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Rev 131122

REQUEST FOR PROPOSAL (RFP)

15-302

Engineering Consulting Services:

Develop Scope of Work for Fire Protection System Upgrades

Joseph Howe Manor, 5515 Victoria Road, Halifax

Sponsored by the

Metropolitan Regional Housing Authority

Housing Nova Scotia

No pre-bid site visits or consultant meetings are scheduled.

Important Notes for Bidding:

- The complete tender document is comprised of the 'Nova Scotia Request for Proposal' (NSRFP) Form (2 pages) and this RFP specifications document (13 pages). Please contact the Public Tenders Office if any pages are missing.

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Glossary of Terms

"**Addenda**" or "**Addendum**" means each amendment to this Request for Proposals ("**RFP**").

"**As Required**" means as required by referenced standards and codes; by AHJ; by tender or contract documents that may be issued subsequent to this RFP; or in accordance with industry standard best practices and reasonable judgment.

"**Authorities Having Jurisdiction**" (abbreviated "**AHJ**") includes provincial and municipal regulators and agencies with legislated powers, as well as public utilities and their representatives.

"**Business Day**" means a standard eight hour day for conducting business.

"**Client**" is Housing Nova Scotia (HNS) and/or designated agent(s).

"**Consultant**" will mean the party contracted to perform those tasks and undertake those responsibilities described in these terms of reference.

The term "**Consultant Agreement**" will mean an agreement entered into by Metropolitan Regional Housing Authority and the Consultant. The form of the Agreement will consist of a Purchase Order issued by Metropolitan Regional Housing Authority to the Consultant confirming the acceptance of the Consultant's proposal.

"**Evaluation Team**" means the committee formed by HNS to evaluate Proposals submitted in response to this Request for Proposals.

"**Project Manager**" refers to the designated staff members of HNS who are responsible for managing project budgets, schedules, documents, consultant activities and payments.

"**Proponent**" refers to any person or entity that submits, or intends to submit, a Proposal in response to this Request for Proposals.

"**Proposal**" is the formal response to the RFP by an individual Proponent

"**Site**" or "**Subject Property**" means the property upon which the project is located

"**Surveyor**" refers to an individual or firm trained and licensed to perform topographic or legal surveys.

"**Work**" means individual or multiple tasks issued subsequent to this RFP.

1.0 Introduction

1.1 Department Overview

Housing Nova Scotia (HNS), a Crown corporation of the Province of Nova Scotia (Province), is the entity-owner of the Province's senior and family public housing buildings and units. These housing units are managed and administered by Housing Nova Scotia's five Housing Authorities on a day-to-day basis with technical support and guidance from Housing Nova Scotia's Property and Facilities group. For additional information, visit http://www.housingns.ca/

1.2 RFP Overview

Metro Regional Housing Authority (MRHA) and Housing Nova Scotia (HNS) require the services of an Engineering Consultant with expertise in automated water-based fire suppression systems. Specifically these services will be for developing a Scope of Work for a subsequent design-build contract to upgrade the existing non- code compliant stand pipe system in Joseph Howe Manor located at 5515 Victoria Road, Halifax.

The purpose of this RFP is to solicit competitive sealed proposals from Consultants qualified to provide the above-described services, with the objective of bringing the existing system into compliance with applicable codes, and to meet Orders issued to MRHA and HNS by the provincial Office of the Fire Marshal and the Halifax Regional Fire and Emergency Services Fire Prevention Division.

1.3 RFP Process

Proposals will be received by Metropolitan Regional Housing Authority located at 2131 Gottingen Street, Halifax, 5th Floor until **April 28, 2015** by **2:00 p.m. AST**.

IMPORTANT RFP BID SUBMISSION INFORMATION:

Bids are to be placed in the Metropolitan Regional Housing Authority's Tender Submission Drop Box located at the front entrance of 2131 Gottingen Street, Halifax, B3K 5Z7. Do Not Submit Your Bid By Fax or Email.

Enquiries can be made

i) For Housing Authority:

Dana Evans, Purchasing Officer
Metropolitan Regional Housing Authority
Email: Dana.Evans@novascotia.ca or MRHAPurchasing@novascotia.ca
Tel: 902-420-6033

ii) For Housing Nova Scotia:

Ramzi Kawar, Building Design Manager
Housing Nova Scotia
Email: Ramzi.Kawar@novascotia.ca
Tel: 902-424-6748

The proponent is responsible for obtaining any needed clarification of the RFP requirements while the RFP is open. Questions should be directed in writing to the RFP Contact.

