



Request for Proposal

Subject: Master Services Agreement

Victoria International Airport

Date of Issue: January 24, 2024

RFP Receipt Confirmation Form due by: January 31, 2024, 3:00 pm Pacific Standard Time

Response due by: February 16, 2024, 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, prior to Covid-19, was the third busiest (based on passengers) in the Province of British Columbia after Vancouver and Kelowna reaching 2 million passengers in 2018, 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

- 1.2.1. The Authority's goal is to select one or more consulting firms to provide Professional Consulting Services in connection with the Authority's budgeted capital program and an operational requirement on an "as-needed basis." The agreement resulting from this RFP will have an initial term of three years with options for two consecutive one-year extensions subject to (a) the Authority's approval which may be arbitrarily and unreasonably withheld; and (b) mutual agreement between the Authority and the proponent concerning the terms for each extension. Companies have the option to submit proposals for either a single discipline or multiple disciplines. Each firm selected through this RFP process will be responsible for providing consulting services, in alignment with their proposed disciplines, to support the planning, design, and execution of several capital projects.

During the project allocation process, proponents selected in this RFP process will be invited to submit detailed proposals for projects that, in the Authority's opinion, align with the information provided in the proposal. Projects will be allocated in the Authority's sole and absolute discretion after considering, without limitation, personnel, hourly or other payment rates and charges, expertise, and project specific requirements. The Authority reserves the right issue invitations to more than one consultant for certain projects and to subsequently award contracts based on the best value, considering a combination of qualifications, experience, and proposed fees. The compensation for services will adhere to a maximum upset fee. Compensation for Construction phase services will be based on time and materials.

- 1.2.2. 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 civil engineering services; and
 - (e) Strong focus on details and positive outcomes.

1.3 INVITATION

The Authority invites Proponents to submit a detailed Proposal in response to the scope as defined in Article 3 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.

	Task	Date
A	Request for Proposals issued	Jan 24, 2024
B	Appendix A – <i>RFP Receipt Confirmation Form</i> submission deadline (3:00pm)	Jan 31, 2024
C	Deadline for Questions (3:00pm)	Feb 6, 2024
D	Question Response Deadline	Feb 9, 2024
E	RFP Close (3:00 pm)	Feb 16, 2024
F	Award	Feb 29, 2024
G	Contract Commencement	Mar 14, 2024

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@victoriaairport.com

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.

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 16, 2024** 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, conditions on site and the 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 that may affect the Proposal.

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 E prior to the closing date and time as follows:

1. **one (1) digital copy** by electronic transmission to:
sandy.godwin@victoriaairport.com and admin@victoriaairport.com

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 "Master Services Agreement".

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

A site tour will not be conducted as part of this RFP.

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 DISCREPENCIES

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 prime consultant 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 to 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 Proponent 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 fee and 70% spread across the balance of criteria:

1. Experience and Qualifications:
 - Relevant Experience: The firm's experience in providing consulting services for airports, including successful completion of projects landside and airside.
 - Expertise: The qualifications and expertise of key personnel who will be involved in the projects.

- **Technical Capability:** The firm's technical capabilities and innovation in addressing engineering challenges at an airport.
 - **Knowledge of Regulations:** The firm's understanding and adherence to local, provincial, and federal regulations governing engineering projects at airports.
 - **Permitting:** Experience and success in obtaining necessary permits and approvals.
 - **Scope Coverage:** The extent to which the firm's services cover the full spectrum of consulting needs at an airport, including design, planning, construction management, environmental impact assessments, and regulatory compliance.
2. **Past Performance:**
- **References:** Evaluation of references from previous clients, with a focus on project outcomes, adherence to timelines, and client satisfaction.
 - **Case Studies:** Presentation of relevant case studies showcasing successful project implementations.
3. **Project Technical:**
- **Scheduling:** The firm's demonstrated ability to provide realistic project timelines and meet deadlines.
 - **Cost Control:** The firm's demonstrated ability to deliver on budget.
 - **Quality Control:** The firm's approach to quality control and strategies for optimizing project efficiency without compromising quality.
 - **Communication:** The proposed communication plan, including frequency of updates, reporting mechanisms, and responsiveness to queries.
4. **Geographical Location:**
- Proximity to the Victoria International Airport
 - Travel Costs
5. **Financial - Cost and Value for Money:**
- **Cost Proposal:** The reasonableness and transparency of the cost proposal, including rates, fees, and any additional expenses.
 - **Value Added Services:** Any value-added services or cost-saving measures proposed by the firm.

