



Request for Proposal

Subject: East Upper Holdroom Expansion

VAA Project No. 6826

Victoria International Airport

Date of Issue: January 31, 2025

Response due by: February 27, 3:00 pm Pacific Standard Time

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DEFINITIONS

The following definitions shall be used for the purpose of this RFP:

“**Airport**” means the Victoria International Airport. “**Airport**”, “**Victoria International Airport**” and “**YYJ**” shall have equivalent meanings.

“**Airport Authority**” shall each mean the Victoria Airport Authority; and “**Authority**” and “**VAA**” shall have equivalent meanings.

“**Authority’s Authorized Representative**” means the person designated by the Authority from time to time to act as the Authority’s representative for the purposes of this RFP, or his/her designate.

“**Contract**” has the meaning ascribed to it under Section 4.1 of this RFP and may be used interchangeably with “**Master Services Agreement**”.

“**Must**”, “**mandatory**”, “**required**”, or “**shall**” means a specific criteria or requirement essential to be met for the Proposal to receive and continue to receive consideration.

“**Proponent**” means a person, natural or corporate, who submits a Proposal to the Authority pursuant to this RFP.

“**Proposal**” means an offer from a suitable company in response to this RFP to provide the Services, the acceptance of which by the Authority may be subject to further negotiation prior to or at the time of award.

“**RFP**” means this Request for Proposals document and includes any modifications or additions thereto incorporated by addenda (if any) issued by the Authority prior to the closing date and time.

“**Should**” or “**desirable**”, “or “**preferred**” means a requirement having a specific or significant degree of importance to meet the RFP objectives.

1.0 OVERVIEW

1.1 VICTORIA INTERNATIONAL AIRPORT

- 1.1.1. Victoria, the provincial capital of British Columbia, is located on the southern tip of Vancouver Island off Canada's Pacific Coast and enjoys one of Canada's mildest climates. Almost half of Vancouver Island's population of 800,000 lives around Victoria and the southern end of Vancouver Island.
- 1.1.2. Victoria International Airport (YYJ) is a Class 2 Aerodrome, as defined by Transport Canada Regulations, based in the municipalities of the District of North Saanich and Town of Sidney, British Columbia (BC) and is approximately 25kms north of Victoria, BC's capital city.
- 1.1.3. YYJ is operated by Victoria Airport Authority (Authority), a not-for-profit corporation that manages the safe and secure operations of YYJ.
- 1.1.4. The Airport is primarily an O and D (Origin and Destination) airport and, is the third busiest (based on passengers) in the Province of British Columbia after Vancouver and Kelowna reaching almost 1.9 million passengers in 2024, and the eleventh busiest in Canada.
- 1.1.5. YYJ is the largest airport on Vancouver Island and services the socio-economic needs of a rapidly growing population, currently estimated at approximately 400,000 and projected to grow to 480,000 by 2040. In line with other federal, provincial and local strategic initiatives, the Authority's corporate strategy is generally positive, future focused and growth oriented to match anticipated needs.
- 1.1.6. Select Recognition and Awards:
 - (a) YYJ was chosen as the most efficient airport in the under 5 million passengers category in the 2022 Global Airport Performance Benchmarking. This is the fourth time in the past 10 years YYJ has received this award, including 2014, 2016 and 2020.
 - (b) YYJ was rated one of the top ten most-loved airports in the world by CNNTravel among a list of favourites like Singapore Changi, Hong Kong International and Zurich.

- (c) YYJ was the recipient of ACI's (Airports Council International) Best Award for Airport Service Quality (ASQ) in 2012, 2014, and 2020, ranking first overall for airports in North America carrying up to 2 million passengers a year.
- (d) YYJ achieved Level 2 Airport Carbon Accreditation by the Airports Council International (ACI) in 2019.

1.2 PURPOSE OF RFP

The Victoria Airport Authority (Authority) is seeking a qualified firm to provide project and construction management services for the proposed East Upper Holdroom Expansion Project. The project will expand and modernize passenger facilities to enhance capacity, improve passenger experience, and address operational needs.

The project scope includes:

- **Expansion of the Upper Holdroom** – Approximately 1,080 m² of new space will be added to accommodate increased passenger volumes and improve circulation.
- **Relocation of the Washroom Block** – The existing washroom facilities will be relocated to optimize space utilization within the expanded holdroom.
- **Renovation of the Existing Holdroom** – The existing space will be reconfigured and modernized to integrate seamlessly with the expansion.
- **Roof Replacement** – The adjacent roof structure will be replaced as part of the overall construction to ensure long-term durability and consistency with the expanded facility.

The estimated project cost is \$8.9M CAD, with an expected duration of 18–20 months from commencement to completion.

Proponents should have:

- A track record of successful delivery of airport construction projects in an active operational environment.
- Experience managing projects with complex phasing and stakeholder coordination.
- Strong expertise in construction scheduling, cost control, and quality assurance.

1.2.1. Proponents should have a background that includes:

- (a) Service that exemplifies quality;
- (b) History of timely delivery of design and construction phase services;
- (c) Completion of representative projects on the groundside and airside of operating airports or similar locations;
- (d) Knowledge and experience in all types of building engineering services; and
- (e) Strong focus on details and positive outcomes.

1.3 INVITATION

The Authority invites you to submit a detailed Proposal for project management and construction management services as defined in Section 3.0 of this RFP.

1.4 KEY TARGET DATES

Following are the Key Target Dates and Events with respect to this RFP process. Such dates are not guaranteed and may change without liability to the Authority. The dates and times below are as per pacific standard time.

	Task	Date
A	Request for Proposals issued	January 31, 2025
B	APPENDIX A – RFP RECEIPT CONFIRMATION FORM submission deadline (3:00pm PST)	February 10, 2025
C	Site Tour (3:00pm PST)	February 14, 2025
D	Deadline for Questions (3:00pm PST)	February 18, 2025
E	Question Response Deadline	February 21, 2025
F	Closing Date for Submission of Proposals (3:00 pm PST)	February 27, 2025
G	Interview (as required)	Week of March 3
H	Award of Successful Proponent (if any)	March 10, 2025
I	Contract Commencement	March 21, 2025
J	90% Design and Class B Cost Estimate & Board Preparation (Firm Milestone Date for Board Approval)	October 1, 2025
K	Board Budget Approval	December 1, 2025
L	IFT Drawings and Tender Package	December 1, 2025
M	Tender and Award Complete	February 1, 2026
N	Commence Construction	March 1, 2026
O	Construction Complete	November 15, 2026
P	Record Documentation Complete	December 15, 2026
Q	One Year Warranty Review	November 15, 2027

1.5 ISSUING OFFICE / AUTHORITY'S AUTHORIZED REPRESENTATIVE

Victoria Airport Authority
201-1640 Electra Blvd
Sidney, B.C. V8L 5V4

Attention: Sandy Godwin P.Eng, Director, Planning and Engineering
Phone: (250) 217-7086
Email: sandy.godwin@yyj.ca

1.6 INQUIRIES

All inquiries and other communications relating to this RFP and any subsequent agreements are to be directed in writing only to the above-named person, who is the Authority's Authorized Representative.

Depending on the nature of the inquiry, the Authority may respond to inquiries in writing or if appropriate, issue a written addendum to the RFP to all Proponents registered as

having returned their *RFP Receipt Confirmation Form*, attached hereto at APPENDIX A - RFP RECEIPT CONFIRMATION FORM.

It is the responsibility of each Proponent to inquire and clarify any requirements of this RFP which are not understood.

The Authority shall have no responsibility for, and the Proponent agrees not to rely upon communications, representations or statements regarding this RFP, its subject matter, or any subsequent agreements from any other persons other than the Authority's Authorized Representative or his/her designate.

2.0 INSTRUCTIONS TO PROPONENTS

2.1 DEADLINE DATE AND TIME FOR RESPONSE TO RFP

Responses to this RFP are due February 27, 2025, no later than **3:00 pm** local Pacific Time (PST/PDT).

2.2 PROPOSAL SUBMISSION DETAILS

The Proponent shall, before submitting its Proposal, thoroughly examine and assess the proposal documents, the site and conditions on site to inform themselves of the knowledge, effort, equipment and materials needed to carry out and perform the services. The Proponent must also be knowledgeable of all relevant laws, rules, notices, directives, standards, orders and regulations, licensing and permit requirements, labour market, and other circumstances, which may affect the Proposal. Submission of a Proposal constitutes a representation by the Proponent that it is familiar with and accepts all of the foregoing. Submission of a Proposal constitutes a representation by the Proponent that it is familiar with and accepts the foregoing.