1.4 Contract Award Process & Schedule

The following schedule is issued for guidance:

RFP posted on Procurement Services website	April 13, 2015
Last day for bidders' written questions:	April 22, 2015
Final date for issue of addenda (Responses to Questions)	April 24, 2015
RFP Closing Date	April 28, 2015
Consultant Contract Awarded	May 5, 2015

No pre-bid consultant meetings or site visits are scheduled.

1.5 Agreement Duration and Primary Work Location

The successful component shall complete all work related to the tender documents on or before **June 8, 2015**.

Location of Work is Halifax, NS.

HNS reserves the right to issue a subsequent RFP or public tender to address new work as it arises. The decision whether to amend an existing contract and / or to issue a subsequent RFP or tender is at the sole discretion of Housing Nova Scotia.

2.0 Service Requirements

The Proponent will be responsible for completing work as described in the following section.

The Proponent will be responsible for working collaboratively with HNS's in-house team members and the Office of the Fire Marshal to achieve the stated outcomes. HNS' project managers will be responsible for providing direction to the Consultant(s) and for resolving issues related to all aspects of the project.

HNS will provide available information on the proposed SOW upon request. The Consultant must not make any assumptions regarding the existence of as-built or original construction drawings. HNS will provide the project requirements and related data, Client approvals, printing of tender documents, tendering and award of the contract.

No acceptance or approval by HNS, whether expressed or implied, will be deemed to relieve the Consultant of any professional or technical responsibilities for all things required under this Agreement.

2.1 Scope of Services

The Consultant shall conduct an onsite investigation to assess the existing system configuration in relation to the content of Orders issued by the AHJ, and develop a Scope of Work in sufficient detail to enable a contractor/consultant to design and build the required upgrades to the combined stand pipe system, water supply and fire suppression systems to provide an acceptable level of protection for Joseph Howe Manor and meeting with approval from the AHJ. The approved final Scope of Work shall be completed and received by June 8, 2015 pending no major issues.

2.1.1 <u>Engineering Scope of Services</u>

The Engineering Consultant shall:

- Review written Orders from the local Halifax fire inspector, as contained in the letter of January 29, 2015 from the provincial Office of the Fire Marshal;
- Clarify requirements in consultation with the Halifax fire inspector, provincial Office of the Fire Marshal, MRHA and HNS representatives;
- Confirm the need for a fire pump in accordance with AHJ and code requirements;
- Develop a Scope of Work for a subsequent design-build contract, with sufficiently detailed instructions to enable contractors/consultants to complete the tasks outlined below, as well as other tasks recommended by the Consultant:
    - Perform / obtain hydraulic measurements of the municipal water supply for design purposes;
    - Confirm the size of the building entrance water service main, and determine its capacity to serve the upgraded fire protection system;
    - Assess the capacity and component functionality of the remainder of the fire protection system to meet current codes and standards following completion of the required stand pipe and water supply system upgrades;
    - Investigate the locations of existing stand pipe hose connections and valve boxes, and evaluate space requirements for these items based on the recommended system upgrades;

- Design upgrades to the existing stand pipe system to comply with current codes, standards, and Orders issued by the AHJ, including detailed design of and specifications for piping, hose connections, valve boxes, valve works and flow control systems;
- Evaluate the capacity of the existing emergency power generator, its automatic transfer switch and electrical switch gear to serve the design of a fire pump system, in addition to other building systems served by the generator;
- Design and provide recommendations, product specifications and installation requirements for a fire pump (if required), including detailed design and specifications; ventilation requirements, piping, valve works and control systems;
- Examine and provide space layout for a new fire pump and valve works, and confirm if it can fit within the existing sprinkler valve works room. If not, design and lay out the space requirements that can be accommodated within close proximity of the existing sprinkler room. Provide a room construction detail and specifications. (No existing drawing of sprinkler room exists).
- Provide complete electrical design and specifications for the specified fire pump, required switch gear, cabling, and emergency power service;
- Prescribe new locations for stand pipe hose connections and valve boxes, clearly defining space requirements and meeting all codes and standards;
- Confirm that specifications for new equipment, materials, and components are compatible with existing fire protection systems and other building systems;
- Develop specifications and descriptions of changes or additions to supervisory and water flow signals for successful notification and integration of the upgraded water supply and stand pipe systems into the existing fire alarm control system, with clearly stated references to the requirements contained in applicable codes and standards;
- Prepare engineering designs with drawings, specifications, calculations, dimensioned details, shop drawings, components and material lists as required for a complete design;
- Provide a detailed cost estimate for completion of the system upgrade and modifications to the existing systems, including itemized costs for materials, components and contractor labour, for review by MRHA and HNS;
- Assess requirements for providing temporary utilities as required, and submit a fire safety plan that meets AHJ approval;
- Once approved by MRHA and HNS, install the system upgrades and modifications;
- Perform inspections and field reviews during construction, and provide required documentation of these inspections to the AHJs.

