



Salt Spring Island Fire Protection District
105 Lower Ganges Road
Salt Spring Island, B.C.
PH: 250-537-2531

Request for Proposals

Project Manager for the Firehall No.1 Replacement Project



Closing: 4:00 PM Pacific Standard Time on August 18, 2022

Responses should be delivered by hand, email, or mail to the following location no later than 4:00 pm on August 18, 2022, (Closing), and should be clearly marked "Project Manager for the Fire Hall No. 1 Replacement"

Attention: Rodney W. Dieleman
Chief Administrative Officer
Salt Spring Island Fire Protection District
105 Lower Ganges Road, Salt Spring Island, British Columbia, V8K 2T1
Email: rdieleman@saltspringfire.com

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Salt Spring Island Fire Protection District
105 Lower Ganges Road
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PH: 250-537-2531

July 18, 2022

Request for Proposal: “Project Manager for the Firehall No.1 Replacement Project,”

Salt Spring Island is an unincorporated community and the Salt Spring Island Fire Protection District (“District”), an improvement district, provides fire protection services for most of the island.

The existing Fire Hall No. 1 (“Ganges Fire Hall”) was built in phases – beginning in 1959 and the most recent additions added in the 1970’s. For many years, it has been clearly understood by the community the existing *Ganges Fire Hall* in its present condition does not meet the needs of the fire department

In 2019 the *District* decided to revisit the need to replace the *Ganges Fire Hall* and a Fire Rescue Advisory Committee (“Advisory Committee”) was formed to develop recommendations concerning the provision of fire protection services, including a renovated or new *Ganges Fire Hall* to serve the community

The *District’s* Board of Trustees are committed to moving forward with a proposal to replace the *Ganges Fire Hall* that not only meets the fire service’s long-term needs but is also respectful of Salt Spring taxpayers and residents and reflects their thoughts and expectations. A referendum to finance a new fire hall had 75% support from the electorate.

The *District* does not have the necessary internal resources and capacity to successfully manage and deliver a major capital project. The *District* wishes to retain outside expertise to ensure successful project delivery – an “on time, on budget” outcome.

The *District* seeks to engage the services of a construction project manager that can contribute experience, discipline, and resources to minimize the inherent risk in capital project delivery.

Purpose and Introduction:

The purpose of this Request for Proposals (RFP) is for the Salt Spring Fire Protection District to receive proposals from qualified individuals, firms and organizations capable of providing project management services for the construction of a new fire hall on Salt Spring Island, British Columbia.

Project Description:

On June 30, 2022, the Salt Spring Island electorate voted by referendum to authorize the funding of a new fire hall to be located on the site near Brinkworthy Road and Lower Ganges Road on Salt Spring Island.

The Salt Spring Island Fire Protection District (SSIFPD) will construct a new fire hall with approximately 11,500 square feet. The total project cost is between \$12 million and \$13.7 million dollars. SSIFPD owns the property at Lot 1 Section 4, North Salt Spring Island Range 2, East Cowichan District Plan EPP23826, PID 029253217 where the new fire hall is to be located. It is a “greenfield” construction site.

The new fire hall must meet current building code and post-disaster requirements and provide the space required for Salt Spring Island Fire Rescue to deliver timely services to the community, meeting the level of service set out in the bylaws. A preliminary design and additional site details are available on Appendix A.

Scope of Work:

A Construction Project Manager is responsible for understanding the project deliverables and creating timelines for different individuals and groups involved in the project to make sure the project remains on track. They must be familiar with the goals of the project and the responsibilities of all involved parties. Duties and responsibilities include:

Overall:

- To act as the Project Manager and Owner’s Representative on the construction of the new fire hall.
- Ensuring timely completion of the project.
- To provide leadership and to establish and maintain effective and harmonious working relationships with all those involved in the project, particularly with the Owner, the Construction Manager and the Architect.
- To leverage their thorough knowledge and understanding of Construction Contract Documents, the General Contract and the Subcontracts, to mitigate risk as part of a risk management program.
- To regularly report to the Steering Committee as to the progress of the project.
- To ensure all requirements pertinent to insurance, safety, labor relations and Provincial or Federal government wage or employment regulations are met.
- And they must maintain corporate general liability insurance and professional liability insurance

Pre-Construction:

- Inform the scope of work for the Construction Manager and Architect and manage the public procurement process, including development procurement documentation.
- Ensure site services are in place and oversee the off sites work program
- Obtain permits and authorities for the site.