The Proponent must submit its completed Proposal including Appendix A through Appendix I prior to the closing date and time as follows:

1. one (1) digital copy by electronic transmission to:

sandy.godwin@yyj.ca and admin@yyj.ca

It is the Proponent's responsibility to ensure the proposal submission meets the deadline stipulated above, the time stamp in VAA's email inbox or by the administration office will be the official time received.

The Proponent's Proposal must be signed by an authorized signatory of the Proponent.

The Proponent must note in the email subject line that the Proposal is for "East Upper Holdroom Expansion".

Hard copy Proposals will not be accepted.

Proposals sent by facsimile will not be accepted; mis-delivered Proposals may not be accepted.

The Authority reserves the right to make additional copies of all or part of the Proponent's Proposal for internal use or for any other purpose required by law. Proposals will NOT be publicly opened. The Proponent will be advised of the results after the evaluation of all Proposals received are complete.

The Authority reserves the right in its sole discretion, to extend the closing date prior to the closing date and time and will endeavor to notify the Proponents as soon as practically possible in the event of any extension of the closing date.

Proposals received after the closing date and time will not be accepted.

2.3 SITE TOUR

The Authority will provide a site tour upon request (non-mandatory), on February 14, 2025 in the VAA large Boardroom, to answer any questions and to provide clarification on any issues in the RFP. Questions asked and answered will be distributed to meeting attendees and non-attendees who, prior to the meeting, completed and submitted APPENDIX A - RFP RECEIPT CONFIRMATION FORM

2.4 PROPOSAL COSTS

This RFP does not obligate the Authority to pay any costs the Proponent may incur in the preparation of their Proposal. Costs and Expenses incurred by the Proponent such as travel expenses to YYJ by the Proponent for the purposes of field inspections, information gathering or presentations to VAA, will be at the sole cost of the Proponent. All costs and expenses with respect to the submission of a Proposal pursuant to this RFP shall be the sole responsibility of the Proponent and the Authority assumes no liability whatsoever for any Proponent costs and expenses.

2.5 WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn by a Proponent prior to the closing date and time only. Withdrawal notification must be in written form and may be attached to an email to the Authority's Authorized Representative and received by the Authority prior to the closing date and time.

2.6 ADDENDUM

The Authority may, at any time prior to the closing date and time, issue additional information, clarifications, or modifications to the RFP by written addenda issued by the Authority's Authorized Representative or his/her designate only. Any addenda shall be considered an integral part of the RFP.

To receive any addenda, the Proponent must complete and email a copy of the completed APPENDIX A - RFP RECEIPT CONFIRMATION FORM to the Authority as set out therein.

The Authority will post addenda to a SharePoint site and will otherwise use reasonable efforts to notify Proponents of any such addenda, but it is the Proponent's sole responsibility to ensure receipt of all addenda before to submitting their Proposal.

2.7 OMISSIONS AND DISCREPANCIES

If the Proponent is in doubt as to the meaning or interpretation of anything in the RFP, find any discrepancies in, or find omissions from the RFP, the Proponent should immediately contact the Authority's Authorized Representative.

The Proponent shall be solely responsible for any error, omissions, discrepancies, or misunderstandings resulting from the Proponent's failure to examine thoroughly the RFP and from the Proponent's failure to enquire further with the Authority.

2.8 PRESENTATION

The Authority may require the Proponent, at the Proponent's cost, to make an oral presentation of its Proposal. Such presentation(s) will provide an opportunity for the Proponent to clarify its Proposal to ensure a thorough and mutual understanding of its benefits.

The Authority may, following any such presentation(s) require that the information provided during such presentation(s) be confirmed in writing. The written confirmations will then form part of the Proponent's Proposal.

2.9 INTERPRETATION

No oral interpretation of this RFP by anyone, whether or not employed by the Authority, shall be effective to alter or modify any of the provisions in the RFP.

Any request for interpretation of the meaning of any of the requirements of the RFP shall be made in writing to the Authority's Authorized Representative only.

2.10 PARTNERING / STRATEGIC ALLIANCES

The Proponent may partner with other third parties in order to fulfill all of the requirements set out in this RFP provided that all partners, joint venturers, and the like:

- sign the signatory page of the proposal, and
- provide similar company profiles for each organization and any other documents as may, from time to time, be required by the Authority.

Proposals that include partnerships must include how the partnership will function within the delivery of the services. It is expected that the Construction Manager identified in the proposal will manage and assume responsibility of the subconsultant.

2.11 NO COLLUSION

Except as specified within its Proposal, the Proponent declares that no other person, either natural or corporate, has or will have any interest or share, directly or indirectly, in this Proposal or in the proposed Contract, which may be awarded.

By submitting a Proposal, the Proponent warrants that there is no collusion or arrangement, formal or informal, between the Proponent and any other actual or prospective Proponent in connection with its Proposal submitted for this RFP; the Proponent has no knowledge of the contents of any other Proposal; and the Proponent has made no comparison of figures, agreement or arrangement, express or implied, with any other party in connection with the making of its Proposal, except as declared within the Proposal.

2.12 DISCLOSURE OF INTEREST

The Proponent is required to fully disclose in its Proposal:

- a) Any relationship the Proponent may have with any employee, officer, or director of the Authority; and
- b) The nature of that relationship.

Failure to disclose, or false or insufficient disclosure of the nature and extent of the relationship the Proponent may have with an employee, officer or director of the Authority shall be grounds for termination of any Contract with the Authority in the Authority's sole discretion without further liability or notice.

2.13 SELECTION PROCESS

Following the closing date and time, it is the intention of the Authority to evaluate all Proposals received in accordance with the evaluation criteria described in the RFP documents.

In addition to Section 2.25 of this RFP - *Reserved Rights of the Authority*, the Authority further expressly reserves the right in its sole discretion to:

- (a) Clarify any Proposal received without becoming obligated to offer the same opportunity to any or all of the other Proponents;
- (b) Negotiate with one or more Proponents prior to award without becoming obligated to offer the same opportunity to any or all other Proponents;
- (c) Waive any minor or technical non-compliance by a Proponent with the requirements of this RFP without becoming obligated to waive any other non-compliance by any other Proponent; and
- (d) Accept any Proposal(s) which in the Authority's opinion offers best overall value or are the most advantageous Proposal(s) for the Authority.

The Authority shall not be bound by this RFP to accept any or all Proposals and may cancel this RFP in whole or in part at any time without any liability whatsoever.

2.14 EVALUATION CRITERIA

The Authority will evaluate all Proposals in the following categories, looking for overall value and the most advantageous Proposal. Weighting for the evaluation is 30% for financial and 70% spread across the balance of criteria:

1. Experience and Qualifications:
 - a. The depth and relevance of the firm's experience in airport project and construction management.
 - b. The qualifications, expertise, and track records of proposed key personnel.
 - c. Demonstrated knowledge of regulations and success in permitting processes.
 - d. Innovation and technical capability in addressing challenges.

2. Past Performance
 - a. Feedback from references regarding project outcomes, timelines, and client satisfaction.
 - b. Quality and relevance of case studies demonstrating successful project implementations.
3. Methodology
 - a. Clarity and feasibility of the proposed work plan.
 - b. Extent to which methodologies address site-specific challenges.
 - c. Effectiveness of quality assurance processes.
 - d. Comprehensiveness of risk mitigation strategies.
 - e. Efficiency and practicality of logistics and material management approaches.
4. Project Technical:
 - a. Realism and comprehensiveness of the proposed project schedule.
 - b. Demonstrated ability to control costs and deliver within budget.
 - c. Quality control processes and their effectiveness.
 - d. Clarity and reliability of the communication plan.
5. Staff Workload and Commitments
 - a. Realism and comprehensiveness of the proposed project schedule.
 - b. Demonstrated ability to control costs and deliver within budget.
 - c. Quality control processes and their effectiveness.
 - d. Clarity and reliability of the communication plan.
6. Safety and Performance Record
 - a. Historical safety performance and compliance.
 - b. Effectiveness of the safety management plan.
 - c. Evidence of a strong safety culture.
7. Geographical Location:
 - a. Proximity to the Victoria International Airport
 - b. Travel Costs
8. Financial - Cost and Value for Money:
 - a. Reasonableness, transparency, and detail of the cost proposal.
 - b. Value-added services or cost-saving measures.
 - c. Adequacy of insurance coverage for the project.

The evaluation committee reserves the right to weight criteria as it sees fit to ensure proper alignment with the specific priorities and strategic goals of the airport. Proposers are encouraged to provide detailed and comprehensive responses addressing each criterion to enhance the evaluation process.

