



The Atmospheric Fund
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Request for Quotations: Renovation Project Manager

PURPOSE

TAF is seeking an experienced Project Manager to help plan and directly supervise the interior renovation of our office. The premises will accommodate 29 staff. The plan is in keeping with 'office modernization' approaches including open-concept workstations complemented by meeting rooms. The work anticipated includes removal of several walls, new flooring, installation of furniture and meeting rooms (construction or wall systems TBD), electrical and cabling, painting, etc. It also involves coordination of staff participation through the process.

The Project Manager will help plan the renovation, organize preparation for the renovation, oversee construction and trades, guide the purchase and installation by suppliers, and undertake other details to ensure each element is completed in an efficient and timely manner. The goal is to ensure the project is delivered on time, according to requirements, on budget and with minimum disruption to TAF's staff and productivity.

You must be well versed in project scheduling, knowledgeable regarding construction methodologies and procedures, familiar with relevant products and suppliers, and able to coordinate the work of diverse service providers and users. The Project Manager will have a desk on-site and will coordinate staff's engagement from start to finish of the project. The ideal candidate will have an analytical mind and great organizational and time-management skills.

This project will be undertaken over approximately 3 months, starting January 2018.

SCOPE OF WORK AND DELIVERABLES

The Project Manager will be responsible for:

- Creating a start-to-finish project implementation plan with milestones to sequence the various elements, and monitoring and evaluating progress to ensure deadlines are met.
- Coordinating staff involvement, including on-site and temporary accommodations during implementation.
- Collaborating with the professionals involved in designing the project
- Coordinating and supervising the work undertaken by the building owner and other service providers to provide guidance as needed, and ensure budgets and timelines are met
- Establish, in collaboration with management and the designer(s), specifications for products and services to be procured, and negotiating contracts with external vendors
- Helping to determine resources (manpower, equipment and materials) needed from start to finish with attention to budgetary limitations, and monitoring total disbursements
- Hiring of service providers and other capacities needed with clarity on responsibilities/deliverables and costs
- Ensuring adherence to all health and safety standards.

TIMELINE

RFQ responses - December 20, 2017

Interview with shortlisted candidates (if required) - Week of January 1, 2018

Consultant selection - January 5

Kick-off meeting - January 8

Final Deliverable - March/April 2018

REQUIRED QUALIFICATIONS:

- At least 5 years demonstrated experience as a construction project manager, and use of project management principles and tools
- Familiarity with health and safety standards
- Detailed understanding of construction procedures and materials, and office systems options and installation
- Outstanding communication and negotiation skills
- Excellent attention to detail, organizational, and time-management skills
- Construction Project Management Certificate an asset

SUBMISSION OF QUOTATIONS:

Please provide the following in your proposal:

1. Experience - maximum 4 pages detailing your/the firm's project management experience for this scale of renovation. This should include indication of understanding the construction procedures, project management principles, familiarity with health and safety standards.
2. Approach - maximum 2 pages indicating the approach you would take to the assignment.
3. Proponent - CVs and/or short outline of the experience of each service provider who would be involved in undertaking the project and deliverables.
4. Quote - quotation of hourly rate for providing the required services and estimate of total hours required to complete the assignment

Deadline for responses to this Request for Quotations is 5 pm, December 20, 2017.

Please email your responses to Jaime at jklein@taf.ca

- All material must be in a single PDF
- Named as follows: Name or Firm - PM Quotation - dd-mm-yr

MORE INFORMATION

<http://taf.ca/>