



**Contract 4600P**

**Terra Nova Rural Park Play Experience**

**1. Introduction**

- 1.1 The City of Richmond proposes to engage the services of a consultant team with expertise in creative play environment design/development and waterfront park design to undertake the development of Part One (1) - an updated conceptual design plan for the north edge of Terra Nova Rural Park and Part Two (2) - a detailed design; a concise set of construction drawings and specifications; cost estimating; and tender documents for the construction in 2012 of a unique play environment and supporting amenities within the north edge of Terra Nova Rural Park.
- 1.2 The objective of this Request for Proposal is to provide the City with qualified Proponents capable of carrying out the work herein defined. The subsequent Proponent submissions will form the basis for evaluation, interview and selection.

**2. Definitions**

- 2.1 Throughout this Request for Proposal the following definitions apply:
  - a) “BC Bid” means the electronic tendering service maintained by the Province of British Columbia located online at [www.bcbid.ca](http://www.bcbid.ca), or any replacement website;
  - b) “City” means the City of Richmond, British Columbia;
  - c) “Contract” means the written agreement resulting from this Request for Proposal executed by the City and the Contractor for the Work;
  - d) “Consultant” and “Consultant Team” means the Successful Proponent to this Request for Proposal who enters into a written Contract with the City to perform and to oversee the Work;
  - e) “Lead Proponent” is the Proponent whose Proposal, as determined through the evaluation criteria described in this RFP, provides the best overall value in meeting the requirements of the RFP, and with whom a Contract will be considered;

- f) “Proposal” means a proposal submitted by a Proponent in response to this Request For Proposal;
- g) “Proponent” means an individual or a company that submits, or intends to submit, a Proposal in response to this Request for Proposal;
- h) “RFP” or “Request for Proposal” means this request for Proposals, inclusive of all appendices and any addenda that may be issued by the Owner;
- i) “Submission” means the same as “Proposal”;
- j) “Successful Proponent” means the same as “Consultant” and
- k) “Work” means the provision of all labour, services, material and equipment, and any action as necessary for the Consultant to complete and perform its obligations in accordance with the terms and conditions of the Contract.

### 3. Submission Details

- 3.1 Four (4) copies of proposals marked “**Terra Nova Rural Park Play Experience - Contract 4600P**” addressed to the Purchasing Section, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, until **3:00pm, local time on September 21, 2011**. Submissions received after this time will be returned to the sender.

### 4. Enquiries

- 4.1 Clarification of terms and conditions of the proposal process shall be directed to:

Purchasing

Kerry Lynne Gillis

Buyer II, Contracting Specialist

Purchasing Section

City of Richmond

E-mail: [purchasing@richmond.ca](mailto:purchasing@richmond.ca)

- 4.2 The City, its agents and employees shall not be responsible for any information given by way of oral or verbal communication.
- 4.3 The City will only respond to questions that are submitted in writing. Any questions that are received and answered by City of Richmond Staff that affect the Proposal Process, any interpretation of, additions to, deletions from, or any other corrections to the Request for Proposal document, may be issued as written addenda by the City of Richmond. It is the sole responsibility of the potential

Proponents to check with the following websites to ensure that all available information has been received prior to submitting a proposal:

- a) City of Richmond: <http://www.richmond.ca/busdev/tenders.htm>
- b) BC Bid: <http://www.bcbid.gov.bc.ca/open.dll/welcome?language=En>

4.4 The deadline for inquiries for this Request for Proposal is **5:00pm, local time on September 12, 2011.**

## **5. Terms of this Request for Proposal**

5.1 Proposals shall be open for acceptance for ninety (90) days following the submission closing date.

5.2 The City, at its sole discretion, may award components of the scope of work to more than one Proponent.

5.3 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 its own discretion.

5.4 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.

5.5 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.

