



REQUEST FOR QUOTATION

RFQ #

**Quotation
Requirement:**

Prime Consultant Services for: _____

Issued on:

MH Project #

MH Project Address:

Site Visit:

**Submission
Deadline:**

It is solely the Proponent's responsibility to ensure that its Quote is received in accordance with the instructions set out in this Quotation document.

Quotations to be submitted electronically

Via MERX portal

@ www.merx.com/manitobahousing

1 PURPOSE AND SCOPE

- 1.1 You are invited to submit a quotation to provide the full scope of professional services detailed in Schedule A - Description of Services.
- 1.2 Manitoba Housing intends to select a qualified Proponent to act as the Prime Consultant and lead an interdisciplinary team of consultants and Sub-consultants to provide the scope of architectural and engineering services associated with Manitoba Housing Project [project number] located at [addresses of project], Manitoba.
- 1.3 This Project is part of The Manitoba Housing and Renewal Corporation's Modernization and Improvement (M&I) Program and is further described in Schedule B - Scope of Work.
- 1.4 Manitoba Housing is dedicated to open, fair and transparent business conduct. Proponents should note, procurements falling within the scope of Chapter 5 of the Canadian Free Trade Agreement are subject to that chapter but the rights and obligations of the parties shall be governed by the specific terms of each particular tender call. For further reference, please see <https://www.cfta-alec.ca/canadian-free-trade-agreement/>.
- 1.5 This is a request for quotation. Manitoba Housing may, but is not required to, issue a contract for some or all of the services specified in this Request for Quotation. If Manitoba Housing issues a contract, it will be comprised of Schedule A - Description of Services, Schedule B - Scope of Work, the successful Proponent's quote and the Prime Consultant Services Agreement.
- 1.6 Manitoba Housing thanks all Proponents for their interest; however, only those Proponents awarded a contract will be contacted.

2 PROPONENT'S INSTRUCTIONS

2.1 Submission Deadline

- 2.1.1 The Submission Deadline is as set out on the title page to this Request for Quotation. Manitoba Housing may extend the Submission Deadline by issuing an addendum at any time before the Submission Deadline or before the date and time previously specified in any addendum extending the Submission Deadline.

2.2 MERX Electronic Bid Submission

- 2.2.1 Quotations must be submitted electronically, prior to Submission Deadline, through MERX at www.merx.com/manitobahousing, the Electronic Bid Submission ("EBS") System used by Manitoba Housing. Quotations submitted by personal delivery or courier, fax or e-mail are not permitted and will not be considered. It is solely the Proponent's responsibility to ensure that the Quotation is received by Manitoba Housing through the MERX EBS System before the Submission Deadline. Quotations received after the Submission Deadline will not be accepted.
- 2.2.2 For assistance in using MERX, Proponents may watch the following online Electronic Bid Submission tutorial <https://www.merx4.merx.com/public/Help>.

Alternatively, you can contact MERX customer service directly at 1-800-964-6379 or via email at merx@merx.com.

2.2.3 Each Proponent will be required to obtain a unique PIN number from MERX in order to upload and submit Quotations electronically. It is important to keep this PIN number in a permanent location as it will be required each time a proponent wishes to submit a quotation in response to a Manitoba Housing Request for Quotation. It may take time to upload and submit large documents electronically. Proponents should allow sufficient time to upload and submit Quotations.

2.2.4 Quotations must:

2.2.4.1 be submitted in Adobe PDF format; and

2.2.4.2 contain the RFQ title, RFQ number, the Submission Deadline and the Proponent's business name and address on each document submitted.

2.2.4.3 documents not submitted as requested in Section 2.2.4 will render a bid non-compliant.

2.3 Quotation Inquiries

2.3.1 All inquiries related to this RFQ must be directed, in writing by email, **at least 5 business days** before the Submission Deadline to:

Contact Name
Manitoba Housing
Address:
E-mail:

2.3.2 Inquiries should be received no later than the inquiry deadline as noted above. If an inquiry is received later than that inquiry deadline date, Manitoba Housing may respond but is not obligated to provide a response.

2.3.3 If a Proponent has sent an inquiry and has not received an acknowledgement, the Proponent should follow up with Manitoba Housing. In any event, Manitoba Housing is not responsible if a Proponent's inquiry does not reach Manitoba Housing by the requisite date shown above.

