

REQUEST FOR PROPOSAL NO. PS20120986  
CONSTRUCTION MANAGEMENT SERVICES FOR TAYLOR MANOR REDEVELOPMENT  
SCHEDULE 1 - CM REQUIREMENTS

Schedule 1  
CM REQUIREMENTS

This Schedule identifies the Requirements to which the COV is seeking a solution or a response. Proponents are to address, but are not limited in their response to, the respective issue(s). Proponents may submit their solution or response on a separate sheet. However, the same number sequence is to be used.

**1.0 DESCRIPTION OF CONSTRUCTION MANAGEMENT SERVICES**

The purpose of this RFP is to assist the COV in selecting a Construction Manager with the capability and experience to efficiently and cost-effectively supply the following construction management services. The Requirements stated in this RFP are as envisioned by the COV at the time of writing, but may change or be refined in the course of the evaluation and award process.

**1.1 Phase One: Pre-construction Services**

The Construction Manager is to provide Phase One Pre-Construction services for a fixed fee including:

- a) Work with the Prime Consultant and sub-consultants to review design, construction drawings, and specifications including but not limited to proposed details, materials, systems, etc. as they relate to constructability and the construction budget throughout the design development and construction documentation phases of the project with particular emphasis placed on this service during the cost estimate phases of the work. Services will also be provided to conduct on-site investigations to help the project team uncover and evaluate existing building conditions reducing risk and unknown conditions during the Tendering and Construction phases.
- b) Work with the Prime Consultant to develop the Project schedule and phasing to best expedite the Project construction.
- c) Make recommendations to the Owner regarding any materials or equipment that should be pre-ordered.
- d) Produce two (2) class 'B' construction cost estimates. One at 95% Design Development Phase and another at 50% complete Construction Documentation. Produce one (1) Class 'A' construction cost estimate at 95% of Construction Documents Phase.
- e) Prepare the prequalification criteria for trade contractors and suppliers. Review for completeness all bid documents for the solicitation of competitive bids for the Work of each trade contractor.
- f) Assist Supply Chain Management in procuring bids from trade contractors for the work — provide confirmation that no additional management fees have been added as contingencies or other such add-ons to sub-contract prices. Work with Owner in the evaluation and awarding of sub-contractors with the best value to the City.
- g) Assist Supply Chain Management in procuring from pre-qualified by City of Vancouver Hazmat contractors from the following list:  
Pro Active Hazmat and Environmental - Sheldon White - 778 -887-3545  
Phoenix Enterprises - Luke Babinec - 604-861-3545  
Dewar Pacific - Adam Leduc - 778-809-7895
- h) The contract for Phase One Pre-Construction Services will be Construction Management Services Agreement attached as Part E to this RFP: CCA 5 - 1998 (Modified).
- i) New annex building is to achieve LEED®Gold certification. Documentation of LEED® information is mandatory.

**1.2 Phase Two: Construction Services**

If a Construction Contract is successfully concluded between the COV and the Construction Manager (as further set out in the CMSA), then the Construction Manager will act as the General Contractor to build the Project on a stipulated price Lump sum fee basis as set out in the CCDC2 - 2008 & modified Supplemental General Conditions provided to the Proponents as an addendum to this RFP.

As set out in the CCDC2 - 2008 & modified Supplemental General Conditions, the Construction Manager/General Contractor will be solely and fully responsible for:

- a) Coordinating all trade sub-contractors
- b) Providing cost control and detailed billing
- c) Providing site supervision, security, and coordination of the construction site with the ongoing operations and operators of the adjacent Adanac Park Lodge and adjacent City of Vancouver Parks.
- d) Providing a fully complete Project that meets the requirements of the Construction Documents including all COV general requirements
- e) Providing and complying with the warranty obligations
- f) Coordination and provision of services to undertake a Voluntary Seismic Upgrade of the existing Heritage Building as per the applicable Contract Documents while awaiting municipal permitting approvals. Start of full

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- project construction to be coordinated and scheduled with the CCDC2 - 2008 Lump sum Construction Contract.
- g) Coordination and provision of services to undertake multiple tenders during the CCDC2 - 2008 construction contract for a fast track project schedule utilizing the Certified Professional program. Potential of maximum 2 main building tenders to align with the following phased Building Permits:
- Excavation / Foundation permit
  - Full Building Permit
- h) New annex building to achieve LEED®Gold certification. Documentation of LEED® information is mandatory.
- i) Tree removal permit for the removal of 5 trees along the west property line. Coordinate with Architect, Landscape Architect, and City of Vancouver Parks prior to tree removal.

