



**REQUEST FOR PROPOSALS**

**FOR Construction of a Health Lab**

720 5<sup>th</sup> Street West  
Meadow Lake, SK  
S9X 1T9

Attention: Tanis Studney, VP Finance & Administration

**CLOSING DATE:**

**July 4, 2024 at 12:00 p.m. (Central Standard Time)**

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## INSTRUCTIONS TO PROPONENTS

### INTRODUCTION

1. North West College (the "College") is inviting proposals for the provision of the construction of a health lab (the "Services"). Further detail about the College is set out in Schedule "A" - Background Information.
2. The purpose of this Request for Proposals ("RFP") process is to select a qualified proponent to enter into a Services Agreement with the College for the performance of the Services. Further details about the Services required by the College are set out in Schedule "B" – Services Requirements.
3. **This RFP is not a tender and is not subject to the laws of competitive bidding. No bid contract or agreement is created by the submission of a proposal.**

### RFP DOCUMENTS

4. The following documents are attached to and form part of this RFP:
  - Schedule "A" – Background Information
  - Schedule "B" – Services Requirements
  - Schedule "C" – Proposal Content Requirements
  - Appendix 1 – Nursing simulation lab drawings

### INQUIRIES

5. Proponents are responsible for reading and familiarizing themselves with the provisions of this RFP and other accompanying documents (as applicable), and should make those inquiries and investigations it considers necessary for the preparation and submission of its proposal.
6. Any inquiries concerning this RFP should be directed in writing to the following:
  - Tanis Studney, VP Finance & Administration
  - North West College
  - E-mail: [tanis.studney@northwestcollege.ca](mailto:tanis.studney@northwestcollege.ca)
  - 10702 Diefenbaker Dr. North Battleford, SK S9A 4A8
7. All inquiries should be in writing and received by the College no later than July 4, 2024 before the closing date and time for this RFP.
8. The College may circulate its response to any inquiries to all proponents, along with the original inquiry and may post such response and original inquiry on [www.sasktenders.ca](http://www.sasktenders.ca) or may choose not to reply to any inquiry.
9. Proponents should refrain from contacting other employees, agents or members of the College Board in respect of this RFP process, including for the purposes of lobbying or attempting to influence the outcome of this RFP process. Any such contact may, in the College's sole discretion, result in disqualification.

### SUBMISSION OF PROPOSALS

10. Proposals should be in both paper and electronic format. Proponents should submit three (3) hard copies of their proposal (including one unbound copy for photocopying) plus an electronic copy on a memory stick or USB indicating the RFP title and Closing Date to the

following address by **12:00 p.m. (Central Standard Time) July 4, 2024:**

Tanis Studney, VP Finance & Administration  
North West College  
10702 Diefenbaker Dr. North Battleford, SK S9A 4A8

11. Proposals should be clearly marked "Health Lab - NB Proposal – Confidential."
12. If you require additional time to submit your proposal, you should contact Tanis Studney by e-mail to [tanis.studney@northwestcollege.ca](mailto:tanis.studney@northwestcollege.ca) . The College may, in its sole discretion, allow additional time for proponents to submit a proposal.
13. Proposals and accompanying documentation provided to the College in response to this RFP will not be returned.

### **CONTENT OF PROPOSALS**

14. Proposals should address the items set out in Schedule "C" - Proposal Content Requirements.
15. Proponents may provide additional information beyond that requested in the RFP for the College's consideration. Any such additional information may be considered by the College in its sole discretion.
16. Proponents may be asked to submit additional information pertaining to their past experience, qualifications and such other information that the College might reasonably require.

### **COST OF PROPOSALS**

17. The College is not responsible for any costs incurred by proponents in preparing their proposals, attending any meetings or interviews with the College, making any presentations to the College in connection with their proposals, or otherwise incurred in connection with this RFP process.
18. This RFP does not create any legal obligations between the College and any proponent.

### **EVALUATION PROCESS**

19. Proposals will be opened and evaluated privately.
20. The College intends to evaluate proposals based on the criteria set out in this RFP in order to identify the proposal which offers the best overall value to the College.
21. In assessing proposals, the College will take into consideration the following evaluation criteria with the relative weighting as indicated below:
  - a) Qualifications, Experience and Capacity (75%)

In assessing each proponent's qualifications, experience and capacity, the College may take into account the following factors:

    - i. qualifications and experience of the proponent and its lead personnel in the service areas being offered;
    - ii. qualifications and experience of any subcontractors and their lead personnel;

- iii. the capacity of the proponent to provide and successfully complete the Services required by the College, in a timely, efficient and quality manner;
- iv. previous experience of the College in working with a proponent;
- v. such other criteria as the College considers relevant.

b) Fee Proposal (25%)

The College anticipates that the Services will be priced on the basis contemplated in Schedule "C". In assessing each proponent's fee proposal, the College may take into account the following factors:

- i. any conditions or limitations applicable to the proposed fees (including any rate escalations);
- ii. any other reimbursable expense categories and any proposed markup; and
- iii. such other criteria as the College considers relevant.

c) Exceptions to Form of Services Agreement

Following evaluation in accordance with the above criteria, the College may adjust the relative ranking of proposals based on the extent and materiality of each proponent's exceptions, if any, with the College's proposed form of Services Agreement. The College will give preference to proposals indicating that the proponent will enter into the proposed form of Services Agreement with minimal or no changes.

