

# THE CITY OF DAWSON

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## NOTICE OF SPECIAL COUNCIL MEETING #C21-26

This is to inform you a special meeting of City Council will be held as follows:

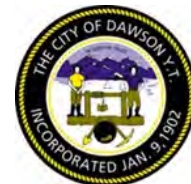
**DATE OF MEETING:** MONDAY, DECEMBER 20, 2021  
**PLACE OF MEETING:** COUNCIL CHAMBERS, CITY OFFICE  
**TIME OF MEETING:** 7:00 PM  
**PURPOSE OF MEETING:**

- 1) Budget Amendment for Future Solid Waste Diversion Centre (SWDC)

DATE MEETING REQUESTED: December 15, 2021  
MEETING REQUESTED BY: WILLIAM KENDRICK, MAYOR

Original signed by: December 17, 2021  
Kim McMynn, A/CAO Date

# Report to Council



☒ For Council Decision ☐ For Council Direction ☐ For Council Information

☐ In Camera

|  |                                  |   |
|--|----------------------------------|---|
| <b>AGENDA ITEM:</b>  | Budget amendment for future SWDC |   |
| <b>PREPARED BY:</b>  | Jonathan Howe                    | <b>ATTACHMENTS:</b><br><br>SWDC Design Build RFP<br>Class C/D estimate 2020<br>SWDC Design Brief<br>Failed revenue stream email |
| <b>DATE:</b>   | Dec. 15, 2021                    |   |
| <b>RELEVANT BYLAWS / POLICY / LEGISLATION:</b> <ul style="list-style-type: none"><li>• Procurement Policy #2021-03</li><li>• Bylaw 2021-04 Annual Operating and Capital Budget Bylaw</li></ul> |                                  |   |

## RECOMMENDATION

That Council approve a budget amendment of \$1,654,000 for additional costs relating to the construction of the Solid Waste Diversion Centre (SWDC) bringing the total budget to \$3,500,000. Funding to be sourced first from alternate grant programs, and then from the Canada Community-Building fund.

## ISSUE / PURPOSE

To appropriately fund the design/build of the new SWDC.

## BACKGROUND SUMMARY

In 2013, CKS recognized the need for an improved and larger recycling depot to accommodate increasing demand for recycling services. The City of Dawson agreed to pursue this matter and develop a plan and funding to achieve this. Various delays ensued and in 2021, CKS felt they were no longer able to provide their service and shuttered their doors due to frustration, failing infrastructure and lack of capacity. The City has moved to pick up recycling service but at best this will be an interim solution and a "bare bones" affair providing only basic service.

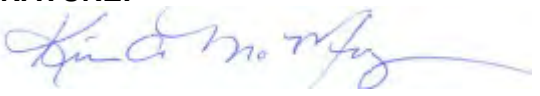
This year, Colliers Project Leaders were commissioned to develop a plan to provide a building for a new SWDC. Unfortunately, due to extensive delays, Colliers has been working with outdated data regarding the budget. The estimated budget attached is from 2018. Costs have increased dramatically from 2018 to date. Contractors who originally expressed interest in the project have bowed out of the process due to the impossibility of providing the needed structure within the original budget of \$1.86 M. It is apparent that the City needs to increase the budget to complete the proposed project. A more accurate estimated budget was provided in 2020, which is where the amount of \$3,500,000 is proposed.

## ANALYSIS / DISCUSSION

There is obviously a very strong appetite within the community for recycling service in Dawson City among the citizens. As CKS has stepped away from waste diversion, the City has been required to engage in this service. It is important to recognize that recycling and waste diversion has at minimum a two-fold benefit. Firstly, the reduced consumption aids greatly in climate change issues by reducing emissions. Secondly, by diverting waste, it will expand the lifespan of the Quigley landfill considerably. Current estimations of the landfill lifespan range from 80-100 years. This could be significantly reduced if a functioning waste diversion program is not implemented. Theoretical estimates suggest a fully onboarded waste diversion program could potentially reduce landfilled components by as much as 80%.

The new SWDC has been a priority for several years. Further delays will only continue to increase capital costs on the project as well as operational costs at the landfill.

Management has reached out to two sources for additional funding for this project. These were unsuccessful. Management continues to monitor federal and territorial websites for other sources of funds. We currently have available funds for this increase from the Canada Community-Building fund. The current balance of this fund available to the City is \$6,901,057, of which \$1,054,254 are committed funds for existing projects, leaving \$5,846,803 for the funding of the SWDC and other projects.

| APPROVAL |                        |  |
|----------|------------------------|--|
| NAME:    | Kim McMynn, Acting CFO | SIGNATURE:<br> |
| DATE:    | 2021-12-17             |  |

# Request for Proposal Design-Build Services

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## **DAWSON CITY SOLID WASTE DIVERSION CENTRE**

### **Deliver to:**

Kaori Torigai  
Project Manager  
Colliers Project Leaders  
230-2237 2<sup>nd</sup> Ave (Waterfront Station)  
Whitehorse, YT Y1A 0K7

### **Submission Deadline:**

**January 6, 2022**

**4:00:00 PM LOCAL TIME IN WHITEHORSE, YUKON**



Project  
Leaders

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# **1 Definitions**

The following definitions, as well as those contained in the Definitions section of CCDC 14 and within the Supplementary General Conditions appended hereto, apply to terminology used throughout this Request for Proposal.

## **1.1 “Act”**

means the Freedom of Information and Protection of Privacy Act (FIPPA)

## **1.2 “CCDC 14”**

Design-Build Stipulated Price Contract 2013 is the Design-Build Stipulated Price form of Contract, which as modified by the Supplementary General Conditions shall govern the terms of the contractual agreement between the Successful Proponent and the Owner for performance of the Work. Standard Construction Document 14 – 2000 is a standard form of agreement developed and endorsed by the Associate of Consulting Engineering Companies-Canada, Canadian Construction Association, Construction Specifications Canada, Royal Architectural Institute of Canada and the Canadian Design-Build Institute.

## **1.3 “Closing Date and Time”**

means Time, Month Day, Year – Submission of Proposals (or such other time as shall be confirmed by addenda to this RFP) as conclusively determined by the clock designated by the Owner to be the clock used for the RFP

## **1.4 “Contract”**

is as described in CCDC 14 – 2013

## **1.5 “Contract Documents”**

are as described in CCDC 14 – 2013

## **1.6 “Design-Builder”**

is as described in CCDC 14 – 2013, and will be the Successful Proponent chosen to design, construct and commission the Work for the Owner

## **1.7 “Design-Build Contract Value”**

is the Project’s Total Design and Construction Value for the Work excluding applicable taxes

## **1.8 “Evaluation Committee”**

is the committee that will evaluate the Proposal submissions within certain criteria and advise the Board of the evaluation findings. The Committee consists of representatives from the Owner, the Owner’s Representative, and the Owner’s Consultants

## **1.9 “Guideline”**

means Information pertaining to the Project background, context, goals, objectives, and intentions. Guidance criteria are qualitative, could be achieved in a variety of ways, and are considered important to the success of the Project. Guidance informs the Proponents of the Owner’s Project objectives to encourage high quality innovative solutions. While these factors are important to the design solution they do not in and of themselves specify Requirements, nor are they used to determine Compliance

## **1.10 “OHSA”**

means Occupational Health and Safety Act



**1.11 “Owner”**

means City of Dawson (the Owner)

**1.12 “Owner’s Consultants”**

mean any Consultants procured by the Owner prior to the involvement of the Design-Builder, who provided professional services regarding the development of the scope of the Project

**1.13 “Owner’s Representative”**

means Colliers Project Leaders

**1.14 “Owner’s Statement of Requirements”**

as described in Appendix A

**1.15 “Payment Certifier”**

as described in CCDC 14 – 2013

**1.16 “Prime Contractor”**

means the Design-Builder for the purposes of the current construction health and safety legislation of the Yukon

**1.17 “Project”**

is as described in CCDC 14 – 2013, and means the design, construction, and commissioning of the Project as further described in this RFP

**1.18 “Project Manager”**

means Colliers Project Leaders, the Project Management Company retained by the Owner to assist it with the Project. Also referred to as the Owner’s Representative

**1.19 “Project Schedule”**

means the Owner’s overall schedule for the entire Project of which the Work performed by the Design-Builder forms a part thereof

**1.20 “Proponent”**

means a company, firm, joint venture partnership, or entity, which responds to the Request for Proposal

**1.21 “Proposal Deposit”**

is required to accompany each Proposal submission as described in Section 4.4 – Proposal Deposit and Bonding

**1.22 “Proposal Price”**

is the price submitted by the Proponent on the Financial Proposal as an irrevocable offer to design, construct and commission the Work and includes the total cost of the Work excluding taxes

**1.23 “Request for Proposal” (RFP)**

refers to this Request for Proposal which consists of the entire RFP documentation for submission of a Proposal for performance of the Work

**1.24 “Requirement”**

means criteria which are prescriptive or performance-based, unambiguous, measurable, and/or clearly identifiable for the Fire Hall and EMS Building. Requirements will be used to determine Compliance of a submission. Accompanying terms throughout such as “must”, “shall”, “will” also indicate mandatory requirements; however, all compliance criteria will be explicitly identified as Requirements

**1.25 “Stipulated Price”**

is the lump sum price agreed to between the Owner and the Design-Builder, and is incorporated in the Contract Documents

**1.26 “Substantial Performance”**

means that all systems are installed, commissioned, and the building is ready to be occupied

**1.27 “Successful Proponent”**

means the Proponent which, pursuant to the RFP selection process, has been chosen by the Owner to enter into contract negotiations for the performance of the Work

**1.28 “Supplementary General Conditions”**

are the Amendments to CCDC 14 – 2013 Design-Build Stipulated Price Contract

**1.29 “Maximum Design-Build Contract Value”**

has been established by the Owner at \$1.35 million and is inclusive of cash allowances and all hard costs. This value is also used to evaluate the Proposal Price in the evaluation process

**1.30 “Work”**

is as described in CCDC 14 – 2013

**1.31 “YWCHSB”**

means the Yukon Workers’ Compensation Health and Safety Board in the Yukon

## 2 Instructions to Proponents

### 2.1 Invitation to Proponents

The City of Dawson (the Owner; CoD) are inviting proponents to submit proposals in response to this Request for Proposal (RFP) for the provision of **Design-Build Services** for the design and construction of their new **Solid Waste Diversion Centre** in Dawson City, YT.

This request for proposal process is being administered by the Project Manager, **Colliers Project Leaders Inc.**, on behalf of the Owner.

This document is a solicitation for proposals and shall not be construed as a commitment of any kind given on behalf of the Project Manager or the Owner, now or in the future. The Owner does not obligate themselves in any way as a result of this RFP. Only the execution of a written agreement will obligate the Owner in accordance with the terms and conditions of that agreement.

### 2.2 Background

The Owner requires a new building for solid waste diversion. The non-profit organization Conservation Klondike Society (CKS) has been managing the recycling depot (solid waste diversion centre) in the City of Dawson since the early 1990s. A partnership developed between the CKS and CoD to run a recycling depot at the landfill in addition to the depot in town. Over the last 7 years, the CKS has been calling for a new recycling building and location, as their building downtown is too small and not well-suited for the tasks and materials handled there.

The CoD has been working on a plan to relocate or rebuild, which included tendering a report for a Solid Waste Management Program Design. This report included an initial conceptual design and Class D estimate. This year, the CoD has committed to completing this project. Recently, the CKS has informed the CoD that they will no longer be able to run the recycling depot. The CoD will temporarily run the recycling program until such time as a solid waste diversion centre can be built.

To this end, the CoD has a lot in Callison Subdivision that will be used for this purpose. The lot has been prepared for the construction, with the completion of basic civil work and the installation of a fence with two gates. There is power available to the lot; however, water and sanitary connections are not available.

The success metrics for the project are to:

- Align with City's energy conservation strategy
- Divert tonnage that current depot receives and have it accepted by the new facility
- City's current and future recycling amount can be processed by the new facility
- Diversion rate from the landfill of 60-70%

A Design-Build project delivery approach is desired to take advantage of an integrated design approach that blends the knowledge and expertise of both the builder and design team in order to develop a building that meets the programming, quality, and scheduling needs while maintaining the project within its limited budget.

### 2.3 Location

Dawson City is located at the confluence of the Klondike River and Yukon River in north-western Yukon. It is home of the Klondike Gold Rush and the heart of Tr'ondëk Hwëch'in Traditional Territory. With a population of over 2000, it is the second largest town in the territory.

### 2.4 Existing Reports, Studies, and Information

The following reports, investigations, and other information were previously performed and will be made available in full to the Selected Proponent. Electronic copies of some of this information is included as part of this RFP, located in **Appendix E**.

- MH report
- Survey Plan Number:

The following information will be added by addendum.

- ESA
- Geotech

The list above is intended to provide additional background information.

## 2.5 Local Resources

It is believed that a greater project success can be achieved through the use of local content and the involvement of the community. There may also be a financial benefit to using local content on this project. As such, Proponents are encouraged to seek pricing and information regarding the available resources from local businesses and contractors.

## 2.6 Intent

This Request for Proposal (RFP) solicits submissions from experienced firms to provide Design-Build Services to the Owner. The intent of the Owner is to award a contract for the design and construction of this building to the most qualified Proponent as defined by their submission in response to this solicitation and evaluated in accordance with the criteria and process outlined in this RFP.

## 2.7 Disqualification

Proponents and/or Proposal submissions may be disqualified at the sole discretion of the Owner for a variety of reasons including but not restricted to any of the following:

- if the submission includes, or a Proponent makes, false or misleading statements or claims
- if the submission does not include all the mandatory submissions as stipulated in Section 6 – Mandatory Requirements
- if a Proponent is found to be insolvent
- if a Proponent issues a press release describing all or part of its Proposal, or
- if the Proposal is deemed incomplete.

## 2.8 RFP Schedule

The following schedule will govern the RFP. Although every attempt will be made to meet all dates, the Owner reserves the right to modify any or all dates at its sole discretion.

| Milestone                         | Date                                  |
|-----------------------------------|---------------------------------------|
| RFP Released                      | November 24, 2021                     |
| Deadline for Submitting Questions | 4:00:00 pm YST December 16, 2021      |
| Deadline for Addendum             | 4:00:00 pm YST December 22, 2021      |
| RFP Closes                        | <b>4:00:00 pm YST January 6, 2022</b> |
| Award Design-Build Contract       | January 2022                          |

## 2.9 Project Authority and Involvement

The selection of any Successful Proponent will be approved by the Owner. The Owner shall only be bound by formally entering into a Contract with a Design-Builder to the satisfaction of the Owner.

This RFP is administered by the Owner's Representative on behalf of the Owner.

All inquiries regarding this RFP must be directed only as specified in Section 2.10 – RFP Communication & RFP Authority of this document and not to any other parties, Owner staff or members.

The Owner's Consultants are as follows:

- Colliers Project Leaders acting as Owner's Representative, Owner's Advisor, and Payment Certifier.

## **2.10 RFP Communication & RFP Authority**

All correspondence and contact by Proponents with the Owner in relation to this RFP shall be made exclusively with the RFP Authority:

**Kaori Torigai**  
**Project Manager**  
**Colliers Project Leaders**  
**kaori.torigai@colliersprojectleaders.com**

Proponents that wish to ask questions regarding this RFP shall submit them via email only to the RFP Authority. Each email enquiry will be required to include the RFP name, as per the title page, at the beginning of the subject line.

The RFP Authority will distribute to all Proponents, copies of the questions and answers in the form of an addendum as deemed necessary. The RFP Authority may, at its sole discretion, decline to respond to questions received after the deadline for submissions of questions, noted in Section 2.8 – RFP Schedule.

## **2.11 Addenda**

This RFP may be amended, supplemented, or otherwise modified at any time and from time to time, only by way of written addenda issued via email during the Request for Proposal period. All addenda become part of the Request for Proposal documents, must be addressed by the Proponents, and must be confirmed and identified within the Proposal.

For certainty, written or oral responses to any enquiry will not be deemed to amend, add to or alter the RFP in any way, unless issued in the form of a formal written addendum.

## **2.12 Discrepancies**

If a Proponent finds any discrepancies or omissions in the RFP documents, or it is in doubt as to their meaning, the Proponent is responsible to notify and seek clarification from the RFP Authority during the RFP Period.

## **2.13 Ownership of Proposals**

All the Proposals submitted in their entirety will become the property of the Owner.

### 3 Project Scope

Reference the attach Owner's Statement of Requirements (SOR) in **Appendix A** for detailed project information, scope of work, and requirements.

## 4 Proposal Submission Requirements

### 4.1 General Submission Format and Content

- 4.1.1 Proponents shall follow these submission requirements, format, and content guidelines when preparing and submitting their Proposals. Proponents should not assume that members of the Evaluation Committee are completely knowledgeable in all aspects of design and construction and therefore should submit information in a clear, concise, and comprehensive manner to ensure a full understanding of the design intent, construction techniques, schedule, management and staff, quality control, and costs.

### 4.2 Envelope #1 – Technical Proposal

- 4.2.1 Each Proponent shall include as part of their Technical Proposal:
- .1 A document containing all items listed in Section 5.2 – Mandatory Requirements enclosed and submitted, clearly identified in accordance with Section 4 – Proposal Submission Requirements
  - .2 A Proposal submission that clearly and succinctly presents the required information using the main headings and presents the information in the order provided in Section 4 – Proposal Submission Requirements to ensure that each proposal receives full consideration
  - .3 The Proponent's mandatory requirements submission includes (1) digital copy complete with all original signatures, and two (2) hard copies submitted to the RFP Authority at the address as in Section 4.7.2.
  - .4 Drawings prepared using 279mm x 432mm (11" x 17") size included in the Proposal Documents
  - .5 The information requested and, if unable to comply, the reason for non-compliance is to be stated; and
  - .6 A response that follows instructions in the RFP as indicative of the Proponent's ability to work with the Owner during the project.

