



# City of Richmond

August 11, 2011  
File: 4569P

**Business and Financial Services Department**  
Finance Division  
Telephone: 604-276-4218  
Fax: 604-276-4162

**Attention: To All Proponents**

Dear Madame/Sir:

**Re: Request for Proposal 4569P - Professional Services - Olympic Story Exhibit Design Team – Addendum Two**

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 Proposals:

**I. Questions and Answers**

Q1: Please advise if all artefacts, media and film are rights ready to be used.

A1: We are currently in discussions regarding sourcing of artefacts, film and media. The storyline will determine specific artefacts to source.

Q2: Please advise on the (square footage of) areas available for the exhibit.

A.2: During Phase One (1), the selected consulting team (Successful Proponent) will develop the story lines and, given the available spaces and constraints imposed by both the building and its primary uses, will advise the City on options for creative but appropriate space use and mediums for telling the stories in a dynamic, compelling manner. Two rooms, totalling approximately 3400 square feet, have been tentatively targeted for the exhibit “room” and the theatre.

Q3: Please supply a set of drawings with the areas designated for the exhibits.

A3: See A.2.

Q4: Please illustrate the kind of pricing methodology you are seeking for Phase Two (2).

A4: The Phase Two (2) pricing methodology should include detailed pricing associated with the activities outlined in section 10.2 in the Request for Proposal. The Pricing methodology should also be presented as described in section 13.1j of the Request for Proposal.

Q5: Might you be able to advise if you have any budget guidelines?

A.5: The option chosen will dictate the project budget and also the timing. Some phasing may be required should the scope of the option chosen exceed the resources that are available. We are looking at a total project budget of up to \$3,000,000.

Q6: What is the size and area of the exhibit?

A6: See A.2.

Q7: What is the timing of the exhibit phases?

A7: This will depend on the option chosen by the City. See A.5.

Q8: What is the anticipated budget target for the exhibit?

A8: See A.5.

Q9: What is the procurement method for the exhibits?

A9: This will depend on the option chosen.

Q10: Do you have a content list or data base for potential content for the exhibit?

A10: The City Collection contains some artefacts for the history of sport in Richmond component as well as some 2010 Games memorabilia in its database. See A1.

Q.11 Is it possible to complete the conceptual work in Phase One (1) and then hold a separate bid for phase for work required in Phase Two (2) (fabrication, installation, etc)?

A.11 It is possible. The preference is to work with same firm through to installation.

Q.12 Is there an overall project budget or target budget?

A.12 Please see A.5.

Q.13 What is the approximate size of the exhibit room?

A.13 Please see A.2.

Q.14 Is there a target date for completion of Phase One (1) and/or Phase Two (2)?

A.14 Section 12.1 of the Request for Proposal outlines the project timing.

Q.15 Are there firms in the greater Vancouver area that you have used before for fabrication and graphic production?

A.15 There are local firms that have done fabrication and graphic production. However, it will depend on the elements designed.

Q.16 Will the City be considering American firms for this proposal?

A.16 This Request for Proposal is open to all interested and qualified Proponents, however, Proponents are advised that the Consultant (Successful Proponent) should have knowledge of and be familiar with the region (British Columbia and its Lower Mainland region). The Successful Proponent is also required to be accessible on a regular basis to the City for regular face to face meetings and any other requirements during the completion of the project.

Q.17 Regarding the Request for Proposal Olympic Story Exhibit Design Team, I would like to know if there is a budget range for the project and if so, how does that break down between Phase One (1) and Phase Two (2)?

A.17 Please see A.5.

Q.18 What is the size of the planned exhibition space?

A.18 Please see A.2.

Q.19 Is there a specific or estimated budget planned for this project?

A.19 Please see A.5.

Q.20 Is there a budget set aside for this, or is there a square footage identified for the gallery space?

A.20 Please see A.2 and A.5.

Q.21 (Should) proposal submissions should include any proof of professional or general liability insurance? And if this is the case, what would the minimum liability coverage amounts be, please?