22. Proposals will be evaluated on the basis of the information provided in response to these Instructions to Proponents. In addition, in assessing the proponent's qualifications, experience and capacity, the College may also consider the following:
- a) clarifications and/or additional information that may be supplied pursuant to requests from the College;
  - b) interviews and/or reference checks that may be conducted at the College's discretion;
  - c) information received from any source that the College considers reliable.
23. The College may, in its sole discretion, request clarification from a proponent during the evaluation process.
24. Proponents are advised that the evaluation process is subjective in nature and the College's intention is to consider, in its sole discretion, each proposal on its merits, without regard to the rules or principles of competitive bidding, including without regard to whether a proposal is compliant with this RFP.
25. The College may short-list proponents and conduct interviews, conference calls and/or presentations with short-listed proponents at its sole discretion. Furthermore, the College may negotiate any and all aspects of a proposal, including but not limited to the fee proposal, and the Services Agreement terms, with one or more proponents.
26. An invitation to interview or to negotiate does not obligate the College to conclude the Services Agreement with that proponent. The College may interview or may negotiate any aspect of any proposal with one or more proponents at any time.
27. The College will notify all unsuccessful proponents after entering into a definitive Services Agreement with the successful proponent. Unsuccessful proponents may request a debriefing interview to obtain feedback on their proposal after receiving this notification.

**ANTICIPATED SCHEDULE OF EVENTS**

28. The following is the anticipated schedule of events related to this RFP. These dates are provided as target dates only and may be changed at any time by the College in its sole discretion:
- |  |   |
|--|---|
| a) RFP Released                              | June 20, 2024                               |
| b) Inquiries respecting RFP                  | June 24, 2024                               |
| c) Closing Date                              | July 4, 2024                                |
| d) Interviews with Proponents (if necessary) | July 8, 2024                                |
| e) Tentative Evaluation                      | approx. 1-2 weeks<br>after the Closing Date |
| f) Tentative Services Agreement Execution    | July 8, 2024 or sooner                      |

**FORM OF SERVICES AGREEMENT**

29. Any successful proponent(s) will be expected to enter into an agreement for services with the College (the "Services Agreement") as contemplated in Schedule "C" – Proposal Content Requirements.
30. The College expects that the term of the Services Agreement will be for July 8, 2024 (or as soon as possible) until September 3, 2024.

**EFFECT OF RFP**

31. This RFP is not intended to be a tender or otherwise subject to the laws applicable to competitive bidding. Until such time as the College signs a definitive Services Agreement with a proponent, the College does not intend to create a contractual relationship (including a bid contract), either express or implied, with any proponent submitting a response to this RFP.
32. For greater certainty, terms such as "requirement", "shall", "must" or other similar imperatives used in this RFP are intended as terms of convenience only, unless otherwise identified specifically as a mandatory requirement. The College intends to evaluate proposals on the extent to which a proponent's proposal is able to meet such items, but in no event shall the College be required to disqualify or reject any proposal on the basis that such item is not met or only partially met.
33. Submission of a proposal does not obligate the College to accept any proposal or to proceed further with any of the Services. Consideration of any proposal shall be in the College's sole discretion.
34. Proposals may be withdrawn or amended by a proponent at any time by written notice to the College prior to the College and the proponent signing a formal Services Agreement.
35. Proponents are advised that the College is intending to conduct a flexible procurement process, not subject to the law of competitive bidding, and that the College may, in its sole discretion, at any time and for any reason:
- reject any and all proposals (including, for greater certainty, the lowest cost proposal);
  - modify or vary any aspect of this RFP at any time before or after the time for submission of proposals;

- c) extend the deadline for submission of proposals at any time before or after the time for submission of proposals;
- d) accept any non-compliant, conditional or irregular proposal or any alternate proposal, in whole or in part;
- e) discuss the terms of a proposal submitted by a proponent with that proponent at any time, on a confidential basis, for the purposes of clarification and/or negotiation of that proposal;
- f) allow any proponent submitting a proposal to modify or vary any aspect of its proposal at any time;
- g) verify or seek clarification of any and all information provided pursuant to this RFP and provide proponents with an opportunity to correct any defects, informalities or irregularities in their proposal;
- h) negotiate any and all aspects of any proposal and the provisions of the Services Agreement (including, without limitation, those provisions relating to fees and/or any scope of services) with any one or more proponents at any time in its sole discretion, whether before, during or after the selection and evaluation process; and
- i) cancel this RFP at any time for any reason and thereafter proceed in any manner it sees fit, in its sole discretion, including:
  - i. issuing a new request for proposals or other procurement document based on the same or changed scope of services or other requirements;
  - ii. entering into sole source negotiations with any one or more of the proponents or any other person; or
  - iii. cancelling the procurement in its entirety.

