

June 12, 2018

Request for Proposals: Project Manager

Project: The Safety Related Airfield Modernization Project

Location: Saint John Airport Inc.

4180 Loch Lomond Road, Saint John NB, E2N 1L7

Background:

The Saint John Airport Inc. (The Airport) has undertaken a project to improve and upgrade the airfield as part of the National Trade Corridor Funding program which provides funding from the federal government.

The scope of the project includes the repaving and refurbishing of 2 runways, new runway edge lighting, new centerline lighting on one runway, new Runway End Safety Areas (RESA's) on both runways and some terrain removals.

The work is intended to be carried out over approximately 2 years beginning immediately.

Scope of Services: Project Manager

The Airport requires the services of a Project Manager to represent the Airports interests in the project and to help oversee and coordinate activities. The project manager reports directly to the Airport's Director of Engineering, Facilities and capital Projects and is the key liaison between the primary consultants and the Airport.

Duties and activities of the Project Manager are generally described as follows:

The YSJ Capital Project Manager (PM) is to ensure that the projects identified under the scope of the Contribution Agreement (CA) are completed in accordance with the terms and conditions of the CA using accepted project management principles.

The PM duties include, but are not limited to:

1. Participate in review of project scope development and final design of project elements.
2. Participate and contribute to project risk assessments with consultants and airport management.
3. Completing all reports, including progress reports for submission to the CA management committee as required by terms and conditions of the committee.
4. Review all invoices submitted by contractors, consultants and suppliers to ensure they are complete and accurate for the work completed, and they are eligible under terms of the CA.
5. Participate in CA management committees.



6. Chair and participate in, as appropriate, scheduled construction and design meetings with the contractors and consultants.
7. Provide project updates and progress reports to management as required.
8. Assist with the tendering process for work related to goods and services for the identified projects.
9. Monitor work by contractors and consultants to ensure agreed schedules are being maintained.
10. Conduct inspections of the work area to ensure that work is being conducted in accordance with agreed work plan and schedule.
11. Ensure all contractors and consultants comply with all YSJ safety and security regulations and all related federal and provincial health, safety and environmental regulations.
12. Liaise with YSJ Operations to ensure all work is conforming to the conditions of the Plan of Construction Operations (PCO), and to identify any potential impact to airport operations.
13. Assist in communication with stakeholders in the interest of minimizing negative impacts.
14. Ensure all outside site personnel have been given YSJ safety orientation and briefing.

Qualifications:

- Knowledge and experience in airport operations and execution of capital projects in a similar airport environment.
- Knowledge of regulations pertaining to operations and construction on Canadian airports including Transport Canada regulations, Canadian Aviation Regulations and Nav Canada regulations and requirements.
- Experience in working with federal funding programs involving cost tracking and reporting.
- Project management and cost control experience.
- Background knowledge in airfield design, safety requirements and environmental practices.
- Excellent communication skills developed from experience in similar projects in an airport environment, coordinating with management, consultants and stakeholders.
- Possession of a Restricted Area Identity Card would be a definite asset. The ability to acquire a RAIC is a requirement.



Requirement:

The work is expected to begin immediately and will require full time presence at the Airport for extended periods. The requirements are expected to be reduced after construction season, increasing again with the approach of the next construction season. Limited service may be required year round.

For the purpose of this engagement, the Airport will provide the following:

- Office space.
- Computer.
- Phone / cell phone and contract.

Submission of Proposals

Submit fees and expenses (in Canadian funds exclusive of HST) together with a summary of the candidate's qualifications, experiences and references. Submissions may include hourly and daily rates. Also include any fixed fees, categorized, for proposed disbursements including any mark up.

Deadline for proposal submittal is 12:00 pm Friday June 22th, 2018. Electronic copies or hard copies are both acceptable subject to their being received by the submittal deadline. They shall be submitted to Brian Wiggins, Director of Engineering, Facilities and Capital Projects at either:

(1) Email: Brian Wiggins bwiggins@sjairport.ca

(2) Saint John Airport Inc
4180 Loch Lomond Road
Saint John, NB
E2N 1L7
Attention – Brian Wiggins
Subject – 2018 PROJECT MANAGER PROPOSAL

The Saint John Airport Inc. is not bound to accept the lowest or any proposal.



Brian Wiggins,
Director of Engineering, Facilities and Capital Projects

SAINT JOHN AIRPORT INC.

