



Wanuskewin Heritage Park Authority



RFP – Wanuskewin Restaurant HVAC

RFP Number: **2022-01**
Project Contact: **Shelby Redman**
Date: **March 30, 2022**



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INFORMATION FOR BIDDERS

1. Background

Wanuskewin Heritage Park is a National Historic Site that brings to life the history and culture of the Northern and Plains First Nations peoples. The 760 acre Park, located five kilometers north of the City of Saskatoon, was dedicated by Her Majesty the Queen Elizabeth II in 1987, and established by the Province of Saskatchewan in 1992 as a living memorial to the people who gathered on the site for over 6,000 years. The 54,000 square foot building features art galleries, gift shop, brand new exhibit area, restaurant, and our brand new Paskwaw round conference centre. The grounds include the Opimihaw Creek, restored native prairie grasses, 7km trail system, medicine wheel, archaeological dig sites, and bison paddocks. Wanuskewin Heritage Park was proclaimed an Act within the Provincial Legislation in 1989.

Wanuskewin Heritage Park Authority is a registered charitable organization and is represented by the Park's corporate Board of Directors. Revenues are from federal, provincial, and municipal funding, and self-supporting activities. The organization employs 25-30 people in one location.

2. Purpose

Wanuskewin has a make-up air unit on the rooftop above the restaurant, tied in to the hood vent above the main cooking line. The current MUA unit is quite old and needs replacing. The current range hood is undersized (has been grandfathered in) and needs upgrading to an appropriate size according to current regulations. The restaurant area also does not currently have a cooling system. Wanuskewin is looking for creative solutions to address these three main issues.

3. Project Timeline & Submission Instructions

RFP Opening Date:	12:00 PM, C.S.T. Wednesday, March 30, 2022
Confirmation & Intent to Bid Deadline:	5:00 PM, C.S.T. Monday, April 04, 2022
Mandatory Site Meeting:	1:00-3:00 PM, C.S.T. Wednesday, April 06, 2022
Inquiries Deadline:	5:00 PM, C.S.T. Monday, April 11, 2022
Submission Deadline:	9:00 AM, C.S.T. Friday, April 15, 2022
Project Completion Deadline:	Sunday, June 26, 2022



All correspondence shall be addressed per below, including notification of intent to participate, all inquiries, and all submissions.

Submissions shall be accepted electronically at the email listed below or in person at Wanuskewin Heritage Park by the submission deadline. Sealed bids must be clearly marked with “RFP – Wanuskewin Restaurant HVAC”.

Submission for: **RFP – Wanuskewin Restaurant HVAC**
RFP #: **2022-01**
Contact Information: **Shelby Redman**
Project Coordinator
Wanuskewin Heritage Park Authority
RR#4 Penner Road
Saskatoon, SK S7K 3J7
Phone: (639) 638-8496
Email: pmc@wanuskewin.com

All Bidders are required to participate in the mandatory site meeting. Please confirm your attendance with the contact noted above. Bidders are requested to limit attendees to a reasonable number of persons.

4. Legal & Insurance

The information contained herein and with all associated documentation and correspondence with respect to this RFP is considered confidential. Unauthorized distribution and reproduction is strictly prohibited.

Wanuskewin has attempted to provide reliable and current information in this RFP. Bidders are required to confirm the accuracy, completeness and sufficiency of any information provided, whether verbally or in writing by Wanuskewin, its employees, agents, consultants, advisers, etc. The Bidder’s submission shall be deemed to have been based upon their own investigations and determinations.

Wanuskewin shall not reimburse Bidders for any expenses incurred in the preparation of their submission to this RFP.

This RFP does not represent a commitment or an offer to enter into any agreement, rather it is a description of Wanuskewin’s requirements to complete the Project and scope of work. Wanuskewin reserves the right to award the work to the submission which best meets the project’s intentions, or to revise or retract the RFP at any time with notice. Only a written agreement, signed by an authorized officer of Wanuskewin, shall then award the supply of this RFP.



The successful bidder shall be required to provide proof of Contractor's General Liability Insurance with coverages not less than \$2,000,000 per occurrence and listing Wanuskewin as an "Additional Insured".

5. Procurement Policy & Evaluation Process

Wanuskewin Heritage Park Authority's procurement policy is to publicly advertise request for proposals over a threshold. This RFP has been posted on Wanuskewin's website and will also be distributed by invitation to internally identified parties. Wanuskewin's conflict of interest policy requires employees involved in the decision-making process to identify any potential conflicts of interest.

Wanuskewin Heritage Park Authority will review and evaluate proposals on a qualitative basis. Decisions are made but not limited to the company's ability to meet or exceed requirements, past experience with similar organizations, ability to meet project timeline, and fees. This will include follow up with references and a short-listing process.