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 Program Description

The Authority is seeking Proposals from qualified firms for the provision of planning, design, construction engineering services, and/or construction administration to be provided under a Master Services Agreement for future project needs at YYJ. The projects will be divided into three categories: Airside, Landside and Terminal Buildings.

All Proponents are required to clearly identify the specific category(s) and discipline(s) they are proposing for in their submissions.

Given the specialized nature of airport environments, it is mandatory for Proponents submitting proposals in the "Airside" and "Terminal Building" categories to demonstrate their expertise in airside/airport planning and design. As part of their submission, Proponents must also highlight any previous experience in airside/airport projects, particularly at YYJ or other Canadian airports. Proponents submitting for "Airside" disciplines must demonstrate that they are proficient in preparing Nav Canada Land Use Forms and comprehensive Plans of Construction Operations (PCO) which must be developed in conjunction with Transport Canada, Nav Canada and the Airport Stakeholders. This information is crucial in evaluating the qualifications and suitability of Proponents for the unique challenges presented by airside and terminal building design within the airport context.

For all engineering design scope, Proponents must be registered members of the Engineers and Geoscientists British Columbia (EGBC) and have a valid licence to practice in BC. For all architectural design scope, Proponents must be members of the Architectural Institute of British Columbia (AIBC) and have a valid licence to practice in BC.

The Consultant shall be capable of providing Services in one or more of the following disciplines:

Airside (Airside Specialty Required)	Terminal Building (Airport Specialty Required)	Landside
Airport Planning	Airport Planning	Airport Planning
Civil	Architectural	Civil
Electrical	Electrical	Electrical
Environmental	Information Technology	Environmental
Mechanical	Mechanical	Mechanical
Structural	Structural	Structural
Transportation		Transportation

The annual Capital Projects Program has an estimated annual value ranging from \$20M – \$40M. The actual projects vary from year to year and the consulting requirements are determined as projects are approved. The following are examples of projects recently completed or planned for at YYJ:

- Terminal building expansions, upgrades, and renovations

- HVAC upgrades
- Glycol recovery system upgrade
- Roof replacements
- Runway and taxiway pavement rehabilitation
- Airfield lighting and signage upgrades
- Light fleet electrical charging system
- Ground service equipment charging system
- Runway end safety areas
- Apron concrete joint sealing
- Boarding bridges upgrades
- Storm water and sanitary system replacements
- Parking expansion
- Creek restoration
- IT infrastructure modernization
- Security upgrades
- New roads and intersections
- Procurement of heavy equipment and vehicles
- Infrastructure condition assessments
- Airport planning
- Asset management and life cycle analysis planning

3.2 Scope of Services

The Consultant will provide consulting services to the Authority to support the implementation of the portfolio of capital projects. The services may include any or a combination of the following tasks:

- 3.2.1 Advisory and Planning Services
 - Airport planning
 - Life cycle analysis
 - Asset management planning
 - Infrastructure condition assessments
- 3.2.2 Cost Estimation and Scheduling
 - Preparing cost project estimates and schedules throughout the project cycle
- 3.2.3 Project Administration
 - Leading meetings
 - Preparation of meeting agendas and meeting minutes
 - General communication and project administration
 - Status reports

3.2.4 Regulatory and Permitting Services

- Leading the permitting process and developing all regulatory documents and applications required to implement the project including meeting all Federal, Provincial, Municipal requirements.
- For Airside projects, the Consultant will prepare comprehensive Plans of Construction Operations (PCO). These shall serve as the critical PCOs for the projects and must be developed in conjunction with Transport Canada, Nav Canada and the Airport Stakeholders. The completed PCOs will be submitted to Transport Canada in liaison with the Airport for approval prior to the start of construction.
- Prepare Nav Canada Land use form and coordinate submission with Nav Canada.
Performing environmental investigations and preparing technical memorandums, analysis and reports.

