



**3991EOI - CONSTRUCTION MANAGER AT RISK**

**RCMP COMMUNITY SAFETY BUILDING**

**1. Introduction**

The City of Richmond (the “City”) invites expressions of interest (EOI) for construction management services at risk. These services are required for the project of upgrading and renovating the existing building at 11411 No.5 Rd to accommodate Richmond RCMP detachment.

**2. Background**

The Richmond RCMP Detachment has outgrown its current facilities at 6900 Minoru Boulevard. In 2009, the City acquired the property located at 11411 No.5 Road; a two-storey, 108,000 square foot steel frame curtain wall building that was constructed in mid 1980 and was recently upgraded for Olympic uses.

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

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.

The City is currently in the process of hiring Architecture and Engineering consultant(s) and this appointment is anticipated to happen in the second or third week of July 2010.

The desired substantial completion for the entire project is in Spring 2011.

**3. Objectives**

The objective of the project is to upgrade the facility to post-disaster standards and to renovate the existing building to accommodate the RCMP headquarters.

The base building systems are to be upgraded or replaced as necessary to achieve the requirement of a sustainable and high performance building. Examples of potential improvements are, but not limited to: HVAC Systems, New Roof and Building Envelope.

It is desired that the building renovation be designed and constructed to incorporate sustainable features and to achieve a minimum of LEED EB:OM Gold certification as applied to existing buildings.

#### **4. Definitions**

Throughout this EOI the following definitions apply:

1. “Expression of Interest” means a statement of qualifications submitted in response to and according to the terms of this Request for Expressions of Interest;
2. “Respondent” means an individual or a company (vendor) that submits, or intends to submit, a Response and
3. “Response” or “Submission” means an Expression of Interest.

#### **5. Pre-qualification Process**

Interested parties are required to respond to this Request for Expressions of Interest in accordance with the terms of this EOI.

In the first phase of this potential two-phase process, responses to the EOI are being requested in order to afford the City of Richmond the opportunity to evaluate Respondent’s expertise and to select a shortlist that will be invited to submit a proposal in response to a Request for Proposals. This EOI process is aimed at encouraging businesses with the required level of experience and expertise to participate.

#### **6. Requests for Proposals**

Respondents, who are pre-qualified as a result of this EOI process, may be invited to submit proposals, if required, to a Request for Proposals (“RFP”) from the City of Richmond. The City anticipates that, if required, the RFP will be distributed three to four weeks following the completion of the EOI process.

#### **7. Qualification Criteria**

The Successful Respondent shall have:

1. previous experience (of both the project team and superintendent) in constructing an RCMP detachment office and with other projects of a similar nature;
2. previous experiences with seismic upgrades and extensive renovations;
3. proven delivery of tight project timelines;
4. a demonstrated commitment to sustainable development initiatives;
5. LEED certification experience;
6. availability to start immediately.

## 8. Submission Details

Respondents are requested to submit three (3) copies of their Expression of Interest marked “EOI 3991 – Construction Manager at Risk for the RCMP Community safety Building” 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:

**12:00 Noon, local time, on Wednesday July 14<sup>th</sup>, 2010**

Submissions will be evaluated at the discretion of the City based upon the information contained in the submissions. Questions relating to this EOI may be directed to Kerry Gillis, Buyer II – Contracting Specialist by email to [purchasing@richmond.ca](mailto:purchasing@richmond.ca). Inquiries and responses relating to the EOI will be posted on:

BC Bid (<http://www.bcbid.gov.bc.ca/open.dll/welcome?language=En>)

and the City’s website (<http://www.richmond.ca/busdev/tenders.htm>).

It is the sole responsibility of each Respondent to check these sites on a regular basis for amendments, addendums, or questions related to this EOI.

Any submission will not necessarily be accepted. Respondents are advised they have no claim for compensation in the preparation of their submissions and that by submitting an EOI, each Respondent 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).

## 9. Format Requirements

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

- |                        |  |
|------------------------|--|
| 1.0 TITLE PAGE         | The title page should show the EOI title and number, submission date, Respondent Name, address, telephone number, email contact, and the name and title of the contact person. |
| 2.0 TABLE OF CONTENTS  | Page numbers should be indicated.  |
| 3.0 EXECUTIVE SUMMARY  | A short summary of the key features of the Response demonstrating the Respondent’s understanding of the requirement.   |
| 4.0 RESPONDENT PROFILE | Provide a brief overview of your company or organization including information on previous or  |

present collaborations with other companies or organisations. If applicable, provide the name of address, contact person and telephone number for the companies or organisations, and the effective dates of similar projects as outlined in this EOI.

