

REQUEST FOR PROPOSAL

INVITATION FOR:

**PRE-CONSTRUCTION SUPPORT & CONSTRUCTION MANAGEMENT
SERVICES FOR NEW PURPOSE BUILT RENTAL RESIDENTIAL BUILDINGS
100 PALLISER LANE**



QUESTIONS & REQUESTS FOR INFORMATION:

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CANMORE COMMUNITY HOUSING CORPORATION (CCHC) REQUEST FOR PROPOSAL

FOR

**PRE-CONSTRUCTION SUPPORT & CONSTRUCTION MANAGEMENT SERVICES FOR NEW
PURPOSE BUILT RENTAL RESIDENTIAL BUILDINGS – 100 PALLISER LANE**

(“CCH 100 PALLISER LANE – PRE-CONSTRUCTION & CONSTRUCTION MANAGEMENT SERVICES”)

Request for Proposal No: RFP-24-001

Issue Date: January 29, 2024

Closing Date: February 14, 2024

Principal Contact:

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This RFP is posted on the Canmore Community Housing Website, the Alberta Purchasing Connection (APC) Website, and the Town of Canmore Website.

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1.0 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 below market, appropriate, and vital for the community's needs. CCHC currently has a portfolio of 116 purpose built rental units and 164 homeownership units.

CCHC intends to select the Proponent (“Successful Proponent”) who presents and is able to complete a proposal that fulfills CCHC’s project goals and evaluation criteria to the greatest degree. Canmore Community Housing Corporation (“CCHC”) is seeking fee proposals from qualified vendors to provide pre-construction services and construction management services for a purpose-built rental residential building complex located at Plan 0814538; Block 5; Lot 7 – 100 Palliser Lane, Canmore AB. Services provided will support CCHC, the Prime Consultant and all sub-consultants for costing, phasing, construction best practices, value engineering, and scheduling to assist the ongoing design development.

Allowance for regular meetings with the project team during design development and into formally submitting a development permit application is required, and further allowance for provision of consistent services from the pre-construction activities through to a Construction Management agreement to execution and occupancy of the project.

The anticipated development will consist of up to 166 residential units across two separate multi-story buildings. The residential units will consist of a mix of unit types ranging from studio to 1, 2, and 3-bedroom units with shared underground parking garages and general common outdoor spaces.

2.0 Property Description

Civic Address: 100 Palliser Lane, Canmore AB

LLD: Plan 0814538, Block 5, Lot 7

Site Area: 8,407 m²; 90,493 ft²; 0.8407ha

3.0 Intended Use Considerations

CCHC intends to develop the site for purpose-built rental residential use. The development will be subject to, but not necessarily limited to, the following policy, guidelines, and regulations.

- Relevant components of the Town of Canmore Land Use Bylaw
- Relevant Town of Canmore Engineering Design and Construction Guidelines
- Housing units owned and operated by CCHC through our Vital Homes Rent program
- Defined owners’ requirements
- Goals and policies of the Palliser ASP

4.0 Scope of Services – Pre-Construction Management

The Pre-Construction team shall review the project documents furnished by the Owner and Prime Consultant to determine the requirements of the project and shall arrive at a mutual understanding of such requirements with the Owner and the Prime Consultant.

Based on the project design documents and other design criteria prepared by the Design Team at relevant stages of the design development, the pre-construction team shall provide estimates of construction cost for the project using area, volume or similar conceptual and accredited estimating and takeoff techniques and include appropriate risk based contingency and/or budget reserve recommendations. Based upon the stage of project design development at the time of this Pre-Construction Services agreement RFP issuance, at a minimum, estimates of construction cost shall be provided at the following project stages:

- Pre Development Permit Application (Class “D” budget)
- Post Development Permit Application pending Town of Canmore responses and actions (Class “D” budget)
- Pre Building Permit Application (Class “B” budget)
- Building Permit Application (Require a full Class “A” budget)

The Pre-Construction team shall advise the Owner and Design Team if it appears the construction cost may exceed the Owner’s latest high-level budget and make recommendations for corrective action. They shall provide cost evaluations of alternative materials, methods and systems which may result in cost and schedule savings, as requested by the Owner.