2.3.4 Only information provided in writing by the Manitoba Housing Contract Administrator identified above will be binding on Manitoba Housing. Information provided verbally will not be binding on Manitoba Housing.

2.3.5 If Manitoba Housing, in its sole discretion, determines that an inquiry will be of interest to all Proponents, it will be communicated in writing to all registered Proponents. The source of the inquiry will be kept confidential.

2.4 Quotation

2.4.1 Proponents should submit pricing for professional services as they relate to Schedule A - Description of Services and Schedule B – Scope of Work being presented in this Request for Quotation. The Proponent offering the lowest overall price may be awarded a contract.

3 SITE VISIT:

3.1 Site Visit Schedule

3.1.1 An site visit has been scheduled for _____ at _____ current Manitoba Central Time (CT) at the following location:
_____, Manitoba

3.2 Attendance

3.2.1 Attendance at the site visit is a mandatory requirement of this RFQ. Proponents attending the above scheduled site visit should meet outside the project site prior to _____. If Proponents are not available to attend the above scheduled site visit, but still wish to view the site, an appointment may be arranged by contacting the Project Manager identified below:

_____, Project Manager, (204) _____

4 PROJECT MILESTONE SCHEDULE:

4.1 Anticipated Dates:

No	Task	Anticipated Duration (in weeks)
1	Appoint Prime Consultant	
2	Design Team Kick-off meeting	
3	Completion of Investigative Work, Scope Development and Class D Estimate	
4	Completion of Schematic Design and Class C Estimate	
5	Completion of Design Development and Class B Estimate	
6	Completion of Construction Documents and Class A Estimate	
7	Tender / Contract Award Phase for General Contractor	
	TOTAL NUMBER OF WEEKS TO THE START OF CONSTRUCTION	
	Target Substantial Completion Date (Month/Year)	

5 Conflict of Interest

5.1 Manitoba Housing may reject any Quotation if Manitoba Housing, in its sole discretion, determines that an actual or potential conflict of interest exists.

6 PRIME CONSULTANT SERVICES AGREEMENT

6.1 Sample Form

6.1.1 A sample form of Manitoba Housing's Prime Consultant Service Agreement may be viewed online at <http://www.gov.mb.ca/housing/procurement.html>.

7 AWARD

7.1 If an award is made, it may be made to the compliant Quote offering the lowest price.

7.2 Responses received by the submission deadline will be ranked in accordance with the criteria below.

Total Bid Price: including fees as described in 2.0 Fee Submission

7.3 Upon receipt of notice of award, the successful Proponent will be required to enter into the services agreement within five (5) business days of notification. A Proponent who fails to enter into the service agreement within this stipulated time period may be rejected or disqualified. Manitoba Housing has the right to enter into a services agreement with the next best ranked Proponent.

8 INSURANCE

8.1 Certificate of Insurance

8.1.1 Prior to award of contract the successful Proponent will be required to provide a copy of their Certificate of Insurance showing maintenance of errors and omissions and liability insurance covering errors or negligent provisions of services by the Proponent, its officers, employees, agents or sub-consultants as set out in the Sections 10.4 to 10.10 in the Prime Consultant Service Agreement.

8.1.2 The successful Proponent must maintain the insurance for not less than 24 months after completion of the services.

9 SUPPLIER CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

9.1 Prior to award of contract, the successful Proponent will be required to submit FOR-41 Supplier Confidentiality and Non-Disclosure Agreement fully completed and sign in ink by an authorized representative of the company.

The Supplier Confidentiality and Non-Disclosure Agreement is available for viewing at the following link: <http://www.gov.mb.ca/housing/mh/pubs/for-41-supplier-confidentiality-agreement-and-non-disclosure-agreement.pdf>

REPLY PORTION

Request for Quotation _____ for Prime Consultant Services:

Complete and submit via MERX prior to 2:00:00 P.M.

For the purpose of percentage based fee for Prime Consulting services, the current estimate for the total construction budget is \$_____.

Maximum construction value shall not exceed the budget by more than 10%, unless changes are agreed upon and authorized by Manitoba Housing.

In the event of agreed-upon budget revisions, duly authorized by Manitoba Housing, the consulting fee will be revised based on the project budget revisions and the percentage scales provided by the Prime Consultant.