6. Warranties

Bidders shall identify the warranty period for the materials and labour of their supply. Wanuskewin prefers the warranty period be not less than one (1) year in length beginning no earlier than the date of turnover to the Owner.

7. Project Execution Considerations

Should the Project be awarded, the successful Bidder is expected to maintain an organized, clean and safe worksite using the supply of competent, trained and experienced resources to successfully complete the Project with the highest regard for the quality of work, while meeting all regulatory requirements.

Bidders shall take all necessary precautions to protect the environment. This may include plans, procedures or measures implemented to prevent spills, reduce or eliminate damage and erosion, control or reduce emissions and pollutants, protect and salvage rare plants, wetlands, wildlife and habitat, etc. as well as controlling undesirable vegetation, etc.



8. Work Description

Services to be Performed

1. Removal of existing MUA unit from rooftop and replace with new.
2. Removal of current exhaust hood and ducting above cooking area and replace with new. Salvage materials as identified in the accompanying drawings.
3. Provide recommendations for selection and installation of a cooling system for the restaurant (this could include tying in to current cooling systems).
4. Perform all roof penetrations, curb installations and repairs as necessary following installation of new equipment.
5. Perform all ceiling modifications and repairs as necessary to accommodate the work and complete finishing following installation of exhaust hood and ductwork, etc.
6. Work with Culinary Manager to coordinate/execute onsite days to minimize disturbance to the Park.
7. Regular and ongoing reporting to the Project Coordinator.
8. Prepare and submit a turnover package and final report for delivery to the Planning and Development Committee of Wanuskewin's Board of Directors, outlining all warranties, recommendations, or deficiencies.

Options

Creative solutions to our HVAC systems outside of the above services noted are welcome. Please explain how your creative solution differs from the above, and why it would be superior.

9. Project Documents

Document Title	Document Number	Revision
Mech Kitchen Upgrade	22-535	IFT

Bidders are responsible to request additional documents not supplied or indicated above.

10. Photos

N/A	



11. Commissioning, Turnover & Acceptance of Work

The Bidder is responsible for all activities to bring the installation to operational readiness. This includes all set up, dressing, flushing, cleaning, testing, alignment and rotation checks, etc. to confirm the system is ready to operate normally as intended. Adequate instruction shall be provided to Wanuskewin personnel on equipment operation and maintenance requirements.

Upon notice of completion, the Bidder and a representative of Wanuskewin shall review the completed work and agree on a punch list for the Bidder's immediate attention. All work not meeting applicable specifications and standards shall be considered incomplete and shall not be payable until deficiencies are corrected.

Upon completion of the Project, the Bidder shall provide a turnover package which includes all shop and redlined drawings, field testing checklists and verification reports, quality assurance certificates, warranties, copies of manufacturers' instructions, operation and maintenance manuals, etc. One (1) each hard copy and One (1) electronic copy shall be turned over to Wanuskewin.

12. Scope Changes & Additional Work

The Bidder shall notify Wanuskewin in writing of any extra work required to complete the Project that may not be part of the above Supply. The Bidder shall not perform works outside the Supply without prior written approval.

13. Materials & Responsibilities by Wanuskewin or Others

The following list may not be comprehensive. Bidders are responsible to confirm additional items not noted.

- N/A

14. Submission Requirements

Bidders are required to include at the least the following information with their submission:

- Overview of your company's qualification and experience in providing HVAC services and similar construction services.



- Describe how your company will keep Wanuskewin management apprised of issues and progress throughout the project.
- Detail your ability to meet project timelines and how you might mitigate any procurement or other delays.
- Outline pricing of contract, including your proposed progress schedule, and a current rate sheet.
 - Provide separate pricing for any option(s) you can accommodate.
- An execution plan for the work including a tentative project schedule.
- A list, details and specifications for all proposed equipment, and details of the proposed equipment supplier(s).
- Provide references of 3 other organizations that are similar to Wanuskewin, such as other non-profit, charitable or Indigenous organizations, that you have previously completed work for. These references should include organization name, contact name, address, email, and phone number.
- Describe why and how your company differs from others being considered, and why your company is best for Wanuskewin and this project.
- Detailed contact information for your company including contact name, address, phone, and email.
- A list of exceptions, deviations & assumptions.
- A Letter of Good Standing from Saskatchewan Worker's Compensation Board.

15. Pricing, Progress Claims & Invoicing

The Bidder shall provide a proposal with a breakdown of their comprehensive **Fixed Price** quotation. The proposal shall be presented in Canadian Dollars. Progress claims and invoices shall be issued to aforementioned project contact. The progress claim or invoice package shall include the invoice, or progress claim document(s), and all supporting information.