1. INTRODUCTION

The City of Richmond is issuing this Request for Expression of Interest from Engineering Consultants interested in providing civil, environmental and/or geo-technical engineering services to the City.

The City will be evaluating those Expressions of Interest received and developing a short-list of companies for the various disciplines. These companies will then be issued a Request for Proposal document for the various projects that arise during the time frame.

This short-listing of companies will remain valid for the period of January 1, 2006 to December 31, 2007.

2. SUBMISSION DETAILS

Three (3) copies of Expressions of Interest marked ‘Contract 2769EOI – Expression of Interest for Civil, Environmental, and Geotechnical Engineering Services’ 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 2pm local time on Friday December 9, 2005. Submissions received after this time will be returned unopened.

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

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

3. ENQUIRIES

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

**Purchasing**

David Phipps, Supervisor

Purchasing Section

City of Richmond

Telephone: 604-276-4287

E-mail: purchasing@richmond.ca
3.2 Technical clarification shall be directed to:

**Technical**

Anthony Fu, EIT  
Engineering Design and Construction  
City of Richmond  

Telephone: 604-276-4000 extension 3032  
E-mail: afu@richmond.ca

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 Expressions of Interest process will be issued as addenda by the City of Richmond.

4. REQUEST FOR EXPRESSIONS OF INTEREST – SUBMISSION REQUIREMENTS

A Request for Proposals including a detailed terms of reference will be issued to short listed consultants as civil, environmental and/or geo-technical engineering services are required by the City of Richmond.

4.1 General

Maximum 1 page introductory letter including statement of order of preference for Civil, Environmental and/or Geo-technical Engineering discipline (i.e. storm sewer, sanitary sewer, watermain, roadworks, design/build, environmental, etc.).

4.2 Score Card

Attached is a sample ‘score card’ that will be used in arriving at the consultant shortlist for Request for Proposals. (See Attachment A – Score Card)

4.3 Relevant Company Experience

This section must include:

- A listing of recent relevant project experience, categorized to suit the Civil and/or Environmental Engineering disciplines.
- A description of the current personnel that worked on the projects.
- Project descriptions should include a summary of scope, location, construction value, length of time from design to completion of construction/project, key personnel and client contact information (telephone, fax, e-mail).

The total listing of projects should be no longer than 2 single sided letter sized pages.
4.4 Personnel

This section must include:
- Identification and brief description of experience of key company personnel, and project managers, categorized to suit Civil, Environmental and/or Geo-technical Engineering disciplines. Resumes may be included as an appendix.
- Statement of total local staff complement.

Identification of any non-local staff with availability and office location.

4.5 Resources

This section must include:
- Identification of design resources available within the company, specifically application software.
- Statement of e-mail network availability within company for direct contact with staff.

4.6 References

This section must include:
- Minimum of three (3) municipal government client contacts for municipal work done within the last two years.

Note that the total RFEI submission should be no more than seven pages in total, excluding personnel resumes and project sheets.

5. WORKING AGREEMENT

For any subsequent Request for Proposals issued by the City of Richmond, the successful proponent will required to enter into a contract for services with the City based upon the information contained in the request for proposal and the successful proponents submission and any modifications thereto.

Proponents may include their standard terms of engagement for information purposes only.
### Consulting Services

EOI - Score Card

**PROPOSAL NAME:**  
**PROPOSAL NUMBER:**  
**CONSULTANT:**

**RATED BY:**  
**DATE:**

<table>
<thead>
<tr>
<th>Factor</th>
<th>Weight (100)</th>
<th>Enter Value in Appropriate Column</th>
<th>Weighted Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compliance with RFEOI</td>
<td>15</td>
<td>Poor (0.3)</td>
<td></td>
</tr>
<tr>
<td>Company Experience</td>
<td>10</td>
<td>Marginal (0.5)</td>
<td></td>
</tr>
<tr>
<td>Proj. Manager Experience</td>
<td>15</td>
<td>Fair (0.7)</td>
<td></td>
</tr>
<tr>
<td>Team Quality</td>
<td>30</td>
<td>Good (0.9)</td>
<td></td>
</tr>
<tr>
<td>Resources</td>
<td>10</td>
<td>Exc. (1.0)</td>
<td></td>
</tr>
<tr>
<td>References</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality of EOI</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>100</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
City of Richmond  
Finance & Corporate Services Division  

Notice of No Bid  

Quotation/Proposal/Tender No. 2769EOI.  

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.

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

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

I/We wish to quote/tender on similar goods/services in future

- Yes
- No

Authorized Company Official – Signature and Title

Date

This space for City of Richmond Comments

Firm Name

Address

City

Province

Postal Code

Telephone Number