2.15 WAIVER OF NON-COMPLIANCE

Proposals which contain qualifying conditions or otherwise fail to conform to the instructions herein may be disqualified or rejected. The Authority may, however, in its

sole discretion, retain, for its consideration, evaluation and potential award, Proposals which are non-conforming because they do not contain the content or form required by the instructions in this RFP or because the Proposal does not comply with the process for submission set out in the instructions in this RFP.

2.16 CONFIDENTIALITY

Notwithstanding anything contained herein, the Proponent agrees that it will not exploit any information, whether delivered to the Proponent by the Authority, or whether retrieved by the Proponent by any other means and will make no direct or indirect disclosure to any other party of said information without the prior, express written agreement of the Authority.

2.17 APPLICABLE LAW

The laws and courts of British Columbia shall apply and have exclusive jurisdiction over this RFP and any subsequent Contract which may be awarded.

2.18 COMPLIANCE WITH LAWS

The Proponent with whom the Authority chooses to enter into a Contract, if any, shall comply with all federal, provincial, and local laws, regulations, requirements and orders applicable to the performance of any Contract which may result from this RFP process.

2.19 NO LIABILITY

By submitting a Proposal, the Proponent agrees that in no event will the Proponent claim damages for any amount whatsoever for any cost incurred by the Proponent in preparing its Proposal or for matters relating to any agreement or matters concerning the competitive process, and, the Proponent, by submitting a Proposal, waives any claim for loss of profits if no Contract is made with the Proponent.

Any information contained in this RFP and attachments is provided to assist the Proponent in the preparation and submission of its Proposal. The Authority assumes no responsibility for the use of this information for any other purpose.

2.20 CONSENT TO INVESTIGATION

In order to allow the Authority to properly determine the qualifications and capabilities of a Proponent, the Authority reserves the right in its sole discretion to conduct such investigations of a Proponent's business experience, financial capability and business practices as it deems necessary, and the Proponent agrees to permit and co-operate with such investigations.

2.21 ALTERING DOCUMENTS

Proponents must not electronically alter any portion of this RFP with the exception of adding the information requested. To do so will invalidate the Proponent's Proposal or response.

2.22 DISCLAIMER

While precautions have been taken to ensure that this file will not interfere with or cause damage to your system or its existing data, the Authority accepts no responsibility for damages that may be caused by this file and makes no other warranty or representation, either expressed or implied, with respect to this file. This file is provided “as is,” and you, the user, assume the entire risk when you use it.

2.23 WAIVER

Due to the vagaries of electronic transmissions, the Authority does not guarantee, nor will it be liable for the accuracy of what is read or what is downloaded in this file.

2.24 OWNERSHIP

All Proposals and supporting material will become the property of VAA.

2.25 RESERVED RIGHTS OF THE AUTHORITY

The Authority reserves the right to request clarifications and/or additional information as is necessary to properly evaluate a Proposal, negotiate with any Proponent or with another Proponent or Proponents concurrently. The Authority is not required to offer any modified terms to other Proponents. The Authority shall incur no liability to any Respondents as a result of such negotiations or modifications.

The Authority reserves the right to cancel this RFP, to reject any or all Proposals; to re-advertise for Proposals if necessary; to waive minor irregularities and formalities; and to accept the Proposal which offers, in the Authority’s sole judgement, the best overall value for the Authority. All expenses incurred by the Proponents will be solely at its own cost.

This RFP does not constitute an offer. No Contract shall result upon submission of Proposals. The Authority is not under obligation to enter into a Contract with anyone in connection with this RFP or responses received, nor pay for any costs incurred in the preparation of Proposals submitted in response to this RFP.

The Authority will consider past performance of the Proponent on other agreements in terms of quality of work and compliance with terms and conditions of those agreements. The Authority may also utilize other available resources to determine the Proponent’s record of past performance.

3.0 SERVICE PROPOSAL

3.1 SCOPE OF SERVICES

The scope of services expected from the Construction Manager follows the General Conditions of CCDC 5A - 2010 'Construction Management Contract – for Services', and includes, but is not necessarily limited to the requirements of that document and the following:

The Construction Manager will take full responsibility for, detailed design, tendering, contract management and construction supervision to ensure quality and quantity control as well as the timely delivery of the project, within authorized project funding, as identified in the approved scope of the project. Services include project management services as identified in Section 3.3.

3.2 PROJECT SCOPE

In general, the East Upper Holdroom Expansion Project consists of the following key elements:

1. Upper Holdroom Expansion
 - a. Construction of a 1,080 m² expansion to the existing Upper Holdroom.
 - b. Structural modifications to integrate the new space with the existing terminal layout.
 - c. Architectural, mechanical, and electrical upgrades to support increased passenger capacity.
2. Relocation of the Washroom Block
 - a. Demolition of the existing washroom facilities in the holdroom area.
 - b. Construction of a new washroom block in a more efficient location.
 - c. Updated fixtures, finishes, and accessibility enhancements.
3. Renovation of the Existing Holdroom
 - a. Reconfiguration of existing holdroom seating and circulation areas.
 - b. Upgrades to lighting, finishes, and passenger amenities to align with the expanded space.
 - c. Integration of technology and wayfinding enhancements.
4. Roof Replacement
 - a. Replacement of the adjacent roof section as part of the overall construction.
 - b. Structural and waterproofing improvements to ensure long-term performance.
5. Operational and Stakeholder Considerations
 - a. The project will be phased to minimize disruptions to airport operations.
 - b. Construction will occur in an active airside environment, requiring careful coordination with airlines, security, and other stakeholders.
 - c. Hoarding and access control measures will be implemented to maintain passenger safety and security.

The selected Construction Manager will be responsible for managing all aspects of the project, including pre-construction planning, procurement, contract administration, scheduling, quality control, and cost management.

3.3 PROJECT MANAGEMENT SERVICES

The Construction Manager shall provide, in a careful and professional manner, the following project management services:

6. Project Scope and Program
 - a. Meet with owner and stakeholders to set out design parameters.
 - b. Review and become thoroughly familiar with relevant documents and other data pertinent to the project.
 - c. Establish project budget.
 - d. Prepare an overall Operations and Safety Plan designed to minimize interruptions to the existing facilities, services and airport operations.

 7. Engage Consultant Team
 - a. Prepare Expression of Interest, evaluate proposals and make recommendation for shortlist.
 - b. Prepare architect and consultant RFPs.
 - c. Evaluate proposals and prepare scoring matrix.
 - d. Meet with owners for evaluation review and make recommendation for award.
 - e. Award contracts to consultants.
 - f. Prepare consultant contracts.
 - g. Negotiate changes to consultant contracts.
 - h. Prepare preconstruction schedule to include consultant design.
 - i. Liaise with VAA IT group and FIDS/Security System contractors and coordinate requirements with building power and data.

 8. Site Analysis
 - a. Determine requirements for site surveying and testing including
 - b. structural, building envelope, geotechnical and environmental as required.
 - c. Engage testing agencies and order testing as required.
 - d. Review contractor environmental management plans with VAA environmental consultant.

 9. Design Review
 - a. Project to be designed in REVIT or equivalent. Architectural to take the lead in modelling clash identification and resolution. PM to ensure all identified clashes are resolved prior to tendering trades contracts.
 - b. Meet with owner and stakeholders on a monthly basis to provide updates to design.
 - c. Chair and minute all stakeholder meetings.
 - d. Review milestone design reports from the consultant team with the owner and stakeholders.
 - e. Obtain approval and sign off from owner, government agencies and stakeholder at the various design milestones.
-

10. Schedule

- a. Prepare preconstruction schedule including milestones for design and cost estimates and review with Victoria Airport Authority and stakeholders.
- b. Issue schedule to owner, stakeholders and consultants and monitor on monthly basis.
- c. Address outstanding deliverables with responsible party.
- d. Prepare phasing plans in conjunction with consultant team to facilitate airport operations.

11. Manage Consultants

- a. Lead and manage consultant team throughout preconstruction and construction.
- b. Schedule and coordinate design meetings.
- c. Facilitate drawing coordination meetings through the working drawing Stage.
- d. Manage and arrange for payment of all the consultants and testing agencies.
- e. Review and make recommendations on consultant invoices.
- f. Chair and minute consultant meetings, distribute and follow up on meeting minutes.
- g. Arrange for design consultants to provide appropriate on-site construction inspection.
- h. Expedite consultant review for requests for substitutions or alternatives for specified materials and recommend approval or rejection.
- i. Liaise with government agencies and utility companies.
- j. Attend meetings and if required represent the Owner at federal, provincial, municipal or CRD meetings.
- k. Arrange for coordination requirements with, and payment to, the Utility companies.
- l. Correspond with North Saanich fire department for review of drawings for sprinkler system, emergency lighting, exits, fire separations and occupant load.