#### **CONFIDENTIALITY, PUBLIC ANNOUNCEMENTS**

- 36. Proponents are expected to keep confidential all documents, data, information and other materials of the College which are provided to or obtained or accessed by a proponent in relation to this RFP, other than documents which the College places in the public domain. Proponents are expected not to make any public announcements or news releases regarding this RFP or the entering into a Services Agreement pursuant to this RFP, without the prior written approval of the College.
- 37. Proponents are advised that the College is subject to the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act (Saskatchewan)*, which provides a right of access to information in records under the control of a publicly-funded academic entity. Proponents are advised that the College may be required to disclose the RFP documents and a part or parts of any proposal in response to this RFP pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act (Saskatchewan)*.
- 38. Proponents are also advised that *The Local Authority Freedom of Information and Protection of Privacy Act (Saskatchewan)* does provide protection for confidential and proprietary business information; however, proponents are strongly advised to consult their own legal advisors as to the appropriate way in which confidential or proprietary business information should be marked as such in their proposal in response to this RFP. **Proponents should identify any information in their proposals that they consider to be confidential or proprietary business information.**

**CANADIAN FREE TRADE AGREEMENT**

39. This procurement is subject to the *Canadian Free Trade Agreement*.



## Schedule "A" – Background Information

### General Background Information

North West College is a regional college established under *The Regional Colleges Act* (Saskatchewan) (the "Act").

Section 5 of the Act allows a regional college to offer the following educational services or programs:

1. university and technical institute courses provided by way of a contract between the college and a university or technical institute;
2. training programs that prepare individuals for a career or provide education with respect to health or social issues;
3. training programs paid wholly or partly by private business, non-profit groups or government agencies;
4. career services;
5. adult basic education, literacy and upgrading programs;
6. any other educational activities that the Lieutenant Governor in Council may prescribe in the regulations.

In addition, under *The Regional Colleges Programs and Services Regulation* (Saskatchewan), a regional college is authorized to:

1. provide employment services, programs and activities associated with career, educational and training services, programs and activities pursuant to agreements with the Minister of Post-Secondary Education and Skills training or the New Careers Corporation; and
2. determine student eligibility for, and to administer the Provincial Training Allowance.

North West College's Region is approx. 44,000 square kilometers and has 26 First Nation communities in its region. NWC is one of 6 regional colleges in the province of Saskatchewan and is governed by a Board of Directors. With over 200 full and part time employees and approximately 2500 full and part time students per year. NWC partner with government, community agencies, industry and business to help determine training needs to be met in each area. NWC deliver programming in campuses in the Battlefords and Meadow Lake plus approximately 20 communities within our region. Programming varies to include adult basic education, university level programs, graduate studies, vocational/technical programs, industry training, literacy services and career development.

### Additional Background Pertaining to the Services (if applicable)

The following information may assist you in preparing your proposal:

In fall of 2022, the College constructed a new nursing simulation learning center at the Battlefords Campus that consists of two, five bed labs and one high fidelity testing room. The expectation is that the newly constructed simulation nursing lab will mirror this existing space to ensure a consistent learning environment for all health care students.

## **Schedule "B" – Services Requirements**

### **Background and Description of the Project**

The College provides quality education with a focus on health care programming. This nursing simulation learning lab will provide additional hands on learning experience for our students. As the College expands its programming options the expanded nursing simulation learning lab is essential to the success of the programs we offer and student success.

### **Scope of the Services**

1. The purpose of this project is to construct the existing classroom into 8 bed simulation teaching location.
2. Reference existing Bed Lab at Battlefords Campus (Room C210) for layouts, mounting heights, and existing materials.

### **Site(s) of the Work**

North West College Meadow Lake Campus location. 720 – 5<sup>th</sup> Street West, Meadow Lake, SK S9X 1T9. Room 138, 138a, 139.

### **Standards of the Services**

All work is to meet or exceed minimum requirements of the latest edition of the National Building Code of Canada, associated standards referenced in that code, and all applicable codes, standards, regulations and Bylaws that may be in effect. Contractor is to obtain and pay for all necessary permits. Contractor shall provide proof of construction and liability insurance which shall be in effect for the duration of the contract. All mechanical and electrical design by others. All work to be done by a licensed journeyman. All required permits are to be obtained. Make good all surfaces affected by construction. Owner to have first right of refusal on all salvage. Please refer to Schedule D.