- Review existing consultant and site reports.
- Manage the Project Charter and ensure any changes are managed with a disciplined change management processes.
- Meet with the Architect, Construction Manager and Owner to finalize design and costs and form a Stipulated Price Contract for the construction of the new Fire Hall.
- To ensure that all drawings and specifications are examined during design development for design deficiencies, impractical details and possible code violations, and through a meeting with the Architect, bring them to a resolution.
- To ensure the CM utilizes best practices when developing their construction estimates through design development
- Manage both internal and external risks within the project lifetime, through a documented risk management program that is regularly updated by the project team in facilitated sessions.
- Plans all phases of the construction lifecycle from initiation to completion.

Construction:

- The Project Manager is responsible for planning and overseeing the construction of the new fire hall to ensure it is completed in a timely fashion and within budget.
- The Project Manager shall participate and report to the *Project Steering Committee* on a monthly basis, along with any Special Meeting as may arise.
- To meet at regular intervals with the Owner and Architect and to keep them currently advised on the status of cost versus budget and the progress of the work
- To see that the prescribed quality control measures are implemented and maintained throughout the life of the project.
- Coordinating tasks by different people on different sites to ensure uniformity upon project completion.
- To see that the Project Schedule, incorporating dates and times for Owner decisions, availability of design information, procurement of materials and subcontracts, lead times for fabrication, and field installation is established and maintained.
- Manages a Construction Manager and oversees their work.
- Review and certify progressive billings for payment from trades and the Construction Manager.
- To ensure that progress payments are adequately reviewed and approved through best industry practices.
- To plan, monitor progress, and keep stakeholders informed throughout the project with a stakeholder management plan.
- Coordinate and communicate with outside consultants, permitting authorities (local, Provincial and Federal), and third parties including community representatives.
- Ensure quality assurance for materials, where appropriate and according to their specifications.
- Obtain the Certificate of Substantial Performance.

Post-Construction:

- Final commissioning of the building and obtain the occupancy permit.
- Final certification that the work was completed as planned and specified and that construction methods were appropriate.
- Final Quality Inspection.
- Follow up and completion of any project deficiencies

Project closeout:

- Gathering of all construction documents, change orders, shop drawings for the owner.
- Gathering of all equipment documents, warranties, manuals for the owner.
- Ensure all parties have completed their contractual obligations.
- Ensure that the project databook and turnover are delivered a timely manner.
- Transition from completed construction project to occupancy and operations.
- Validate that the project meets the business case deliverables for the owner.

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Experience and Representative Work:

- Respondents should have prior experience representing local government at the Project Manager or Director level.
- Demonstrated capabilities working on projects from \$5M to \$20M including similar sized work within the last 5 years.
- Accredited with a recognized construction related organization (e.g., ASTTCBC, EGBC)
- Demonstrated experience with standard form contract (e.g., CCDC documents) and municipal specifications (e.g., CRD, MMCD).
- Demonstrated familiarity with Canadian building, plumbing, fire and electrical codes.
- Prior experience with Fire Hall or Public Safety Building projects will be a favourable consideration.
- Prior experience working with both the Capital Regional District and Islands Trust would be beneficial.
- Ability to provide references for representative work.

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Proposal Submission:

1. Proposal Submission

Responses should be delivered by hand, email, or mail to the following location no later than:

4:00 PM Pacific Standard Time on August 18, 2022 (Closing),

and should be clearly marked "**Project Manager for the Fire Hall No. 1 Replacement**":

Attention: Rodney W. Dieleman
Chief Administrative Officer
Salt Spring Island Fire Protection District
105 Lower Ganges Road,
Salt Spring Island, British Columbia, V8K 2T1
Email: rdieleman@saltspringfire.com

Proposals shall include the following:

- **REQUEST FOR PROPOSAL (RFP) Submission as outlined and specified**
- **PROPOSAL FORM**
- **BID FORM**

Proposals may either be emailed with the *RFP* title clearly indicated in the subject line or submitted in a sealed package with the name and address of the Proponent and the *RFP* title marked on the outside. Please request confirmation of receipt of any emailed proposals.

Facsimile submission will not be considered.

Late proposals will not be considered.

Proposals that are conditional, illegible, obscure, or contain irregularities of any kind may, at the discretion of the *District*, be declared disqualified.

The person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to this RFP must sign the Proposal Form and Conflict of Interest Declaration forms. Unsigned Proposals will be declared disqualified.

The Evaluation Committee will open proposals in private and confidential setting. The bids will be evaluated and assessed by the Evaluation Committee and the contract amount and term of the winning proposal will be made public upon successful award of the contract.

