

CITY OF RICHMOND
REQUEST FOR EXPRESSIONS OF INTEREST
2725P
SPACE AND FACILITY PROGRAM BRIEF
COMMUNITY SAFETY HEADQUARTERS

1. Introduction

The City of Richmond proposes to engage the services of Consultant Planners, and/or Architects as a team to provide professional services and a co-ordinated space plan for the proposed Community Safety Headquarters Building that will accommodate RCMP services, Fire Rescue Administration, an Operational 4 tandem bay Fire hall and an Emergency Operations Centre.

The objective of this expression of interest is to provide the City with qualified and interested proponents capable of carrying out the work herein defined. The subsequent proponent submissions will form the basis for a pre-qualification evaluation and selection.

2. Submission Details

Four (4) copies marked “**2725P – Requests for Expressions of Interest – SPACE AND FACILITY PROGRAM BRIEF, COMMUNITY SAFETY HEADQUARTERS BUILDING**” addressed to the Purchasing Section, will be received at the Front of House, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, until 4:00pm, local time, on Monday July 25, 2005. Submissions received after this time will be returned to the sender.

The City reserves the right to cancel this Expression of Interest for any reason without any liability to any proponent or to waive irregularities at their own discretion.

Proposals shall be irrevocable until the City awards this Contract or cancels this request whichever first occurs.

All proposals will remain confidential, subject to the Freedom of Information and Privacy Act.

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 all Bidders to check the City of Richmond/BC Bid Web sites to ensure that all information has been received prior to submitting a bid.

3. Enquiries

Clarification on this proposal shall be directed to:

Technical

David Naysmith, P.Eng., Manager Facility Planning and Construction
Tel: 604-233 -3312
E-mail: dnaysmith@richmond.ca

Purchasing

David Phipps, Supervisor
Tel: 604-276-4287
E-mail: purchasing@richmond.ca

Enquiries on matters that affect the nature of this document will be conveyed to all parties receiving this document.

The City, its agents and employees shall not be responsible for any information given by way of verbal communication.

3. Scope of Work

The proposed scope of work is to provide the City of Richmond with a complete documented report detailing required space needs, functional relationships diagrams, FF&E and building system requirements for the administration, operations, service and support of an Integrated Community Safety Team comprising RCMP, Richmond Fire Rescue (RFR) and Emergency Operations.

The Facility's program is intended to support preliminary space planning projections up to 2025 developed by staff and for use in preparing architectural design and site concepts during 2006.

The desired scope of the project includes but is not limited to the following:

- Research, Analysis and Interview with RCMP, (including E Division HQ if required), RFR and EOC personnel.
- Forecast size and deployment of staffing/requirements for RCMP, RFR and EOC over a 25-year period using sound statistical methods and historical trends.
- Determination of space allocation and spatial connection for specific departmental and section needs that reflect the security requirements of the RCMP with the ability to share common space with RFR.
- Determination of space allocation and spatial connection for specific departmental and section needs that reflect the operational requirements of the RFR with the ability to share common space with RCMP.
- Assessment of internal circulation and maintenance support space.
- Recommendations as to the degree of shared facility components i.e. Media centre, training, meeting rooms, lounge, kitchen/cafeteria facilities, exercise areas and parking
- Identification of security control points.
- Identification of vehicular circulation.

- Tabulated systems and room requirements/finishes to aid in the design development process.
- Identify key FF&E elements and specialized equipment.
- Present secured parking requirements for RCMP and RFR service vehicles including staff vehicles.
- Identify on site parking needs for public access to the facility.
- Major points of contact between RCMP, RFR and the public.
- The functional connections for all activity centres.
- Preliminary land area assessment and site characteristics (access roads etc)

4. Proposal Submissions

Proponents shall provide in their submissions a corporate profile of their firm outlining its history, philosophy, and target market (i.e. commercial, institutional, etc) as well as identifying specific assignments with “Policing” and “Fire Rescue”.

Propose the project team and team leader; identify sub consultants who may also be assigned to this project.

List past project references and identify contact names and telephone.

Proponents may include their standard terms of engagement.

4. Pre Qualification Evaluation Criteria

Submissions shall be evaluated to determine the best value offered to the City against conformance to the following criteria:

- Team composition and team leader
- Experience with Facility Space Program development
- Direct planning experience working with police, fire rescue and/or justice systems
- References
- Interview(s)

5. Request for Proposal

Only those consultants (minimum of three) pre-qualified by the City of Richmond will be notified and invited to submit detailed proposals and fee schedules following the issuance of a formal Request for Proposal (RFP).

6. Security

The successful team will be required to submit for and pass RCMP security screening requirements prior to the release of Confidential Data.