



**City of Richmond**  
Finance & Corporate Services Division

**2674-A**

**Request for Statement of Qualifications**

**Construction Management Services  
(as Advisor)**

Richmond Speed Skating Oval (RSO) and Related Works  
City of Richmond, British Columbia

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## **A. GENERAL INSTRUCTIONS**

### **A.1 Introduction**

- 1.1 The City of Richmond is soliciting a Statement of Qualifications (SOQ) from qualified firms capable of providing a full range of construction management services in the capacity of construction manager. Reporting to the Project Manager, the Construction Manager will serve as advisor and advisor to the client.
- 1.2 The construction management selection process will follow a two-stage procedure. The purpose of this first stage call for a Statement of Qualifications (“SOQ”) is to establish a short list of five (5) firms that will be invited to submit proposals in a subsequent Request for Proposal (“RFP”) stage.
- 1.3 The proponent selected through the second stage RFP process will be part of the Client’s Team in the development of the Richmond Speed Skating Oval and Related works on lands owned by the City of Richmond.
- 1.4 In this SOQ process, Proponents must clearly demonstrate:
  - A full range of technical and managerial skills as required to deliver a quality product within well-defined parameters of scope, time and cost.
  - An exemplary track record in the construction industry as a construction manager on projects having a value of more than \$100,000,000 where the proponent’s role was that of construction manager, and not that of a general contractor
  - Relevant qualifications and experience of personnel to be assigned to the project.
  - Excellent health and safety record and rating.
  - A staffed, fully functioning office in the Vancouver area.

### **A.2 Closing**

- 2.1 Interested Proponents must submit a Statement of Qualifications in the prescribed format and within the time limit established herein.
- 2.2 Sealed submissions in packages clearly marked:

“2674A - Statement of Qualifications  
Olympic Speed Skating Oval and Related Works”

must be received on or before 16:00 hours, Pacific Time, on Friday, February 18, 2005 at the Office of Manager – Purchasing and Risk Management, Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond, BC, V6Y 2C1.

2.3 The name and address of the Proponent must be clearly indicated on the face of the sealed package.

2.4 Submissions received after the date and time specified above will not be considered.

2.5 Submissions delivered by facsimile or email will not be considered.

2.6 Proponents are required to submit one (1) signed original and five (5) copies of their SOQ.

2.7 Proposals are to be addressed to:

Manager, Purchasing and Risk, of Manager – Purchasing and Risk Management, Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond, BC, V6Y 2C1.

### **A.3 Terminology**

3.1 The following terms used in this document have the following meaning:

Client	The Corporation of the City of Richmond
Construction Manager	The entity retained by the Client to provide construction management services.
Integrated Project Team	The Client, the Project Manager, the Consultant, and the Construction Manager.
Key Personnel	Key staff of the construction manager proposed to be assigned to this project.
Consultant	CannonJohnston Architecture Inc., being the entity retained by the Client to deliver architectural and engineering services for the project.
Project Manager	MHPM Project Managers Inc., being the entity retained by the Client to deliver project management services for the project.
Proponent	The entity which submits a Statement of Qualifications.
RFP	“Request for Proposals” which is the second stage of the construction management selection process.
SOQ	“Statement of Qualifications” which is the first stage of the construction management selection process.
Sub Consultants	Members of the Proponent submission that are in a third party contractual relationship with the proponent.

### **A.4 Submission Document**

4.1 The SOQ submission must be comprised of the information requested in Section D of this document.

4.2 Documentation must be submitted in hard copy, in the English language.

## **A.5 Conditions**

- 5.1 All SOQ submissions become the property of the Client and will not be returned to the Proponent.
- 5.2 This request for SOQ does not constitute an offer. No agreement shall result upon submission of a SOQ. The Client shall not be under any obligation to enter into any agreement with anyone in connection with this request for submissions and responses received, nor to pay for any costs incurred in the preparation of the documentation submitted.
- 5.3 The Client reserves the right to request clarification or additional information on any submission. The Client reserves the right to cancel this invitation; to reject any or all SOQ submissions; to re-advertise for submissions; to waive irregularities and formalities; and to accept the submissions which offer, in the Client's sole judgment, the best value.