Interviews may be conducted to assist in the evaluation of submissions. The Interview will be held only with short-listed Proponents and will be scheduled at a mutually convenient time at the offices of the *District* or via video conferencing (ZOOM).

Mandatory Criteria:

- Proposal Form completed and signed by a person(s) authorized to bind the Proponent to statements made in the submission.
- Bid Form completed and signed by a person(s) authorized to bind the Proponent.
- Proposal must be received at the closing location by the specified Closing date and time.

2. Proposals are to include the following sections:

Company Profile

- company profile including mission and values,
- services offered,
- number of years in operation and
- location of offices;

Project Team, Organization and Qualifications

- personal experience and qualifications related to this assignment including similar project experience and a list of at least two (2) recently completed and relevant projects.
- Proponents are also to identify the project lead and, if applicable, consultants and other team members proposed to work on the project and a summary of their relevant project experience.
- Proponents are to specify the approximate percentage of time allocated to the overall project and by any additional team members.

The District is looking for a commitment of the same individual consultant for the duration of the project.

Cost and Schedule Controls

- Demonstrated understanding of project gating and phasing
- Demonstrated understanding of working within a limited budget
- Comprehensive schedule of fees
- Overall cost

Project Experience and related qualifications

- Two recently completed and relevant projects with similar budget
- Demonstrated familiarity with Canadian building, plumbing, fire and electrical codes
- Accreditation and experience with standard form contract
- Experience with Fire Hall or public safety buildings

Methodology and Work Plan Description

- The proposed overall approach to the project
- Detailed proposed scope of work
- Proposed project schedule
- Demonstrated understanding of representing a small local government
- Demonstrated plan for risk mitigation
- Detailed work schedule and staff allocation

Evaluation:

Evaluation of Proposals will be by the Board of Trustees, the Fire Chief, and the Chief Administrative Officer according to the criteria identified below. During the evaluation process, Proponents may be required to provide clarification to statements made in their proposals. The *District* reserves the right to contact references to determine the reputation of the Proponent.

Following the evaluation process, the team will then select the firms that the SSIFPD considers most qualified. The successful Proposer will be requested to enter into a contract substantially similar to the Services Contract listed in **Appendix C**. The SSIFPD reserves the right to negotiate modifications to Statements of Proposals and subsequent the Services Contract that it deems acceptable. The SSIFPD reserves the right to terminate negotiations in the event it deems the progress towards a contract to be insufficient. Firms will be evaluated in accordance with the criteria listed below. All criteria will be graded on a point scale as listed below.

Skills and Qualifications:

Given that a Construction Project Manager is tasked with overseeing the project from beginning to end, they must have solid analytical skills to estimate cost-effectiveness while resolving issues arising during the project's lifetime. The successful Construction Project Manager will have various prerequisite skills and qualifications, including:

- Ability to lead a team by being a good and effective communicator.
- Excellence in building rapport and creating a team environment where all those with project responsibilities work well together.
- Ability to maintain a high level of organization by ensuring daily job allocation.
- Excellence in planning how each process should be done, how resources are to be acquired, and when the project should be completed.
- Ability to determine potential risks while devising proactive ways to solve them.
- Ability to welcome feedback and use it to improve the quality of production.
- Excellence in verbal and oral communication skills.

Selection Criteria:

All criteria will be graded on a point scale as listed below:

- | | |
|--|--|
| 1. Company Profile 5% | 2. Project Team, Organization and Qualifications 15% |
| 3. Cost and Schedule controls 20% | 4. Project Experience and related qualifications 15% |
| 5. Methodology and Work Plan Description 35% | 6. Design and clarity of proposal 10% |

Administrative Requirements:

1. Terms and Conditions

Submission of a Proposal in response to this RFP indicates acceptance of all the terms that follow and that are included in any addenda issued by the *District*.

2. Changes to Proposals

A Proponent may amend or withdraw its Proposal prior to the closing date and time. Upon Closing, all Proposals become irrevocable, and no changes may be made unless requested by the *District* for clarification.

3. Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing a Proposal. If the *District* elects to reject any or all Proposals, the *District* will not be liable to any Proponent for any claims for costs or damages incurred by the Proponent in preparing the Proposal, loss of anticipated profit in connection with a final Contract, costs for returning unopened Proposals, or any matter whatsoever.

4. Firm Pricing

Prices will be firm for the entire Contract period unless the written Contract for Services states otherwise.