12. Budget

- a. Through a Request for Proposal, engage the quantity surveyor on behalf of the VAA.
- b. Set out the milestones for cost estimates by the quantity surveyor.
- c. Prepare soft cost estimates for such items as consultants, insurance and FFE.
- d. Review estimates with quantity surveyor and owner, and spearhead value analysis sessions.
- e. Prepare cash flow projections.
- f. Establish accounting procedures for the project.
- g. Prepare estimates and monthly job cost report for all costs.
- h. Track and include all changes to consultant contracts.
- i. Expedite, lead and participate in Value Analysis sessions.
- j. Manage the Construction Contracts to achieve the project's objectives within the approved funding.
- k. Assume overall responsibility for project budget.

13. Reporting

- a. Submit a report monthly during preconstruction and construction to include such items as the following:
 - i. Design/construction status
 - ii. Budget report including contract issued and approved changes
 - iii. Schedule
 - iv. Stakeholder matters
 - v. Other matters that may impact airport operations

14. Stakeholder Meetings

- a. We anticipate corresponding with stakeholders to varying degrees but would expect that list to include the airlines, baggage handling, customs, food services, retail, Transport Canada and Nav Canada.
- b. Design review and sign off by stakeholders.
- c. Meetings during preconstruction to review design issues related to Stakeholders.
- d. Meetings during construction to keep stakeholders apprised of construction activities – bi-weekly except during periods of disruption to normal operations when weekly will be required.
- e. Assume coordination role between VAA/construction/consultants with the Stakeholders.
- f. Determine airside impact resulting from tying into existing boarding bridges and any exterior addition.

15. Submittals

- a. Review all applicable statutory declarations, consultant and contract insurance, workers compensation board clearances and other relevant documents as required at project inception and on a monthly basis.

16. Furnishings, Fixtures and Equipment (FFE) and Project Art

- a. Review Project Art and FFE requirements with Owner.
- b. Assist the owner with the engagement process for FFE and project artists.
- c. Review FFE quotations and make recommendations relative to budget.
- d. Liaise with suppliers for timely delivery of FFE and Project Artwork with VAA and Interior Designer to establish furniture guidelines and layouts.
- e. Prepare and issue furniture RFP review proposals and issue contract.
- f. Expedite and coordinate delivery.

17. Airport contract conditions

- a. Prepare supplementary general conditions to suit VAA contract requirements and general requirements to facilitate airport operations.
- b. In conjunction with Owner and engineers, prepare operational readiness plan.
- c. Respond to inquiries during tendering, document questions and answers and prepare addenda when necessary.

- d. Provide written evaluation of tender results including comparison to budget estimate and pre-tender estimate and provide recommendation for contract award.
- e. Negotiate with trade contractors as necessary.
- f. Prepare contract award notification letter(s) to all bidders for the Airport Authority's approval and signature.
- g. Ensure construction contracts conform to VAA contract requirements and provide appropriate audit trail.
- h. Coordinate with VAA fire department for all hot works permits. Ensure contractor compliance with hot works permitting program.

18. Project Insurance

- a. Work with the insurance provider to ensure the wrap-up liability insurance and builders risk insurance is in place.
- b. Correspond with VAA and their insurance broker to ensure necessary insurances are in place.
- c. Maintain Single Project Professional Liability Insurance statements and submit to insurance broker for each consultant.
- d. Coordinate between legal and insurance broker for trade contractual documentation for tendering.

19. Construction Change Orders

- a. Review Contractor change order pricing and make recommendations to the Owner.
- b. Track contract value changes as a result of change orders.

20. Progress Claims

- a. Review progress claims from Contractor and if an adjustment is required then review with contractor, otherwise make recommendation for payment to the Owner.
- b. Arrange with the owner for setting up Builder Lien holdback accounts.
- c. Review accompanying documentation required with the progress claim submission.

21. Construction Meetings

- a. Ensure that Construction Manager chairs and minutes bi-weekly construction site meetings (frequency increases to weekly during periods of intense construction that is disruptive to normal airport operations).
- b. Ensure that the Construction Manager reviews and tracks all Requests for Information, Site Instructions, Change Orders and Change Directives and ensure such documents are being expedited in timely manner from responsible party.
- c. Ensure efficient, informative, accountable, and practical communication processes are in place to keep all members of Project Team accurately and completely apprised of all developments on project.

- d. Assist in coordinating and conducting periodic construction tours by VAA Management, VAA Board members and other general-interest groups as Arranged.

22. Manage Acceptance and Commissioning

- a. Ensure Trade Contractor is arranging for construction acceptance inspections by design consultants to identify deficiencies which must be corrected prior to final acceptance.
- b. Arrange for Trade Contractor and consultants to undertake commissioning of the project.
- c. Ensure Trade Contractor is arranging for start-up commissioning and training of site personnel.
- d. Ensure Construction Manager/Trade Contractor is arranging for "As-built" record drawings, reflecting all change orders and site instructions, and maintenance manuals.
- e. Arrange for correction of any deficiencies and for warranty work when required.

23. Permitting and Occupancy

- a. The VAA has an internal permitting process. The project manager is responsible for all application and submission activities with respect to this process.
- b. Engage Independent Professional following the same steps as in clause 3.2.2.
- c. Coordinate with the Independent Professional to determine permitting requirements for phased occupancy.
- d. Assemble all consultant documentation and drawings and correspond with Independent Professional for building permit.
- e. Assemble all final permit documentation and expedite Independent Professional deficiency list with consultant team and trade contractors for issuing of phased occupancy permits.

3.4 FORMAT OF PROPOSALS

As part of the RFP proposal, respondents are asked to respond to the following points. Format of submission should include clear, concise and complete responses itemized in the order as follows:

1. Title Page
 - a. Include the RFP number, closing date and time, Proponent name, address, telephone number, email address, and contact person.
2. Letter of Introduction
 - a. Provide a brief introduction to the Proponent, signed by an authorized representative with the authority to bind the Proponent to the proposal.
3. Cover Letter with Table of Contents
 - a. Include a cover letter summarizing the proposal and a table of contents identifying sections with corresponding page numbers.

4. Executive Summary
 - a. Summarize the key features of the proposal, highlighting relevant experience, capabilities, and proposed approach.
 5. Experience and Qualifications
 - a. Provide a summary of the firm's relevant experience in project and construction management, specifically in airport projects. Include:
 - i. Examples of completed landside and airside projects.
 - ii. Detailed project descriptions including scope, timelines, and outcomes.
 - iii. Experience in adhering to local, provincial, and federal regulations governing airport projects.
 - iv. Success in obtaining necessary permits and approvals.
 - b. Identify key personnel for the project, including their qualifications and specific roles. Provide resumes (maximum 2 pages) highlighting relevant experience.
 - c. Describe the firm's technical capabilities, innovative solutions, and approaches to addressing engineering challenges at airports.
 6. Past Performance
 - a. Provide references for three relevant projects completed within the last ten years. For each reference, include:
 - i. Project name and location.
 - ii. Project date and duration.
 - iii. Concise project description.
 - iv. Construction costs and value of services delivered.
 - v. Key personnel involved.
 - vi. Client/owner contact details (name, email, and phone number).
 - b. Include case studies of relevant projects, showcasing the firm's ability to deliver successful outcomes.
 - i. Highlight adherence to timelines and budgets.
 - ii. Address challenges encountered and how they were resolved.
 7. Methodology
 - a. Provide a detailed work plan outlining:
 - i. The proposed sequence of activities.
 - ii. Estimated timelines and key milestones.
 - iii. Collaboration strategies with VAA to ensure project success.
 - b. Describe site-specific methodologies to address unique challenges at the project site.
 - c. Outline quality assurance processes, including inspection and testing protocols.
 - d. Describe risk mitigation strategies, including contingency plans for delays or unforeseen issues.
 - e. Detail logistics and material management approaches, including procurement, storage, and on-site handling.
-

- f. Provide details of your firm's experience with public tendering processes, highlighting examples from past projects.
8. Project Technical
 - a. Provide a project schedule demonstrating the firm's ability to meet deadlines and create realistic timelines.
 - b. Describe cost control strategies used to deliver projects within budget.
 - c. Outline the firm's approach to quality control, emphasizing strategies for optimizing efficiency without compromising quality.
 - d. Include a communication plan detailing:
 - i. Frequency of updates.
 - ii. Reporting mechanisms.
 - iii. Responsiveness to queries and stakeholder engagement.
 9. Staff Workload and Commitments
 - a. Provide an organizational chart identifying key personnel for the project.
 - b. Detail the current workload and availability of each key team member, ensuring sufficient capacity to meet project requirements.
 - c. Include a backup plan for staffing in case of unforeseen changes.
 10. Safety Performance and Record
 - a. Provide the firm's WorkSafeBC Experience Rating.
 - b. Include safety performance metrics and compliance records from previous projects.
 - c. Describe the firm's safety management plan, including:
 - i. Training programs.
 - ii. Incident response procedures.
 - iii. Strategies for maintaining a safe work environment.
 11. Proposal Quality
 - a. Ensure the proposal demonstrates a comprehensive understanding of the project requirements. Address all points outlined in RFP.
 12. Financial – Cost and Value for Money
 - a. Submit a detailed cost proposal, including:
 - i. Breakdown of Project Management and Construction Management fees by phase (Pre-Construction, Construction, Close-Out).
 - ii. Hourly charge-out rates for proposed personnel.
 - iii. Proposed mark-up percentages for reimbursable expenses.
 - b. Provide details of any value-added services or cost-saving measures.
 - c. Include details of the firm's insurance coverage.
 - d. Submit the proposed project and construction management fee as specified in APPENDIX E - FEE PROPOSAL.

