



Contract 2748P

PUBLIC ART PLAN AND IMPLEMENTATION PROGRAM FOR THE RICHMOND
2010 WINTER GAMES SPEED SKATING OVAL

1. Introduction

The City of Richmond proposes to engage the services of a Public Art Consultant to prepare a Public Art Plan and Implementation Program for the Richmond 2010 Winter Games Speed Skating Oval (the “Oval”).

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. Submission Details

Seven (7) copies of proposals marked “**Public Art Plan and Implementation Program for the Olympic Speed Skating Oval - Contract 2748P**” 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 4:30pm Local Time on Monday, October 3rd, 2005**. Submissions received after this time will be returned 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 the potential Bidders to check the City of Richmond’s website, BC Bid or with the Purchasing Section 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

Telephone: 604-276-4097

Kerry Lynne Young

Buyer

Purchasing Department

E-mail: purchasing@richmond.ca

City of Richmond

3.2 Technical clarification shall be directed to:

Technical

Telephone: 604-276-4288

Jane Fernyhough

Manager of Heritage and Cultural Services

Cultural Services

E-mail: jfernyhough@richmond.ca

City of Richmond

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

Any questions that are received by City of Richmond Staff that affect the Proposal Process will be issued as addenda by the City of Richmond.

4. Project Background

Richmond Oval

The City of Richmond will build a 33,000 square metre (355,221 square feet) world-class multi-use community facility, which will host the long track speed skating competition for the 2010 Olympic Winter Games. The project construction budget for the Oval facility is approximately \$150 million.

After the 2010 Olympic Games, the Oval will be a showcase multi-use sport and community facility that will be a focal point for wellness amenities, services and a major new centre for sports training and competition. In addition, it will attract festivals, cultural events and small tradeshow. It will be designed and programmed to ensure access by all citizens including youth, seniors and people with disabilities as well as emerging and elite athletes.

Location

The Oval is located in Richmond's Olympic Gateway on the eastern portion of a 12 hectare (30 acre) City-owned site along River Road, which borders the Middle Arm of

the Fraser River and lies between the No. 2 Road and Dinsmore Bridges. This iconic landmark, just across the water from Vancouver International Airport (YVR), will be seen from the air by millions of passengers travelling through YVR each year. On the water's edge, with uninterrupted views from sea to sky, the Oval will showcase the outstanding beauty of the region in a gathering place that harmoniously embraces the three pillars of the Olympic movement: **sport, environment and culture**.

Four planning principles have been adopted for the Oval Gateway:

- Build Legacy
- Build A Complete Community
- Build Green
- Build Financial Viability

Post-Games, the Olympic Gateway area will be an international destination.

Facility Concept

As the premier venue of the Vancouver 2010 Olympic and Paralympic Winter Games, the Richmond Oval will be home to the long track speed skating events for these games. It will welcome the world in a world-class facility that celebrates sport, culture and the environment. As a significant Olympic Legacy for the City of Richmond and the region, the Richmond Oval is being developed as a signature, architectural feature in a prominent waterfront location that will showcase Olympism long after the 2010 Olympic Games conclude.

Post-Games, the facility will remain a destination venue for local, regional, national and international sport and active living pursuits. The Richmond Oval will be transformed into a flexible, multi-sports facility with year-round opportunities for winter and summer sport athletes, embracing the “playground to podium” continuum of athlete development and participation.

The post games Oval will be a vibrant, high performance sport and community wellness centre that promotes the benefits of sport and physical activity. The Oval will become the national training centre for a number of different high performance sports, and in addition will be easily accessed by the general public and “weekend warriors” to pursue their active living goals along side some of the world's best athletes.

Facility design will accommodate a wide range of activities at any given time through the development of a number of activity zones that can function collectively or independently, depending on events, demands and opportunities.

Promoting active, healthy lifestyles and sport performance excellence, the facility will include a significant, state of the art fitness centre, and will host programs that could include such things as cardiac health, injury rehabilitation, sports medicine, sports

sciences and other related services and programs. Additional community activity space, restaurant and retail space and ancillary uses will support the vision for the Oval to be a vibrant, urban gathering place along the City's busy waterfront. The site's waterfront park and plaza will link the Oval precinct to the Fraser River and to the City's 40-plus kilometres of waterfront trails.