3.2.5 Conceptual Design Services

- Preparing feasibility studies
- Preparing conceptual sketches and specifications
- Gathering information
- Identifying required investigations and studies
- Life cycle analysis

3.2.6 Preliminary Design Services

- Engineering analysis and developing reports
- Preparing technical memorandums
- Preparing preliminary design drawings and specifications
- Performing environmental investigations and developing reports

3.2.7 Detailed Design Services

- Preparing detailed design drawings and specifications
- Finalizing the tender package

3.2.8 Tender Phase Services

- Prepare tender forms, call tenders, and manage the tender process
- Chair, arrange and run the pre-tender meeting, complete and distribute meeting minutes to attendees
- Prepare technical addenda
- Analyse tenders and provide recommendation for award.
- Prepare Form of Contract for Contractor's and Owner's signatures.

3.2.9 Construction Phase Services

- Provide construction administration, resident inspection and post-construction services to ensure that construction is in accordance with the drawings and specifications and that work performed is in accordance with the provisions of the Contract
- Act as Owner's Representative during construction, and provide engineering and technical guidance to the Contractor
- Prepare monthly status reports including identification of risks with proposed mitigations, and schedule and budget forecasts
- Construction Administration services may include the following tasks:
 - Chair construction meetings and provide meeting minutes
 - Provide SIs, COs and CDs as required to the Contractor
 - Coordination with Operations and other projects as required
 - Review and provide responses to Shop Drawings and RFIs
 - Provide detailed inspection reports with photos, work performed, weather information, and field issues and engineering solutions
 - Review Contractor's progress claims and provide recommendation for payment
 - Review Contractor's schedule and report back to VAA on recommended actions
 - Review Contractor's as-built drawings monthly and confirm to VAA they are up to date and meeting Contract Requirements
 - Oversee Contractor's Quality Control testing and review material testing results
 - Recommend to VAA any additional Quality Assurance testing to audit Contractor's Quality Control
 - Ensure Contractor fulfils environmental requirements, including review of Environmental Management Plan and site attendance by Contractor's Environmental Monitor
 - Ensure Contractor fulfils archaeological requirements, including contacting VAA and/or First Nations representatives (as appropriate) to witness any excavation works
- Certify Substantial and Total Performance of the Works

3.2.10 Closeout Phase Services:

- Verify Contractor's Red Line drawings for accuracy, and prepare Record Drawings acceptable to VAA and in accordance with VAA requirements
- Provide Warranty inspection, receive warranties and related documents from the Contractor, check for completeness and forward to Owner.

3.3 Assignment of Work

In its sole and absolute discretion, the Authority will assign work or approved proponents will be invited to provide services on an "as-needed" basis. The Authority makes no representation or warranty about the quantum or frequency of available work and no guarantee about the value of work. In exercising discretion, the Authority will consider the specialized abilities of the Consultant, the project's specific requirements, and the likelihood (in the Authority's opinion) that a proponent has the time, resources, and ability

to complete projects within budget and on time. Furthermore, the Authority reserves the right to request proposals from multiple consultants for specific projects and subsequently award contracts based on the best value, considering a combination of qualifications, experience, methodology and proposed fees.

The Authority will provide an outline of the work, which may include plans, specifications, or a written scope description. Consultants must submit a written quotation for the specified work.

On receiving an invitation to submit a work quote, the Consultant must furnish the Authority representative with the following information within seven full working days:

Names of staff assigned to the project, including a breakdown of hours to be worked (including hourly rates)

1. Detailed methodology and scope of work
2. List of deliverables
3. List of any sub-contractors
4. Project schedule
5. Maximum upset fee amount, encompassing all taxes and disbursements.
6. Work will only proceed with the Authority's written authorization in the form of a Work Order to the original Master Services Agreement.

Before signing a Work Order, the Authority reserves the right to reject the proposal from any one or more Consultants and solicit proposals from other or competing Consultants at any time.

It is important to note that the Authority is under no obligation to assign work to successful proponents, and as such, no financial guarantees are provided to the selected proponents. While the evaluation process may identify successful proponents based on their qualifications and proposals, the decision to award specific projects or assignments remains at the discretion of the Authority. The aggregate value of all work assignments derived from contracts executed pursuant to this RFP shall not surpass the sum of \$30 million.

