

# **SENIOR PROJECT MANAGER**

**Short-Term Consulting Contract**

The Neighbourhood Land Trust

The Neighbourhood Land Trust (NLT) is a charitable non-profit organization dedicated to protecting the affordability, diversity, and equity of Parkdale by bringing land into community ownership and control. NLT works to acquire and manage land in Toronto's West End, leasing it at affordable rates to eligible charitable partners who provide community benefits, including affordable and supportive housing. Visit [www.pnlt.ca](http://www.pnlt.ca) for more information.

The Scatter Homes portfolio consists of 82 houses located in west downtown Toronto, providing over 150 affordable units. These units range from single-family homes to small multi-unit buildings, ensuring diverse and inclusive housing options for the community. The portfolio is operated in partnership with YWCA Toronto, and together, we are committed to maintaining affordability and providing safe, dignified and comfortable homes for our residents.

<b>Project:</b>	25 Madison SOGR (State of Good Repair) and CGAH (Deep Energy Retrofit) work
<b>Application Deadline:</b>	February 2nd, 2026 at 1:00 pm
<b>Start Date:</b>	Within 3d of contract signing.
<b>Timelines:</b>	Project completion fall 2026.

# Neighbourhood Land Trust

## A. Overview

The Neighbourhood Land Trust (NLT) is seeking a Senior Project Consultant to provide project management services for a major State of Good Repair (SOGR) and Deep Energy Retrofit (CGAH) project at 25 Madison Avenue, under the direction of NLT's Senior Manager of Capital Assets.

25 Madison Avenue is a four-storey multi-unit residential building constructed in 1981, comprising 12 two-storey townhouse-style units, including six three-bedroom units and six two-bedroom units, with a total gross floor area of 1,221 m<sup>2</sup>. The building is located within a Heritage Conservation District and is uniquely sited between adjacent buildings on Madison Avenue and Huron Street.

The basement level contains shared building services and laundry facilities. Each residential unit spans two storeys and includes either private terrace or garden access. The building is currently fully electric, with an above-ground transformer located between 25 and 27 Madison Avenue. The property has not undergone a comprehensive capital upgrade since its original construction, and many building systems are now approaching or have reached end-of-life, necessitating significant renewal.

The Consultant will be responsible for procuring, coordinating, and administering multiple construction work packages—including roofing, building envelope upgrades, mechanical and electrical retrofits, window and door replacement, and interior repairs—within an occupied 12-unit residential building. The work will be delivered through separate procurement packages and must be carefully managed to align with two distinct funding streams (SOGR and CGAH), each with its own scope, budget, and reporting requirements.

Design development and tender documentation have been substantially completed by NLT's staff and consultant team, including Enform (Architect), RDH (Building Science) and Hammerschlag & Joffe (M&E). The successful Consultant will focus on **contractor procurement, construction coordination, cost control, risk management, and construction administration** from award through close-out. This includes working closely with trades, consultants, and NLT staff to manage

# Neighbourhood Land Trust

sequencing, site access, tenant relocations, safety, quality control, and schedule adherence.

A key priority of the role is **managing delivery risk within a constrained budget and timeline**, particularly for the mechanical retrofit scope, where costs exceed early estimates. The Consultant will be expected to work collaboratively with mechanical trades and engineers to reduce uncertainty, refine scope, and explore viable technical solutions that meet performance targets and funding requirements.

This project is a critical component of NLT's long-term strategy to preserve and improve community-owned affordable housing, and requires a consultant with strong residential retrofit experience, sound judgment, and the ability to manage complex construction work in lived-in buildings.

## B. Scope of Repair / Renovation Work:

### **Category A – SOGR (State of Good Repair scope)**

- Interior Renovations: This includes interior finishes within suites and common spaces such as millwork, kitchens, bathrooms, painting, flooring, lighting, fixtures.
- Exterior Works: General fencing replacement, alterations and additions, including gates & security, hollow metal door replacement on the storage sheds, and misc. maintenance items
- Miscellaneous Electrical and Plumbing Repairs: As per attached Electrical Assessment Reports and Project Specifications, to ensure safety, code compliance, and functionality within the units & common areas. Do not include work associated with HVAC upgrades & CGAH scope.

### **Category B – CGAH (Energy Efficiency Improvements)**

- New windows and Doors: Full replacement of all exterior suite windows and doors, as well as replacement of the exterior aluminum vestibule doors, including all associated work, ie. Flashings, insulation, thresholds, hardware, etc.

