



Request for Expressions of Interest 3946EOI Architectural and Engineering Services - RCMP Building

1. Introduction

1.1. The City of Richmond (the "City") requires the services of an architectural firm experienced in RCMP Detachment Offices to act as the Prime Consultant providing full architectural and engineering services for proposed upgrades and renovations to the existing building located at 11411 No. 5 Rd to convert it to the new Richmond RCMP Detachment offices. Any contract resulting from this initial Expression of Interest (EOI) may include but is not limited to the provision of architectural, structural, mechanical, electrical, telecommunications, interior design and landscape architectural consulting services.

2. Background

2.1. The Richmond RCMP Detachment has outgrown their current facilities. In 2009, the City acquired the property located at 11411 No.5 Road. The 2-storey, 108,000 square foot steel-frame curtain wall building was constructed in mid-1980 and was recently upgraded for Olympic uses. Many of the recent improvements undertaken will meet some of the current RCMP requirements.

2.2. A building condition report was undertaken in September 2009 and identifies improvements are required to the building such as roof replacement, curtain wall and skylight deficiencies, code upgrades, material deteriorations, HVAC and other lifecycle replacements. This will form part of the scope of work.

2.3. A building program to develop the user needs and identify space requirements is currently underway and anticipated to be completed by the end of June 2010.

3. Objectives

3.1. The objective of the project is to undertake the appropriate renovations and upgrades to the existing building to accommodate the requirements of the Richmond RCMP Detachment and occupy the building in 2011.

3.2. Seismic upgrades to achieve post-disaster standards.

3.3. The building renovations will be designed and constructed to incorporate sustainable features and to achieve a minimum of LEED EB:OM Gold standard as applied to building renovations.

3.4. The City's policy also includes a public art component as part of the project.

4. Requests for Proposals

4.1. Short-listed proponents may be invited to submit proposals, if required, to a Request for Proposals ("RFP") from the City.

5. Qualification Criteria

5.1. The successful Proponent shall have:

- previous experience constructing an RCMP Detachment office;
- previous experiences with seismic upgrades
- proven delivery of tight project timelines

6. Submission Details

6.1. Proponents are requested to submit three (3) copies of their Expression of Interest marked "EOI 3946" to the Purchasing Division, Information Counter, Main Floor, Richmond City Hall located at 6911 No. 3 Road, Richmond, BC V6Y 2C1. Submissions will be received on or before:

Thursday, June 24, 2010, 12:00 Noon, local time

6.2. Questions relating to this EOI may be directed to Sumita Dosanjh, Buyer II – Contracting Specialist by email to purchasing@richmond.ca. Inquires and responses relating to the EOI will be posted on BC Bid and the City's website. It is the sole responsibility of each Proponent to check these sites on a regular basis for amendments, addenda, or questions related to this EOI.

6.3. Any submission will not necessarily be accepted. Proponents are advised they have no claim for compensation in the preparation of their submissions and that by submitting an EOI, each Proponent shall be deemed to have agreed that it has no claim. All submissions received by the City shall be subject to the Freedom of Information & Protection of Privacy Act (BC).

7. Submission Instructions

7.1. All proponents are required to provide the following information with their submissions, and in the order that follows:

- 7.1.1. TITLE PAGE: The title page should show the EOI title and number, submission date, Proponent Name, address, telephone number, email contact, and the name and title of the contact person.
- 7.1.2. TABLE OF CONTENTS Page numbers should be indicated. The submission should be no more than 6-8 pages in length.
- 7.1.3. EXECUTIVE SUMMARY A short summary of the key features of the Response demonstrating the Proponents understanding of the project, including a brief testimonial as to why the Proponent should be short-listed for this project.
- 7.1.4. PROPONENT PROFILE Provide a brief overview of your company or organization including information on previous projects particularly previous RCMP experience. Background information for the proposed project lead including a listing of experience and references on comparable projects. If applicable, provide the name of address, contact person and telephone number for the projects listed.
- 7.1.5. RESPONSE Proponents should address the following as a minimum:
- 1) The capacity to commence this project immediately upon award providing full services as outlined in the Canadian Standard Form of Contract for Architectural Services Document 6 and the ability to meet tight delivery timelines.
 - 2) Proposed sub-consultant teams composed of a minimum of mechanical and electrical engineers with experience on comparable RCMP projects and similar renovation projects. Glotman Simpson Consulting Engineers (Structural Engineer) has completed an analysis for seismic upgrades and would be assigned to the Prime Consultant.
 - 3) Descriptions of similar RCMP projects:
 - Name of project and location;
 - Implementation dates (both scheduled and actual);

- Description of the project ;
- Cost estimates;
- An independent client contact person who can verify the information provided (name, title, organization, address, phone number, fax number) in reference to past projects (include project literature or publications if available).

