



LADYSMITH

Parks, Recreation & Culture

Request for Pre-Construction Qualification (RFPQ)

No. 2026-PRC-03

**FORREST FIELD AMENITY BUILDING
PROJECT**

For further information please contact:

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Director of Parks, Recreation & Culture

250.245.6421

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RFPQ Issue Date: August 25, 2026

RFPQ Closing: Thursday, September 24, 1:00 pm

RFPQ Opening: Thursday, September 24, 2:00 pm

Location of Bid Opening: Ladysmith City Hall



LADYSMITH

1. Introduction

The Town of Ladysmith is seeking qualifications from experienced construction management teams interested in providing pre-construction services for the proposed Forrest Field Amenity Building Project. This RFPQ is Stage 1 of a two-stage procurement process. The purpose of this RFPQ is to identify and shortlist the three (3) most qualified proponents. The shortlisted proponents will be invited to submit proposals for design development and preparation of a Class C construction cost estimate.

2. Project Overview

The Town intends to develop a new Amenity Building at Forrest Field to support sport, recreation and community use. The building program and final project scope will be developed through the design process. Appendix A outlines the proposed building amenities and functional spaces.

3. Anticipated Scope of Services

Services may include architectural design, structural, civil, mechanical and electrical engineering, site planning, concept and schematic design, project scheduling, risk assessment, value engineering, and preparation of a Class C construction estimate. Additional information is outlined in Appendix B.

4. Enquiries

All enquiries related to this “Request for Pre-Construction Qualification” are to be directed to:

Chris Barfoot
cbarfoot@ladysmith.ca
250.245.6421

5. Proposal Submission

Proponents must submit their proposals **no later than 1:00pm on Thursday, September 24, 2026** through E-bidding on [BCBid's](#) secure portal.

Submissions in response to this RFPQ will be opened publicly at the Town of Ladysmith City Hall on **Thursday, September 24, 2026 at 2:00pm**.

6. Submission Requirements

Proponents shall provide the following information:

- a) Corporate Profile,
 - Overview of the firm, including years in business, office location(s), ownership structure and areas of expertise.
 - Description of services provided and experience with municipal, recreation, and community facility projects..

- b) Team Qualifications
 - Identification of the proposed project lead and key personnel.
 - Resumes summarizing relevant qualifications, certifications, and experience.
 - Description of roles and responsibilities for each team member
- c) Relevant Project Experience
 - Details of up to five (5) projects completed within the last ten (10) years that demonstrate experience with projects of similar scope, complexity, and value.
 - Preference will be given to experience involving municipal, recreation, community, or public-sector facilities.
- d) Design Coordination and Cost Management Experience
 - Description of the proponent's experience providing pre-construction services for comparable projects, including design coordination, constructability reviews, value analysis, scheduling, risk management, , and cost estimating.
 - Examples demonstrating successful management of project scope, schedule, and budget.
- e) References
 - A minimum of three (3) client references for comparable projects, including contact name, organization, telephone number, and email address.
- f) Comparable Project Examples
 - Case studies demonstrating successful delivery of projects similar in size and complexity, including project scope, budget, schedule, and outcomes.

7. Evaluation and Shortlisting

Submissions will be evaluated and ranked. The Town intends to shortlist the three highest-ranked proponents and issue a subsequent RFP.

Evaluation Criteria

Criteria	Weight
Relevant Recreation and Community Facility Experience	25%
Qualifications of Proposed Team	25%
Experience with Municipal Clients	15%
Approach to Design and Pre-Construction Services	15%
Comparable Project Experience	10%
References	5%
Community Benefit and Best Value Principles	5%

8. Procurement Process

The Town intends to use a two-stage procurement process for the the Forrest Field Amenity Building Project:

Stage 1: Request for Pre-Qualification (RFPQ)

The Town will issue this RFPQ to identify qualified proponents with demonstrated experience in providing pre-construction services for recreation, community, institutional, and municipal facility projects of similar scope and complexity. Submissions will be evaluated in accordance with the criteria set out in this RFPQ, and up to three (3) proponents will be shortlisted..

Stage 2: Request for Proposals (RFP)

Only proponents shortlisted through Stage 1 will be invited to participate in Stage 2. The subsequent RFP will require shortlisted proponents to provide a detailed proposal outlining their approach to design development, constructability review, schedule development, risk identification, and preparation of a Class C construction cost estimate for the proposed Forrest Field Amenity Building Project. Following evaluation of the Stage 2 submissions, the Town intends to select a preferred proponent and enter into negotiations for the provision of pre-construction services.

The Town reserves the right to modify, suspend, or cancel the procurement process at any stage.

9. Insurance and Regulatory Requirements

Successful proponents must maintain business licensing, WorkSafeBC coverage, professional liability insurance and general liability insurance.

10. Terms and Conditions

The Town reserves the right to reject any or all submissions, shortlist fewer than three proponents, amend the process, or cancel the RFPQ at any time.

11. Ownership of Submissions

All Submissions 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 Submissions 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 Pre-Qualification 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.

Appendix A

Proposed Building Amenities and Functional Spaces

The facility is anticipated to include, but not be limited to, the following components:

- Dedicated storage rooms for two to three user groups, with secure and independent access.
- Two team change rooms, each containing an internal washroom.
- Two exterior-access universal washrooms available for public use during facility operations and outdoor events.
- A flexible multi-purpose community room with kitchen designed to accommodate meetings, programming, events, and gatherings.
- Accessible washroom facilities serving the multi-purpose space.
- Janitorial/service room equipped for building maintenance and cleaning operations.
- Equipment storage areas to support facility operations, programming, and event needs.
- A wrap-around viewing deck providing spectator and gathering space with views of the activity areas and surrounding site.
- Barrier-free access throughout the facility in accordance with current accessibility standards.
- Mechanical, electrical, and utility spaces required to support building operations.
- Appropriate circulation, lobby, and entry areas to accommodate users, participants, and spectators (could be external).

Approximate Building Area: To be determined through the needs assessment and concept design process.

Appendix B

Preliminary Scope of Pre-Construction Services

The Construction Manager will participate as a member of the integrated project delivery team during planning and design. Services are anticipated to include stakeholder engagement, building needs assessment, site and design development, the retention, coordination and management of engineering and other consultants, cost estimating, constructability reviews, risk management, value engineering, and preparation for subsequent construction phases. The detailed scope of services may be refined prior to issuance of the Request for Proposals.