## Neighbourhood Land Trust

- Mechanical HVAC & DHW upgrades: New air-source heat pumps, insulated 2 pipe lines and in-suite hydronic fan coil units. Ventilation upgrades to existing ductwork, including new make-up-air unit & heat recovery. Includes DHW upgrades, and related plumbing, controls etc.
- Interior Alterations & Repairs related to HVAC upgrades: Bulkheads, interior shafts, pipe enclosures, structural coring of block walls & slabs, firestopping etc.
- Electrical: Lighting retrofit, and electrical as required for the HVAC and energy efficiency upgrades. Note lighting fixture replacements are described both on the Interior Scope Materials and Lighting Schedule and on Electrical drawings.
- Roof Replacement: Roof replacement with high-performance assembly, and associated work, including parapet, access hatches, curbs, drains, green roof area, etc.

The Senior Project Consultant will be responsible for procuring and managing the work in distinct packages: roofing, interior repairs, mechanical upgrade and window replacement. The building will remain occupied but a portion of the tenants may be relocated for the work.

The mechanical component is coming in over budget. The Senior Project Consultant will be required to work with mechanical trades and a mechanical engineer to reduce risk & unknowns and explore other design solutions.

### Key Objectives

Budget : CGAH: \$950,000

(HC incl contingency, not incl HST) SOGR: \$1,200,000

Performance targets (CGAH): 51% Energy Consumption Savings  
51% GHG reduction

Schedule Adherence: Project to be completed by funding deadline of Nov 30, 2026 for Deep Energy Work and Dec 31, 2026 for State of Good Repair work.

# Neighbourhood Land Trust

Relocation Schedule:

2 - 6 units at a time can be relocated.

## C. Specific Responsibilities

We are looking for a Project Manager for the following scope of work.

- Coordinate Contract docs
  - Drawing and spec packages have been prepared by Consultant team (Enform, RDH, H&J)
  - Break docs into packages for tender
  - Coordinate with Consultants to revise if/as needed.
- Undertake direct procurement of Contractors
  - Follow NLT's procurement policy and process in all procurement
  - Prepare procurement documents as required
  - Request proposals from Contractors
  - Organize and attend bidders' meeting, respond to contractor's questions
  - Assess proposals and work with Contractors to tailor proposals as required
  - Review and prepare contract documents based on NLT contract templates
- Construction Administration
  - Coordinate contractors on site so each contractor has control of their own space and time on site
  - Oversee execution of contracts, collect proof of insurance and other documentation required
  - Coordinate with Consultants as required
  - Review schedules and construction progress
  - Anticipate and resolve contractor questions
  - Organize site meetings, undertake site reviews, comment on deficiencies and complete reports
  - Ensure site safety
  - Review invoices and recommend payment of invoices
  - Complete project close-out, deficiency completion and recommend release of holdbacks
- General
  - Coordinate Notice of Entries for tenanted residential units

## **Neighbourhood Land Trust**

- Coordinate with the NLT's Tenant Engagement staff and housing partner staff in the planning and implementation of accommodations for tenant during a project as required
- Be responsible for risk management for the plans and projects managed
- Keep informed of other relevant regulations and standards, including but not limited to property standards, fire safety codes, Ontario Building Code, Accessibility for Ontarians with Disabilities Act, and Health and Safety practices

### **D. Qualifications**

The ideal consultant has direct experience with contracting, construction administration, project management and working knowledge of sustainable building and retrofit practices. They are as comfortable working with Design Professionals as they are working directly with Trades and General Contractors. They can develop and interpret contracts, construction schedules and budgets, and can proactively identify interrelated work in project development and on site. It is also essential to have strong communication skills to engage diverse stakeholders including tenants, housing partners, and contractors.

### **E. Supervision and Decision-Making**

The Senior Project Consultant will report to the Senior Manager of Capital Assets and will coordinate with NLT staff as required to share NLT standards and experience. They will work directly with Tenant Engagement and Support Staff to communicate construction timelines and access requirements. They will not be required to engage directly with tenants.

## Neighbourhood Land Trust

### F. How to Apply:

**DEADLINE FOR SUBMISSIONS: February 2nd, 2026 at 1:00 pm EST**

Please submit an application by email to [assetmanager@pnlt.ca](mailto:assetmanager@pnlt.ca) with “Senior Project Manager” in the subject line. Please include the following documents attached as one PDF:

- Cover letter (½ page to 1 page)
- Resume, clearly indicating relevant experience
- Detailed fee structure
- Proposed schedule outlining your anticipated time allocation (1 page max)
- Three references of recent clients or peers
- Methodology: project management, approach to cost control, procurement, quality control, and resident engagement (2 page max)

NLT is committed to employment equity, and we strongly encourage applications from residents of Parkdale and or equity-seeking groups.

Questions can be sent by email to Chantal Cornu at [assetmanager@pnlt.ca](mailto:assetmanager@pnlt.ca) .