In addition to unique programming opportunities, a major goal of the Richmond Oval's design is to create a hallmark for sustainability and accessibility in a superb natural, yet urban setting. Aiming for a strong *LEEDS* designation for the Oval, the design and goals of this development will embrace and celebrate the environment in innovative ways, and will provide the opportunity to showcase these innovations for the appreciation and awareness of visitors to the site.

Oval Development Progress to Date

Architectural Team

The City of Richmond has selected Cannon Design to design the home for the long track speed skating competition for the 2010 Olympic Winter Games. Cannon Design is leading a team of architectural, engineering and landscape design specialists in designing the Oval. The project includes design of a landmark multi-purpose sports and wellness facility on Richmond's waterfront along with the new City Centre Waterfront Park and public plaza surrounding the building.

Cannon Design is an international firm with offices in Vancouver and Victoria as well as the US. They specialize in Olympic and other multi-sport venues and in community sport and recreation facilities.

Oval Programming Elements

To ensure the most significant legacy to sport, the City has consulted with many individuals and sport organizations for advice and potential interest in using the facility once the 2010 Olympic Winter Games events are completed. Throughout the next two years, the final program will be confirmed. The vision for the Oval will be advanced through four key programming elements:

1. High performance sports.
2. Community sport and wellness.
3. Sport, wellness, cultural and trade show events and exhibitions.
4. Commercial and retail services.

Oval Design Timeline

Currently the architectural design team is about to complete the Schematic Design Phase. The Design Development Phase will be completed by January 2006. In order to capitalize on opportunities to incorporate art into the building design, fabric and systems, significant work on the Public Art Plan must be completed prior to construction drawings being commenced in January 2006. The Oval is to be open in July 2008.

Richmond Public Art Program

In 1987, the City established an eight-member Richmond Public Art Commission Committee to assist Council, by overseeing and managing the development of public art in public and private places.

Since its inception in 1987, the Commission has manifested the City's commitment to public art and cultural diversity that reflects Richmond's dynamic cultural heritage. The Commission's mission is to advise the City on public art development in the public and private realm, and to preserve Richmond's rich cultural tradition. It is composed of committed volunteers who promote interest in visual arts and the design professions, serving as liaisons between organizations, artists, the community and the City of Richmond.

To continue and strengthen that commitment, the City now invites proposals to establish a Public Art Plan and Implementation Program for the Richmond 2010 Winter Games Speed Skating Oval.

The objectives of this Oval Public Art Plan and Implementation Program will be met in the following ways:

The Oval Public Art Plan will identify:

- public art themes and concepts,
- opportunities to integrate public art into the design of building systems and elements,
- public art project locations within the Oval and on the surrounding public areas,
- future public art opportunities,
- proposed budget for each project, and
- recommended priorities for project development (e.g., before 2010, after 2010).

The Implementation Program will include:

- timelines for development of projects,
- funding strategies
- preparation of request for proposals for each of the art projects chosen

- management of the panel selection process for each of the chosen projects.

5. Project Scope

Consultant Duties

In preparing the Oval Public Art Plan and Implementation Program, the public art consultant shall:

1. Collaborate closely with the stakeholders including City staff, Oval architectural team, Public Art Commission, Oval Community Committees, City Council and the community in the preparation of the Public Art Plan and Implementation Strategy.
2. Review past and present activities associated with Oval and Oval architectural design work to date relating to the Public Art Plan and Implementation Strategy development.
3. Facilitate City staff, Oval architectural team, Oval Community Committees, City Council and public input sessions.
4. Prepare preliminary and final versions of a Public Art Plan and Implementation Program documents identifying specific integrated public art opportunities as part of the facility and surrounding open spaces and projects opportunities before and after 2010.
5. Present drafts of the Public Art Plan and Implementation Program, at key stages for review by the review committee (a combination of City staff, Oval Architectural Team, Oval Community Committees and City Council).
6. Prepare the final Public Art Plan and Implementation Program in digital form ready for publication and presentation.

