



**Contract 2878P**

**No. 3 Road Restoration – Preliminary and Detailed Design**

The City of Richmond proposes to engage the services of a Consultant incorporating civil engineering, traffic and transportation engineering, urban design, landscape architecture and related design services to provide the preliminary and detailed design on the restoration of No. 3 Road resulting from the construction of the Canada Line rapid transit system and according to the Richmond City Council approved streetscape concept design.

The objective of this request for proposal is to provide the City with an innovative and efficient consultant who is effective in working in a team-based environment. The subsequent proponent submissions will form the basis for evaluation, interview and selection.

**1. Submission Details**

Four (4) copies of proposals marked **No. 3 Road Restoration – Preliminary and Detailed Design Contract 2878P** 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 2:00 p.m. local time, Wednesday, July 12, 2006**. Submissions received after this time will be returned to the sender.

**A pre-bid meeting will be held to discuss the project on Wednesday, July 5, 2006 at 2:00 p.m. local time in Richmond City Hall, Meeting Room M.2.004. Attendance by Bidders is Mandatory and attendance will be taken.** Consultants are also encouraged to conduct their own tour of No. 3 Road prior to this briefing session.

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Proposals may be withdrawn by written notice only provided such notice is received at the office of the City's Purchasing Section prior to the date/time set as the closing time for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.

Proposals shall be open for acceptance for 90 days following the submission closing date.

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 with the City of Richmond's Website, and/or BC Bid to ensure that all available information has been received prior to submitting a bid.

## 2. Enquiries

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

- Kerry Young, Buyer, Purchasing Section,  
Richmond City Hall, 7th Floor  
6911 No. 3 Road, Richmond, BC  
V6Y 2C1  
Tel: 604-276-4097  
Fax: 604-276-4162  
E-mail: [kyoung2@richmond.ca](mailto:kyoung2@richmond.ca)

Technical clarifications shall be directed to:

- Brian Guzzi, Urban Design Coordinator, Major Projects Team,  
Richmond City Hall, 8<sup>th</sup> Floor  
6911 No. 3 Road, Richmond, BC  
V6Y 2C1  
Tel: 604.276.4393  
Fax: 604.276.4277  
E-mail: [bguzzi@richmond.ca](mailto:bguzzi@richmond.ca)

or

- Joyce Chang, Project Manager, Major Projects Team,  
Richmond City Hall, 8<sup>th</sup> Floor  
6911 No. 3 Road, Richmond, BC  
V6Y 2C1  
Tel: 604.247.4681  
Fax: 604.276.4277  
E-mail: [jchang@richmond.ca](mailto:jchang@richmond.ca)

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

## 3. Project Background

### .1 Canada Line Project General Description – Overview

Canada Line Rapid Transit Inc. (CLCO) has a contract with InTransitBC (referred to as the Concessionaire) to design, build, partially finance, operate, and maintain the Canada Line rapid transit system. The Canada Line is 18.1 km in length with 16 stations. The Canada Line will extend underground from the Waterfront Station in the north, under Granville Street, Davie Street, False Creek and Cambie Street to 63<sup>rd</sup> Avenue in south Vancouver, then transition to an elevated system at the Marine Drive Station continuing over the North Arm of the Fraser River to Richmond on Lulu Island and the Bridgeport Station, which is the junction between the Richmond

and Airport Segments of the Line. Both the Airport and Richmond Segments will have three (3) stations beyond the Bridgeport junction station. The Richmond Segment of the Canada Line generally extends from the Operations and Maintenance Centre under the Highway 99 viaduct near River Road in the north to the terminus station south of Saba Road. All the Richmond Segment transit stations are elevated. There are three (3) transit stations along No. 3 Road plus a future station proposed in the vicinity of Capstan Way along No. 3 Road. Significant background information regarding the Project is available to Consultants on the following three (3) websites, specifically:

- TransLink website: <http://www.translink.bc.ca>
- Project website: <http://www.canadaline.ca>
- City of Richmond website: <http://www.richmond.ca>

## .2 Canada Line Project General Description – Richmond Segment

The Canada Line will be an elevated rapid transit system generally along the east side of No. 3 Road. From River Road to Sea Island Way, the Canada Line will be located on the west side of No. 3 Road but will transition to the east side of No. 3 Road south of Sea Island Way. The Canada Line will extend south on No. 3 Road from Sea Island Way to Saba Road on the east side of the relocated No. 3 Road carriageway generally within the existing road right-of-way (ROW). The south terminus station is currently proposed south of Saba Road on the east side of No. 3 Road. There are currently 4 elevated transit stations proposed on Lulu Island in Richmond generally along No. 3 Road including:

- .1 Bridgeport Station (i.e. junction) near River Road and Great Canadian Way;
- .2 Aberdeen Station at the southeast corner of Cambie Road and No. 3 Road;
- .3 Lansdowne Station at the northeast corner of Lansdowne Road and No. 3 Road;
- .4 Richmond – Brighthouse Station (i.e. terminus) south of Saba Road at No. 3 Road.

Note: Capstan Station is a future station located north of Capstan Way.

