



REQUEST FOR PROPOSAL 21/2012

PROJECT MANAGEMENT FIRM

FOR

EMERGENCY SERVICES NEW FACILITIES

&

FACILITY RENOVATIONS

For The Corporation of the City of Thunder Bay
-- Facilities & Fleet Department --

Proposal Closing Date and Time
Wednesday, May 16, 2012
at 4:00 p.m., local time

Proposals are to be Delivered to:

City of Thunder Bay
Supply Management Division
Victoriaville Civic Centre (main floor)
111 Syndicate Avenue South
Thunder Bay, ON P7E 6S4

INFORMATION TO BIDDERS

Definitions

Proponents(s)/Bidder(s): means all persons, partnerships or corporations who respond to this RFP and includes their heirs, successors, and permitted assigns.

City/Owner: means The Corporation of the City of Thunder Bay

Contract: means the agreement to be entered into between the Successful Bidder and the City with respect to the supply of the Goods and or Services. It shall be based upon this RFP, with any agreed upon amendments, and shall include any plans and specifications and will be held to cover the supply of any and all work, labour, implements and materials that could be reasonably required to properly and satisfactorily supply the Goods or Services.

Request for Proposal: means this Request for Proposal (RFP) document including all schedules, parts and attachments, as issued by the City, including any addenda or amendments made to it after initial issue.

May: Used in this document denotes permissive.

Must/Shall/Will: Used in this document denotes imperative.

Successful Bidder: means the Proponent/Contractor/Bidder whose RFP submission is/are accepted and who has/have agreed to supply the Goods and/or Services as outlined herein.

Submission

If your firm is interested in this project, please submit **four (4)** sealed copies of your proposal submission to the address shown on the cover page.

All submissions are to be clearly marked as to contents.

Document Fee

The City charges a non-refundable fee of **\$35.00** (inclusive of taxes) for documents payable by cheque, cash or debit card. If downloaded, the fee is to be included in the submission.

Closing Date and Time

Consideration will be given to your proposal if received in the Supply Management Office not later than the date and time shown on the cover page.

The lowest cost proposal will not necessarily be accepted, and the City reserves the right to reject any and all proposals and/or re-issue the RFP in its original or revised form.

Facsimile, e-mail, or telephone proposals will not be accepted

Late Proposals

Proposals received after the deadline will not be considered. The City will assume no responsibility for submissions that do not arrive in the Supply Management Office by the specified closing date and time. Late submissions will be returned unopened to the proponent.

Grounds for Disqualification of Submission

The City will disqualify or deem submissions non-compliant for the following reasons, unless otherwise noted in this document:

- Failure to submit documents in accordance with the closing date and time on the cover page or any subsequent addenda.
- Failure to complete and sign submittal form provided.
- Failure to comply with any of the mandatory requirements.

Litigation

No bid shall be accepted from any Contractor, its principals, directors or any officer of that firm, or another related person (as determined by the Manager Supply Management, in his or her sole and unreviewable discretion), with whom the City is engaged in unresolved litigation.

Questions/Inquiries

Communications concerning this Request for Proposal are to be in writing and directed to;

Nancy Bauer (or designate)
Supply Management Division

phone (807) 625-2614 - fax (807) 622-0181

e-mail nbauer@thunderbay.ca

Inquiries must not be directed to other City employees or Elected Officials. Directing inquiries to other than those designated may result in your bid being rejected. The deadline for questions/inquiries will be **Wednesday, May 9, 2012 at 12:00 noon**.

All clarification requests are to be sent in writing to the individual mentioned above. No clarification requests will be accepted by telephone. Responses to clarification requests will be provided to all interested parties.

Any and all changes to the Request for Proposal will be issued by the Manager, Supply Management (or designate) in the form of a written addendum.

Acknowledgement of Addenda

If addenda are issued, their receipt is to be acknowledged by the proponent by including them as part of the proposal submission to ensure that all requirements are included in the submission. Failure to include all addenda may result in your submission not being considered. The City will assume no responsibility for oral instructions or suggestions.

Addenda will be provided to all who have registered with the City Supply Management Division. As well, they will be posted on the City's website for download. www.thunderbay.ca/supply. It is the bidder's responsibility to check the website prior to closing for any issued addenda. The City will assume no responsibility for any addendum not received.

Review of Requirements

All proponents should carefully review this solicitation for defects or questionable matter. Comments or the need for clarification must be made in writing as requested in this RFP. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the Supply Management Division as per the terms set out in this Request.

Sustainable Environmental Social Initiatives

The City is committed to a procurement process for Goods and Services that takes into account sustainable environmental and ethical considerations. Potential partners of the City must respect fundamental human rights and treat their workers fairly and with respect. They are also expected to strive continually towards minimizing the environmental impact of their operations.