The Pre-Construction team shall expeditiously review design documents and advise on proposed improvements, selection of materials, building systems and equipment, and methods of project delivery. The Pre-Construction team shall provide recommendations on feasibility of construction, availability of materials and labor, time requirements for procurement, installation and construction and factors related to construction costs including, but not limited to, costs of alternative designs or materials, project budget and possible economic outcomes.

The Pre-Construction team shall propose a Project Schedule, due proceeding formal commencement of this agreement. The Pre-Construction team shall obtain the Owner’s and Design Team’s written approval for portions of the Project Schedule prior to proceeding.

To support the Owners requirements for the project, the proponent shall provide:

- Evaluation, description, and pricing support for the opportunity to build geo-exchange systems.
- Services which include up to but not necessarily limited to 166 residential units with 1-bedroom, 2-bedroom and 3-bedroom units, size and type, across two buildings.
- Meet or exceed the Palliser Area Structure Plan’s environmental policy for near net zero and net zero ready buildings – there is a need for the project team to demonstrate knowledge and understanding of sustainability goals and construction practices.
- Accommodate a combination of exterior amenity areas, common parking areas, and common storage areas.
- Provide private amenity spaces, as outlined by the Design Team, such as balconies, storage lockers, common rooms, and mail rooms.
- Maximize value for construction costs incurred.
- Innovation methods in delivering multi-unit housing projects within schedule constraints.
- Achieve certainty of product and cost early in the project delivery cycle.

5.0 Scope of Services – Construction Management

The construction phase will commence with the award of the initial construction contract and, together with the construction Manager's obligation to provide basic services under this agreement, may end 30 days after the final payment to all subcontractors is made, all engineering C-Schedules are provided to the Owner, and all Statutory Declarations are provided.

The Construction Manager shall provide administration of the contracts for construction, in cooperation with the Design Team and CCH, the Owner of the development in coordination with the construction documents provided by the Design Team.

The Construction Manager shall provide administrative, management and related services to coordinate scheduled activities and responsibilities of the contractors with each other and with those of the Construction Manager, the Owner, and the Design Team to endeavor to manage the project in accordance with the Owner's approved project budget, the project schedule and the Construction Administration Contract Documents.

Upon full execution of the Construction Contracts to all subtrades, provides services to aid in the construction of the development, the Construction Manager shall notify the subcontractor(s) that a detailed construction schedule meeting the requirements of the Construction Administration Contract Documents must be provided by the time of the pre-construction meeting. The pre-construction meeting is intended to assemble all parties where pertinent topics can be discussed in preparation for construction. The Construction Manager, in collaboration with the Owner and the Design Team, shall verify all participants are invited which will typically include, but not necessarily limited to, the following:

- Appropriate internal project staff.
- The prime contractor(s) and their appropriate staff members, suppliers and subcontractors selected by the contractor or Construction Manager.
- The Design Team and applicable sub-consultants.
- The Owner (CCHC) and all applicable staff members.

The Construction Manager shall prepare an appropriate pre-construction meeting agenda and assure its distribution to participants prior to the meeting commencing. Upon conclusion of the pre-construction kickoff meeting, the Construction Manager shall assure the resolution of various action items from the meeting and that the Owner is provided with the approved construction schedule.

In consultation with the Owner, the Construction Manager shall coordinate the Contractor's placement of required public notice signs, changeable message boards, and/or other notices announcing the construction start and end timelines, as agreed to with the Owner. Company advertising signs must be approved by the Owner prior to placement.