The fee submission must be broken out into the following phases with associated percentages:

No	Service Delivery Stage	Percentage of Construction Estimate
1	Pre-design	
2	Schematic design	
3	Design development	
4	Contract documents	
5	Tendering	
6	Construction administration – will include a minimum of XX team site visits during the construction phase	
7	Post construction and occupancy	

1.0 Range of Construction Estimate Based Percentages:

Percentage fee for the Prime Consulting services, which, if the project proceeds into construction will be based on the pre-tender Class “A” estimate determined for the project. Proponents are to provide percentages based on the following ranges of construction estimates, which will then be applied to the project at the appropriate time.

Proponents are to provide a percentage based on the following ranges of construction estimates, which will then be applied to each project at the appropriate time.

Construction Budget	Percentage
Up to \$5,000,000	
From \$5,000,001 - \$10,000,000	
From \$10,000,001 - \$20,000,000	
From \$20,000,001 - \$50,000,000	

2.0 Fee Submission:

The pre-design, schematic design and design development fees listed below shall include all site visits as determined necessary by the Prime Consultant to adequately prepare the construction documents for tender and no additional fees shall be paid for site visits during these stages.

The construction administration fee listed below shall include _____ site visits during the construction phase of the project and shall include Prime Consultant and/or employee(s) and Sub-consultant(s) and/or employee(s) as required. Reimbursable expenses for site visits outside the Winnipeg city limits must be pre-approved by Manitoba Housing.

If additional site visits are required during the construction phase, the successful Proponent will be required to provide a breakdown of additional costs and obtain approved from Manitoba Housing prior to the site visit.

Service Delivery Stage	% of Construction Estimate	Fee	RST	Extended Cost (Fee including RST if applicable)
Pre-design				
Schematic Design				
Design Development				
Construction Documents				
Tendering				
Construction Administration – including minimum of _____ consultant team site visits				
Post Construction & Occupancy				
TOTAL FEE				\$

3.0 Retail Sales Tax (RST)

Retail Sales Tax (RST) is only applicable to consultant services as per Manitoba's Retail Sales Tax Act and Regulations.

Manitoba Retail Sales Tax bulletins and notices are available at the following link: <https://www.gov.mb.ca/finance/taxation/taxes/retail.html>

4.0 Reimbursable Expenses

Proponents must provide an amount that is not included in the Basic and/or Optional Service fees or Additional Service fees and represents a reasonable allowance for reimbursable expenses. Reimbursable expenses are defined in the sample Prime Consultant Services Agreement, which may be viewed online at <http://www.gov.mb.ca/housing/procurement.html>.

The information provided by the Proponent for reimbursable expenses will not form any evaluation or ranking. The information assists Manitoba Housing in determining the magnitude of total costs of consultant services associated with this project.

Phase/Stage	\$ Amount
Reimbursable Expenses	

5.0 Goods and Service Tax (GST)

Based on a Reciprocal Tax Agreement with the Canada Revenue Agency, the Manitoba Housing and Renewal Corporation (MHRC), which operates under the business name “Manitoba Housing”, is relieved of paying GST/HST. Fee submission should not include GST/HST charges.

6.0 Fee for Additional Service

The successful Proponent will be required to provide a detailed hourly rate breakdown for additional services by discipline prior to award.

7.0 Addenda

The Proponent acknowledges receipt and consideration of the following addenda to the RFQ in preparing its quotation:

Addendum No.: _____	Addendum No.: _____
Addendum No.: _____	Addendum No.: _____
Addendum No.: _____	Addendum No.: _____

(Proponent must indicate if “No Addenda Received”).

SUBMITTED BY:

Signature of Proponent or Proponent’s authorized official	Date
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Print name and office of individual whose signature appears above

Telephone Number	Fax Number	E-mail Address
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Corporate Legal Name of Proponent

SCHEDULE "A"
DESCRIPTION OF SERVICES

Please refer to the attached Schedule A – Description of Services spreadsheet

SAMPLE

**SCHEDULE "B"
OVERVIEW OF PROJECT REQUIREMENTS
AND SCOPE OF WORK**

Project: # _____ MB

The following overview is not an inclusive list. Proponents should review the project site and the successful Proponent will develop a comprehensive scope of work and program of requirements for the project. The project consists of:

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SAMPLE