References

The submission of a proposal authorizes the City to contact all references provided. Failure to provide references and details of experience may result in this proposal not being considered.

Qualifications

Proposals will be evaluated from firms or individuals that can demonstrate that they have the necessary staffing, facilities, experience, ability and financial resources to perform the work in a satisfactory manner. Proven track record must be demonstrated.

The City reserves the right to inspect the bidder's facility and to perform such investigations as may be deemed necessary to insure that competent personnel and management and suitable equipment/material will be used in the performance of this contract.

Freedom of Information

All proposals submitted to the City become the property of the City, and as such, are subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

This will confirm that the City will not use/disclose the information provided, without proper authorization, and will keep the information in a physically secure location to which access is given only to staff requiring access.

Bidder Debriefings

Bidder debriefings will be offered for procurements valued at \$40,000 or higher and must be requested within 60 calendar days following the date of the contract award.

Rights Reserved by the City

Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposal, unless clearly and specifically noted in the proposal and in any contract between the City and the firm(s) selected.

The City reserves the right without prejudice to reject any or all proposals and to determine in its own best judgement the firm best qualified to undertake this contract.

The City is not responsible for any costs incurred by the proponents in the preparation of their response to the proposal call or attendance of any selection interviews. The City will not accept responsibility for any delays or costs with any reviews or approval process.

The Evaluation Committee reserves the right to be the sole judge of the acceptability of any proposal, and also any alternative proposed, and to purchase the service which in its opinion most closely meets the operating requirements of the City.

The City, unless it otherwise states, reserves the right to award by item, or part thereof, groups of items, or all items of the proposal, and to award contracts to one or more proponents submitting identical submissions as to price; to reject any and all submissions in whole or in part; to waive technical defects, irregularities and omissions, if in so doing, the best interest of the City will be served.

The City reserves the right to cancel the contract without cause and without incurring any liability whatsoever if deemed in the best interest of the City to do so.

The City reserves the right to terminate the contract without notice if due to non-performance and unsatisfactory service and unsatisfactory product performance.

The City reserves the right to call in alternate services if the proponent is unable to provide the service when it is requested.

The decision of the Evaluation Committee shall be final and without recourse.

Prices must be firm for the duration of the contract.

The City reserves the right to award this contract in whole or in part without recourse or penalty that which is deemed most advantageous to the City.

The City has the right to negotiate with the proponent that presented the most attractive proposal.

The City of Thunder Bay Council shall have the final authority on all matters regarding this Request for Proposal

This is an invitation for proposals and not a tender call.

Attachments

- Standard Terms and Conditions for Tenders, Proposals, Contracts and Quotations
- Certificate of Insurance

- Appendix 'A' – Copy of RFP 20/2012 and Appendices A, B and C
- Appendix 'B' – Payment Schedule

Indemnity

The successful proponent shall indemnify and hold the City harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any acts or omissions either in negligence or in nuisance whether wilful or otherwise by the bidder, its agents, officers, employees or other persons for whom the bidder is legally responsible.

Insurance

The successful proponent shall, at its own expense, obtain and maintain until the termination of the contract, and provide the City with evidence of:

Comprehensive general liability insurance on an occurrence basis for an amount not less than Two Million (\$2,000,000 dollars) and shall include the City as an additional insured with respect to the City's operations, acts and omissions relating to its obligations under this Agreement, such policy to include non-owned automobile liability, personal injury, broad form property damage, contractual liability, owners' and contractors' protective, products and completed operations, contingent employers liability, cross liability and severability of interest clauses;

Professional Liability (Consultant): The successful proponent shall carry insurance covering the work and services described in this agreement. Such policy shall provide coverage for an amount not less than Two million (\$2,000,000) dollars. The Owner will not accept an agreement which limits the liability of the proponent to the amount of its liability insurance coverage

Automobile liability insurance for an amount not less than Two Million (\$2,000,000) dollars on forms meeting statutory requirements covering all vehicles used in any manner in connection with the performance of the terms of this Agreement.

The policies shown above will not be cancelled or permitted to lapse unless the insurer notifies the City in writing at least thirty (30) days prior to the effective date of cancellation or expiry. The City reserves the right to request such higher limits of insurance or other types of policies appropriate to the work as the City may reasonably require.

The successful proponent shall not commence work until such time as evidence of insurance has been filed with and approved by the Manager Supply Management for the City. The successful Firm shall further provide that evidence of the continuance of said insurance is filed at each policy renewal date for the duration of the contract.

Workplace Safety and Insurance Act (From Successful Contractor Only)

The Contractor shall also furnish evidence of compliance with all requirements of the Workplace Safety & Insurance Act. Independent operators will need CONFIRMATION from the Workplace Safety & Insurance Board (WSIB).