### 4.3 Envelope #2 – Financial Proposal

- 4.3.1 Each Proponent shall use the Financial Proposal template included in **Appendix B**:
- .1 The project costs (Schedule A), with taxes shown separately
  - .2 A breakdown of costs into key project tasks (Schedule B)
- 4.3.2 The Price Proposal shall be placed inside a sealed envelope, separate to the Technical Proposal.

### 4.4 Proposal Deposit and Bonding

- 4.4.1 Proposal Deposit
- .1 The Proposal must be accompanied by a Proposal Deposit in the form of a Bid Bond, issued by a surety acceptable to the Owner, in the amount of 10% of the Proposal Price. The Bid Bond shall be issued by a reputable Bonding Company, licensed to carry business in the Yukon.
  - .2 This Bid Bond will be made payable to the Owner. Bid Bonds must be irrevocable from the date of RFP Close for at least the duration required under the Appendix D – Proposal Submission Form.
  - .3 The Proposal Deposit will be forfeited and surrendered to the Owner in the event the Successful Proponent does not satisfy the requirements under Section 4.8 – Form of Contract.

4.4.2 Bonding

All Bonds shall be in conformance with GC 11.2 Contract Security of CCDC 14 – 2013.

- .1 Each Proposal must include an Agreement to Bond, duly executed in a form satisfactory to the Owner, and issued by surety, authorized to transact a business of suretyship in the Yukon.
- .2 The Successful Proponent will be required to provide, at the time of execution of the Contract, the following bonds in accordance with the Agreement to Bond:
  - Performance Bond in the amount of 50% of the Contract Price.
  - Labour and Material Payment Bond in the amount of 50% of the Contract Price.
- .3 The cost of all the bonds shall be included in the Proposal Price.

#### **4.5 Correction of Errors**

- 4.5.1 At the sole discretion of the Owner, the following minor errors on Proposals may be corrected in the manner described before or during evaluation:
- 4.5.2 Missing signature
  - .1 Proponent shall submit a revised form with a signature with no other changes within 24 hours of requested correction.
- 4.5.3 Price calculation errors
  - .1 For unit price items, the unit price will govern. If an error is discovered in the calculated total price for a unit price item, based on the extension of the unit price by the estimated quantities in the Price Submission, or based on the addition of GST, then the total price may be revised by the Owner to the correct amount based on the unit price and estimated quantity, or GST amounts.

#### **4.6 Signatures**

- 4.6.1 A duly authorized official of the Proponent must sign the Proponent's Proposal. Failure to provide an authorized signature will result in the response being deemed incomplete. Proposals shall be properly executed and in compliance with the following requirements:
  - .1 the signature(s) of the person(s) executing the Proposal must be in their respective handwriting
  - .2 if the Proponent is a corporation, the Proposal shall be executed under the corporate seal, affixed in the presence of officers of the corporation with the authority to bind the corporation
  - .3 if the Proponent is an individual or partnership, the Proposal shall be executed under seal by the individual or a partner in the presence of a witness and the signatory must show the capacity in which the document is executed (ie. "Partner" or "Proprietor"); or
  - .4 if the Proposal is a joint venture, each party to the joint venture shall execute the Proposal under seal in the manner appropriate to such party.

#### **4.7 Deadline and Address**

- 4.7.1 The closing date and time for submission of proposals is:

**January 6, 2022**

**4:00:00 PM LOCAL TIME IN WHITEHORSE, YUKON**

- 4.7.2 Proposals shall be delivered to the following address before the Closing Date and Time:

Attn: Kaori Torigai  
230 – 2237 2<sup>nd</sup> Ave (Waterfront Station)  
Whitehorse, YT Y1A 0K7  
Colliers Project Leaders



[kaori.torigai@colliersprojectleaders.com](mailto:kaori.torigai@colliersprojectleaders.com)

- 4.7.3 Proposals received on or after the Closing Date and Time will not be considered.
- 4.7.4 Proponents may submit revised Proposals up to the Closing Date and Time. The revised Proposal must be submitted in the same format as the original Proposal and the address on the submission must clearly indicate the revision number of the submission. Revisions submitted by email or any other means will be rejected.
- 4.7.5 The Owner reserves the right to, at any time during the evaluation process, reject any or all Proposals, either in whole or in part.

#### 4.8 Form of Contract

- 4.8.1 The form of the contract for the project will be the CCDC 14 Design-Build Stipulated Price Contract (2013) agreement. It is expected that Design-Builders who do not have design capabilities in-house use the CCDC 15 Design Services Contract Between Design-Builder and Consultant (2013) with their Consultant.
- 4.8.2 A copy of the CCDC 14 contract is attached for reference as **Appendix H**, respectively.

#### 4.9 COVID-19

- 4.9.1 By submitting a Proposal, the Proponent acknowledges that due to the COVID-19 pandemic, there may be a delay or cancellation of the contract by the **Owner** at their discretion.

Due to the COVID-19 pandemic, the **Owner** recognizes that contract performance may be affected. Any unexpected delays will be handled on a case-by-case basis and in accordance with the terms of the Contract, which may include an extension of time for Contract performance.

When preparing Proposals, Proponents are still required to exercise due diligence to meet any completion dates and comply with the terms of the procurement documents/Contract and should check with their suppliers and subcontractors in advance regarding their availability and ability to perform the terms of the Contract.

Proponents are also required to comply with any current, applicable requirements issued by public health authorities with respect to COVID-19 in the performance of the Work, including but not limited to: requirements for workers travelling from outside the Yukon to self-isolate for 14 calendar days prior to starting work, or double vaccination. Such requirements must also be included in the price of the proposal as a separate line item. Please see <https://yukon.ca/covid-19> for further information and updates on public health announcements and requirements for COVID-19 in Yukon.

## 5 Proposal Contents

### 5.1 Executive Summary

- 5.1.1 Submit an executive summary of the proposal (maximum 1 page).

### 5.2 Section A: Mandatory Criteria

- 5.2.1 The following items are mandatory criteria:

- .1 **Appendix C – Proposal Submission Form:** Submit a completed copy of the Proposal Submission Form included in the appendices.
- .2 **Conflict of Interest:** Proponents shall disclose any potential conflicts of interest and existing business relationships they may have with the Owner, or any known participants in the project (ie. Familial relationships or business partnerships).

- 5.2.2 The Owner reserves the right to request proponents to submit additional information as required to complete or evaluate the mandatory submissions. The owner reserves the right to waive any irregularities or omissions at its sole discretion.

### 5.3 Section B: Corporate Qualifications

- 5.3.1 Provide the following information to convey the qualifications of your company to take on a project of this size, type, and complexity successfully (maximum 2 pages):
- .1 Provide a summary of the company size, size of similar construction projects completed and capacity to perform the work.
  - .2 Provide a Corporate Profile for the proponent's Consultant.
  - .3 A description of the proponent's understanding of the unique challenges and opportunities of working in remote Yukon communities and how they apply to this project.

### 5.4 Section C: Proponent's Team

#### 5.4.1 Design-Builder

- .1 For the purposes of this RFP, the Design-Builder's team is to consist of, at a minimum, the following key personnel:
  - Project Executive
  - Project Manager
  - Site Superintendent

#### 5.4.2 Consultant

- .1 For the purposes of this RFP, the Design-Builder must name and carry a design team that is responsible for the design and perform the role of "Consultant" as defined in the *CCDC 14 Design-Build Stipulated Price Contract (2013)*. The Consultant will consist of, at minimum, the following key personnel:
  - Lead Architect
  - Civil Engineering Lead
  - Structural Engineering Lead
  - Mechanical Engineering Lead
  - Electrical Engineering Lead

#### 5.4.3 Specialty Consultants

- .1 Specialty consultants are not required to be listed as part of this prequalification. During the RFP process, proponents may choose to add consultants to fulfill their scope of work, provide innovation to the team, and cater to the approach and quality control plan stated in their methodology.

#### 5.4.4 Provide an organization chart to identify the individuals assigned to the project including all key personnel listed above. Multiple roles may be filled by the same individual, provided they have the qualifications to do so.

#### 5.4.5 For each person listed in the organization chart:

- .1 Describe each member's responsibilities and why you chose them to be part of your team. What makes each team member a great fit for this project?
- .2 List the reference projects (provided in Section D) that each person was involved with and their role (at least one and no more than three reference projects per person).

#### 5.4.6 Describe how the team has been structured to give the capability and capacity to provide the quality of services needed to successfully complete this project.

#### 5.4.7 Describe each team member's ability to attend in-person meetings, deliver potential public presentations, and travel to site in short notice to deal with project issues as they arise.

#### 5.4.8 In an appendix, provide resumes for all project team members (not included in maximum page count).

#### 5.4.9 Note: As part of the RFP process, it may be necessary for the prequalified proponents to confirm on the bid form the personnel named to this project. If a named individual becomes unavailable, the proponent will be required to provide a replacement having equivalent or better experience that is acceptable to the Owner.

### 5.5 Section D: Project Experience

#### 5.5.1 Provide the following information to convey the relevant project experience the proponent and the proponent's consultant have on similar projects that will indicate the proponent has the experience to successfully deliver this project.

- .1 For the Design-Build Contractor, provide a list of three (3) similar projects that the proponent has completed along with a concise description of the lessons that your firm learned from each project and how will this knowledge benefit this project. Use **Appendix F** to provide three (3) relevant project examples. Complete all sections within the form for each project.
- .2 For the Consultant, provide a list of three (3) similar projects that the proponent has completed along with a concise description of the lessons that your firm learned from each project and how this knowledge will benefit this project. Use **Appendix F** in this RFP to provide three (3) relevant project examples. Complete all sections within the form for each project.
- .3 If a Proponent and their Consultant have worked together on the same project that will be used as an example project, the Proponent can submit that as a single joint project profile, which will be weighted as 4 points. This can apply for multiple projects. The total score for this section remains out of a total of 12 points. This requirement also applies for Design-Build firms that carry design services in house.

Example 1. If a Proponent/Consultant is the same for all 3 projects, submit those 3 projects. Each will be rated out of 4 points.

Example 2. If the Proponent/Consultant is the same for 2 projects, submit 2 joint profiles (4 points each) and 2 additional profiles, one for the Proponent and one for the Consultant, for a total of 4 projects (2 points each).

- .4 If the original “Client Approved Project Budget” is not known, the base construction contract value at the time of contract award can be used. If there is a significant difference between this amount and the “Total Construction Cost at Completion”, provide an explanation for why there is a difference.

## 5.6 Section E: Project Delivery Plan

5.6.1 In the Proposal, the Proponent should illustrate the plan to deliver the overall project from the initial concept design stage through final occupancy. The following should be covered:

### 5.6.2 Design Methodology

- .1 Proponents should describe their approach to how they plan to produce design deliverables, how they will work with Stakeholders and the Project Team, and their plan to facilitate a *collaborative approach* and integrated design process with the Owner. Describe how the design process will include the timelines for review and approvals from the owner, the municipal permit process, zoning amendments if required, etc. Proponents should include in their plan at least one (1) presentation to the Project Team and the City of Dawson that presents a more advanced design and illustrations of the Solid Waste Diversion Centre than was submitted in the Proponent’s proposal. This presentation should be scheduled during the design phase.

### 5.6.3 Construction Methodology

- .1 The proposal must provide a narrative specific to the Project that describes the measures that will be used to provide a safe work site for all persons on the site. Describe your project specific approach to dealing with the following:
  - Health and Safety
  - Staging of the Work
  - Permits and Approvals
  - Budget Control (including Change Management)
  - Schedule Control
  - Communications
  - Quality Management (Quality Assurance and Quality Control)

### 5.6.4 Commissioning, Training and Closeout Procedures

- .1 Provide a narrative describing the commissioning approach. Include a description of how handover and training will work, and documentation of training and instruction manuals.
- .2 Include your approach to ensuring As-Built drawings and O&M manuals will be completed in a quality and timely manner. Describe how your team will successfully closeout all deficiencies prior to the Total Completion Date. Finally, describe how your team will successfully assist the Owner through the Warranty Period.

### 5.6.5 Detailed Project Schedule

- .1 Proponents shall provide a detailed project schedule for the entire project in Gantt Chart format illustrating its commitment to meeting the Plan milestone dates identified in Appendix A, **Section 5, item 1**. Project Timing, identifying durations of key work packages (from Design through to Construction Substantial Performance and Close-Out) and milestones. The Critical Path should also be identified in the Gantt Chart. If the timelines outlined cannot be met, please provide an alternate schedule identifying reasons for the change. Note that the Owner would like the building completed as soon as feasible.

## 5.7 Section F: Proposed Conceptual Design

- 5.7.1 Using the Owner’s Statement of Requirements in Appendix A and **the concept drawings provided in Appendix E** as a guideline, proponents are to develop and submit their own concept floor plan, site plan, and conceptual building elevations based on the requirements of the RFP

and available budget. The CoD is amenable to various options for the design as delivered within the allowable budget and schedule including the design reviews, approvals and permits, and in consideration of their desire to keep operations and maintenance simple and costs low. **Room sizes shown on the floor plans are minimums.** Drawings and plans should be dimensioned to indicate building size. Though not required, proponents may wish to provide 3-D renderings to augment their submission and demonstrate understanding of building context.

#### 5.7.2 Design Brief

##### .1 Architectural Design Brief

- .1 Provide a draft Architectural Design Brief describing the site plan, architectural plan for all floors, and exterior elevations of the building as per Appendix A – Owner's Statement of Requirements.

##### .2 Civil Design Brief

- .1 Provide a draft Civil Design Brief describing the proposed civil design for the building, parking, highway and street access, services, and drainage plan as described in Appendix A – Owner's Statement of Requirements.

##### .3 Structural Design Brief

- .1 Provide a draft Structural Design Brief describing the proposed structural solution for the building (while considering adaptability, flexibility, and the potential for future expansion – see **Section 5.7.7 – Adaptability, Flexibility, Potential for Expansion**).

##### .4 Mechanical Design Brief

- .1 Provide a draft Mechanical Design Brief describing the proposed main mechanical systems for HVAC systems and controls, water and sewer systems, air handling systems, and a fire protection system. Also see **Section 5.7.4 – Energy Efficiency**.

##### .5 Electrical / Telecommunications Design

- .1 Provide a draft Electrical Design Brief describing the proposed main electrical and communication systems including power distribution from the lot line to all buildings, lighting systems and controls, fire alarm system, communications (information technology) systems, and security system.

#### 5.7.3 Sustainability

- .1 Describe the approach to sustainability and provide details on how building materials and performance will support environmental sustainability and conservation.

#### 5.7.4 Energy Efficiency

- .1 Describe the approach to energy efficiency and sustainability and how the Proponent plans to **meet or exceed the requirement for 25% or better than NERC**. This may include a narrative regarding innovative design techniques or services, incorporation of renewable energy technology, etc.

#### 5.7.5 Building Durability / Ease of Repair and Maintenance

- .1 Describe the approach to building durability (both exterior and interior), including design approach, selection of various systems and components, materials used, and construction methods. Also describe the ease of repair and maintenance of the building and all systems and components.

#### 5.7.6 Suitability for Local Repair and Maintenance

- .1 Describe the suitability of the building systems and components for local repair and maintenance, based on locally available resources and skill sets and given the remote location.

Proponents who include systems and components that can be maintained and repaired locally will score higher in this section.

**5.7.7 Adaptability, Flexibility, Potential for Expansion**

- .1 Demonstrate how the site and building design, including room layout, are adaptable to changing needs, and accommodate the potential for additions as the CoD may add curbside pickup to their operations. The structural design of the building should also consider these points (see **Section 5.7.2.3 – Structural Design Brief**).

**5.7.8 Value Added**

- .1 Describe any other ways in which the Proponent's proposed design provides added value to City of Dawson and the Waste Diversion Centre, such as cost savings, size, quality of design measures, quality of construction, etc.

**5.8 Section G: Proposal Price**

- 5.8.1 The total proposed fee for design-build delivery, submitted as per requirements outlined in this RFP and in **Appendix B – Financial Proposal**.

## 6 Evaluation of Proposals

### 6.1 Evaluation Process

- 6.1.1 The Proposal submissions will be evaluated via the following process:
- .1 The Evaluation Committee will review Proposals to evaluate the extent of conformance of Proposal submissions with the requirements of the RFP. A consensus score will be awarded for each criterion based on the extent to which the requirements of the RFP are deemed to have satisfied for each of the criteria sections. The score will be weighted as per the table in Section 6.2.10.1 – Evaluation Criteria. The Proponent with the highest total score will be the Successful Proponent.
  - .2 The Evaluation Committee may develop specific questions arising from its reviews which will be provided to the Proponents for response as part of the evaluations.

