

REQUEST FOR PROPOSAL

INVITATION FOR:

**CONSTRUCTION MANAGER SERVICES FOR
A NEW MULTI-UNIT RESIDENTIAL PROJECT**



**CANMORE
COMMUNITY
HOUSING**

Homeownership and
rentals for residents

QUESTIONS & REQUESTS FOR INFORMATION TO BE EMAILED TO:

kristopher@canmorehousing.ca

**CANMORE COMMUNITY HOUSING CORPORATION
REQUEST FOR PROPOSAL**

FOR

**CONSTRUCTION MANAGER SERVICES
FOR
Stewart Creek Rise
("CONSTRUCTION MANAGER RFP")**

Request for Proposal No: **RFP-23-005**

Issue Date: September 5 2023
Closing Date: September 19 2023

Principal Contact:

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APPENDICES:

Appendix A	Survey Plan (Block 21, Lot 29) 23-113DESC
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1. Project Overview

Canmore Community Housing Corporation (“CCHC”) is a non-profit corporation wholly owned by the Town of Canmore and governed as an arm's length organization. Established in 2000, CCHC supports a more sustainable community by providing a range of housing that is appropriate, affordable, and vital for the community's needs. CCHC currently has a portfolio of 116 purpose built rental units and 164 homeownership units. CCHC is requesting proposals for a Construction Manager (CM) that can provide services and works under a CCDC 5b Contract which will complement CCHC’s current homeownership portfolio. This CM will present a preferred Architectural Consultant partner in this RFP to work with CCHC for this project.

CCHC intends to select the Proponent (“Successful Proponent”) who presents and is able to complete a proposal that fulfills CCHC’s project goals (S. 4) and evaluation criteria (S. 15) to the greatest degree.

The Successful Proponent will enter into a CCDC 5b - 2010 Construction Management Contract, along with the Supplemental Conditions that will be provided to the successful proponent with CCHC.

Generally, these services are:

- Advisory services during the pre-construction phase
- Construction services
- Post-construction services

The scope of work shall be for all aspects of the design and construction of the Project, including but not limited to, a complete design in accordance with Alberta Building Code requirements, including all applicable professional schedules, all architectural as well as all engineering required for the building systems, all marketing drawings, the creation of three (3) interior finishing design board options to be approved by CCHC, all permit applications and corresponding fees including off-site levies and security deposits, related site works, landscaping and site service and utility connections at the property line of the Land and the provision of all as-built drawings and maintenance and operation manuals, and post construction services. Allowance for interaction with the CCHC team during design development and construction through to total completion is required.

2. Property Description:

Civic Address: 205 Stewart Creek Rise
LLD: Plan 2310690, Block 21, Lot 29

Site Area: 2360 m²; 0.236 ha. or 25,402.83 sq. ft.; 0.583 ac.

3. Intended Use Considerations

CCHC intends to develop the Land for a multi-unit residential development which will be sold under a home ownership tenure. The development will be subject to, but not necessarily limited to the following guidelines and restrictions:

- All relevant components of The Town of Canmore Land Use Bylaw
- Units will be owned by the CCHC initially who will then offer them for purchase to residents who meet CCHC's Vital Homes program requirements or any other such housing program that CCHC may have at the time
- The construction manager and designer will work with CCHC to deliver the appropriate density for the site based on the approved land use designation in the Canmore Land Use Bylaw, and with any available variances
- Town of Canmore Engineering Design and Construction Guidelines

4. Project Goals

The principal goals of the Project are to:

- Provide a mix of residential unit types in conformance with the Canmore LUB 2018-22 and the current land use designation R2A-RC
- Accommodate up to 19 primary units and up to 8 accessory dwelling units, or a combination thereof including studio, 1-bedroom, 2-bedroom, and 3-bedroom units
- Accommodate a combination of exterior amenity areas, common parking areas, and common storage areas, or other common amenities
- Provide private amenity spaces such as balconies and adjacent exterior amenity spaces for primary units
- Accommodate required vehicle parking for the development on-site
- Maximize value for construction costs incurred
- Minimize operational and lifecycle costs through careful selection of materials and equipment
- Demonstrate environmental stewardship and enduring quality in construction and building operation
- Encourage innovation in design, construction, and delivery of housing project(s)
- Encourage collaboration within a cohesive design-build team
- Engage local Bow Valley design and construction firms
- Achieve certainty of product and cost early in the project delivery cycle

5. Project Attributes

Proponents should consider creating a sense of place and community within the design that will complement the existing neighbourhood while highlighting livability, bright open space and flexibility in both internal and external design.