### 1.3 CMSA Structure

The CMSA will set out the fixed fee for the Phase One Pre-Construction Services.

If at the end of Phase One, both parties are satisfied with the agreed construction budget, the CMSA will end and be replaced with a Construction Contract satisfactory to both parties for the construction of the Project for the agreed upon stipulated sum. The COV's estimated Construction Budget is approximately \$8million.

### 1.4 Proposal Details

Proponents are to address the following in this part of their Proposal:

- a) Confirmation whether or not, in the proponents opinion, the proposed construction budget of approximately \$8 million, including the Construction Manager's Phase One fee, can be met.
- b) The proposed construction schedule/duration
- c) The names, qualifications and experience of the Proponent's project manager, site superintendent and other proposed project personnel
- d) The project management and accounting systems to be used by the Proponent.
- e) A line by line detailed outline of work to be done by the Proponent's own forces.

## 2.0 SITE CONTEXT & PROJECT BACKGROUND

### 2.1 Site Context

The Taylor Manor is located at 951 Boundary Road, Vancouver, B.C. and is adjacent to Adanac Park that borders with the property on the South and West sides, and to Adanac Park Lodge on the North side. The original site of Taylor Manor has been previously subdivided to construct Adanac Park Lodge. Access to Adanac Park Lodge is from the main driveway to Taylor Manor and during construction this access will remain in use.

### 2.2 Project Intent / Information

See "Background" section in Schedule 2 Scope of Work.

## 3.0 PROJECT MANAGEMENT

### 3.1 Teamwork

The Architect will be the City's Prime Consultant who will oversee, coordinate and integrate the design and construction phases for the project. The Architect and Prime Consultant on this Project is Merrick Architecture - Borowski Sakumoto Fligg Limited whose office is located at Suite 300, 970 Homer Street, Vancouver, B.C. V6B 2W7. The Construction Manager will report to and receive direction from COV's Project Manager.

Consultants have been retained to attend various meetings as directed by the COV, to make presentations, to document Consultant meetings, facilitate discussion and represent the interests of the COV. The Construction Manager will be required to attend all such Consultant meetings as necessary to provide the Phase One Pre-Construction Services.

A non-profit operator of the facility and COV Facilities Management Departments participate in Design phase of the project.

The Construction Manager shall make appropriate allowances to coordinate their work with the project team.

### 3.2 Other Consultants

The COV have retained a full project team to complete the Construction Documentation and will be working in concert with the Architect and its sub-consultants, and with consultants directly contracted by the City. The

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consultant team will include but is not limited to the following:

- Architect (Prime Consultant)
- Structural Consultant
- Code Consultant / Certified Professional
- Mechanical Consultant
- Electrical Engineer (includes Communication, Data and Security)
- Heritage Consultant
- Civil Consultant
- Sustainability Consultant
- Envelope Consultant
- Landscape Architect
- Hazardous Materials Consultant
- Geotechnical Consultant
- Kitchen Consultant

3.3 Key Personnel

The Construction Manager shall nominate, for the approval of COV, its key personnel. Subject to the approval of COV, the Construction Manager shall not change said personnel without the express written consent of COV.

3.4 Subcontractors

The Construction Manager shall nominate, for the approval of COV, a short list of subcontractors. Subject to their acceptability to COV, the Construction Manager shall not change said subcontractors without the express written consent of COV.

4.0 PROJECT DESCRIPTION AND SCHEDULE

4.1 Project Description

This RFP identifies a business opportunity for a company with capability and expertise in Construction Management or Construction Management at Risk for the seismic upgrade, abatement and renovation of the existing heritage Taylor Manor building located at 951 Boundary Road, Vancouver, BC and the construction of a new LEED® Gold Certified addition / annex building.

