

REQUEST FOR PROPOSAL

Construction Management Services

YXC Holdroom and Washroom Improvements

Canadian Rockies International Airport · Cranbrook, BC

Closing Date: July 29th 2:30 PM Local Time (MNT)

Opportunity Contact: Vicki Brown, Brace Consulting obo, The City of Cranbrook

Organization: City of Cranbrook · 40 – 10th Ave S, Cranbrook, BC V1C 2M8

Telephone: (604) 603-1895

Email: vicki.brown@bracepm.com

Submissions: BC Bid Portal — www.bcbid.gov.bc.ca

It is the sole responsibility of the submitter to monitor the BC Bid Portal for any updated information and addenda issued before

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1 INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Submitters

This Request for Proposals (the “Opportunity”) is an invitation by the Corporation of the City of Cranbrook (the “City”) to Submitters to provide a submission for the goods, services, or construction summarized below and as further described in Appendix C Section 1.

It is the City’s intent that the successful Submitter will provide Pre-Construction and Construction Management services to support the completion of design documentation and subsequent construction of the YXC Holdroom and Washroom Improvements at the Canadian Rockies International Airport (CYXC). The project involves interior renovation, and improvement works within the existing operational terminal building, carried out in two phased scopes while the holdroom and terminal remain in continuous passenger service.

The purpose of proceeding with a Construction Manager is to optimize planning, constructability, and phasing within the design phase and, if mutually agreeable terms are reached, to carry that expertise into the construction phase. If mutually agreeable terms cannot be reached, the project will be tendered. In this case, the pre-construction manager will not be permitted to participate in the tender process.

The project will be delivered by the Owner’s Project Manager and Owner’s Representative, in collaboration with relevant stakeholders. The Design team, already contracted, has knowledge of the facility and is engaged in concept design development. If, at the end of the pre-construction management stages, both parties agree to proceed, the Pre-Construction Management Services Agreement will end and be replaced with a Construction Contract for an agreed stipulated sum.

The Construction Manager may, from time to time, be requested to take on additional scopes of work related to the YXC Holdroom and Washroom Improvements project or other terminal improvement works at CYXC.

The construction budget for the project is [INSERT: Project Budget to be confirmed], inclusive of all CM fees and tendered sub-trade costs. Phase 1 works are targeted for completion by [INSERT: Phase 1 Completion Date]. Phase 2 works are targeted for completion by [INSERT: Phase 2 Completion Date]. The terminal holdroom must remain operational throughout both phases.

1.2 Definitions

Throughout this Request for Proposals, the following definitions apply:

- “Addenda” means all additional information regarding this RFP including amendments.
- “BC Bid” means the BC Bid website located at www.bcbid.ca.
- “City” means the Corporation of the City of Cranbrook.
- “Closing Location” includes the location indicated on the cover page or BC Bid, as applicable.
- “Closing Time” means the closing time and date for this RFP as set out on the cover page.
- “Contract” means the written agreement resulting from the RFP executed by the City and the successful proponent.
- “Contract Administrator” means the City staff member duly hired to fulfil those duties or their designated representative.
- “Contractor” or “Consultant” means the successful proponent who enters a contract with the City.
- “Must”, “mandatory”, or “required” means a requirement that must be met for a proposal to receive consideration.
- “Proponent” means a person or entity with the legal capacity to contract that submits, or intends to submit, a proposal.
- “Proposal” means a written response to the RFP submitted by a Proponent.
- “Request for Proposals” or “RFP” means this solicitation document, including all attached or referenced appendices, schedules, or exhibits, as may be modified by Addenda.
- “Should”, “may”, or “weighted” means a requirement having a significant degree of importance to the objectives of the RFP.

1.3 Delivery of Proposals

Proposals MUST be in English and MUST be submitted using one of the following submission methods:

- BC Bid Electronic Submission: Proponents may submit an electronic proposal using BC Bid. Proposals must be submitted in accordance with BC Bid and e-bidding key requirements (www.bcbid.gov.bc.ca). Only pre-authorized electronic bidders registered on BC Bid can submit electronically. Use of an e-bidding key is effective as signature.
- Hard Copy Submission: Proponents may submit two (2) hard copies of their proposal as outlined in Section 1.4 of this RFP.

Email and facsimile submissions will not be accepted. All proposal submissions MUST include a completed and signed Summary Form of Proposal plus the information required in Section 1.5. Proposals received after the Closing Time will not be accepted. There will be no public opening for this RFP.