- i.e.
- i) Certificate of Clearance
 - ii) Letter of Good Standing

iii) Independent Operator Letter

In Reference To Workplace Safety & Insurance Act

The City requires all contractors and independent operators to have a Status Ruling done from the WSIB prior to any work being carried out for the City.

The City may not issue a purchase order to any contractor or independent operator until "Confirmation" from the WSIB is received. If further information on WSIB is required, please contact the local WSIB.

EVALUATION AND EVALUATION PROCESS

An Evaluation Committee has been established to review and evaluate each proposal based on the criteria and scoring listed below.

The Evaluation Committee will consist of:

Chief of Fire Services (or designate) – City of Thunder Bay
Chief of Emergency Medical Services (or designate) –City of Thunder Bay
Staff Resource –Supply Management Division –City of Thunder Bay
Manager – Construction / Renovation Services or Designate –City of Thunder Bay

The top three proponents **may** be required to complete an interview. Interviews will be conducted on a date and location to be determined. Successful proponents will be contacted to set up a meeting time for their presentation. It is anticipated that the interview will consist of a brief five minute introduction of the evaluation committee, followed by a thirty minute presentation by the proponent, and concluded with a thirty minute question and answer period. Up to fifty (50) additional points will be awarded for the interview.

The top three will be determined by the total combined total score (all evaluators) based on the one thousand (1000) point criteria noted.

The City reserves the right to select the proposal that best suits the goals of the City, or not to select any of the proposals submitted.

	CRITERIA	MAX. SCORE
1.	Cost to the City	350
2.	Qualifications & Experience of the firm and key members of the project team: - Project Management Firm 75 - Project Manager (DMP) 125 - Internal / External Sub-Consultants 50	250
3.	Compliance with Proposal Requirements and Terms of Reference	100
4.	Demonstrated ability to provide Project Management Services as outlined in this request for proposal and complete the project within the time frame and budget noted. Client references.	150
5.	Quality & Uniqueness of Proposal Submission	50
6.	Evidence of Environmental & Social Stewardship	50
7.	Value Added	50
	Submission Evaluation Sub-Total	1000
8.	Interview (if necessary)	50
	Total Available Points	1050

PROPOSAL CALL AND REQUIREMENTS:

The Corporation of the City of Thunder Bay, Facilities and Fleet Department, invites proposals from qualified consulting firm to act on its behalf as the **Project Manager for Emergency Services New Facilities and Facility Renovations** in, Thunder Bay, Ontario, in accordance with the following City of Thunder Bay Standard Terms and Conditions for Tenders, Proposals, Contracts and Quotations, General Requirements, Attachments and Terms of Reference.

The following specific requirements are identified for inclusion in the proposal:

1. Legal name of the lead firm, its office location, telephone number(s) and a brief history of the firm,
2. Identification of the lead firm’s experience and that of any associated firms or organizations in undertaking similar projects or related functions, along with a listing of all similar projects undertaken within the last five (5) years and to include, the name of the organization, the contact person, telephone number and address, and approval to contact any or all of these clients.
3. Detailed information on the qualifications and experience of the senior members of the Project Management Team who will be responsible for the various elements of the project, including the Designated Project Manager.
4. List of current and future projects of the lead firm.

5. Description of your team's vision and objectives for the project, as well as your understanding of the work to be undertaken and major challenges. Include your understanding of the Project Structure.
6. A statement of the Project Management Firm's development philosophy as it relates to a publicly owned and operated facilities.
7. A demonstrated ability of the Project Management Firm to complete the project in the timelines set out in the Project Schedule.
8. A demonstrated ability of the Project Management Firm to manage the project budget and construction process. Describe your method(s) for maximizing the potential of, but not exceeding the budget. Indicate what cost control responsibilities the proponent would implement during each phase of the project.
9. A list of sub consultants or internal resources complete with company profile and/or personal profile of individuals which will be directly involved in the project.
10. Evidence of financial stability of the lead firm.
11. A complete list of personnel who will be working on the project including the name, experiences, estimated time to be spent, and the rate of pay for each individual.
12. Using the form provided in Appendix 'B', "Payment Schedule" provide a total fixed cost in Canadian dollars (HST shown separately) for the project, a detailed breakdown of the costs for all stages of work and miscellaneous costs associated with each stage of the project (i.e. disbursements, travel costs, printing, incidentals, postage, courier, facsimile, long distance charges, etc.). Travel and accommodation costs for the Project Manager and members of its team to the Greater Toronto Area to be included as disbursement included in the total fixed cost.
13. Include a schedule of per diem and hourly rates for all personnel. These will apply to work carried out beyond the scope of this RFP.
14. Standard Form of Agreement.
15. Environmental and Social initiatives your firm may have undertaken;
16. Value Added/Innovative Concepts;
17. Any other supporting information you may wish to include with your submission.