### **Schedule**

The nursing simulation learning lab construction can begin immediately and needs to be completed and operational by September 3, 2024. Proposals should include a tentative schedule for the completion of the project.

### **Schedule "C" – Proposal Content Requirements**

Proponents should, at a minimum, address the following in their Proposals:

#### **Company Detail**

1. A brief description of your company including any qualifications you consider relevant.

#### **Relevant Experience**

2. A description of a proponent's experience in performing similar work, including two (2) references of work performed for academic institutions in the previous five (5) years, and appropriate contact information for references.

#### **Lead Personnel**

3. Identify the lead personnel responsible to lead the delivery of the Services the proponent is prepared to offer and their expected involvement. [The College expects that each of the identified lead personnel will be licensed and in good standing to perform the Services in Saskatchewan.]
4. Describe the relevant experience of the lead personnel and include their resumes and professional designations.

#### **Capacity**

5. The College expects that you will have sufficient resources available to meet the service requirements of the College in a timely and efficient manner. Provide a brief description of your company's staffing resources that will be utilized to meet the service requirements of the College.
6. Provide a description and list of medical related equipment that will be used to create functional wall mounted oxygen (simulated), medical air and suction apparatuses.
7. Identify and provide a brief description of any subcontractors you propose to engage to provide the Services.

#### **Schedule**

8. Proposals should include a confirmation of whether your company is capable of meeting the College's schedule for completion of the Services, as set out in this RFP.

#### **Fee Proposal**

9. Proponents should provide a fee proposal which addresses the following:

##### Fixed Fee

The College expects the Services to be provided on a fixed fee basis. Please provide the fixed fee you are prepared to offer for completing all the Services.

In addition, please provide a complete schedule of all hourly rates for the lead personnel, any other professionals and any other service providers expected to be involved in the performance of any additional Services, exclusive of GST. Also indicate the duration that the hourly rates will remain in effect for.

If hourly rates are to be adjusted for future years, proposals should indicate the applicable hourly rates for future years. The College expects that these hourly rates will only apply to additional Services performed with the prior written consent of the College.

10. Please describe any reimbursable expense categories and other charges and when they would apply. The College prefers that no mark-up is proposed for reimbursable expenses. The College expects not to pay any reimbursable expenses or other charges incurred without its prior consent.
11. All prices/rates should be quoted in Canadian Dollars, exclusive of any applicable GST.

### **Services Agreement Terms**

12. Proposals should include a proposed form of Services Agreement for consideration by the College.

### **Liability Insurance**

13. Provide certificates of insurance outlining the amounts of liability insurance that you carry.

### **Conflict of Interest Disclosure**

14. Disclose any actual or potential conflicts of interest that may exist between your company and its management, and the College, its directors or employees, and the nature of such conflict of interest. If a proponent has no such conflict of interest, a statement to that effect should be included in its proposal. The College's employees are ineligible to participate, directly or indirectly, with any proponent.

### **Confidentiality**

15. Proponents are advised that *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan) does provide protection for confidential and proprietary business information; however, proponents are strongly advised to consult their own legal advisors as to the appropriate way in which confidential or proprietary business information should be marked as such in their proposal in response to this RFP. **Proponents should identify any information in their proposals that they consider to be confidential or proprietary business information.**

**NORTHWEST COLLEGE BED LAB  
MEADOW LAKE CAMPUS**

720-5th Street West  
Meadow Lake, SK

**GENERAL:**

1. All work is to meet or exceed minimum requirements of the latest edition of the National Building Code of Canada, associated standards referenced in that code, and all applicable Codes, standards, regulations and Bylaws that may be in effect.
2. Contractor is to obtain and pay for all necessary permits.
3. Contractor shall provide proof of construction and liability insurance which shall be in effect for the duration of the contract.
4. All Mechanical and Electrical design by others. All works to be done by a licensed Journeyman. All required permits are to be obtained.
5. Make good all surfaces affected by construction
6. Owner to have first right of refusal on all salvage.
7. The level of finishes is to be consistent or better than the existing .