## **A.6 Inquiries and Addenda**

- 6.1 All inquiries must be directed in writing to the Project Manager at:  
Guillaume Savard, Project Manager  
MHPM Project Managers Inc.  
2609 Granville Street, Suite 310  
Vancouver, B.C. V6H 3H3  
Fax: (604) 714-0989
- 6.2 All written inquiries must be received no later than 48 hours before closing. Written inquiries submitted by facsimile transmission are acceptable.
- 6.3 Any inconsistency, discrepancy, ambiguity, or omission noted in this document should be brought to the immediate attention of the Client in writing.
- 6.4 The Client may provide additional information, clarification or modification by written addendum. All such addenda shall be incorporated into and become part of this document. The Client shall not be bound by oral or other informal explanations or clarifications not contained in such addenda.
- 6.5 Proponents using any e-mail or facsimile transmission or inquiries assume the entire risk that the document will be properly received by the Client, on time or at all.

## **B. PROJECT DESCRIPTION**

### **B.1 Background**

1.1 The City of Richmond has been chosen by the Vancouver Olympic Committee (VANOC) to host the long track speed skating competition for the 2010 Olympic and Paralympic Winter Games. In order to host this event, the City will build the Richmond Olympic Speed Skating Oval (the Oval) which will be located on a municipally-owned lot along River Road, between the No. 2 Road and Dinsmore Bridges.

The Oval will be a multi-purpose facility, which will not only host the long track speed skating competition but will also be a world class multi-use, multi-season facility for sports, recreation, culture, business, and environment. Prior to the 2010 Games and following the anticipated 2007 completion of the main facility, the Oval will be available for a variety of training and competition sports uses including hockey, figure skating, and speed skating, as well as summer sports on the activity area within the speed skating track. During the 2010 Games, the Oval will be hosting the long track speed skating events with seating for 8,000 spectators.

After the 2010 Games, the multi-use facility will continue to host local and international sport, culture, and special events. The legacy facility will be able to accommodate multiple sport and support functions through a series of differing configurations of the main activity area and the capacity to host both summer and winter sports activities at one time.

The development will embody the following characteristics:

- Distinctive positive corporate image
- High quality durable materials
- High quality healthy occupant environments
- Cost effective operation and maintenance including low energy consumption
- Sustainable development (environment friendly) principles
- Advanced and flexible IT technology capability
- Barrier free environments that meet all federal codes and standards
- Obtain a US Green Building Council, Leadership in Energy and Environment Design (“LEED”) silver rating.

### **B.2 Project Location**

2.1 The proposed Richmond Olympic Speed Skating Oval is located at 6080 River Road on a municipally owned 11.7 hectares (ha) property in Richmond, B.C.

Historically, the Brighthouse family bought the land on which the Oval site sits in 1864 and built residences, barns, and raised crops and livestock. Purchased by the municipality in 1962, the residences were leased as residential property until 1975 when the lands were zoned as industrial/recreational. However, the property remained vacant until 1986 when an RV park began leasing the land to accommodate Expo visitors.

A local community garden is located in the western section of the property, adjacent to the No. 2 Road off-ramp to River Road. The site is bounded to the north by River Road, the dike with trails and park area, and the middle arm of the Fraser River and to the west by an open stormwater drainage channel and Hollybridge Road. To the south, the site is bounded by a railway track (2 tracks) which terminates at No. 2 Road and to the east by No. 2 Road and off-ramp to River Road.

Further north and northwest of the property are the Vancouver International Airport (YVR), South Terminal, residential, and some commercial development. The area to the east of the property is largely commercial and big-box development while the area to the south is commercial and single family residential further south. West of the property and beyond No. 2 Road is largely single family and multiple family residential use and one commercial/light industrial park

Existing infrastructure on the site includes several unpaved and paved roads and RV pads, an RV clubhouse, and utility services including water, hydro, and sewer. In addition, the community garden plots are serviced by municipal water.

