

COURS BAYVIEW YARDS

REQUEST FOR INTEREST THE INNOVATION CENTRE AT BAYVIEW YARDS SEEKS AN PROJECT MANAGER

At this time, the Innovation Centre at Bayview Yards (ICBY) is requesting indications of interest from qualified suppliers to act as Project Manager for an upcoming construction project. This call is being conducted in anticipation of securing financing. Final execution of agreements for this role are contingent on the previous condition being successfully achieved.

ICBY is a dynamic and energized hub that serves as basecamp for some of our greatest homegrown technology talent, capabilities and companies. It is the ultimate one-stop business acceleration shop and 'mash-up' of technical, business and market services, resources and expertise that helps entrepreneurs and companies launch, grow and thrive, and compete with anyone in the world.

Opened in December 2016, CBY has become an important focal point in the Region for entrepreneurs, investors, service providers, PSI's and the public sector to intersect and where incubation, acceleration, peer-to-peer networking, subject matter expertise, mentoring, and professional services are accessible in one dedicated and iconic building.

CBY operates an approximately 55,000 square foot facility that hosts incubation organizations, including Invest Ottawa, as well as government service providers such as the National Research Council's Industrial Research Assistance Program, the Ontario Centres of Excellence, Canada School for Public Sector, ISED Innovation Lab, Build Canada Innovation Program (BCIP) and CANSOFCOM staffs. Invest Ottawa is the anchor tenant with approximately 60% of the licensed space.

In order to manage anticipated demand in the 2-5-year range, and to bridge demand until CBY can proceed with participating in a broader development of a Phase 2 on the Bayview Lands site in the 5-10-year timeframe, ICBY is preparing to launch a project to build an 600SM Gross Floor Area addition to the main building at 7 Bayview Station Road.

The project is conceived to achieve:

- A look and feel complimentary to the main 7 Bayview heritage building.
- Accessibility for people with disabilities
- Environmental technology adoption consistent with the LEED Gold certification achieved by the main building
- High level of interaction among the tenant community

The project schedule currently projects the project starting in December 2019 and achieving building occupancy by end of Q1, 2021.

The approved preliminary design concept package is available [here](#).

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Job Goal: Reporting to the VP-Infrastructure, the Project Manager would represent the organization's interests and manage all aspects related to the development of the ICBY expansion, working closely with the Architects from initial design, through to assembly of the consultant team, procurement of a construction contractor and ultimately oversight of the construction stage. The Project Manager is a single point of contact for the Owner throughout the project.

Specific Responsibilities:

Although not a comprehensive list, the following indicates some specific responsibilities of the Project Manager:

- Develop project performance specifications, including space program, sustainability targets that will result in the desired qualitative tone of the Addition
- Develop project master schedule and tracking/management methodology
- Regular reporting to Owner
- Prepare all necessary procurement documents
- Negotiate contracts for consultants and contractors
- Liaise with Authorities Having Jurisdiction/Regulatory Authority
- Support Consultants in obtaining regulatory approvals in a timely manner
- Ensure design and construction are consistent with performance specifications
- Conduct risk analysis on a regular basis
- Coordinate good and ongoing communication between consultants and contractor
- Ensure timely processing of contractor submittals, request for information and change orders
- Review changes as submitted by contractor with Architect/Engineer and keep Owner informed
- Attend any necessary meetings as the Owner's Representative
- Review requests for payment and invoices and make recommendation to the Owner
- Manage project completion stage, including commissioning, training, move coordination, provision of as-built record drawings and operating and maintenance manuals and oversee the smooth transition to an operating building

Qualifications and Characteristics:

- Individual or firm with relevant experience and qualifications to administer the development of this type of facility, with a University Degree in either engineering or architecture
- A high level of integrity
- Ability to work in a collaborative and congenial manner
- A strong commitment to quality and best practices
- Minimum 10 years of experience as Project Manager with the following aspects:
 - Coordinating multiple stakeholders and tenants – public and private sector, profit and non-profit, and manage competing stakeholder interests

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- Community engagement and facilitation
- Knowledge of LEED certification standards for sustainable design and construction
- Establishment of performance specifications and project specific proposal evaluation criteria for consultants and contractors
- Diverse project procurement expertise including conventional design/build, construction management
- Contract negotiation
- Liaison with authorities having jurisdiction with respect to infrastructure and servicing development, brown field development and development planning
- Experience managing cash flows up to or exceeding \$4 million
- Developing and adhering to budgets and schedules
- Proven ability to negotiate and advocate on behalf of the Owner
- Ability to communicate in written and verbal format
- Excellent planning, organization and record keeping skills
- Computer literacy in Microsoft Word and Project, and Excel
- Ability to read architectural and engineering drawings and compare the information to work in place as construction progresses
- Experience in working with and supporting business development and marketing groups
- Bilingualism is an asset

Start date: effective Jan 5, 2020, subject to confirmation of financing.

Our preference is applications from individual.

Our candidate has a sense of commitment to the mission of the organization and willingness to listen carefully and work collaboratively.

Budget for Project Management is \$4,000.00 per month for 15 months

Questions must be submitted by 5:00pm, December 12th. Please respond with covering letter and resume by 5:00pm, December 18th 2019 to:

Manager@thebayviewyards.com

Candidates should include three references for similar projects where they have acted as the owner's representative or project manager including the project name, client name and contact, project description and project value with their submissions.