### 6.2 Evaluation Criteria

- 6.2.1 The Evaluation Committee will evaluate all Proposal submissions in accordance with the evaluation criteria listed below and make a recommendation to the Owner. The evaluation criteria will assist the Evaluation Committee in rating each submission in a consistent and fair fashion. The evaluation criteria will be scored as shown in the Table below.
- 6.2.2 The Evaluation Committee will evaluate eligible proposals to determine which proposal is most advantageous to the needs of the Owner.
- 6.2.3 The Evaluation Committee may consider other criteria that it identifies as relevant during the evaluation process provided that any criteria considered will be applied evenly and fairly to all proposals that are eligible for evaluation.
- 6.2.4 The following criteria will be applied by the Evaluation Committee in scoring each Proposal.
- 6.2.5 Criteria for Corporate Qualifications
- .1 The Evaluating Committee seeks a Proponent that is an established firm that has the depth of resources and capacity to support this project.
  - .2 All other things being equal, Proponents will be scored higher if they demonstrate:
    - .1 they have the corporate history, size, financial ability, and the depth of resources to complete a project of this scale and complexity.
    - .2 they have a solid understanding of the challenges and opportunities of working in remote Yukon communities.
- 6.2.6 Criteria for Proponent's Team
- .1 The Evaluating Committee seeks a Proponent that has assigned an appropriate team with sufficient resources, which are equal to or better qualified than that of the assigned team members.
  - .2 All other things being equal, Proponents will be scored higher if they demonstrate that:
    - .1 Team structure, roles, and responsibilities are clear.
    - .2 All team members have the expertise and experience in their domains necessary to lead this project to success.
    - .3 All team members have experience working projects of similar scale, type, and complexity, working in similar communities.
    - .4 The Proponent's senior management has an appropriate oversight role and the ability to deploy and direct resources as needed.
    - .5 The project team members are able and motivated to respond to the needs of the Owner and the project and deliver the quality of service expected.

#### 6.2.7 Criteria for Project Experience

- .1 The Evaluating Committee seeks a Proponent that has sufficient and appropriate experience delivering projects that are similar in nature, and in similar communities, which demonstrates their ability to bring past project successes and lessons learned to this project.
- .2 All other things being equal, Proponents will be scored higher if they demonstrate that:
  - .1 they have completed projects of a similar scale and complexity
  - .2 they have completed projects in similar communities (population, latitude, climate, remoteness, First Nation demographic, etc.) and can apply lessons on those other projects to this project
  - .3 they understand the Client's operations and the sector in which the Client operates
  - .4 the similar projects were completed on time and on budget, and
  - .5 the clients of similar projects were satisfied with the experience of the project and the resulting building. (Demonstrated through reference checks)

#### 6.2.8 Criteria for Project Delivery Plan

- .1 The Evaluating Committee seeks a Proponent that can demonstrate a clear understanding of the work required for this project
- .2 The Evaluating Committee seeks a Proponent that can develop a concept design and verify requirements can be met within the budget outlined.
- .3 All other things being equal, Proponents will be scored higher if they demonstrate:
  - .1 their ability to collaborate with the Client to develop a concept to schematic design meeting the Client's requirements within a specified budget
  - .2 their approach to the development of concept to schematic design with past projects
  - .3 how and when the design process will include discovery meetings with the Client, timelines for Client review and approvals,
  - .4 processes for how the Proponent will manage the municipal permit process, street access design approvals, provide submittals, and respond to reviews by the Client in a timely manner to meet deadlines
  - .5 the measures that will be used during construction to provide a safe work site for all persons on the site in relation to health and safety
  - .6 protocols for staging, timing, and process for permits and approvals
  - .7 their approach to budget management
  - .8 how their change management methodology and processes are used successfully
  - .9 what schedule control protocols would be used
  - .10 how their quality management processes ensure high quality assurance and quality control
  - .11 how they manage communications between the Client, Project Manager, subcontractors, and their own employees
  - .12 their processes for handover and training and how that has been successful for previous Clients
  - .13 a clear understanding of project schedules, including presentation of tasks, milestones, phases, critical path, etc

#### 6.2.9 Criteria for Proposed Conceptual Design

- .1 The Evaluating Committee seeks a Proponent that will provide a concept plan that best incorporates the design requirements as set out in Appendix A – Owner's Statement of Requirements



- .2 All other things being equal, Proponents will be scored higher if they demonstrate:
- .1 their ability to translate their understanding of the design requirements into a concept design that will meet the operating requirements for the CoD
  - .2 their ability to meet the budget expectations while still providing a building with the design requirements as listed in Section 5.7 and Appendix A
  - .3 the best use of the layout and limitations of the lot
  - .4 creativity and/or innovative techniques or services to provide an energy efficient building taking into consideration the nature of the business
  - .5 how the design can be adaptable to potential increases in volumes being handled
- 6.2.10 A **minimum score of 45** is required for the total of sections A-F to be considered. An evaluation matrix is included as reference in **Appendix H**

.1 Criteria and Related Points Table

| Criterion                | Section Evaluated | Maximum Points |
|--------------------------|-------------------|----------------|
| Mandatory Criteria       | A                 | Pass/Fail      |
| Corporate Qualifications | B                 | 5              |
| Proponent's Team         | C                 | 15             |
| Project Experience       | D                 | 12             |
| Project Delivery Plan    | E                 | 12             |
| Conceptual Design        | F                 | 16             |
| Price Proposal           | G                 | 40             |
| Total score              |                   | 100            |

- .2 Each criterion is described in full detail in Section 6 of this document.
- .3 The Evaluation Committee may consider other criteria that it identifies as relevant during the evaluation process provided that any criteria considered will be applied evenly and fairly to all proposals that are eligible for evaluation.

### 6.3 Scoring Matrix

- 6.3.1 Individual criteria are awarded as a percentage of the total points available according to the following:

| %   | Rating      | Description  |
|-----|-------------|--|
| 100 | Exceptional | A response that exceeds expectations and demonstrates a clear understanding of the requirements that provides certainty of success and adds a level of innovation. |
| 90  | Excellent   | A response that exceeds expectations and demonstrates a clear understanding of the requirements that provides certainty of success.                                |

| %      | Rating       | Description   |
|--------|--------------|---|
| 80     | Very Good    | A response that meets expectations and demonstrates a level of understanding of the requirements that gives a high level of confidence of project success.          |
| 70     | Good         | A response that meets most expectations and demonstrates a level of understanding of the requirements that gives a moderate level of confidence of project success. |
| 60     | Fair         | A response that meets basic expectations and demonstrates a basic understanding of requirements, posing some risk to project success.                               |
| 50     | Acceptable   | A response that barely meets expectations and/or demonstrates some understanding of requirements, posing moderate risk to project success.                          |
| 0 - 40 | Unacceptable | Response is missing, is below expectations and/or demonstrates a lack of understanding of requirements, posing serious risk to project success.                     |

## 6.4 Additional Information

- 6.4.1 The Evaluation Committee may, at its discretion, request clarifications or additional information with respect to any proposal. The Evaluation Committee may make such requests to only selected proposals without making the same requests for all proposals. The Evaluation Committee may consider such clarifications or additional information and may re-score a proposal.

## 6.5 Pricing

- 6.5.1 The Owner stresses the importance of meeting the budgetary requirements set out in this RFP.
- 6.5.2 Should any price proposal be over the amounts set out in this RFP, the Owner reserves the right to negotiate scope and price with the highest ranked proposal prior to any contract being awarded. If an agreement is not reached, the Owner reserves the right to negotiate with the next highest ranked proponent.
- 6.5.3 The lowest Proposal Price will score the maximum points available. The second and other Proposal Prices will be weighed against the lowest Proposal Price based on the following formula:

$$\text{Points for Proponent}(n) = \text{Lowest Price} / \text{Proponent}(n) \text{ Price} \times 40$$

Examples of scoring:

| Proponent Bids | Calculation                       | Points |
|----------------|-----------------------------------|--------|
| \$1,000,000    | $1,000,000 / 1,000,000 \times 40$ | 40     |
| \$1,150,000    | $1,000,000 / 1,150,000 \times 40$ | 34.78  |
| \$1,200,000    | $1,000,000 / 1,200,000 \times 40$ | 33.33  |
| \$1,300,000    | $1,000,000 / 1,300,000 \times 40$ | 30.77  |

## 6.6 Selection

### 6.6.1 Ranking

- .1 In the event of two or more Proponents receiving the same highest, total score (financial plus technical), the Owner will select the Proponent with the highest technical score.

## **7 General Terms and Conditions**

A Proponent's submission of a Proposal in response to this RFP shall be confirmation of its acceptance of the following terms and conditions.

### **7.1 Owner Not Liable for RFP Costs**

- 7.1.1 The Owner will not accept liability for any costs incurred by the Proponent in the development of its Proposal in response to this Request for Proposal.
- 7.1.2 The Owner is not responsible for any expenses incurred by a Proponent in preparing and submitting a Proposal or in providing any additional information that the Owner considers necessary to evaluate the Proposal. For clarity, each Proponent specifically waives as against the Owner (and the Owner's Consultants, employees, agents, and elected officials) any claim for consequential or indirect damages, loss of profit, loss of business opportunity, judicial review or injunctive relief.

### **7.2 Prohibition Against Gratuities**

- 7.2.1 No Proponent and no employee, agent or representative of the Proponent, may offer or give any gratuity in the form of entertainment, participation in social events, gifts or otherwise to any officer, director, agent, appointee or employee of the Owner or the Evaluation Committee in connection with or arising from this RFP, whether for the purpose of securing the Contract or seeking favourable treatment in respect to the award or amendment of the Contract or influencing the performance of the Contract, including without restriction, enforcement of performance standards, or expressing appreciation, or providing compensation, for the award of the Contract or for performance of the Owner's obligations there-under or for conferring favours or being lenient, or in any other manner whatsoever. If the Owner determines that this condition has been breached by or with respect to a Proponent, the Owner may exclude the Proponent's Proposal from consideration, or if the Contract has already been entered into, may terminate it without incurring any liability.

### **7.3 Publicity**

- 7.3.1 The Proponent and its affiliates, associates, third-party service providers, and subcontractors shall not release for publication any information in connection with this RFP or the Contract without prior written permission from the RFP Authority.

### **7.4 Owner Markings**

- 7.4.1 The Owner's name, logo, etc. shall not be used for any external marketing purposes whatsoever without the written permission from the RFP Authority.
- 7.4.2 The Proponents are to use the Owner's most updated logo on their documentation and Proposal accordingly.

### **7.5 Confidentiality**

- 7.5.1 Information pertaining to the Owner obtained by the Proponent as a result of participation in this Request for Proposal process is confidential and must not be disclosed without written authorization from the RFP Authority.
- 7.5.2 The Owner shall declare and mark certain information about the Owner to be received by the Proponent as "Confidential." The Proponent must not disclose such "Confidential" information to any third parties unless authorized to do so in writing by the RFP Authority.
- 7.5.3 Information about the Proponent that is received by the Owner and that is marked as "Confidential", shall be kept confidential in accordance with the Freedom of Information and Protection of Privacy Act and subject to the order of a court or tribunal.

- 7.5.4 The Proponent and the Owner agree that the reciprocal obligations of confidentiality will survive the termination of any contract that might arise between the parties.

## **7.6 Anti-Lobbying Restrictions and Required Disclosure**

### **7.6.1 Restrictions**

- .1 Proponents, their team members, or anyone involved in preparing their Proposal must not engage in any form of political or other lobbying whatsoever with respect to this Project or seek to influence the outcome of the RFP and subsequent procurement process. This anti-lobbying restriction extends to all Owner staff and the Evaluation Committee.
- .2 In the event of any such lobbying, the Owner may reject the offending Proponent's Proposal without further consideration and terminate the Proponent's right to participate in the RFP process or any subsequent procurement process with the Owner. All correspondence or contact by interested parties with the Owner must be directly and only with the RFP Authority identified in this RFP document.
- .3 This anti-lobbying restriction extends from the release date of this RFP through to the date and time when the Owner formally awards the Contract for the Work. Any lobbying undertaken during this time frame by any Proponent or the Proponent's team members, or anyone involved with the Proponent's Proposal may result in immediate disqualification from the process. This anti-lobbying restriction is not meant to affect the day-to-day operations of the Owner, its staff, and the Evaluation Committee who may necessarily need to be in contact with Proponents of this RFP regarding other business.
- .4 These anti-lobbying restrictions are not intended to disallow any meetings, interviews or clarifications requested or authorized by the Owner, its authorized staff, the Evaluation Committee, or their authorized designates.

## **7.7 No Obligation to Contract**

### **7.7.1 Acceptance or Rejection of Proposals**

- .1 Proposals made in response to this Request for Proposal do not constitute the acceptance of a Contract with the Owner. Proposals constitute offers that the Owner may or may not accept at its sole discretion. Notwithstanding anything else contained within this RFP, as it is the purpose of the Owner to obtain the Proposal deemed most suitable and most advantageous to the interests of the Owner, the Owner reserves the right to accept or reject any or all Proposals or parts of Proposals.

### **7.7.2 Owner's Rights**

- .1 The Owner further reserves the right to waive or not waive irregularities, technicalities, and non-compliance and to do so at its sole discretion.
- .2 The Owner reserves the right to open proposals privately and to accept and reject any or all proposals received. The Owner incurs no obligation to accept the lowest price offered. The Owner reserves the right, at the time of evaluation of any proposal, to request any additional information that it deems necessary in order to make an evaluation decision.
- .3 Each submission of a signed Proposal is deemed an irrevocable offer which may be accepted, at the sole option of the Owner and after negotiation, only by entering into a formal Contract upon such acceptance the terms, responsibilities, and specifications as required by the Owner, including but not limited to those set out herein.
- .4 The Owner reserves the right to reject an offer to supply goods and services presented in response to the Owner's procurement processes where the Owner determines that the entity making the offer is in any way indebted to the Owner and in its sole discretion is of the opinion that it is in the Owner's best interests that the offer be rejected.

- .5 The Owner reserves the right to negotiate after the Closing Date and Time with the Proponent that the Owner deems has provided the most advantageous Proposal. In no event will the Owner be required to offer any modified terms to any other Proponent and the Owner shall incur no liability to any other Proponent as a result of such negotiation or as a result of entering into a Contract with the most advantageous Proponent on such modified terms.
- .6 The Owner reserves the right to make changes where, as a result of any change that results in an increase in Contract Price that is eligible for additional overhead, profit or a percentage fee, the total of all overhead, profit and percentage fees for the change shall not exceed:
  - 20% for net increases of less than \$50,000.00 and
  - 15% for net increases of \$50,000 or more.

## **7.8 No Assignment**

- 7.8.1 Unless otherwise agreed, should the Owner enter into a Contract relating to the Project, the other contracting party shall not, without the written consent of the Owner, assign or subcontract any aspect of the Work or the deliverables. The Successful Proponent will not be allowed to subcontract the CCDC 14 – 2013 Contract. Every subcontractor will be required to comply with the conditions of this proposal.

## **7.9 Fit for Use**

- 7.9.1 All things supplied under the Contract shall be fit for the use specified in the governing documents whether or not detailed specifications on the various components are set out in the documents.

## **7.10 No Implied Waiver**

- 7.10.1 The failure of either party at any time to require performance by the other party of any provision of the Contract shall in no way affect its right thereafter to otherwise enforce such provision or to seek damages for the breach thereof.

## **7.11 Governing Law**

- 7.11.1 All Proponents, including those with corporate offices based outside the Yukon, agree that the rights of all parties shall be governed by the laws of the Yukon and that the venue for dispute shall be within the Yukon.
- 7.11.2 The International Sale of Goods Act shall not apply to this document or to any agreement formed as a result of this solicitation.
- 7.11.3 All Proponents shall comply with any law, including all legislation and regulations which may be applicable to the services provided subsequent to this document.

## **7.12 Force Majeure**

- 7.12.1 Neither party to the Contract shall be held responsible for any remedy arising from delay or failure to perform obligations under this RFP or the Contract when such delay or failure is due to fires, strikes, floods, acts of God, or the Queen's enemies, lawful acts of public authorities, or delays or defaults caused by common carriers, which cannot reasonably be foreseen or provided against.

## **7.13 Deemed Satisfaction as to Proposal Submission**

- 7.13.1 The submission of a Proposal shall be deemed conclusive proof that the Proponent has satisfied itself as to all the requirements set out in the RFP, all the conditions which may be encountered, what materials and/or services it will be required to supply, or any other matter which might enter into the carrying out of the Work. No claims will be entertained by the Owner based on the assertion by the Proponent that it was uninformed as to any of the requirements of the RFP.

#### 7.13.2 Default Under the Work

In case of a default of performance of the Work, the Owner reserves the right to transfer the Work to another source. All additional expenses arising from such transfer will be charged to the original Proponent or Design-Builder and will be due forthwith.

### 7.14 Insurance

7.14.1 Any Proponent selected to enter into a Contract with the Owner shall be required to comply with Insurance as set out in detail in Appendix H – Supplementary General Conditions.

### 7.15 Indemnification

7.15.1 Any Proponent selected to enter into a Contract with the Owner shall be required to comply with Indemnification as set out in detail in Appendix H – Supplementary General Conditions.

### 7.16 Enforcement

7.16.1 Prior to commencement of any portion of the Work, any Successful Proponent will be required to enter into a legally binding agreement with the Owner. Where any breach of the terms of that agreement should occur, the Owner shall review all legal remedies available to it and use any appropriate remedies to protect the interests of the Owner, including lawsuit or application before the appropriate court or tribunal. All Proponents hereby acknowledge and attorn to the exclusive jurisdiction of the Yukon for any such legal process arising in relation to this procurement process or the Contract.

### 7.17 Non-Exclusive Agreement

7.17.1 Any Contract awarded as a result of this Request for Proposal document shall be non-exclusive and the Successful Proponent acknowledges that the Owner may, in its sole discretion, procure from others the same or similar goods and services during the term of any Contract formed as a result of this Request for Proposal document.

### 7.18 Debriefing

7.18.1 Each Proponent that has participated in the procurement process is entitled to a debriefing with the Owner. To schedule a debriefing following the procurement process, Proponent(s) must contact the RFP Authority within thirty (30) days following the date of Contract award notification. In conducting Proponent debriefings, the Owner will not disclose information concerning other Proponents, as it may contain confidential third-party organization proprietary information subject to the mandatory third-party exemption under Freedom of Information and Protection of Privacy Act.