A.21 Proof of Insurance is not required for Proposal Submissions, however, the Successful Proponent will be awarded the contract on conditions that it be able to furnish proof of insurance. The City's standard requirements for engaging a consultant are at this link:

[http://www.richmond.ca/\\_shared/assets/General\\_Conditions\\_for\\_Consulting\\_Services\\_Provided\\_to\\_the\\_City28608.pdf](http://www.richmond.ca/_shared/assets/General_Conditions_for_Consulting_Services_Provided_to_the_City28608.pdf)

Please note that these are general terms only and that the agreement that results from this Request for Proposal may be subject to negotiations between the City and the Lead Proponent.

Q.22 How many square feet is it expected the exhibit will cover?

A.22 Please see A.2

Q.23 What is the space like – could you offer a description?

A.23 Please refer to sections 8.4 and 9.2 in the Request for Proposal.

Q.24 What is the anticipated overall construction budget?

A.24 Please see A.5.

Q.25 Is there a sustainability requirement?

A.25 There are no specific sustainability requirements for the exhibit, however, the City is looking to advance sustainability as much as possible. We do have an Environmental Purchasing Policy in place. The Richmond Olympic Oval is a LEEDS silver building with many sustainability features.

Q.26 Does the City have an anticipated timeline/schedule in mind?

A.26 We are hoping to have installation complete in 9 – 12 months.

Q.27 Is there a bid planned for fabrication between Phase One (1) and Phase Two (2)?

A.27 Not at this point.

Q.28 Do you have an approximate budget for Phase One (1)? Phase Two (2)?

A.28 See A.5.

Q.29 Are there plans that show the designated potential exhibit areas? If not, are there sq ft approximations?

A.29 See A.2.

Q.30 Is the exterior of the building considered the entire perimeter?

A.30 Yes and the lands around the building including the plazas.

Q.31 Who are the team stakeholders and how many stakeholders are there?

A.31 To be determined.

Q.32 Is there one point of contact that represents the City of Richmond and the Oval Corporation for this project?

A.32 Yes.

Q.33 What is the proposed start date?

A.33 Phase One (1) – mid September.

Q.34 Who is responsible for organizing the start-up meeting with the City of Richmond, Oval Corporation, Lead Proponent, and stakeholders?

A.34 The City designate will work with the Successful Proponent (Consultant).

Q.35 What positions or roles do the staff team play and what percent of their time will be allocated to this project?

A.35 Unable to determine at this time

Q.36 How large is the space that is intended for this exhibition? It is mentioned that the space will include corridors, public spaces etc but there is no mention of overall square footage.

A.36 See A.2.

Q.37 Does the multimedia theatre currently exist or will this have to be built from scratch?

A.37 It does not exist.

Q.38 If so, do you have a projected seating capacity that you would like to achieve?

A.38 Not at this time.

Q.39 Will any changes to the base building be required?

A.39 In the two designated rooms, yes.

Q.40 Do you have an anticipated start date for this contract?

A.40 Mid-September.

Q.41 Do you have an anticipated completion date for the whole project?

A.41 Depending on the option chosen, the target is 9 to 12 months; see also A.26.

Q.42 Is there a preliminary budget for the execution/build phase of this project and if so, can you share it?

A.42 See A.5.

Q.43 Has council approved this/a budget? I cannot see anything in the records indicating that they have.

A.43 This is a Richmond Oval Corporation item with contribution from the City.

Q.44 Does a list of existing artefacts and display materials exist? If so, can you share it?

A.44 See A.1 and A.10.

Q.45 Is this project being spearheaded by the City or by the Oval?

A.45 This is a joint project.

Q.46 Is this project being funded by the City or by the Oval?

A.46 See A.43.

Q.47 What is the target project budget for design, fabrication, and installation?

A.47 See A.5.

Q.48 What is the targeted project scope of work in square feet?

A.48 See A.2.

Q.49 If available, please provide a list of spaces/areas that are to be included in the project scope.

A.49 See A.2.

Q.50 A feasibility and market study is referenced in the Request for Proposal Section 13.1.g. Do you expect attendance projections, revenue projections, and an economic impact analysis? Please clarify and define your expectations for this section.

A.50 A Business Plan is being completed by the City, therefore a feasibility and market study are not required. However, Proponents must identify their methodology and processes as outlined in section thirteen (13) of the Request for Proposal.

Q.51 October 14th, 2011 is referenced as the completion date for Phase One (1). Can this be adjusted into an overall project schedule?