3.5 FEES FOR SERVICE

Note: Fee proposal shall be exclusive of the Goods and Services Tax (GST).

The fee proposal must also include the following information:

1. Provide a breakdown of the Project Management and Construction Management costs including proposed personnel, hourly charge out rates. In addition, the project management and construction management fees shall be broken down into the phases of the project listed below:
 - a. Pre-Construction Phase
 - b. Construction Phase; and
 - c. Close-out Phase.
2. Any proposed mark-up percentage that would be applied to the estimated reimbursable expenses will form part of the calculation to be included in the offer of services and considered as part of the overall fee submission for evaluation purposes. The reimbursable expenses estimate will only be used for the purposes of the calculation of the overall fee. There is not an expectation that this estimate will be used as part of any calculation including the fixing the actual final agreed fee.
3. Provide details of your firm's Insurance coverage available for the project. Details of insurance coverage that VAA will provide as part of VAA policies is included in the contract documents.
4. The fee proposal shall be presented in sufficient detail to permit a comprehensive analysis, and yet be presented in a simple and concise manner per APPENDIX E - FEE PROPOSAL.
5. The submission with the lowest overall cost will not necessarily be awarded the contract for the work.
6. Initial fee will be based on the provided cost estimate. Fee will be fixed at the completion of the pre-tender cost estimate.
7. Conditional:
 - a. The construction of these works is conditional on approval by the Victoria Airport Authority Board. If the Board does not authorize the construction of the works, or the Victoria Airport Authority chooses at their discretion not to proceed with the Construction phase, the Construction Manager will be paid for services rendered and the contract severed with no future obligation.
8. Future works:
 - a. By mutual consent of the parties, the terms and conditions of this RFP and the successful proponent's fee proposal could form the basis of a future contract or contract extension to undertake additional works. The fee percentages and scale proposed would not change for the added works, but the hourly rates may be adjusted to reflect changes in the Consumer Price Index for the Victoria area if deemed necessary. No future projects have been

approved and as such there is no assurance that this article will apply, and this article is not an assurance of future work.

3.6 AVAILABILITY FOR SERVICE

The scope of services is generally to be provided during regular business hours, however, for work impacting operations work will take place during ATB off hours.

3.7 ENVIRONMENTAL

The successful Proponent will work with the VAA's Environmental consultant to complete an Environmental Mitigation Plan for the works. Mitigation measures are to be clearly stated in the contract documents. A construction environmental surveillance program may be undertaken as part of the VAA's environmental consultant's duties. Coordinate with this consultant.

The Proponent shall be responsible for engaging First Nation cultural monitoring should there be ground disturbance activity during construction.

3.8 RECORD DOCUMENTS

The Record Documentation requirements are detailed in APPENDIX H - RECORD DOCUMENTATION.

3.9 CONSTRUCTION AREAS

The building construction history and project construction area is shown generally in APPENDIX I – REFERENCE INFORMATION. As the construction area sketch indicates, the construction area is on the second floor of the Air Terminal Building. APPENDIX I – REFERENCE INFORMATION also contains general drawings showing the architectural plan and profile drawings of the project area. Additional drawings will be provided to the successful Proponent.

The intent is to relocate the VAA staff offices and expand the upper holdroom into the vacated space. Relocation services are not part of this contract. Hoarding that meets the regulatory requirements will be required to keep the secure airside holdroom area separate from the construction zone which would remain land side until such time that the integration would occur.

When working in the restricted airside areas, a VAA security escort is required to gain access. The security escort must remain with the individual(s) under escort at all times. The Authority will provide and pay for the necessary escorts for the works.

For work in secure and restricted areas, flow of personnel, vehicles and materials including batched products like concrete must pass through a separate screening process to gain access to the construction site. The vehicle screening facility is located at the east edge of the aircraft parking apron. Each time a vehicle or person needs access to the site from outside of the security fence, they must go through this facility. This screening process takes time, and the Proponent must be aware of this constraint and understand the impacts on their ability to execute the work. This constraint must be understood.

4.0 CONTRACT INFORMATION

4.1 NEGOTIATIONS

The Authority intends to negotiate and conclude a Contract or Contracts with the most qualified and responsible Proponent(s) offering the best overall value and quality and most advantageous Proposal(s).

In the event a Proponent and the Authority fail to reach agreement, negotiations may be terminated by the Authority, without any compensation whatsoever payable to the Proponent. An alternate Proponent may then be invited to participate in the negotiation process.

The process may be repeated as often as necessary.

4.2 REJECT AND RE-NEGOTIATE

The Authority may reject all Proposals received and re-advertise for Proposals if necessary. Such cancellation of the RFP process does not preclude the Authority from subsequently meeting with any Proponent to negotiate a Contract or Contracts that best suits the needs of the Authority.

4.3 NO CONTRACTUAL OBLIGATION

The Authority shall not be obligated in any manner to any Proponent whatsoever until a written Contract has been negotiated and duly executed related to any Authority accepted Proposal.

4.4 CONTRACT OFFER

Any offer for a Contract at the Airport shall be made in writing only by the Authority's Authorized person. The Authority reserves the right to award multiple Contracts as a result of this RFP.

4.5 FORM OF CONTRACTS AND INSURANCE REQUIREMENTS

The successful Proponent will be required to enter into a contract with the Authority and obtain and maintain certain insurance requirements for the term of the Contract.

The final legal Agreement concluded between the parties will be based upon this RFP, the CCDC 5A – 2010 'Construction Management Contract – for Services' for Construction Management Services, and the Supplementary Conditions. Supplementary general conditions to that form of contract are noted in APPENDIX F - SUPPLEMENTARY GENERAL CONDITIONS. These supplementary conditions have precedence.

Proponents are encouraged to familiarize themselves with the content of the applicable form of Contract and note in their proposals any objections to the terms and conditions or any items to be discussed or negotiated. The Proponent must satisfy itself in all respects as to the risks and obligations to be undertaken under any Contract entered into, as a result of the RFP.

4.6 PROPOSAL AS PART OF CONTRACT

All or part of this Proposal may be incorporated into and form an integral part of the Contract.

4.7 ADMINISTRATION

1. Payments

- a. The Construction Manager shall be paid in accordance with the concluded Agreement.
- b. Travelling costs must be approved by the VAA and shall in no case exceed amounts set out in the concluded Agreement.
- c. The Construction Manager shall submit an invoice for completed services at monthly intervals in a format acceptable to the VAA.

2. Miscellaneous Expenditures

- a. Miscellaneous Expenditures shall mean the costs actually and necessarily incurred in carrying out the services as detailed in the attached APPENDIX G – CHECKLIST OF REIMBURSABLE EXPENSES. Miscellaneous Expenditures will not include those expenditures necessary for the normal operation of the Proposers business.

3. Changes

- a. The Construction Manager is expected to make themselves fully aware of the project requirements and current construction codes, changes to
- b. standards, new products, etc. Any changes throughout the project which may thus become necessary will be part of the Construction Manager's normal services and not considered extra work except where expressly agreed in writing by the VAA. Only written changes to the VAA's requirements will be considered extra work.

