

City of Port Alberni Request for Proposal #023-21



**Construction Manager:
Child Care Center**

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1. Definitions

“**City**” means the City of Port Alberni

“**Consultant**” means the person or entity engaged by the City and identified as such in the Agreement. The Consultant is the Architect, the Engineer or entity licensed to practice in the province of the Place of the Project.

“**Child Care Centre**” means the child care centre located at 3061 8th Avenue in Port Alberni.

“**Proponent**” means an organization that submits (or intends to submit) a proposal to this RFP.

“**Proposal**” means a written response to this Request for Proposals which has been submitted by a proponent.

“**RFP**” means this Request for Proposals and includes any attached appendices, schedules, or addenda.

2. Purpose and Background

a. Purpose

The City of Port Alberni is seeking competitive proposals from experienced and qualified professionals to act as Construction Manager for the City.

Key deliverables for the Child Care Center include:

- New 712m², two-storey addition to the south side of the Rollin Arts Center (RAC) building. This new addition will house the Child Care Centre.
- Minor renovation to the upper level of the RAC building.
- Coordination with the owner for the provision of new landscaping.
- Coordination with the owner for the provision of new site servicing to the building

As such, the City is requesting proposals from Proponents with proven experience in construction management and liaison work to assist the City in constructing the Childcare Centre.

b. Background info about the City and the existing Rollin Arts Center (RAC) building:

The City of Port Alberni is the largest community in the Alberni-Clayoquot Regional District, a large and diverse area of over 6,600 square kilometers centrally located on the west side of Vancouver Island. Port Alberni is the commercial hub_of the region, as well as the gateway to popular tourist destinations such as Tofino and Ucluelet. It was originally two towns, Alberni and Port Alberni, which amalgamated in 1967. Due to this history, the community is multi-nodal, with two separate “downtown” areas.

The City-owned Rollin Art Centre was originally built as a home in 1914. The RAC building is a simple two-storey wooden structure with a hipped roof and second storey balcony on the front side facing 8th Avenue. The building is currently used to house the Community Arts Society.

3. *Submission Instructions*

a. **Delivery of the proposal**

Proposals shall be submitted by email to Kelly DeClercq at purchasing@portalberni.ca, or 1 paper copy and an electronic copy on a USB stick can be delivered to:

Kelly DeClercq, Assistant Accountant

City of Port Alberni

4850 Argyle St

Port Alberni, BC

V9Y 1V8

Proposals received after the Closing Time may not be considered. Proponents are solely responsible for ensuring that their Proposal is received by the Closing Time.

The Closing Time for this RFP is: **January 11, 2022 at 3:00pm Pacific time.**

Proponents wishing to revise their Proposal may do so provided the revisions are received by the City prior to the Closing Time.

b. **Contact person**

Any inquiries related to this RFP, including requests for clarification or information, shall be directed to:

Scott Smith, Director of Development Services/Deputy CAO

E-mail: scott_smith@portalberni.ca

The deadline for questions is December 17, 2021. Enquiries and any responses providing new information will be posted to the City's website.

c. **Project submission requirements**

- Proposals must be in English
- The Submission Form (Appendix A) must be included
- Compensation for Services (Appendix B) must be included
- The Contractor's Qualification Statement (Appendix C) must be included

4. *Project Scope and Deliverables*

In general, the scope of the project will be described below. The main product will be to represent the City as an agent in organizing and managing the work within the Rollins Art Centre and new construction of the Child Care Centre.

It is expected that the successful proponent will enter into a CCDC5a Construction Management contract with the City, and perform the follow services:

a. Pre-Construction Services

- i. Scheduling the project
- ii. Prepare general requirements
- iii. Collate, assemble and distribute bid documents in collaboration with Consultant

b. Procurement Phase Services

- i. Develop methods of solicitation for Trade Contractors and the distribution of addenda
- ii. Solicit bids
- iii. Assist the Owner in the evaluation and awarding of contracts
- iv. Update schedule of values and cash flow forecasts for the owner

c. Construction Services (typical of Construction Management CCDC5 contracts)

- i. General Services, including all required project administration
- ii. Project Control and Scheduling, including the coordination of all trade contractors
- iii. Cost Control and Accounting, including the maintenance and update of project cash flow projections, and recommendations to the owner for necessary changes to maintain the project budget
- iv. Develop and implement a system for any changes, and coordinate with Trade Contractors and the Consultant
- v. Payments to Trade Contractors and Suppliers, including coordination with the Payment Certifier
- vi. Field reviews and quality control, in coordination with the Consultant
- vii. Health and Construction Safety
- viii. Collection, Coordination, and review of all submittals
- ix. Reports and Project Site Documents, including the maintenance of all necessary documents at the place of work
- x. Start-up and commissioning of systems
- xi. Handover, including collection and collation of all warranty materials

