



**4011P – Design, Supply and Construct a Climbing Wall for the
Richmond Olympic Oval**

1. Introduction

- 1.1. The City of Richmond (the “City”) requires a firm to design, supply and construct a climbing wall in the south west corner of the Richmond Olympic Oval located at 6111 River Road in Richmond, BC. Attached to this document is an architect’s perspective of what a climbing wall could look like in this location.
- 1.2. The objective of this RFP is to provide the City with responses from qualified proponents capable of carrying out the work herein defined. The subsequent proponent submissions will form the basis for evaluation, potential interview and selection.

2. Submission Details

- 2.1. Proponents are requested to submit three (3) copies of their Proposal marked “4011P- Design, Supply and Construct a climbing wall for the Richmond Olympic Oval” 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 12:00 Noon, local time, on August 19, 2010

- 2.2. All questions relating to this RFP must be directed to Sumita Dosanjh, Buyer II – Contracting Specialist by email to purchasing@richmond.ca. Inquiries and responses relating to this RFP will be distributed by email to the invited proponents. It is the sole responsibility of each Proponent to ensure that they have received all amendments and addenda related to this RFP.
- 2.3. The City reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their own discretion.
- 2.4. Proposals may be withdrawn by written notice only provided such notice is received at the office of the City’s Purchasing Section prior to the date/time set as the closing time for receiving proposals.
- 2.5. Proposals shall be open for acceptance for ninety (90) days following the submission closing date.
- 2.6. Any interpretation of, additions to, deletions from, or any other corrections to the Proposal document, will be issued as written addenda by the City of Richmond. It is the sole responsibility of the potential Proponents to check with the City of Richmond’s Website

(<http://www.richmond.ca/busdev/tenders.htm>), and/or BC Bid (<http://www.bcbid.gov.bc.ca/open.dll/welcome?language=En>) to ensure that all available information has been received prior to submitting a proposal.

- 2.7. Except as expressly and specifically permitted in these instructions, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.
- 2.8. Proponents are advised that the City will not necessarily accept any Proposal and the City reserves the right to reject any or all Proposals at any time without further explanation or to accept any Proposal considered advantageous to the City.
- 2.9. A Proposal which contains an error, omission, or misstatement, which contains qualifying conditions, which does not fully address all the requirements of this RFP, or which otherwise fails to conform to the requirements in this RFP may be rejected in whole or in part by the City at its sole discretion.
- 2.10. The City may waive any non-compliance with the RFP, specifications, or any conditions including the timing of delivery of anything required by the RFP and may, at its sole discretion, elect to retain for consideration Proposals which are non-conforming, which do not contain the content or form required by the RFP or because they have not complied with the process for submission set out herein.
- 2.11. The City may choose, at its sole discretion, to proceed with all of the components of the Work, none of the components or selected components of the Work.
- 2.12. All Proposals will remain confidential, subject to the Freedom of Information and Protection of Privacy Act of British Columbia.

3. Negotiations

- 3.1. The award of any contract is subject to negotiations with any Proponent. Such negotiations may include, but are not limited to, the following:
- i. Changes or work refinements in the service requirements or scope of work proposed by the Lead Proponent;
 - ii. Price – if directly related to a change or refinement in the proposed scope of work proposed by the Lead Proponent; and
 - iii. Specific contract details as deemed reasonable for negotiation by the City of Richmond.
- 3.2. If a written contract cannot be negotiated within sixty (60) days of notification to the preferred Proponent, the City may, at its discretion at any time thereafter, terminate negotiations with the preferred Proponent and either enter into negotiations with any qualified Proponent or cancel the RFP process in its entirety.

4. Review of Proposals

- 4.1. The City will review the Proposals submitted to determine whether, in the City's opinion, Proponents have demonstrated the required experience and qualifications to fulfill the obligations of the services identified in this RFP.
- 4.2. 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 clients regarding any financial and experience issues.
- 4.3. Proposals will be reviewed on the following criteria:
- i. Methodology /understanding of scope of work;
 - ii. Previous experience in with climbing wall, innovative designs;
 - iii. Proposed schedule;
 - iv. Capability, company and team lead experience;
 - v. Fees.
- 4.4. Proponents may be scheduled for an interview at the discretion of the City.

5. Non-Conforming Applications

- 5.1. Proposals which fail to conform to the Format Requirements or which fail to conform to any other requirement of this RFP may be rejected by the City. Notwithstanding the foregoing or

any other provision of this RFP, 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 RFP except the requirement of delivery of the Proposal prior to Closing Time.

6. RFP Process

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

- i. amend the scope and description of the products and services to be procured as described in this RFP, and the qualifications that may be required to meet those requirements;
- ii. reject or accept any or all Submissions;
- iii. cancel the RFP process at any time and reject all submissions; or
- iv. cancel the RFP process and recommence in respect of the same RFP with the same or an amended set of documents, information and requirements.

6.2. The Respondent acknowledges and agrees that any RFP is in no way whatsoever an offer to enter into an agreement and submission of a Request of Proposal 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 RFP process.

7. Information Disclaimer

- 7.1. 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 RFP or otherwise provided to the Serviced provider pursuant to this RFP.
- 7.2. 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 RFP is provisional and will be superseded by other agreement documents.
- 7.3. The City makes no representation, warranty, or undertaking of with respect to this RFP 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 RFP 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.