1.4 Submission of Proposals

- Proposals MUST be submitted before the Closing Time to the Closing Location using one of the submission methods set out in Section 1.3. The Proponent is solely responsible for ensuring the City receives a complete proposal before the Closing Time.

For BC Bid electronic submissions:

- File uploads are limited to 500 MB per file; unlimited number of attachments.
- Proponents are solely responsible for ensuring attachments are not corrupted. The City may reject proposals that cannot be opened or contain viruses/malware.
- The closing time on BC Bid is shown in Pacific Time (PT). The City’s Closing Time in this RFP is in Mountain Time (MT). Proponents must submit prior to the Closing Time.

- Only pre-authorized e-bidders registered on BC Bid can submit electronic bids. BC Bid is a subscription service (\$150/year); registration may take two business days. Contact the BC Bid Helpdesk at 1-800-663-7867 for assistance.
- The City strongly encourages Proponents using electronic submissions to submit with sufficient time to complete the upload before the Closing Time.
- The Proponent bears all risk associated with electronic submission, including transmission delays.
- Hard copy submissions **MUST** be received in a sealed envelope at the Closing Location by registered mail, courier, or hand delivery before the Closing Time.

1.5 Proposal Submission Format and Checklist

The following format and sequence should be followed to ensure each proposal receives full and fair consideration. All pages should be consecutively numbered:

1. Title Page, showing Proponent's name, contact person and title, address, and contact information.
2. Completed Summary Form of Proposal (Mandatory Form – signature required).
3. Qualifications and Experience as described in Section 3.1.
4. Approach and Methodology as described in Section 3.2.
5. References as described in Section 3.4.

1.6 Contact

Enquiries related to this RFP may only be directed in writing to the Opportunity Contact below. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses will be posted to BC Bid and the City website.

Opportunity Contact	Details
Name & Title	Vicki Brown, Brace Consulting obo The City of Cranbrook
Phone	(604) 603-1895
Email	Vicki.brown@bracepm.com
Question Cut-off	48 hours before the Closing Time

1.7 Enquiries

Submitters and their representatives are not permitted to contact any employees, officers, agents, elected officials, or other representatives of the City other than the Opportunity Contact concerning matters regarding this opportunity. Failure to adhere to this rule may result in disqualification.

All addenda and answers will be posted through BC Bid.

1.8 Type of Contract for Deliverables

The selected submitter will be requested to enter direct contract negotiations to finalize a contract with the City for the provision of the Deliverables. The terms and conditions found in the Form of Contract (Appendix A) are to form the basis for commencing negotiations.

The Form of Agreement for the Work is the Canadian Construction Documentation CCDC 5B Construction Management Contract, as further modified by the Supplemental General Conditions listed in Schedule 1 to Appendix A.

1.9 Opportunity Timetable

“Days” are business days and means all days that City Hall is open for business.

Milestone	Timing
Site Visit / Pre-Bid Meeting	As noted on the title page
Question Submission Deadline	48 hours prior to Closing Date
Addenda Issued	As ready, prior to Closing Date
Closing Date	As noted on the title page
Rectification Period	Up to 5 days after rectification request
Anticipated Ranking of Submitters	Within 10 days after Closing Date
Contract Negotiation Period	Within 10 days of Ranking
Anticipated Contract Execution	Within 10 days of Negotiation Period

1.10 Submissions to the Prescribed Location

Submissions must be submitted through the City’s online portal at www.bcbid.gov.bc.ca. Submissions by other methods will not be accepted.

All correspondence through BC Bid will go to the individual who provided the submission. Minimum system requirements: Google Chrome or Mozilla Firefox with JavaScript enabled. Uploading large documents may take significant time depending on file size and internet connection speed. You will receive an email confirmation with a unique confirmation number once your submission is finalized.

For technical questions, contact BC Bid at bcbid@gov.bc.ca or visit the help forum at www.bcbid.gov.bc.ca.

1.11 Submitted on Time

Submissions must be submitted at the location set out above on or before the Submission Closing Date. Submissions provided after the Submission Closing Date will be rejected. The submission will only be visible to the City after the Closing Date and Time.

1.12 Submissions to be in the Prescribed Format

Submitters should submit one electronic copy in the file formats listed under Requested Information for this opportunity in the City’s portal. The maximum upload file size is 1,000 MB. Documents should not be embedded within uploaded files, as embedded files will not be accessible or evaluated.