6. City Provided Items

The City will provide the successful proponent with all relevant documents and reports, meeting rooms, open house locations and help with the preparation of public consultation materials.

7. Budget

A budget of \$70,000.00 Canadian, including all applicable taxes, has been assigned to this project, including a final report and all associated costs.

8. Project Schedule

The tentative project schedule is as follows:

- Proposal deadline October 3, 2005

- Shortlist of candidates presented to Senior Management Group October 11th, 2005
- Shortlist of candidates presented to Richmond City Council General Purposes Committee October 17th, 2005
- Council to approve consultant October 24, 2005
- Proponent notified October 25, 2005
- Meeting with staff & Architectural team October 26/27, 2005
- Phase 1 – Public Art Plan November 18, 2005
- Presentations to Stakeholders November 23-27, 2005
- Council – General Purposes Cttee. December 5, 2005
- Council December 12, 2005
- Phase 2 – Implementation Program 2006 – 2010

This schedule may change as required during its progress.

9. Proposal Submissions

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

- A brief statement of consultant's public art philosophy.
- A corporate profile of their firm outlining its' history, philosophy and target market.
- A detailed listing of public art consultation experience including a portfolio presenting past public art consultant work and resulting artwork projects
- 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 consulting 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 consultation program for involving a diverse community.

- 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.
- 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 proposed 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 references from projects of a similar size and scope.

10. 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 proponent's submission and any modifications thereto.

Proponents may include their standard terms of engagement and these will be harmonized with the City of Richmond's standard terms.

11. 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 including the ability to meet the scheduling constraints,
- the ability (relative to time, travel, etc) to met with key stakeholders or others involved in the project as required,
- value for money,
- references, and
- interview (if required.)

As part of the evaluation process, candidates will be short-listed based on the quality of their proposals as related to the criteria listed above. Candidates that are not short-listed will be contacted for an update and debriefing.



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.

2748P

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	

Addendum 1 to Request for Proposal 2748P
Public Art Plan and Implementation Program for the Richmond Olympic Speed Skating Oval
City of Richmond

Issued Noon Friday, September 30, 2005

Time:

The following Addendum to the RFP is issued on Friday September 30, 2005 AM.

Purpose

The purpose of this Addendum is to clarify certain aspects of the RFP, which the City has just learned, may be confusing.

Clarification

To clarify the \$70,000 RFP, please note the following:

2005-2010

The selected public art consultant will be the consultant who the City will work with until 2010.

\$70,000 Scope of Work (2005 To early 2006)

The \$70,000 in this RFP is to be used to pay a public art consultant, as follows:

1. By December 31, 2005, to assist in preparing:
 - (1.) A City Oval Public Art Plan,
 - (2.) An Implementation Program
2. After December 2005 (when it is expected that Council will approve the above reports), to pay the selected consultant, to assist, during the early part of 2006, in implementing the above reports.

Latter 2006 To 2010 process and Budget

When Council approves the above reports, Council will also establish a budget to pay for:

- (1) Each 2006 - 2010 public art project,
- (2) All 2006 - 2010 public art projects,
- (3) The consultant's assistance to manage each 2006- 2010 public art projects. This assumes a process. Please describe yours and you may assume a complex and extensive consultative process for each public art project.

With this in mind, the consultant proposals should indicate how they would allocate the \$70,000, according to the following priorities:

- 1st Priority - prepare the Oval Public Art Strategy,
- 2nd Priority - prepare the Implementation Program,
- 3rd priority - assist in the early part of 2006, in implementing the Council approved reports.

The Implementation Program budget is to include funding for:

- (1) Each 2006- -2010 public art project,
- (2) All 2006 -2010 public art projects,
- (3) The consultant's assistance to manage each 2006- 2010 public art projects.

As this Addendum comes at a very late time in the RFP process, the RFP process must continue to meet Council deadlines and as consultants may have already submitted their RFP responses, the City will take responsibility to be fair and objective by:

- Flexibly interpreting their submissions,
- Seeking clarification from consultants if and when it deems necessary, and
- Focusing on each consultant's depth of experience and expertise with similar projects.

All other original RFP requirements apply. Your co-operation is appreciated.

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