In order for the City to evaluate proposals fairly and completely, offers should follow the format set out herein and provide all of the information requested. Failure to complete and include information as required may result in your submission not being considered.

TERMS OF REFERENCE

Project Profile

The City of Thunder Bay (Owner) is seeking proposals from Project Management Firms to provide Project Management services for the construction and renovation of new and existing emergency services facilities.

Included in the project scope will be the coordination of a Prime Consultant to develop a detail design and related construction documentation including required site works to accommodate the total proposed works. The terms of reference for the detailed scope of work and requirements of the Prime Consultant are attached in **Appendix 'A' (RFP 20/2012)**.

The Owner will be retaining a Prime Consulting firm led by an Architectural firm to prepare the required documentation to proceed with the work. The lead will be an Architect who must be registered to practice in the Province of Ontario and possess significant recent experience in the design, preparation of construction

documentation and contract administration relevant to public facilities. For the Project Management firm, recent experience with governing committees would be an asset.

The Project Management firm will have the responsibility of managing the Prime Consultant to ensure all the project deliverables are met. These include: preliminary design(s), feasibility, design development, detailed design, interior design, millwork, furniture and equipment and information and communications technology, tender/contract documents, cost control, review of sustainable construction initiatives, including energy conservation and environmental technologies, investigation and recommendation of possible “green engineering” funding programs, contract administration, site review, substantial completion, commissioning, total completion and warranty review for the work.

Additional work will not be compensated unless a written approval or request is provided by the Owner or its agents.

The successful Project Management firm submitting proposals to **RFP 21/2012** will not be eligible to bid on other Pre-Qualifications, Proposals and or Tenders for Construction related to the work identified in **RFP 20/2012** or as lead role or as sub-consultants to any proposed consortiums for Pre-Qualifications, Proposals and or Tenders for Construction. Similarly any sub-consultants, under the successful project management firm, identified as part of **RFP 21/2012**, will not be eligible to bid on subsequent Pre-Qualifications, Proposals and or Tenders for Construction associated with the work identified in **RFP 20-2012**.

Vision Statement

The City of Thunder Bay Emergency Services will be a professional, modern, and innovative organization. The scope of our mandate in providing emergency services will be both comprehensive and progressive. We will value and recognize our employees and encourage a supportive network within our working environment. We will promote effective communication internal and external to the organization.

Design Objectives

Consistent with City of Thunder Bay Corporate Report No. 2011.210, Emergency Services is seeking to improve both customer service and response times for Emergency Medical Services and Fire Services for the citizens of the City of Thunder Bay. On approval from City Council the Owner proposes to rationalize / renovate four existing Fire Services facility assets with Emergency Medical Services, demolish one Fire Hall, and construct two new Fire Halls. It is expected that the two new Fire Halls are similar in design and layout to maximize construction efficiency and future maintenance and capital renewal.

Project Budget

The budget for the work is \$7.0 million. This includes all hard costs (e.g. construction, demolition, furniture and equipment, and millwork.). In addition, the \$7.0 million covers all soft costs (prime consultant fees, project management fees, engineering fees, testing and permits). The budget also includes for land acquisition costs should suitable municipal surplus land not be available.

It is anticipated that a 20% design / construction contingency, which is built into the project budget, will address any difference in cost between the current project estimate and the final detailed design, as well as cover any unforeseen costs pertaining to technical issues which become known during construction. The 20% contingency has been calculated ONLY on the construction cost.

Project Structure

A multi discipline Project Management Firm will be retained by the Owner to carry out the project management services for the proposed work. The successful Project Management Firm will act as the Prime Consultant's day to day contact, provide relevant background information provided by the Owner, oversee the activities of the Prime Consultant, provide overall direction, organize meetings, ensure the Prime Consultant's terms of reference are met, and provide bi-weekly status reports to the Owner,