### 7.19 Bid Protest

7.19.1 In the event that a Proponent wishes to review the decision of the Owner in any respect of any material aspect of the bid process, and subject to having attended a debriefing, the Proponent shall submit a protest in writing to the RFP Authority as noted in the documents within ten (10) days of such a debriefing. Any protest in writing that is not timely received will not be considered and the Proponent will be notified in writing.

### 7.20 Acknowledgement

7.20.1 All proposal documents shall be fully completed and acknowledged by the appropriate officer of the Proponent's organization via the enclosed Appendix E – Letter of Offer. In the event of a missing or incomplete Letter of Offer, the Owner reserves the right, in its sole discretion, to reject a Proponent's submission.

### **7.21 Conflict of Interest**

- 7.21.1 The Owner requires that any potential or perceived conflict of interest or non-arm's length transactions when dealing with Proponents must be declared. This Policy further requires disclosure where a contract for goods or services may be awarded to a person or firm in which an Owner employee has a material interest.
- 7.21.2 Failure of a Proponent to declare any situation that may be a conflict of interest or potential or perceived conflict of interest or to obtain a waiver of any such conflict of interest shall be grounds for the Owner to terminate any contract formed without liability and for cause.

### **7.22 Yukon Workers' Compensation Health and Safety Board (YWCHSB)/ Employers Liability**

- 7.22.1 The terms of this proposal and any subsequent contract formed as a result of it shall be governed by and construed in accordance with all current legislation under applicable local, provincial and federal laws. Throughout the period of the agreement, the Successful Proponent must be in good standing with all of the provisions of the Yukon Workers' Compensation Health and Safety Board (YWCHSB) and operate in accordance with all applicable local, territorial, and federal laws and shall comply with all the regulations made under the Occupational Health and Safety Act. The Successful Proponent shall at all relevant times carry YWCHSB coverage or Employers Liability Insurance with limits of not less than two million (\$2,000,000) dollars.
- 7.22.2 Prior to the commencement of work, the Successful Proponent shall provide a current Clearance Certificate from the YWCHSB (or equivalent) indicating there are no outstanding fees and fines in accordance with Section 4.7 – Formal Contract.

### **7.23 Errors and Omissions**

- 7.23.1 While the Owner has used considerable effort to ensure an accurate representation of information in this Request for Proposal document, the information contained is solely a guideline for Proponents. The Owner does not guarantee or warrant the information to be accurate, comprehensive or exhaustive and the Owner shall not be held liable for any errors or omissions in this Request for Proposal document. Nothing in this Request for Proposal document is intended to relieve Proponents, at their own expense, from forming their own opinions and conclusions with respect to matters addressed in this Request for Proposal document.

### **7.24 Termination**

- 7.24.1 The Owner is not under any obligation to award a contract and reserves the right to terminate the RFP process at any time and to withdraw from discussions with any or all of the Proponents who have submitted proposals. If the Owner terminates the Request for Proposal process, it will not be liable for any costs incurred or damages suffered by the Proponents. The Owner does not bind itself to accept the whole or any part of any proposal and if only one proposal is received, the Owner reserves the right to reject it. The Owner expressly states, and each Proponent accepts that the Owner has no legal obligation of any kind to any Proponent. Without limiting the generality of the foregoing, the Owner has no contractual relationship with the Proponent by reason of this Request for Proposal document or otherwise until such time as a separate services contract is executed by the parties.

### **7.25 Alternative Proposals**

- 7.25.1 Unless expressly requested by the Owner, Proponent(s) shall not submit alternate proposals. However, should Proponents believe they cannot meet the project requirements within the stated budget, Proponents may provide a list of cost saving strategies that would keep the project on budget while meeting the intent of this RFP.

- 7.25.2 The Owner reserves the right in its sole discretion to determine the feasibility and acceptability of any alternative solution proposed. In the event that alternate solutions have been requested, they will be evaluated based on criteria defined of this Request for Proposal document.

#### **7.26 Proponent Owned Equipment**

- 7.26.1 Ownership of all equipment required equipment repair expense and all risk of loss regarding the equipment shall remain with the Proponent. The responsibility for theft and/or damage to the Proponent's equipment shall be the sole responsibility of the Proponent. The Owner agrees to take such measures as may be reasonable and required, as defined by the Owner, for the protection against loss by theft or destruction. The Owner shall be held blameless for any damage or loss suffered by the Proponent's equipment while such equipment is on Owner property unless such damage is wilfully caused by Owner staff.

#### **7.27 Owner Property**

- 7.27.1 The selected Proponent and its subcontractors shall restore all property damaged or destroyed during completion of work to the satisfaction of the Owner and all other applicable Authorities Having Jurisdiction and at no cost to the Owner. If the selected Proponent fails to complete the work as required, the Owner may do so and charge the selected Proponent for the costs therefore or deduct said costs from any monies still owing to the selected Proponent. The selected Proponent is responsible at its cost, for the removal and disposal – off site – of all packaging, debris resultant from the work and other materials (as applicable to work being performed) in an environmentally responsible manner.

#### **7.28 Contract**

- 7.28.1 The complete Proposal document, RFP complete with all the terms, instructions, specifications and any other attachments will become part of any contract entered into between the Successful Proponent and the Owner, unless otherwise mutually agreed, in accordance with Section 5.6 – Formal Contract.

#### **7.29 Health and Safety**

- 7.29.1 The Successful Proponent shall comply with all health and safety requirements as per the Yukon Workers' Compensation Health and Safety Board (YWCHSB) and Owner's Occupational Health and Safety Policy.
- 7.29.2 By submitting a Proposal, the Proponents will be deemed to have read and accept the responsibility to uphold the Workers' Compensation Act ([http://www.gov.yk.ca/legislation/legislation/page\\_w.html](http://www.gov.yk.ca/legislation/legislation/page_w.html)) and the Occupational Health and Safety Act ([http://www.gov.yk.ca/legislation/legislation/page\\_o.html](http://www.gov.yk.ca/legislation/legislation/page_o.html)) and Regulations and any other Owner's Occupational Health and Safety Policies.

### **End of Request for Proposal**



## **8 APPENDICES**

## **Appendix A    Owner's Statement of Requirements**

## Appendix B Financial Proposal

### Schedule A

#### STIPULATED PRICE SUMMARY

##### Basis of Payment – Phase I:

The Design-Builder offers to provide the Services detailed herein under Instructions to Proponents, Proposal Submission Requirements, Proposal Contents, Terms and Conditions, all Attachments and Appendices, and as further detailed in the Design-Builder's proposal, to the acceptance of the stated Project and Contracting Authority for the following Total Firm Price of:

| Contract Price                            |   |          |    |
|---|---|----------|----|
| A   | Design-Builder Base Contract (Schedule B) |          | \$ |
| Cash Allowances                           |   |          |    |
|   | Testing and Inspections                   | \$25,000 |    |
|   | Electrical Connections                    | \$25,000 |    |
| Total Stipulated Price (excluding taxes): |   |          | \$ |

The Design-Builder must complete both forms of two (2) schedules of **Appendix B (Schedule A and B)**.

##### Addenda:

The Proponent acknowledges that they have received the following Addenda and have accounted for their contents in their Total Stipulated Price above: Addenda \_\_\_\_\_ to \_\_\_\_\_.

Failure to acknowledge receipt and inclusion of all addenda may result in this Price Proposal being disqualified, at the discretion of the Owner.

##### Method of Payment:

Monthly payments for Design-Builder fees, including consultant and contractor costs, shall be made based upon monthly progress draws following receipt and acceptance of a schedule of values (broken out by trade), cash flow update, and an invoice by the Project Authority. The invoice shall detail each major task and each approved change in a table with previous progress, progress this period, progress to the date, and total task amount.

**SIGNED** (I have authority to bind the Proponent)

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Signature of Proponent

\_\_\_\_\_  
Date

## Schedule B

### DETAILED COST BREAKDOWN

Proponents are required to provide a detailed cost breakdown of their bid, per the itemized list below. Enter the cost for each item on the line provided. The total of Schedule B is to be entered onto the appropriate line in Schedule A. Failure to complete this section in its entirety may result in disqualification of the proposal, as the sole discretion of the Owner.

| <u>Item</u>   | <u>Contract Value</u> |
|---|-----------------------|
| General Requirements:   | \$ _____              |
| Design and Engineering:   | \$ _____              |
| Site Servicing (electrical on site, water, sanitary), Grading, Landscaping: | \$ _____              |
| Building Foundation:  | \$ _____              |
| Building:   | \$ _____              |
| All other works not listed above:   | \$ _____              |

| <b>Separate Pricing</b>                              | <b>Cost</b> |
|--|-------------|
| Solar Panels (purchase, installation, commissioning) | \$ _____    |
| Biomass Heating System                               | \$ _____    |

Note: Separate pricing is not to be included in the overall bid price. The Owner reserves the right to add or decline to add this to project scope and budget.

**END OF APPENDIX B**

## Appendix C Intent to Propose

**Please complete this form and e-mail to:**

Kaori Torigai  
Project Manager  
Colliers Project Leaders Inc.

**E-mail:**  
kaori.torigai@colliersprojectleaders.com

From (*company  
name*) \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Contact  
Individual \_\_\_\_\_  
Telephone \_\_\_\_\_  
e-mail \_\_\_\_\_

By signing and submitting this **Intent to Propose** form, I am indicating my intent to submit a Proposal. I understand that if I do not submit a response, this will not affect our Company's status as a potential supplier in the future. I also understand that if I do not return this form, our company may not receive any further notices or Addenda with regards to this RFP. It is the sole responsibility for the proponent to ensure they have received all such notices or addenda.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

## Appendix D Proposal Submission Form

Brodie Klemm, Project Manager  
City of Dawson  
Box 308, 1336 Front Street  
Dawson City, Yukon Y0B 1G0

Dear Mr. Klemm,

We, the undersigned, herewith agree to the qualification process for the design-build contractor on the City of Dawson's Solid Waste Diversion Centre project in accordance with this document issued on **November 24, 2021**. The attached documents are submitted to qualify for this project.

We acknowledge that we have received addenda numbered \_\_\_\_\_ to \_\_\_\_\_ inclusive and our submitted response addresses these addenda.

### Conflict of Interest Disclosures

- ☐ I/We have nothing to disclose.
- ☐ I/We have disclosed the following (any disclosures to be attached):
1. All personal relationships between any person in the Proponent organization with any employee of the Client who makes recommendation concerning the award of the Project contemplated within this RFP,
  2. All personal relationships between any employee or immediate relative of an employee of the Client that has any direct, or indirect pecuniary interest, or directorship with respect to the Proponent,
  3. Any matter involving a dispute with a claimed value in excess of \$100,000 which is subject of any current, pending or threatened mediation, arbitration or litigation proceeding,
  4. Any particulars of any proceedings involving the Proponent under the Bankruptcy and Insolvency Act (Canada), the Companies Creditor Arrangement Act (Canada) or similar legislation; and
  5. Any donations of any kind, with a dollar value in excess of \$25,000 directed to the Client.

---

Company Name

---

Address

---

City

---

Province/Territory

---

Postal Code

---

Telephone Number

---

Fax Number

---

email address

---

Authorized Signature

---

Print Name

---

Date

## **Appendix E      Background Documents**

- RPT\_2018-09-17\_CoD SWM Program Design Assessment Report\_Final\_180283500
- Survey Plan Number: 93845 CLSR YT

## Appendix F Reference Project Details

|  |  |
|--|--|
| Project Name                               |  |
| Client:                                    |  |
| Client Phone No./ Email                    |  |
| Location:                                  |  |
| Description:                               |  |
| Total Size (sq. ft. GFA):                  |  |
| Year Completed:                            |  |
| LEED Standard (if applicable)              |  |
| Construction contract type                 |  |
| Client approved Total Construction Budget: |  |
| Total Construction Cost at completion:     |  |
| Team Members for Architect:                |  |
| Sub-Consultant Team members:               |  |
| Commentary:                                |  |

*Content to this point not to exceed 1 page*



## Appendix G Reference Project Details – Sample

|  |   |
|--|---|
| <b>Project Name</b>                        | <b>Company XYZ Headquarters</b>   |
| Client:                                    | Mr. N. E. One, VP Facilities, Company Elemeno   |
| Client Phone No./ Email                    | 905-123-4567 – neone @ companyelemeno.com   |
| Location                                   | Burlington, Ontario   |
| Description:                               | Renovation of a 25 year-old, 200,000 sq. ft. multi-tenant office building and addition of 200,000 sq.ft. of new construction to create a head office.   |
| Total Size (sq. ft. GFA):                  | 400,000 sq. ft  |
| Year Completed:                            | 2020  |
| LEED Standard (if applicable)              | Gold  |
| Construction contract type                 | CCDC2 – Stipulated Sum  |
| Client approved Total Construction Budget: | \$95,000,000  |
| Total Construction Cost at completion:     | \$97,000,000  |
| Team Members for Architect:                | Ms. Jo Lee (BArch, MRIAC, OAA) Lake Shore Architects – Partner in Charge<br>Mr. Joe Smith (BArch, OAA) Lake Shore Architects – Design Lead  |
| Sub-Consultant Team members:               | L. Jones MSc (PEng) Appleby/Walker – Electrical Design Lead<br>N Walker (PEng) Appleby/Walker – Mechanical Design Lead<br>Z. Cloutier (PEng) Appleby/Walker – Structural Design Lead<br>W. Green (LEED AP) Brant & Green – Sustainability Design Lead   |
| Commentary:                                | <p>This project illustrates how effectively our team works together. All members of the Company XYZ Headquarters project team will be assigned to work in the same roles on this project. They have proven their individual capability and their ability to work as a team.</p> <p>This project also illustrates our ability to deliver a complex project tailored explicitly to the Client needs including:</p> <p>Implemented Company XYZ branding including exterior building and site signage, upgraded landscaping, interior brand design elements. This illustrates the sensitivity we will apply to implementing your brand standards.</p> <p>Developed a flexible interior design layout for office areas with zones for quiet concentrated work and zones for collaboration. The interior was designed to transmit daylight throughout the space and to allow visual connections between staff, while allowing privacy where that was required. This is similar to your requirement to create spaces that will support staff in their daily work.</p> <p>We designed a wide range of spaces such as staff lunchroom, outdoor patio and barbeque area, library and flexible meeting rooms to support informal connections and development of social and cultural activities. Our team took great pride in the development of these spaces that were key to attracting and retaining young recruits. Your staff retention needs will be different, but the same creativity will be applied.</p> <p>Converted a multi-tenant office building for use by a single tenant, while retaining the flexibility to convert some floors back to a multi-tenant function in the future if needed to lease out part of the building. This included an extensive review of the building code requirements in both cases and development of alternative plans showing the work required to convert back to a multi-tenant function. It also included consideration of what floors would not be converted to a multi-tenant function.</p> <p>Upgraded the existing building envelope by adding insulation and vapour barriers inside the solid portions of the building and replacing all windows with modern glazing.</p> |

*Content to this point not to exceed one page*

## **Appendix H      Evaluation Matrix**

## **Appendix I      CCDC 14 – Design-Build Stipulated Price Contract (2013)**

## **CLASS 'C/D' ESTIMATE**

**DAWSON SOLID WASTE DIVERSION  
CENTRE  
NEW CONSTRUCTION  
DAWSON, YUKON**

**Prepared for:  
City of Dawson**

**January 31, 2020**



January 31, 2020

Ref # P2000058

City of Dawson  
1336 Front Street  
Dawson, Yukon YT Y0B 1G0  
T: 867-993-7400

Attn: Nick Wozniewski

Re: **Dawson Solid Waste Diversion Centre, New Construction, Dawson, Yukon**

Dear Mr. Nick:

Please find attached our Class 'C/D' Estimate for the Dawson Solid Waste Diversion Centre, New Construction in Dawson, Yukon.

This Class 'C/D' Estimate is intended to provide a realistic allocation of direct construction costs and is a determination of fair market value. Pricing shown reflects probable construction costs obtainable in the Dawson, Yukon area on the effective date of this report and is not a prediction of low bid. Pricing assumes competitive bidding for every portion of the work.

Hanscomb has prepared this estimate(s) in accordance with generally accepted principles and practices. Our general assumptions are included in Section 3 of this report and any exclusions are identified in Section 1.6. For quality assurance, this estimate has been reviewed by the designated Team Lead as signed below and Hanscomb staff are available and pleased to discuss the contents of this report with any interested party.

Requests for modifications of any apparent errors or omissions to this document must be made to Hanscomb within ten (10) days of receipt of this estimate. Otherwise, it will be understood that the contents have been concurred with and accepted.

We trust our estimate is complete and comprehensive and provides the necessary information to allow for informed capital decisions for moving this project forward. Please do not hesitate to contact us if you have any questions or require additional information.

Yours truly,

**Hanscomb Limited**  
Team Lead



Indu Elapatha  
PQS, MRICS  
Senior Cost Consultant

**Hanscomb Limited**  
Principal / Estimate Reviewer



Ken King  
PQS, MRICS, A ScT  
Manager

**Hanscomb**  
Quantity Surveyors - Since 1957



**Hanscomb Limited**  
600 - 409 Granville Street  
Vancouver, British Columbia  
V6C 1T2  
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vancouver@hanscomb.com  
www.hanscomb.com

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## **Appendices**

### Estimates:

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|----------------------------------|
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## **1. INTRODUCTION**

### **1.1 PURPOSE**

This Class 'C/D' Estimate is intended to provide a realistic allocation of direct construction costs for the Dawson Solid Waste Diversion Centre, New Construction, located in Dawson, Yukon, with the exception of the items listed in 1.6 Exclusions.