## **B.3 Project Features and Infrastructure**

### **3.1 Permanent Facilities**

#### **Speedskating Oval/Multi-Purpose Facility**

The main building of the Oval will be approximately 33,000 square metres (m<sup>2</sup>) in size over 3 levels. The footprint of the building is approximately 25,800 m<sup>2</sup> or 2.6 ha. (Figure 2). During the 2010 Games, Level 1 will house, among other things, entrances to the facility, the long track speed skating oval, spectator seating, athlete dressing rooms, warm-up areas, and medical facilities, and ancillary uses such as mechanical, electrical and storage. The 150-stall underground parking will also be on Level 1, in the northeast corner of the main building. Level 2 will be at the same elevation as the plaza over the underground parking and crest of the dike. Level 2 will be open to Level 1 and will have additional spectator seating, a circulation concourse, and rooms for media, security, Sports Federation, and competition management. Level 3 will be open to the other levels and will house interview and press work rooms, and space for the results, announcer, and TV.

### Olympic Plaza

The Olympic Plaza will be a public open area located in the northeast corner of the site with a footprint of approximately 12,500 m<sup>2</sup>. It will include the area at the north end of Hollybridge Road and the area above the underground parking. The plaza, level with the top of the dike, will serve as a link for users between the main building and the waterfront park and pedestrian trail system.

### Ancillary Features

Ancillary features associated with the main building will include trails along the dike crest, a two-lane grand boulevard (Hollybridge Road) on either side of the existing drainage channel east of the site, and a dock. The dock will be located at the north end of Hollybridge Road and will be accessible from land by pedestrians on the Olympic Plaza and waterfront trails via a walkway from the dike top to the dock. From water, the dock can be accessed by small motorized and non-motorized watercraft and will be located away from the sensitive foreshore habitat.

The Oval site, including the main building and overlay areas will be serviced with 100% underground lines for storm and sanitary sewer, power, water, and telecommunications infrastructure.

## 3.2 Temporary Facilities

During the 2010 Games a 38,500 m<sup>2</sup> overlay area located west of the main building will be used as temporary facilities for media, logistics and other management and administration uses. The overlay area will be paved, serviced, and secured during the 2010 Games. The following outlines the types of temporary facilities to be provided in the overlay area:

- Permit parking area
- Broadcast area
- Catering compound
- Telecom/IS compound
- Waste Management compound
- Logistics compound
- Merchandise compound
- Venue development area
- Work force area
- Drivers lounge

In additions to the above overlay facilities, there will also be a material transfer area, helicopter landing pad, loading zone, and vehicle screening area either within the overlay areas or adjacent spaces. A 5,500 m<sup>2</sup> area west of the proposed overlay area is available on the property as additional overlay area, should it be required.

**B.4 Construction**

In general, construction of the Oval site will include the following activities:

- Site preparation – placement of preload, vibrodensification, and/or pile driving
- Relocation of River Road- by owner
- Relocation and installation of underground utility services and relocation of River Road to south perimeter of site, including modifications to intersections and streetscaping- by owner
- Construction of temporary construction site access roads
- Construction of foundations, including excavation, formwork, and concrete placement and construction of at-grade slabs, walls and elevated slabs, and parkade
- Placement of fill behind dike
- Construction of Hollybridge Road improvements and widening- by owner
- Improvements to waterfront/waterlot including trails, Olympic plaza, and possible riprap placement
- Construction of dock and associated walkway from the dike
- Installation and/or upgrades of services, including utilities and piping for power, telecommunications, storm and sanitary sewer, and water- by owner
- Construction of and placement of structural steel
- Installation of building utilities and piping, mechanical, and electrical systems
- Completion of architectural finishings
- Landscaping