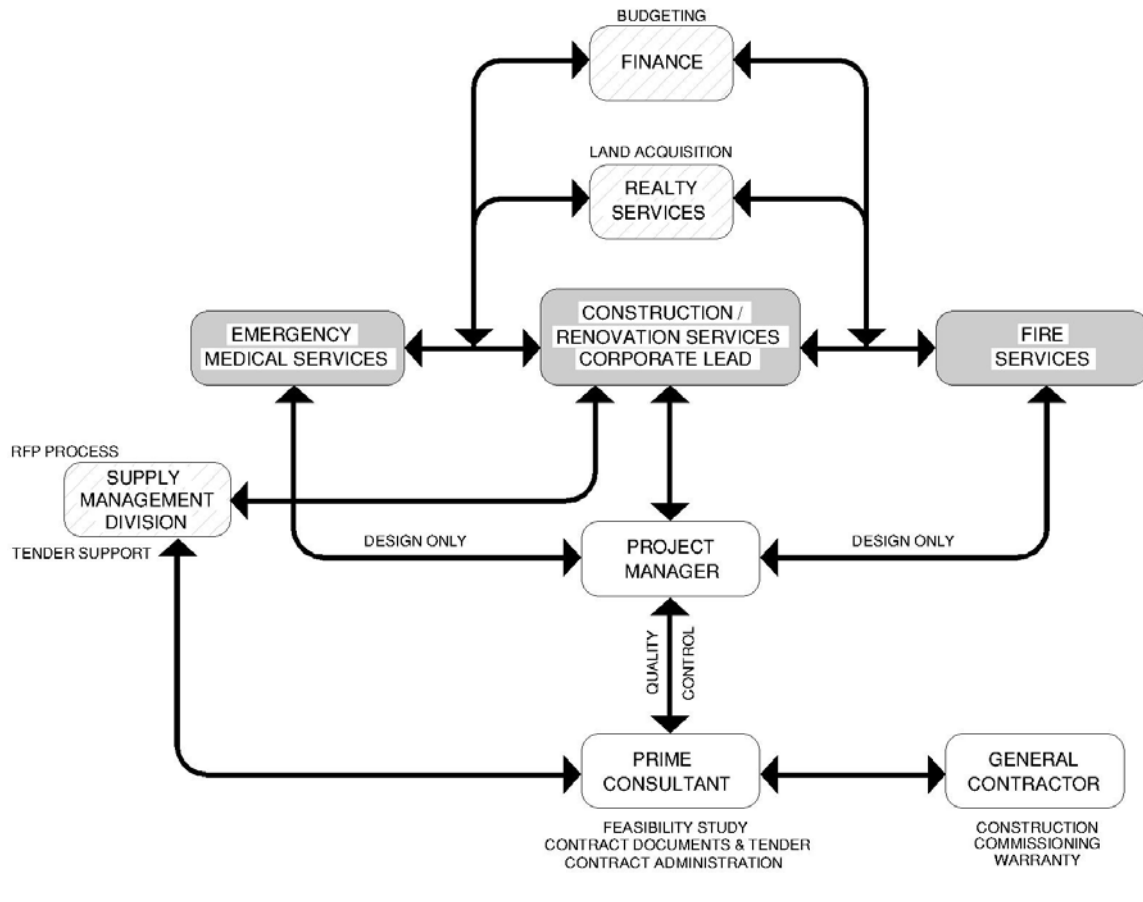
The Owner and Project Manager will review and comment on work prepared by the Prime Consultant and provide input and direction as required.

The Owner Review Team (ORT) will include staff members from the Emergency Services, Construction & Renovation Services, and staff from applicable City of Thunder Bay Departments to ensure the successful implementation of this project. The Construction & Renovation Division will be the corporate lead for the project.

The Prime Consultant will report to the Owner through the Project Management firm.

During the feasibility and design stage only, the Owner will formalize a Building Committee which will be composed of the Project Manager and staff directly responsible for the operations and maintenance of the new and renovated facilities. This Committee will work with the Prime Consultant and sub-consultants in the development of the final designs for each location of the work.

Project Structure Illustration;



Project Sites

Site Location	Generalized Scope of Work			
	New Construction	Demolition	Renovation	Addition
New Site Location TBA	4500-5000 sq.ft Fire Hall			
Neebing Fire Hall 2065 20 th Side Rd.	4500-5000 sq.ft Fire Hall	Demolition of existing Fire Hall		
North Central Fire Hall 60 Water St. S			1200-1500 sq.ft Interior Renovation	
Vickers St. Fire Hall 330 Vickers St. N			1200-1500 sq.ft Interior Renovation	
Brown St Fire Hall 1321 Brown St.			Modernization & 10 Year Facility Renewal Requirements	
James St. Fire Hall 501 Churchill Dr. W			10 Year Facility Renewal Requirements	1800-2000 sq.ft Addition

The Owner is currently in the site selection process for a new Fire Hall location and will provide the successful proponent with site details for verification through the feasibility portion of the work.

Project Schedule

The following project schedule is anticipated based on best current information.

PROJECT SCHEDULE	DATE
Selection of new Fire Hall Site (Owner)	Jan – April 2012
Owner awards Project Management and Prime Consultant contracts	May 2012
Feasibility Study Completion (Phase I)	June –September 2012
Contract Documents & Tender (Phase II)	October 2012-March 2013
Construction / Commissioning (Phase III)	May 2013-April 2014
Warranty Administration	March 2014-March 2015

Project General Requirements

The Owner views Project Management as the comprehensive management and control of all aspects of the project throughout all phases of its life cycle to achieve prescribed objectives defined in terms of time, quality, and cost. Through the application of appropriate management and process techniques, the Project Management Firm will work closely with the Owner to achieve the objectives of the project to meet the requirements of the work.