3.4 Format Of Proposals

Each Proposal should be arranged as follows:

Title Page: Showing RFP number, closing date and time, Proponent name, address, telephone number, e-mail address, and contact person.

Letter of Introduction: One page, introducing the Proponent and signed by the person(s) authorized to sign on behalf of and to bind the Proponent to statements made in response to this RFP. The Proponent must specify whether they intend to provide services for airside projects, landside projects, or both. Additionally, Proponents are required to identify the specific disciplines they propose to offer.

Cover Letter with Table of Contents:

Identify each section with page numbers.

Section 1 – Executive Summary:

One- or two-page summary of the key features of the Proposal.

Section 2 – Project Firm Qualifications:

Detail the Proponent's corporate expertise essential for the successful execution of roles and responsibilities specified in the RFP documents to fulfill the outlined scope of services. Present a comprehensive background summary that outlines relevant experience, showcasing qualifications, corporate strength, and technical capabilities necessary for service delivery. Explicitly identify any proposed sub-consultants, providing in-depth information about their roles, disciplines, and specific expertise, while emphasizing the unique contributions each sub-consultant brings to the projects.

It is desirable for Proponents submitting proposals for Airside specialty to demonstrate knowledge of and direct experience with the following:

- Nav Canada Land Use Submissions
- Development of Plan of Construction Operations (PCOs) as required for Transport Canada
- TP312 5th Edition Aerodrome Standards and Recommended Practices
- ICAO (International Civil Aviation Organization)
- FAA (Federal Aviation Administration – U.S.) Design Standards
- TCCA (Transport Canada Civil Aviation) Design Standards
- CSA (Canadian Safety Authority)
- ESA (Electrical Safety Authority)

Section 3 – Project Staff Qualifications:

Submit thorough details enabling the assessment of each key person's capability to successfully execute the scope of services. Changes to key staff must have written approval from the Authority, which reserves the right to request reasonable adjustments to key personnel based on project needs.

1. Provide a comprehensive organizational chart identifying key personnel proposed for services in this RFP. Define their roles and qualifications for effective performance. Clearly outline project-specific roles versus corporate responsibilities. Specify other senior, intermediate, and junior staff actively contributing to projects and explicitly named in the fee structure.
2. Attach résumés (limited to 2 pages) emphasizing relevant experience and qualifications.
3. State the current workload for each key member and comment on their flexibility and availability to contribute to VAA projects throughout the term.
4. Proponents submitting for engineering consulting services, must have a Permit to Practice issued by Engineers and Geoscientists of British Columbia and should include this information in their proposal.

5. Proponents submitting for architectural consulting services, must be a registered and active member of the Architectural Institute of British Columbia (AIBC).

Section 4 – Relevant Project Experiences and References:

Specify three projects aligned with the proposed disciplines, completed within the past five years. For each project, provide the following details:

1. Project name and location.
2. Project date and duration.
3. Concise project description.
4. Construction costs.
5. Value and nature of consulting engineering services delivered.
6. List of company personnel involved.
7. Offer client/owner references, including contact names, email addresses, and telephone numbers. Note that the Authority reserves the right to independently verify references, utilizing its internal records, references, and recollections.

Section 6 – Hourly Rates, Fees, Charges and Other Commercial Considerations:**Hourly Rates for Service**

Proponents are required to submit a comprehensive table delineating the hourly rates applicable to all team members and positions engaged in project-related tasks. **PLEASE SUBMIT THE TABLE(S) IN PDF AND EXCEL FILE FORMATS.** All hourly rates are inclusive (i.e., must include base hourly rate, vacation, statutory holidays where applicable, fringe benefits, overhead, profit, disbursements, fixed costs (if applicable) and all other applicable operating and administration costs) excluding applicable taxes, so as to be the estimated final cost to the Authority for the proposed services.

Proponents that are submitting proposals for multiple disciplines must submit separate tables for each discipline.

Proponents are instructed to present their proposed rate structure encompassing the entire three-year term plus the two one-year extensions. Note that all hourly rates should be exclusive of Goods and Services Tax (GST).

Disbursements

Proponents are required to furnish a comprehensive breakdown of additional costs that extend beyond the scope of the included hourly rates.

3.5 AVAILABILITY FOR SERVICE

The scope of services are to be provided during regular business hours.