## .3 Canada Project – Implications for Richmond

The guideway alignment of the Canada Line will generally follow the east side of No. 3 Road, Richmond's main commercial street from River Road in the north to the terminus station in the vicinity of Saba Road. This has resulted in a need for the City of Richmond to develop a revised vision for the No. 3 Road Corridor. Richmond City Council has adopted a new vision for No. 3 Road and the No. 3 Road Corridor Streetscape Study established the conceptual design for the Richmond's main street. The concept design for No. 3 Road includes a short and long term version for the reconstruction of No. 3 Road including other related concept level design information. The preliminary and detailed design for No. 3 Road, which is the subject of this proposal call, will expand on the streetscape concept design with design development of the preferred concept to provide contract tender documents for the reconstruction of No. 3 Road.

It is anticipated that the majority of No. 3 Road, within the limits of work, will be relocated or shifted as part of this project. The construction process for the Canada Line on No. 3 Road will proceed according to the following general stages:

- .1 Relocation of utilities on No. 3 Road to permit construction of the guideway columns – from spring to summer 2006,
- .2 Relocation of the two (2) north bound general purpose traffic lanes into the existing 98 B-Line bus lanes – fall 2006,
- .3 Construction of the Canada Line columns and elevated guideway – from fall 2006 to the fall of 2007,
- .4 Concurrent construction of the elevated stations, – from spring 2007 to spring 2008,
- .5 Final construction of the roadway, medians and boulevards will proceed when the Canada Line columns, guideway and stations are complete – from early 2008 to the fall of 2009.

.4 No. 3 Road Restoration Preliminary and Detailed Design – Proposal Call

This is an open proposal call. It is suggested that the composition of the teams should encompass urban design, landscape architecture and engineering disciplines.

.5 No. 3 Road Restoration Preliminary and Detailed Design – Purpose and Intent

- .1 The purpose of the No. 3 Road Restoration Preliminary and Detailed Design is to refine the Council-approved No. 3 Road Streetscape Concept Design (Attachment 1). The Preliminary and Detailed Design assignment is intended to provide complete contract documents for the reconstruction of No. 3 Road including working drawings, details, specifications and tender documents.
- .2 The design development for Richmond's main street will focus on the public realm within the existing road right-of-way (ROW) however, consideration of the long term concept design will be required to arrive at the short term design that ensures construction and cost efficiencies wherever possible.
- .3 In addition, this design assignment will also address fronting properties to the extent necessary to ensure that the streetscape design integrates with existing conditions along the corridor and accommodates all existing driveway access points to adjacent properties along No. 3 Road that will be retained.

.6 No. 3 Road Restoration Preliminary and Detailed Design – Limits of Work

- .1 The boundaries for this design assignment are generally defined as the No. 3 Road public right-of-way (ROW) between Granville Avenue in the south and Bridgeport Road in the north including the intersections with and transitions to all intervening cross streets.

#### 4. Scope of Work

The Consultant will be responsible to provide complete urban design, landscape design, engineering design and all related services necessary and required to complete the No. 3 Road Restoration Preliminary and Detailed Design including but not limited to the following:

##### .1 Phase 1 - No. 3 Road Restoration - Preliminary Design

The Consultant scope of work will include but not be limited to the following.

- .1 Project Start-up Meeting
- .2 Review of Streetscape Concept Design from City of Richmond
- .3 Review of Base Survey Drawings and Information from the Canada Line Project.
- .4 Compile base mapping from various sources (i.e. Richmond and/or Canada Line Project)
- .5 Review geotechnical information from the Canada Line Project
- .6 Review City of Richmond Supplementary Specifications and Detail Drawing Standards, February 2000 and Master Municipal Construction Document standards in context of recommendations
- .7 Inspect and become familiar with site conditions and constraints
- .8 Coordination of Sub-Consultants
- .9 Close client contact and regular, formal project updates
- .10 Review and analysis of the No. 3 Road Corridor Vision and Concept Design
- .11 Utility constraints analysis for the roadway design and redesign of any utility relocations required
- .12 Refine the No. 3 Road concept design
- .13 Design pedestrian lighting located on the boulevards (adaptive reuse of existing decorative lights plus supplemental new lights)
- .14 Preliminary design of station plazas, major and minor intersection plazas and mid-block plazas on the east boulevard
- .15 Preliminary design of the west boulevard and centre medians
- .16 Preliminary design of all proposed streetscape furnishings and appointments
- .17 Required environmental or other approvals as necessary
- .18 Preliminary design quantity take-off and Class 'B' cost estimate ( $\pm 15\%$ )
- .19 Optional phasing strategies complete with plans and costs to ensure the affordability
- .20 Prepare digital detailed drawings which comply with the Richmond Drafting Standards, January 2000 showing civil works
- .21 Minimum of two sets of reviews, comments, and revisions of the design drawings
- .22 Preparation of digital presentation materials and graphic display panels as required to summarize the preliminary design
- .23 Assistance as required for various stages in the Richmond review process (i.e. Senior Staff, Committee, Council)
- .24 Support as required by Richmond staff to conduct a Public Open House including provision of Graphic Display Panels

## .2 Phase 2 - No. 3 Road Restoration - Detailed Design

The Consultant scope of work will include but not be limited to the following.