1.13 Amendment of Submissions

Submitters may amend their submissions prior to the Submission Closing Date by un-submitting and re-submitting a revised submission through the City’s portal.

1.14 Withdrawal of Submissions

At any time throughout the opportunity process until the execution of a written contract, a submitter may withdraw a submission. To withdraw prior to the Submission Closing Date, a submitter should un-submit through the City’s portal. Following the Closing Date, a notice of withdrawal must be sent to the Opportunity Contact, signed by an authorized representative. The City is under no obligation to return withdrawn submissions.

2 EVALUATION, NEGOTIATION AND AWARD

2.1 Stages of Evaluation and Negotiation

The City will conduct the evaluation of submissions and negotiations in the following stages:

Stage	Description
Stage I	Mandatory Submission Requirements
Stage II	Evaluation (Mandatory Technical Requirements + Rated Criteria)
Stage III	Pricing
Stage IV	Ranking and Contract Negotiations

2.2 Stage I – Mandatory Submission Requirements

Stage I consists of a review to determine which submissions comply with all mandatory submission requirements. If a submission fails to satisfy these requirements, the City will issue a rectification notice identifying deficiencies and providing an opportunity to rectify them within the Rectification Period. Rectifications provided within the timeframe will form part of the submission. If the submitter fails to satisfy the mandatory requirements within the Rectification Period, the submission will be rejected. The mandatory submission requirements are set out in Appendix C Section 3.

2.3 Stage II – Evaluation

Mandatory Technical Requirements

The City will review submissions to determine whether the mandatory technical requirements set out in Appendix C Section 4 have been met. Questions as to whether a submission has met the mandatory technical requirements will be subject to the verification and clarification process set out in Section 3.2(c).

Rated Criteria

The City will evaluate each qualified submission based on the non-price rated criteria set out in Appendix C Section 6. The City may, but is not required to, request additional clarification, an interview, demonstration, or presentation. Submitters who do not meet a minimum threshold score for a category will not proceed to the next stage of evaluation.

2.4 Stage III – Pricing

Pricing submissions will be evaluated based on the pricing criteria set out in Appendix B.

2.5 Stage IV – Ranking and Contract Negotiations

Following completion of Stage II and Stage III evaluations, submitters will be ranked. The City will enter into contract negotiations with the top-ranked submitter. If negotiations with the top-ranked submitter are unsuccessful, the City reserves the right to negotiate with the next-ranked submitter.

3 TERMS AND CONDITIONS OF THE OPPORTUNITY PROCESS

3.1 General Information and Instructions

By submitting a proposal, the Submitter agrees to be bound by the terms and conditions of this RFP. The City reserves the right, in its sole discretion, to:

- Accept or reject any or all submissions.
- Cancel or amend this RFP at any time without liability.
- Request additional information or clarification from any Submitter.
- Award a contract to a Submitter other than the lowest-priced Submitter.
- Verify any information provided by a Submitter.
- Waive or amend any requirement of this RFP.

3.2 Communication after Issuance of Opportunity

All communications related to this RFP must be made through BC Bid. The City will not be bound by any representations made by its employees or agents outside of the formal RFP process.

Verification and Clarification: The City may seek clarification from any Submitter to verify or clarify information provided in a proposal. A Submitter's response to a request for clarification will form part of the Submitter's proposal.

3.3 Notification and Debriefing

The City will notify all Submitters of the outcome of the process. Unsuccessful Submitters may request a debriefing by contacting the Opportunity Contact within 60 days of notification.

3.4 Conflict of Interest and Prohibited Conduct

Submitters must disclose all actual and potential conflicts of interest. The City may disqualify any Submitter with a conflict of interest that cannot be mitigated. Prohibited conduct includes:

- Attempting to obtain confidential information about the evaluation process.
- Attempting to influence the evaluation process.
- Colluding with other Submitters.
- Making a misrepresentation in a submission.

3.5 Confidential Information

City Confidential Information: Any confidential information provided by the City to Submitters must be used only for the purpose of preparing a proposal and must be returned to the City immediately upon request.

Submitter Confidential Information: A submitter should identify any information in its submission for which confidentiality is to be maintained by the City. The confidentiality of such information will be maintained except as required by law (including FOIPPA) or by court or tribunal order.