The Construction Manager shall:

- Review and coordinate the Design Team's stormwater management plan and ensure that all items are covered for ongoing construction activities, as well as permanent stormwater management.
- Schedule and conduct meetings to discuss such matters as construction means, methods, progress and scheduling. The Construction Manager shall prepare and promptly distribute minutes to the Owner, contractors, and the Design Team, as outlined by the Owner.
- Ensure construction schedules provided by the contractors and subcontractors comply with the

Construction Contract Documents. The Construction Manager shall update the project schedule incorporating the activities of the contractors and subcontractors, including activity sequencing and durations, allocation of labour and materials, processing of shop drawings, product data and samples and delivery of products requiring long lead times and procurement. Updates provided to the Owner shall comply with the same schedule update requirements as identified in the Pre-Construction phase Scope of Services. The project construction schedule shall include the Owner's use requirements showing portions of the project having use priority, as required.

- Update and reissue the project construction schedule as required to show current conditions if an update indicates that the previously approved project construction schedule may not be met.
- Furnish and provide any and all temporary construction and site facilities to support the ongoing construction
- Recommend corrective action to the Owner and the Design Team.
- Consistent with the various Construction Contract Documents, and utilizing information from the contractors, the Construction Manager shall coordinate the sequence of construction and assignment of space in areas where the contractors are performing the work.
- Ensure that satisfactory performance occurs from each of the contractors and subcontractors. In accordance with the General Conditions, the Construction Manager shall recommend courses of action to the Owner when the requirements of the Construction Contract Documents are not being fulfilled.
- Monitor the approved construction budget. The Construction Manager shall show actual costs for activities in progress and estimates for uncompleted tasks by way of comparison with such approved estimates.
- Maintain accounting records on authorized work performed under quantities, unit costs, additional work performed on the basis of actual costs of labor and materials, force-account, and other work requiring accounting records.
- Develop and implement procedures for the review and processing of Certificates for Payment by contractor(s) for progress and final payments, as well as any construction support services including but not limited to construction surveyors, specialty consultants, and materials sampling/testing/special-inspection firms/laboratories. Approved certificates are to be given to CCH once per month for payment processing.
- Review the safety programs developed by each of the contractors for purpose of coordinating the safety programs with those of the other contractors. The Construction Manager's responsibilities for coordination of safety programs shall not extend to direct control over or charge of the acts or omissions of the contractors, subcontractors, agents or employees of the contractors or subcontractors or any other persons performing portions of the work and not directly employed by the Construction Manager.
- Follow best practices in Risk Management techniques, on the Owner's behalf. The Construction Manager shall continuously advise the Owner of potential risks as they arise and assist the Owner in the execution of Risk Management practices.
- Determine in general that the work of each contractor is being performed in accordance with the requirements of the Construction Contract Documents, endeavoring to guard the owner against defects and deficiencies in the work. As appropriate, the Construction Manager may require additional inspection or testing of the work in accordance with the provisions of the Construction Contract Documents, whether not such work is fabricated, installed, or completed.
- The Construction Manager, in consultation with the Owner and the Design Team may reject work which does not conform to the requirements of the Construction Contract Documents.

Materials sampling, testing, and special inspections will be performed by the Owner's Testing Firm under the direction and oversight of the Construction Manager. Observations and construction assurance activities coordinated by the Construction Manager shall include, but not necessarily be limited to, the following:

- Must be present to oversee critical components of the project construction. They shall observe and evaluate it as long as the work is proceeding. This shall particularly apply to work that requires specified construction methods or procedures for quality assurance such as paving, retaining wall construction, installation/connection of piping, placing reinforcing steel, installing equipment, etc.
- Will review all reports, notify the Owner and contractor of issues, and take appropriate action to protect the Owner. The Construction Manager must be present for all on-site testing and special inspections. Results immediately available which indicate failure shall be immediately relayed to the contractor to address the situation to the satisfaction of the Owner.
- Shall check and review delivered materials as soon after delivery as possible (within 24 hours for signage delivery) so as to avoid rejecting material after it has already been placed.
- Shall promptly check preparatory work (such as the preparation of sub-grade or the setting of forms) to minimize delay to subsequent operations.
- Shall inspect work as it progresses and not delay inspections until component work is complete.
- Has the responsibility to be available, provide prompt inspection, and make a majority of field decisions, which do not substantially impact project delivery or performance, without the Owner and/or Design Team.
- Shall avoid rushed or hasty decisions. The Construction Manager shall thoroughly investigate situations and their possible risks or consequences and report these to the Owner as appropriate.
- Will maintain all records of inspection, special inspection, sampling, and testing results and supply these to the Owner as requested as well as in total at acceptance of the construction.
- Shall not require the contractor to furnish more than required by the Construction Contract Documents.