8. Review of Applications

8.1. Evaluation by the City

- 8.1.1. The City will review the Proposals submitted to determine whether, in the City's opinion, the Proponent has demonstrated that it has the required experience and qualifications to fulfill the obligations of the services identified in this EOI.
- 8.1.2. Subsequent to the receipt and review of responses the City reserves the right to issue an RFP for all or part of the requirement described herein or with any Proponent or with any number of Proponents concurrently for the purpose of entering into an agreement or to cancel this process in its entirety.
- 8.1.3. The City will review the EOI submissions to determine whether, in the City's opinion, the submission has demonstrated the required experience and qualifications required for this Project. The Evaluation Criteria will include, but not limited to, the following:
- General compliance with the submission requirements as outlined in this Request for EOI.
 - Previous experience in similar Projects (See 5.1 above).
 - Qualifications and experience of the proposed team.
 - Qualifications and experience of the proposed sub-consultant teams.
 - Availability and ability to deliver the design service within the Project timelines.

8.2. Inquiries

- 8.2.1. The City, in its sole discretion and without having any duty or obligation to do so, may conduct any inquiries or investigations, including but not limited to contacting references, to verify the statements, documents, and information submitted in connection with the Proposal and may seek clarification from the Proponent's bankers and clients regarding any financial and experience issues.

9. Non-Conforming Applications

9.1. Proposals which fail to conform to the Format Requirements or which fail to conform to any other requirement of these Documents may be rejected by the City. Notwithstanding the foregoing or any other provision of these Documents, the City may at its sole discretion elect to retain for consideration Proposals which deviate either materially from the format requirements set out in hereto or which otherwise fail to conform to any other requirement of this EOI except the requirement of delivery of the Proposal prior to Closing Time.

10. Notifications and RFP Process

10.1. Following the Closing Time, the City will only notify those Proponents who are selected as being pre-qualified and may be invited to submit their proposal under an RFP process if required.

10.2. Any change in the structure or formation of a short-listed Proponent is prohibited.

10.3. The City may unilaterally take the following actions, and shall not be liable for any such actions:

10.3.1. amend the scope and description of the products and services to be procured under any RFP process as described in this EOI, and the qualifications that may be required to meet those requirements. In such event, proposals may be invited from those Proponents who meet the resulting amended requirements;

10.3.2. reject or accept any or all Applications;

10.3.3. cancel the EOI process at any time and reject all Proposals; or

10.3.4. cancel the EOI process and recommence in respect of the same RFP with the same or an amended set of documents, information and requirements.

10.4. The Proponent acknowledges and agrees that any EOI is in no way whatsoever, an offer to enter into an agreement and submission of an Application by any Proponent does not in any way whatsoever create a binding agreement. The Proponent acknowledges that the City has no contractual obligations whatsoever arising out of the EOI process.

10.5. The Proponent acknowledges and agrees that the pre qualification of a Consultant pursuant to this EOI is only a preliminary step in the City's procurement process. Each successful Proponent will be evaluated further under any subsequent RFP (if required) evaluation process.

11. Information Disclaimer

- 11.1. The City and its directors, officers, employees, agents consultants and advisors are not liable or responsible for any verbal or written information, or any advice, or any errors or omissions, which may be contained in this EOI or otherwise provided to the Consultant pursuant to these EOI.
- 11.2. The Proponent shall conduct its own independent investigations and interpretations and shall not rely on the City with respect to information, advice, or documentation provided by the City. The information contained in this EOI is provisional and will be superseded by the RFP and other agreement documents.
- 11.3. The City makes no representation, warranty, or undertaking of with respect to this EOI and the City and its directors, officers, employees, agents, consultants and advisors, shall not be liable or responsible for the accuracy or completeness of the information in this EOI or any other written or oral information made available to any interested person or its advisors, and any liability however arising, is expressly disclaimed by the City.