4. Communications

- a. All communications to the VAA regarding this project should be directed to the following:

Victoria Airport Authority
201 - 1640 Electra Boulevard
Sidney, BC, V8L 5V4

Attention: Mr. Sandy Godwin, Director Planning and
Engineering

Telephone: (250) 217-7086
sandy.godwin@yyj.ca

AND:

Siobhán O'Donnell, Senior Contracts Administrator
Telephone: (250) 953-7506
siobhan.odonnell@yyj.ca

APPENDICES

APPENDIX A – RFP RECEIPT CONFIRMATION FORM

To receive the project reference information and any further distributed information about this Request for Proposal, Proponents must complete this form and email it before 3:00pm on February 10, 2025 to:

Administrative Assistant
admin@yyj.ca

COMPANY NAME: _____

STREET ADDRESS: _____

CITY: _____ **PROVINCE:** _____ **POSTAL CODE:** _____

MAILING ADDRESS (IF DIFFERENT THAN ABOVE):

FAX NUMBER: (_____) _____ **PHONE NUMBER:** (_____) _____

CONTACT PERSON: _____

TITLE: _____

E-MAIL ADDRESS: _____

Please send us any further correspondence about this Request for Proposal by:

Courier Collect
Courier Name and Account No.: _____

E-mail (default if no box checked)

Pick up at Airport Administration Office

APPENDIX B – PROPONENT’S INFORMATION

This document is intended to provide information on the capacity, skill, and experience of the Proponent. The Proponent may supplement information requested with additional sheets if required.

1. Submitted to: Victoria Airport Authority

201-1640 Electra Blvd.
Sidney, BC V8L 5V4
Attention: Sandy Godwin, Director of Planning and Engineering

2. Submitted by:

Company Name (full legal name): _____

Name and Title of Contact Person: _____

Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Website: _____

3. Legal Structure of Company:

Year Established: _____ Joint Venture: _____ Corporation: _____ Partnership: _____

Registered: _____ Sole Proprietor: _____ Other: _____

Names and Titles of Officers, Partners, Principal:

Name:	Title:
_____	_____
_____	_____
_____	_____
_____	_____

4. Corporate Details:

Total Annual Sales: _____

Total Number of Employees: _____

Location of Corporate Headquarters: _____

Location of Closest Office to Airport: _____

5. List current or recently completed professional services of similar scope and size:

(a) Facility and Location: _____
Description: _____

Contract Value: \$ _____
Start Date: _____ End Date: _____
Facility Owner: _____
Owner's Representative (for reference purposes): _____
Phone: _____ E-Mail: _____

(b) Facility and Location: _____
Description: _____

Contract Value: \$ _____
Start Date: _____ End Date: _____
Facility Owner: _____
Owner's Representative (for reference purposes): _____
Phone: _____ E-Mail: _____

(c) Facility and Location: _____
Description: _____

Contract Value: \$ _____
Start Date: _____ End Date: _____
Facility Owner: _____
Owner's Representative (for reference purposes): _____
Phone: _____ E-Mail: _____

6. Senior Manager proposed to be responsible for the contract (e.g. Owner, President, Vice-President, Manager)

Name: _____ Title/Position: _____

Related Contracts (from above): _____

APPENDIX C – PROPONENT’S SUBMISSION CHECKLIST

Proponents are advised that Proposals which do not include all of the following documents will be considered incomplete and may be rejected.

Documents to be Submitted	Due Date	Included?
Appendix A – RFP Receipt Confirmation Form	February 10, 2025	<input type="checkbox"/>
Completed Proposal	February 27, 2025	<input type="checkbox"/>
Appendix B - Proponent’s Information	February 27, 2025	<input type="checkbox"/>
Appendix C – Proponent’s Submission Checklist	February 27, 2025	<input type="checkbox"/>
Appendix D – Proponent’s Declaration	February 27, 2025	<input type="checkbox"/>
Appendix E – Fee Schedule	February 27, 2025	<input type="checkbox"/>

APPENDIX D – PROPONENT’S DECLARATION

The Proponent confirms it has obtained and carefully examined all documents comprising this Request for Proposal (RFP) including all addenda, if any, issued by the Victoria Airport Authority (Authority), which addenda are as follows:

<u>Addendum No.</u>	<u>Date of Issue</u>
_____	_____
_____	_____
_____	_____
_____	_____

The Proponent, having reviewed all of the RFP, hereby undertakes and agrees to offer to the Authority to supply the services as described in the RFP.

Except as specified within its Proposal, the Proponent declares that no other person, either natural or corporate, has or will have any interest or share, directly or indirectly, in this Proposal or in the proposed contract which may be awarded. There is no collusion or arrangement, formal or informal, between the Proponent and any other actual or prospective Proponents in connection with Proposals submitted for this RFP; the Proponent has no knowledge of the contents of any other Proposal; and the Proponent has made no comparison of figures, agreement, or arrangement, express or implied, with any other party in connection with the making of its Proposal, except as are declared within the Proposal.

The Proponent hereby declares that it has no relationship with any employee, officer, or director of the Authority, except as may be disclosed within the Proposal.

EXECUTED THIS _____ DAY OF _____, 2025 AT _____ IN THE PROVINCE OF BRITISH COLUMBIA.

LEGAL SEAL OF CORPORATION (IF REQUIRED)

_____	_____
<i>WITNESS SIGNATURE</i>	PROponent AUTHORIZED SIGNATURE
_____	_____
<i>WITNESS NAME</i>	NAME OF PROponent SIGNING OFFICER
_____	_____
<i>ADDRESS</i>	LEGAL NAME OF PROponent
_____	_____
<i>CITY, PROVINCE, POSTAL CODE</i>	ADDRESS OF PROponent

	CITY, PROVINCE, POSTAL CODE

	CONTACT TELEPHONE NUMBER

	CONTACT FAX NUMBER

	E-MAIL ADDRESS

APPENDIX E – FEE PROPOSAL

Note: fee proposal shall be exclusive of the Goods and Services Tax (GST).

The Construction Manager is invited to submit a fee proposal which includes the following Offer of Services:

1. We offer to perform the services set out in Victoria Airport Authority’s Request for Proposal dated January 31, 2025 for the Upper Hold Room Expansion.
2. We undertake to complete our services within the time limits set out in the RFP, subject to the scheduling of the construction contracts.

Fee Schedule – in \$000s, based on construction costs			
MINOR WORKS			
CM/PM Combined	%		
\$1 - \$50			
\$51 - 100			
MAJOR WORKS - Pre-construction Phase: schematic design, Detailed Design, Working Drawings, Tendering			
Project Management	%	Construction Management	%
\$101 - \$500		\$101 - \$500	
\$501 - \$1,000		\$501 - \$1,000	
\$1,001 - \$3,000		\$1,001 - \$3,000	
\$3,001 - \$5,000		\$3,001 - \$5,000	
\$5,001 - \$7,500		\$5,001 - \$7,500	
\$7,501 - \$10,000		\$7,501 - \$10,000	
\$10,001+		\$10,001+	
MAJOR WORKS - Construction Phase			
Project Management	%	Construction Management	%
\$101 - \$500		\$101 - \$500	
\$501 - \$1,000		\$501 - \$1,000	
\$1,001 - \$3,000		\$1,001 - \$3,000	
\$3,001 - \$5,000		\$3,001 - \$5,000	
\$5,001 - \$7,500		\$5,001 - \$7,500	
\$7,501 - \$10,000		\$7,501 - \$10,000	
\$10,001+		\$10,001+	
MAJOR WORKS - Closeout Phase			
Project Management	%	Construction Management	%
\$101 - \$500		\$101 - \$500	
\$501 - \$1,000		\$501 - \$1,000	
\$1,001 - \$3,000		\$1,001 - \$3,000	
\$3,001 - \$5,000		\$3,001 - \$5,000	
\$5,001 - \$7,500		\$5,001 - \$7,500	
\$7,501 - \$10,000		\$7,501 - \$10,000	
\$10,001+		\$10,001+	
		<i>Note: CM fee exclusive of site supervisor and construction costs</i>	

For Reimbursable Expenses as set out in Appendix G - Actual cost; the total estimated at either \$ or % of hard costs based on a VAA total project cost estimate of \$8,800,000.00 (including soft and hard costs):	\$ _____ or % _____			
Percent mark-up proposed on Reimbursable Expenses:	% _____			
SUPERVISION				
For site supervision costs for Construction Management Services, a time rate fee based on the following personnel and monthly charge out rates, the total estimated at:				
	Months	@	Rate	Total
<i>Superintendent</i>	12	@	= \$	
<i>Foreman</i>	12	@	= \$	
Monthly charge out rates for construction management site supervision staff are an all-in rate that includes all payroll costs and benefits. Payment for site supervision will be based on the actual number of months and/or part months times the monthly rate.				
OWN FORCES				
For Own Forces Labour costs, should they be required, at a time rate fee based on the following personnel and hourly charge out rates, the total estimated at:				
Role	Rate			
Carpenter	\$ _____/hour			
Appr. Carpenter	\$ _____/hour			
Safety Officer	\$ _____/hour			
First Aid/Labourer	\$ _____/hour			
Labourer	\$ _____/hour			
Hourly charge out rates for own forces are an all-in rate that includes all payroll costs and benefits. Payment for Own Forces Labour will be based on the actual number of hours times the hourly rate.				
Based on the foregoing fee schedule, the total fee by the Construction Manager for said services including supervision and reimbursable expenses mark-up shall not exceed in aggregate the sum of \$ _____ unless specifically authorized in writing by the VAA.				