### **1.2 DESCRIPTION**

The Dawson Solid Waste Diversion Centre, New Construction located in Dawson, Yukon is comprised of the following key elements:

*The project consists of a new solid waste diversion centre comprising of 471 m2 gross floor area. The building structure will be a pre-engineered steel frame. The construction of substructure includes removing existing mining tailings and fill with pit run, and screened material compacted and graded. The building includes the tipping area, processing room, public direct drop-off point, equipment and storage, sorting area, and an office. Mechanical and electrical services include heating and ventilation, fire suppression, safety station, electrical panel, lighting and communications. The heating of the main area will be with electric baseboard heat and the remaining areas will be heated by high mount cabinet unit heaters. Site work includes an underground septic tank with pump out insulated with float system/automatic shut-off and warning light, on-grade parking and access to building and ease of maneuverability for trucks and collection trucks. Associated mechanical and electrical building works and utilities are included in the scope.*

### **1.3 METHODOLOGY**

Hanscomb has prepared this estimate(s) in accordance with generally accepted principles and practices. Hanscomb staff are available to discuss its contents with any interested party.

From the documentation and information provided, quantities of all major elements were assessed or measured where possible and priced at rates considered competitive for a project of this type under a stipulated sum form of contract in Dawson, Yukon.

Pricing shown reflects probable construction costs obtainable in the Dawson, Yukon area on the effective date of this report. This estimate is a determination of fair market value for the construction of this project. It is not a prediction of low bid. Pricing assumes competitive bidding for every portion of the work.

### **1.4 SPECIFICATIONS**

For building components and systems where specifications and design details are not available, quality standards have been established based on discussions with the design team.

## 1. INTRODUCTION

### 1.5 ESTIMATE CLASSIFICATION AND COST PREDICTABILITY

Estimates are defined and classified based on the stage of a project's development and the level of information available at the time of the milestone estimate.

*This Class 'C/D' Estimate is considered to have an expected degree of accuracy of accuracy +/- 20-30%. In other words, bid results might vary by this amount if the construction budget were set at this milestone estimate.*

At the initial stages of a contemplated project, the cost accuracy of the estimate is low as there may be little or no information available to inform a first high-level concept estimate or order of magnitude estimate. As a project nears design completion and is ready to be released to market for tender, the level of accuracy of the estimate is high as the detail is generally extensive and typically represents the information on which contractors will bid.

Milestone cost estimates or "checks" are recommended as the project design develops to keep track of scope and budget. Early detection of potential budget overruns will allow for remedial action before design and scope are locked in. The number of milestone estimates will depend on a project's size and schedule and cost predictability will improve as the design advances.

According to the Canadian Joint Federal Government/Industry Cost Predictability Taskforce, industry standards for estimate classification and cost estimate accuracy may be summarized as follows:

| COST ESTIMATE CLASSIFICATION SYSTEM |         |               |                |       |                    |                  |
|-------------------------------------|---------|---------------|----------------|-------|--------------------|------------------|
| AACE                                | Class 5 | Class 4       | Class 3        |       | Class 2            | Class 1          |
| DND                                 |         |               | Indicative     |       | Substantive        |                  |
| RAIC                                | OME     | Sketch Design | Design Develop |       | Contract Documents | Tender Documents |
| GOC                                 | OME     | D             | C              | ← B → |                    | A                |
|                                     | ↓       | ↓             | ↓              | ↓     | ↓                  | ↓                |
| Design Documentation % Complete     |         | 12.5%         | 25.0%          |       | 95.0%              | 100.0%           |
| Cost Estimate Accuracy (+/-%)       | +/- 30% | +/- 20-30%    | +/- 15-20%     |       | +/- 10-15%         | +/- 5-10%        |

#### Legend

AACE Association for the Advancement of Cost Engineering  
DND Department of National Defence  
GOC Government of Canada  
RAIC Royal Architectural Institute of Canada  
OME Order of Magnitude Estimate

While the classification categories differ from one authority to the next, the overarching principle for cost predictability remains the same – as the level of detail and design development increases, so does the level of accuracy of the estimate.



## **1. INTRODUCTION**

### **1.6 EXCLUSIONS**

This Class 'C/D' Estimate does not provide for the following if required:

- Cost of contaminated soil removal
- Cost of hazardous material (e.g. asbestos, lead, PCB, etc.) removal
- Escalation contingency beyond that identified in this estimate
- Perimeter fencing and Vehicle gates
- Storage containers and racking
- Stationary equipment including recycling bailer and conveyor sorting table
- Mobile equipment and processing equipment
- Office equipment and lunchroom appliances
- Loose furniture, furnishings and equipment
- Special audio, visual, security equipment or installation other than the provision of empty conduit systems carried in the electrical division
- Winter Construction (Concrete foundation and masonry heating & hoarding)
- Value-added tax (e.g. Harmonized Sales Tax, Goods and Services Tax, or other)
- Premiums associated with Public-Private Partnership procurement model
- Premiums for Green building techniques
- Any off-site civil costs beyond that identified in this estimate
- Financing costs
- Safety control
- Soft Costs
- Building permit
  - Development charges
  - Easement costs
  - Fundraising costs
  - Sales Cost
  - Land acquisition costs and impost charges
  - Legal fees and expenses
  - Owner's staff and associated management
  - Preventative maintenance contracts
  - Professional fees and expenses
  - Relocation of existing facilities, including furniture and equipment
  - Right of way charges
  - Value-added tax (e.g. Harmonized Sales Tax, Goods and Services Tax, or other)

## **2. DOCUMENTATION**

This Class 'C/D' Estimate has been prepared from the documentation included in Appendix AA of this report.

All of the above documentation was received from City Of Dawson and was supplemented with information gathered in meeting(s) and telephone conversations with the design team, as applicable.

Design changes and/or additions made subsequent to this issuance of the documentation noted above have not been incorporated in this report.

### **3. COST CONSIDERATIONS**

#### **3.1 COST BASE**

All costs are estimated on the basis of competitive bids (a minimum of 4 general contractor bids and at least 4 subcontractor bids for each trade) being received in January, 2020 from general contractors and all major subcontractors and suppliers based on a stipulated sum form of contract. If these conditions are not met, bids received could be expected to exceed this estimate.

#### **3.2 UNIT RATES**

The unit rates in the preparation of this Class 'C/D' Estimate include labour and material, equipment, subcontractor's overheads and profit. Union contractors are assumed to perform the work with the fair wage policy in effect.

#### **3.3 GENERAL REQUIREMENTS AND FEE**

General Requirements and Fee cover the General Contractor's indirect costs which may include but not be limited to supervision, site set up, temporary utilities, equipment, utilities, clean up, etc. as covered in Division 1 General Conditions of the Contract Documents. It also includes the contractor's fees and should not be confused with Design or Consultant fees which are excluded from the Construction Costs and carried separately in the Owner's Total Project Costs.

#### **3.4 DESIGN AND PRICING ALLOWANCE**

An allowance of 20.0% has been included to cover design and pricing unknowns. This allowance is not intended to cover any program space modifications but rather to provide some flexibility for the designers and cost planners during the remaining contract document stages.

It is expected that this allowance amount will be absorbed into the base construction costs as the design advances. The amount by which this allowance is reduced corresponds to an increase in accuracy and detailed design information. Hanscomb recommends that careful consideration be made at each milestone estimate to maintain adequate contingency for this allowance.

As a project nears completion of the design, Hanscomb recommends retaining some contingency for this allowance for the final coordination of documents.

#### **3.5 ESCALATION ALLOWANCE**

All costs are based on January, 2020 dollars. An allowance of 2.5% per annum has been made for construction cost escalation that may occur between January, 2020 and the anticipated bid date for the project. Escalation during construction is included in the unit rates.

For escalation, the budgeted amount will typically decline as the time to award nears. Forecasting escalation requires careful assessment of a continually changing construction market which at best is difficult to predict. The escalation rate should be monitored.

### **3. COST CONSIDERATIONS**

#### **3.6 CONSTRUCTION ALLOWANCE**

An allowance of 10% has been made to cover construction (post contract) unknowns. This allowance, also known as the Post Contract Contingency (PCC), is intended to cover costs for change orders during construction that are not foreseeable. It is not intended to cover scope changes to the contract. The amount carried in a budget for this allowance is typically set at the initial planning stage and should be based on the complexity of the project and the probability of unknowns and retained risks.

#### **3.7 CASH ALLOWANCE**

Cash allowances are intended to allow the contractor to include in the bid price the cost for work that is difficult to fully scope at the time of tendering based on factors that are beyond the Owner and Prime Consultant's control. Cash allowances attempt to reduce the risks by dedicating a set amount for use against a certain cost that cannot yet be detailed. The Contractor is obligated to work as best as possible within the limitations of the Cash Allowance.

Examples of Cash Allowances include hardware, inspection and testing, site conditions, replacement of existing elements during demolition for renovation, hazardous materials abatement, signage, etc.

Any Cash Allowances if applicable are included either in the details of this estimate under the appropriate discipline or at the summary level.

#### **3.8 TAXES**

Provincial Sales Tax is included where applicable. No provision has been made for value added taxes (e.g. Harmonized Sales Tax, Goods and Services Tax). It is recommended that the owner make separate provision for HST/GST in the project budget as applicable.

#### **3.9 SCHEDULE**

Pricing assumes a standard schedule of work appropriate to the size and scope of this project. Premiums for off-hour work, working in an operational facility, accelerated schedule, etc., if applicable, are identified separately in the body of the estimate.

#### **3.10 STATEMENT OF PROBABLE COSTS**

Hanscomb has no control over the cost of labour and materials, the contractor's method of determining prices, or competitive bidding and market conditions. This opinion of probable cost of construction is made on the basis of experience, qualifications and best judgment of the professional consultant familiar with the construction industry. Hanscomb cannot and does not guarantee that proposals, bids or actual construction costs will not vary from this or subsequent cost estimates.

### **3. COST CONSIDERATIONS**

#### **3.11 ONGOING COST CONTROL**

Hanscomb recommends that the Owner and design team carefully review this document, including line item description, unit prices, clarifications, exclusions, inclusions and assumptions, contingencies, escalation, and mark-ups. If the project is over budget, or if there are unresolved budgeting issues, alternative systems/schemes should be evaluated before proceeding into the next design phase.

It is recommended that a final updated estimate at the end of the design stage be produced by Hanscomb using Bid Documents to determine overall cost changes which may have occurred since the preparation of this estimate. The final updated estimate will address changes and additions to the documents, as well as addenda issued during the bidding process. Hanscomb cannot reconcile bid results to any estimate not produced from bid documents including all addenda.

This estimate does not constitute an offer to undertake the work, nor is any guarantee given that an offer, to undertake the work at the estimate(s) price, will subsequently be submitted by a construction contractor. Unless explicitly stated otherwise, it is assumed that competitive bids will be sought when tender documents have been completed. Any significant deviation between bids received and a pre-tender estimate prepared by Hanscomb from the same tender documents, should be evaluated to establish the possible cause(s).

#### **4. GROSS FLOOR AND SITE DEVELOPED AREAS**

##### **Gross Floor Area**

| <b>Description</b>            | <b>m2</b>  |
|-------------------------------|------------|
| New Construction              | 471        |
| <b>Total Gross Floor Area</b> | <b>471</b> |

##### **Site Development**

| <b>Site Developed Area</b>       |              |
|----------------------------------|--------------|
| <b>Description</b>               | <b>m2</b>    |
| Site-Assumed                     | 2,215        |
| <b>Total Site Developed Area</b> | <b>3,000</b> |

Site Developed Area is the area of the site less the foot-print area of the building.

The above areas have been measured in accordance with the Canadian Institute of Quantity Surveyors' Method of Buildings by Area and Volume.

## 5. CONSTRUCTION COST ESTIMATE SUMMARY

|                         |           |
|-------------------------|-----------|
| - Net Construction Cost | 1,207,100 |
| - Site Work             | 451,600   |

|                   |                  |
|-------------------|------------------|
| <b>Sub-Totals</b> | <b>1,658,700</b> |
|-------------------|------------------|

|                             |     |         |
|-----------------------------|-----|---------|
| - Location factor           | 39% | 646,900 |
| - General Site Requirements | 10% | 230,600 |
| - Contractor's Fee          | 4%  | 101,400 |

|                                       |                  |
|---------------------------------------|------------------|
| <b>Sub-Total- Excl. Contingencies</b> | <b>2,637,600</b> |
|---------------------------------------|------------------|

|                                |      |         |
|--------------------------------|------|---------|
| - Design and Pricing Allowance | 20%  | 527,500 |
| - Escalation Allowance         | 2.5% | 79,100  |
| - Construction Allowance       | 10%  | 324,400 |

|                                       |                  |
|---------------------------------------|------------------|
| <b>Sub-Total- Incl. Contingencies</b> | <b>3,568,600</b> |
|---------------------------------------|------------------|

|                        |          |
|------------------------|----------|
| - Goods & Services Tax | Excluded |
|------------------------|----------|

|                                    |                  |
|------------------------------------|------------------|
| <b>Total Construction Estimate</b> | <b>3,568,600</b> |
|------------------------------------|------------------|

## 6. UNDERSTANDING THE ELEMENTAL COST SUMMARY

The cost information prepared and presented by Quantity Surveyors is organized in a form referred to by Quantity Surveyors as an 'Elemental Cost Summary'. In this format, the more 'intuitive' elements (e.g. foundations, exterior cladding, plumbing, etc.) of a building are evaluated rather than materials or trades. Quantity Surveyors track this information consistently from project to project to benchmark not just the overall unit rate of a building type but also rates and ratios for key elements. Below are some of the key features on the Elementary Cost Summary you will find on **page A-1** of this estimate:

Building components are summarized as elements 'A2 Structure' and then sub-elements 'A23 Roof Construction'. This allows review of Roof Construction costs whether it is steel, concrete or wood - something difficult with a trade summary.

Ratio to GFA evaluates design efficiency and highlights outliers. It is arrived at by dividing the parametric quantity of a sub-element (i.e. overall exterior wall area) by the building gross floor area (GFA). A ratio greater than 0.600 for 'A32 Walls Above Grade' is considered high and may be due to articulation, courtyard design or high floor to floor heights.

The 'Unit Rate' is the blended rate of a sub-element's costs divided by its parametric quantity and allows a review of its reasonableness relative to bench-marks. A rate of \$559/m<sup>2</sup> indicates a good quality exterior wall cladding.

The last column expresses the cost of each element as a percentage of total construction cost. At 18.7% of total construction costs, mechanical and electrical systems are considered basic.

The 'Rate per SF' (m<sup>2</sup>) column converts costs for each element or sub-element to a \$/SF (m<sup>2</sup>) of GFA for comparison to benchmark rates. A rate of \$217/m<sup>2</sup> indicates basic electrical design.

General Requirements & Fee cover General Contractor's overheads (site set up, supervision, etc.) and contractor's expenses. Fee is not for Consultants.

Allowances are critical for estimates. Design & pricing compensates for a lack of detail early in design; escalation considers changes to labour & material; construction allowance is for unforeseen conditions; and, cash allowances offer flexibility for items difficult to detail at bid.

