



Request for Proposal No. 2024-001

**Clayoquot Sound Biosphere Centre
Pre-Construction Services**

Issue date: July 15, 2024

Closing date and time:

Proposals must be received before 5:00 PM Pacific Time on July 29, 2024

Contact person:

Bob Prenovost, bob@propelloradvisors.ca

RFP submission:

rfp@clayoquotbiosphere.org

1. Instructions to Proponents

It is the sole responsibility of the proponent to submit their proposal to prior to the closing time of 5:00 PM, Pacific Time, July 29, 2024. Proposals received after this time will not be considered.

Proposals shall be received by email to rfp@clayoquotbiosphere.org. A confirmation of receipt response will be e-mailed.

All costs to prepare the proposal shall be borne solely by the proponent. Proposals may be amended in writing and delivered to the e-mail indicated before the closing time but not after. The proponent may withdraw their proposal at any time prior to the proposal closing time by submitting an e-mail withdrawal letter to rfp@clayoquotbiosphere.org.

2. Specifications

a. INTRODUCTION

The purpose of this Request for Proposal (RFP) is to solicit submissions from qualified proponents to provide pre-construction services for the [Clayoquot Sound Biosphere Centre](#). This RFP is for pre-construction services only.

For this project we seek firms with a strong background in pre-construction services and construction management. An understanding of construction management, procurement, site logistics, workforce housing, supply chain issues and experience engaging with First Nations on Vancouver Island is essential. Demonstrated experience providing pre-construction and construction management services in remote and/or rural communities in BC is preferred.

b. BACKGROUND

The **Clayoquot Sound Biosphere Centre** (CSBC) will be a gathering place for the communities of ʔaʔuukʷiʔaʔh (Tla-o-qui-aht First Nations), ʔaahʷusʔaʔh (Ahousaht), hiškʷiiʔaʔh (Hesquiaht First Nation), Yuuʔuʔiʔaʔh (Ucluelet First Nation), tukʷaaʔaʔh (Toquaht Nation), Ucluelet, and Tofino to come together to achieve our shared vision of living sustainably in a healthy ecosystem with a diversified economy and strong, vibrant, and united cultures. Centrally located, the Centre will be grounded in community, nuučaañuʔ (Nuu-chah-nulth) values and social equity. It will tell the story of the Biosphere Region's global significance and foster communities unified around climate action, reconciliation, youth empowerment, biodiversity conservation and sustainable development. Situated within a UNESCO-designated site, the CSBC will be a place to unite people through place-based experiential learning, culture, conservation, science, and research, generating a legacy of social responsibility, environmental sustainability, and economic resiliency. Located at 301 Olsen Road in Tofino, the CSBC will include an Elders room, teaching kitchen, visitor centre, offices, shared community areas, research and archives library, shared equipment, shared meeting/teaching/education/research spaces and rooms, outdoor gathering spaces for education and training and 2 residential units. CBT is pursuing Living Building Challenge Core certification and CaGBC Zero Carbon Building accreditation for the CSBC.

Number of stories: 3 • Gross building area: 10,464 sq ft • Footprint (largest floorplate): 4959 sq ft • Floor Space Ratio: 1.01 • Site area: 9395.8 sq ft • Site Coverage: 52.8%

c. SCOPE OF SERVICES

See Appendix A attached.

d. ABOUT THE CBT

The Clayoquot Biosphere Trust (CBT) is a registered charity based on the west coast of Vancouver Island. Established in 2000, CBT is the only organization in Canada that is both a community foundation and a UNESCO biosphere. We pair this spirit of community with the power of a global presence to bring more people together for a shared understanding.

We are one of 1,800 community foundations worldwide implementing United Nations' goals to reduce poverty, end hunger, ensure quality education, and protect the environment. CBT also oversees the Clayoquot Sound Biosphere Region designation, one of Canada's 19 UNESCO biospheres, and sustainability is at the heart of everything we do. Our team works to strengthen the development of all citizens, communities, and the ecosystems on which we all depend, for a future we can all be proud of.

For more information about CBT, please visit clayoquotbiosphere.org or contact Rebecca Hurwitz, Executive Director at rebecca@clayoquotbiosphere.org.

3. Contract Administration

This contract will be administered by **Clayoquot Biosphere Trust (CBT)**.