**SCOPE OF WORK:**

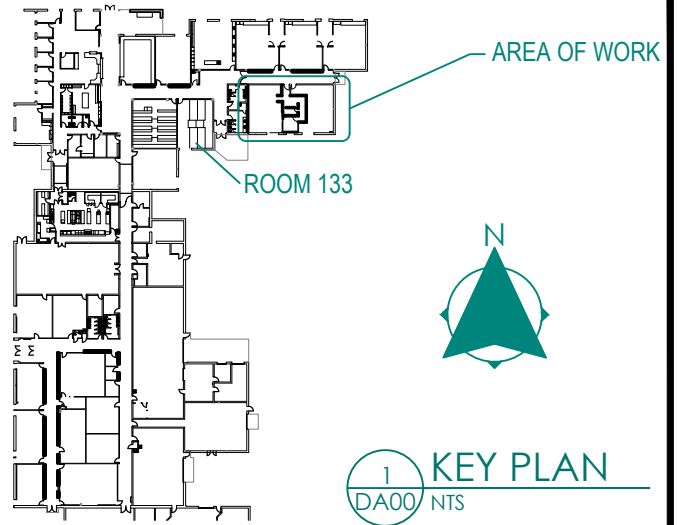
1. The purpose of this project is to create a new teaching Bed Lab consisting of 8 bed teaching stations.
2. Reference existing North Battleford Bed Lab Location if required for layouts, mounting heights, and existing materials.

**DEMOLITION:**

1. Remove existing walls, doors, frames, and windows in Rooms 138, 138a, 139 as indicated
2. Terminate existing removed services as required.
3. Remove existing flooring in Rooms 138, 138a, 139