Note: The outline presented above is not all-inclusive. It shall be the responsibility of the Consultant to ensure that the content of the Scope of Work meets all requirements of the AHJ.

2.1.2 General Requirements

The Engineering Consultant shall:

- Work collaboratively with HNS's Mechanical and Electrical building engineers, the Office of the Fire Marshal and Halifax Regional Fire and Emergency Services to develop the Scope of Work in compliance with all applicable requirements;
- Utilize all relevant information pertinent to the existing building stand pipe system and sprinkler system as provided by HNS, including scanned original engineering drawings;

- Access available information resources regarding Joseph Howe Manor as required, including those from Halifax Water and Halifax Transportation and Public Works.;
- Ensure that the Scope of Work is developed by or under the supervision of a professional engineer registered to practice in Nova Scotia, with competence in automatic sprinkler fire protection systems and pumps. The Scope of Work and supporting documentation shall bear the professional seal of the responsible engineer.

2.2 Deliverables

The requirements in this section will prevail as enduring requirements for service delivery throughout the effective period of any contract(s) resulting from this RFP.

2.2.1 Draft and Final Scope of Work

The Consultant will prepare and provide the Scope of Work document as detailed in Appendix A in Microsoft Word .doc or .docx format using Arial 11 pt. typeface. Supporting documents and product information that will not require subsequent modification for inclusion in a tender package for design-build services may be provided in Adobe .pdf format.

2.2.2 Ownership and Use of Documents

All documents prepared by the Consultant are instruments of service and are the property of HNS, whether the work be executed or not. HNS reserves the right to use the work executed for any other purpose without the written permission of the Consultant.

3.0 Administrative and Legal Requirements

3.1 Nova Scotia 'Request for Proposal' (NSRFP) Form

As noted on the front page of this specifications document, the NSRFP Form is the first two pages of the file that is downloaded from our public Web site. It should be completed, signed and included in the proposal.

Instructions on how to complete this Form are available online at:
http://www.novascotia.ca/tenders/media/13597/nsrxx%20forms_sept2011.pdf

3.2 Business Registration

Proponents may be required to be registered to carry on business in accordance with applicable laws. For information on the business registration requirements of the Nova Scotia Registry of Joint Stock Companies, please consult,
http://www.novascotia.ca/snsmr/access/business/registry-joint-stock-companies.asp

The status of a proponent's business registration does not preclude the **submission** of a proposal in response to this RFP. A proposal can be accepted for evaluation, regardless of (i) whether the company is registered, or (ii) whether its business registration is in good standing. However, a contract cannot be awarded unless the successful proponent is registered and in good standing, in accordance with applicable laws. .

If the proponent's business is not required to register in Nova Scotia, the proponent will be required to submit registration from their applicable jurisdiction.

3.3 Contract

After the evaluation, the successful proponent(s) will be required to sign the contract that will constitute the legal agreement with the Province for this project and govern all aspects of the services/goods to be delivered. It will incorporate the relevant terms of this RFP and the provisions of the successful proposal as determined by the Province, and any other terms as the Province may require.

3.3.1 Contract Terms

The standard services contract is available online at:
http://www.novascotia.ca/tenders/media/11414/standard%20services%20contract.pdf

The Proponent will be required to sign the standard services contract with no allowance for alterations.

3.3.2 Declaration of Contract Intentions

As outlined in Appendix A, the proponent should prepare a declaration of its intentions regarding the contract. The declaration **should be included with your proposal** as a separate document. Failure to include a completed declaration may be grounds for disqualification.

3.4 Resource Management

In the event the Proponent is awarded a purchase order subsequent to this RFP, it is understood that the Proponent commits to make the staff, equipment and software described in the Proposal available to conduct the Work when needed, and to take any steps necessary to ensure the ongoing availability of its proposed resources for the duration of the purchase order.

3.5 Joint Ventures

HNS acknowledges there may be mutually beneficial business reasons for proponents to partner with other companies in the submission of a joint RFP response. In such cases, all parties are to be identified in the application and contractor assignment to specific tasks identified, including distinct breakouts for key individual partnering consultants and summaries for each of the partners.

3.6 Other Important Provisions

3.6.1 Conflict of Interest

All queries of every nature from residents, public news media, local citizen groups, etc. must be referred to HNS.

