

County of Inverness Municipal Housing Corporation
Request for Proposals – Project Manager
Le Foyer Père Fiset Building Expansion Project

The County of Inverness Municipal Housing Corporation (Corporation) invites you to submit a proposal for the above-noted Request For Proposals (“RFP”). Please find attached a copy of the Project Management Scope of Work.

All submissions are to be sent by email referencing “**PROJECT MANAGER**” and received no later than Monday July 5, 2021 at 5:00pm. Please email submissions to: jobs@invernesscounty.ca.

For a period of ninety (90) days following the above-noted submission deadline, all proposals submitted shall be irrevocable.

Please address your submission to:

Mona Poirier
Administrator
Foyer Père Fiset
15102 Cabot Trail Road
Cheticamp NS
B0E 1H0

All enquiries can be directed to:

Mona Poirier
Administrator
Foyer Père Fiset
T: 902-224-3166
E: foyer.fiset@ns.sympatico.ca

The Corporation will evaluate submissions to determine which proposal represents the best value to the County of Inverness Municipal Housing Corporation, in its sole and absolute discretion.

The County of Inverness Municipal Housing Corporation reserves the right to reject any or all proposals for any reason, not necessarily accept the lowest proposal, or to accept any proposal which it may consider to be in its best interest. The Corporation also reserves the right to waive formality, informality, or technicality in any proposal.

All persons/organizations submitting a proposal shall bear all costs associated with or incurred in the preparation and presentation of their proposal, including, if applicable, costs incurred for interviews or presentations.

The Corporation will not return any proposals, or any accompanying documentation submitted. By submitting a proposal, each person/organization agrees that:

- (a) neither the Corporation, nor any of its employees, board members, officers, agents, elected or appointed officials, advisors or representatives will be liable, under any circumstances, for any claim, loss or damage arising out of this procurement process including, but not limited to, costs of preparation of the proposal, loss of profits, loss of opportunity or for any other claim; and
- (b) they irrevocably waive any claim for any compensation of any kind whatsoever, including claims for costs of preparation of the proposal, loss of profit or loss of opportunity by reason of the County of Inverness Municipal Housing Corporation's decision to not accept the proposal submitted by the person/organization, to enter into an agreement with any other supplier, or to cancel this RFP process.

In addition to any other express or implied rights of the Corporation, the Corporation expressly reserves the right to:

- (a) Amend or cancel this RFP at any time without liability;
- (b) Issue a new RFP for the same or similar deliverables; and/or
- (c) Reject any or all submissions for any reason.

Evaluation Criteria

Experience:

Candidates are to describe project and skills experience, including relevant projects with similar scope, by completing the following documents in your submissions:

- PM Experience Summary Sheet (Included in RFP)
- Project Reference Summary (attached) describing 3 relevant projects
- Individual / Company Profile describing approach, key considerations and methodologies employed in delivering successful outcomes for clients and stakeholders.

Key considerations for relevance:

- Construction experience
- Healthcare / nursing home projects experience
- Experience and understanding of key Scope of Work element (outline in this RFP) to successfully deliver all requirements of the project

- Experience working in Inverness County (and/or rural communities in Nova Scotia)
- Experience in Nova Scotia
- Experience working with Not for Profit Organizations delivering construction projects.

Approach:

Candidate profiles should include a description of your overall approach to working with clients, especially with those in the NFP sector who may have little or no experience in the construction field.

Level of Effort:

It is anticipated the Project Manager will be required up to 2-3 days per week (or 8-12 days a month) for a period of up to 18-24 months with the option to extend the contract is needed. Please provide your **fee for service on a per hourly basis** as there may be weeks/months that require more or less effort.

Project References:

Provide references from a diversity of sources: (provide up to 3 using Project Reference Summary Sheet attached) and other references from the list below. Evaluation will be based on overall diversity and quality of references.

- Owners / Clients
- Prime Consultants / Architects / Engineers
- Constructors / General Contractors / Sub Contractors.

County of Inverness Municipal Housing Corporation
Foyer Père Fiset Building Expansion Project – RFP Project Manager

PM Experience Summary

Requirement	Candidate's Experience (Months)	Candidate's Experience Description
Mandatory		
Project Management Experience in Construction		
Health Care Nursing Homes Project Experience		
Demonstrated strong Project leadership, including project planning, and budget management throughout all phases of a building project.		
Proven competency providing guidance and support as Client's Advocate throughout all phases of a building project.		
Demonstrated ability to establish and maintain strong collaborative working relationships with project team, key stakeholders and their designated representatives.		
Experience using accepted Project Management tools, methodologies and practices for managing a construction project.		
Desired Qualifications		
Project Management Experience delivering Construction projects for NFP sector Client		
Experience working in Inverness County and/or other Rural Communities throughout Nova Scotia		

**County of Inverness Municipal Housing Corporation
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Project Reference Summary:

Project Reference #1	Project Name:
Organization Name:	
Organization Address:	
Contact Name:	
Contact Telephone Number & Email Address:	
Date Work Undertaken:	
Nature and scope of Assignment:	
Role in assignment	
Project Reference #2	Project Name:
Company Name:	
Company Address:	
Contact Name:	
Contact Telephone Number & Email Address:	
Date Work Undertaken:	
Nature and scope of Assignment:	
Role in assignment	

Project Reference #3	Project Name:
Organization Name:	
Organization Address:	
Contact Name:	
Contact Telephone Number & Email Address:	
Date Work Undertaken:	
Nature and scope of Assignment:	
Role in assignment	