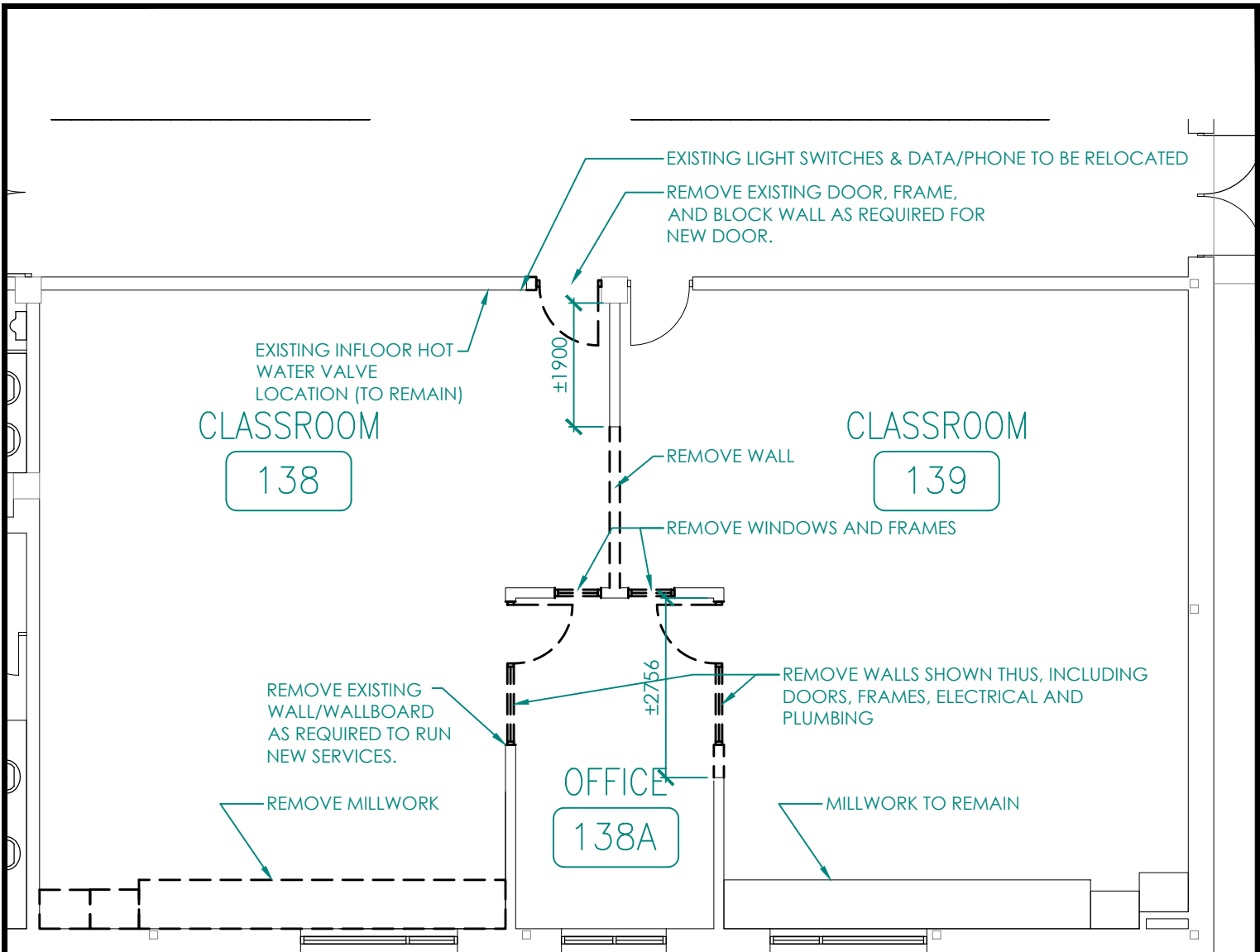
**NEW CONSTRUCTION:**

1. Build 8 bed stations as shown. Provide ceiling mounted curtains and tracks around each station. Provide headwall as detailed.
2. Tie required 'medical gasses ' (air supply, suction, oxygen) into a new supply. locate supply in washer / dryer suite across hall.
3. Provide new sink and vanity as per existing located in Room C210
4. Provide new walls as indicated. (5/8" gypsum board type X , 2x6 @ 16" o.c., 5/8" gypsum board type x)
5. Doors and Hardware:
  - 5.1. Door 1: Install new 42" wide solid core wood door in existing door location to corridor (FRR to match existing) Provide new door hardware to match existing. Height to match existing. Solid grout fill the door frame.
  - 5.2. Door 3: Provide new solid core wood 2'6"x6'8" door (c/w lockset, hinges, kickplate, wall stop)



- 5.3. Door 4: Provide new solid core wood 3'6"x6'8" door (c/w lockset, hinges, kickplate, wall stop)
- 5.4. All new door hardware to be commercial grade 1 hardware, finish to match existing. Confirm with Owner keying of new locksets
6. Flooring:
  - 6.1. Provide new flooring to match existing quality and grade. Colour to be selected by Owner
7. Ceiling:
  - 7.1. Adjust existing ceiling tiles and lights as required to suit new layout and construction.
  - 7.2. Provide minimum 1 light fixture over each bed station.
  - 7.3. Adjust mechanical vents and sprinkler system as required.
8. Painting:
  - 8.1. Patch and paint all surfaces in Rooms 138, 138a, 138b, 139, and all surfaces affected by construction.
  - 8.2. All new surfaces are to be painted minimum 3 coats of paint. Paint all affected surfaces to next logical termination line.
9. Electrical:
  - 9.1. Tie electrical services into nearest available panel.
  - 9.2. Tie data and communications jacks into existing system into Room 133. Provide new conduit.
10. Medical gasses
  - 10.1. Provide small compressor and vacuum for suction for the headwall services. commercial grade, not hospital grade. Reference North Battleford Bed Lab for acceptable equipment.
  - 10.2. Locate in washer/dryer room across hall.

	PROJECT No. J24-031b	DRAWN BY: JM	DATE: 2024-06-18
	PROJECT <b>ML CAMPUS BED LAB</b>		SCALE 1:100
CLIENT <b>NORTH WEST COLLEGE</b>	DWG. TITLE <b>SPECIFICATIONS</b>		SHEET No. <b>DA00</b>
			<b>02</b>