Special consideration should be given to the range of units designed, ranging from three bedroom to studio, arranged to maximize the site density based on the land use designation in place.

6. Planning and Zoning information

Canmore's land use bylaw ("LUB") can be accessed at [Town of Canmore - Land Use Bylaw](#). The site is designated R2A-SC District.

7. Assets/Infrastructure

Existing infrastructure to the site as we understand, and to be verified is as follows:

- Water main, sewer tie in available at the main run located outside of the property line
- Shallow utilities are located within the designated URW's and/or within the roadway utility ROW located outside of the property line. The Proponent shall endeavor to incorporate the current location of shallow utilities and utility boxes into the proposed development while meeting program requirements outlined in the Construction Management RFP
- Area storm water management plan attached as Appendix C
- A storm water management plan will be required with the Development Permit submission, to demonstrate on-site storm attenuation, major overland flow path, trapped lows, oil-grit separators/ and/or drywells, as potentially required for the site

8. Building Design Considerations

The overall site should integrate well and complement the existing neighbourhood. Pedestrian and bicycle inter-connectivity with the existing trail system; availability of bus service within walking distance, community playground are local assets.

9. Site Design and Landscaping

The landscape design and planting materials should enhance the area streetscape while providing useable private spaces for occupant use. Site design and landscape plantings shall meet the Land Use Bylaw requirements.

10. Environmental Design Considerations

Proponents shall consider green-build certifications that align with the overall project budget. Special consideration will be taken for each proponent to show how any achievable green build certifications can be achieved, through accreditable institutions. The Project must meet the National Energy Code of Canada for Buildings.

11. Innovation

Project teams are strongly encouraged to utilize both "off the shelf" products and practices as well as proven innovative strategies to increase the sustainability and performance of the building(s) and achieve an energy positive environment.

12. Financing

CCHC is currently in the process of arranging financing for this Project.

13. Construction Management and Design Process

Respondents should consider CCHC as a client and, during the development of their **RFP-23-005** submission, meetings and correspondence with the construction management team and representatives from the Town of Canmore will be permitted and are encouraged. The purpose of the meetings would be to provide high-level guidance where required and to answer specific questions about design options, all such meetings must be arranged through the principle contact for this project.

The accepted proposal of the Successful Proponent will undergo the same regulatory approval process as any other construction project to ensure compliance with the Town of Canmore Land Use Bylaw, and all other regulations, specifications, and requirements in respect to the subject property.

14. Content in Proposals

CCHC encourages Proponents to keep proposals to 10 pages excluding Appendices and References.

a) Project Team

Respondents shall identify key team members including, but not limited to:

- Construction team members
- Architectural firm team members
- Sub-trades, where known
- Sub-consultants, where known

Respondents shall provide a resume outlining the experience of the key team members and design and construction partnership(s) on similar projects in sufficient detail to enable CCHC to compare and evaluate the experience and qualifications of the Proponents. Key team members cannot be changed without prior approval of CCHC, which approval shall not be unreasonably withheld.

b) Project Pricing

Respondents are required to supply:

- an estimated price for the pre-development design work (soft costs) which includes fees for all professional design work, including but not necessarily limited to; architectural design and specifications; structural, mechanical, electrical and civil engineering; construction document and administration of the work for the duration of the project.
- a Construction Management Fee in accordance with the overall RFP and CCDC 5b 2010 Construction Management Contract, noted as a percentage of the overall construction cost.
- an estimated build cost for the construction of the homes, this does not include pre-development fees, site servicing costs or any work required outside of the building(s) footprint, ie. Landscaping, pathways, driveways, surface parking, etc.

Future costs to be carried by the successful proponent should include without limitation payment of all development permit, and other permit and license fees, as well as the cost of any off-site levies associated with development of the Project Site, and the posting of any security or other fees required by the development permit and approvals.

Respondents shall provide a cash flow forecast that corresponds to the proposed design and

pre-development schedule and post-construction services including occupancy review and warranty services presented separately.

