



Parks, Recreation & Culture

**Request for Proposals
No. 2024-PRC-02**

Heart of the Hub – Phase 2
Cultural Facility Renovation and Rehabilitation

For further information
please contact:
Chris Barfoot
Director of Ladysmith PR&C Dept.
250.245.6421
cbarfoot@ladysmith.ca

RFP Issue Date: **March 5, 2024**
Optional Site Visit: **1:00 pm, March 13, 2024** at
610 Oyster Bay Drive
RFP Closing Date: **2:00 pm, March 28, 2024**
RFP Opening: **2:15 pm, March 28, 2024**
Location of Bid Opening: **Ladysmith City Hall**



1. Introduction

The Town of Ladysmith is seeking proposals for a Construction Project Management (CPM) firm for the Project Design phase of the Heart of the Hub – Phase 2, Cultural Facility Renovation and Rehabilitation.

The proposed project is located in the Heart of the Arts and Heritage Hub at 610 Oyster Bay Drive, and includes the Machine Shop, which has undergone extensive seismic and structural upgrades, and still requires work in order to reactivate this important Cultural Hub. Once the renovation is completed, the Machine Shop has the ability to be the catalyst to revitalization of the upper portions of the waterfront.

This project is the reactivation of the public facing components of the building, which is approximately 3900 square feet of the approximately 17, 800 square feet of total indoor space. The Machine Shop would truly be a unique Arts and Cultural Space and be one of the largest of its kind in the region offering indoor space supporting local artists, arts and cultural organizations and indigenous artists.

2. Required Project Deliverables

GENERAL INFORMATION

The Opportunity

The Town is preparing for the construction to renovate an existing cultural facility with an outdoor amphitheatre, set on Town-owned property. The facility will create opportunities to the Arts and Culture communities and artists seeking space to work, teach and learn in. The Machine Shop will be operated by the Town of Ladysmith and is a key step in addressing the need within our community for access to these spaces.

Attachments to this RFP include an aerial photo of the site, Elevations of Existing Building, Construction Design of the Boardwalk, and Architecture Plan of Existing Building.

The proposed construction scope of the Ladysmith Heart of the Hub Project includes:

- Addition of a new public meeting space available for community rentals.
- A new multipurpose teaching space equipped with a sink.
- Two accessible washrooms – ground and upper floors.
- New windows across the entire front of the building helping further improve energy efficiency and lowering utility costs for tenants.
- Two artists studios available for long-term rentals.
- Entryways and stairwells highlighted by an indoor display space for public art and cultural installations.
- Landscaping and rehabilitation of the outdoor performance space to the south of the building.
- An accessible 200 ft boardwalk fronting the building.

- All related works such as mechanical, electrical, plumbing and fire safety to meet the BC Building Code requirements.

The Lands

Located at 610 Oyster Bay Drive, Ladysmith, BC.

An aerial picture of the Lands with the location is attached to this RFP.

Project Goals

The Town's goal for the project is to increase the supply of artist studio spaces and public cultural spaces in Ladysmith and to activate this important portion of the Arts and Heritage Hub within the waterfront area.

Key Dates and Timeframes

The Town is commencing with an RFP process to select Construction Project Management for the Project. Design work is from a previous phase of the project and the Town is seeking project management support as soon as possible.

Project completion target is December 2025.

Scope of Construction Project Management Services

The CPM will provide management of the Project on behalf of the Town. Tasks that may form part of this work include coordinating the involvement of the contract architects, designers and engineers to:

- Meet or exceed the highest required accessibility standards of the current BC Building Code;
- Ensure proper solutions are provided;
- Research cost effective options for solutions;
- Review of logistics issues that will impact execution of the project; and
- Assembling all documentation covering the defined scope of the project.

Providing the required specifications and documentation for the preparation of solicitation documents, overseeing the management of the tender process and evaluation of proposals may include:

- Working with the Town staff;
- Managing addendum and questions that arise during the solicitation process;

- Obtaining required number of quotes on lower priced items that do not require full public solicitations adhering to the TOL Purchasing Policy;
- Evaluation of submissions;
- Coordinating review of cost effective options and choices when required; and
- Working with staff on selection of successful proponent.

Management of the provision of the services with the view to consider:

- Safety;
- Logistics;
- Compliance with scope;
- Changes in contract scope, change orders as required;
- Quality control;
- Sign off on progress claims and substantial completion;
- Deficiency corrections; and
- Budget tracking and assisting with submissions for project grant funders.

GENERAL REQUIREMENTS

The CPM will:

- a) Manage the procurement of appropriate consultants/sub-trades;
- b) Coordinate, monitor and manage the progress of work and activities of the Architect and Engineer as required with the intent to complete the project work within the written and approved scope, schedule and budget;
- c) Provide procedures and protocols for all project related communication to the Town. Meetings as requested by the Town as well as meetings not directly requiring Town input or participation shall be scheduled to maximize benefit of participation as well as to enable strategic discussion, problem solving and decision making;
- d) Provide regular updates to the Town through written reports indicating progress and status of agreed scope, schedule and budget;
- e) Manage all financial aspects with particular attention to being prime qualified receiver of invoices; to receive, review and recommend to the Town staff for payment. Invoices shall be recommended within ten days of receipt;
- f) Travel to site as required;
- g) Coordinate with Town of Ladysmith liaisons; and
- h) Advise the Town on opportunities to leverage the supply chain to achieve positive community objectives in accordance with the Town's Purchasing Policy.