| SAMPLE ELEMENTAL SUMMARY                           |              |                       |            |                |                  |                         |  |                            |        |
|--|--------------|-----------------------|------------|----------------|------------------|-------------------------|--|----------------------------|--------|
| Project  |              | Location              |            | Owner          |                  | Consultant              |  | Report date : 18 Jul 2017  |        |
|  |              |                       |            |                |                  |                         |  | Page No. : A - 1           |        |
|  |              |                       |            |                |                  |                         |  | Bldg Type : 420            |        |
|  |              |                       |            |                |                  |                         |  | C.T. Index : 0.0           |        |
|  |              |                       |            |                |                  |                         |  | GFA : 1,582 m <sup>2</sup> |        |
| Element  | Ratio to GFA | Quantity              | Unit Rate  | Elemental Cost | Elemental Amount | Rate per m <sup>2</sup> |  |                            |        |
| A SHELL  |              | 1,582 m <sup>2</sup>  |            |                | 1,820,900        |                         |  |                            |        |
| A1 SUBSTRUCTURE                                    |              |                       |            |                | 250,000          |                         |  |                            |        |
| A11 Foundations                                    | 1.000        | 1,582 m <sup>2</sup>  | 158.03     | 250,000        |                  | 158.03                  |  |                            | 4.9    |
| A12 Basement Excavation                            | 0.001        | 1 Nil                 | 0.00       | 0              |                  | 0.00                    |  |                            |        |
| A13 Special Conditions                             | 0.001        | 1 Nil                 | 0.00       | 0              |                  | 0.00                    |  |                            |        |
| A2 STRUCTURE                                       |              |                       |            |                | 468,800          |                         |  |                            |        |
| A21 Lowest Floor Construction                      | 1.000        | 1,582 m <sup>2</sup>  | 64.82      | 102,700        |                  | 64.82                   |  |                            | 9.1    |
| A23 Roof Construction                              | 1.013        | 1,802 m <sup>2</sup>  | 226.53     | 366,100        |                  | 231.42                  |  |                            |        |
| A3 EXTERIOR ENCLOSURE                              |              |                       |            |                | 1,111,100        |                         |  |                            |        |
| A31 Walls Below Grade                              | 0.001        | 1 Nil                 | 0.00       | 0              |                  | 0.00                    |  |                            |        |
| A32 Walls Above Grade                              | 1.006        | 1,096 m <sup>2</sup>  | 559.22     | 612,600        |                  | 387.42                  |  |                            | 21.6   |
| A33 Windows & Entrances                            | 0.003        | 4 Lvs                 | 3,275.00   | 13,100         |                  | 8.28                    |  |                            |        |
| A34 Roof Coverings                                 | 1.013        | 1,602 m <sup>2</sup>  | 220.22     | 352,800        |                  | 223.01                  |  |                            |        |
| A35 Projections                                    | 1.000        | 1,582 m <sup>2</sup>  | 83.63      | 132,300        |                  | 83.63                   |  |                            |        |
| B INTERIORS  |              | 1,582 m <sup>2</sup>  |            |                | 1,033,400        |                         |  |                            |        |
| B1 PARTITIONS & DOORS                              |              |                       |            |                | 382,800          |                         |  |                            |        |
| B11 Partitions                                     | 1.504        | 2,360 m <sup>2</sup>  | 105.29     | 250,600        |                  | 158.41                  |  |                            | 7.4    |
| B12 Doors  | 0.038        | 60 Lvs                | 2,205.00   | 132,300        |                  | 83.63                   |  |                            |        |
| B2 FINISHES  |              |                       |            |                | 388,400          |                         |  |                            |        |
| B21 Floor Finishes                                 | 1.000        | 1,582 m <sup>2</sup>  | 75.35      | 119,200        |                  | 75.35                   |  |                            |        |
| B22 Ceiling Finishes                               | 1.000        | 1,582 m <sup>2</sup>  | 91.28      | 144,400        |                  | 91.28                   |  |                            |        |
| B23 Wall Finishes                                  | 2.314        | 3,660 m <sup>2</sup>  | 39.83      | 134,800        |                  | 85.91                   |  |                            |        |
| B3 FITTINGS & EQUIPMENT                            |              |                       |            |                | 252,100          |                         |  |                            |        |
| B31 Fittings & Fixtures                            | 1.000        | 1,582 m <sup>2</sup>  | 159.26     | 252,100        |                  | 159.26                  |  |                            | 4.9    |
| B32 Equipment                                      | 1.000        | 1,582 m <sup>2</sup>  | 0.00       | 0              |                  | 0.00                    |  |                            |        |
| B33 Elevators                                      | 0.001        | 1 Nil                 | 0.00       | 0              |                  | 0.00                    |  |                            |        |
| B34 Escalators                                     | 0.001        | 1 Nil                 | 0.00       | 0              |                  | 0.00                    |  |                            |        |
| C SERVICES   |              | 1,582 m <sup>2</sup>  |            |                | 864,400          |                         |  |                            |        |
| C1 MECHANICAL                                      |              |                       |            |                | 621,100          |                         |  |                            |        |
| C11 Plumbing & Drainage                            | 1.000        | 1,582 m <sup>2</sup>  | 145.26     | 229,800        |                  | 145.26                  |  |                            |        |
| C12 Fire Protection                                | 1.000        | 1,582 m <sup>2</sup>  | 31.04      | 49,100         |                  | 31.04                   |  |                            |        |
| C13 HVAC   | 1.000        | 1,582 m <sup>2</sup>  | 170.35     | 269,500        |                  | 170.35                  |  |                            |        |
| C14 Controls                                       | 1.000        | 1,582 m <sup>2</sup>  | 45.85      | 72,700         |                  | 45.85                   |  |                            |        |
| C2 ELECTRICAL                                      |              |                       |            |                | 343,300          |                         |  |                            |        |
| C21 Service & Distribution                         | 1.000        | 1,582 m <sup>2</sup>  | 42.54      | 67,200         |                  | 42.54                   |  |                            |        |
| C22 Lighting, Devices & Heating                    | 1.000        | 1,582 m <sup>2</sup>  | 116.81     | 184,800        |                  | 116.81                  |  |                            |        |
| C23 Systems & Ancillaries                          | 1.000        | 1,582 m <sup>2</sup>  | 57.65      | 91,200         |                  | 57.65                   |  |                            |        |
| NET BUILDING COST - EXCLUDING SITE                 |              |                       |            |                | \$ 3,827,700     |                         |  |                            |        |
| D SITE & ANCILLARY WORK                            |              | 1,582 m <sup>2</sup>  |            |                | 799,800          |                         |  |                            |        |
| D1 SITE WORK                                       |              |                       |            |                | 799,800          |                         |  |                            |        |
| D11 Site Development                               | 6.541        | 10,348 m <sup>2</sup> | 48.71      | 504,100        |                  | 318.65                  |  |                            | 15.5   |
| D12 Mechanical Site Services                       | 0.001        | 1 Sum                 | 167,400.00 | 167,400        |                  | 105.82                  |  |                            |        |
| D13 Electrical Site Services                       | 0.001        | 1 Sum                 | 126,300.00 | 126,300        |                  | 81.10                   |  |                            |        |
| D2 ANCILLARY WORK                                  |              |                       |            |                | 0                |                         |  |                            |        |
| D21 Demolitions                                    | 0.001        | 1 Nil                 | 0.00       | 0              |                  | 0.00                    |  |                            |        |
| D22 Alterations                                    | 0.001        | 1 Nil                 | 0.00       | 0              |                  | 0.00                    |  |                            |        |
| NET BUILDING COST - INCLUDING SITE                 |              |                       |            |                | \$ 4,627,500     |                         |  |                            |        |
| Z1 GENERAL REQUIREMENTS & FEE                      |              |                       |            |                | 520,100          |                         |  |                            |        |
| Z11 General Requirements                           | 8.0%         |                       |            | 370,200        |                  | 234.61                  |  |                            | 10.1   |
| Z12 Fee  | 3.0%         |                       |            | 149,900        |                  | 94.75                   |  |                            |        |
| TOTAL CONSTRUCTION ESTIMATE - EXCLUDING ALLOWANCES |              |                       |            |                | \$ 5,147,600     |                         |  |                            |        |
| Z2 ALLOWANCES                                      |              |                       |            |                | 930,500          |                         |  |                            |        |
| Z21 Design & Pricing Allowance                     | 10.0%        |                       |            | 514,800        |                  | 325.41                  |  |                            | 566.18 |
| Z22 Escalation Allowance                           | 2.5%         |                       |            | 141,600        |                  | 89.51                   |  |                            |        |
| Z23 Construction Allowance                         | 3.0%         |                       |            | 174,100        |                  | 110.05                  |  |                            |        |
| Z24 Cash Allowances                                | 1 Sum        |                       |            | 100,000.00     |                  | 63.21                   |  |                            |        |
| TOTAL CONSTRUCTION ESTIMATE - INCLUDING ALLOWANCES |              |                       |            |                | \$ 6,078,100     |                         |  |                            |        |
| VALUE ADDED TAX (GST/HST)                          |              |                       |            |                | 0                |                         |  |                            |        |
| Value Added Tax (GST/HST)                          |              |                       |            | 0.0%           | 0                | 0.00                    |  |                            |        |
| TOTAL CONSTRUCTION ESTIMATE                        |              |                       |            |                | \$ 6,078,100     |                         |  |                            |        |
|  |              |                       |            |                | \$ 3,842.04      |                         |  |                            |        |

The power of the Elemental Cost Summary lies in the ability to compare costs with similar building types as well as alternatives without losing sight of the cost associated with that element of the building. By using this format consistently across all projects, Quantity Surveyors can better understand why the 'roof covering' element may be more on this project, if it's fulfilling the same function as a similar project.



**Appendix  
A - Detailed Elemental Estimate**

| Project  | : Solid Waste Diversion Centre |                |           |                  |         | Report date : 31 Jan 2020 |          |          |       |
|--|--------------------------------|----------------|-----------|------------------|---------|---------------------------|----------|----------|-------|
|  | : New construction             |                |           |                  |         | Page No. : 1              |          |          |       |
| Location   | : Dawson City, Yukon           |                |           |                  |         | Bldg Type : 174           |          |          |       |
| Owner  | : City of Dawson               |                |           |                  |         | C.T. Index : 0.0          |          |          |       |
| Consultant   | : City of Dawson               |                |           |                  |         | GFA : 471 m2              |          |          |       |
| ELEMENTAL COST SUMMARY                             |                                |                |           |                  |         |                           |          |          |       |
| Element  | Ratio to GFA                   | Elemental Cost |           | Elemental Amount |         | Rate per m2               |          | %        |       |
|  |                                | Quantity       | Unit rate | Sub-Total        | Total   | Sub-Total                 | Total    |          |       |
| A SHELL  |                                | 471 m2         |           |                  | 626,000 |                           | 1,329.09 | 23.7     |       |
| A1 SUBSTRUCTURE                                    |                                |                |           |                  | 70,900  |                           | 150.53   | 2.7      |       |
| A11 Foundations                                    | 1.204                          | 567 m2         | 120.63    | 68,400           |         | 145.22                    |          |          |       |
| A12 Basement Excavation                            |                                |                |           | 0                |         | 0.00                      |          |          |       |
| A13 Special Conditions                             | 0.002                          | 1 Sum          | 2,500.00  | 2,500            |         | 5.31                      |          |          |       |
| A2 STRUCTURE                                       |                                |                |           |                  | 213,500 |                           | 453.29   | 8.1      |       |
| A21 Lowest Floor Construction                      | 1.000                          | 471 m2         | 217.62    | 102,500          |         | 217.62                    |          |          |       |
| A22 Upper Floor Construction                       |                                |                |           | 0                |         | 0.00                      |          |          |       |
| A23 Roof Construction                              | 1.000                          | 471 m2         | 235.67    | 111,000          |         | 235.67                    |          |          |       |
| A3 EXTERIOR ENCLOSURE                              |                                |                |           |                  | 341,600 |                           | 725.27   | 13.0     |       |
| A31 Walls Below Grade                              |                                |                |           | 0                |         | 0.00                      |          |          |       |
| A32 Walls Above Grade                              | 0.892                          | 420 m2         | 453.57    | 190,500          |         | 404.46                    |          |          |       |
| A33 Windows & Entrances                            | 0.210                          | 99 m2          | 821.21    | 81,300           |         | 172.61                    |          |          |       |
| A34 Roof Coverings                                 | 1.000                          | 471 m2         | 116.35    | 54,800           |         | 116.35                    |          |          |       |
| A35 Projections                                    | 0.002                          | 1 Sum          | 15,000.00 | 15,000           |         | 31.85                     |          |          |       |
| B INTERIORS  |                                | 471 m2         |           |                  | 205,200 |                           | 435.67   | 7.8      |       |
| B1 PARTITIONS & DOORS                              |                                |                |           |                  | 99,200  |                           | 210.62   | 3.8      |       |
| B11 Partitions                                     | 1.550                          | 730 m2         | 111.37    | 81,300           |         | 172.61                    |          |          |       |
| B12 Doors  | 0.013                          | 6 lvs          | 2,983.33  | 17,900           |         | 38.00                     |          |          |       |
| B2 FINISHES  |                                |                |           |                  | 46,500  |                           | 98.73    | 1.8      |       |
| B21 Floor Finishes                                 | 1.000                          | 471 m2         | 49.04     | 23,100           |         | 49.04                     |          |          |       |
| B22 Ceiling Finishes                               | 1.000                          | 471 m2         | 32.48     | 15,300           |         | 32.48                     |          |          |       |
| B23 Wall Finishes                                  | 1.790                          | 843 m2         | 9.61      | 8,100            |         | 17.20                     |          |          |       |
| B3 FITTINGS & EQUIPMENT                            |                                |                |           |                  | 59,500  |                           | 126.33   | 2.3      |       |
| B31 Fittings & Fixtures                            | 1.000                          | 471 m2         | 49.89     | 23,500           |         | 49.89                     |          |          |       |
| B32 Equipment                                      | 1.000                          | 471 m2         | 76.43     | 36,000           |         | 76.43                     |          |          |       |
| B33 Elevators                                      |                                |                |           | 0                |         | 0.00                      |          |          |       |
| B34 Escalators                                     |                                |                |           | 0                |         | 0.00                      |          |          |       |
| C SERVICES   |                                | 471 m2         |           |                  | 375,900 |                           | 798.09   | 14.3     |       |
| C1 MECHANICAL                                      |                                |                |           |                  | 212,500 |                           | 451.17   | 8.1      |       |
| C11 Plumbing & Drainage                            | 1.000                          | 471 m2         | 115.71    | 54,500           |         | 115.71                    |          |          |       |
| C12 Fire Protection                                | 1.000                          | 471 m2         | 31.85     | 15,000           |         | 31.85                     |          |          |       |
| C13 HVAC   | 1.000                          | 471 m2         | 261.15    | 123,000          |         | 261.15                    |          |          |       |
| C14 Controls                                       | 1.000                          | 471 m2         | 42.46     | 20,000           |         | 42.46                     |          |          |       |
| C2 ELECTRICAL                                      |                                |                |           |                  | 163,400 |                           | 346.92   | 6.2      |       |
| C21 Service & Distribution                         | 1.000                          | 471 m2         | 100.00    | 47,100           |         | 100.00                    |          |          |       |
| C22 Lighting, Devices & Heating                    | 1.000                          | 471 m2         | 171.76    | 80,900           |         | 171.76                    |          |          |       |
| C23 Systems & Ancillaries                          | 1.000                          | 471 m2         | 75.16     | 35,400           |         | 75.16                     |          |          |       |
| NET BUILDING COST - EXCLUDING SITE                 |                                |                |           |                  | \$      | 1,207,100                 |          | 2,562.85 | 45.8  |
| D SITE & ANCILLARY WORK                            |                                | 471 m2         |           |                  | 451,600 |                           | 958.81   | 17.1     |       |
| D1 SITE WORK                                       |                                |                |           |                  | 451,600 |                           | 958.81   | 17.1     |       |
| D11 Site Development                               | 4.703                          | 2,215 m2       | 136.16    | 301,600          |         | 640.34                    |          |          |       |
| D12 Mechanical Site Services                       | 0.002                          | 1 Sum          | 90,000.00 | 90,000           |         | 191.08                    |          |          |       |
| D13 Electrical Site Services                       | 0.002                          | 1 Sum          | 60,000.00 | 60,000           |         | 127.39                    |          |          |       |
| D2 ANCILLARY WORK                                  |                                |                |           |                  | 0       |                           | 0.00     | 0.0      |       |
| D21 Demolitions                                    |                                |                |           | 0                |         | 0.00                      |          |          |       |
| D22 Alterations                                    |                                |                |           | 0                |         | 0.00                      |          |          |       |
| NET BUILDING COST - INCLUDING SITE                 |                                |                |           |                  | \$      | 1,658,700                 |          | 3,521.66 | 62.9  |
| Z1 GENERAL REQUIREMENTS & FEE                      |                                |                |           |                  | 978,900 |                           | 2,078.34 | 37.1     |       |
| Z10 Location factor                                |                                | 39.0 %         |           | 646,900          |         | 1,373.46                  |          |          |       |
| Z11 General Requirements                           |                                | 10.0 %         |           | 230,600          |         | 489.60                    |          |          |       |
| Z12 Fee  |                                | 4.0 %          |           | 101,400          |         | 215.29                    |          |          |       |
| TOTAL CONSTRUCTION ESTIMATE - EXCLUDING ALLOWANCES |                                |                |           |                  | \$      | 2,637,600                 |          | 5,600.00 | 100.0 |
| Z2 ALLOWANCES                                      |                                |                |           |                  | 931,000 |                           | 1,976.65 |          |       |
| Z21 Design & Pricing Allowance                     |                                | 20.0 %         |           | 527,500          |         | 1,119.96                  |          |          |       |
| Z22 Escalation Allowance                           |                                | 2.5 %          |           | 79,100           |         | 167.94                    |          |          |       |
| Z23 Construction Allowance                         |                                | 10.0 %         |           | 324,400          |         | 688.75                    |          |          |       |
| TOTAL CONSTRUCTION ESTIMATE - INCLUDING ALLOWANCES |                                |                |           |                  | \$      | 3,568,600                 |          | 7,576.65 |       |
| - VALUE ADDED TAX (GST/HST)                        |                                |                |           |                  | 0       |                           | 0.00     |          |       |
| Value Added Tax (GST/HST)                          |                                | 0.0 %          |           | 0                |         | 0.00                      |          |          |       |
| TOTAL CONSTRUCTION ESTIMATE                        |                                |                |           |                  | \$      | 3,568,600                 | \$       | 7,576.65 |       |

**Solid Waste Diversion Centre  
New construction  
Dawson City, Yukon**

**Report date** : January 2020

**Page No.** : 2

| A1 SUBSTRUCTURE                          |  | Quantity | Unit rate | Amount |
|--|--|----------|-----------|--------|
| A11 Foundations                          |  |          |           |        |
| 1  | Remove mining tailings within the building print<br>( measured 1m beyond ext. wall ) | 567 m2   | 25.00     | 14,200 |
| 2  | New compacted structural fill c/w pit run and screened material                      | 567 m2   | 30.00     | 17,000 |
| 3  | Pad and strip footings to pre-engineered steel building<br>( Reference V2929-3S )    | 567 m2   | 55.00     | 31,200 |
| 4  | Weeping tile to perimeter drainage   | 100 m    | 60.00     | 6,000  |
| A11 Foundations <b>TOTAL : \$</b>        |  | 567 m2   | 120.63    | 68,400 |
| A13 Special Conditions                   |  |          |           |        |
| 1  | Allowance for dewatering   | 1 sum    | 2,500.00  | 2,500  |
| A13 Special Conditions <b>TOTAL : \$</b> |  | 1 Sum    | 2,500.00  | 2,500  |