3.6 Procurement Process Non-Binding

No Contract A and No Claims

This procurement process is not intended to create a formal, legally binding bidding process and will be governed by the law applicable to direct commercial negotiations. For greater certainty:

- This opportunity will not give rise to any Contract A-based tendering law duties or other legal obligations arising out of any process contract or collateral contract.
- Neither the Submitter nor the City will have the right to make any claims against the other with respect to the award of a contract, failure to award a contract, or failure to honour a submission.

No Contract until Execution of Written Contract

This process is intended to identify prospective suppliers for the purpose of negotiating potential contracts. No legal relationship or obligation regarding procurement will be created until the successful negotiation and execution of a written contract.

Non-Binding Price Estimates

Pricing information provided in submissions will be non-binding prior to execution of a written contract but will be assessed during evaluation. Inaccurate, misleading, or incomplete pricing could adversely impact evaluation or ranking.

Cancellation

The City may cancel or amend the Opportunity process without liability at any time.

3.7 Governing Law and Interpretation

These Terms and Conditions of the Opportunity Process are:

- Intended to be interpreted broadly and independently.
- Non-exhaustive and not intended to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with common law.
- Governed by and construed in accordance with the laws of the Province of British Columbia and the federal laws of Canada applicable therein.

APPENDIX A – FORM OF CONTRACT

CCDC 5B

APPENDIX B – PRICING

Instructions on How to Provide Pricing

Submitters should provide the information requested in Section 3 below (Required Pricing Information).

- Pricing must be provided in Canadian funds, inclusive of all applicable duties and taxes except GST and PST, which should be itemized separately.
- Pricing must be all-inclusive and must include all labour and material costs, travel and carriage costs, insurance costs, delivery, installation, set-up, pre-delivery inspection charges, and all other overhead including any fees required by law.
- If the successful submitter is a non-resident company, payments may be subject to withholding taxes under the Income Tax Act (Canada). Unless the submitter provides a waiver letter from the Canada Revenue Agency, the City will withhold taxes as required.

Evaluation of Pricing

Pricing is worth 25 points of the total score. Pricing is scored based on a relative pricing formula:

Formula

$$\text{Lowest Price} \div \text{Proponent's Price} \times \text{Weighting} = \text{Proponent's Pricing Points}$$

Required Pricing Information

Submitters are to provide pricing information as per Appendix B-1:

- a) The Submitter shall provide a fixed fee for pre-construction services.
- b) The Submitter shall provide General Expenses (including all items identified in Table 3 of Appendix B-1), as a percentage based on an estimated construction value.
- c) The Submitter shall provide a Construction Management fee, expressed as a percentage to be applied to the value of the Work during the Construction and Post-Construction Stage, based on the agreed 90% Construction budget. For evaluation purposes, it is assumed that the construction value including General Requirements and Fees is \$1,025,000 for the Holdroom and Washroom Expansion.

APPENDIX C – OPPORTUNITY PARTICULARS

C.1 The Deliverables — Overview

Holdroom and Washroom Expansion

The Canadian Rockies International Airport (CYXC) serves approximately 150,000 passengers per year and is operated by Elevate Airports Inc. on behalf of the City of Cranbrook. The existing holdroom is a single-level space supporting Gates 1 and 2, with associated seating, concessions, vending, and a fireplace lounge. The existing washroom facilities are undersized relative to current and projected passenger volumes and do not meet current accessibility standards.

The included concept was designed by Office of McFarlane Biggar Architects + Designers (OMB), has been issued for costing (January 2026) and involves two phased scopes of interior renovation work within the live terminal. The drawings will be developed for building permit and issue for tender/construction. Design development is substantially complete. The Construction Manager will be engaged during the completion of construction documents and will carry the work through tendering and construction.

Phase 1 — Washroom Construction, Gate Relocation & Holdroom Works

Phase 1 scope covers the construction of a new unisex washroom facility (4-stall) within the existing holdroom footprint, relocation and redesignation of Gate 1, holdroom extension glazing, new sliding glass doors, shear wall relocation, continuous millwork counters and panels, new bar/business centre with stool seating, and associated mechanical, electrical, and plumbing works.

The new washrooms include wall-hung WCs, undermount sinks, ceramic tile finishes, acoustic partitions, GWB ceilings with recessed downlights, and full accessory packages. New roof exhaust fan penetrations are required to serve WC exhaust.

