

GOVERNMENT OF MANITOBA

**REQUEST FOR EXPRESSION OF INTEREST FOR
PERSONAL CARE HOME (PCH) VISITATION
SHELTERS**

EOI #: 06-24-20-Y-63-PCH

Issued By: *Central Services
Procurement and Supply Chain Division*

Date of Issue: June 30, 2020

**Submission
Deadline:** July 13, 2020, prior to 2:00 pm
Winnipeg Time

Submit EOI to: *Central Services
Procurement and Supply Chain
Email: bids@gov.mb.ca*

1.0 BACKGROUND

- 1.1 As the COVID-19 pandemic has evolved, Shared Health Manitoba has continuously considered visitation guidelines in context of risk to residents and residents of personal care home (PCH) facilities, as well as to staff providing care of these individuals.
- 1.2 In May Dr. Brent Roussin, Chief Provincial Public Health Officer; opened up socially distanced outdoor visitation with residents by family members over the summer. Recognizing that families and loved ones are central to the health of all residents and residents of care facilities, we are preparing to assist families and residents in visiting each other safely throughout the fall and winter seasons.

2.0 DESIGN INTENT

- 2.1 The Government of Manitoba, through a Request for Expressions of Interest (RFEOI) is seeking conceptual designs to enable PCH residents to visit up to five family members at a time in a safe, secure, and controlled environment outside of their long - term care facilities. Create a visitation space with its own dedicated access that is flexible and able to meet a variety of sitting constraints that PCH facilities across Manitoba present with minor modifications to account for site topography and access.
- 2.2 The goal is to have shelters in place by the fall of 2020;
- 2.3 The submission deliverables are as follows:
- (a) Plans, section, rendering, etc. outlines the characteristics, features and functionality of the proposal;
 - (b) Outline/concept specification describing basic construction and support systems e.g. mechanical and electrical
 - (c) Conceptual site plan demonstrating connection to the PCH, potential modularity, efficiencies and tie in to the PCH utilizing more than one shelter and;
 - (d) Capacities to meet timelines and potential volumes.
- 2.4 Respondents are encouraged to prepare and submit their list of the suppliers and product(s) that they can provide through their submission.
- 2.5 This RFEOI is only looking at opportunities available for the PCH visitation shelters. If Manitoba deems that opportunities exist that meets its needs, provides the required solutions, then a second stage may be considered.
- 2.6 Manitoba may engage with any candidates that qualify through the RFEOI in a second stage tender process called an Invitation to Tender (ITT) that will further evaluate their solutions and pricing, which may include presentations.

3.0 SHELTER DESIGN GUIDELINES

Overall, the design must prioritize resident safety and comfort and take into consideration ease of maintenance, and minimize impact on operations.

ACCESS

- 3.1 Visitors must access the shelter directly through a separate entrance and not via PCH.

SITE

- 3.2 Shelter to be near the PCH and easily accessible to residents and accommodate mobility requirements (no stairs). Ideally the system shall provide the means to ensure resident comfort from exposure to extreme temperatures during transit to the visitation shelter.

SHELTER

- 3.3 The visitation shelter is expected to be in use for a period of two to five years. It should have ample turning radius for a motorized wheelchair and seating for up to six (6) and a large glazed opening to include extra family members visiting from the exterior;
- 3.4 The shelter shall be fully wheelchair accessible to suit site topography with automated door operators;
- 3.5 The structure should be placed in a structurally stable way (e.g. on a pad, crib, grade, beams, etc.) with no provision of a crawl space beneath it. The proposed structure has no domestic plumbing requirement.

MECHANICAL SYSTEMS

- 3.6 Designed for year round thermal comfort with a conditioned entry vestibule;
- 3.7 Heated, air conditioned space that can maintain a temperature of 22 – 24°C during use and at least 18°C when not in use with programmable occupied/unoccupied modes;
- 3.8 The space should have an independent heating ventilation and air conditioning system that can maintain the desired indoor temperature while providing a minimum of four 100 per cent fresh air changes per hour, with an optional purge cycle;
- 3.9 It is desirable to maintain a slight negative pressure within the visitation space;
- 3.10 HVAC system must ensure proper acoustic, facilitating communication. CSA maximum 40 NC.