The construction delivery approach will be a Design-Bid-Build approach, with a stipulated lump sum bid, utilizing CCDC2-2008 documentation and related City of Thunder Bay supplementary conditions to the CCDC2 documentation. The tendered works could include alternate and separate bids.

The Project Management Firm will vigorously represent the Owners interests and provide a high level of expertise in the areas of value engineering, peer technical review, risk management, relationship management, conflict and issues resolution, contractual matters, sustainable construction analysis, accessibility requirements, program/scope management, time management, meeting facilitation, work progress and payment management and of course, cost and quality control with due diligence research and solid advice for all aspects of the project.

The successful Project Management Firm shall take a proactive approach to energy management and component life cycle costing based on a thorough understanding of the costs of owning and operating facilities of this nature.

The following is the scope of project management services the proponent is expected to supply.

General Responsibilities:

1. Review and define the requirements of the project, including scope, quality and overall budget and the schedule of work for this RFP.
2. Assign a Designated Project Manager to be the main contact.
3. Participate in a two or three day site visit to the Greater Toronto Area to review recent trends in the construction and function of emergency services facilities.
4. Review and suggest and or establish protocol for all communication issues throughout the project between the Project Manager, Prime Consultant, and the Owner.
5. Review project procedures, proposed programming and team structure understanding the role of all team members.
6. Advise and assist Owner with respect to the approval process with statutory authorities and the procurement of requisite permits, if required.
7. Review project structure, tasks and milestones and, if required, propose manageable sub-entities to key project deliverables.
8. Manage the Prime Consultant through the feasibility and design development phases of the project process.
9. Manage the Prime Consultant and assist with the preparation and review of construction contracts/specifications including Supplementary Conditions.
10. Review and comment on the design for conformity with the agreed project requirements and budget, and administer design changes from a value engineering perspective to achieve the projects vision and control costs.
11. Review and comment on sustainable construction initiatives proposed by the Prime Consultant.
12. Suggest process and or design alternatives, evaluate them, and assist the Owner to decide between them to best meet the Owners needs in terms of scope, time, quality and cost.
13. Identify and document dates when decisions or approval by the Owner are required and advise the Owner of the effect on the project of delayed decisions or approvals.
14. Identify to the Owner the impact (time, quality, and cost) of proposed changes, so that the Owner may make well-informed decisions whether or not to proceed with the proposed changes.
15. Participate in both the ORT meetings and Building Committee meetings. Provide minutes of ORT meetings within 48 hours of the meeting. The Prime Consultant will be responsible for taking and distributing Building Committee meetings. In the absence of the Prime Consultant at Building Committee meetings, the Project Manager shall record and distribute minutes.
16. Arrange and coordinate the procurement, expediting, and quality control of all required materials, equipment, and services, including those supplied by the Owner not identified in the scope of the Prime Consultant.
17. Manage and assume lead role in the construction administration/implementation for conformity with the approved design, including review of the General Contractor's detailed scheduling and coordination, ensuring proper management of inspection, administration of construction change orders, (take lead role in recommending appropriateness of the potential claim(s), review and approvals of progress claims, completion certificates, management of deficiency and warranty work,(one year beyond total completion), commissioning, operating manuals and record documentation.
18. It is anticipated the lead Project Management Firm will review shop drawings within a 7 calendar day period. Comments to the Prime Consultant or the General Contractor are to be submitted within this time frame.
19. Provide on-site presence as required during construction process to ensure project is progressing as per

- proposed timelines and significant construction milestones are being met.
20. Conduct “walk through” and issue a final deficiency report in conjunction with the Prime Consultant and the Building Committee.
 21. Coordinate the appropriate maintenance staff, Prime Consultant, General Contractor and or related subs, in start-up and or operating procedures during the commissioning phase.
 22. Assist in preparation of scheduling of remedial works required with deficiencies and lead the coordinating of such work with appropriate Owner staff.
 23. Take the lead and ensure proposed deficiency work is carried out by the General Contractor and scheduled so as to not interfere with the intended emergency services of the facility.
 24. Assist the Owner in determining “Total Completion” for proposed construction works.
 25. Take lead and assist the Prime Consultant and the Owner in dealing with contractual construction issues that arise during the one year warranty period after issuance of ‘Total Completion’