5. Currency and Taxes

Prices quotes will be in Canadian Dollars and inclusive of all charges, and exclusive of GST and other taxes which shall be shown separately as applicable.

6. Proponent Location

Considering the anticipated number of meetings and duration of the project, Proponents should reside within the Capital Regional District, preferably on Salt Spring Island.

7. Privilege or Right to Cancel

This RFP must not be construed as an agreement to purchase goods or services. The *District* is not bound to accept the lowest priced or any Proposal submitted.

The *District* reserves the right to reject any and all Proposals and to accept any Proposal notwithstanding any non-compliance with this RFP. The *District* may select any Proposal for acceptance or negotiation with the Proponent by selecting the Proposal which the *District*, in its sole unrestricted discretion and based on such criteria as it considers appropriate, deems to be in the best interests of the *District*.

If a proposal contains a defect or fails to comply with the requirements of the proposal document, which in the sole discretion of the *District* is not material, the *District* may waive the defect and accept the proposal.

The *District* reserves the right to cancel this RFP at any time and for any reason, and in so doing to reject all Proposals, and will not be responsible for any loss, damage, cost or expense incurred or suffered by any Proponent as a result of such cancellation.

The *District* reserves the right to enter negotiations with one or more Proponents concerning the terms and conditions of the services to be provided, and expressly reserves the right through such negotiations to request changes, alterations, additions, or deletions from the terms of any Proposals received.

The *District* reserves the right to select one or more Proponents for further considerations following the initial proposal evaluation process. The *District* may require presentations or an interview (in-person or by video conferencing) with Proponents selected for final consideration prior to negotiating a Contract.

8. Definition of Contract

Notice in writing to a Proponent of the acceptance of its Proposal by the *District* and the subsequent execution of a written Contract will constitute a Contract for the Services and no Proponent will acquire any legal or equitable rights or privileges until a written Contract has been signed by both parties.

9. Liability for Errors

The information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the *District*, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

10. Modification of Terms

The *District* reserves the right to modify the terms of the RFP at any time at its sole discretion. Such modifications will be communicated to all Proponents through formal addenda.

11. Ownership of Proposals and Freedom of Information

All documents including Proposals, submitted to the *District* become the property of the *District*. Each Proposal should clearly identify any information that is confidential or proprietary information.

The *District* is subject to the provision of the Freedom of Information and Protection of Privacy Act. While the Act does offer some protection for confidential third-party business information, the *District* cannot guarantee that any such information provided to the *District* will remain confidential if a request for access is made under the Act.

12. Confidentiality of Information

Information pertaining to the *District* obtained by the Proponent because of participation in this project is confidential and must not be disclosed without written authorization from the *District*.

13. Commitment by the *District*

The *District* will make available, upon request and at no cost to the successful Proponent, any existing *District* plans, reports, studies, and copies of relevant background information.

The successful Proponent may be required to sign non-disclosure, confidentiality, or other agreements when access is provided to *District* information.

Remuneration:

Remuneration for services, up to the agreed upon contract amount, will be paid monthly against invoices within thirty (30) days after receipt. Claims for reasonable reimbursable expenses permitted by the contract will be paid upon presentation with appropriate documentation.

Expenses for third-party professionals engaged by the *District* to enable the Project Manager to meet its objectives would normally be billed to the *District* and not to the Project Manager.

Available Information:

Proponents wishing to submit a proposal are encouraged to review the following materials to confirm the accuracy and completeness of their proposal prior to submission.

The following information is available on the *District's* website: saltspringfire.com/job-opportunities/

Enquiries:

All enquiries related to this RFP shall be directed to:

Rodney W. Dieleman
Chief Administrative Officer
Salt Spring Island Fire Protection District
Telephone: 250-537-2531
Email: rdieleman@saltspringfire.com

Addenda:

Any questions that are received by the *District* that affects the Request for RFP will be issued as addenda by the *District*.

Addenda will be published at the *District's* website: saltspringfire.com/job-opportunities/ and copied to prospective proponents who have given written indication of their intention to submit a proposal. It is the responsibility of prospective Proponents to monitor the *District's* website to check for updates. All addenda become part of the Contract document and must be considered when responding to this RFP.

Verbal answers are binding only when confirmed by a written addendum.

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PROPOSAL FORM

Salt Spring Island Fire Protection District
Project Manager – Fire Hall No. 1 Replacement

Closing: 4:00 PM Pacific Standard Time on August 18, 2022

This form must be completed, signed and included with the submission

The undersigned confirms that their submission is in response to the Request for Proposal for the Salt Spring Island Fire Protection District’s “Project Manager - Fire Hall No.1 Replacement” and the Proponent acknowledges receipt of Addenda # ____ through Addenda # ____.

