REQUEST FOR QUALIFICATIONS

Design-Build Partner

Facility Modernization Project | Dartmouth, Nova Scotia

RFQ REFERENCE	CSNS-RFQ-002
ISSUED	November 20th, 2026
QUESTIONS DUE	December 4th, 2026; 5:00pm Atlantic Time
SUBMISSIONS DUE	December 11th, 2026; 5:00pm Atlantic Time
CONTACT	Perry Sankarsingh, Director Quality & Innovation; psankarsingh@constructionsafetyns.ca

Purpose To prequalify firms for an invitational request for proposals (RFP). This RFQ does not ask for a construction price and does not commit CSNS to award a contract.

1. Invitation and project overview

Construction Safety Nova Scotia (CSNS) provides safety services and programs for the construction sector. Funded and governed entirely by the sector, CSNS' facilities are reaching the end of their asset life and we are seeking a trusted partner to work with us to support the modernization of facilities to better serve our members for the next twenty years and more.

We invite construction firms to submit a proposal to outline their qualifications to lead an integrated design and construction team to evaluate options for renewal.

Option 1:

- **Renovation** of the existing facilities, including building systems and functional upgrades.

Option 2:

- **New construction** of a purpose-built office and training facility, including demolition or replacement of existing buildings as needed.

This call for firms to submit their interest and qualifications will give CSNS a consistent technical, financial and risk comparison. CSNS may then authorize detailed design of its preferred option and may contract separately for construction.

The facility must support safe, accessible and adaptable office and training operations, offer good lifecycle value, and keep capital and operating costs reasonable to ensure that our members' funds are being invested effectively.

2. Procurement and delivery model

CSNS plans to shortlist up to three firms through this RFQ and to invite them to respond to a subsequent RFP. The selected firm is expected to enter a paid Stage 1 services agreement, delivered in phases that CSNS authorizes one at a time.

Stage 1 would compare the renovation and new-build options, then develop the preferred option through design and a construction-ready, open-book stipulated-price proposal, with a CSNS decision gate after each phase. It will be informed by progressive design practice under CCDC 32–2026. Scope, deliverables and gates will be set out in the RFP.

Construction (Stage 2) is not guaranteed. It would be procured under a separate agreement or another procurement route. CSNS reserves the right to use and share reports and other information produced by this project; related terms will be addressed in the RFP and the Stage 1 agreement.

3. Qualifications and response format

> **Mandatory requirement:** A current COR® certificate.

Submissions should be up to 10 pages, excluding certificates, project sheets and the declaration. Include:

Topic	What to include
Company and experience	Local presence and capacity; up to three relevant renovation or new-build projects (scope, value, delivery model, timeliness and results); two client references. A demonstrated ability to successfully deliver this type of project on time and on budget.
Project team	Proposed lead, architects, engineers, estimators and key partners, with their roles and design accountability.
Approach	Options analysis, investigations, estimating, lifecycle costing, phasing, design management, time and schedule management, and decision gates.
Commercial model	Approach to phase fees, open-book costing, trade competition, markups, contingency and construction pricing. Detailed fees are not required at this stage.
Safety, quality and capacity	CO® holder, safety record, quality management approach, financial and organizational capacity, workload and availability.
Declaration	Signed conflict-of-interest declaration (Appendix A).

CSNS will assess relevant local experience, integrated delivery capability, quality and safety systems and performance, estimating transparency, options-evaluation method, team capacity and collaborative approach. Detailed evaluation criteria and fees will be addressed in the RFP.

4. Schedule of Key Dates*

Milestone	Target
RFQ issued	November 20th, 2026
Questions deadline	December 4th, 2026; 5:00pm AST
RFQ closing	December 11th, 2026; 5:00pm AST
Shortlist and RFP issued	December 18th, 2026
Proposal Deadline	January 15th, 2027
Interviews	January 29th, 2027
Selection and Awards	

* CSNS may adjust these dates

5. Process integrity and terms

- **Nature of this RFQ.** This is an invitation to express interest, not an offer, tender or contract. Respondents bear their own costs. CSNS may amend, suspend or cancel the process, subject to applicable laws.
- **No entitlement.** Participation creates no exclusivity or right to Stage 1 or Stage 2 work. No paid work begins until a written agreement is signed.
- **Fair evaluation.** CSNS membership or use of CSNS training, audit or certification services will not affect scoring. All firms will be evaluated on the same basis.
- **Conflicts of interest.** Respondents must disclose any actual, potential or perceived conflict, including relationships with CSNS personnel and involvement in earlier facility studies.
- **Single point of contact.** All communication about this procurement must go through the named contact.
- **Confidentiality and contract terms.** CSNS respects and honours submissions as strictly confidential, subject to applicable law. Insurance, bonding, professional liability, warranties, termination, dispute resolution and other terms will be negotiated in the applicable agreements.

6. Submission Process

Email one PDF to psankarsingh@constructionsafetyns.ca by December 11th, 2026; 5:00pm Atlantic Time with the subject line **“RFQ – Facility Modernization Design-Build Partner.”**

Any questions should also be submitted to the same contact by December 4th, 2026. CSNS will share questions and answers with all respondents, keeping the identity of the firm posing the question anonymous.

Appendix A – Conflict-of-interest declaration

An authorized representative of the respondent must sign this declaration and include it with the submission.

Select one:

☐ The respondent has no actual, potential or perceived conflict of interest.

☐ The respondent has a conflict, described below.

Describe any conflict of interest and proposed mitigation:

The respondent confirms that it will communicate about this procurement only through CSNS' named contact, unless CSNS authorizes otherwise.

Respondent (legal name) _____

Signatory name and title _____

Signature _____

Date _____