The Construction Manager shall schedule and coordinate the sequence of construction in accordance with the Construction Contract Documents and the latest approved project construction schedule.

With respect to the contractor's own work, the Construction Manager shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work of each of the contractors, since these are solely the contractor's responsibility under the Construction Contract Documents. The Construction Manager shall transmit to the Design Team requests for interpretations of the meaning and intent of the drawings and specifications and assist in the resolution of questions that may arise.

The Construction Manager shall review requests for changes (change requests), assist in negotiating contractor's proposals, submit recommendations to the Design Team and Owner and, if they are accepted, prepare change orders and construction change directives which may incorporate the Design Team's modifications to the documents. The Construction Manager shall carefully track and monitor

change requests and change orders and employ the following procedures in the management of changes to the Construction Contract Documents:

- Review all change requests to determine if the proposed work should be considered fully or partially within the original contract agreement and relay their determination to the Owner. Change requests shall be processed by the Construction Manager according to the Construction Contract Documents and the Owner's procurement policies.
- Change requests shall be prepared by the Construction Manager on forms approved by the Owner and expeditiously submitted to the Owner.
- Price and time considerations for lump-sum changes must be negotiated with the contractor by the Construction Manager using relevant comparisons of means, methods, and costs. If an acceptable negotiation cannot be reached, the Construction Manager may choose to have the work completed on a time and material basis. The Construction Manager shall maintain detailed records, invoices, and other documentation to justify the total amount of the final change order which shall be processed when the T&M work is completed.
- Except in the case of emergencies, the Construction Manager shall not allow the contractor to perform work related to a change request prior to approval of the change request.
- At no time shall the Construction Manager allow the cumulative amount of approved change requests and change orders to exceed the available contingency budget amount provided to the Construction Manager by the Owner.

The Construction Manager shall recommend retainage on contractor payments according to the requirements of the Canadian Building Code, and associated contracts and sub-contracts for projects:

- Retainage is required on all projects and subtracted from each progress payment. The Owner will retain ten percent (10%) of the amount of each progress payment, until final completion and acceptance of all construction.
- The Construction Manager shall recommend release of retainage held only when the following conditions have been met or, in the Construction Manager's opinion, the following conditions are likely to be met:
 - No liquidated damages are applicable.
 - There has been satisfactory progression of the work and general compliance with the construction schedule.
 - Defective construction work or material has been remedied.
 - Disputed work has been resolved.
 - There are no failures to comply with any material provision of the contract.
 - There are no third-party claims filed or reasonable evidence that a claim will be filed.
 - There are no failures or indications of failures of the contractor to make timely payments for labor, equipment, or materials.
 - There is no damage to a subcontractor or material supplier.
 - Closeout documents have been submitted.
 - There are no citations from permitting and/or enforcing authorities for acts of the contractor or subcontractor not complying with any material provisions of the contract which result in a violation of law or regulation applicable to the project causing additional costs or damages to the Owner.

The Construction Manager, with assistance from the Design Team and Owner, shall review, evaluate, document, and recommend courses of action to the Owner in the event of any claims during construction. Additionally, receive certificates of insurance from the contractors on the Owners behalf, verify their completeness (proper businessnames, coverage types and amounts, additional insureds, etc.), maintain appropriate files, and forward them to the Owner and send a copy to the Design Team.

In collaboration with the Design Team, the Construction Manager shall establish and implement procedures for expediting the processing and approval of shop drawings, mix designs, product data, samples, and other submittals. The Construction Manager shall review all shop drawings, product data, samples, and other submittals from the contractors simultaneously with the Design Team for final reviews, revisions, and/or approvals. The Construction Manager's actions shall be taken with such reasonable promptness as to cause no delay in the work or in the activities of the Owner or contractors.