The holdroom must remain fully operational throughout Phase 1 construction. The CM will be required to develop a detailed phasing and access strategy to maintain passenger flow, gate operations, and terminal security zone integrity at all times. All works are within the restricted area.

There may be an opportunity for enabling works during the pre-construction phase. If agreed by both parties, an additional Construction Contract will be developed for the enabling works.

Phase 2 — Holdroom Seating, Finishes & Glazing Works

Phase 2 scope covers the broader holdroom seating reconfiguration to achieve a target total seating count of 196 seats across Gates 1 and 2, incorporating tandem wood and black seating, millwork bench seating, tables, and lounge seating. Existing seats and furniture are to be removed, stored, and reinstalled or replaced.

Phase 2 also includes new floor-to-ceiling glazing, carpet tile and ceramic tile flooring, wood veneer ceiling panels to match existing (maple veneer on MDF, clear polyurethane finish), GWB ceilings, cove lighting, removal and replacement of existing lighting, lockable storage cabinets, recessed fire extinguisher cabinet, and water station installation.

Phase 2 construction shall be sequenced to maintain continuous gate and holdroom operations. The CM shall coordinate closely with the airport operator (Elevate Airports Inc.) and the City to develop a construction access strategy that prevents impact on terminal operations, passenger flow, and gate queuing at all times.

Phase 1 and Phase 2 works are anticipated to run sequentially. The overall project is expected to be substantially complete by [INSERT: Target Completion Date to be confirmed with City].

C.2 Pre-Construction Services

The Construction Manager shall provide the following pre-construction services:

- Attend bi-weekly meetings at the Place of the Work with the Consultant, other consultants, and the Owner.
- Provide advice to the Owner and Consultant with respect to construction and market conditions, availability of materials and labour, building systems, and economies.
- Provide recommendations on constructability, coordination, construction cost, sequence of construction, construction duration, possible means and methods, and time for construction. Continuously identify strategies to reduce schedule risk and cost.
- Make recommendations regarding the scope of Work packages to facilitate subsequent bidding and awarding of Subcontractor and Supplier contracts.
- Review Concept Design, Specifications, and subsequent Drawings and make recommendations as to constructability.
- Prepare a Construction Cost Estimate at the following phases: Building Permit Set – Class B estimate.
- Advise the Owner if design, construction plans, or other activities are driving up the budget, and make recommendations for corrective action or alternative processes.
- Evaluate possible alternatives as design proceeds to select the most economical materials and methods that satisfy the design concept and schedule.
- Develop a Project Schedule and participate in developing detailed sub-phasing plans that consider operational constraints and mitigation of impacts during construction.
- Make recommendations regarding equipment or materials that may be beneficial to pre-order to meet the schedule or minimize escalation.
- Review scope, schedule, and budget and conduct a Risk Assessment. Attend such meetings as necessary to develop Risk Avoidance/Mitigation Strategies.
- Assist the Owner and Consultant in developing tender strategies.
- Provide front-end specifications, including Instructions to Submitters, Contract Scope of Work, Supplementary General Conditions, General Instructions and Temporary Facilities, to the Consultant for inclusion in project specifications.
- Assist the Owner in determining contract security requirements for Subcontractors.
- Develop a comprehensive Construction Execution Plan encompassing all aspects of construction, including impacts and considerations associated with ongoing airport operations.

C.3 Tendering (Trade Contractors)

If both parties agree to proceed at the end of pre-construction management services:

- Prepare a Procurement Plan, including Tender and Recommendation dates, and make recommendations regarding divisions of work to facilitate bidding and awarding trade contracts in this phased project.
- Develop methods of solicitation for Trade Contractors and the distribution of addenda.
- Prepare prequalification criteria for Trade Contractors and Suppliers as required by the Owner.
- Provide competitive sub-trade pricing for a minimum of 75% of the project value. All work will be tendered to a minimum of three Submitters unless otherwise authorized by the City.
- Evaluate bids and provide a recommendation via a bid tab summary, with all relevant information, for City approval.
- Recommend and tender any equipment or materials requiring advanced lead time.
- Administer and evaluate sub-trade tender packages and present summary/recommendations to the City for final approval.

- Upon City approval, enter and administer a Sub-Trade Agreement between the Construction Manager and the approved sub-trade.

C.4 Construction

If both parties agree to proceed at the end of the pre-construction management services stage, the Pre-Construction Management Services Agreement will end and be replaced with a Construction Contract for the mutually agreed-upon terms.

