



Contract 2728P

TERRA NOVA RURAL PARK

HERITAGE BUILDING FOUNDATION RESTORATION

1. Introduction

The City of Richmond proposes to engage the services of a team that specializes in the conservation of heritage buildings, to assist the City in the first phase of a residential restoration for the Parson House (an 1890's single family dwelling). This phase includes assessing the condition and integrity of the existing structure and foundation conditions, stabilizing and raising the building, and replacing it on an appropriate/compatible new foundation with conservation/remediation as required. All engineering, architectural and archaeological services will be performed to the highest standards of current conservation practice in conformity with the federal government's *Standards and Guidelines for The Conservation of Historic Places in Canada*.

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 consultant submissions will form the basis for evaluation, interview and selection.

2. Submission Details

Six (6) copies of proposals marked "**Contract 2728P – Terra Nova Rural Park – Heritage Building Foundation Restoration**" addressed to the Office of the Purchasing and Insurance Department, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, until 12:00 Noon, local time, on Wednesday, August 3, 2005. Submissions received after this time will be returned unopened to the sender.

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.

Proposals shall be irrevocable until the City awards this Contract or cancels this Request for Proposals, 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 potential Bidders to check the City of Richmond's Web site and/or BC bid to ensure that all available information has been received prior to submitting a bid.

3. Enquiries

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

Purchasing

David Phipps – Supervisor
Purchasing Department
City of Richmond

Tel: 604-276-4287
E-mail: purchasing@richmond.ca

3.2 Technical clarification shall be directed to:

Technical

Yvonne Stich – Park Planner
Parks Department
City of Richmond

Tel: 604-233-3310
E-mail: ystich@richmond.ca

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

4. Project Description

Terra Nova Rural Park is a new 63 acre park at the northwest corner of Richmond. The park has been slowly acquired over the last 8 years from various private owners. A vision and concept plan for the whole site was adopted by City Council in September 2004. The vision calls for protecting the rural character of the site and balancing heritage, environmental, and recreational values and uses.

Terra Nova was first surveyed in 1856 and subdivided in 1886 with eight pioneers establishing homesteads and farms adjacent to the Middle Arm of the Fraser River. The Parson Home is one of these original houses built in the early 1890's. The City has acquired 5 heritage buildings and hired Commonwealth Heritage Consultants to conduct architectural, historic and structural assessments on a number of these buildings. The findings of this research have indicated that the Parson House possesses the greatest historic and architectural significance for interpretation.

The City has received an infrastructure grant from the provincial government which allows us to advance our restoration efforts. Preliminary discussions for use have ranged from artist-in-residence, art gallery, space for nature or museum outreach programs, community meeting space, to caretaker. At this time the City is assuming some type of public access will occur.

The goal of this phase is to complete the structural assessment, estimate the cost, and prevent further deterioration with appropriate conservation and remediation measures e.g. by (most likely) raising the building and placing it on a new foundation. This measure will provide the City with more information to ultimately determine best use of the building.

Scope of Work

The primary responsibility of the consultant team will be to:

1. Review the work completed by Commonwealth Historic Resource Management Ltd;
2. Provide field investigations into the location of any other buildings or artefacts that may be within the construction zone area of the Parsons House to minimize potential disturbance/compaction during construction;
3. Assess the Parson House to specify the most effective measures for stabilizing and raising the building, and replacing it on an appropriate/compatible new foundation with remediation as required.
4. Provide a preliminary cost estimate for the work;
5. Prepare and complete all necessary designs, specifications, construction drawings, and tender documents;
6. Prepare final cost estimates;
7. Prepare and apply for all approvals and permits from the appropriate authorities having jurisdiction;
8. Review and evaluate tender submissions and provide recommendations for a contractor;
9. Provide Contract Administration services including:
 - Complete field services and thorough documentation;
 - Weekly/bi-weekly site meetings with the Contractor c/w detailed minutes;
 - Continuous monitoring of Contractor progress and project costs;
 - Recommendation, preparation, issuance of Changes to the Contract;
 - Timely response and direction to the Contractor;
 - Determine conditions for achievement of Substantial Completion and Final Completion;
 - Prepare deficiency lists and monitor completion/correction.
10. Provide as-built drawings in a digital format.

5. Consultant Duties

In addition to the responsibilities outlined above, the consultant will be responsible for:

1. Organizing all meetings and keeping minutes;
2. Provide reports and plans in both hard and a digital copies;

6. City Provided Items

A copy of the report prepared by Commonwealth is available on the City's website at

<http://www.richmond.ca/asp/parks/park.asp?ID=80>

Some preliminary site survey information is available as well as a plan indicating significant tree locations.

Oral history accounts about the house from previous owners can also be made available.

7. Proposal Submissions

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

- A Corporate profile of their firm outlining its' history, philosophy and target market.
- A detailed listing of conservation of heritage building's experience.
- A description of the consultant's understanding of the project objectives/outcomes and vision, and how these will be achieved.
- 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.
- 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.
- A detailed proposal of what will be delivered, including the expected outcome and benefits to the City of Richmond.
- A complete definition of the process that will be employed to meet the objectives of this project.

- A detailed schedule of all activities, including milestones, project meetings, interim reports and progress reports required for this project.
- Provision of a priced methodology complete with a time allotment for each identified task you propose 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.
- A minimum of three (3) client reference from projects of a similar size and scope.

8. Working Agreement

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.

Proponents may include their standard terms of engagement.

9. Evaluation Criteria

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

- Understanding of project objectives/outcomes and vision
- Project Methodology
- Team Composition – Experience and Qualifications of those staff to be assigned to the project.
- Project Deliverables
- Value for Money
- References
- Interview (if required)



Note: Receipt of this completed form will assist us in calling for future bids. Please complete and submit this form prior to the closing date and time as shown on the Request for Quotation/Proposal/Tender form.
Please remember to include Quotation/Proposal/Tender No. at right.

Quotation/Proposal/Tender
No. **2728P**

A Quotation/Proposal/Tender is not being submitted for the following reason(s):

- | | |
|--|--|
| <input type="checkbox"/> We do not manufacture/supply the required goods/services | <input type="checkbox"/> Cannot obtain raw materials/goods in time to meet delivery requirements |
| <input type="checkbox"/> We do not manufacture/supply to stated specifications | <input type="checkbox"/> Cannot meet delivery requirements |
| <input type="checkbox"/> Specifications are not sufficiently defined | <input type="checkbox"/> Cannot quote/tender a firm price at this time |
| <input type="checkbox"/> Insufficient information to prepare quote/proposal/tender | <input type="checkbox"/> Insufficient time to prepare quote/tender. |
| <input type="checkbox"/> Quantity too small | <input type="checkbox"/> We are unable to competitively quote/tender at this time. |
| <input type="checkbox"/> Quantity too large | <input type="checkbox"/> We do not have facilities to handle this requirement |
| <input type="checkbox"/> Quantity beyond our production capacity | <input type="checkbox"/> Licensing restrictions (please explain) |
| <input type="checkbox"/> Cannot meet packaging requirements | <input type="checkbox"/> Agreements with distributors/dealers do not permit us to sell directly. |
| <input type="checkbox"/> Cannot handle due to present plant loading | <input type="checkbox"/> Other reasons or additional comments (please explain below) |

I / We wish to quote / tender on similar goods / services in future <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Company Official – Signature and Title	Date
This space for City of Richmond Comments	Firm Name	
	Address	
	City	
	Province	Postal Code
	Telephone Number	

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