SIGNED AND SUBMITTED this _____ day of _____ 2025

FIRM NAME

ADDRESS

AUTHORIZED SIGNING OFFICER

APPENDIX F – SUPPLEMENTARY GENERAL CONDITIONS

The following amendments and the following SUPPLEMENTARY CONDITIONS pertain to amendments and supplements of the ARTICLES OF AGREEMENT, DEFINITIONS and GENERAL CONDITIONS of the CCDC-5A 2010 CONSTRUCTION MANAGEMENT CONTRACT – FOR SERVICES, and shall form part of the Contract between the *Owner* and the *Construction Manager*.

ARTICLES OF AGREEMENT

Article A-6 Payment

Article A-6, 6.2 is deleted.

Article A-10 Time

10.1 is added.

10.1 Time is of the essence for all purposes of this Agreement.

DEFINITIONS

Add to the Definitions:

His Majesty

His Majesty means His Majesty the King in Right of Canada as represented by the Minister of Transport and any person authorized in writing by the Minister of Transport to act on his or her behalf, and shall include the successors and assigns of His Majesty.

GC 2.1 SERVICES

Add as 2.1.6

2.1.6 The *Construction Manager* shall comply with all safety and security regulations and procedures established from time to time by the *Owner* and by Transport Canada with respect to safety and security at the *Victoria International Airport*.

GC 3.1 PROVISION OF INFORMATION AND OBLIGATIONS

Delete 3.1.1.7

GC 4.2 PAYMENT

Replace 4.2.1

- 4.2.1 The *Owner* shall make payment to the *Construction Manager* on account in accordance with the provisions of ARTICLE A-6 of the Agreement - PAYMENT no later than thirty (30) days following the date of receipt of an application for payment.

Delete 4.2.2 and 4.2.3

Replace 4.2.4

- 4.2.4 Payment shall not be subject to lien legislation.

GC 6.1 OWNERS' RIGHT TO TERMINATE THE CONTRACT

Replace 6.1.8.2

- 6.1.8.2 Should the contract be terminated in the construction phase, the *Construction Manager* shall be entitled to reasonable termination costs and an amount for anticipated loss of profit.

Add 6.1.8.3

- 6.1.8.3 Should the contract be terminated in the preconstruction phase, the *Construction Manager* shall be entitled to reasonable termination costs.

Add 6.1.9

- 6.1.9 Upon suspension, abandonment, or termination of the *Contract* as provided in paragraph 6.1.1, 6.1.4, 6.1.6 or 6.1.7, the *Owner* may require the *Construction Manager* to deliver and transfer title to the *Owner* any *Work* whether or not complete or finished that has not been delivered and accepted prior to such termination and any materials or work-in-progress which the *Construction Manager* has specifically acquired or produced for the fulfillment of the *Contract*.

GC 6.2 CONSTRUCTION MANAGERS' RIGHT TO TERMINATE THE CONTRACT

Add 6.2.4

- 6.2.4 Upon termination of the *Contract* as provided in paragraph 6.2.2, the *Owner* may require the *Construction Manager* to deliver and transfer title to the *Owner* any *Work* whether or not complete or finished that has not been delivered and accepted prior to such termination and any materials or work-in-progress which the

Construction Manager has specifically acquired or produced for the fulfillment of the *Contract*.

GC 8.1 INSURANCE

Replace GC 8.1.3

8.1.3 The *Owner* shall supply Airport Liability Insurance:

1. to cover legal liability for bodily injury, personal injury, death, and damage to property arising out of the operations of the Victoria Airport Authority
2. to a combined single limit of CDN \$ 500,000,000.00 per occurrence, and in the annual aggregate with respect to products and completed operations coverage, subject to a sublimit of US \$ 25,000,000.00 personal injury in the annual aggregate
3. subject to a policy deductible of \$ 10,000.00 with respect to property damage claims except with respect to construction contracts where the deductibles will be as stated under Clause "C" - Wrap Up Liability. The party found to be at fault will be responsible for the applicable deductible.
4. exclusions include: professional liability, pollution liability, aircraft liability, liability for property in care/custody/control, liability for faulty workmanship/ design/ materials (except resultant damage), and liability for dishonest acts.

Add GC 8.1.9

8.1.9 All Risk - Builder's Risk Insurance

The *Owner* will provide coverage to meet the project requirements. Coverage will not be less than 100% of full replacement cost, less such deductible amounts as are applicable (the deductible will be no more than \$25,000.00). The party found to be at fault will be responsible for the applicable deductible. The Insurance shall be in the name of the *Owner*(s) and shall include as unnamed insureds the Manager, contractors, sub-contractors, consultants, sub-consultants, architects, engineers, project managers, construction managers and design consultants, their directors, officers and employees, and all individuals or firms providing services or materials to or for the unnamed insured

Add GC 8.1.10

8.1.10 The *Construction Manager* shall provide, maintain and pay for "All Risks" *Construction Manager's* Equipment Insurance for full replacement cost/actual cash value covering any:

1. owned and non-owned mobile equipment;
2. property and construction or testing tools; and
3. machinery and equipment used by the *Construction Manager* in the performance of the Work, including boiler insurance on temporary boilers and pressure vessels, if applicable.

The foregoing policy shall:

- Contain a waiver of subrogation in favour of the *Owner* and all persons with whom the *Owner* may be participating in the Project of which the Work may be the whole or a part;
 - Be endorsed or provide the *Owner* with no less than sixty (60) days' prior notice by registered mail in advance of cancellation;
 - Be primary and non-contributing to any other insurance available to the *Owner*, except as noted in ".2" above; and
- Be maintained continuously from the commencement of the work until ten (10) days following the date of Substantial Performance of the Work

Add GC 8.1.11

8.1.11 If the *Construction Manager* fails to provide, maintain, or pay for insurance or fails to provide documentary evidence of such insurances, all as required by Paragraph 8.1.6, then such failure shall constitute a default by the *Construction Manager* under the *Contract*. The *Owner* shall have the right, but not the obligation, to provide, maintain, and pay for such insurance and give evidence thereof to the *Construction Manager*, in which case the cost thereof shall, at the option of the *Owner*, be payable by the *Construction Manager* to the *Owner* on demand or the *Owner* may deduct such costs from monies which are then or thereafter become due and payable to the *Construction Manager* under the *Contract*.

GC 9.1 INDEMNIFICATION

Add 9.1.5

- 9.1.5 The *Construction Manager* shall also indemnify and hold harmless *His Majesty* from and against claims, demands, losses, costs, damages, actions, suits or proceedings by third parties that arise out of, or are attributable to the *Construction Manager's* performance of the *Contract*, (herein called the "claims") provided such claims are:
- (a) attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property; and
 - (b) caused by negligent acts or omissions of the *Construction Manager* or those directly employed or engaged by the *Construction Manager*;
 - (c) made in writing within a period of one (1) year from the *Project In-Use-Date*.

Add GC10:

GC 10 CONFIDENTIALITY

10.1 The *Construction Manager* shall not divulge any information that has been received or acquired on a confidential basis in the course of carrying out the *Services* and the *Construction Manager* shall keep such information in the strict confidence unless:

- a. the information is in the public domain; or
- b. the information is required by some other person in order to perform the *Services*; or
- c. the *Owner* has authorized the disclosure.