C.5 Scope of Work — General Services

During construction, the Construction Manager shall:

- Chair and minute regular weekly Project meetings with the Owner and Consultant. Distribute minutes within 3 days.
- Execute a construction methodology and access strategy for both the building and all operating areas to minimize impact on existing facility operations.
- Plan and arrange for temporary services and site facilities, including site hoarding, access, offsite storage, temporary power and lighting, temporary enclosures, heating, security, hoisting, safety measures, protection of finishes, and continuous cleanup.
- Develop, manage, and maintain a Project Safety and Emergency Plan.
- Provide coordination for securing permits and approvals with Authorities Having Jurisdiction.
- Plan and supervise the work of own forces and trade contractors; coordinate with the City, tenants, and other contractors, including owner-supplied contractors.
- Coordinate cooperative site-sharing arrangements with system suppliers as needed.
- Collaboratively monitor scope, schedule, and budget; update the Risk Assessment Plan and propose alternate approaches where warranted.
- Provide regular monitoring of the schedule; identify potential variances and recommend adjustments to achieve the Project In-Use Date.
- Provide summary reports of each monitoring and document all changes in schedule strategies (assume quarterly).
- Prepare and update Construction Cost and cash flow forecasts (assume quarterly).
- Provide monthly budget update reports in a format acceptable to the City, showing commitments to date and forecast costs to complete. Provide a cost recovery plan if forecast costs will result in a budget overrun.
- Develop, implement, and maintain a system of project cost control and accounting.
- Participate in Commissioning meetings and provide guidance as required.
- Provide red-line marked-up drawings, O&M Manuals, and warranty documents as part of Substantial Completion.
- Expedite timely completion of deficiencies within three months of Substantial Completion and exercise quick response to warranty issues.
- Manage warranties and guarantees. Collect all manufacturer's guarantees and warranties prior to completion; participate in a comprehensive review at the end of warranty periods.

C.6 Schedule

The following outlines the anticipated milestone dates. Submitters should assume periods of owner review between milestones and should not assume tendering and construction will happen immediately following design, as City approvals and budget processes must be followed.

Milestone	Status / Duration
PHASE 1 — Washroom Construction, Gate Relocation & Holdroom Works	
Concept Design	Complete
Design Development	Complete
Construction Documentation	In progress
Tendering Preparation Period	6 weeks
Tender Period	4 weeks
PHASE 2 — Holdroom Seating, Finishes & Glazing Works	
Concept Design	Complete
Design Development	Complete
Construction Documentation	In progress
Tendering Preparation Period	6 weeks (can run parallel with CD)
Tender Period	4 weeks

C.7 Material Disclosures

- All work under this contract is conducted within the restricted area of the Canadian Rockies International Airport (CYXC). A Restricted Area Identification Card (RAIC) will not be required for construction personnel. CYXC will manage and facilitate security access for all construction personnel throughout the project.
- All works must comply with Transport Canada regulations and Elevate Airports Inc. construction and safety protocols. The CM will be required to coordinate all site access, hoarding, and construction activity with Elevate Airports Inc. to always maintain the safety and security of the restricted area.

C.8 Mandatory Submission Requirements

Item	Requirement
Bid Table	Pricing B-1
Requested Information (File Uploads)	Experience and Qualifications; Project Team; Methodology, Phasing and Schedule; Pricing Bid Table (Appendix B-1)

C.9 Mandatory Technical Requirements

Submitter must have demonstrated construction experience working within active, occupied, or otherwise constrained operational environments within the last seven years, where construction activities were required to be planned and executed without interrupting ongoing public, tenant, staff, or facility operations. Experience working in airport environments, restricted-access areas, or under aviation-related security protocols will be considered an asset; however, the primary requirement is demonstrated capability to safely manage phased construction, site access, hoarding, logistics, stakeholder coordination, and operational continuity in live spaces. Failure to meet this minimum experience requirement will result in elimination from the process.

C.10 Award Requirements

Pre-Contract Execution

Within 10 working days of request by the City, the top-ranked submitter will be required to supply:

- A clearance letter indicating WorkSafe BC compliance.
- Proof of required insurance as per Appendix A – Form of Contract, Schedule 1, including a completed Certificate of Insurance (Schedule 1-A).
- A copy of the submitter's current City of Cranbrook Business Licence.
- Prime Contractor Agreement as it relates to WorkSafe BC and work site safety responsibility.