- .1 Coordination of Sub-Consultants
- .2 Close client contact and regular, formal project updates
- .3 Roadway Alignment and Layout Plans
- .4 Utility Relocation Drawings (water, storm, sanitary, electrical, hydro, tel., etc.) as required
- .5 Coordination, permits, and approvals as required from utility companies, provincial agencies and any other organizations having jurisdiction will be the responsibility of the Consultant
- .6 Design water, sanitary, drainage, boulevard lighting, and coordinate initiation of private utility infrastructure designs and alignments to suit
- .7 Assuming that private utilities (BC Hydro, Telus, Bell, Shaw, Teresen, etc.) can not have finalized designs completed in time for initial phase of road construction, determine fixed alignments outside of the initial two-lane paved road where possible and identify any required pre-ducting to ensure future phases of road construction are efficient
- .8 Roadway Paving and Grading Plans
- .9 Boulevard Lighting Plans
- .10 Landscape Layout Drawings
- .11 Landscape Paving and Grading Drawings
- .12 Landscape Planting Drawings
- .13 Landscape Irrigation Drawings
- .14 Engineering & Landscape Details
- .25 Detailed design quantity take-off and cost estimating at 50% of Detailed Design stage
- .26 Recommended phasing strategy complete with plans and costs to ensure affordability
- .27 Traffic Management Strategy and Plan
- .15 Provide Complete Technical Specifications
- .16 Tender Documentation
  - General Conditions, in consultation with the City of Richmond’s Purchasing Department.
  - Supplementary General Conditions, in consultation with the City of Richmond’s Purchasing Department.
  - Tender Form, in consultation with the City of Richmond’s Purchasing Department.etc.
- .17 Complete detailed design (100% of total streetscape design) for No. 3 Road including all related streetscape elements
- .18 Allow for sufficient meetings and discussions with the Team;
- .19 Prepare digital detailed drawings which complies with the City of Richmond Drafting Standards, January 2000
- .20 Minimum of two sets of reviews, comments, and revisions of the design drawings
- .21 Provide a detailed Class ‘A’ cost estimate
- .22 Deliverables are to be in the form of final digital detailed design drawings with hard copies printed on vellum signed and sealed, and Class “A ” cost estimate ready for tendering by July 2007

- .23 Preparation of digital presentation materials and graphic display panels as required to summarize the detailed design
- .24 Assistance as required for various stages in the Richmond review process for Senior Staff, Committee, Council

### .3 Additional Consultant Responsibilities

The Consultant will be responsible to provide the following services:

- .1 Timely input to CLCO/InTransitBC's No. 3 Road roadway design process;
- .2 Assistance in responding to public or stakeholder inquiries at the direction of Richmond staff,
- .3 Participation in review meetings with Richmond senior staff if requested and presentations to Richmond City Council as directed by Richmond staff;
- .4 Coordination and liaison with external agencies as required such as, power and telecommunications agencies (e.g. BC Hydro, Terasen, Telus, Shaw Cable, etc.) and/or others as directed by Richmond staff;
- .5 Preparations for and attendance at public meeting(s) that may be required or deemed necessary by the City of Richmond at the conclusion of the Restoration Preliminary Design Phase and/or the Detailed Design Phase including input and advise to manage the public involvement process, the preparation of all graphic materials, digital presentation images and files, large format graphic display panels, questionnaires and all other information and materials to conduct a public open house format meeting, questionnaire, summary report and tabulation of questionnaire results; and
- .6 Participation in other aspects of the project as deemed necessary or directed by Richmond staff.

### .4 City Provided Items

- .1 As constructed information in hardcopy format;
- .2 Digital base plans showing survey information from the Canada Line Project and as constructed information;
- .3 Digital base plans Streetscape Concept Design by the City of Richmond
- .4 Richmond staff will arrange for advertising of the Public Open Houses.

**.5 No. 3 Road Restoration Preliminary & Detailed Design – Schedule**

Proponents should include a project schedule that identifies the major components of the work plan and that adheres to the approximate dates as outlined below.

No. 3 Road Restoration Preliminary & Detailed Design – Outline Scope of Work & Schedule		
Phase	Description	Completion Dates
1	No. 3 Road - Preliminary Design .1 Base Drawings - from City of Richmond/CLCO • Limited field survey pick-up assumed .2 Roadway Alignment - Preliminary Design • Curb alignment refinements and design development as required .3 Municipal Utility Relocation - Preliminary Design • Water, Storm, Sanitary, Electrical, etc. .4 External Agency Utility Relocation Preliminary Design • Hydro, Gas, Telephone, Cable, etc. .5 Street and Boulevard Lighting - Preliminary Design .6 Median, West & East Boulevard Treatment & Plaza - Preliminary Design • Gateway North Character Zone • Gateway South Character Zone • International District Character Zone • Downtown North Character Zone • Downtown South Character Zone .7 Preliminary Design Supplementary Information • Quantity Take-offs and Costing for Preliminary Design • Alternative Phasing Strategies complete with Plans and Costing • Preliminary Constructability Analysis (staging, traffic, business impacts) .8 Assistance with various City of Richmond reviews • Senior staff, Council Committee(s), Council, others as directed, etc. • Public Open House Meeting	August, 2006  September, 2006  October, 2006  October, 2006  October, 2006 October, 2006       November, 2006          December, 2007
2	No. 3 Road - Detailed Design .1 Roadway Alignment & Layout Drawings .2 Roadway Paving & Grading Drawings .3 Roadway & Boulevard Lighting Plans .4 Landscape Layout Drawings .5 Landscape Paving and Grading Drawings .6 Landscape Planting Drawings .7 Landscape Irrigation Drawings .8 Engineering & Landscape Details .9 Quantity Take-offs and Costing for Detailed Design .10 Recommended Phasing Strategy complete with Plans and Costing .11 Traffic Management Strategy and Plan (Block Plans by contractor) .12 Specifications & Tender Documents • General and Supplementary Conditions, Tender Form, etc. .13 Assistance with various City of Richmond reviews • Senior staff, Council Committee(s), Council, others as directed, etc. • Detailed Constructability Analysis (staging, traffic, business impacts) • Public Open House Meeting	January, 2007 February, 2007 February, 2007 March, 2007 April, 2007 April, 2007 April, 2007 May, 2007 June, 2007 June, 2007 June, 2007 July, 2007          July, 2007 July, 2007
3	Tendering, Award of Contract and Field Services (by others)	Fall, 2007