3.6 ENVIRONMENTAL

The Consultants shall include in the tender documents the Contractor shall be responsible for creating the Environmental Management Plan (EMP). Mitigation objectives are to be clearly stated in the contract documents. The contractor will submit the proposed EMP to the VAA environmental department for approval before any construction activity takes

place. The VAA will undertake a construction environmental surveillance program for the works. Coordinate with VAA or its designate for this activity.

Furthermore, the Contractor shall be responsible for engaging First Nation monitoring should there be ground disturbance activity during construction.

3.7 RECORD DOCUMENTS

The Record Documentation requirements are detailed in Appendix J.

3.8 CONSTRUCTION AREAS

The construction areas are a combination of airside and groundside. Some construction activities may be restricted with respect to the height of equipment, time of use, etc.

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 President and CEO. 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(s) will each be required to enter into a contract with the Authority (each, a "**Contract**"), and obtain and maintain certain insurance requirements for the term of the Contract.

The proposed form of contracts and insurance requirements are as follows:

1. **For engineering services**, the form of Contract is the ACEC 31 – 2010, Engineering Agreement between Client and Engineer. Supplementary General Conditions to that form of Contract are noted in [Appendix F](#). These Supplementary General Conditions have precedence. The Insurance requirements for Engineering Services are as set out and defined in [Appendix H](#) of this RFP.
2. **For architectural services**, the form of Contract is the General Conditions of AIBC – DOCUMENT 8C – 2021 'Standard Short Form Contract Between Client and

Consultant', and the Supplementary General Conditions. Supplementary General Conditions to that form of contract are noted in [Appendix G](#). These Supplementary General Conditions have precedence.

3. **For professional consulting services**, such as environmental and airport planning, the form of Contract is the Victoria Airport Authority Short Form Professional Services Contract, a copy of which is attached as [Appendix I](#). The Insurance requirements for such professional consulting services are set out under Section 12 of the Professional Services Contract. The Proponent shall submit as part of its Proposal a letter from its insurer confirming that if successful, the Proponent will be able to meet such insurance requirements.

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

The process for administration of any Work Orders will be set out in the Contract.

5.0 APPENDICES

5.1 APPENDIX A - RFP RECEIPT CONFIRMATION FORM

To receive any further distributed information about this Request for Proposal, Proponents must complete this form and email it before 3:00pm on January 31, 2024 to:

Emily Windebank – Administrative Assistant
admin@victoriaairport.com

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

5.2 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): _____

5.3 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	Jan 31, 2024	<input type="checkbox"/>
Completed Proposal	Feb 16, 2024	<input type="checkbox"/>
Appendix B - Proponent's Information	Feb 16, 2024	<input type="checkbox"/>
Appendix C – Proponent's Submission Checklist	Feb 16, 2024	<input type="checkbox"/>
Appendix D – Proponent's Declaration	Feb 16, 2024	<input type="checkbox"/>

5.4 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 _____, 2024 AT _____ IN THE PROVINCE OF BRITISH COLUMBIA.

LEGAL SEAL OF CORPORATION (IF REQUIRED)

WITNESS SIGNATURE

WITNESS NAME

ADDRESS

CITY, PROVINCE, POSTAL CODE

 PROPONENT AUTHORIZED SIGNATURE

 NAME OF PROPONENT SIGNING OFFICER

 LEGAL NAME OF PROPONENT

 ADDRESS OF PROPONENT

 CITY, PROVINCE, POSTAL CODE

 CONTACT TELEPHONE NUMBER

 CONTACT FAX NUMBER

 E-MAIL ADDRESS

5.5 APPENDIX E - FEE PROPOSAL

Submit hourly rates for all proposed team staff.

5.6 APPENDIX F - SUPPLEMENTARY GENERAL CONDITIONS

The form of Supplementary General Conditions for the ACEC 31 – 2010, Engineering Agreement between Client and Engineer will follow by addendum.

5.7 APPENDIX G - SUPPLEMENTARY GENERAL CONDITIONS

The form of Supplementary General Conditions for the AIBC – DOCUMENT 8C – 2021 ‘Standard Short Form Contract Between Client and Consultant’ will follow by addendum.