## 5.0 RESPONSE

Respondents should address the following as a minimum:

The ability to meet the requirements of the scope of work as outlined in Section 15.

Description of the proposed solution.

Descriptions of similar projects including, but not limited to:

1. Name of project and location;
2. Implementation dates (both scheduled and actual);
3. Describe customized requirements of the project;
4. Cost estimates;
5. 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);
6. Subcontractors or joint venture partner;
7. Financial capability of Respondent;
8. A brief testimonial as to why the Respondent should be short-listed for this project.

## 10. Review of Submissions

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:

1. General compliance with the submission requirements as outlined in this request for EOI.
2. Previous experience in similar Projects (as outlined in section nine).
3. Qualifications and experience of the proposed team.
4. Availability and ability to start immediately.

Subsequent to the receipt and review of the Responses, the City reserves the right, in its sole discretion, to issue a Request for Proposal (RFP) for all or part of the requirements described herein or to enter into negotiations with any Respondent or with any number of Respondents for the purpose of entering into an agreement, or to cancel this process in its entirety.

### **11. Inquiries**

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 Respondent's bankers and clients regarding any financial and experience issues.

### **12. Non-Conforming Submissions**

Submissions 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 this Document, the City may at its sole discretion elect to retain for consideration Submissions 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.

### **13. Notifications and RFP Process**

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

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

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

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 Respondents who meet the resulting amended requirements;
2. reject or accept any or all Submissions;
3. cancel the EOI process at any time and reject all Submissions; or
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.

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

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

#### **14. Information Disclaimer**

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.

The Respondent 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.

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.

#### **15. Scope of Work**

The scope of work for this project is to provide construction management services to the City. The City intends to appoint a Construction Manager until all the trade packages have been quoted and committed on budget to provide construction management services, pre-construction work and to bid the trade packages.

The Construction Manager will be required to enter into a CCA-5 construction management contract to provide pre-construction services as outlined in GC2.2 Pre-Construction Phase and amended by the City. When the trade packages have been quoted and committed on budget, the project may be converted to a lump sum Stipulated Price Contract (CCDC-2) as amended by the City's supplementary general conditions. If the stipulated price proposed to convert the contract from CCA5 to CCDC2 is not acceptable to the City for any reason, the City may elect to proceed with a Construction Management Pre-construction Contract (CCA5) as amended by the City's supplementary general conditions, and not convert to a stipulated price.

It is expected that the Construction Manager would be prepared to do the work as outlined in the CCA-5 contract. The work will include, but will not be limited to:

1. Review the cost estimates prepared by the building cost consultant at Design Development Stage, validate and further detail the cost estimates;
2. Review budget and drawings, recommending possible cost efficiencies and coordinate a Value Engineering Exercise;
3. Provide order of magnitude cost estimates for options put forward by the Architectural team and conduct value analysis;
4. Manage the construction costs, monitor the project budget and schedule and report on a biweekly basis.
5. Participate in finalizing detailed construction drawings and specifications drawing from available in-house expertise and industry connections;
6. Work with consultants and staff to do a pre-tender review of drawings and specifications.
7. Participate in pre-qualifications of all sub-trades. The City will issue and receive tenders with the Construction Manager to assist in the preparation of tendering packages, tendering process and in evaluation of the bids.
8. Develop and monitor the project schedule.
9. Demolition and some construction activity are expected to commence as early as September 2010. The Construction Manager must be available immediately to assist in the preparation of the tender documents and in the tendering process.
10. Bi-weekly meetings with the project team including coordinating agendas and minutes;
11. Coordination of all applicable servicing agreements and permits by the City's Engineering and Planning & Development Departments and by all relevant outside agencies;
12. Quality assurance, site visits and change orders during construction;
13. Produce monthly project reports;
14. Summarize all sub-trade quotes and other construction costs into a lump-sum proposal ready to be rolled into a stipulated sum contract;

15. If the contract is converted from a CCA-5 to a CCDC-2, the Construction Manager at Risk will take on the obligations as prescribed in the CCDC-2 contract and amended by the City.