3.6.2 Public Affairs

All queries of every nature from residents, public news media, local citizen groups, etc. must be referred to HNS.

3.6.3 Insurance and Liability

The Consultant will indemnify and hold harmless HNS, HNS's employees and agents, from any and all claims, demands, actions and costs whatsoever for which the Consultant is legally liable that may arise, directly or indirectly out of any negligent act or omission of the Consultant, his Sub-Consultants, or his or their employees or agents, in the performance of this Agreement by the Consultant.

3.6.4 Invoicing

Invoices are to be submitted to MRHA within 30 days of completion of the service. If an invoice is not submitted within 30 days the proponent loses the right to collect payment against the invoice/service rendered.

All invoices for Consultant services shall be fully supported, itemized statements including:

1. Details of the work performed
2. Details of incurred costs and expenses
3. Listings of the number of hours worked by persons assigned to the project
4. The hourly rates charged for each person assigned to the project.

3.6.5 Accuracy of Information

While Housing Nova Scotia has made a reasonable effort to ensure the accuracy of the RFP, it is not guaranteed or warranted by HNS to be accurate, nor is it necessarily comprehensive or exhaustive. HNS gives no representation as to the accuracy or completeness of any background or reference information or documents prepared by third parties and made available to proponents.

Proponents will have no claim whatsoever against HNS or its representatives with respect to such information.

3.7 Proposal Format

To help ensure consistency in proponent responses and facilitate the evaluation process, the proposal should be prepared and packaged as outlined in the sections that follow. Please print double-sided whenever possible and limit promotional and/or marketing materials to the information specifically requested in this RFP.

3.7.1 RFP Proposal Package

A complete proposal package is comprised of the elements below, presented in the order listed:

- ❒ One (1) Business Registration Profile
- ❒ **Proof of Errors & Omissions and liability insurance**, and/or other insurance required by their professional association. The Consultant will provide HNS with acceptable evidence of all required insurance prior to the commencement of the work and will promptly provide HNS a certified true copy of each policy
- ❒ Proof of Workers Compensation Board (WCB) coverage.
- ❒ One (1) **Letter of Introduction** – This should identify the Proponent and be signed by a signing officer for the Proponent in order to bind the Proponent to the statements made in the Proposal.
- ❒ One (1) **curriculum vitae** of the principal engineer with competence in automatic sprinkler system fire protection systems and pumps who will conduct or supervise the required onsite investigations, and who will develop or supervise preparation of the Scope of Work.
- ❒ One (1) **sealed cost proposal envelope**, containing one (1) **fixed price cost proposal** (section 3.8.1)

3.7.2 External Packaging

Label the external packaging enclosing the submitted materials as follows:

Proponent's name
RFP 15 – 302

Title: "**Proposal – Develop Scope of Work for Fire Protection System Upgrades, Joseph Howe Manor**"

3.8 Pricing Response

The maximum budget associated with this project is $10,000 (CDN).

3.8.1 Fixed Price Cost Proposal

Prepare a fixed price for delivery of the proposed services. Provide appropriate details to support these figures, including estimates of the work effort and a breakout of expected expenses.

Deliverable	Level of Effort (person-hours or person-days)	Fixed Price
Scope of Work for Fire Protection System Upgrades		$

4.0 Evaluation of Proposals

4.1 General Information

The Evaluation Team will consist of representatives of Housing Nova Scotia, and may include other representatives as deemed appropriate by HNS. It is understood and accepted by the proponent that all decisions about the degree to which a Proposal for Consulting Services meets the requirements of this RFP are in the sole determination of this Evaluation Team.

To assist in the evaluation of Proposals, the Evaluation Team may, but is not required to seek clarification from a proponent with respect to their proposal. Such clarification will not offer the proponent the opportunity to change or provide new information. To the extent possible, requests made by the Evaluation Team will be sent from the email addresses of the RFP Contacts.

Appendix A: Declaration of Contract Intentions

The successful proponent(s) will be expected to sign a legal agreement with MRHA that will govern all aspects of the services to be delivered. Provisions in the proposal that contradict any of the terms of the contract will be as if not written and do not exist.

The proponent shall prepare a declaration to inform MRHA of its intentions regarding the contract, as shown below. This should be prepared as a short document (preferably on a single page) and should be included in the proposal. **The declaration does not need to be signed.**

Declaration of Contract Intentions
RFP #: 15 – 302 On behalf of _____, I certify that we/I have read and understand the proponent name terms of the contract. If accepted as a successful proponent for this RFP, we/I accept the contract terms and will sign the contract without changes.