The project deliverables are intended to result in a single building with two separated suites: the existing RAC, in its current location, and the new Child Care Center which will occupy the new portion of the building

1. Site Preparation
 - a. Coordination with City Parks Department for the removal of trees and existing garden features
 - b. Coordination with City Parks Department for the protection of trees and existing fencing and other landscape elements
 - c. Coordination with City Engineering Department for the creation of new parking areas, street access and site servicing connections
 - d. Excavation for new building
2. Selected Demolition within the RAC of interior finishes, fixtures and partitions
 - a. As required for new sprinkler system installation
 - b. New demising wall between RAC and the Child Care Center
 - c. New interior gallery layout and upper floor service areas
3. Creation of a new, two storey building to serve the new Child Care Center
 - a. Including a connecting lobby to access the Child Care Center as well as the RAC that will serve as shared gallery space
 - b. 2 dedicated suites for infant/toddlers
 - c. 2 dedicated suites for 18 month to school age children
 - d. 1 suite for after-school care that will be shared with the community for public events, and will include a public kitchen
 - e. 1 dedicated Reggio Emilia teaching and working arts space
 - f. Associated services for Child Care Center staff
4. The coordination and integration of Work by the Owner
 - a. New exterior play space for Child Care occupants
 - b. New parking and site access
 - c. New fencing and site landscaping

5. Timeline:

Task	Date
RFP Opens:	Nov 26, 2021
Deadline for Questions:	Dec. 10, 2021
Closing Date for Submissions:	Jan. 11, 2022
Contract awarded:	Jan. 25, 2022
Project initiated:	
Project Completion	

6. Evaluation Process

- a. Proposals will be evaluated on the following criteria:
 - i. Project understanding and interpretation
 - ii. Fee proposal and terms
 - iii. Project Team Qualifications and References
 - iv. Clarity and presentation of the Proposal

7. Terms and Conditions

a. Proposal preparation costs

All expenses incurred by the Proponent during the creation of their Proposal are the sole responsibility of the Proponent. The City will not be liable for any expenses or losses incurred by the Proponent during the proposal process.

b. Proposal Presentation

The City reserves the right to request an oral presentation from one or more of the Proponents.

c. Proposal Confidentiality

The City considers each proposal as confidential information and intends to only distribute them internally as part of the review process. Notwithstanding this intention the City of Port Alberni is subject to the Freedom of Information and Protection of Privacy Act.

d. Late Proposals

Proposals will be marked with their receipt time at the Closing Location. Only complete proposals received and marked before the Closing Time will be considered to have been received on time. Proposals received after the Closing Time will be marked late and may not be considered or evaluated. In case of a dispute, the proposal receipt time as recorded by the City at the Closing Location will prevail whether accurate or not.

e. Liability for Errors

While the City has made every effort to ensure that this RFP is complete and accurate, the information in this RFP should be regarded as a guideline for preparing a Proposal. The information is not guaranteed to be accurate or exhaustive, and therefore Proponents are encouraged to do their own research with respect to the development of their Proposals.

f. Conflict of Interest

Proponents shall disclose any actual or potential conflicts of interest, as well as any existing business relationships with the City, City Council members and/or employees. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the City Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.

g. Indemnity and Liability Insurance

For the purpose of any Contract the City may enter into with the successful Proponent, the Contractor must indemnify and hold harmless the City, its employees, and agents, from any or all claims, demands, actions, and costs whatsoever that may arise, directly or indirectly out of any act or omission of the Contractor, its employees, or agents, in the performance by the Contractor of this RFP. Such indemnification must survive termination of the Contract.

The Contractor must provide to the City proof of \$3 million General Liability Insurance with the City named as an additional insured party and proof of Professional Liability Insurance (errors and omissions coverage). The City reserves the right to modify the type of insurance coverage and amount coverage (which may include increasing the amount of coverage) required to be carried by the Contractor.

h. Contract

This RFP does not commit the City to select a preferred Proponent. By submitting a Proposal, Proponents agree that the City is under no legal obligation to enter into a Contract with any the Proponents. The City reserves the right to negotiate any changes to the preferred proposal with the Proponents prior to entering into a contract. The acceptance of a Proposal will be made in writing to the successful Proponent at the address provided.

i. Solicitation

Any attempt by Proponents to influence the outcome of the RFP process by engaging in solicitation with any representative of the City, except the designated Contact Person or the media, will result in the disqualification of the Proponent.

j. WorkSafeBC

Proponents are required to include their WorkSafe BC Registration Number as part of the Proposal. The selected Consultant shall provide proof to show that they are in good standing with WorkSafe BC.