**B.5 Budget**

5.1 The project budget is \$155,000,000, including equipment and all project soft costs and contingencies.

**B.6 Schedule**

6.1 The preliminary milestone schedule for the project is as follows:

Activity	Target Completion Date	
Construction Manager Engaged	April 2005	
Schematic Design	April 2005	
Design Development	September	2005
Construction Documentation	March 2005/6	
Construction (main building)	October 2006/7	
Commissioning & Post occupancy Evaluation	April 2008	

## **C. SCOPE OF SERVICES – OVERVIEW:**

### **C.1 Integrated Project Team**

1.1 One of the critical success factors for this project will be Team building. The Client is committed to the principle of the “Integrated Project Team” and will expect the Construction Manager (CM), the Project Manager and the Consultant to enhance this concept at every opportunity. This will allow the Integrated Project Team to achieve optimum results with client users, operational staff, third party technical advisors and all authorities having jurisdiction.

### **C.2 Construction Management Services**

2.1 The CM will serve the best interests of the client and will be expected to follow and administer the Client’s policies and procedures for the delivery of the project.

2.2 The CM will report to the Project Manager.

2.3 The CM will assist to develop a detailed implementation plan to achieve the Project’s objectives within the prescribed quality, value, scope, cost and time constraints.

2.4 Construction management services will be required through all phases of the project, including:

- Concept Planning
- Schematic Design
- Design Development
- Construction Procurement Strategy
- Construction Documents
- Contract Tender and Contract administration
- Commissioning

2.5 Construction management services in the design stages will include, but not be limited to:

- a) Quality Management: document and implement a comprehensive quality management program that includes quality assurance and quality control measures for all construction management services
- b) Contracting Methodology: provide assessment and recommendations regarding the manner in which the work is to be contracted (i.e.: number and contents of trade packages; packages to be advanced early, pre-purchasing, etc.)
- c) Constructability Analysis: review design documents on a continuing basis as the design progresses to identify constructability concerns, and provide expert advice regarding the potential resolution of these concerns

- d) Value Engineering/Analysis:
  - undertake formal review of the design documents to identify, assess and recommend alternatives which may satisfy the design intent at a lower capital cost, lower operating cost, or on a shorter schedule
  - attend and participate in formal Value Engineering workshop(s)
- e) Cost-in-Use Analysis:
  - undertake formal review of the design documents to assess the cost-in-use (operating cost) of proposed building components and systems, and make recommendations for alternatives which may satisfy the design intent at a lower total cost-in-use
  - provide input to the design team so as to achieve a building at the lowest achievable capital cost.
- f) Sustainable Design:
  - attend and participate in Sustainable Design Workshop(s) to allow the project team to discuss sustainable design objectives, establish priorities and goals, as well as identify a strategy for achieving targets throughout the integrated design process
  - cooperate to implement a Sustainable Design Strategy so as to achieve a LEED (Leadership in Energy and Environment Design) Silver rating for the facility
  - provide the necessary documentation during construction to support a LEED application for RSO certification
- g) Review of Bid Documents: review individual trade bid documents prior to tender to ensure coordination of drawings and specifications, with the product of each such review being a formal report from the CM of actions to be taken by the Consultant to eliminate errors and omissions that may give rise to claims for changes or delay.
- h) As-Built Documentation Requirements: provide recommendations regarding collection of as-built information needed for trade contractors performing work or required by contractors to assess and foresee constructability concerns
- i) Background Document Requirements: review environmental study reports, geotechnical reports, and other supporting documentation to identify missing information or constructability concerns
- j) Safety and Services: input/drawings re site hoarding, contractor's access, contractor's facilities, construction power
- k) Contract Conditions: provide input to general conditions and supplementary general conditions for trade contracts
- l) Master Project Schedule: provide task definition, duration estimates, and inter-dependencies for CM tasks within the master project schedule
- m) Construction Schedule: provide comprehensive scheduling for all construction works, and
- n) Cost Estimates: complete a comprehensive review of all cost estimates for completeness and accuracy, with a view to ensuring the delivery of work for not more than the agreed pre-tender cost estimate
- o) Trade Package Review: review individual trade packages to ensure accuracy and completeness of drawings and specifications, including the depiction of starting conditions and conditions at trade contract completion