4. RFP Submission Requirements

Please submit a proposal (no more than 12 pages) which includes the following:

- a. Description of approach you would take to undertake the scope of work and provide the deliverables as outlined in Appendix A.
- b. Project timeline of workflow, key tasks, deliverables and payment schedule.
- c. Identification of project opportunities, risks and constraints as you perceive them
- d. Proposed pre-construction fees including, if applicable, other expense contingencies.
- e. Relevant experience/expertise of individual(s) working on this project.
- f. References (3) - project name, location, and contact information

5. Evaluation Criteria

- a. Proposals will be evaluated based on the following weighting:
 - i. Quality & technical requirements – 50%
 - ii. Environmental considerations – 15%
 - iii. Social value – 15%
 - iv. Price – 20%

b. Quality, Technical & Environmental questionnaire

Please submit this completed questionnaire as part of your proposal. Check all that apply and provide evidence required and/or targets and goals.

Activities	Scoring	Evidence Required	Points Awarded by CBT
CM experience with similar projects in remote/rural communities in BC	3 points	Project profiles and client references.	
Experience with engaging First Nations with respect to trades, labour & training	5 points	Examples from current/past projects.	
Experience with mass timber construction including managing procurement, fabrication and on-site assembly	5 points	Examples from current/past projects	
Experience procuring materials, supplies and labour from within local communities for current and past projects	2 points	Examples from current/past projects.	
Experience with cost estimation, scheduling and site logistics planning	3 points	Examples from current/past projects.	
Contributed to the 2030 Sustainable Development Goals of the United Nations.	2 points	Details.	
Other: Include an explanation of any on-going efforts or plans that the proponents have, or steps that it has taken in the past to address climate change and reduce environmental impact.	3 points	Details	
Total Points (Out of 23)			

c. Social value questionnaire

Please submit this completed questionnaire as part of your proposal. Check all that apply and provide details/targets/goals.

Criteria	Scoring	Evidence Required	Points Awarded by CBT
Local – Local starts with First Nations communities (5 local); then outwardly to Tofino, Ucluelet and ACRD-C. After that, moving outward.	Local nation resident = 5 points Tofino, Ucluelet or ACRD = 3 Vancouver Island = 2 British Columbia =1	Business Address	
First Nations owned	5 points	Certification or incorporation with Nation identified.	
Indigenous owned private company (51% or more Indigenous owned)	5 points	Self-Declared for small purchases 3 rd Party Certification for large purchases	
Diverse owned: women, Black, or other equity deserving group.	3 points	Self-Declared for small purchases 3 rd Party Certification for large purchases	
Social Enterprise	3 points	Self-Declared for small purchases 3 rd Party Certification for large purchases	
Tribal Park Allies Program Participant (or ecosystem service fee program of the First Nation in whose territory activities are taking place)	2 points	Verification	
Living Wage Employer	2 points	Self-declared, but auditable for verification	
Providing local employment	2 points	Evidence from payroll postal code records	
Providing youth employment	2 points	Evidence from payroll records	
Providing local training	2 points	Written policy or commitment	
Practice social procurement in their supply chain	2 points	Written policy or evidence	
Total Points (Out of 31)			

6. Proposal Evaluation Process

- a. The CSBC Development Committee will review and evaluate all proposals in accordance with the criteria provided.
- b. The committee will make a recommendation. CBT will proceed into negotiations with the selected proponent with the intent of developing an agreement. If the parties, after having bargained in good faith, are unable to conclude a formal agreement, all parties will be released without penalty or further obligations other than any surviving obligations regarding confidentiality and CBT may contact the proponent of the next best rated proposal and attempt to conclude a formal agreement, and so on until a contract is concluded.
- c. CBT is under no obligation to proponents to award a contract and may in their sole discretion elect to terminate the proposal evaluation process at any time.
- d. Proponents are responsible for their own costs of preparing and submitting their proposals and for any costs incurred in the proposal evaluation process, regardless of the outcome.
- e. Throughout all stages of the evaluation process, the committee may, at its discretion seek additional clarification on any aspect of the proposal and perform reference checks.
- f. The successful candidate will be notified in mid-August 2024.
- g. Selection of the successful proponent for pre-construction services does not imply or convey any commitment on CBT's part to consider and/ or to contract with the proponent for subsequent phases of the project.

7. Budget

Proponents will provide a fixed fee for the scope of work and deliverables as outlined in Appendix A. Proponents will also provide hourly rates for all professionals named in the proposal, should additional work be requested by CBT.