Post Contract Execution

Within 10 working days of contract execution, provide:

- A Performance Bond and Labour and Material Payment Bond, each in the amount of 50% of the "Contract Price", covering performance including the Contractor's obligations during the Maintenance Period. Bonds must be issued by a surety licensed to carry on the business of suretyship in British Columbia, in a form acceptable to the City. Verifiable EBonds preferred.

C.11 Rated Criteria

The following sets out the categories, weightings, minimums, and descriptions of the rated criteria:

Rated Criteria Category	Weighting (Points)	Minimum Threshold
11.1 Experience and Qualifications	25	10
11.2 Project Team (relevant qualifications and experience of identified team members)	25	15
11.3 Methodology, Phasing and Schedule	20	7.5
Pricing (see Appendix B)	30	N/A
TOTAL	100	—

Non-price scoring legend (excluding Sustainability):

Score Level	Points Awarded (out of 5)
Low — does not meet expectations, incomplete, poor detail	0 or 1
Medium — partially meets expectations, mostly complete, medium detail	2 or 3
High — meets or exceeds expectations, strongly fits desired attributes, high level of detail	4 or 5

11.1 Experience and Qualifications

Provide:

- A brief description of the submitter.
- A description of knowledge, skills, and experience relevant to the Deliverables, specifically Construction Management experience.

- Information pertaining to your three most relevant construction management projects within the last five years that utilized the same or similar team proposed for this contract. Provide one sheet per project including:
 - Project Start and Completion Dates
 - Project Construction Value
 - Brief description of the Works
 - Client Name and Reference
 - Client Contact Information
 - Number of identified employees with current valid RAICs

Scoring Rationale: Submitters with more years of relevant experience (including airport, agency, and work within operational environments) and qualifications most applicable to this project's scope will score higher. References should include those who can speak to the team members identified in Section 6.2.

11.2 Project Team

Provide:

- The roles and responsibilities of the submitter and any agents, employees, and sub-contractors involved in providing the Deliverables, together with the identity of those performing those roles and their relevant expertise. Include no more than a two-page resume for each proposed project team member.

Submitters are encouraged to present a right-sized and relevant team for the project. The proposed team should be comprised of individuals with the qualifications and experience to execute the work. It is expected that key dedicated personnel set out in the Submitter's proposal will remain committed to the contract throughout its term unless alternate resources are mutually agreed upon.

Scoring Rationale: Submitters with experience and teams having provided works similar in size and scope to this Opportunity while achieving high client satisfaction and superior outcomes will score higher.

11.3 Methodology, Phasing and Schedule

Provide an indicative methodology and construction schedule for pre-construction and potential construction of the program, developed based on the Submitter's experience. Submitters are encouraged to highlight their understanding of this project and the airport and to provide value-added methodologies.

Submitters should identify the top three potential risks to program delivery and how they will be mitigated.

Critical elements to address for the Pre-Construction Phase:

- Collaborative approach and one-team mentality
- Deep understanding of building construction and phasing in operational environments
- Constructability analysis and review
- Scheduling, phasing, and logistics
- Cost estimating and control (the CM team must identify a cost estimator or PM responsible for completing the budget estimate)
- Bid packaging / sequential tendering recommendations
- Material procurement recommendations
- Value engineering in real time
- Risk identification and management
- Potentially, subcontractor pre-qualification

Critical elements to address for the Construction Management Phase:

- Collaborative approach and one-team mentality
- Deep understanding of building construction and phasing in operational environments, and stakeholder management

- Contracts, trade relationships, and sub-trade management
- Budget, schedule, and change control
- Facilitation and anticipation of owner requirements while maintaining scope control
- Operational readiness planning and handover
- Close-out and warranty

Scoring Rationale: Submitters that demonstrate robust methodologies and approaches achieving high customer satisfaction will score higher.