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| A2 STRUCTURE                             |   | Quantity | Unit rate | Amount  |
|--|---|----------|-----------|---------|
| A21 Lowest Floor Construction            |   |          |           |         |
| 1  | R/f concrete Slab on Grade c/w vapour barrier insulation and granular fill - Assume 200mm thick | 471 m2   | 165.00    | 77,700  |
| 2  | Miscellaneous curbs, slab edge thickenings etc. - Allow   | 471 m2   | 42.00     | 19,800  |
| 3  | Allowance for install racking connections and anchoring   | 1 Sum    | 5,000.00  | 5,000   |
| A21 Lowest Floor Construction TOTAL : \$ |   | 471 m2   | 217.62    | 102,500 |
| A23 Roof Construction                    |   |          |           |         |
| 1  | pre-engineered steel structure (Exterior walls and roof covering measured elsewhere)            | 471 m2   | 225.00    | 106,000 |
| 2  | Allowance for miscellaneous steel anchors, roof penetrations etc.                               | 1 Sum    | 5,000.00  | 5,000   |
| A23 Roof Construction TOTAL : \$         |   | 471 m2   | 235.67    | 111,000 |

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| A3 EXTERIOR ENCLOSURE                   |  | Quantity | Unit rate | Amount        |
|---|--|----------|-----------|---------------|
| A32 Walls Above Grade                   |  |          |           |               |
| 1                                       | Exterior walls - assume corrugated metal siding                            | 410 m2   | 375.00    | 153,800       |
| 2                                       | Allow curtain wall system in office entrance                               | 10 m2    | 1,200.00  | 12,000        |
| 3                                       | Allowance for wood blocking, backing and rough carpentry                   | 410 m2   | 15.00     | 6,200         |
| 4                                       | Allowance for firestopping caulking and sealant                            | 410 m2   | 10.00     | 4,100         |
| 5                                       | Allowance for miscellaneous flashings                                      | 410 m2   | 35.00     | 14,400        |
| A32 Walls Above Grade <b>TOTAL : \$</b> |  | 420 m2   | 453.57    | 190,500       |
| A33 Windows & Entrances                 |  |          |           |               |
| 1                                       | Aluminum framed double glazed windows -Allow                               | 20 m2    | 750.00    | 15,000        |
| 2                                       | Extra for operable windows   |          | Allow     | 2,300         |
| 3                                       | Aluminum glazed door - single  | 1 No.    | 3,500.00  | 3,500         |
| 4                                       | Insulated metal door céw pressed steel frame amd standard hardware- single | 4 No.    | 2,000.00  | 8,000         |
| 5                                       | Allow for hardware upgrade   | 1 Sum    | 1,000.00  | 1,000         |
| 6                                       | Allow for Auto door operator   | 1 No.    | 4,000.00  | 4,000         |
| 7                                       | Insulated O/H door at equipment/bailer/ storage - Allow 2.4x3.0m           | 2 No.    | 5,000.00  | 10,000        |
| 8                                       | Insulated O/H door at cold area - Allow 3.0x3.1m                           | 1 No.    | 10,000.00 | 10,000        |
| 9                                       | Insulated, high speed O/H door at cold area - Allow 6.0mx3.6m              | 1 No.    | 15,000.00 | 15,000        |
| <b>Carried Forward :</b>                |  |          |           | <b>68,800</b> |

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| A3 EXTERIOR ENCLOSURE                                    |                   | Quantity | Unit rate                | Amount |
|--|-------------------|----------|--------------------------|--------|
| A33 Windows & Entrances                                  | (Continued)       |          | <b>Brought Forward :</b> | 68,800 |
| 10 Allow for flap doors                                  |                   | 5 No.    | 2,500.00                 | 12,500 |
| A33 Windows & Entrances                                  | <b>TOTAL : \$</b> | 99 m2    | 821.21                   | 81,300 |
| A34 Roof Coverings                                       |                   |          |                          |        |
| 1 SBS Roofing system                                     |                   | 471 m2   | 100.00                   | 47,100 |
| 2 Allowance for miscellaneous flashings and roof anchors |                   | 471 m2   | 10.00                    | 4,700  |
| 3 Allowance for skylights                                |                   |          | Allow                    | 3,000  |
| A34 Roof Coverings                                       | <b>TOTAL : \$</b> | 471 m2   | 116.35                   | 54,800 |
| A35 Projections  |                   |          |                          |        |
| 1 Allow for miscellaneous projections                    |                   | 1 Sum    | 15,000.00                | 15,000 |
| A35 Projections  | <b>TOTAL : \$</b> | 1 Sum    | 15,000.00                | 15,000 |

| B1 PARTITIONS & DOORS            |  | Quantity | Unit rate | Amount |
|----------------------------------|--|----------|-----------|--------|
| B11 Partitions                   |  |          |           |        |
| 1                                | Demising walls - Allow   | 84 m2    | 150.00    | 12,600 |
| 2                                | Interior walls - Allow   | 80 m2    | 110.00    | 8,800  |
| 3                                | Interior furring   | 410 m2   | 50.00     | 20,500 |
| 4                                | Extra over for abuse resistance plywood and additional insulation to cold area | 390 m2   | 50.00     | 19,500 |
| 5                                | Allow for lock block bays  | 18 m     | 600.00    | 10,800 |
| 6                                | Allowance for interior glazing   | 1 Sum    | 5,000.00  | 5,000  |
| 7                                | Allowance for wood blocking, backing and rough carpentry                       | 164 m2   | 15.00     | 2,500  |
| 8                                | Allowance for firestopping, caulking & sealant                                 | 164 m2   | 10.00     | 1,600  |
| B11 Partitions <b>TOTAL : \$</b> |  | 730 m2   | 111.37    | 81,300 |
| B12 Doors                        |  |          |           |        |
| 1                                | HM door c/w pressed steel frame and standard hardware - 1.20mx2.4m             | 2 No.    | 2,500.00  | 5,000  |
| 2                                | HM door c/w pressed steel frame and standard hardware - 0.9mx2.1m, single      | 2 No.    | 2,000.00  | 4,000  |
| 3                                | HM door c/w pressed steel frame and standard hardware - 2x0.9mx2.1m, double    | 1 No.    | 3,800.00  | 3,800  |
| 4                                | Interior glass door  | 1 No.    | 2,500.00  | 2,500  |
| 5                                | HCW door at washroom   | 1 No.    | 1,600.00  | 1,600  |
| 6                                | Allowance for hardware upgrade   | 1 Sum    | 1,000.00  | 1,000  |
| B12 Doors <b>TOTAL : \$</b>      |  | 6 lvs    | 2,983.33  | 17,900 |

| B2 FINISHES                     |  | Quantity | Unit rate | Amount |
|---------------------------------|--|----------|-----------|--------|
| B21 Floor Finishes              |  |          |           |        |
| 1                               | Concrete sealer to tipping floor, storage and electrical rooms | 283 m2   | 25.00     | 7,100  |
| 2                               | Carpet tiles to office room                                    | 13 m2    | 70.00     | 900    |
| 3                               | Resilient sheet flooring                                       | 175 m2   | 75.00     | 13,100 |
| 4                               | Allowance for baseboard, transition strips, line painting etc. | 1 Sum    | 2,000.00  | 2,000  |
| B21 Floor Finishes TOTAL : \$   |  | 471 m2   | 49.04     | 23,100 |
| B22 Ceiling Finishes            |  |          |           |        |
| 1                               | Suspended gypsum board ceiling                                 | 7 m2     | 225.00    | 1,600  |
| 2                               | Acoustic ceiling tile  | 38 m2    | 80.00     | 3,000  |
| 3                               | Paint to exposed structure                                     | 426 m2   | 25.00     | 10,700 |
| 4                               | Allow for bulkhead   |          | Allow     |        |
| B22 Ceiling Finishes TOTAL : \$ |  | 471 m2   | 32.48     | 15,300 |
| B23 Wall Finishes               |  |          |           |        |
| 1                               | Paint to GWB partitions  | 328 m2   | 11.00     | 3,600  |
| 2                               | Paint to interior of perimeter walls                           | 410 m2   | 11.00     | 4,500  |
| B23 Wall Finishes TOTAL : \$    |  | 843 m2   | 9.61      | 8,100  |



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| B3 FITTINGS & EQUIPMENT            |  | Quantity | Unit rate | Amount |
|------------------------------------|--|----------|-----------|--------|
| B31 Fittings & Fixtures            |  |          |           |        |
| 1                                  | Allow for W/R accessories                        | 1 No.    | Allow     | 1,000  |
| 2                                  | Washroom vanity                                  |          | 1,000.00  | 1,000  |
| 3                                  | White board, union board etc.                    |          | Allow     | 1,000  |
| 4                                  | Customer service counter                         |          | Allow     | 1,000  |
| 5                                  | Lunchroom millwork counter                       |          | Allow     | 5,000  |
| 6                                  | Staff lockers                                    |          | Allow     | 3,000  |
| 7                                  | Interior bollards                                |          | Allow     | 1,500  |
| 8                                  | Signage  |          | Allow     | 5,000  |
| 9                                  | structural steel support to O/H doors            | 1 Sum    | 5,000.00  | 5,000  |
| 10                                 | Warehouse racking - Excluded                     |          | Nil       |        |
| 11                                 | Office workstations - Excluded                   |          | Nil       |        |
| 12                                 | Office storage cabinets, furnishings - Excluded  |          | Nil       |        |
| 13                                 | large sorting table with dropdown bins -Excluded |          | Nil       |        |
| 14                                 | Storage containers - Excluded                    |          | Nil       |        |
| 15                                 | Storage for mobile equipment - Excluded          |          | Nil       |        |
| B31 Fittings & Fixtures TOTAL : \$ |  | 471 m2   | 49.89     | 23,500 |
| B32 Equipment                      |  |          |           |        |
| 1                                  | Allowance for loading dock equipment             | 2 No.    | 18,000.00 | 36,000 |
| 2                                  | Horizontal recycling bailers - Excluded          |          | Nil       |        |
| Carried Forward :                  |  |          |           | 36,000 |

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| B3  | FITTINGS & EQUIPMENT                            |            | Quantity | Unit rate         | Amount |
|-----|---|------------|----------|-------------------|--------|
| B32 | Equipment<br><div>(Continued)</div>             |            |          | Brought Forward : | 36,000 |
| 3   | Straight belt conveyor sorting table - Excluded |            |          | Nil               |        |
| 4   | Lunchroom appliances - excluded                 |            |          | Nil               |        |
| B32 | Equipment                                       | TOTAL : \$ | 471 m2   | 76.43             | 36,000 |
|     |   |            |          |                   |        |
|     |   |            |          |                   |        |

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| C1 MECHANICAL  | Quantity      | Unit rate     | Amount        |
|--|---------------|---------------|---------------|
| <b>C11 Plumbing &amp; Drainage</b>   |               |               |               |
| 1 Allow for plumbing fixtures c/w rough-ins  | 5 no.         | 1,800.00      | 9,000         |
| 2 Allow for domestic water service c/w meter, water entry assembly, DW piping, insulation, water heater, water storage tank (500gal) & valves etc. | 1 sum         | 16,000.00     | 16,000        |
| 3 Allow for sanitary drainage c/w piping, floor drains, trench drains, oil interceptors, cleanouts etc.  | 1 sum         | 15,000.00     | 15,000        |
| 4 Allow for storm water disposal c/w RWLs, cleanouts etc.  | 1 sum         | 5,000.00      | 5,000         |
| 5 Allow for gas service c/w meter, piping, connections to CUHs, AHU etc.   | 1 sum         | 8,000.00      | 8,000         |
| 6 P&D-miscellaneous such as drawing & manuals, identification & tagging, start-up & cleaning, testing & verification etc.                          | 1 sum         | 1,500.00      | 1,500         |
| <b>C11 Plumbing &amp; Drainage TOTAL : \$</b>  | <b>471 m2</b> | <b>115.71</b> | <b>54,500</b> |
| <b>C12 Fire Protection</b>   |               |               |               |
| 1 Allow for fire suppression system c/w miscellaneous work, testing & verification etc.  | 1 sum         | 15,000.00     | 15,000        |
| <b>C12 Fire Protection TOTAL : \$</b>  | <b>471 m2</b> | <b>31.85</b>  | <b>15,000</b> |
| <b>C13 HVAC</b>  |               |               |               |
| 1 Allow for electric baseboard heating system for office, washroom, lunch room, mechanical room, janitor & vestibule areas                         | 1 sum         | 3,000.00      | 3,000         |
| <b>Carried Forward :</b>   |               |               | <b>3,000</b>  |

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| C1 MECHANICAL  | Quantity | Unit rate                | Amount  |
|--|----------|--------------------------|---------|
| C13 HVAC (Continued)   |          | <b>Brought Forward :</b> | 3,000   |
| 2 Allow for heating system for processing room & sorting area c/w high mount cabinet unit heaters (assumed gas heating) etc. | 1 sum    | 12,000.00                | 12,000  |
| 3 Allow for ventilation/exhaust system c/w HRV units, EFs, ductworks, end terminal units etc.                                | 1 sum    | 90,000.00                | 90,000  |
| 4 Allow for DX cooling supply for electrical room & processing area  | 1 sum    | 10,000.00                | 10,000  |
| 5 HVAC-miscellaneous such as mobilization, start-up, cleaning, tagging, identification, drawings, manuals etc.               | 1 sum    | 3,500.00                 | 3,500   |
| 6 Testing, adjusting & balancing c/w commissioning   | 1 sum    | 4,500.00                 | 4,500   |
| C13 HVAC <b>TOTAL : \$</b>   | 471 m2   | 261.15                   | 123,000 |
| C14 Controls   |          |                          |         |
| 1 Allow for controls   | 1 sum    | 20,000.00                | 20,000  |
| C14 Controls <b>TOTAL : \$</b>   | 471 m2   | 42.46                    | 20,000  |

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| C2 ELECTRICAL                                     | Quantity | Unit rate | Amount |
|---|----------|-----------|--------|
| C21 Service & Distribution                        |          |           |        |
| 1 Service & distribution                          | 471 m2   | 100.00    | 47,100 |
| C21 Service & Distribution <b>TOTAL : \$</b>      | 471 m2   | 100.00    | 47,100 |
| C22 Lighting, Devices & Heating                   |          |           |        |
| 1 Light fixtures                                  | 471 m2   | 70.00     | 33,000 |
| 2 Exit & emergency lighting                       | 471 m2   | 10.00     | 4,700  |
| 3 Lighting controls                               | 471 m2   | 20.00     | 9,400  |
| 4 Power outlets & connections                     | 471 m2   | 40.00     | 18,800 |
| 5 Connection to mechanical equipment              |          | allow     | 15,000 |
| 6 Electric heating                                |          | nil.      |        |
| C22 Lighting, Devices & Heating <b>TOTAL : \$</b> | 471 m2   | 171.76    | 80,900 |
| C23 Systems & Ancillaries                         |          |           |        |
| 1 Fire alarm system                               | 471 m2   | 50.00     | 23,600 |
| 2 Communication system                            | 471 m2   | 25.00     | 11,800 |
| C23 Systems & Ancillaries <b>TOTAL : \$</b>       | 471 m2   | 75.16     | 35,400 |

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| D1 SITE WORK  | Quantity | Unit rate | Amount  |
|---|----------|-----------|---------|
| D11 Site Development  |          |           |         |
| 1 Site clearing and grubbing  |          | Allow     | 2,000   |
| 2 Remove mining tailings within the site development area   | 2,119 m2 | 25.00     | 53,000  |
| 3 New compacted structural fill c/w pit run and screened material   | 2,219 m2 | 30.00     | 66,600  |
| 4 Heavy duty Asphalt paving   | 1,000 m2 | 80.00     | 80,000  |
| 5 light duty Asphalt paving   | 1,200 m2 | 65.00     | 78,000  |
| 6 Extra for minimum soft landscaping - Allow  |          | Allow     | 6,000   |
| 7 Extra for minimum hard landscaping - Allow  |          | Allow     | 3,000   |
| 8 Exterior bollards - Allow   | 8 No.    | 1,000.00  | 8,000   |
| 9 Allowance for site furnishing   |          | Allow     | 2,000   |
| 10 Allow for bike racks   |          | Allow     | 3,000   |
| D11 Site Development <b>TOTAL : \$</b>  | 2,215 m2 | 136.16    | 301,600 |
| D12 Mechanical Site Services  |          |           |         |
| 1 Allow for mechanical services c/w water service, sanitary service, U/G septic tank /w pumps & controls, storm water disposal system /w tanks etc. | 1 sum    | 90,000.00 | 90,000  |
| D12 Mechanical Site Services <b>TOTAL : \$</b>  | 1 Sum    | 90,000.00 | 90,000  |

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**Appendix  
B - Documents and Drawings List**