8. Timeline

Services will be delivered in co-ordination with the Owner and the project architect during the Construction Documentation Phase, from Aug 14/24 to Feb. 7/25. The timeline may be subject to change.

Appendix A – Pre-Construction Scope of Services

1. General Services

- 1.1. Attend (10) regular project meetings with the Owner and Consultant either in person or online as required. Provide advice to the Owner and Consultants with respect to construction and market conditions.
- 1.2. Provide monthly status reporting in writing to the Owner.

2. Scheduling

- 2.1. Prepare, in consultation with the Consultant and the Owner, a preliminary project schedule for the Owner's review; such Project schedule shall take into consideration the sequence and timing of the required basic program decisions, including anticipated design time, approval period, preparation of documentation, bid calls and subsequent evaluations, trade contract awards, on-site construction activities, and the anticipated date of Substantial Performance of the Work. The project schedule will consider local conditions including the tourism high season, traffic volumes and weather patterns.
- 2.2. Review and update the project schedule with appropriate details.
- 2.3. Advise the Owner if it appears that the project schedule may vary from that specified or otherwise agreed with the Owner and make recommendations for corrective action, including changes to project scope, schedule or budget.
- 2.4. Make recommendations to the Owner regarding any equipment or materials which should be pre-ordered to meet the project schedule or provide other create solutions to expedite the schedule.

3. Constructability

- 3.1. Provide updates as necessary regarding the availability of materials and labour, building systems, and possible economies.
- 3.2. Review the Specifications and Drawings and make recommendations to the Owner and the Consultant as to clarity, consistency, constructability, and coordination among the Subcontractors. Specific review of the mass timber/structural design (with peer review if necessary) to determine if early procurement for fabrication is viable and or if there are other ways to streamline the process. Provide a summary of recommendations, respecting overall design intent and Owner's objectives
- 3.3. Assist the Owner and the Consultant in preparing bid documents for Subcontractors.
- 3.4. Assist the Owner in determining the contract security requirements of Subcontractors.
- 3.5. Assist the Owner in developing a method to support and make use of local timber and labour resources in an efficient manner to achieve the project objectives in a cost effective manner. CBT is highly committed to the use of local timber and labour resources if it is economically and logistically viable.
- 3.6. Assist the Owner in planning for Living Building Challenge compliance including developing a waste management diversion strategy.

- 3.7. Provide design assist services including construction detail input and logistics planning for mass timber and prefabricated envelope facade components.

4. Estimating and Cost Planning

- 4.1. Prepare a Class B cost estimate at the beginning of the Construction Documentation phase and participate in value analysis/engineering to identify efficiencies.
- 4.2. Prepare a Class A Construction Cost Estimate at the end of the Construction Document Phase. This shall include both:
 - 4.2.1. Elemental Analysis - building costs by functional element (UNIFORMAT)
 - 4.2.2. Divisional Budget - building costs by material division (MASTERFORMAT)
- 4.3. Prepare an Estimated Cost Schedule (cashflow forecast) for the project.
- 4.4. Prepare a Project Risk Register and advise the Owner on recommended contingency allowances and risk mitigation strategies, including known risks such as workforce availability and housing.

5. Construction Procurement Planning

- 5.1. Provide advice on procurement strategies and contract types
- 5.2. Provide advice on co-ordination and integration of artworks with construction
- 5.3. Develop methods of solicitation for Subcontractors and the distribution of addenda.
- 5.4. Prepare the prequalification criteria for Subcontractors and Suppliers as required by the Owner.
- 5.5. Prepare and coordinate all bid documents for the solicitation of competitive bids for the Work to be performed by Subcontractors.

6. Virtual Construction

- 6.1. Build a 3D model based on the Construction Documents that is suitable for the following purposes:
 - 6.1.1. Model-based quantity take off (QTO) - Class A
 - 6.1.2. Architectural and Structural clash detection and constructability analysis
 - 6.1.3. Model Integration of Mechanical and Electrical (by others) for coordination and clash detection
 - 6.1.4. Mass timber and prefabricated component panelization
 - 6.1.5. Construction sequencing simulation

7. Other Services

- 7.1. Two site visits to assess location, logistics, local trades, labour availability, local material availability and workforce housing
- 7.2. Assist Owner with site planning including laydown and potential onsite fabrication tent, site office etc.