The Construction Manager shall record the progress of the project and maintain a daily log of all construction activity and inspections. At a minimum, log entries shall include the following:

- A record of the day's activities.
- A record of the day's weather conditions.
- Work accomplished by the contractors and subcontractors.
- The number and company name of each contractor and subcontractor.
- The number and type of large equipment used.
- Any problems, issues or safety issues encountered.
- Instructions or judgements given to the contractors or subcontractors.
- Decisions or agreements made with the contractors or subcontractor.

Record keeping and ongoing construction management. The Construction Manager shall:

- Submit weekly (unless otherwise authorized in writing by the Owner) written progress reports to the Owner and Design Team including summaries of the daily log information, identified risks to the Owner, percentages of completion and other similar, relevant data the Owner and/or Design Team may require.
- Maintain at the project site for the Owner one record copy of all contracts, drawings, specifications, addenda, change requests, and other modifications, in good order and marked currently to record changes and selections made during construction, and in addition, approved shop drawings, product data, samples, mock-ups, and similar required submittals, The Construction Manager shall maintain records electronically, of principal structural layout lines, cut sheets, elevations of the bottom of footings, top of foundations, low chords, floor/deck levels, and key site elevations certified by the Owner's qualified surveyor or professional engineer.
- Verify the contractor's delivery, storage, protection, and security of Owner-purchased materials, systems and equipment that are a part of the project until such items are incorporated into the project.
- With the Design Team and the Owner's maintenance personnel, the Construction Manager shall observe the contractor's final testing and start-up of utilities, operational systems, and

equipment.

- Coordinate the correction and completion of the work. Following issuance of a Certificate of Substantial Completion of the Work (issued by Design Team) the Construction Manager shall evaluate the completion of the work of the contractors and make recommendations to the Design Team when work is ready for final inspection.
- Assist with the closeout of the project in accordance with the contract closeout procedures as outlined in the project specifications, Owner's requirements and the construction administration documents provided by the Design Team. This includes but is not necessarily limited to the following:
 - Record "as-built" drawings.
 - Operational warranties and manuals (O&M Manual) with three (3) copies to the Owner.
 - Security certifications (along with copies of any keys and a keying schedule, as required).
 - Sub-contractor's verifications of payments along with statutory declarations.
 - Material and equipment supplier's verifications of payments.
 - Affidavits of claim settlements.

Duties, responsibilities and limitations of authority of the Construction Manager as set forth in the Construction Contract Documents shall not be restricted, modified or extended without written consent of the Owner, Construction Manager and Design Team. Consent shall not be unreasonably withheld.

6.0 Environmental Considerations

Proponents shall consider and hold accreditation for similar green-build, LEED or Net Zero/Net Zero Ready certifications and projects which recognize excellence in construction sustainability. Building design and technology used will have to balance both overall project budget goals and the Green Development policies in the Palliser ASP & the Owner's corporate mandates. The ASP & Owner's requirements provide a framework to achieve near net zero which is based in a target which meets or exceeds "Tier 4 (60% reduction in energy consumption) of the National Energy Code of Canada for Buildings (2020) and be designed to be solar ready".

Special consideration will be taken for each proponent who showcases how the construction strategy leads to and supports funding streams.

7.0 Assets/Infrastructure

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

- Water main, sewer & storm water tie-in's available
- Shallow utilities are located within the designated URW's and/or within the roadway utility ROW located outside of the property line. Plan
- Onsite stormwater management facilities have been constructed and their design and functionality will have to be confirmed
- Area stormwater management, as required. A stormwater management plan to be finalized on conjunction with the Design Team 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 dry wells, as potentially required for the site

8.0 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 both during construction and for the life of the building upon substantial completion.

9.0 Design Process

Respondents should consider CCHC as the project Owner and, during the development of their **RFP-24-001** submission, meetings, and correspondence with the Owner and Design Team, as well as representatives from the Town of Canmore will be permitted and are encouraged. The purpose of the meetings is to provide guidance where required and to answer specific questions about design options. All such meetings shall be arranged through the principle contact for this project.