INTERIOR

- 3.11 This is a visitation space and should feel welcoming and warm and facilitate close contact with the resident;
- 3.12 The space shall be designed to have coved corners and durable finishes;
- 3.13 Interior must have non-slip flooring;
- 3.14 Finishes and walls assembly shall be suitable for high traffic area.

ELECTRICAL AND IT SYSTEMS

- 3.15 A permanent UV system with integrated occupancy sensors shall be provided for surface disinfection and the interior designed with ease of sanitation cycles in mind;
- 3.16 All lighting shall be LED;
- 3.17 Wi-Fi capability for extended visitation;
- 3.18 Provision to integrate into existing building systems including intercom, access control, Nurse Call, Wander Guard;

- 3.19 Fire, security, and intrusion alarms;
- 3.20 Utilities will be accessed on site-by-site basis. Proposal shall include anticipated overall power requirements;
- 3.21 These visitation spaces are intended as temporary structures and not intended as spaces in which to provide care or treatment to the occupants. The structure, mechanical and electrical systems will comply with all relevant Manitoba Building Codes, ventilation guides, Fire Code, and Electrical Code.

CLEANING

- 3.22 The shelter will require cleaning after each visitation session and will require to stand up to hospital grade cleaning products;
- 3.23 All interior finishes and spaces must be disinfected and sanitized by wiping down between uses and deep cleaned at the end of each day

4.0 RESPONDENTS

4.1 The RFEOI is intended to provide general guidance to interested parties. The EOI responses should provide information requested and provide insight to Manitoba on the solution proposed. The Respondents are free to propose or add in additional opportunities, recommendations, or information that will provide further insight to Manitoba.

4.2 Deliverables

(a) All dates listed below are estimated timelines and are subject to change at the discretion of Manitoba. These timelines can be modified and accelerated if appropriate and acceptable by both the Respondents and Manitoba.

| Stage 1 Activity | Date |
|---|--------------------|
| Request for Expression of Interest | June 30, 2020 |
| EOI Submission Date | July 13, 2020 |
| Potential presentations of solutions, if deemed necessary | July 14 - 15, 2020 |
| Review and Pre-evaluate responses submitted | July 15 – 20, 2020 |

| Stage 2 Activity | Date |
|--|----------------------|
| Request for Invitation to Bid (ITT) to short-listed candidates | July 21, 2020 |
| ITT Submission Date | August 10, 2020 |
| ITT review of submission including potential interviews and negotiations | August 11 – 19, 2020 |

| | |
|-------------------------|----------------------|
| Notice of Consideration | August 20 – 24, 2020 |
| ITT contract award | August 24, 2020 |

5.0 EXPRESSION OF INTEREST CONTENT

- 5.1 Responses and format are at the respondent's discretion. Manitoba appreciates all feedback received through this RFEOI.
- 5.2 Expression of Interests should be provided via electronic copy by .pdf,
- 5.3 The submission should provide at minimum the following information:
- (a) Corporate identification and contact, including full legal name of the firm with contact name and address, telephone number, contact email address. This may be used if a stage two tender process is to proceed after the EOI process.
 - (b) Proposed methodology and work plan, pertinent experience in completion of similar projects; names and qualifications of any Sub-Consultants and individuals to be assigned to the Project.
 - (c) Conceptual design of solution including access, site, structure, mechanical, interior and electrical and IT systems
 - (d) Pricing structure
 - (e) Estimated supply and installation timelines
- 5.4 Expression of Interests can be submitted electronically to bids@gov.mb.ca
- 5.5 Enquiries can be sent to bids@gov.mb.ca
- 5.6 Emails approaching 40 megabytes in size may be rejected by Manitoba's email system. If size does not permit sending an EOI in one email, the respondent may submit its proposal in multiple emails that are clearly marked on the subject line. (Example: Email 1 of X.)

6.0 EVALUATION PROCESS

| Criterion | Description | Weight |
|-----------------------------------|--|--------|
| Solution | Shelter Design | 65 |
| Supply and Installation timelines | Estimated supply and installation timelines per solution | 50 |
| Project Team | Recommended project team to manage design/build | 15 |
| | TOTAL | 130 |

7.0 RIGHT OF REJECTION

7.1 This RFEOI shall not be construed as a contract for services. Manitoba is not bound to accept any RFEOI or EOI of any proposal submitted.