5.6 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. Notwithstanding any other provision in this RFP document, the City has in its sole discretion, the unfettered right to:

- a) accept any Proposal;
- b) reject any Proposal;
- c) reject all Proposals;
- d) accept a Proposal which is not the lowest cost Proposal;
- e) accept a Proposal that deviates from the requirements, specifications, scope of work or the terms and conditions specified in this Proposal;

- f) reject a Proposal even if it is the only Proposal received by the City;
- g) accept all or any part of a Proposal; and
- h) award all or any part of the Work to one or multiple Proponents.

5.7 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.

5.8 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.

5.9 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.

5.10 All Proposals will remain confidential, subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia.

## **6. Negotiations**

6.1 The award of the contract is subject to negotiations with the Lead Proponent. Such negotiations include, but are not limited to, the following:

- a) changes or Work refinements in the service requirements or scope of work proposed by the Lead Proponent;
- b) price – if directly related to a change or refinement in the proposed scope of work proposed by the Lead Proponent and
- c) specific contract details as deemed reasonable for negotiation by the City of Richmond.

6.2 If a written contract cannot be negotiated within sixty (60) days of notification to the Lead Proponent, the City may, at its discretion at any time thereafter, terminate negotiations with the Lead Proponent and either enter into negotiations with the next qualified Proponent or cancel the RFP process and not enter into a contract with any Proponent.

## **7. Project Background**

7.1 Please refer to the Terms of Reference included in Appendix One of this document.

**8. Project Scope**

8.1 Please refer to the Terms of Reference included in Appendix One of this document.

**9. City Provided Items**

9.1 Please refer to the Terms of Reference included in Appendix One of this document.

**10. Budget**

10.1 Please refer to the Terms of Reference included in Appendix One of this document.

**11. Project Schedule**

11.1 Please refer to the Terms of Reference included in Appendix One of this document.

**12. Proposal Submissions**

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

- a) Executive Summary – overall approach and a description of the Proponent’s understanding of the project outcomes.
- b) A corporate profile of their firm outlining its history, philosophy and target market.
- c) A detailed listing of completed projects that demonstrate the Proponent’s experience in play environment design/development and waterfront park design.
- d) An overall philosophy and approach to meaningful public engagement in the design process
- e) A description of the consultant’s understanding of the project objectives/outcomes and vision, and how these will be achieved.
- f) A detailed project methodology explaining each project task including what will be expected of both the consultant and the City with respect to each task.
- g) Team Composition – a complete listing of all key personnel who will be assigned to this project. This will include their relevant experience,

qualifications for this project, roles and responsibilities, leadership, etc., in addition to their availability for this project.

- h) A detailed proposal of what will be delivered, including the expected outcome and benefits to the City of Richmond.
- i) A complete definition of the process that will be employed to meet the objectives of this project, e.g., approach to be taken, feasibility and market study, etc.
- j) A detailed schedule of all activities, including milestones, project meetings, interim reports and progress reports required for this project.
- k) Provision of a priced methodology complete with a time allotment for each identified task proposed to employ to carry out the work, this shall form the basis for payments to the Successful Proponent. Supplement this with a schedule of fees for staff to be assigned to the project. These rates shall be the basis for adjustments to the value of the contract in the event the scope of work varies from that proposed.
- l) A minimum of three (3) client references from projects of a similar size and scope.

### **13. Review of Proposals**

- 13.1 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.
- 13.2 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.
- 13.3 Proposals shall be evaluated to determine the best value offered to the City against conformance to the following criteria:
  - a) Understanding of project objectives/outcomes and vision.
  - b) Project approach and methodology.
  - c) Philosophy and Approach to ensuring meaningful public consultation.
  - d) Philosophy and Approach to children's play.
  - e) Team composition – experience and qualifications of those staff to be assigned to the project.

- f) Team member's responsibilities – tasks and responsibilities assigned to team members are consistent with each team member's level of experience, qualifications and expertise.
- g) Project Deliverables.
- h) Adherence and ability to meet the schedule and timeline.
- i) Value for Money.
- j) Clarity of the proposal
- k) References.