10.0 Content in Proposals

Proponents are encouraged to reduce the length of proposals while conveying their qualifications and experience.

a) Project Team

In addition to the internal CCH Development Team and Prime Consultant which consists of:

- GGA Architecture
- Executive Director/Professional Planner
- Development Manager
- Development Coordinator

Respondents shall provide a resume identifying key team members and their experience in sufficient detail to enable CCHC to compare and evaluate the qualifications and skills of the Proponents. CCH is looking for a team which has proven success on similar projects in a similar context to this project. Key team members cannot be changed without prior approval of CCH, which approval shall not be unreasonably withheld.

b) Project Pricing

Respondents are required to supply a fee for:

- I. Pre-Construction Support Services, as described in this RFP through Development Permit submission to Building Permit submission as a fixed fee
- II. Construction Management fee based on a percentage (%) of overall project construction costs and or fee(s) for the full execution of the Project.

The owner is responsible to pay for land use application fees, development permit fees, and building permit fees or applicable offsite levies and connection fees, among others, applied by the Town of Canmore to the site development.

c) Project Milestones

Milestones	Date
RFP Issued	January 29, 2024
RFP Closes	February 14, 2024
Proponent Interviews	February 19-20, 2024
Contract Award	February 23, 2024
Start-up Meeting – Owner and Prime Consultant	February 29, 2024
Development Permit Ready Design Drawings and Specifications	March 20, 2024
Site Stripping and Grading Permit Application	June 8, 2024
Issued For Construction (IFC) Drawings and Specifications	August 18, 2024
Building Permit Application	September 3, 2024
Construction Mobilization & Commencement	August 12, 2024
Substantial Completion	February 1, 2026

11.0 Evaluation Criteria and Selection

Proposals will be evaluated based on the following criteria:

- Demonstrated experience in pre-construction and construction management services for similar projects and team structure.
- Demonstrated understanding of CCHC and its housing programs.
- Understanding building technology, methodology and strategies for near net zero construction
- Demonstrating the proponents’ corporate ESG goals are and how they align with this project and CCHC.
- Understanding of the opportunities and constraints of execution and completion of projects in the Bow Valley.
- Qualifications and expertise of key personnel and resume of the team and firm.
- Proposed methodology, timeline, and deliverables.
- Hourly rates of team members and the lump sum for services proposed.
- Identify any potential conflicts of interest in delivering the project and proposed mitigations.
- Value added, innovation, management systems and construction efficiency.

Proposals will be evaluated upon the following process, based on the 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.

Scoring	Weighting
Corporate Profile and Experience	15
Project Team and Qualifications	20
Understanding, Approach, and Schedule	25
Value Add	15
Fees and Rates	25

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 45 days after the Closing Time & Date (the “Validity Period”). Once submitted, and if not withdrawn in accordance with the terms of this 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 a fixed fee contract, as outlined in this RFP.

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.

12.0 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.

13.0 Submission of Proposals

All proposals shall be marked “**CCH 100 PALLISER LANE – PRE-CONSTRUCTION & CONSTRUCTION MANAGEMENT SERVICES - RFP-24-001**”, 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 MST, Wednesday February 14th, 2024 (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 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.

14.0 Additional Terms and Conditions

The information contained in this 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 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 because 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.

15.0 Information Provided to Proponents

Appendix A	Conceptual Planning Executive Summary
Appendix B	100 Palliser Lane - Defining Characteristics
Appendix C	100 Palliser Lane - Site Test Fit
Appendix D	100 Palliser Lane - Concept Renderings
Appendix E	Palliser Trail ASP Utility Review
Appendix F	Palliser ASP Parking Study
Appendix G	Palliser ASP TIA Update
Appendix H	Palliser ASP
Appendix I	Palliser ASP SWM Study
Appendix J	100 Palliser Lane – Geotechnical Report
Appendix K	100 Palliser Lane – Site Survey