2.5 Construction management services during the construction, commissioning and post-construction stages will include, but not be limited to:

- a) Quality Management: document and implement a comprehensive quality management program that includes quality assurance and quality control measures
- b) Bonding Requirements: provide advice to the Owner regarding the provision of bonds by trade contractors
- c) Public Safety: prepare and implement a plan for protecting public and building occupants if applicable
- d) Own Forces Work: propose for the Owner's consideration the items to be provided using own forces, which will be limited to temporary or ancillary work.
- e) Trade Contractor Management: represent the client as advisor for pre-qualification of bidders, tendering, awarding and administering all construction components associated with the project
- f) Budgets and Cash Flows: provide regular cash flow updates for all construction work and contracts
- g) Construction Site Signage management
- h) Construction Site Servicing management
- i) Construction Safety: initiate and maintain all safety precautions and procedures for the project and assume primary responsibility for site safety
- j) Superintendence: assume responsibility for overall site superintendency and the coordination of all construction trades
- k) Commissioning Management: organize and implement the plan for commissioning of all building systems
- l) Full time construction supervision

## **D. CONTENT OF SUBMISSIONS**

The Proponent's submission in response to this Statement of Requirements shall consist of the following components, titled as indicated. Any pages in excess of the indicated page limits will be disregarded.

### **D.1 Cover Sheet**

An introductory cover sheet must be included signed by an authorized signing officer of the Proponent and indicating the office address, phone number, fax number and prime contact for communications during this SOQ process.

(maximum 1 - 8 ½ x 11 page, single sided)

### **D.2 Table of Contents**

Include a Table of Contents that outlines the contents of the submission.

(maximum 1 - 8 ½ x 11 page)

The Table of Contents must identify the following contents of the submission:

*Cover Sheet*

*Table of Contents*

- A. *Construction Management Team*
  - B. *Corporate Profile*
  - C. *Key Personnel*
  - D. *Comparable Projects*
- Appendix 1 Corporate Brochures*  
*Appendix 2 Resumes of Key Personnel*

### **D.3 Corporate Profile**

Complete the Corporate Profile provided at Appendix A.  
(maximum of 1 - 8 ½ x 11 page)

### **D.4 Construction Management Firm**

Provide a brief outline of the experience and capacity of the proponent organization, supplemented with corporate brochures to be included as Appendix 1 to the submission.  
(maximum of 2 - 8 ½ x 11 pages)

### **D.5 Proposed Project Personnel**

Complete Appendix B – Profile of Proposed Key Personnel for each of the key personnel in the proponent's organization who are proposed to provide service to the client project, supplemented with a resume to be included as Appendix 2 to the submission.  
(maximum of 2 - 8 ½ x 11 pages for each of up to 6 personnel)

### **D.6 Project Experience**

Complete Appendix C – Proponent's Experience on Comparable Projects for up to five projects valued at not less than \$50,000,000, on which the proponent has served as construction manager, including a minimum of 2 projects where the Proponent served as advisor (i.e.: not at risk). Proponents are advised to concentrate on those projects that best evidence the achievements of the key personnel, in a construction management environment, that are to be assigned to this project.  
(maximum of 2 - 8 ½ x 11 pages for each of up to 5 projects)

Proponents are requested to select the most comparable project and provide a more detailed narrative, with particular reference to:

- Scope of the project, services provided and relevance to this project
- Key personnel involved who are proposed for the client project
- Performance achievements (including compliance to budget and schedule)
- Major challenges and accomplishments
- Value engineering contributions
- Quality control
- Health, safety and Environment
- Sustainable development initiatives (LEED achievements, awards, etc.)

(maximum of 2 - 8 ½ x 11 pages)

## **E. EVALUATION AND SELECTION PROCESS**

### **E.1 Evaluation**

1.1 An Evaluation Committee will be convened by the Client. A matrix will be used to compare the scores of each evaluator and a consensus will be reached through discussion internal to the Committee.