13.4 Proponents may be scheduled for an interview at the discretion of the City.

#### **14. Non-Conforming Proposals**

14.1 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.

#### **15. RFP Process**

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

- a) 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;
- b) reject or accept any or all Submissions;
- c) cancel the RFP process at any time and reject all submissions; or
- d) cancel the RFP process and recommence in respect of the same RFP with the same or an amended set of documents, information and requirements.

15.2 The Proponent 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 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 RFP process.

**16. Working Agreement**

- 16.1 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 Proponent's submission and any modifications thereto.
- 16.2 Proponents may include their standard terms of engagement with the Proposals.

**17. Information Disclaimer**

- 17.1 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 any Proponent pursuant to this RFP.
- 17.2 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.
- 17.3 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.

# Terms of Reference

## Request for Proposal 4600P - TERRA NOVA RURAL PARK PLAY EXPERIENCE

The City of Richmond proposes to engage the services of a consultant team with expertise in creative play environment design/development and waterfront park design to undertake the development of Part 1- an updated conceptual design plan for the north edge of Terra Nova Rural Park and Part 2 - a detailed design ; a concise set of construction drawings and specifications; cost estimating; and tender documents for the construction in 2012 of a unique play environment and supporting amenities within the north edge of Terra Nova Rural Park.

The objective of this request for proposal is to provide the City with qualified proponents capable of carrying out the work herein defined. The subsequent proponent submissions will form the basis for evaluation, interview and selection.

### I. PROJECT DESCRIPTION

#### A. Background- Project Context

Terra Nova Rural Park is a 63 acre site located in the northwest corner of Richmond bordered by Sturgeon Banks; dykes on two sides; the Middle Arm of the Fraser River; Terra Nova Natural Area to the south; and residential development on the eastern edge. It is easily accessed and is adjacent to a regionally significant dyke trail system that already attracts local and regional users to the Middle Arm and West Dyke trails.

The Terra Nova Rural Park concept plan and program was adopted by City Council in 2004 (Attachment 1) with the Vision *“to preserve the rural character while providing a balance between agricultural heritage, wildlife conservation, and recreational uses”*. The landscape presently includes heritage residential and cannery related buildings; remnants of homestead gardens; environmentally rich fallow fields, hedgerows, waterways, woodlots; and examples of modern urban agriculture including community gardens and a non-profit farm.

In the approved concept plan by PWL Partnership, the north edge of the park adjacent to River Road and the Middle Arm Greenway was identified as the location for a more traditional, manicured open space that would allow for a play area, picnics, and other informal leisure activities to occur. Recent land acquisition now allows the City to develop these activities. The play area is now proposed to be located adjacent to the Historic Precinct that contains four heritage buildings, presently being restored, and a daylighted slough.

The development of Terra Nova Rural Park meets a number of key corporate goals and strategies such as Placemaking; the 2010 Trails Strategy, the 2009- 2011 Waterfront Strategy and the Parks and Recreation Master Plan. The Middle Arm waterfront from Terra Nova to the Oval neighbourhood, the new City Centre waterfront linear park, and on to North end of No. 3 Road is undergoing a major ‘renaissance’. The land acquisition, planning and development of Terra Nova Rural Park is a key part of this renaissance.

It is envisioned that the creation of an innovative and memorable play environment that complements the natural and cultural heritage of the park will add to making Terra Nova Rural Park another great waterfront destination in Richmond.

Further information, reports and studies about Terra Nova Rural Park can be found under the Parks and Recreation heading, Discover Richmond Parks, Parks Database and Search on the City website: <http://www.richmond.ca/parksrec/ptc/parks/amenities.htm>

## **B. The Intent**

The Council approved vision and concept plan have guided the development of the park. The overall Plan was developed at a 1:1250 scale and before all the properties had been acquired. The picnic and play area were originally envisioned as being on the west edge of the park (as seen on the 2004 Plan). Over the last few years with further information and understanding of the site and its use, it has been determined that the more active recreational uses in the park would best be located in the area of 2340, 2460, 2500 and 2520 River Road.

