



Request for Qualifications

Project Manager for the Canada Games Cycling Venue

Introduction

Held once every two years, alternating between winter and summer, the Canada Games represent the highest level of national competition for up and coming Canadian athletes. The Games have been hosted in every province at least once since their inception in Quebec City during Canada's Centennial in 1967. The Games are proud of their contribution to Canada's sport development system in addition to their lasting legacy of sport facilities, community pride and national unity. The organization of the Canada Games is made possible thanks to the contribution and support of the Government of Canada, provincial/territorial governments, host municipalities and the Canada Games Council.

In January 2013 the Canada Games Council officially approved the Winnipeg bid to host the 2017 Canada Summer Games. The Winnipeg bid community has begun its work to transform into the aforementioned Host Society, responsible to plan and stage this prestigious event.

The purpose of this RFQ is to invite submissions from qualified project managers who can then be contracted to work with the Host Society to ensure the facility is constructed in time for the first test event planned for fall of 2016.

Outlined below is the Terms of Reference.

Terms of Reference

Manitoba Cycling is seeking a qualified project manager to oversee the design and construction of the 2017 Canada Games Cycling Venue, yet to be designed. The successful applicant will be required to work with the Canada Games team and the City of Winnipeg to scope out all of the necessary tasks and time lines. They shall then coordinate & manage the process to ensure the facility is completed for the 2016 test event.

Currently there is a working group that is confirming the venue components, the cycling course details, the temporary fit-out requirements, and scoping out the broader design requirements related to municipal & geotechnical engineering, and landscape architecture. What is needed now is someone with the skills and commitment to take the lead over the 'venue delivery'.

The ideal candidate will have a body of work that demonstrates their attention to detail, ability to run coordination meetings, and their skill at maintaining a focused effort to advance projects efficiently while managing project schedules and budgets.

While this project does not have a significant construction budget (less than \$500,000) there is some complexity in coordinating design teams working on small scale drainage, stabilization, re-grading works, and landscaping. Also included is working with the City of Winnipeg and Cycling Manitoba who are the client team, making sure the regulatory needs are met (development permit, etc..), and then overseeing the construction contracts and execution.. Professional Engineers and Landscape Architects will be contracted as required to advise on, and prepare any necessary documents required. The technical depth will be available to the projects, however, the successful applicant will be charged with leading the process.

Submission Requirements

We invite you to provide a succinct submission of your qualifications. We will be looking for:

- Statement of Interest – please provide, in two pages or less, a description of why you (and your firm if applicable, is a good fit to this project)
- Examples of related projects

- Qualifications, resume, and your hourly rate (and that of key personal, if applicable)so that a budget can be developed for the role of Project Manager
- Individual / Company Profile including years in business
- References for related project work

From the submissions, the Manitoba Cycling will select a short list of applicants to interview and then can then make a selection.

Please submit your application to :

The Manitoba Cycling Association
145 Pacific Avenue
Winnipeg, MB
c/o Twila Pitcher, Executive Director
Email: cycling.ed@sportmanitoba.ca
Phone: 204-925-5686

Deadline: January 15th

Only those who will be interviewed will be contacted.