits to clarify the requirements as written in the RFP. Proponents will be advised when the meetings and site visits will occur.

28. Working Language

The working language of WBEDC is English and all responses to the RFP will be in English.

Request for Proposal – Startup YMM Office Renovation

Appendix B – Site Meeting Confirmation Form (Mandatory)

RFP – Startup YMM Office Renovation
Request for Proposals RFP# 2020RFP-200101 Startup YMM Office Renovation

Please fill out this form in order to advise WBEDC that you intend to attend the MANDATORY site meeting.

WBEDC CONTACT INFORMATION AND QUESTIONS: All enquiries related to this RFP including any requests for information, questions, and clarification, are to be directed to Natasha Hartson at the following email address:
natasha@choosewoodbuffalo.ca

PLEASE PROVIDE THE FOLLOWING INFORMATION ABOUT YOUR FIRM AND EMAIL TO NATASHA HARTSON AT natasha@choosewoodbuffalo.ca no later than Monday, January 13, 2020 @ 4:30PM.

Date of site meeting(s) and walk-through: Tuesday, January 14th, 2020 from 1pm-2pm MST OR Wednesday, January 15th, 2020 from 10am-11am MST

Location: 8026 FRANKLIN AVENUE, FORT McMURRAY, ALBERTA

Company: _____
Street Address: _____
City: _____ Postal/ZIP Code: _____
Province/State: _____ Country: _____
Phone Number: (____) _____ Email Address: _____
Contact Name: _____
Number of attendees: _____

Date (please indicate which date you plan to attend):

_____ January 14th 1pm-2pm

_____ January 15th 10am-11am

Request for Proposal – Startup YMM Office Renovation

Appendix C - Evaluation Criteria

Corporate Criteria:

ID	Area	Question
1	Corporate	How long has your company been in business?
2	Corporate	Proponent’s references (name, address, telephone number & email). WBEDC’s preference is to have a minimum of two references. Provide contact information and names of corporate clients that Proponent has recently supplied same or similar Services.
3	Corporate	Full legal name of business, GST number, and incorporation number.
4	Corporate	Please self-identify if your firm is locally owned, minority-owned or Indigenous-owned and how your firm contributes positively to the economic development of the region.
5	Corporate	Proof of sufficient insurance coverage for size and scope of project.
6	Corporate	Demonstrate ability of firm being bondable and provide current coverage clearance letter.

Financial Criteria:

ID	Area	Question
1	Financial	<ol style="list-style-type: none"> 1. Please provide your Lump-Sum, Fixed-Fee be charged (Total with GST and amount without GST). 2. Include rates for any additional work/change orders that may arise

Service/Technical Criteria:

ID	Area	Question
1	Experience	Demonstrate previous work with office renovations, business incubators, or other innovative spaces. Provide dates and details of the project(s).
2	Experience	Provide a description of the approach and methodology taken to perform the project indicated in this document. Provide an estimated timeline with target dates.
3	Experience	Describe any difficulties or challenges that are anticipated in providing the Services and how your firm will manage them.
4	Desirables	Demonstrated ability to produce high quality deliverables. List past successful and non-successful project(s).
5	Desirables	Indicate how your firm keeps project(s) on track and on-budget. Please provide samples of past projects along with the decided course of actions to demonstrate.

Value Adds:

ID	Area	Question
1	Value Add	Indicate any value-added services offered by your firm for your services or value creation ideas as to how the business incubator can become spectacular within a restricted budget.