Project Management of Feasibility and Design Development

1. Provide a written preliminary evaluation of the project, timelines, and budget, each in terms of the other.
2. Instruct and assist the Prime Consultant in conducting meetings with the Owner, Building Committee and appropriate sub - consultants.
3. Manage the Prime Consultant through the entirety of the feasibility and design development phase.
4. Comment on preliminary design, functional plans, and proposed budgets.
5. Assist the Prime Consultant in reviewing programming requirements.
6. Review and comment on all costing exercises presented to the Owner from the Prime Consultant. Cost reports supplied by the Prime Consultant must be thoroughly reviewed and commented on from a divisional and component-by-component perspective to be presented to the Owner for review and discussion. Reports shall include any inconsistencies with industry standards or identify inconsistencies with the approved final program and building design.
7. Coordinate with the Prime Consultant a review of the approved design with the City of Thunder Bay Accessibility Advisory Committee. With appropriate Owner staff, attend Accessibility Advisory Committee meeting with the Prime Consultant.
8. Coordinate with the Prime Consultant a review of the approved design with the City of Thunder Bay Clean Green and Beautiful Committee. The completed project shall attain a “Gold” standard as outlined in the City of Thunder Bay’s Clean Green and Beautiful policy. With appropriate Owner staff, attend Clean Green and Beautiful Committee meeting with the Prime Consultant.
9. Using the information collected through the preliminary feasibility stage and the design development stage, continue to work with the Prime Consultant in coordinating the detailed and final design drawings including specifications, cost estimates, and tender procurement process.
10. The project will be tendered through the Supply Management Division of the City of Thunder Bay.

Project Management of Construction & Related Tasks

1. Assist in the develop advertisements for pre-qualification of General contractors.
2. Coordinate and take the lead in the pre-qualification process for General Contractors.
3. Perform reference checks and make recommendations on General Contractors.
4. Arrange, set agendas and chair pre-tender site meeting(s) with pre-qualified contractors.
5. Coordinate the resolution of questions that arise during the tender period, in conjunction with the Prime Consultant and review addenda as required, prior to issuance.
6. In combination with the Prime Consultant, attend tender opening, prepare tender analysis, assemble and distribute results.

7. Review project budget and timeline objectives with respect to final tender results. Provide recommendations in the event the project is over budget.
8. Take the lead in monitoring the project budget and timeline throughout construction. Provide bi-weekly reports to the Owner.
9. Co-ordinate the review of all architectural shop drawings as prepared by sub-trades in combination with the Prime Consultant as per the Prime Consultants contractual obligations.
10. Co-ordinate the review of mechanical and electrical shop drawings as submitted by sub-trades in combination with the Prime Consultant as per the Prime Consultants contractual obligations.
11. Take the lead in arrangement and attendance at regular construction site meetings to monitor construction and ensure that all issues are addressed promptly, in combination with the Prime Consultant and the General Contractor.
12. Take the lead in the process for all changes to the scope of project through the Change Notice / Change Order process, review and approve submitted costs and track against both approved project budget and timeline in combination with the Prime Consultant. Provide bi-weekly reports specific to budget and timelines.
13. Establish construction quality assurance programs in combination with the Prime Consultant.
14. Carry out interim site inspections and reports as necessary to ensure all project deliverables are met.
15. Take the lead to co-ordinate installation of voice/data or IT equipment and cabling.
16. Receive and review applications for payment from the Prime Consultant, provide recommendations for payment to the Owners payment certifier. Report any inconsistencies with respect to the schedule of payment or work completed to date.
17. Upon Substantial Completion, in combination with the Prime Consultant develop a deficiency list, and ensure that deficiencies are completed in a timely manner.
18. Take lead role to co-ordinate furniture delivery and installation with mover and/or new suppliers.
19. Review and verify the Certificate of Substantial Completion and ensure the certificate is published as per the Construction Lien Act.
20. Take lead to facilitate final Municipal approvals and inspections, including occupancy and all other related permits.
21. In combination with the Prime Consultant, assemble and review all necessary project closeout information: statutory declarations, warranties, as-built drawings, manuals etc. as per contractual obligations set forth in the tender documents.
22. Determine a "Total Completion" date in consultation with the Owner and Prime Consultant.
23. Advise on timing of final payment and release of holdback monies.

Designated Project Manager

The proponent shall identify within its proposal submission an individual who shall be the Designated Project Manager "DPM". The DPM shall be the Project Management Firm's Project Manager responsible for the delivery of service to the project. The DPM, and not subordinate staff, shall at all times be directly responsible for the management of the project. The DPM shall be responsible for attending meetings as indicated in this RFP for the duration of the project. The DPM shall not be replaced without the prior written consent of the Owner.

Appendix 'A' is intended to give proponents an order of magnitude of the Prime Consultant's responsibility and the magnitude of the Project Management responsibilities.

FORMAL AGREEMENT

The successful proponent will be issued a purchase order with which to proceed. The Terms of Reference and Conditions of this RFP document, and the Form of Agreement submitted by the successful proponent will form part of the Purchase Order's Terms and Conditions.

TIMING

The Project Manager shall perform the Services expeditiously to meet the requirements of the Owner as indicated in the Project Schedule, and shall complete any portion or portions of the Services in such order as the Owner may require and the Owner shall have the right to take possession of and use any completed or partially completed portions of the Work notwithstanding any provisions expressed or implied to the contrary.