1.2 The Evaluation Committee will score SOQ submissions using the following criteria:

Evaluation Criteria	
Corporate	20
Personnel	45
Experience	<u>35</u>
Total	100

### **E.2 Stage Two in the Evaluation and Selection Process**

2.1 Based on the above evaluation, the Client will at its sole discretion prepare a short list of up to five (5) Proponents who will be invited to prepare a response to a detailed Request for Proposal (RFP).

**End of Document**

February 10, 2005  
File: 2674-A

**Finance & Corporate Services**  
Fax: (604) 276-4162  
Admin. (604) 276-4219  
Accounts Receivable (604) 276-4144  
Payroll (604) 276-4137  
Purchasing (604) 276-4270  
Tax (604) 276-4145  
Treasury Services (604) 276-4277

To Those Parties Interested in Participating in  
Contract 2674-A, Request for Statement of Qualifications  
Construction Management Services  
Richmond Speed Skating Oval and Related Works

Dear Sir/Madame:

**Re: Addendum #1**

Please be advised of the following additions to Contract 2674-A:

- Appendix A – Corporate Profile
- Appendix B – Profile of Proposed Key Personnel
- Appendix C – Proponent's Experience on Comparable Projects

**Section A.6, Inquires and Addenda:**

Please add the following:

**Any interpretation of, additions to, deletions from, or any other corrections to the Proposal document, will be issued as written addenda by the City of Richmond. For Requests for Proposals posted on the City of Richmond Web Site/BC Bid, all addenda will be posted on these sites. For Invitational Requests for Proposals, all bidders receiving copies of the documents will be faxed and/or e-mailed copies of the addenda. It is the sole responsibility of the potential Bidders to check the City of Richmond Web site and BC bid to ensure that all available information has been received prior to submitting a bid.**

Yours truly,

Sheryl Hrynyk  
*Buyer II*

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**APPENDIX A: CORPORATE PROFILE**

1. **Proponent's Legal Name:** \_\_\_\_\_
2. Is this the Head Office?      Yes      No      Is this a Branch Office?      Yes      No
3. Street Address:  
Street: \_\_\_\_\_  
City: \_\_\_\_\_      Province: \_\_\_\_\_      Postal Code: \_\_\_\_\_
4. Mailing Address:  
Street: \_\_\_\_\_  
City: \_\_\_\_\_      Province: \_\_\_\_\_      Postal Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_      Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_
5. Type of Organization: Partnership \_\_\_\_\_ Corporation \_\_\_\_\_
6. Year Established: \_\_\_\_\_
7. Fulltime, permanent staff:  
Total: \_\_\_\_\_  
Technical professionals (engineers/architects/QS): \_\_\_\_\_  
Other professionals: \_\_\_\_\_  
Other support: \_\_\_\_\_
8. Last Fiscal Year's Total Revenue: \_\_\_\_\_
9. Principal contact regarding submission:  
Name: \_\_\_\_\_      Position: \_\_\_\_\_  
Telephone: \_\_\_\_\_      Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**APPENDIX B: PROFILE OF PROPOSED KEY PERSONNEL**

**Name:** \_\_\_\_\_  
Employer Name: \_\_\_\_\_  
Proposed Role to RSO Project: \_\_\_\_\_  
Professional Accreditation: \_\_\_\_\_

Years of relevant professional experience: \_\_\_\_\_  
Accomplishments, achievements and awards:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Relevant construction management experience: (minimum of 3 and maximum of 5 projects)

**Project Name:** \_\_\_\_\_  
Project Description: \_\_\_\_\_  
\_\_\_\_\_  
Project Location (city): \_\_\_\_\_  
Year Completed: \_\_\_\_\_ Construction Cost: \_\_\_\_\_  
Your Role & Title on Project: \_\_\_\_\_