The scope of work for this project will include two main parts. Part 1 is to review the existing concept plan for just the north edge and provide an updated comprehensive concept plan that ties together the historic precinct, the waterfront trail, the slough, and the agricultural fields (attachment 1). It is *not* intended that this be a detailed master plan for the waterfront but a concept with enough detail to show the relationships and patterns of use, park features, opportunities and ideas for future projects as budgets allow.

Part 2, the main focus of this RFP, is to design and construct a play environment with the appropriate support amenities in 2012. The goal is to ensure that the play environment design is a creative and exciting yet practical one, provides a learning experience for visitors, and that it is well integrated within the overall park vision and development.

A budget of \$1 million has been requested in the 2012 Capital Budget Program specifically for the design and construction of a play area with the appropriate surrounding support amenities such as a picnic area, pathways, and parking.

Public support of the process and development plans is critical. The consultant will work closely with Park Design and Recreation staff, and develop a public engagement process that will include but not be exclusive to representatives of the Thompson Community Centre Association, Terra Nova on-site non-profit organizations, and the two local elementary schools.

## **II. SCOPE OF WORK**

The Consultants will be responsible for providing the following services that include but are not exclusive to:

### **1. Start-up Meeting and Site Visit**

- meet with staff to review the project terms of reference including general project process and timelines, meeting requirements, budgets, existing park plan, survey and base information.

- ❑ visit the site with all appropriate consultants and City staff to confirm project area and understanding of the existing context and other development projects in the park.
2. Context and Site Analysis
- ❑ review and understand the key relevant documents prepared for Terra Nova to ensure that the proposed design and development respects the environmental and heritage assets on the park site.
  - ❑ research and provide examples of best practice for play environments
  - ❑ identify site opportunities and constraints, connections to the neighbourhood and other parks and development along the waterfront, circulation, topography, vegetation, relationship to the Historic District and Farm Center and environmental fields, parking, services and utilities, view corridors and microclimates.
  - ❑ present findings to City staff in an readily understood graphic format that will potentially be used for public meetings and included in a Council report.
3. Public Engagement
- ❑ develop and undertake a detailed creative and meaningful public engagement process for the play area that will include children, representatives from the local schools, neighbourhood, Thompson Community Association and Centre staff; and non-profit organizations and volunteers involved with the park
  - ❑ the public input process should include upfront ideas to final consensus building and approval
  - ❑ the input from the public engagement and how it is expressed in the final program and design should be clearly identified and understood by the public and Council
  - ❑ the process and the input is to be recorded and photo-documented in a written report with support graphics.
4. Updated Waterfront Preliminary Conceptual Design
- Intention: To understand the relationship between the many existing features; identify new opportunities along the north edge; and to determine how best to integrate the proposed play area and support amenities into the overall park.
- ❑ develop preliminary sketch concepts with support graphics for staff review that show the landscape design approach, overall layout, spatial relationships, pedestrian and vehicular circulation, special features and interpretation opportunities at a 1:500 scale with detailed areas at 1:250 as appropriate.
  - ❑ concurrently, begin the public engagement and information gathering for the play area
5. Play Area Preliminary Conceptual Design
- ❑ based on the site analysis, best practices and other precedents for play areas, and the initial public input develop two design options in context of the surrounding park and waterfront
  - ❑ illustrate the basic arrangement, size and area requirements of the various standard and customized play/site features and the landscape context in which this play area is sited
  - ❑ use plan , elevations, sketches, and graphic imagery to illustrate the approach and intent of the two play experience options
  - ❑ review with staff and the public to set the direction for the preferred option.

6. Play Area Concept Refinement- Preferred Option

- ❑ working with the feedback received from the review of two options, refine a final preferred concept with budget estimates.
- ❑ review with staff and public representatives.