5.8 APPENDIX H – INSURANCE

(AS REFERENCED IN APPENDIX F – VAA’S SUPPLEMENTARY GENERAL CONDITIONS TO ACEC Document No. 31 – 2010 Engineering Agreement)

Insurance to be Provided by the Owner:

Insurance Limits and Conditions

Schedule of Insurances to be Supplied by the Owner:

A. Airport Liability Insurance

- to cover legal liability for bodily injury, personal injury, death, and damage to property arising out of the operations of the Victoria Airport Authority
- 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
- 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.
- 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.

B. Wrap-Up Liability Insurance

The Owner will provide Wrap-up Comprehensive General Liability Insurance which shall be in the name of the Owner, and as additional insureds the project manager, contractors, sub-contractors, consultants, sub-consultants, and construction managers, their directors, officers and employees employed on the Project insured, and any other entity the Owner may reasonably require from time to time with limits of not less than Five Million dollars (\$5,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof, with a property damage deductible of ten thousand dollars (\$10,000.00) unless there is damage to an aircraft involved where the deductible will be \$25,000.00. The party found to be at fault will be responsible for the deductible.

This insurance shall be maintained continuously from commencement of the Work until two (2) years after Substantial Performance of the Work.

- to include owners' and contractors' protective liability
- to include employers' liability
- to include products' liability and completed operations' liability for twenty-four months on a worldwide basis
- to include blanket contractual liability
- to include explosion, collapse, and underground risks

- to include occurrence basis property damage
- to include operation of contractors' equipment
- to include cross liability
- excluding automobile liability, and non-owned automobile unless operating within the Airport security fence
- 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.

C. 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.

IMPORTANT NOTICE: This Schedule is provided as a guideline only. It is the responsibility of the party relying on the outlined insurances to review the actual policy documents to determine the actual extent of coverage provided and to confirm all limits, terms, conditions, and exclusions. In the event of any error in this schedule, explicit or implied, or any discrepancy whatsoever between this Schedule and the policy document, the latter shall prevail. The Owner or its directors, officers, employees, or agents are not responsible for any error, omission, or misstatement of any nature arising out of or contained in this Schedule.

Insurance to be supplied by the Consultant:

Insurance Limits and Conditions

Schedule of Insurances to be supplied by the Consultant

- A. "All Risks" Contractor's Equipment Insurance for full replacement cost/actual cash value covering any:
- owned and non-owned mobile equipment;
 - property and construction or testing tools; and
 - machinery and equipment used by the Proponent in the performance of the Work, including boiler insurance on temporary boilers and pressure vessels, if applicable.
- B. Automobile and Aircraft Liability Insurance with respect to automobiles and aircraft (if any) used directly or indirectly in the performance of the Work which are owned, leased, chartered, or used by the Proponent and covering liability for:
- bodily injury;
 - death; and damage to property
 - with a limit of not less than \$ 5,000,000.00 inclusive for each and every loss.

Such policy may contain exclusionary language relative to liability incurred while vehicles are operating within airside.

- C. The foregoing policies, with the exception of ICBC automobile coverage, shall:
- contain a waiver of subrogation in favour of the Owner and all persons with whom the Owner may be participating in the total project of which the Work may be the whole or a part;
 - be endorsed or provide the Owner with no less than thirty 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 "B" above.
 - be maintained continuously from the commencement of the work until ten days following the date of completion of the Work.

IMPORTANT NOTICE: This Schedule is provided as a guideline only. It is the responsibility of the party relying on the outlined insurances to review the actual policy documents to determine the actual extent of coverage provided and to confirm all limits, terms, conditions, and exclusions. In the event of any error in this schedule, explicit or implied, or any discrepancy whatsoever between this Schedule and the policy document, the latter shall prevail. The Owner or its directors, officers, employees, or agents are not responsible for any error, omission, or misstatement of any nature arising out of or contained in this Schedule.

5.9 APPENDIX I - FORM OF PROFESSIONAL SERVICES AGREEMENT

The form of Victoria Airport Authority Short Form Professional Services Contract will follow by addendum.

5.10 APPENDIX J - 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. Consultant'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. Consultant'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"/>

Total fees payable to the Consultant will be subject to a 5% holdback (plus taxes eligible thereon) until such time that the Record Documentation is received, review, and approved by the Authority, in its sole and absolute discretion.