

City of Port Alberni
Request for Proposal #020-21



Construction Manager:
Train Station

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1. Definitions

“City” means the City of Port Alberni

“Consultant” means the Proponent who is awarded a contract by the City to carry out the work as described in this RFP.

“Train Station” means the train station located at 3100 Kingsway Ave. 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 Train Station project include:

- Demolition and removal of interior partitions and finishes, including existing mechanical and electrical equipment
- Structural improvements to meet the BC Building Code for seismic performance and fire safety
- Increased energy performance from the installation of new wall and roof assemblies
- Installation of new roofing
- Ensuring mechanical and electrical base building services for life safety
- Prepare the building as a Base Building for future tenant improvements

As such, the City is requesting proposals from Proponents with proven experience in construction management and liaison work to assist the City in updating the Train Station.

b. Background info about the City and the existing Train Station

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 Port Alberni Train Station is a registered heritage building that was originally constructed in 1911. The City’s vision for the project is to preserve this unique historical building, enabling it to once again be a vibrant, public gathering location while honouring and respecting its heritage.

Historically, the Train Station was a place of community connectivity with the arrival and departure of rail passengers, freight, news and mail. Through rehabilitation efforts, the City seeks to revitalize this site and bring vitality to the area, while respecting and safeguarding historical integrity. The City has received grant funding to support this project, which will directly support restoration and structural upgrades at the Train Station. All work will follow the Standards and Guidelines for the Conservation of Historic Places in Canada.

3. Submission Instructions

a. Delivery of the proposal

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

Willa Thorpe, Director of Parks, Recreation and Heritage
City of Port Alberni
4255 Wallace St.
Port Alberni, BC
V9Y 3Y6

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: **November 5, 2021 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:

Willa Thorpe, Director of Parks, Recreation and Heritage
E-mail: willa_thorpe@portalberni.ca

The deadline for questions is October 26, 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 demolition and construction within the Train Station.

It is expected that the winning 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 base building, without a designated occupancy type, suitable for the lease to a future tenant. A drawing set for information purposes is located in Appendix D.

Project deliverables will generally comprise of:

1. Selected Demolition of interior finishes, fixtures and partitions
 - a. Slab removal and excavation for new grade beams and envelope treatment
 - b. Removal of all mechanical equipment and capping all existing plumbing
 - c. Maintenance and re-commissioning of the existing sprinkler system
2. New structural upgrades
 - a. Addition of new structural steel systems for the seismic upgrade of the Truck Garage portion of the building
 - b. Addition of new plywood shear systems in the wood frame Train Station portion of the building
 - c. Reinforcing of the second-floor area in the Train Station portion of the building
3. Envelope upgrades
 - a. Re roofing the existing flat roof over the Truck Garage, with possible structural upgrades to the existing metal deck
 - b. Re roofing the existing wood shingle roof over the Train Station
 - c. New insulation, air & vapour barriers and the creation of new inner portion of the existing exterior walls
4. Patch and repair of all affected areas and to make safe for future tenant improvement projects

5. *Timeline:*

Task	Date
RFP Opens:	Oct. 18, 2021
Deadline for Questions:	Oct. 26, 2021
Closing Date for Submissions:	Nov. 5, 2021
Contract awarded:	Nov. 12, 2021

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 not 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. In the event that the Owner furnishes labour or material below market cost or materials are re-used beyond that anticipated in the original scope of the Project, the Construction Cost for purposes of establishing the Construction Manager's fee is the cost of all materials and labour necessary to complete the Project as if all materials had been new and as if all labour had been paid for at market prices at the time of construction or, in the event that the construction does not proceed, at existing market prices at the anticipated time of construction. 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. The Owner may by written request require the Construction Manager to:
 - a. provide prior to commencement of the Services an estimate of the total amount of the Construction Manager's fee for the Services as described in paragraph 5.2.3;
 - b. provide prior to commencement of the Services an estimate of the total amount of the reimbursable expenses as described in paragraph 5.3 for evaluation and verification purposes; and
 - c. inform the Owner in writing prior to incurring reimbursable expenses as described in paragraph 3.
5. 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:

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	

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	

11. Appendix D – Drawing Set

Four (4) sets of drawings for information are included as separate attachments (37 pages in total)