8.0 REVIEW BOARD

8.1 Manitoba will have a review board that will consist of representatives from the Manitoba government and Shared Health Manitoba.

9.0 COST INCURRED IN PREPARING EOI

Manitoba shall not be responsible in any manner for the costs associated with the preparation and submission of any EOI.

10.0 CONFIDENTIAL INFORMATION

10.1 The EOI including any attachments, photos, narrative material shall become the property of Manitoba upon receipt and will be considered confidential material. These submissions will only be shared to the review board and any Manitoba representatives who are part of this EOI process.

11.0 NOT A TENDER CALL

11.1 This RFEOI is not a tender call and any EOI proposal submitted in response to this RFEOI does not create a tender process. The RFEOI is not an invitation for an offer to contract and should not be construed as an offer to enter into a contract arrangement by the Respondent and Manitoba. By this RFEOI, Manitoba reserves to itself the absolute and unfettered discretion to invite EOI proposals, consider and analyze EOI proposals, select short listed respondents to enter into a stage 2 process or go back to any respondents for further clarification. Without limiting the generality of the foregoing, Manitoba reserves the right to:

- (a) Reject, consider or short-list any EOI proposals whether or not it contains all the information required by the RFEOI;
- (b) Request clarification were a EOI proposal is unclear;
- (c) Reject any or all EOI proposals without any obligation, or any compensation or reimbursement to any Respondent, or any other person associated with this RFEOI process;
- (d) Disqualify or reject any or all EOI proposals without discussion with the Respondent;
- (e) Reject any or all EOI proposals that Manitoba considers is not in its best interest;
- (f) Suspend, terminate, cancel or withdraw, amend or alter all or any portions of the RFEOI, including but not limited to the EOI requirements, the EOI selection and review process and the EOI eligibility criteria.

12.0 NO OBLIGATION TO PROCEED

- 12.1 Though Manitoba fully intends, at this time; to proceed through the RFEOI process in order to move to the second stage process; Manitoba is under no obligation to proceed or complete the RFEOI process or any other stages after the RFEOI.
- 12.2 The receipt of the EOI proposals from Respondents of any information, attachments or narrative material shall not impose any obligations on Manitoba. There is no guarantee by Manitoba, its officers, agents, or personnel that the process initiated by the issuance of the RFEOI will continue, or that this RFEOI process or any stages will result in a contract with Manitoba to establish a relationship with Manitoba.

13.0 EXAMINATION OF DOCUMENTS

- 13.1 Each respondent will be solely responsible for examining all the RFEOI documents, including any Addenda issued during the RFEOI period and for independently informing itself with respect to any and all information contained therein, and any and all conditions that may in any way affect the EOI proposal.

14.0 INTERPRETATION OF DOCUMENTS

- 14.1 Each respondent will review all RFEOI documents and will promptly report and request clarification of any discrepancy, deficiency, ambiguity, error, inconsistency or omission contained therein. Any such request must be submitted to bids@gov.mb.ca, Category Lead; electronically or otherwise, prior to 72 hours before the final date and time for receipt of Expression of Interest.

15.0 ADDENDA

- 15.1 Written Addenda is the only means of varying, clarifying or otherwise changing any of the information contained in the RFEOI. Manitoba reserves the right to issue Addenda up to the RFEOI closing date and time. The date set for submitting EOI proposals may be changed, if in Manitoba's opinion, more time is necessary to enable Respondents to review the EOI proposal.

16.0 HOLD HARMLESS AND IDEMNIFICATION

- 16.1 By submitting an Expression of Interest (EOI), the Respondent agrees that in no event will the Respondent claim damages for any amount incurred by the Respondent in preparing the EOI Proposal. For matters relating to any agreement or concerning the competitive process and the Respondent, by submitting the EOI Proposal; waives any claims for loss of profits if no stage 2 is considered, if the respondent is not short-listed, or if the EOI is cancelled. Any information contained in this RFEOI and attachments are provided to assist Respondents in the preparation and submission of their EOI Proposal. Manitoba assumes no responsibility for the use of this information for any other purpose.