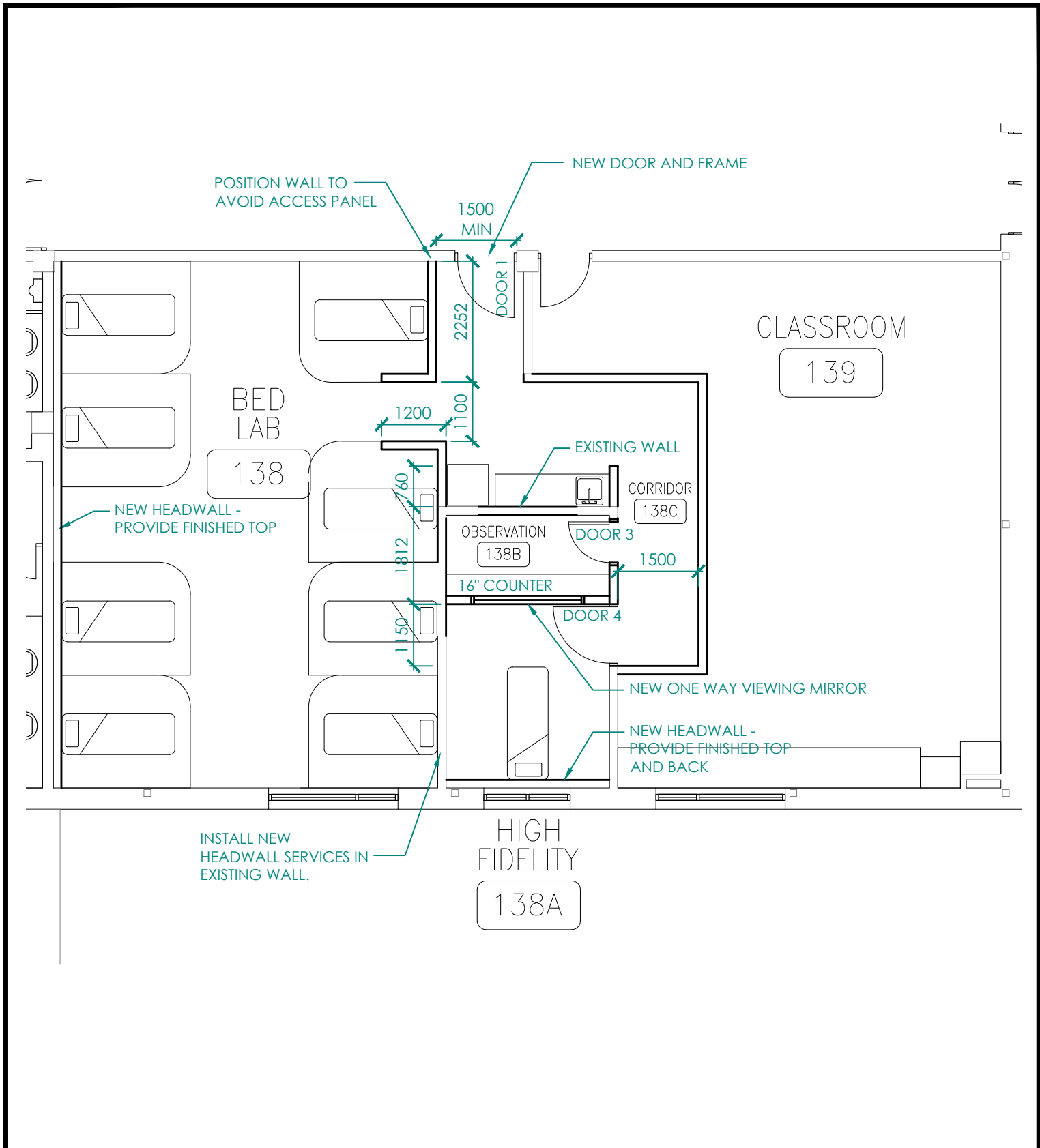


NOTES:

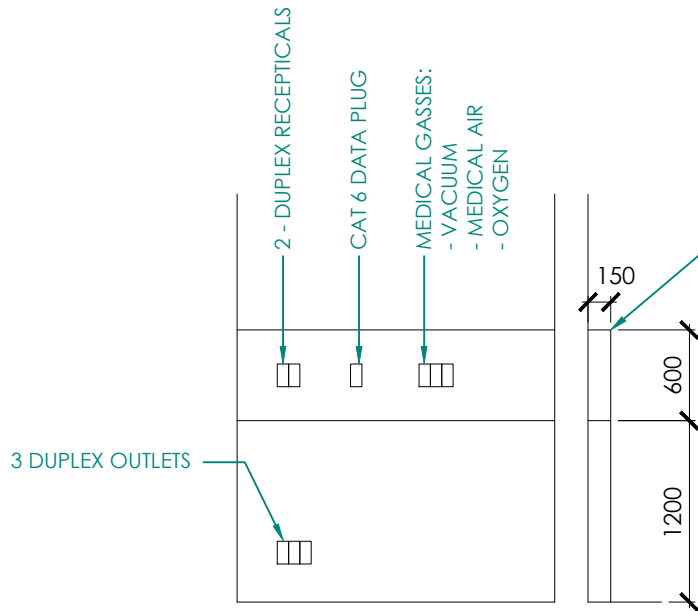
REMOVE EXISTING FLOORING IN AREA OF WORK (ROOMS 138, 138A, 139)

REMOVE ALL WALL MOUNTED CHALK, MARKER, AND TACK BOARDS IN ROOMS 138, 138A - TURN OVER TO OWNER

	PROJECT No. J24-031b	DRAWN BY: JM	DATE: 2024-06-18
	PROJECT ML CAMPUS BED LAB		SCALE 1:100
CLIENT NORTH WEST COLLEGE	DWG. TITLE DEMOLITION PLAN		SHEET No. DA01
			01



	PROJECT No. J24-031b	DRAWN BY: JM	DATE: 2024-06-18
	PROJECT ML CAMPUS BED LAB		SCALE 1:100
CLIENT NORTH WEST COLLEGE	DWG. TITLE PROPOSED PLAN		SHEET No. DA02
			02