8. Appendix A

Submission Form

This form shall only be signed by an authorized representative of the Proponent.

Legal name of the Proponent:	
Operating name of business (if applicable):	
Name and title of Proponent representative:	
Mailing address:	
Office contact number:	
Email address for contact person:	
Company Website:	

Signature of Proponent Representative: _____

Date: _____

The appointed representative of the Proponent acknowledges that they:

1. Understand and agree to the process described in this RFP,
2. Verify that the Proposal has been reviewed, is true and accurate, and responds to each specification of this RFP,
3. Acknowledge the Proponent's application is part of a non-binding procurement process,
4. Assume all costs, charges, and expenses related to the production and submission of their application to the City, and,
5. Do not have, or have declared, any conflict of interest.

9. Appendix B

Compensation for Services

1. The Construction Manager's compensation shall be equal to the sum of the Construction Manager's fee as specified in paragraph 2 and the reimbursable expenses as described in paragraph 3.
2. The Construction Manager's fee is comprised of one or more of the following:
 - a. A fixed amount of _____
 - b. A percentage amount of _____ percent (_____%) of the Construction Cost. Where the actual cost has not been determined for all or part of the Project, the Construction Cost shall be the Construction Cost Estimate, as agreed by the Owner and the Construction Manager, at market rates at the anticipated time of construction;
3. The reimbursable expenses are the actual expenses, supported by receipts or invoices, that the Construction Manager incurred in performing the Services, and as identified in the Agreement plus the administrative charge of _____ percent (_____%). If there are no receipts or invoices, the expenses shall be at rates prevailing in the area of the Place of the Project and supported with suitable documentation.
4. All amounts are in Canadian funds.

10. Appendix C

Contractor's Qualification Statement

Legal Structure of Contractor:

Year Established: _____

- Joint Venture Corporation Partnership Registered Sole Proprietor

Other:	
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Names and Titles of Officers, Partners, Principal:

Name	Title/Position

Financial References

Bank Name	
Address	
Contact Person	
Phone	
E-mail	

Bonding Company

Name	
Address	
Contact Person	
Phone	
E-mail	

Annual value of construction work for the past five years

Year **Value**

	\$
	\$
	\$
	\$
	\$

Key office personnel proposed for the project

(e.g. Principal in Charge, Project Manager, Estimator, etc.)

attach resume of qualifications and experience:

Name

Title/Position

Key site personnel proposed for the project

(e.g. Project manager, Superintendent, Foreman, etc.)

attach resume of qualifications and experience:

Name	Title/Position

Principal projects completed in the past five years

Project Title	
Date Completed	
Project Value	
Location	
Owner	
Contact Person	
Phone	
E-mail	
Consultant	
Contact Person	
Phone	
E-mail	
Description	

Project Title	
Date Completed	
Project Value	
Location	
Owner	
Contact Person	
Phone	
E-mail	

Consultant	
Contact Person	
Phone	
E-mail	
Description	

Project Title	
Date Completed	
Project Value	
Location	
Owner	
Contact Person	
Phone	
E-mail	
Consultant	
Contact Person	
Phone	
E-mail	
Description	

Project Title	
Date Completed	

Project Value	
Location	
Owner	
Contact Person	
Phone	
E-mail	
Consultant	
Contact Person	
Phone	
E-mail	
Description	

Project Title	
Date Completed	
Project Value	
Location	
Owner	
Contact Person	
Phone	
E-mail	
Consultant	
Contact Person	
Phone	
E-mail	

Description	
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Similar or related projects completed

Project Title	
Date Completed	
Project Value	
Location	
Owner	
Contact Person	
Phone	
E-mail	
Consultant	
Contact Person	
Phone	
E-mail	
Description	
Project Title	
Date Completed	
Project Value	
Location	
Owner	
Contact Person	
Phone	
E-mail	
Consultant	

Contact Person	
Phone	
E-mail	
Description	

Project Title	
Date Completed	
Project Value	
Location	
Owner	
Contact Person	
Phone	
E-mail	
Consultant	
Contact Person	
Phone	
E-mail	
Description	

Major construction projects underway as of the date of submission

Project Title	
Scheduled Completion Date	
Project Value	
Percent Completed	
Location	
Owner	
Contact Person	
Phone	
E-mail	
Consultant	
Contact Person	
Phone	
E-mail	
Description	

Project Title	
Scheduled Completion Date	
Project Value	
Percent Completed	
Location	
Owner	
Contact Person	
Phone	
E-mail	
Consultant	
Contact Person	
Phone	
E-mail	
Description	

Project Title	
Scheduled Completion Date	
Project Value	
Percent Completed	
Location	
Owner	
Contact Person	
Phone	
E-mail	
Consultant	
Contact Person	
Phone	
E-mail	
Description	