APPENDIX D – YXC EXPANSION/RENOVATION PLANS

Issue: Issued for Costing — Not for Construction

Date: January 8, 2026

Project: omb 2025-014 / Timber Engineering 25093 — YXC Holdroom Improvements

Consultants: Office of McFarlane Biggar Architects + Designers (Architectural) · Timber Engineering (Structural) · OM Engineering (Electrical / Mechanical)

1.0 Architectural — Office of McFarlane Biggar (omb)

#	Sheet / Section	Source File
1.1	Ground Level Plan – Existing — <i>considerations + constraints; 133 existing seats</i>	ARCH Drawings
1.2	Ground Level Plan – Demolition — <i>Phase 1 pink, Phase 2 blue</i>	ARCH Drawings
1.3	Ground Level Plan – Proposed — <i>166 seats; 4-stall unisex WC; shear wall relocated</i>	ARCH Drawings
1.4	Ground Level Plan – Proposed Assemblies + Finishes	ARCH Drawings
1.5	Ground Level RCP – Proposed	ARCH Drawings
1.6	Roof Level – Proposed	ARCH Drawings
1.7	Wall Assemblies — <i>P1, P2, P3a, P3b, P4, P5, TP1</i>	ARCH Additional Info, p.1–2
1.8	Ceiling Assemblies — <i>C1, C2</i>	ARCH Additional Info, p.2
1.9	Finishes — <i>TL1, CPT, LM1, WD1, GWB</i>	ARCH Additional Info, p.2
1.10	Fixtures, Hardware + Accessories — <i>plumbing fixtures, washroom accessories, casework</i>	ARCH Additional Info, p.3

2.0 Structural — Timber Engineering (25093)

#	Sheet / Section	Source File
2.1	Structural Engineering Letter – Phase 1 Washroom Renovation — <i>signed + sealed, M. Maj, P.Eng.</i>	Phase 1 Letter
2.2	Structural Engineering Letter – Phase 2 Holdroom Renovation — <i>signed + sealed, M. Maj, P.Eng.</i>	Phase 2 Letter
2.3	S001 – General Notes and Typical Details (Preliminary)	Preliminary Structural Set
2.4	S100 – Basement / Foundation Existing Plan (Preliminary)	Preliminary Structural Set
2.5	S101 – Main Floor Existing Plan (Preliminary)	Preliminary Structural Set
2.6	S200 – Main Floor Proposed Plan (Preliminary)	Preliminary Structural Set
2.7	S201 – Lower Roof Proposed Plan (Preliminary)	Preliminary Structural Set

3.0 Electrical — OM Engineering

#	Sheet / Section	Source File
3.1	Plan – Main Floor Demo	Electrical Set
3.2	Plan – Reflected Ceiling Plan Demo	Electrical Set
3.3	Plan – Roof — <i>roof HVAC plan, keyed notes, roof-mounted exhaust fan detail</i>	Electrical Set
3.4	Plan – Proposed Main Floor — <i>power + communication outlets schedule</i>	Electrical Set
3.5	Plan – Proposed Reflected Ceiling Plan — <i>lighting legend</i>	Electrical Set
3.6	Plan – Proposed Basement — <i>Panels L + C</i>	Electrical Set
3.7	Plan – Proposed Details 1 — <i>panel schedules: C, L, EN, EC, EL, S, K, ES</i>	Electrical Set
3.8	Plan – Proposed Details 2 — <i>symbol legend, details, low-voltage relay lighting control schedule</i>	Electrical Set

4.0 Mechanical — Edge Engineering

#	Sheet / Section	Source File
	HVAC Plan – Existing Crawl Space	Cranbrook- Mech-SD 1.0
	Hydronic Plan – Existing Crawl Space	Cranbrook- Mech-SD 1.0
	HVAC Plan – Existing Main Floor	Cranbrook- Mech-SD 1.0
	HVAC Plan – Demolition Main Floor	Cranbrook- Mech-SD 1.0
	HVAC Plan – Proposed Main Floor	Cranbrook- Mech-SD 1.0
	Roof Plan – Proposed	Cranbrook- Mech-SD 1.0
	Plumbing Plan – Existing Crawl Space	Cranbrook- Mech-SD 1.0
	Plumbing Plan – Demolition Crawl Space	Cranbrook- Mech-SD 1.0
	Plumbing Plan – Proposed Crawl Space	Cranbrook- Mech-SD 1.0
	Plumbing Plan – Existing Main Floor	Cranbrook- Mech-SD 1.0
	Plumbing Plan – Demolition Main Floor	Cranbrook- Mech-SD 1.0
	Plumbing Plan – Proposed Main Floor	Cranbrook- Mech-SD 1.0
	Fire Protection Plan- Existing Crawlspace	Cranbrook- Mech-SD 1.0
	Fire Protection Plan- Demolition and Proposed Main Floor	Cranbrook- Mech-SD 1.0
	Mechanical Systems Schematic	Cranbrook- Mech-SD 1.0