

### **Consultant Services Request:**

The Ministry of Central Services (MCS) is requesting proposal letters from individuals or firms for the provision of on-site inspections and building code evaluations for a number of facilities located in various regions throughout Saskatchewan.

### **Terms of Reference:**

1. Review current building information as provided by MCS, including original and as-built drawings and construction documentation where available, as required.
2. Conduct detailed on-site inspections of the buildings and related systems.
3. Coordinate facility inspections with a MCS representative.
4. Evaluate existing conditions pursuant to current building and fire code requirements.
5. Provide a written report (PDF and Word formats) on current conditions and identify remedial work required to upgrade the building to meet current building codes.
6. Provide budget estimates for each condition identified
7. Each report should be no more than three pages in length.
8. Provide an electronic report using PDF and Word document format. Prioritize the code conditions as level 1, level 2, or level 3, with level 1 being the most critical.
9. The successful proponent will be required to enter into a standard pro forma short form consultant agreement.
10. Electrical, mechanical and structural reports are not required – the reports are only required to highlight the outstanding building and fire code concerns related to accessibility, life safety, etc.

### **Project Team:**

Project Sponsor: Jared Kleisinger - MCS

Project Manager: Chad Freeland – MCS

Project Consultant: Proponent and representative to be determined-MCS

### **Budget:**

The budget for consulting services to be determined

### **Schedule:**

The assessments are scheduled to be completed by March 31, 2019.

### **Proposal Submission Requirements**

Submissions shall not exceed four (4) pages, including text and graphics. One page means one side of standard 8.5 x 11 paper, using minimum 11 point Times New Roman font. Margins shall be minimum 12 mm on all sides.

**Proposals are to be e-mailed to Chad Freeland at [chad.freeland@gov.sk.ca](mailto:chad.freeland@gov.sk.ca) by 2pm CST on April 3, 2018**

**Proposal Evaluation Criteria:**

The proposals will be evaluated based on the proponent that best demonstrates an understanding of the project; has the individual expertise or assembles a team that has the expertise to deliver this type of project; demonstrates a commitment to complete the work within the schedule and budget and provides a competitive consultant fee proposal. Proponents must hold a valid Building Official's License in the province of Saskatchewan.

**Proposal Evaluation Criteria:**

The proposals will be evaluated based on the following criteria:

1. Corporate/Individual/Team profile and background demonstrating experience. **25 Points available**
2. Fee proposal **25 Points available**

**EVALUATION CRITERIA**

Item Description	Score	Max. Points
<b>1. Corporate/Individual profile and background demonstrating experience.</b>		<b>25</b>
Corporate/Individual Profile		10/25
Experience		15/25
<b>Fee Proposal</b>		<b>25</b>
<b>Total Score</b>		<b>50</b>

**Costs and Charges**

Fees/costs for the submission should be provided as a lump sum for each individual region as detailed in the attached building list.

Contracts will be awarded individually for each region.

**Reference Documents:**

1. Standard Short Form Consultant Agreement (Template)
2. Appendix A: Building List by Region