**Business & Financial Services Department**  
Telephone: 604-276-4097  
Fax: 604-276-4162

July 7, 2010  
File: 02-0775-50-3991/Vol 01

Dear Sir/ Madame,

**Re: Addendum One – 3991 EOI - Construction Manager at Risk for the RCMP Building**

This Addendum includes items of clarification, forms part of the Contract Documents and shall be read, interpreted and coordinated with all other parts. Please review and consider the following information in the preparation of your submission:

**I Questions and Answers:**

- Q.1 What kind of bonding is required for this project?
- A.1 The City may require 50% performance and 50% labour and material payment bonds; however, bonding requirements will be confirmed in subsequent phases of the procurement process for this project.
- Q.2 (Please) clarify one of the Qualification Criteria set out on page two of the...EOI? I'm interpreting the Criteria to mean that proponents must have prior experience in constructing RCMP detachment offices. Is this correct? Will a proponent submission showing no prior experience with RCMP projects be eliminated from participating in the short-list RFP process to follow this EOI?
- A.2 Previous experience in constructing RCMP detachment offices is an important factor in the City's evaluation of the expressions of interest and the City shall give preference to respondents that have such experience. However, the City may consider respondents without this experience in combination with the other criteria listed in the Request for Expressions of Interest document.

Yours truly,

Kerry Gillis,  
*Buyer II - Contracting Specialist*  
*City of Richmond*

pc: *Mary Brunet, MAIBC, Manager, Facilities Planning & Construction*  
*Eyad Al Ali, Turnbull Construction*



**Business & Financial Services Department**  
Telephone: 604-276-4097  
Fax: 604-276-4162

July 13, 2010  
File: 02-0775-50-3991/Vol 01

Dear Sir/ Madame,

**Re: Addendum Two – 3991 EOI - Construction Manager at Risk for the RCMP Building**

This Addendum includes items of clarification, forms part of the Contract Documents and shall be read, interpreted and coordinated with all other parts. Please review and consider the following information in the preparation of your submission:

**I. Extension to Closing Date:**

Please note that the Closing Date for this request for Expression of Interest has been extended as follows:

WAS: Wednesday July 14, 2010 at 12:00 noon.  
IS NOW: Thursday July 15, 2010 at 12:00 noon.

**II. Questions and Answers:**

- Q.1 Will the project renovation be including geothermal heating/cooling?
- A.1 One of the project requirements is to upgrade/replace the existing HVAC system with an energy efficient and sustainable system. Geothermal heating/cooling could be one of the options, however this will be determined on the basis of our Architectural/Engineering consultant's recommendation. Appointment of the Architectural/Engineering consultant is anticipated towards the end of July 2010.
- Q.2 Will a permanent fall arrest system be considered?
- A.2 The requirement of a permanent fall arrest system has not yet been determined, our Architectural/Engineering consultant would assess once appointed.
- Q.3 Can you please clarify the following requirements outlined in section "5.0 RESPONSE", of the request for expressions of interest document:
- Q.3a Describe Customized Requirements of the Project: (is the City) looking for descriptions of how a pre-con(struction) phase was customized to meet the specific requirements of a project, or the customization of the entire project delivery package?

- A.3a The requirement is for the proponents to describe their experience with similar projects for the entire project, not a specific phase.
- Q.3b Description of the Proposed Solution: Are you looking for the proponent's approach to the pre-construction phase services only, or a solution for the entire project?
- A.3b The requirement is for the respondent to describe its proposed approach for the entire project, not only the pre-construction phase.
- Q.3c Subcontractors or Joint Venture Partners: When you refer to subcontractors here, given the context of the (Request for) EOI, I am assuming you are referring to firms to whom we may have subbed out pre-con services to. Is this correct, or are you looking for info on trades that we have worked with on similar projects?
- A.3c The requirement is to include in the description of similar projects any JV or sub-contract agreements the proponent had entered while acting as CM at risk.

**IV. Deadline for Inquiries:**

Due to the Closing Date, the City will not answer any inquiries received after the issue of this addendum.

Yours truly,



Kerry Gillis,  
*Buyer II - Contracting Specialist*  
*City of Richmond*

pc: *Mary Brunet, MAIBC, Manager, Facilities Planning & Construction*  
*Eyad Al Ali, Turnbull Construction*