Phase 1 – Preliminary Design of the project is to be completed by the end of December 2006, with work commencing as soon as possible in August 2006. Phase 2 – Detailed Design of the project is to be completed by the end of July 2007, with work commencing as soon as possible in January 2007. A project schedule is to be submitted with the proposal.

#### Overall Project Schedule

The design and construction process for No. 3 Road is proceeding according to the following phases and timeline.

- .1 No. 3 Road Streetscape Vision - Council adopted Vision completed April 2005
- .2 No. 3 Road Streetscape Study - Council adopted Concept Design to be complete July 2006
- .3 No. 3 Road Restoration Preliminary Design - To be complete December 2006
- .4 No. 3 Road Restoration Detailed Design- To be complete July 2007
- .5 No. 3 Road Restoration Tender & Award - To be complete by December 2007
- .6 No. 3 Road Restoration Construction - To extend from January 2008 to September 2009

## 5. Proposal Submissions

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

- .1 Cover Letter
- .2 Identification of the Proponent Team including all Sub-Consultants and Key Persons
- .3 Consultant's Understanding of the City Vision, Project Objectives and Expected Outcomes
- .4 Work Plan

The Consultant shall present a detailed methodology to the undertaking of the project. The methodology shall be comprehensive, conveying to the City that the consultant has reviewed the Terms of Reference in detail and has a thorough understanding of the project scope and complexity. Provide a comprehensive and detailed task list task including Consultant responsibilities and deliverables with respect to each task. Include a list of key milestones, project meetings, interim reports and progress reports required for this project.

The Consultant shall allow for an adequate number of meetings with the City for all stages of the project.

A list of staff comprising the project team, their relevant experience, level of effort, schedule of fees, and qualifications to this project shall be outlined in detail. The schedule shall list the level of effort in man-hours allowed for each task. The schedule of fees shall form the basis for adjustments to the value of the contract in the event the scope of work varies from that proposed. The City must approve any changes to the project team once the project has commenced.

Any refinements to the Terms of Reference proposed by the consultant must be clearly outlined separately from the Terms included herein.

.5 Schedule

A detailed schedule shall be included in the proposal. The schedule shall include a realistic time frame for all major tasks and identify milestone dates. Preliminary designs and related cost estimates must be submitted with one month of award. Final design must be completed to allow for tendering and construction of the rerouted road for opening by August 31 or earlier if possible. Predicted tendering and construction phases must be included in the schedules submitted in the proposal. Should the Consultant be able to expedite the schedule, specific notes on how this would be accomplished while working within the City's team-based approach shall be taken into consideration. Show what coordination and meetings the City will be required to provide.

.6 Consultant Fees

The fee summary shall be tabulated in spreadsheet format, presenting each task complete with the level of effort from each team member. The fee summary shall be all inclusive, listing all disbursements and sub-consultant costs.

Consulting Teams are requested to provide Fixed Fees including the following:

- .1 Fixed Fees for the full services as described in the Scope of Work above. Provide fixed fee schedules according to the general format in below:
  - Fixed Fee Schedule for Phase 1 Only - Preliminary Design by Major Tasks and Firms
  - Fixed Fee Schedule for Phase 2 Only - Detailed Design by Major Tasks and Firms
- .2 Clearly identify those services, if any that fall outside of your Fixed Fee Proposal.
- .3 Include a Schedule of hourly rates for all team members to be applied for additional services and changes to the scope of work through the duration of the project.
- .4 Include a Schedule of Disbursements anticipated and allowed for by each consulting firm, rates and/or any administrative overheads that would be applied.
- .5 The selected Consultant will be required to execute a Richmond Contract for consulting services.
- .6 The selected Consultant will not be entitled to any additional or extra fees or disbursements without the expressed written approval, properly authorized in advance by the City of Richmond.

The Consultant shall monitor costs throughout the project. The upset maximum price will not be increased unless the scope of work is amended to include additional consulting services. Any increase in fees for additional consulting services must be confirmed in writing by the City.