A.51 Given that we are looking for several options in Phase One (1), we would like a defined date for completion. It will now be negotiable at start up with the chosen consultant.

Q.52 Is there a project deadline for the completion of Phase Two (2) and, if so, what is it?

A.52 See A.41.

Q.53 Can the proposal due date for this Request for Proposal be extended from the current Tuesday, August 16th, 2011 deadline to Tuesday, August, 23, 2011 (5pm, PST)? This extension will allow us additional time required to assemble our information in order to provide our best and most comprehensive proposal response.

A.53 Please see Part III of this Addendum.

Q.54 What is the budget, or range of budget, for this project?

A.54 See A.5.

Q.55 Can you specify the square footage of the areas that will be used for interpretation?

A.55 See A.2.

Q.56 Why was the pre-bid site meeting intentionally omitted? Is there an opportunity to do a site tour with you to better understand the scope of work?

A.56 Please see Section II of this Addendum.

Q.57 What is the structure of the City of Richmond staff team that we would be working with? How involved with the IT team be in this process? Will the team be involved with any of the project stages, such as completing some of the research and story development?

A.57 The staff team will be comprised of Oval staff and City of Richmond staff. Makeup is currently being determined. The IT team will be involved however the extent will be determined later. The research and story development is the consultant's responsibly with input on the story development from stakeholders.

Q.58 In regards to the Phase One (1) 'design options' deliverable, what level of detail are you looking for in the specifications?

A.58 Enough to build enthusiasm, engage potential sponsors and get accurate costing of the options.

Q.59 The schedule is very aggressive, what is driving this and is there room for flexibility?

A.59 Yes.

Q.60 Have any consultants been engaged in any work done to date on this project, and if so, can you list them?

A.60 No.

Q.61 What is the timeframe for the review of responses and who is on the selection committee? When will interviews be scheduled, if at all, and what is the date the contract will be awarded?

A.61 We will review by the end of August and any interviews will be early September. Anticipated award date is mid-September.

Q.62 Given the tight timeline between the proposal call and question and answer period, would you entertain an extension?

A.62 Please see Part III of this Addendum.

Q.63 Has the location of the exhibit already been determined? If so, what is total square footage?

A.63 See A.2.

Q.64 Is there an overall construction budget and/or per square footage construction budget?

A.64 See A.5.

Q.65 Does the "staff team" to be provided by the city have any museum, curatorial, or archive experience?

A.65 Limited.

Q.66 Has any work already been done in developing the exhibit content and storylines? If so, is it available for review?

A.66 No work has been done.

Q.67 Is it possible to obtain a basic copy of the floor plan of the venue?

A.67 Please visit [www.richmondoval.ca](http://www.richmondoval.ca) for a floor plan and virtual tour of the venue.

Q.68 Question 13.1g asks for a complete definition of the process that will be employed to meet the objectives of the project. Could you please explain how this differs from 13.1d – “a detailed project methodology”?

A.68 Proponents should consider the complete definition of the process to be a high level (yet still thorough) discussion on how they propose to meet the objectives of the project; the detailed project methodology will further elaborate on how this process will be achieved from a tactical and task-oriented perspective.

Q.69 The timeline for Phase One (1) looks painfully accelerated. Given that a contract will not be in place until September 1st at the earliest, delivering Phase One (1) concepts in 6 weeks will put undue pressure on everyone. Is this date flexible?

A.69 Yes, subject to mutual agreement between the City and the Successful Proponent.

## **II. Site Visit**

A site visit of the Richmond Olympic Oval will be hosted by the City. This site visit is not mandatory; however, Proponents are encouraged to attend this site visit as no others will be hosted for this Request for Proposal process. The details of the site visit will be included with a third Addendum which will be published as soon as possible.

**III. Extension to Bid Submission Deadline**

Please be advised that the Closing Date has been extended as follows:

WAS: Tuesday August 16<sup>th</sup>, 2011 at 3:00 pm, local time.  
IS NOW: Thursday August 25<sup>th</sup>, 2011 at 3:00pm, local time.

All other submission requirements remain the same.

Yours truly,

A handwritten signature in black ink, appearing to be 'Kerry Lynne Gillis', written in a cursive style.

Kerry Lynne Gillis  
Buyer II

KG:kg

pc: Jane Fernyhough, Director, Arts, Culture and Heritage