We reserve the right to convert this to a stipulated price contract.

c) Project Schedule

Respondents shall supply a construction schedule showing items including, but not limited to:

- Detail design development
- Foundation permit drawings
- Building permit drawings
- Start on site
- Foundations
- Building framing
- Building envelope
- Interior finishes
- Exterior grading & Landscaping

Milestones	Date
RFP Issued	September 5, 2023
RFP Closes	September 19, 2023
Proponent Interviews	September 26, 2023
Contract Award	October 3, 2023
Start-up Meeting	October 10, 2023
Development Permit Ready Design Drawings and Specifications	November 28, 2023
Issued For Construction (IFC) Drawings and Specifications	January 23, 2024
Building Permit Application	January 24, 2024
Construction Mobilization & Commencement	March 19, 2024
Substantial Completion	April 25, 2025

d) Design Approach

A conceptual test fit(s) will be provided to the successful proponent. Upon award, additional proposed design concepts and strategies shall be effectively and efficiently communicated. Drawings will be provided that illustrate the proposed design including, but not limited to, the following materials:

- Site plan (minimum scale 1:200 metric) showing the building footprint, all zoning setbacks and site improvements including shared and private open spaces, parking, landscaping and fencing
- Typical unit plans (minimum scale 1:100 metric) of each of the unit types and square footage that are Development Permit (DP) submission ready
- Elevations (minimum scale 1:100 metric) of each of the primary building façades, exterior building materials, architectural details, lighting and building height. The illustrations may combine drawings with photographs in any manner that clearly depicts the relationship of the new building to existing neighbourhood context. Elevations shall also show the relationships of the proposed design to the massing and height of adjacent buildings
- Site section (minimum scale 1:200 metric) from front to rear property line including adjacent street and lane
- Site grading, servicing and landscaping
- Proposed decks, pathways, patios and amenity spaces
- Vehicle parking stall, laundry, and bicycle parking locations with counts

- Appropriate storage room provided for family living
- Building exterior finishes, materials and colours
- Environmental and energy saving considerations – a written description of the design approach along with a description of the team’s approach to integrated project planning and innovation in sustainable design and construction

e) Technical Specifications

Proponents shall refer to the Vital Homes Build and Price Guidelines to understand the target build rate for the units.

f) Contract Administration

- Site Meetings – attend and report on site meetings with contactor, major sub-trades and consultants, where appropriate, to review the progress of the work.
- Field Review / General Review of code related matters – provide review services in accordance with Supplement No. 3 of the Canadian Handbook of Practice, Professional Standards, for Field Review/General Review.
- Inspection and Testing Services – Observe the contractor’s performance in having inspection and testing companies perform services as required by the construction contract, receive, and review their reports and report to the Owner.
- Contract Documentation Interpretation – CCDC documents provided for the architect to be the interpreter of the construction documents in the first instance. Review documents and respond to questions of interpretation of document requirements in conjunction with the stated hierarchy in construction contract documents.
- Payment Certification – provide general review, receive, and assess contractor’s application for payment and issue payment certificates to the Owner, having factored percentage of completeness against the schedule of values.
- Receive proof of Workers Compensation Board Certificates, Bonds, and Insurance Policies.
- Review Construction Schedule – receive construction schedule and projected cashflow schedule, review against the Owners anticipated construction duration.
- Supplemental Details and Instructions – prepare and issue additional documents and supplemental instructions as required for clarification of the requirements of the contract documents.
- Requests for Information (RFI’s) – receive requests for information from the contractors and process accordingly.
- Change Notices/Orders and Change Directives – prepare drawings, specifications and supporting data, evaluate contractor’s proposals and provide other services in connection with prospective changes to the project.
- Provide post-construction substantial completion and occupancy reviews
- All work required, but not necessarily limited to, Document Seven, and provided by the Royal Architectural Institute of Canada (RAIC).

g) Security

Bid Bonds will not be required with submissions. A performance bond will not be required, however, in addition to the statutory Builders’ Lien holdbacks an irrevocable letter of credit representing 10% of the contract price set out in the Contract may be required as a condition of contract signing which may be held as security until substantial performance is achieved. CCHC reserves the right to evaluate a Proponent’s ability to fund the project.

15. Evaluation Criteria and Selection

As it is the purpose of CCHC to select the proposal most suitable and most advantageous to the interest of CCHC and to achieve the goals of the project, notwithstanding anything else contained in this RFP, CCHC reserves the right, in its sole and unfettered discretion, to reject or accept any proposal, including the right to reject all proposals or cancel this RFP at any time. Without limiting the generality of the foregoing, CCHC may reject or accept a proposal which is incomplete, irregular, non-compliant or conditional.

The proposal with the lowest price will not necessarily be accepted. CCHC reserves the right to reject any or all proposals or to accept the proposal deemed most favorable to the interests of CCHC.