.7 Statement of compliance with the Scope of Work and Schedule or any proposed exceptions

It is imperative that the Consultant adheres to the project schedule in order to provide input to CLCO and InTransitBC in time to maximize cost efficiencies regarding the reconstruction of No. 3 Road and to construct the roadway improvements on time for the 2010 Winter Olympics. A strong statement of commitment to perform the outlined scope of service by the approximate dates indicated will be important in the evaluation of proposals.

.8 Corporate Profile for the Prime Consultant and All Sub-Consultants

Proponents shall provide in their submissions a Corporate Profile of their firm outlining its' history, philosophy and target market, relevant experience, qualifications, roles and responsibilities, leadership, etc., in addition to their availability for this project.

.9 A minimum of three (3) client references from projects of a similar size and scope.

No. 3 Road Restoration – Preliminary and Detailed Design Request for Proposal

.10 Suggested General Format for Fixed Fee Schedules\*

.1 Fixed Fee Schedule for Phase 1 Only - Preliminary Design by Major Tasks and Firms

Preliminary Design (Phase 1 Only) – Fixed Fees and Expenses by Major Tasks and Firms			
No. 3 Road - Preliminary Design (Phase 1 Only) Task List	Consultant Fixed Fees (for each individual)**		
	Time	Rate	Fees
.1 Project Start-Up • Start-Up Meeting			
.2 Review Streetscape Concept Design • Inspect and become familiar with site conditions and constraints			
.3 Prepare base plans according to City of Richmond standards • Provide any additional survey information			
.4 Roadway Alignment - Preliminary Design • Curb alignment refinements and design development as required			
.5 Roadway and Boulevard Lighting - Preliminary Design • Decorative Centre Median Roadway Lighting (double davit) • Decorative Boulevard Lighting (pedestrian scale - single post top)			
.6 Preliminary Landscape Design • Centre median, boulevard treatments			
.7 Centre Median, West & East Boulevard Treatment & Plaza Design • Gateway North Character Zone • Gateway South Character Zone • International District Character Zone • Downtown North Character Zone • Downtown South Character Zone			
.8 Municipal Utility Relocation - Preliminary Design • Water, Storm, Sanitary, Electrical, etc.			
.9 External Agency Utility Relocation • Coordination & Duct Banks Only if appropriate • Hydro, Gas, Telephone, Cable, etc.			
.10 Preliminary Design Supplementary Information • Quantity Take-offs and Costing for Preliminary Design • Alternative Phasing Strategies complete with Plans and Costing • Preliminary Constructability Analysis - phasing, traffic & business impacts			
.11 Class 'C' Cost Estimate			
.12 Assistance with various City of Richmond reviews • Senior staff, Council Committee(s), Council, others as directed, • Public Open House Meeting			
.13 Other Additional Major Tasks**			
Phase 1 - Sub-Total including all Consulting Fees			
Phase 1 - Allowance for Disbursements including all expenses			
Phase 1 - Total including all Consulting Fees and Expenses			

\* A similar table is required from each proponent indicated the level of effort from all team members

\*\* Expand this table if necessary, to include all team members.

.2 Fixed Fee Schedule for Phase 2 Only - Detailed Design by Major Tasks and Firms\*

Detailed Design (Phase 2 Only) – Fixed Fees and Expenses by Major Tasks and Firms			
No. 3 Road - Detailed Design (Phase 2 Only) Task List	Consultant Fixed Fees (for each individual)**		
	Time	Rate	Fees
.1 Start-Up Meetings			
.2 Roadway Alignment & Layout Drawings • Including tie-ins to all cross streets & fronting properties			
.3 Roadway Paving & Grading Drawings			
.4 Roadway & Boulevard Lighting Drawings • Decorative Centre Median Roadway Lighting (double davit) • Decorative Boulevard Lighting (pedestrian scale - single post top)			
.5 Engineering Details and Supplemental Detailed Design Information			
.6 Landscape Layout Drawings			
.7 Landscape Paving and Grading Drawings			
.8 Landscape Planting Drawings			
.9 Landscape Irrigation Drawings			
.10 Landscape Details and Supplemental Detailed Design Information			
.11 Median & Boulevard Landscape Treatment & Plaza Detailed Design • Gateway North Character Zone • Gateway South Character Zone • International District Character Zone • Downtown North Character Zone • Downtown South Character Zone			
.12 Municipal Utility Relocation Drawings - Detailed Design • Water, Storm, Sanitary, Electrical, etc.			
.13 External Agency Utility Relocation - Detailed Design • Coordination & Detailed Design of Duct Banks Only, if appropriate • Hydro, Gas, Telephone, Cable, etc.			
.14 Preliminary Design Supplementary Information • Detailed Constructability Analysis - phasing, traffic & business impacts • Recommended Phasing Strategy complete with Drawings			
.15 Quantity Take-off & Detailed Design Class 'A' Cost Estimate			
.16 Traffic Management Strategy and Plan (Block Plans by contractor)			
.17 Specifications & Tender Documents (complete tender packages) • General and Supplementary Conditions, Tender Form, etc.			
.18 Assistance with various City of Richmond reviews • Senior staff, Council Committee(s), Council, others as directed, • Public Open House Meeting			
.19 Other Additional Major Tasks**			
.20 Tendering, Award of Contract and Field Services (by others)			
Phase 2 - Sub-Total including all Consulting Fees			
Phase 2 - Allowance for Disbursements including all expenses			
Phase 2 - Total including all Consulting Fees and Expenses			

\* A similar table is required from each proponent indicated the level of effort from all team members

\*\* Expand this table if necessary, to include all team members.