The Owner shall give due consideration to all information submitted by the Project Manager, and shall make any decisions which are required in connection therewith within a reasonable time so as not to delay the work of the Project Manager.

SUBMITTAL FORM

(This page is to be completed and returned with your submission)

Proponent Covenant:

I/We the undersigned authorized signing officer of the proponent, hereby declare that no person, firm or corporation other than the one represented by the signature below, has any interest in this submission.

I/We further declare that all statements, schedules and other information provided in this submission are true, complete and accurate in all respects to the best knowledge and belief of the proponent.

I/We further declare that this submission is made without collusion, connection, knowledge, or comparison of figures or arrangement with any other company, firm or persons making a submission and is in all respects fair.

I/We understand that this may result in the rejection of our submission if this declaration is found to be untrue.

I/We have received, allowed for and included as part of our submission all issued Addenda.

PRINT LEGAL NAME OF FIRM

MAILING ADDRESS

CITY

POSTAL CODE

NAME OF CONTACT PERSON (PLEASE PRINT)

PHONE NUMBER

FAX NUMBER

CELLULAR NUMBER

E-MAIL ADDRESS

SIGNATURE OF AUTHORIZED OFFICIAL

PLEASE PRINT NAME

DATE

NOTICE TO BIDDERS

\$35.00 Fee for Tender and Proposal Documents

\$30.97 - Plus **13% HST (\$4.03) for a total of \$35.00**
(effective July 1, 2010)

The City of Thunder Bay charges a non-refundable fee for tender and proposal documents, payable by cheque, cash or debit. Cheques are payable to the **City of Thunder Bay**.

When downloading tender or proposal documents you are expected to pay the document fee should you decide to submit a proposal or tender.

- * enclose your **cheque** with your tender or proposal submission.
- * write the tender or proposal reference number on your cheque.

Note: There is **no charge** for Request for Quotations, Expressions of Interest, Sales or Auction bids.

Note: The Document Fee for **Engineering Contracts** and tenders issued by **Consulting Engineering firms** on behalf of the City, will be stated in each contract document. The fee will vary.

Downloading Documents

Reminder: When downloading documents, it is the Vendor's responsibility to **re-visit** the City's website prior to submitting, to check for any **addenda** that may be issued. **The Addenda must be attached to your tender/proposal document.**

Special Note: When downloading tender/proposal/quotation documents, we strongly recommend that you **complete and FAX** the attached **REQUEST FORM** to our office.

Submitting Tenders, Proposals and Quotations

- When submitting **tenders** enclose **two (2) copies** of your tender in the envelope.
- When submitting **proposals** enclose the number of copies **as stated in the proposal** document.
- When submitting **quotations** submit only **one (1) copy**.
- Attach any/all **addenda** to your tender, proposal or quotation document.
- Write the tender/proposal/quotation **Reference Number** on your envelope.

If you have any questions please call the **Supply Management** office at **(807) 625-2252**.

The City of Thunder Bay **Web Site** Address for a Listing of Tender Information and Downloading Documents is:
www.thunderbay.ca/supply



SUPPLY MANAGEMENT DIVISION
Victoriaville Civic Centre (main floor)
111 Syndicate Avenue S
PO Box 800
Thunder Bay, ON P7C 5K4

FINANCE & CORPORATE
SERVICES DEPARTMENT

Tel: (807) 625-2252
Fax: (807) 622-0181

REQUEST FORM

REQUEST FOR BIDDER INFORMATION

(when DOWNLOADING documents)

Please **FAX** this Form to SUPPLY MANAGEMENT DIV.

FAX: (807) 622-0181

Please **COMPLETE and FAX** this Form to Supply Management Div. once you have downloaded the document and may be interested in submitting a bid.

Note: It is the responsibility of the Vendor to check the City's Web Site for any Addenda or updates prior to submitting your bid.

Please write in the **REQUEST FOR PROPOSAL #** below

RFP # _____

DESCRIPTION OF PROJECT _____

YOUR COMPANY NAME _____

STREET ADDRESS _____

SUITE # _____

P.O. BOX # _____

CITY _____

POSTAL CODE _____

PHONE () _____

FAX () _____

E-MAIL ADDRESS _____

CONTACT PERSON _____

www.thunderbay.ca/supply

From:

Ph: _____

City of Thunder Bay
Supply Management Division
Victoriaville Civic Centre (main floor)
111 Syndicate Ave S
THUNDER BAY ON P7E 6S4

PROPOSAL # _____

CLOSING DATE

When **Downloading** Proposal Documents, **cut or fold this page in half** and **Affix this ADDRESS LABEL** to your proposal submission envelope.
Please indicate the Proposal #. Also include your firm's name in the top left corner.