

REQUEST FOR PROPOSALS

Construction Management Services and Construction – Bella Coola Centennial Pool

Introduction

The purpose of this Request for Proposal (“RFP”) is to invite proposals from qualified firms to provide construction management and construction services for the Centennial Pool project in Bella Coola. The Construction Manager (“CM”) will bring construction expertise to assist the owner, the Central Coast Regional District (“CCRD”), through the various phases of the Centennial Pool project, as identified in this RFP. The CCRD has previously retained Carscadden Stokes McDonald Architects as the architect and Prime Consultant for this project (the Consultant).

The form of contract shall be the CCDC5B – Construction Management Contract – for Services and Construction (the “CCDC5B”).

Intent

The CCRD is looking to select a qualified CM to provide expertise in the following:

- Gain an understanding of the project’s background, design to date, and site characteristics;
- Review drawings and specifications as they are being prepared and assist in sourcing alternatives whenever design details affect construction feasibility, costs, and schedule;
- Work collaboratively with and as part of the design team and CCRD project team throughout Construction Document (CD), and bidding phases providing timely input
- Provide the CCRD with real time cost estimates, value engineering, and constructability review throughout the pre-construction/procurement phase of the project.
- Provide recommendations and understand the challenges of the following:
 - Working in remote communities
 - Public pool construction

Project Description

The Centennial Pool in Hagensborg, located just outside the Bella Coola townsite, has been a popular summertime fixture in the Bella Coola Valley and the Central Coast since 1967. The Central Coast Regional District’s only swimming facility, the pool provides opportunities for outdoor leisure swimming, swim lessons, lifeguard and first aid training, school programs, and private rentals from June to August each year. With the pool reaching nearly 60 years in operation, it has begun to show its age and many of the systems and features are reaching the end of their usable lives.

The Centennial Pool Project scope of work includes the removal of the existing Lap Pool, Outdoor Covered Area, and Mechanical Buildings, and replaces them with a new Lap Pool, Warm Pool, and Mechanical Building. The existing Change Room Building will be renovated to improve accessibility and to floor drainage in the change rooms.

Centennial Pool is typically operational through the summer season (June – August). To allow for construction, Centennial Pool will be closed throughout Summer 2024. The intention of the CCRD is to have the new pool open by the swim season start in June 2025. It is expected that construction will be completed by this time.

Budget

The estimated construction cost total for the project is approximately \$4M.

Schedule

Work is to begin immediately upon award. The following is an estimated overview of the overall RFP and project schedule:

| Project Milestones | Estimated Date |
|---|------------------------|
| RFP issued | March 21, 2024 |
| Deadline for RFP Inquiries | March 28, 2024 |
| Submission of proposal (RFP Closing Date) | April 4, 2024 |
| Evaluations & Short List Interviews | Week of April 8, 2024 |
| Award of Contract | Week of April 15, 2024 |
| Preconstruction Review with Owner and Design Team | Week of April 15, 2024 |
| Completion of Construction Documents (100%CD) | May 2024 |
| Construction Start | June 2024 |
| Project Substantial Completion | April 2025 |
| Centennial Pool Opens for Summer Swim Season | June 2025 |

The CCRD reserves the right to make changes to the estimated project schedule.

Scope of Work

Unless expressly provided otherwise, the CM will provide, but not be limited to the services listed below.

Pre-Construction Services:

- Attend pre-construction design meetings with the CCRD and Consultant(s). The estimated number of meetings is six (6)
- Attend key stakeholder meetings. The estimated number of meetings is two (2)
- Provide advice to the CCRD and the Consultant(s) with respect to construction and market conditions
- Mitigate any reasonably foreseeable potential risks
- Consult with local trades and suppliers
- Provide advice on constructability including:
 - Site use and possible improvements, selection of materials, assembly systems, and equipment
 - Recommendations on construction feasibility, availability of materials and labour, time requirements for installation and construction

- Factors related to alternative designs and possible economies
- Updates as necessary regarding the availability of materials and labour, building systems, and possible economies
- Recommendations to the CCRD and the Consultants regarding the scope of Work packages and Work to be performed by the Construction Manager's own forces to help facilitate the subsequent bidding and awarding of Subcontractor and Supplier contracts
- Review the Specifications and Drawings
- During the Construction Document Phase, make recommendations to the CCRD and the Consultant as to constructability and coordination among the Subcontractors
- Assist the CCRD and the Consultant in preparing bid documents for Subcontractors.
- Assist the CCRD in determining the contract security requirements of Subcontractors
- Cost estimating:
 - Class A Construction Cost Estimate during the Construction Document Phase.