## .11 Supplemental Submission Considerations

### .1 Streetscape Concept Design

Statement of your understanding of Richmond's streetscape concept design for the No. 3 Road Corridor and your appreciation of the broader civic role to be fulfilled by the Richmond's main street will enhance your proposal. Richmond is a unique cultural and ethnic mosaic in Canada and the City is interested in any comments on how the No. 3 Road Corridor can recognize and celebrate this unique characteristic.

### .2 Streetscape Beautification

The City of Richmond has recently won 'City's in Bloom' and 'Nation's in Bloom' awards and places special importance on City beautification. In this regard the City established a Beautification Committee and instituted numerous streetscape beautification programs addressing median and boulevard improvements. In addition to accommodating traffic and transportation uses, Richmond is committed to appealing and pedestrian friendly street environments. Any Team comments regarding streetscape beautification are welcome.

### .3 Corridor Streetscape Design

Identification of relevant or related project experience related to other corridor streetscape design assignments including a complete description of these projects, your role and responsibilities plus selected samples of the products from these assignments. Provide a brief description of the project; identify the consultant project manager; list the approximate value of the contract and a name a client reference with contact information.

### .4 Close Client Contact

Richmond would appreciate a clear and strong statement from your Team that demonstrates your commitment to close client contact and an assurance that all the needs and requirements of the City of Richmond will be met or exceeded.

### .5 Familiarity with Relevant 'Great Streets' and 'TOD' Urban Design Principles and Guidelines

The City of Richmond proposes to incorporate 'Great Streets', 'Transit-Oriented Development' urban design principles and guidelines into the design of No. 3 Road. The Consultant should demonstrate familiarity with these and other relevant urban design principles and guidelines.

## 6. **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.

## 7. **Project Management**

.1 The principal contact for Richmond will be Ms. Joyce Chang, Project Manager – Major Projects. Various Richmond Divisions and Departments will provide specific input to the Consultant design work regarding their respective area of responsibility.

.2 The Consultant will attend regular, formal weekly meetings with the Richmond staff or at Richmond's discretion. In addition, the Consultant will be required to attend various and periodic meetings to make presentations, to document meetings, facilitate discussion and represent the interests of Richmond as directed by Richmond staff.

## 8. Selection Process

### .1 General

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

- Understanding of project objectives/outcomes and vision
- Project Methodology
- Team Composition – Experience and Qualifications of those staff to be assigned
- Project Deliverables
- Value for Money
- References

It is the intention of the City of Richmond to award the Contract to the Proponent that submits the most comprehensive Proposal, which is in the best overall interest of the City of Richmond. The City of Richmond reserves the right to accept or reject all or part of any Proposal including but not limited to the right to request a change of a specific individual sub-consultant(s) or sub-consulting firm(s) and/or to substitute or add individual team members. The contract will be awarded based on Phase 1 Preliminary Design. The City of Richmond reserves the right not to award this contract. Proposals shall be irrevocable until the City awards this Contract or cancels this Request for Proposals, whichever first occurs.

### .2 Timetable

Request for Proposals Issued	June 28, 2006
Consultant Briefing Session	July 05, 2006
Cut-off for consultants to submit clarification questions	July 06, 2006
Response date for answers to consultant questions	July 10, 2006
Consultants submit Scope of Service and Fee Proposals	July 12, 2006
Anticipated Award of Contract and Start of Project	August, 2006

### .3 Mandatory Consultant Briefing Session

The City of Richmond will conduct a Consultant Briefing Session on Monday, July 5, 2006 at 2:00 p.m. local time in Richmond City Hall, Meeting Room M.2.004. Any Consultants interested in submitting a Proposal are required to attend this meeting. The session will commence with a brief overview of the project, followed by a question and answer session regarding the Request for Proposals (RFP). Consultants are also encouraged to conduct their own tour of No. 3 Road prior to the Consultant Briefing Session. The City of Richmond will email to the proponents a record of the questions and answers.

.4 Evaluation Criteria and Weighting

Essential components of each proposal should include the following:

- .1 Consultant Team Composition, Individual Skills and Relevant Experience including the following: **(25% Weighting in Evaluation)**
  - .1 Understanding of and commitment to a collaborative team approach
  - .2 Team leadership for all disciplines and aspects of the project
  - .3 Team organization and structure
  - .4 Clear definition of roles and responsibilities
  - .5 Relevant Streetscape Design Experience for firms and key individuals with client references
  - .6 Relevant Transit-Oriented Development Experience for firms and key individuals
  - .7 Other Related Project Experience for firms and key individuals
- .2 Comprehension of the proposed No. 3 Road Streetscape Concept Design and the urban design assignment: **(15% Weighting in Evaluation)**
  - .1 Overall quality of the proposal
  - .2 Recognition of Richmond's vision, goals, objectives and requirements
  - .3 Understanding of the No. 3 Road Restoration Preliminary and Detailed Design Request for Proposals
  - .4 Responsiveness to the No. 3 Road Restoration Preliminary and Detailed Design Study requirements
  - .5 Quality of comments, observations and insights regarding No. 3 Road
  - .6 Quality of optional input regarding the following topics from Section: 15.2 – Suggested Proposal Content
- .3 Study methodology and urban design approach including consideration of the following: **(25% Weighting in Evaluation)**
  - .1 Strength of urban design team and integration into the process (Team Organizational Chart)
  - .2 Comprehensiveness of study methodology and urban design approach;
  - .3 Logic, clarity and presentation of the study process
  - .4 Strategy to deliver the project on-time and on-budget
  - .5 Clear definition of roles and responsibilities including a listing of all sub-consultants for each aspect
  - .6 Detailed task list and allocation of resources
  - .7 No. 3 Road Restoration Preliminary and Detailed Design Process Diagram (Project Gantt Chart)
- .4 Timetable and Schedule Control: **(10% Weighting in Evaluation)**
  - .1 Recognition of key milestones
  - .2 Ability to deliver the project on time or earlier if possible; and
  - .3 Past performance on relevant projects of similar scale
- .5 Budget Control: **(25% Weighting in Evaluation)**
  - .1 Commitment to work within the approved budget envelope;
  - .2 Fee Schedules; and
  - .3 Schedule of Hourly Rates.

## 9. Supplemental Information

The following supplemental information is attached to the Request for Proposals..

1. No. 3 Road Short and Long Term Cross-Sections  
Richmond File Name - No 3 Road Cross Sections Option C 06-06-01  
Richmond Document Number – 1970584  
File Size: Approximately 68.8 KB
  
2. No. 3 Road Streetscape 3-D Image Short Term  
Richmond File Name - No. 3 Road Streetscape Concept 3-D Image - Short Term 06-06-01  
Richmond Document Number – 1988687  
File Size: Approximately 623 KB
  
3. No. 3 Road Streetscape 3-D Image Long Term  
Richmond File Name - No. 3 Road Streetscape Concept 3-D Image - Long Term 06-06-01  
Richmond Document Number – 1988683  
File Size: Approximately 543 KB
  
4. No. 3 Road – Short Term Streetscape Concept Plan 06-06-21  
Richmond File Name - No. 3 Road – Short Term Concept Plan - Option C - 06-06-21  
Richmond Document Number – 1970740  
File Size: Approximately 4.68 MB

If you encounter difficulty in receiving the above documents please contact Kerry Young in the Purchasing Department at the City of Richmond. See contact information below.

Kerry Young, Buyer, Purchasing Section,  
Richmond City Hall, 7th Floor  
6911 No. 3 Road, Richmond, BC  
V6Y 2C1  
Tel: 604-276-4097  
Fax: 604-276-4162  
E-mail: [kyoung2@richmond.ca](mailto:kyoung2@richmond.ca)





**This Agreement** dated the ☉ day of June, 2006, at the City of Richmond, in the Province of British Columbia

**Between:**

**City of Richmond**  
6911 No. 3 Road  
Richmond, BC  
V6Y 2C1

(the "City")

**And:**

☉  
(the "Consultant")

**Whereas:**

- A. The City is ☉ (the "Event or Project");
- B. The City requires a ☉ the Event or Project;
- C. The City issued a Request for Quotation ☉ for the supply and delivery of ☉;
- D. The Consultant is willing and prepared to deliver ☉;

NOW THEREFORE in consideration of the mutual covenants and agreements set out below, the parties covenant and agree as follows:

**1. Responsibilities and Duties**

1.1. The Consultant shall be responsible for the following as per Request for Quotation ☉/Proposal ☉ and the Consultant's submission dated ☉.

- a) ☉
- b) ☉
- c) ☉
- d) ☉
- e) ☉
- f) ☉

- g) ✖
- h) ✖

1.2. The Consultant agrees to conduct himself professionally and with integrity so as not to embarrass or discredit the City throughout the performance of the duties and responsibilities set out in this agreement.

## 2. Compensation

- 2.1. In exchange for carrying out the duties and responsibilities set out in this agreement, the City agrees to pay to the Consultant, the amount of \$✖ plus GST per ✖ for the duration of the term of this agreement, but total amount of payments not to exceed \$✖ plus GST.
- 2.2. Once per month, commencing no sooner than ✖, the Consultant shall submit to the City a written statement of account and setting out a detailed summary of hours worked, meetings attended and the status of ✖ (the "Statement of Account").
- 2.3. The Statement of Account must show the amount of GST charged and include the Consultant's GST registration number and City Purchase Order number.
- 2.4. The City agrees to make payments to the Consultant within ten (10) working days of receipt of the Consultant's Statement of Account.
- 2.5. The Consultant shall, on a monthly basis, submit to the City a list of expenses incurred in carrying out the duties and responsibilities set out in this agreement and, upon approval of such expenses by the City, the City will reimburse the Consultant for such expenses.

## 3. Performance Standards

- 3.1. The Consultant is responsible for meeting the following ✖ targets:
  - ✖The Consultant agrees to comply with following project deadlines:
  - ✖The Consultant shall prepare a report to the City on a monthly basis indicating ✖ what targets have been met over the preceding month and the status of efforts in relation to the targets set out.