STAGE 1: PRE-DESIGN AND CONCEPTUAL DESIGN

The CPM will:

- a) Establish the methods, procedures, quality control standards and lines of communication required to control the Project including Project budgets to assure the successful design and construction of “The Project” within the defined time and cost constraints established by the funders and to the established quality standards;
- b) Manage and oversee the procurement process for the contract Architect working in conjunction with the Town’s Purchasing Policy;
- c) Manage all consultants/sub trades retained by the Town to perform certain services for the Project;
- d) Provide monthly progression status reports to the Project Team;
- e) Provide design inputs as deemed to be necessary and as applicable with respect to constructability, Operations & Maintenance, and life-cycle costs considerations;
- f) Prepare a Project Implementation Plan outlining project objectives, quality control and quality assurance procedures, cost, schedule, deliverables and sustainability criteria, procurement strategies, and all the information needed for the successful project delivery;
- g) Coordinate and liaise with the Town staff regarding sustainable building measures and advise the Town whether the measures proposed are cost effective and improve the efficient operation of the building;
- h) Establish in conjunction with Town staff, a detailed master schedule, including key dates, to ensure strict control of all subsequent project activities; and
- i) Conduct a walk through with Town staff at appropriate time before final occupancy.

STAGE 2: PRE-CONSTRUCTION – DESIGN DEVELOPMENT, CONTRACT DOCUMENTATION, AND SOLICITATION PROCESS

The CPM will:

- a) Direct, supervise and administer contracts between the Town and the consultants / sub trades;
- b) Review and monitor the production of the schematic design and design development drawings and construction documents and provide feedback as required to and from the Town;
- c) Develop a detailed budget. Update the Project’s budget on a monthly basis at a minimum;
- d) Incorporate environmental and sustainability criteria as required;

- e) Provide progress reports to the Town on monthly basis and as required indicating the status of the Project with respect to budget, schedule, variances and potential issues of concern and recommendations;
- f) Assist the Town in the review of the construction contract documents;
- g) Assist in preparing furniture, fixtures and equipment lists, establish budgets and coordinate the procurement and installation of these items;
- h) Participate in the public consultation process if required;
- i) Coordinate with Town staff the responses to bidders' Request for Information (RFIs) and Addendum issuance;
- j) Upon construction contract award coordinate with the Town the issuance of the updated contract documents package including all solicitation responses and Addendum that were issued during tendering time and Issued for Construction Drawings (IFC); and
- k) Coordinate with and monitor the performance of consultants, hired by the Town, to ensure the timely and effective completion of the following duties:
 - o Preparation of a technical review of the Architect's design to ensure that it reflects the goals and objectives of the program.
 - o Preparation of Project budget and detailed master schedule.
 - o Provide recommendations for procurement strategies to meet Project budget and schedule.
 - o Develop methods for solicitation for consultants and distribution of addenda.
 - o Provide recommendations regarding value engineering and quality assurance.
 - o Application for necessary permits and licenses.

STAGE 3: CONSTRUCTION

The CPM will:

- a) Be the Town's representative under all the Project contracts;
- b) Manage the project and construction site safety;
- c) Supervise cost control and project accounting;
- d) Cooperate with consultants to evaluate monthly progress payments for the Project under all related contracts between the Town, trade consultants, suppliers and others;
- e) Verify and justify change orders;
- f) Provide monthly progress reports indicating Project's status with respect to schedule, budget, change orders (approved, pending, and potential), look-ahead work plan, potential risks and recommendations and photographic records of construction;
- g) Attend project progress meetings, as required by the Town;
- h) Monitor and ensure that quality assurance, quality control, safety procedures and practices are being performed;

- i) Provide regular budget updates and cash flow forecast analysis to include changes orders (approved, pending, and potential) and any anticipated expenses to the Town;
- j) Coordinate with the consultant/sub trades and Project Team the requirements for final occupancy;
- k) Review, coordinate, and oversee commissioning Plans; and
- l) Assist and coordinate with the Town in obtaining timely completion of deficiencies.

STAGE 4: POST CONSTRUCTION

The CPM will:

- a) In cooperation with the consultant/sub trades, coordinate compilation/submission of facility operation and maintenance manuals and record drawings as per the Town's requirements;
- b) Coordinate, track and resolve warranty issues;
- c) Coordinate hand-over and occupancy of the facility;
- d) Manage the installation and delivery of FF&E; and,
- e) Prepare Project Closeout Report.

Attachments

- 1. Aerial Photo
- 2. Preliminary Floor Plans
 - a. Elevations of Existing Building
 - b. Construction Design of the Boardwalk
 - c. Architecture Plan of Existing Building

3. Response Content

As part of the submission review process, proponents may be required to present their proposal and approach to the Town staff. Proposals will be reviewed and evaluated by a committee comprised of Town staff. During the evaluation process any or all of the proponents may be asked for clarification by telephone or email.