8. Project Background

- 8.1. The City's intention is to construct a new unique, state-of-the-art climbing wall that will draw not only the beginner but professional climbers located in the region, country and the world to the Richmond Olympic Oval.
- 8.2. The climbing wall will be located in the southwest corner of main activity level. The intention is that the wall will complement and enhance the building's architecture, and also incorporate the large window in this part of the room
- 8.3. The climbing shall be "a functional piece of art". The climbing wall shall be aesthetically pleasing and eye catching, but functional;
- 8.4. The climbing wall shall be designed to look like a mountain;
- 8.5. The climbing wall shall have multiple routes for climbing (as many as possible);
- 8.6. The climbing wall shall include cracks and a bouldering component;
- 8.7. The climbing wall shall include belaying and rappel ledges;
- 8.8. The climbing wall shall incorporate Oval's Olympic history into the design and look of the wall;
- 8.9. The climbing wall shall have a durable climbing surface with a realistic feel and look;

8.10. The climbing wall shall have adjustable and variable hand holds;

8.11. The climbing wall shall have the ability to be re-configured

8.12. Space dimensions of the climbing wall are:

8.12.1. The climbing wall shall be as tall as possible (40+ feet);

8.12.2. The climbing wall shall encompass 3,000 sq ft + of wall space;

8.12.3. The climbing wall shall have a separate and moveable bouldering wall;

8.12.4. The climbing wall must not interfere with track activities.

8.13. Program Content:

8.13.1. The climbing wall shall be used as a training and recreational tool for serious and accomplished climbers;

8.13.2. The climbing wall shall be used as a training and recreational tool for those who are serious about bouldering;

8.13.3. The climbing wall shall be used as a teaching device for novice climbers of all ages;

8.13.4. The climbing wall shall be used as a cross training tool for athletes; and

8.13.5. The climbing wall shall be used as a rescue training tool for fire fighters and emergency services personnel (i.e.: rappel training).

9. Project Schedule

9.1. The climbing wall must be completed prior to the end of 2010. The site is currently available and accessible.

10. Estimated Project Budget

10.1. The initial estimated total project budget for the Climbing wall is approximately \$250,000 inclusive of all soft costs such as consulting fees, building permits, and any applicable taxes. The successful proponent is asked to review the total project budget and if this budget is not adequate for the scope of work described then a revised or options should be provided to the city for their consideration.

11. Project Scope

11.1. The scope of work for this contract may include but is not limited to the following areas of involvement:

- 11.1.1. Finalize the climbing wall concept;
- 11.1.2. Consultant with Richmond Olympic Oval staff to allow them to share ideas and provide comments and input prior to the conceptual design;
- 11.1.3. Concept design services for the climbing wall;
- 11.1.4. Frequent communication and close contact with the City;
- 11.1.5. Cost estimates for development and recommendations for total project budget;
- 11.1.6. Develop a project schedule;
- 11.1.7. Provide digital concept drawings and shop drawings in the latest version AutoCAD;
- 11.1.8. Attend meetings and make presentations to senior staff as requested;
- 11.1.9. Minimum 3 year warranty;
- 11.1.10. Staff training.

12. Deliverables

12.1. The Proponent will be responsible to provide complete engineering and design services to build a climbing wall that will be either free standing or attached to the Richmond Olympic Oval structure.

The overall Project:

1. Concept design;

2. Final design and shop drawings;
3. Code Compliance Report;
4. Recommended total project budget;
5. Development and relocation schedule;
6. Presentation drawings suitable for marketing;
7. Building permit;
8. Protection of work;
9. Site construction supervision and on site First Aid;
10. Supply of material and labour to construct the climbing wall; and
11. Operation and maintenance manuals;
12. Minimum 3 year warranty;
13. Staff training.

13. Proposal Submissions

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

13.1.1. Methodology

13.1.1.1. Describe the methodology you propose to use to deliver this project: what the key features are, what challenges you perceive, how you would involve various stakeholder groups, fit with the site, etc.

13.1.1.2. Describe your design philosophy and working relationships with your sub-consultants, the client group, and stakeholders. Include your experience with other projects including.

13.1.1.3. Given your understanding of this project, what is your proposed project schedule. Identify milestones.

13.1.2. Capability

13.1.2.1. Provide a brief history of your organization, including date founded, ownership, and any subsidiary relationships or relationships with other.

13.1.2.2. Provide a list of relevant client references (at least 3), including contact persons and telephone numbers. Relevant list should, if applicable, include at least 1 client in the municipal government sector.

13.1.2.3. Provide confirmation of your Project Team. Provide specific information regarding each team member's involvement in related concept design. Include their role, the firm they were engaged with at the time, the timeframe of the project.

13.1.2.4. Describe your capacity and procedures to deliver the project by December 2010.

13.1.3. Fee Schedules

13.1.3.1. Proponents are requested to include a Fee Schedule in the format provided in Appendix A outlining the following:

13.1.3.1.1. Clearly identify those services that are not included in the Fixed Fee.

14. Working Agreement

14.1. The successful proponent will enter into a contract for services with the City based upon the information contained in this request for proposal and the successful proponents submission and any modifications thereto.

14.2. Form of Agreement will be the Canadian Standard Form of Contract – Standard Construction Document 14 (design build stipulated price)