Name of Firm: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Contact Name: _____

Position: _____

Phone: _____ Fax: _____

Email: _____

Authorized Signature

Name and Title

Date

BID FORM

Salt Spring Island Fire Protection District
Project Manager – Fire Hall No. 1 Replacement

Closing: 4:00 PM Pacific Standard Time on August 18, 2022

This form must be completed, signed and included with the submission

Date: _____
To: Salt Spring Island Fire Protection District
For: Project Manager- Fire Hall No. 1 Replacement
Submitted By: _____
Address: _____
Phone: _____ Fax: _____
Email: _____

We have examined the Request for Proposal (RFP) documents carefully and have a clear and comprehensive knowledge of the Scope of Work required under the RFP. By submitting a proposal, we agree and consent to the terms, conditions, and provisions of this RFP, and offer to provide the SCOPE OF WORK in accordance with the terms and conditions set out in the RFP for the fees and rates set out in this BID FORM.

The following fees (Canadian \$) are net costs exclusive of taxes (GST and PST if applicable).

TOTAL FEE: \$ _____

State any additional fees or costs not stated in this RFP that may be charged by your company to the project.

Signature and Name of Authorized Representative(s)

_____ (signature) _____ (print)

_____ (signature) _____ (print)

Appendix A

Project Description

On June 30, 2022, the Salt Spring Island electorate voted by referendum to authorize the funding of a new fire hall to be located on the site near Brinkworthy Road and Lower Ganges Road on Salt Spring Island. The referendum was approved with a 75% positive vote.

The Salt Spring Island Fire Protection District (SSIFPD) will construct a new fire hall with approximately 11,500 square feet. The total project cost is between \$12 million and \$13.7 million dollars. SSIFPD owns the property at Lot 1 Section 4, North Salt Spring Island Range 2, East Cowichan District Plan EPP23826, PID 029253217 where the new fire hall is to be located. This is a “greenfield” construction site.

The new fire hall must meet current building code and post-disaster requirements and provide the space required for Salt Spring Island Fire Rescue to deliver timely services to the community, meeting the level of service set out in the bylaws.

Site Particulars:

Municipal Address: 455 Lower Ganges Road
Legal Address: Lot 1 Section 4 North Salt Spring Island Range 2 East
Cowichan District Plan: EPP23826
Zoning: The parcel is zoned R3 and is in the Agricultural Land Reserve.
The parcel was subdivided in 2012 for non-farm use.
Total site area: ±0.8 Ha (8000 m²)

General Building Code Requirements:

Main Building | Major Occupancies:

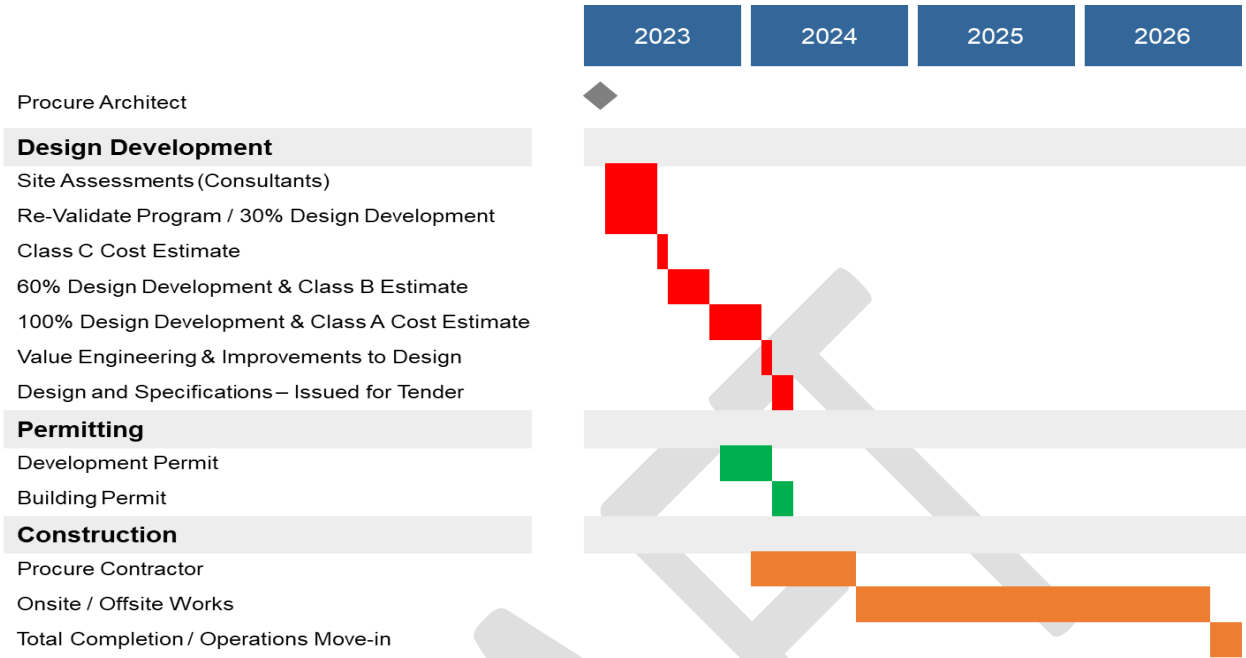
- Group D, Business and Personal Services Occupancy (Administrative Areas)
- Group F3, Low-Hazard Industrial Occupancy (Apparatus Bay and Support Areas)