Was this project delivered under a Construction Management contract? \_\_\_\_\_  
Client Contact (name, title, email address & phone number) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project Name:** \_\_\_\_\_  
Project Description: \_\_\_\_\_  
\_\_\_\_\_  
Project Location (city): \_\_\_\_\_  
Year Completed: \_\_\_\_\_ Construction Cost: \_\_\_\_\_  
Your Role & Title on Project: \_\_\_\_\_

Was this project delivered under a Construction Management contract \_\_\_\_\_  
Client Contact (name, title, email address & phone number) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Statement of Qualifications – Construction Management Services  
Richmond Speed Skating Oval and Related Works

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**Project Name:** \_\_\_\_\_

Project Description: \_\_\_\_\_

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Project Location (city): \_\_\_\_\_

Year Completed: \_\_\_\_\_ Construction Cost: \_\_\_\_\_

Your Role & Title on Project: \_\_\_\_\_

---

Was this project delivered under a Construction Management contract: \_\_\_\_\_

Client Contact (name, title, email address & phone number) \_\_\_\_\_

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**Project Name:** \_\_\_\_\_

Project Description: \_\_\_\_\_

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Project Location (city): \_\_\_\_\_

Year Completed: \_\_\_\_\_ Construction Cost: \_\_\_\_\_

Your Role & Title on Project: \_\_\_\_\_

---

Was this project delivered under a Construction Management contract: \_\_\_\_\_

Client Contact (name, title, email address & phone number) \_\_\_\_\_

---

**Project Name:** \_\_\_\_\_

Project Description: \_\_\_\_\_

---

Project Location (city): \_\_\_\_\_

Year Completed: \_\_\_\_\_ Construction Cost: \_\_\_\_\_

Your Role & Title on Project: \_\_\_\_\_

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Was this project delivered under a Construction Management contract: \_\_\_\_\_

Client Contact (name, title, email address & phone number) \_\_\_\_\_

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**APPENDIX C: PROPONENT’S EXPERIENCE ON COMPARABLE PROJECTS**

Project Profile \_\_\_ of \_\_\_

Proponent’s Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Description: \_\_\_\_\_

Client Name: \_\_\_\_\_

Client Contact (name, title, email address & phone number): \_\_\_\_\_

Project Location (city): \_\_\_\_\_

Was this project delivered under a Construction Management contract? \_\_\_\_\_

Was this as *CM as Agent*? \_\_\_\_\_ or *CM at Risk*? \_\_\_\_\_

How is this project comparable and relevant to the RSO Project?

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Initial Construction Budget: \$ \_\_\_\_\_

Final Construction Cost: \$ \_\_\_\_\_

Explanation of variance: \_\_\_\_\_

Original Scheduled Substantial Completion Date: \_\_\_\_\_

Actual Substantial Completion Date: \_\_\_\_\_

Explanation of variance: \_\_\_\_\_

Names of key personnel responsible for project delivery.

Name	Role
_____	_____
_____	_____
_____	_____
_____	_____

Awards received: \_\_\_\_\_

February 11, 2005  
File: 2674-A

To Those Parties Receiving City of Richmond Contract 2674-A  
Request for Statement of Qualifications  
Construction Management Services (as Advisor)  
Richmond Speed Skating Oval (RSO) and Related Works

Dear Sir/Madam:

**Re: Addendum #2  
2674-A – Construction Management Services (as Advisor)**

Please be advised the following information is to be added to contract 2674-A – Construction Management Services (as Advisor):

Item 1) Contract Type

On page 3 of 14, A1 Introduction, item 1.1, add the following paragraph:

As described above, the City of Richmond will engage a Construction Manager to serve as advisor. The City will consider the merit of converting to a fixed-price or guaranteed-maximum-price contract arrangement during the course of project implementation.

Item 2) Schedule

On page 9 of 14, the scheduled completion date for the Schematic Design should indicate August 2005.

On page 9 of 14, the scheduled completion date for Construction should indicate April 2008."

Yours truly,

Sheryl Hrynyk

*Buyer II*