END OF SECTION

APPENDIX G – CHECKLIST OF REIMBURSABLE EXPENSES

CM Fee: Compensates the Construction Manager for their professional services and other miscellaneous costs. Reimbursable Expenses: These are actual costs incurred by the CM to support the project By Trades (Direct Costs): These are hard construction costs incurred by trades and suppliers. The owner (VAA) funds these as part of the overall project budget. By Owner: Costs covered directly by the Owner				
Item	Included in CM Fee	Reimbursable Expense	By Trades (Direct Cost)	By Owner or Others
Construction				
Construction Costs		X	X	
Construction Schedule	X			
Head Office Overheads & Profit	X			
Project Staff				
Construction Manager	X			
Superintendent		X		
Foremen		X		
Quantity Surveyor				X
Job Costing	X			
First Aid		X		
Travel Expense				
Local Travel – To Team Meetings etc.	X			
Travel Outside Greater Victoria		X		
Expediting Material – Local Travel	X			
Expediting Material – Outside Greater Victoria		X		
CM Staff Parking				X
Labour Premiums				
Overtime - Hourly Workers		X		
Overtime - Salaried Staff	X			
Construction Equipment				
Mobile Cranes (if required for special lifts)		X	X	
Personnel/Material Hoists		X	X	
Concrete Forming/Placing & Finish Equip.		X	X	
Hoists		X	X	
Project Overhead				
Legal Surveys		X	X	
Survey crew/Layout		X	X	
Temporary Buildings – CM Office	X			
Tool Cribs	X		X	
First Aid Trailer	X			
Temporary Toilets		X		
Temporary Water - System		X		
Temporary Water - Consumption		X		
Temporary Site Drainage		X		
Project Signs – Traffic/Safety		X		
Promotional signage				X
Mobilization	X		X	

Item	Included in CM Fee	Reimbursable Expense	By Trades (Direct Cost)	By Owner or Others
Demobilization	X		X	
Sundry Trucking		X	X	
Courier/Express Service – Documents		X		
Courier/Express Service - Materials		X	X	
Temporary Power – System & Supplies		X	X	
Temporary Power - Consumption		X		
Temporary Lighting		X		
Telephone – Site	X			
Fax – Site	X			
LD Telephone/Fax – Head Office	X			
Internet - Site	X			
Site Communications/ Radios	X			
Computer Hardware/Software	X			
Site Office Supplies	X			
Site Office Equipment	X			
Monthly Project Photos	X			
First Aid Equipment	X			
First Aid Replacement supplies		X		
Temporary Fire Protection		X	X	
Security (Alarm System Only)		X	X	
Traffic Control		X	X	
Temporary Stairs/Ladders		X	X	
Temporary Railings		X	X	
Temporary Fencing		X	X	
Protect Roofs/finishes		X	X	
3rd Party Testing/Inspection				X
Housekeeping - Site		X	X	
Housekeeping - Other areas		X	X	
Trash dumpster (Drywall by sub)		X	X	
Final Cleanup – Building		X	X	
Final Cleanup - Site		X	X	
Final Cleanup - Glass		X	X	
Drawing Reproduction – Const/Bid Drawing		X		X
Drawing - Distribution		X		X
Drawing - Misc. Drawing Reproduction		X		X
Advertising		X		
Financing				X
Mock-ups		X	X	
Off-site Storage		X	X	
Relocation of Utilities		X	X	
Weather Expense				
Snow Removal in Construction Areas		X	X	
Shelter - Concrete		X	X	

Item	Included in CM Fee	Reimbursable Expense	By Trades (Direct Cost)	By Owner or Others
Shelter - Tarps		X	X	
Shelter - Heaters		X	X	
Shelter - Fuel		X	X	
Shelter - Labour		X	X	
Temporary Building Heating - Fuel		X		
Temporary Building Heating - Ductwork		X		
Temporary Building Heating - Heaters		X		
Temporary Building Heating - Labour		X		
Misc. General Conditions				
Small Tool Rental		X	X	
Expendable Tools		X	X	
Consumable Supplies		X	X	
Bonds – Trade Contracts		X	X	
Bonds - Performance		X	X	
L&M Payment		X	X	
Insurance – All Risk				X
Insurance - Wrap Up Liability				X
Insurance - Professional Liability				X
Permits			X	

APPENDIX H - RECORD DOCUMENTATION

Ongoing:

- a. A daily report diary by personnel on the site
- b. Construction progress photographs, dated and identified effectively showing time lapse photographs of the entire project
- c. A correspondence file
- d. Records of material tests
- e. File of field memos and transmittal slips
- f. Notices of Change and Change Orders
- g. All approved schedules; keep an as-constructed schedule of the work
- h. All time and material work slips
- i. Soil sampling and density tests
- j. Concrete placing records
- k. Shop drawings and materials lists

At Completion:

Following completion of the Construction Contract, provide one (1) set of Supporting Details as a record document. These Supporting Details are to be assembled as a PDF document. The PDF file will be assembled as a 'portfolio' such that information is located in individual 'tabs' not one massive file.

Record documents are to be submitted within four (4) weeks after issuance of the Final Certificate of Completion and shall include:

- l. Table of Contents.
- m. Construction Manager's narrative summary of the project, including the following:
 - i. Project description;
 - ii. Project costs;
 - iii. Progress milestones;
 - iv. Contractor's performance;
 - v. Problems encountered and resolutions;
 - vi. Change Orders;
 - vii. List of Contractor(s); and
 - viii. Construction Manager's staff.
- n. Final Payment Summary.
- o. Contractor's Interim and Final Statutory Declarations.
- p. Construction Inspection and Acceptance Reports.
- q. Interim and Final Certificates of Completion.
- r. Construction permits and final certificate from governing agencies.
- s. Guarantees and warranties.
- t. Summary of Approved Extra work and copies of all Change Order documentation.
- u. Copies of all material-test results and performance tests.
- v. An "as-built" construction schedule.
- w. Shop drawings.
- x. Construction Contract.

- y. Detailed Specifications and Addenda.
- z. Construction and as-built photographs. Required are a minimum weekly colour photographs, labelled and dated, showing the various elements of the work.

All of the above data to be assembled as a PDF document. The PDF file will be assembled as a 'portfolio' such that information is located in individual 'tabs' not one massive file.

Digital record drawings prepared and provided as PDF and .dwg CAD drawing files for each of the following phases:

- a. Issue for Tender;
- b. Issue for Construction; and
- c. As Constructed.

All PDF files will be set to natively print to scale as full size sheets (Arch D or similar) and will be natively produced i.e. not a scanned reproduction. All PDF drawings and specifications will be signed and sealed as per EGBC and AIBC requirements. The as-constructed CAD files shall show the final revision as as-constructed. All CAD submissions are to include any supporting files (.ctb etc.) and all externally referenced (x-ref) files are to be merged into the master file. The CAD files shall maintain its Civil 3D file integrity. Following the issue of the final certificate of completion, provide the PDF and .dwg drawing files revised to record all changes and labelled 'as-constructed' or 'record'. Submit hard copy check prints, signed by the engineer, with the revised files. Digital record drawings must be prepared showing coordinates locating the project works using the 60, Zone 10, UTM NAD83 coordinates using units of meters.

In reviewing the delivered PDF and CAD files the following check list will be used to determine if the minimum drawing requirements are met:

Document Check List	Included?
VAA Project Number on Drawing set sheets	<input type="checkbox"/>
Note on each drawing indicating Vertical Datum is CGVD2013	<input type="checkbox"/>
DWG file in UTM NAD83 Zone 10 Grid coordinates (If it is necessary for the DWG file to be in Ground Coordinates then a note on each drawing will provide the scale factor (and scale base point) to convert from Ground to Grid Coordinates)	<input type="checkbox"/>
Post Construction Survey used to set geographic location (X,Y,Z) of surface features in DWG	<input type="checkbox"/>
During Construction Survey used to set geographic location (X,Y,Z) of underground features in DWG	<input type="checkbox"/>
Elevation data provided for all installed features - Manhole/Vault Rim, Inverts, Valves, Bends, Caps, Tees, Meters	<input type="checkbox"/>
Pipe Details - Material, Diameter, Flow Direction (If Relevant)	<input type="checkbox"/>
Full size PDF of every sheet	<input type="checkbox"/>
DWG file of each drawing - XREF's Merged or all linked files provided - CTB File used to produce PDF files provided	<input type="checkbox"/>

APPENDIX I – REFERENCE INFORMATION

Reference Information will be provided to the Proponent upon receipt of **APPENDIX A – RFP RECEIPT CONFIRMATION FORM**

Reference File List

1. DWG_2025-01-29_Upper Holdroom Expansion Project Extent.pdf (1 page)
2. DWG_2025-01-29_Upper Holdroom Concept.pdf (1 page)
3. DWG_2025-01-28_2nd Floor Construction Stages.pdf (6 pages)
4. DWG_2025-01-29_2009 ATB Construction.pdf (3 Pages)
5. DWG_2025-01-29_2002 ATB Construction.pdf (2 pages)
6. DWG_2025-01-29_1988 ATB Construction.pdf (3 pages)
7. DWG_2025-01-29_1964 ATB Construction.pdf (2 pages)