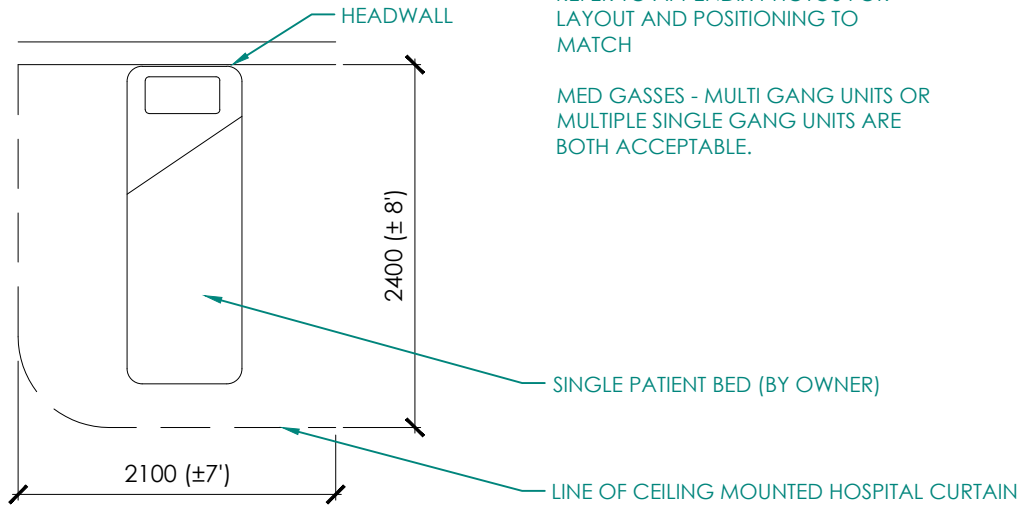


- HEADWALL CONSTRUCTION:**
- FURR OUT WALL WITH 2x6 STUDS AS REQUIRED TO INSTALL NEW SERVICES AND SERVICE BOXES.
  - CAP WALL WITH PAINTED 1/2" MDF TRIM.
  - 1/2" DRYWALL
  - WHITE PEBBLED FRP PANEL UP TO 1200aff c/w TRIMS AND BATTONS.

**NOTES:**

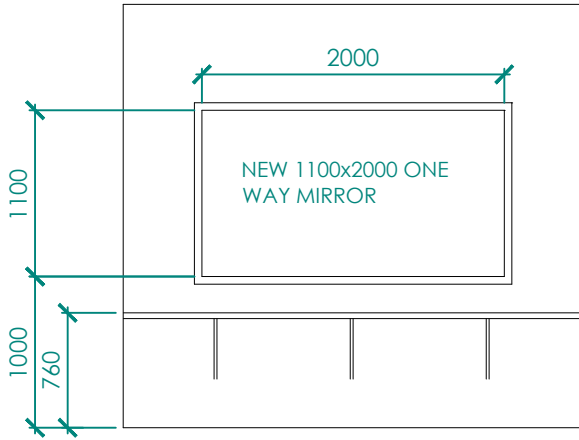
REFER TO APPENDIX PHOTOS FOR LAYOUT AND POSITIONING TO MATCH

MED GASSES - MULTI GANG UNITS OR MULTIPLE SINGLE GANG UNITS ARE BOTH ACCEPTABLE.

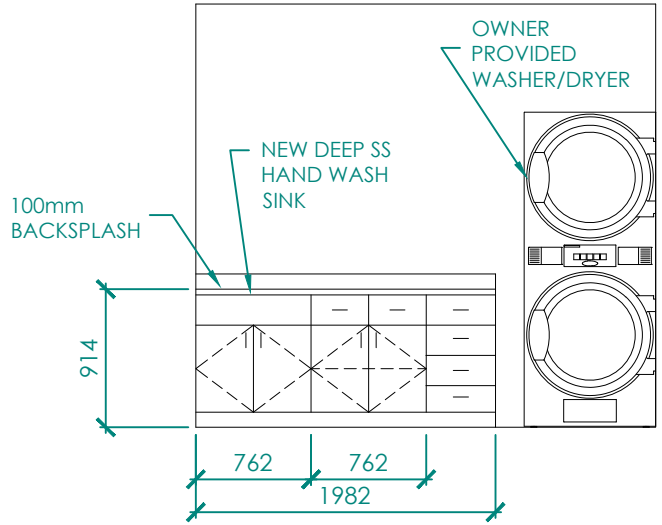


	PROJECT No. J24-031b	DRAWN BY: JM	DATE: 2024-06-18
	PROJECT ML CAMPUS BED LAB		SCALE 1:50
CLIENT NORTH WEST COLLEGE	DWG. TITLE BED LAYOUT AND HEADWALL		SHEET No. DA03
			01





NEW 16" DEEP PLAM COUNTER. 19mm THICK, PROVIDE FULL DOUBLE THICKNESS EDGE. PROVIDE 45 DEGREE SUPPORTS AT 900o.c. MAX FASTENED TO SOLID BLOCKING



	PROJECT No. J24-031b	DRAWN BY: JM	DATE: 2024-06-18
	PROJECT ML CAMPUS BED LAB		SCALE 1:50
CLIENT NORTH WEST COLLEGE	DWG. TITLE INTERIOR ELEVATIONS		SHEET No. DA04
			01

Appendix:



Photo 1: typical bed layout



Photo 2: existing Med Gas layout



Photo 3: existing sinks to match



Photo 4: Existing Hall door to be removed



Photo 5: Room 138a



Photo 6: Room 138 south elevation



Photo 7: Room 138 west elevation



Photo 8: Room 138 north east elevation



Photo 9: Room 138 north elevation