CCHC reserves the right to negotiate after the Closing Time with the Successful Proponent. In no event will CCHC be required to offer any modified terms to any Proponent and CCHC shall incur no liability to any other Proponent because of such negotiation or because of entering into a contract with the Successful Proponent on such modified terms.

Proposals must be firm for a minimum of 90 days after the Closing Time & Date (the "Validity Period"). Once submitted, and if not withdrawn in accordance with the terms of this CONSTRUCTION MANAGEMENT RFP, all proposals become irrevocable as of the Closing Time & Date until the end of the Validity Period. By submission of a proposal, the Proponent agrees that should its proposal be selected, the Proponent will enter into the CCDC 5b - 2010 Design-Build Construction Manager Contract with CCHC that includes the Supplemental Conditions to be provided to the successful proponent.

The Proponent is entitled to withdraw or amend its proposal at any time before the Closing Time & Date. After the Closing Time & Date, the Proponent will not change the wording or content of its proposal and no words will be added to the proposal, including changing the intent or content of the presentation of the proposal, unless requested by CCHC.

Proposals will be evaluated upon the following process:

- Based on their response to the RFP
- Only those Proponent teams who have demonstrated that they meet minimum requirements will have their pricing/fees evaluated
- Proponents may be invited to an interview stage
- The Proponent who is deemed to provide the best overall value to CCHC will be selected to proceed to the negotiation stage

Evaluation Criteria	Weighting
Corporate Profile and Experience	15
Project Team and Qualifications	25
Business Processes, Methodology and Schedule	25
Value Add	20
Fees and Rates	15

16. Form of Agreement

The Successful Proponent shall enter into a negotiated CCDC 5b CONSTRUCTION MANAGEMENT CONTRACT with CCHC together with the Supplementary Conditions to be provided to the successful proponent subject to reasonable amendments and revisions required by CCHC's solicitor (the "Contract").

If the final terms of the Contract cannot be negotiated within 45 days of notification of award, CCHC may, at its discretion at any time, thereafter, terminate negotiations with that Successful Proponent and negotiate a contract with another Respondent, or cancel the RFP process and not enter into a contract with any Respondent.

17. Honorarium and Proponent Expenses

Respondents are solely responsible for their own expenses in preparing the proposal, presentations of their proposal, and travel costs incurred presenting and negotiating their proposal.

18. Submission of Proposals

All proposals shall be marked "**Construction Manager Services for Stewart Creek Rise RFP-23-005**", one (1) pdf copy emailed to:

Attention:

Kristopher Mathieu
Development Manager
kristopher@canmorehousing.ca
Canmore Community Housing Corporation
#203, 600A 9th Street
Canmore, Alberta
T1W 2T2

Proposals must be received at the address below by 3:00 pm, Tuesday September 19, 2023 MST (the "Closing Time"). Fax submissions are not permitted. Late submissions will not be considered and will be returned to the Proponent.

The Closing Date may be extended by CCHC in its absolute discretion by providing written notice to Respondents.

All submittals received by CCHC in response to this Request for Proposals shall become the property of CCHC and will not be returned.

Kristopher Mathieu is the Principal Contact for the project and all **Construction Manager Services for Stewart Creek Rise RFP-23-005** enquiries must be provided to his attention in writing. The response to all questions will be copied to all Respondents and will be supplied in an Addendum if required.

19. Additional Terms and Conditions

The information contained in this Design – Build Request for Proposal is supplied solely as a guideline for Respondents. The information is not guaranteed or warranted to be accurate by CCHC, nor is it necessarily comprehensive.

The Proponent, through the submission of a proposal, agrees to all terms and conditions of this Construction Management – Design Build RFP.

CCHC reserves the right to modify the terms of the Request for Proposals at any time at its sole discretion. Addenda will be sent to Respondents.

Information pertaining to CCHC obtained by the Respondents as a result of participation in this project is confidential and must not be disclosed without written permission from CCHC.

The Proponent shall not transfer responsibility to meet the obligations of this contract to a third party without the consent, in writing, of CCHC.

By submitting a proposal, each Proponent agrees that any claim that the Proponent may have against CCHC (and CCHC's employees, agents and elected officials) for damages, losses, or expenses or for any other legal relief, arising directly or indirectly in relation to this Request for Proposal (RFP). For clarity, each Proponent specifically waives as against CCHC (and CCHC's employees, agents and elected officials) any claim for consequential or indirect damages, loss of profit, loss of opportunity, judicial review or injunctive relief.