7. Updated Waterfront Concept Plan

- ❑ Concurrently, prepare a final concept plan for the waterfront edge with plans, sections and graphic illustrations to show landscape design intent, and potential future projects at a 1:250 scale where appropriate and the relationship to the play area.
- ❑ present to staff for review

8. Construction Documentation- Play Area and Support Amenities

- ❑ Upon approval of the preferred plan, proceed with detailed design for the preparation of Contract Documents required for successful construction in 2012. This will include but not be limited to:
  - ❑ Landscape Drawings and Specifications -layout, grading and drainage, landscape materials and details including all pathways, stairs railings site furniture, paving walls, lighting special playground equipment, site and water features. construction details and sections; planting plans
  - ❑ Civil and Electrical drawings as required through the design process
  - ❑ Building permits and approvals where necessary
  - ❑ Class B cost estimates
  - ❑ present for City staff review at 50% and 90 % completion (with Class A cost estimate).

9. Tender Documents

- ❑ complete contract documents for a public tender package
- ❑ attend a bidder information meeting if required
- ❑ review bids and assist in bid evaluation.

10. Construction Administration

- ❑ submit final shop drawings review
- ❑ site field review and reporting
- ❑ substantial and final completion review and reporting
- ❑ warranty review
- ❑ review and sign-off of contractor as-built documents.

**III. KEY DELIVERABLES**

The Consultant will be responsible for items noted in Scope of Work and the following:

- ❑ written and well-documented summary of all meetings, observations and findings
- ❑ facilitation of all meetings
- ❑ be available for meetings as required by the City
- ❑ a summary with graphic examples of best practices in creative play environments
- ❑ a written agreed upon consultation process identifying milestones and deliverables
- ❑ a summary of the context and site analysis at the appropriate scale supported by graphic materials for presentation and inclusion in final report to Council.

- ❑ a preliminary updated waterfront concept plan at 1:500 scale with more detailed areas at a 1:250 scale that will allow for clear understanding of the landscape approach, proposed features, and program relationships
- ❑ two preliminary design options at a scale of 1:250 or greater as required that focuses specifically on the play experience area and support amenities
- ❑ a preferred plan with support graphics and preliminary cost estimates
- ❑ a final concept plan for the waterfront with support material that illustrates potential future projects
- ❑ final design of play area and support amenities and preparation of Contract Documents for tendering with cost estimating
- ❑ the hiring and management of sub-consultants as required
- ❑ tender document review and contract administration as noted in scope of work
- ❑ all drawings in AutoCAD
- ❑ all presentation materials for public workshops, staff and Council in digital format for reproduction.

#### **IV CONSULTANT DUTIES**

The Consultant team will be responsible for Key Deliverables and Scope of Work as noted above.

#### **V CITY PROVIDED ITEMS**

The Parks Division of the Parks and Recreation Department will manage this project.

Richmond will provide:

- ❑ all language translations for public engagement if deemed appropriate.
- ❑ advertising for public engagement meetings or Open House
- ❑ identify and organize the City staff for meetings
- ❑ booking of meeting spaces
- ❑ access to City photograph collection
- ❑ existing base plans for the park or request surveys as needed
- ❑ a list of the relevant corporate strategies, plans and initiatives
- ❑ hard copies of documents that are not digitally available
- ❑ hotlinks are available for most of the Terra Nova Rural Park documents on the City website.

#### **VI PROJECT SCHEDULE -**

- ❑ Project Start Update to commence October 3<sup>rd</sup>, 2011.
- ❑ Report of final design to Council March 2012.
- ❑ Completion of all Contract Documents and Tender Packages May 2012.
- ❑ Construction to commence June 2012.

#### **VII BUDGET**

The construction project budget is \$1,000,000 including all consultant fees, disbursements and applicable taxes.

# Terra Nova Rural Park Concept Plan