The work on the Project includes but is not limited to:

- a) demolition and salvaging of materials for the central, rear west wing of the existing building, demolition of two interior stairs, and the full hazmat abatement of the existing building. The scope of work is to also refurbish, renovate and restore the existing heritage Taylor Manor building including a full structural, mechanical (including fire protection) and electrical upgrade;
- b) the construction of a new, 4 storey wood framed LEED® Gold Certified annex building. The existing basement slab on grade floor level of the heritage building is to be demolished and lowered to match the floor level of the new annex building;
- c) development of an internal, exterior landscaped courtyard created in the middle of the building and the new annex, and improvements to existing landscaping that includes but is not limited to the removal and replacement of large trees on the west property line;
- d) addition of off street parking and site improvements as indicated on the drawings.
- e) Phased / sequential Building Permits (eg. Voluntary Seismic Upgrade, Excavation / Foundation, and Full Building Permits)

4.2 Project Schedule

Design Development documentation is currently being prepared by the consultant team and the Hazmat design and report has been completed. Rezoning and Development Permit applications have been submitted. The services called for by this RFP will be ‘Construction Management at Risk’ with pre-construction services commencing in early November 2012.

The preliminary schedule for this Project has the following critical dates:

Selective Demolition and Voluntary Seismic Upgrade Submission	November, 2012
Tender to Qualified trades for Selective Abatement, Demolition	November , 2012

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& Seismic Upgrade	
Council Public Meeting for Rezoning	December 11, 2012
Submission of Construction Documents to COV Project Manager	January 14, 2013
Building Permit Submission	January 28, 2013
Tender to Qualified trades for Excavation/Foundation and substructure permit	February, 2013
Tender to Qualified trades for superstructure	Feb/March, 2013
Construction Substantially Complete	February, 2014

## 5.0 Proposal Submission

### 5.1 Executive Summary

The Proponent shall provide an Executive Summary providing an outline of the key points and potential critical aspects of the project and proposal. (Maximum 8 pages)

### 5.2 Methodology and Work Program

In the Proposal, the Proponent should provide the following:

- a) Articulate your Team's approach to the Project including a description of all assumptions
- b) Outline your strategies for delivering the Project on schedule and on budget. How will your team assist the consultants to deliver a project that meets the above requirements?
- c) Provide strategies and recommendations for implementation of the proposed methodology in order to maximize efficiency and expedite the project completion time without compromising quality. What specialized resources have been incorporated into your proposal and proposed approach to address this issue?
- d) Provide a description of your project methodology and design review approach to fulfill the objectives of the City of Vancouver;
- e) A brief indication of special challenges or considerations foreseen by the Proponent and proposed solutions for each;
- f) A clear and thorough description of all assumptions made in addition but not in lieu of those set out in Part C.

### 5.3 Roles and Responsibilities of the COV Project Office Team

Proponents should articulate all assumptions underlying their Proposal in terms of the amount of project management and other project resources that the Proponent would require from the COV staff in the performance of their services pursuant to their Proposal, including the following:

- A detailed list of all activities that the COV Project Office is expected to undertake; and
- A detailed list of all data and information required from the COV to undertake the scope of services.

### 5.4 Company Profile

Proponents should provide:

- a) A Corporate profile of the in Phase One.
- b) A detailed organization chart of all members of your Final Proponent Team including all sub-contractors. Provide a clear definition of roles and responsibilities of your team members and how your team will integrate their work with COV's other consultants;
- c) Three color photographs on the CD or flash Drive of examples of recently completed and occupied projects that best represent your team's experience in similar facilities;
- d) A description of previous experience in LEED® construction and Heritage renovation / restoration type projects, and projects that included hazardous materials abatement.

### 5.5 Key Personnel

Identify and provide resumes for the key personnel in the Proponent's proposed team, and outline what their roles

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will be in servicing this Project.

5.6 Value Added Services

Within its response in Part C, the Proponent has the opportunity to offer and describe any value added services, products or items not specifically asked for and detail as to what the Proponent is prepared to supply as part of the PSA. Unless otherwise stated, it is understood that there are no extra costs for these services. However, if there are any additional costs pertaining hereto, the summary and explanation of those costs should be appended to Part C - Pricing Sheet.

- Pricing for any of the above Value Added Services is to be set out in Part C.