Building Height: One (1) storey with mezzanine, hose tower height excluded
Building Area: Final Design: 11,404 ft² (1060 m²)
Post-Disaster Building: Yes
Building Classification: Per BCBC 2018, 3.2.2.63 Group D, up to 2 storeys, Sprinklered

Maximum building area: not more than 3000 m² if one storey in building height.

- The building is permitted to be either combustible construction or noncombustible construction. Sprinklers are required for a building area above 1000 m².
- Fire separations between the apparatus bay area and the operational spaces would need to be rated 1.5 hours. In addition, closures (such as doors and fire dampers) within this separation shall have a rating of 1 hour.
- Based on a maximum occupancy during training sessions of up to 25 people, a minimum of one (1) water closet for each sex is required.

Anticipated Project Schedule:



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Appendix B Stakeholders

Stakeholder	Accountable Resource	Project Influence (Low, Medium, High)	Project Expectations (Input, Informed)
Board of Trustees	Chair & Board of Trustees	High	Input
Firefighters (Career)	President, AFF Local No 4467	High	Input
Firefighters (Paid on-call)	President, SSI Firefighters Association	Medium	Informed
Capital Regional District (CRD) – Partner	(Representative)	Low	Informed
Islands Trust	(Planner)	Medium	Informed
The North Salt Spring Waterworks District	(Representative)	Medium	Informed
Ministry of Transportation and Infrastructure	(Representative)	Medium	Informed
Immediate Neighbours	(Representative)	Low	Informed
Immediate Businesses	(Representative)	Low	Informed
SSI Residents	(Representative)	Low	Informed

Appendix C

Contracts

Anticipated Construction Contract:

CCDC 5B – 2010 Construction Management Contract – for Services and Construction

CCDC 5B – 2010 Construction Management Contract – for Services and Construction is a standard contract between Owner and Construction Manager to provide advisory services during the pre-construction phase and perform the required work during the construction phase.

At the outset, the Work is performed on an actual-cost basis, plus a percentage or fixed fee which is applied to actual costs. The parties may agree to exercise the following options: Guaranteed Maximum Price (GMP), GMP Plus Percentage Cost Savings, and conversion into a Stipulated Price Contract.

Anticipated Project Management Services Contract:

CCDC 31– 2020 Service Contract Between Owner and Consultant

CCDC 31 – Service Contract Between Owner and Consultant is a standard service contract for use between Owner and consulting engineer. Originally adapted from the ACEC 31 at the request of ACEC, the document was updated in line with the existing CCDC principles and terminology, consistent with the CCDC 2.

This contract allows for a variety of types of remuneration, including the use of fixed fees, fees based on the value of the Work, fees based on time-based rates, or any combination therein.

The CCDC 31 clearly outlines the scope of the Consultant’s Professional Services with Schedule A, which allows users to select the specific duties of the Consultant for the project.

Also contained within the CCDC 31 are provisions addressing the roles and responsibilities of both parties, insurance requirements, dispute resolution, and more.

The CCDC 31 contains the following sections:

- Definitions
- General Conditions
- General Provisions
- Roles and Responsibilities
- Executing Professional Services
- Payment
- Governing Principles
- Insurance and Liability
- Dispute Resolution
- Schedules
- Consultant’s Scope of Professional Services
- Reimbursable Expenses
- Time-Based Rates for Personnel Employed by the Consultant