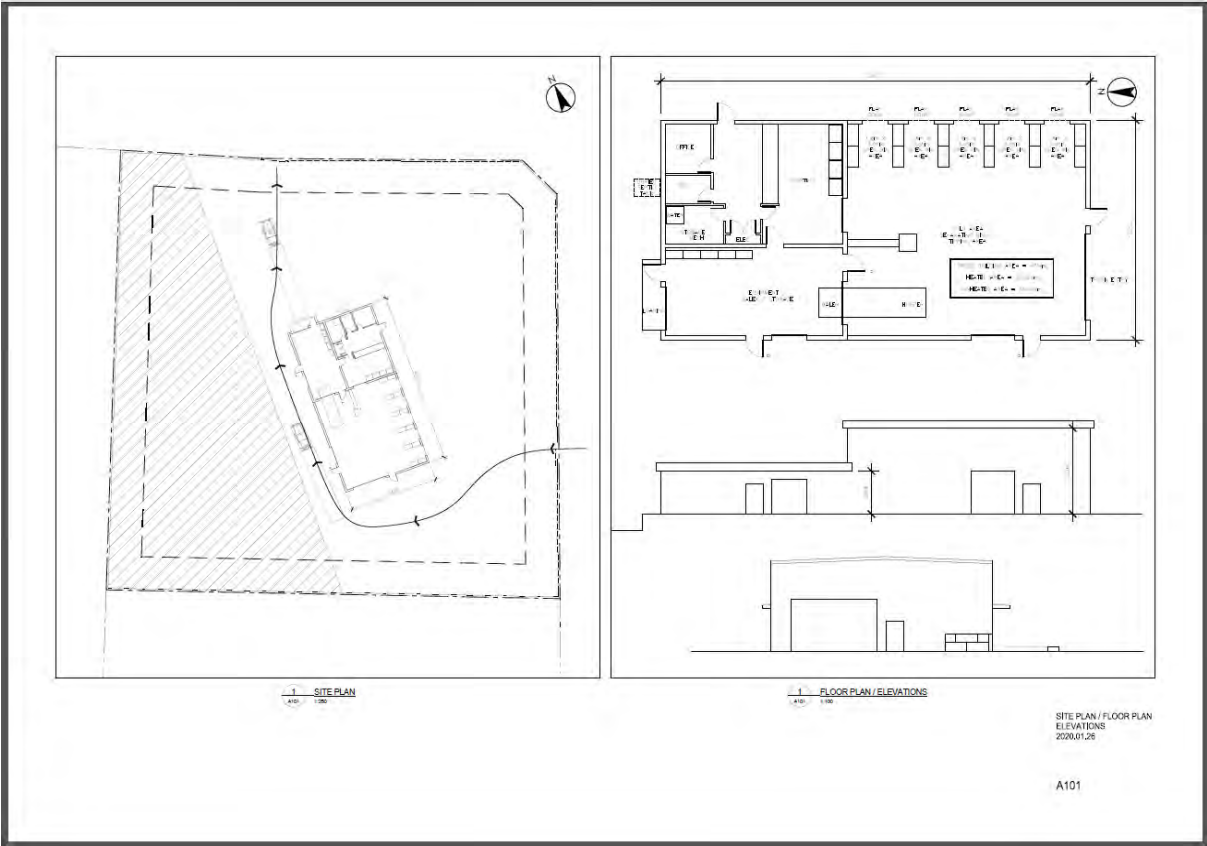
Documents

| Number | Title  | Dated     | Received   |
|--------|--|-----------|------------|
| 1-6    | Transfer Stations Best Practices_ Tipping Floors - Waste Advantage Magazine 6pages | 1/30/2020 | 2020/01/22 |

Architectural Drawings

| Number | Title                           | Dated      | Received   |
|--------|---------------------------------|------------|------------|
| N/A    | Conceptual Elevations 1page     | 2020/01/20 | 2020/01/22 |
| A101   | Dawson SWDC - Draft Plans 1page | 2019/11/12 | 2020/01/22 |
| A101   | DAWSON SWDC 2020.01.26 1page    | 2020/01/26 | 2020/01/22 |

**Appendix AA  
Documents and Drawings List**



## **Hanscomb: Celebrating More than 60 Years of Excellence in the Construction Industry**

Hanscomb Limited, a leading independent organization of project control specialists, has been privileged to serve both Canadian and international clients on a wide variety of construction projects for over 60 years. By planning, monitoring and controlling cost in an unbiased independent professional manner, Hanscomb has become an internationally recognized leader in the coordinated management of capital projects.

Our growing team of trusted professionals and experts consists of quantity surveyors, cost consultants, project monitors, schedulers and value specialists, skilled in a remarkable variety of project sectors including but not limited to transportation, civil infrastructure, education, healthcare, residential, and commercial. Hanscomb takes pride in the multi-disciplinary character of the company and the ability of its people to bring together, in a team, the professional and practical skills of the very diverse field of quantity surveying.

Our nationwide network of offices and worldwide associates allows for the easy exchange of information, skills and resources ensuring we stay abreast of the latest in design, construction practices and trends. With offices located coast to coast, Hanscomb has the local experience and worldwide presence to keep your projects on track.

### **Cost Planning & Control**

- Master plan costing
- Construction cost estimates
- Replacement cost estimates

### **Scheduling**

### **Value Management**

### **Financial Analysis**

- Life cycle costing
- Operations and maintenance
- Cost / benefit analysis
- Feasibility studies

### **Applied Research**

- Construction price indexing
- Risk and gap analysis
- Cost publications

### **Project Loan Monitoring**

### **Project Management**

### **Litigation Support**

From east to west, our leadership team is here to serve you. We collaborate on many projects nationally and internationally and are available to assist you. For information please contact us:

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| Ken King, Manager                       | vancouver@hanscomb.com | (604) 685-1241 |





# CITY OF DAWSON

## Solid Waste Diversion Centre: Design Brief

### 1.0 Objectives

The City of Dawson (CoD) is seeking to construct a new Solid Waste Diversion Centre (SWDC) on an industrial property within the municipality in collaboration with the Conservation Klondike Society (CKS) and Yukon Government (YG).

The objectives of the new SWDC are:

- Increase capacity for sorting by providing a larger sorting table and receiving area.
- Improve materials sorting and processing efficiency of materials dropped off by the public and material collected curbside
- Provide a processing area (tipping floor and lock-block bays) for recyclables collected from a residential curbside collection program.
- Improve safety controls.
- Provide space external to the building to accept and process additional material in future that may be included under the YG DMR.

*Morrison Hershfield, Solid Waste Management Program Design Assessment, 2017*

### 2.0 Site

The site for the SWDC is vacant Lot 11, Rabbit Creek Road, Callison Subdivision Phase 2.

The CoD has prepared the lot for construction of road and buildings by adding 12 inches of fill, 8 inches of pit run, and 4 inches of screened material, compacted and graded.

The lot has an area of 0.608 ha (1.5 acres). However, due to the north area having a pond at a much lower elevation, the useable area for construction and roadways/parking is at most two thirds of the existing lot (i.e. approximately 1 acre).

There is power available on two sides of the lot: the south and the east. The site currently does not have water or sanitary sewer connections. There is a lower undeveloped area to the northwest, west of the existing pond, which may be suitable for a holding tank to maximize useable space for parking, roads, and construction on the lot.

The CoD has erected fencing around the lot, including two sliding vehicle gates and one pedestrian gate. The vehicle gate on the south access is located approximately 24m from the southeast property corner, and the vehicle gate on the east access is located approximately 25m from the northeast property corner. The pedestrian gate is to be located on the northwest side of the fence, essentially opening to the potential location of the holding tank to the west of the pond.

*Morrison Hershfield, Solid Waste Management Program Design Assessment, 2017*

### 3.0 Tonnages and Accepted Materials

The following recyclable tonnages are estimated for the City of Dawson:

| source       | tonnes to collect per week | peak tonnes to collect per week (summer) | tonnes to collect per year |
|--------------|----------------------------|--|----------------------------|
| ICI          | 4.8                        | 10                                       | 248                        |
| Residential  | 2.1                        | -  | 110                        |
| <b>Total</b> | <b>6.9</b>                 | <b>10</b>                                | <b>358</b>                 |

*Morrison Hershfield, Solid Waste Management Program Design Assessment, 2017*

The design should accommodate the processing of 70 bales / week, this number includes cardboard. Alternative methods of on-site resource reutilization, including building heat, and processing of cardboard and waste paper should be considered.

70 bales / week = 280 bags / week = 392 cubic meters / week approximate.

Materials that may be accepted at the SWDC include the following:

- BCR materials (refundables)
- Glass (non refundables)
- #1 Plastic (clear and coloured)
- #2 Plastic (natural/cloudy)
- Newspaper, Hard Mixed Paper, Office Pack, Boxboard
- Cardboard
- Aluminum
- Mixed Plastics (#4 - #7)
- Plastic Film
- Polystyrene foam
- Tetra Pak/Wax Cartons

Acceptance of organics for processing in an enclosed composting unit shall be provided for.

#### 4.0 **Occupants**

The SWDC should accommodate up to 8 employees and their vehicles or bikes. In addition, it should accommodate up to 2 customers for receipt of refunds at one till station, and up to 10 parking spaces in front of outdoor recycling center for material drop off.

#### 5.0 **Design**

##### **Site**

The site should accommodate the following:

- Access to building and ease of maneuverability for transport truck, collection truck, staff parking x4, and customer parking x 10.
- Potential for expansion of the Processing Room
- Septic Tank w/ pump out
- See Kobayashi conceptual plan for traffic patterns

##### **Rooms**

###### **Processing Room**

- Heated
- Tipping floor
- durable half wall for receiving mixed paper (newspaper and cardboard)
- durable half wall for receiving mixed containers (beverage containers and aluminum cans)
- durable half wall for receiving future materials or for storage
- Garage door access into space for collection truck
- Garage door access into space for skid steer loader
- Pedestrian door access into space from exterior
- Pedestrian door access into space from Office Area
- 2 x horizontal recycling balers (minimum)
- Straight belt conveyor sorting table
- Appropriate energy efficient lighting in task areas
- Potential for extension in future (i.e. ensure utilities are in areas where they would not be disturbed in the event of expansion)

###### **Public Direct Drop Point**

- Public recycling drop-off directly into Processing Room eliminating the requirement for bags, reducing handling time, and eliminating animal attractants
- Adjacent to Processing Room
- Adjacent to public parking

### Material and Equipment Storage Room

- Unheated
- Concrete floor
- Garage door access into space for skid steer loader and bales
- Pedestrian door access into space from exterior
- Pedestrian door access into space from Office Area
- Storage for processed bales of refundables (nonrefundables will be stored outside)
- Storage for mobile equipment
- Potential for extension in future (i.e. ensure utilities are in areas where they would not be disturbed in the event of expansion)

### Office (Office Area)

- Heated
- Desk
- Chair
- Filing cabinet
- Public information / signs
- Computer
- Phone
- Internet
- Office storage
- White board
- Window to receiving and baling room
- Safe
- Cash till
- Customer service counter

### Washroom (Office Area)

- Heated
- Unisex
- Sink
- Toilet
- Garbage
- Soap
- Paper towel / hand dryer
- Mirror



### Lunchroom (Office Area)

- Heated
- Prep area
- Sink
- Space for appliances: coffee maker, microwave, kettle
- Surface to eat from and 8 chairs
- Union Board
- Safety station (SDS literature, OHS literature)
- Lockers for staff x 8
- Dry storage

### Water Storage and Mechanical Room (Office Area)

- Heated
- Water storage tank (5' diameter?)
- Electrical panel
- Hot water tank
- Mechanical panel for alternate heat source?

### Janitorial Closet (Office Area)

- Heated
- Janitorial sink
- Shelving
- Storage

### Vestibule / Arctic Entrance

- Heated

### Other Design Elements

- Septic tank
- Natural light
- Alternative heating sources
- Green building techniques
- Ventilation
- Fire suppression
- Handwash station, eyewash station, first aid, OHS requirements
- Barrier free accessibility to Public Direct Drop Point and Office Area
- Exterior storage of nonrefundables bales
- Storage for e-waste
- Storage for HHW

## Stationary Equipment

- Horizontal recycling baler x 2 (upgrades supplied by YG, included in project cost, allow for expansion in future)
- Straight belt conveyor sorting table with large drop down bins

Based on the above Materials that may be accepted at the SWDC, the following types of processing equipment may be required:

|  |                     |
|--|---------------------|
| BCR materials (refundables)                        | None                |
| Glass (non refundables)                            | Glass Crusher       |
| #1 Plastic (clear and coloured)                    | Small Baler         |
| #2 Plastic (natural/cloudy)                        | Small Baler         |
| Newspaper, Hard Mixed Paper, Office Pack, Boxboard | Large Baler         |
| Cardboard  | Large Baler         |
| Aluminum   | Small Baler         |
| Mixed Plastics (#4 - #7)                           | Small Baler         |
| Plastic Film                                       | None                |
| Polystyrene foam                                   | Small Baler         |
| Tetra Pak/Wax Cartons                              | None – small amount |

CKS noted that there is an economic benefit to baling as much as possible, how this translates to cost recovery should be determined.

## Mobile Equipment

- Skid Steer Loader / Fork Lift (included in project cost)
- Pallet Jacks x 2

## 6.0 Timing

|                         |            |                         |
|-------------------------|------------|-------------------------|
| Complete Design Brief   | CoD        | February 2019           |
| Obtain Class D Estimate | CoD        | March 2019              |
| Design Tender           | YG         | April – May 2019        |
| Develop Design          | Consultant | June – November 2019    |
| Apply for ICIP at 65%   | YG         | August – December 2019  |
| Construction Tender     | YG         | January – February 2020 |
| Construction            | Contractor | May – August 2020       |
| Substantial Completion  | -          | August 2020             |

The project should be phased to ensure the application for ICIP and the Design run concurrently to expedite the process.

The Construction Tender should be awarded in advance of May to ensure materials and equipment can be purchased in advance of the summer season.

Both CoD and CKS would like to see the construction completed by August 2020.

## 7.0 Capital Cost Estimate

Morrison Hershfield prepared a Class D preliminary capital cost estimate of 1.848M based on a conceptual design.

| Item #   | Item                          | Unit | Quantity | Unit Price | Total Price         |
|--|-------------------------------|------|----------|------------|---------------------|
| 1  | <b>Project Summary</b>        |      |          |            |                     |
| 1.01   | Mob/Demob                     | LS   | 1        | \$ 50,000  | \$ 50,000           |
| 1.02   | Site Preparation              | LS   | 1        | \$ 120,000 | \$ 120,000          |
| 1.03   | Surfacing, barriers and signs | LS   | 1        | \$ 197,500 | \$ 197,500          |
| 1.04   | Lock-block Wall               | LS   | 1        | \$ 12,600  | \$ 12,600           |
| 1.05   | Surface water management      | LS   | 1        | \$ 20,000  | \$ 20,000           |
| 1.06   | Site Buildings                | LS   | 1        | \$ 550,000 | \$ 550,000          |
| 1.07   | Equipment and Containers      | LS   | 1        | \$ 196,500 | \$ 196,500          |
| <b>Subtotal</b>                                      |                               |      |          |            | <b>\$ 1,146,600</b> |
| 40% Construction Contingency                         |                               |      |          |            | \$ 459,000          |
| Subtotal - Construction Cost                         |                               |      |          |            | \$ 1,606,000        |
| Engineering - Detailed Design Services (8%)          |                               |      |          |            | \$ 128,000          |
| Construction Oversight, Contract Administration (7%) |                               |      |          |            | \$ 112,000          |
| <b>TOTAL - COST</b>                                  |                               |      |          |            | <b>\$ 1,846,000</b> |

End of Design Brief

**From:** [Project Manager](#)  
**To:** [Public Works Manager](#); [Torigai, Kaori](#)  
**Cc:** [Curtis Jung](#); [Humphreys, Kyle](#)  
**Subject:** FW: Eligibility of Dawson City YT Recycling Centre (new build) for GICB funding  
**Date:** Thursday, December 16, 2021 9:41:23 AM

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**From:** GICBP / PBCVI (INFC) <[gicbp-pbcvi@infcc.gc.ca](mailto:gicbp-pbcvi@infcc.gc.ca)>  
**Sent:** December 15, 2021 4:56 PM  
**To:** Project Manager <[ProjectManager@cityofdawson.ca](mailto:ProjectManager@cityofdawson.ca)>  
**Subject:** RE: Eligibility of Dawson City YT Recycling Centre (new build) for GICB funding

Hello Mr. Klemm,

We sincerely apologize for the delay in responding to your inquiry, we have received a high volume of correspondence and overall interest in the program.

Thank you for your interest in the Green and Inclusive Community Buildings (GICB) Program. This program supports green and accessible retrofits, repairs or upgrades of existing public community buildings and the construction of new publicly-accessible community buildings that serve high-needs, underserved communities across Canada. Building projects submitted to the GICB are required to offer services that demonstrably serve high-needs, underserved populations within these communities. Unfortunately this project would not likely be eligible for funding under this program. While recycling facilities play an important role in diverting waste from landfills, it is not clear how this facility would provide services and programming to high-needs, underserved people in the community. Additionally, new build projects submitted under the Scheduled Intake Stream are required to have a minimum of \$3 million in total eligible costs. Smaller projects could be submitted under the Continuous Intake Stream for small- and medium-sized retrofits. New build projects under \$3 million in total eligible costs would not be eligible for funding. Further information on eligible projects and costs can be found in the [GICB Applicant Guide](#) on our website.

Thank you,  
The Green and Inclusive Community Buildings Program  
Infrastructure Canada  
[infcc.gicbp-pbcvi@infcc.gc.ca](mailto:infcc.gicbp-pbcvi@infcc.gc.ca)  
S.L

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**From:** Project Manager <[ProjectManager@cityofdawson.ca](mailto:ProjectManager@cityofdawson.ca)>

**Sent:** Friday, November 19, 2021 4:17 PM

**To:** GICBP / PBCVI (INFC) <[gicbp-pbcvi@inf.gc.ca](mailto:gicbp-pbcvi@inf.gc.ca)>

**Subject:** Eligibility of Dawson City YT Recycling Centre (new build) for GICB funding

Good afternoon

The City of Dawson is in the planning stages of building a recycling centre to be completed in Fall of 2022.

We would like to confirm that this facility would be eligible for funding as a new build as it would be accessible to the public and provide a community service as well as 'fill a missing, or distinct gap in a, service requirement of high needs communities where critical community infrastructure is lacking.

If eligible, could you please also advise under which intake we should apply. Although this will be a new community building, the current budget for the project is \$1.9 million, under the \$3 million required for scheduled intake. Therefore are we able to apply through the continuous intake or is this strictly reserved for small and medium retrofits?

Thank you for your time and I look forward to hearing from you.