Advise the CCRD if it appears that the Construction Cost Estimate may exceed the Project budget and make recommendation for corrective action

- Scheduling:
 - Advise the CCRD if it appears that the project schedule may vary from that specified in the original RFP or otherwise agreed with the CCRD and make recommendations for corrective action
 - Make recommendations to the CCRD regarding any equipment or materials which should be pre-ordered to meet the project schedule
 - Other Services: Assist in providing liaison and coordination among government authorities, utility companies, and other authorities having jurisdiction over the Place of the Work

Construction Procurement Services

- Contracting:
 - Develop methods of solicitation for Subcontractors and the distribution of addenda
 - Prepare the pre-qualification criteria for Subcontractors in accordance with all Central Coast Regional District procurement policies and practices and prepare and distribute any required addenda
 - Review for completeness and coordinate all bid documents for the solicitation of competitive bids for the Work to be performed by Subcontractors
 - Tender subtrade work in consultation with the Owner and the Consultant
 - Endeavour to obtain a minimum of three (3) bids for each subtrade division of work. Review all bids received with the Owner on an open book basis
 - The Construction Manager may participate in the competitive bidding process using its own forces for any parts of the Work valued at \$25,000 or greater only if approved in advance by the Owner
 - If the Construction Manager wishes to participate in the bidding process, the Construction Manager will deliver a written request to the Owner together with a description of the scope and estimated cost of the Work and a rationale for the Construction Manager performing the Work
 - Endeavor to work with local suppliers and subtrades when feasible.

Submission Requirements and Format

Proponents should provide the following in their submissions:

- Title page, including name, address, telephone number and other contact information
- **Completed Submission Form (Appendix F) A1**
- Outline of methodology including any special considerations
- Proposed work plan
- Project team including team members’ qualifications
- References for a minimum two (2) other organizations to which the company and/or team members have provided similar service
- Experience in aquatic projects and projects in remote locations is preferred.
- **Fixed fee for CM services. Include hourly rate structure. A1**
- Acknowledgment of receipt of all addenda issued (if any are issued)
- Evidence of General Liability Insurance coverage as required by CCDC5B
- Evidence of Professional Liability insurance coverage as required by CCDC5B
- Evidence of Bonding as required by CCDC5B
- Evidence of WorkSafe BC Clearance
- Statement of proposed contract departures, if any
- The proposal may include alternatives and value adds as optional, but these should be clearly identified independently of the scope of work and priced separately as applicable

Proponents who do not meet the above requirements may be disqualified from any further consideration of their Proposal. The CCRD’s decision is final and binding.

Evaluation Criteria

Submissions will be evaluated on the basis of the overall best value to District based on quality, service, price and any other criteria set out herein. The following weighting have been assigned by the District and will be used during the evaluation process

| Evaluation Criterion | Weight |
|--|------------------|
| Technical: | |
| Company – Overview & Structure, Experience, Resources, Capacity | 15 |
| Personnel – Experience and Qualifications | 30 |
| Methodology / Approach / Schedule | 20 |
| Financial: | |
| Cost | 30 |
| Value Add | 5 |
| TOTAL | 100 |
| Reference Checks (top scored Proponent(s) only, as deemed necessary) | Pass/Fail |

Instructions to Proponents

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Proposals are to be submitted in PDF format through the online bidding system at <https://bcbid.gov.bc.ca/> or to amanda@carscadden.ca no later than 11:59 p.m. PST Time April 11, 2024.

Questions shall be submitted through the online bidding system through <https://bcbid.gov.bc.ca/> by March 28, 2024. If deemed necessary, an addendum will be issued on the online bidding system.

There is no mandatory site visit for this project.

RFP Terms & Conditions

This is a Request for Proposals, not a call for Tenders. The District is under no obligation to award any Contract(s) as a result of this RFP and reserves the right to not proceed with the assignment or to reduce or expand the scope of the project as necessary.

Submission of a Proposal by Proponent and its subsequent receipt by the District does not represent a commitment on the part of the District to proceed any further with the Proponent. The District reserves the right to accept or reject any Proposal(s), in whole or in part, or to waive any irregularities at its own discretion. The lowest or any Proposal(s) may not necessarily be accepted. Any Contract(s) awarded as a result of this RFP will be based upon the best overall value to the District as solely determined by the District.

By submitting a Proposal, Proponents acknowledge that no Contract exists between the, and the District until a final agreement is negotiated and has been approved and executed by the authorized signatories of both of the parties.

The District reserves the right to negotiate with the selected Proponent(s) to modify its Proposal to best suit the needs of the District. If negotiations with the selected Proponent(s) are unsuccessful, the District reserves the right to negotiate with the next most suitable Proponent(s) and so on until an agreement is reached. The District, at its sole discretion, may negotiate with one or more Proponents concurrently.

Preparation and submission of Proposal in response to this RFP is voluntary and any costs associated with Proposal preparation, submission, meetings, negotiations, or discussions with the District are solely that of the Proponent submitting the Proposal.

Appendices

- Appendix A – Sample CCDC5B Contract
- Appendix B – 100% Design Development Drawings
- Appendix C – Preliminary Geotechnical Investigation Report
- Appendix D – Mechanical 100% DD Report
- Appendix E – Existing Change Room Building Plans

• [Appendix F – Submission Form](#)

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