4. Enquiries

All enquiries related to this "Request for Proposal" are to be directed to:

Chris Barfoot
Director Parks, Recreation and Culture
cbarfoot@ladysmith.ca
Phone: 250.245.6424

Site Information Meeting

An on-site information meeting is scheduled for **1:00 p.m. on March 13th, 2024**. The meeting is optional for all proponents.

5. RFP Addenda

It is the responsibility of the proponents to check periodically for any addenda that may be issued by the Town of Ladysmith. Addenda will be posted on the Town of Ladysmith website (www.ladysmith.ca/city-hall/bid-opportunities) and on BC Bid.

6. Proposal Submission

Proponents are requested to submit their proposals **no later than 2:00 pm on Thursday March 28, 2024** to the attention of:

Sue Bouma, Manager of Corporate Services
Town of Ladysmith
410 Esplanade - P.O. Box 220
Ladysmith, BC V9G 1A2
Email: bid@ladysmith.ca

Proposals must be submitted by email. The Town is not responsible for the timely receipt or adequacy of any electronic transmissions, and late receipt of Proposals via email or facsimile will be cause for rejection of a Proposal.

All submissions must be clearly marked "Request for Proposals No. 2024-PRC-02".

The successful bidder will be required to obtain and provide proof of the following:

- A current business licence for operating in the Town of Ladysmith
- A Clearance Letter from WorkSafe BC that confirms they are registered and in good financial standing with WorkSafe BC
- Minimum \$2 million liability insurance with the Town of Ladysmith named as additional insured
- Federal, provincial and municipal permits when and where applicable

Submissions in response to this RFP will be opened at the Town of Ladysmith City Hall on **Thursday, March 28, 2024 at 2:15pm**. This will not be a public opening.

7. Proposal Evaluation

The Town will evaluate proposals based upon but not limited to, the following:

- Quality of the proposal
- Fee quote
- Principles of best value (see below)
- Demonstrated proven experience, including
 - Proven cost control skills
 - Building public institution projects with sufficient resources to be able to take on several projects at once, if necessary
 - Public sector tendering
 - Coordinating multiple sub-trades
 - Solving site issues
 - Providing construction administration processes including but not limited to creation of meeting minutes, documenting, reporting to the Town, reviewing and approving contract contemplated change orders, change orders, change directives and site instructions
 - Managing tight timelines, ability to anticipate issues
 - Mitigating risk and critical impact where there are minor or major deviations in scope, schedule or budget
- Accessibility and responsiveness
- Reference checks

The Town reserves the right to accept or reject any or all proposals either whole or in part at any time, or waive formalities in, or accept a proposal either whole or in part which is deemed most favourable in the interest of the Town. The Town will be under no obligation to proceed further with any submitted proposal and, should it decide to abandon same, it may, at any time, invite further proposals for the supply of the described services or enter into any discussions or negotiations with any party for the provision of the services. No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the Town.

The lowest or any submission in response to this RFP will not necessarily be accepted. The bids will be considered on their merits and it is not the intention of the Municipality to buy on price alone.

The Town of Ladysmith Purchasing Policy entails the following Principles of “Best Value”:

- Procure the goods and services requirements of all departments in an efficient, timely and cost effective manner while maintaining the necessary controls;
- Engage in an open bidding process wherever practical;
- Ensure maximum value is obtained during the acquisition of goods and services. Where applicable, the total cost of the goods and services purchased should be taken

into account. Total cost may include but not be limited to acquisition cost, disposal cost, residual value, training cost, maintenance cost, product performance and environmental impact;

- Take into account wherever practical the commitment to protection of the environment, and energy conservation;
- Ensure the acquisition of goods and services meets the requirements of applicable legislation and trade agreements, including the New West Partnership Trade Agreement, and the Agreement on Internal Trade; and
- Ensure that maximum value is realized when disposing of surplus goods, materials and equipment.
- Up to five (5) percent of the evaluation score will be allocated based on the proposal's contribution to the following community benefits:
 - *Economy*
 - Demonstrate job creation within the local area, which is defined as the Cowichan Valley Regional District and the Regional District of Nanaimo.
 - Contribute to a stronger local economy (buy local)
 - Increase training and apprenticeship opportunities
 - Provide work experience and employment opportunities for youth aged 15 to 24
 - Ensure that a Living Wage for the local area is paid
 - *Public Spaces*
 - Enhance community recreation, arts and/or culture infrastructure
 - Improve and enhance public spaces
 - Improve access to public spaces for people living with disabilities
 - *Environment*
 - Demonstrate that work undertaken exceeds requirements for environmental standards

8. Ownership of Proposals

All Proposals and subsequent information materials shall become the property of the Town of Ladysmith after the closing date and time and will not be returned.

The Proposals will be held in confidence by the Town subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. This Request for Proposals and all associated documentation is the property of the Town of Ladysmith and shall not be copied or distributed without the prior written approval of the Town.