## 4. Benefits

- 4.1. The Consultant hereby waives all rights, claims, and entitlements whatsoever afforded to employees of the City pursuant to the Group Life Insurance Plan, Long Term Disability Plan and the Dental Plan and any other such benefits. The Consultant agrees to pay, as required by Federal or Provincial Statutes any payments for Income Tax, Workers Compensation, Unemployment Insurance, Canada Pension Plan, Superannuation and other such payments.

## 5. Independent Contractor

- 5.1. The Consultant is an independent contractor and no agency, joint venture, association, partnership, employer-employee relationship is created between the City and the Consultant.

**6. Assignment And Subcontracting**

- 6.1. The Consultant will not, without the prior written consent of the City, assign, either directly or indirectly, any right or obligation of the Consultant under this agreement.
- 6.2. No sub-contract entered into by the Consultant will relieve the Consultant from any of his obligations or impose any obligation or liability upon the City to any such sub-contractor.

**7. Indemnity**

- 7.1. The Consultant agrees to indemnify and hold harmless the City, its agents, employees, and elected officials, against any damages, liabilities, or costs, including reasonable attorney fees and defence costs, arising from or allegedly arising from or in any way connected with any act or omission by the Consultant, his employees, officers, volunteers, servants, or agents, or persons for whom the Consultant has assumed responsibility, in the performance or purported performance of this agreement.

**8. Insurance**

- 8.1. The Consultant shall, at his own expense, carry and keep in force during the term of this agreement, the following coverage.
  - a) Professional liability insurance with a minimum limit of \$250,000.00 for each occurrence and \$500,000.00 aggregate.
  - b) Comprehensive general liability insurance with a minimum limit of \$2,000,000 per occurrence with a cross-liability clause.
- 8.2. The City may require a dedicated limit of the Consultant's professional liability policy be allocated to cover the Consultant's work while contracted by the City.
- 8.3. The City shall be added as an additional insured under the Consultant's comprehensive general liability insurance.
- 8.4. All insurance policies shall provide that they cannot be cancelled, lapsed or materially changed without at least 30 days' notice to the City.
- 8.5. Prior to the commencement of the services hereunder, the Consultant shall file with the City a copy of each insurance policy and certificate required. All such insurance shall be maintained until final completion of the service.

**9. Representation**

- 9.1. The parties hereto agree that for all purposes hereunder the City shall be represented by the ☺.

**10. Ownership of Products**

- 10.1. The City shall take title to and ownership of all materials and products developed by the Consultant pursuant to this agreement, including reports, drawings, schematics, computer files, and designs developed, except those covered by

copyright. All materials and products produced shall be provided to the City upon expiry of this agreement.

## 11. Confidentiality

11.1. The Consultant shall not disclose any information provided by the City, specifically proprietary, sensitive, personal or confidential information or that developed resulting through the performance of this agreement to any other party without the express written consent of the City. All information provided to the Consultant or developed by the Consultant pursuant to this agreement shall be returned to the City upon the expiration of this agreement. The Consultant acknowledges that the City is subject to the Freedom of Information and Protection of Privacy Act of British Columbia.

## 12. Related Companies

12.1. The Consultant shall not during the term of this agreement, perform a service for or provide advice to any person, firm or corporation where the performance of the service or the provision of the advice may or does, in the opinion of the City, give rise to a conflict of interest between the obligations of the Consultant to the City under this agreement and the obligations of the Consultant to such other person, firm or corporation.

## 13. Term

13.1. This agreement is valid for the period commencing ☼ and ending ☼ (the "Expiration Date"), or such later date as may be mutually agreed upon.

## 14. Termination

14.1. Notwithstanding any other provisions of this agreement, either party may terminate this agreement at any time upon at least two (2) weeks' written notice delivered to the Parties at the addresses shown on the first page of this agreement, or such shorter time and in such a manner as may be agreed upon by the parties.

14.2. Notwithstanding the provisions of subsection 14.1, if in the opinion of the ☼ the Consultant has breached a material covenant, the City may cancel this Agreement immediately without notice.

## 15. Notices

15.1. Any notices or other communications required or permitted hereunder shall be sufficiently given if delivered, or if sent by prepaid regular mail, to the addresses of the parties set out on the first page of this agreement, or to such other addressees as shall have been specified by notice in writing by either party to the other. Any such notice or communication shall be deemed to have been given, if delivered, and if mailed in Canada, on the fourth business day after the date of mailing.

**16. Feminine/Masculine**

16.1. Wherever the singular or masculine is used throughout these Terms the same shall be construed as meaning the plural, the feminine or body corporate or politic where the context or the parties hereto so require and vice versa.

**17. General**

17.1. This Agreement may be amended upon mutual agreement of the parties in writing.

17.2. This Agreement and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of British Columbia.

17.3. This Agreement sets out the entire agreement of the parties and no representations, warranties or conditions have been made other than those expressed or implied herein. No agreement collateral hereto shall be binding upon the City unless made in writing and signed by the City.

The City and the Consultant Agree to these Terms the day and year first above written.

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Consultant

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City of Richmond



**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.

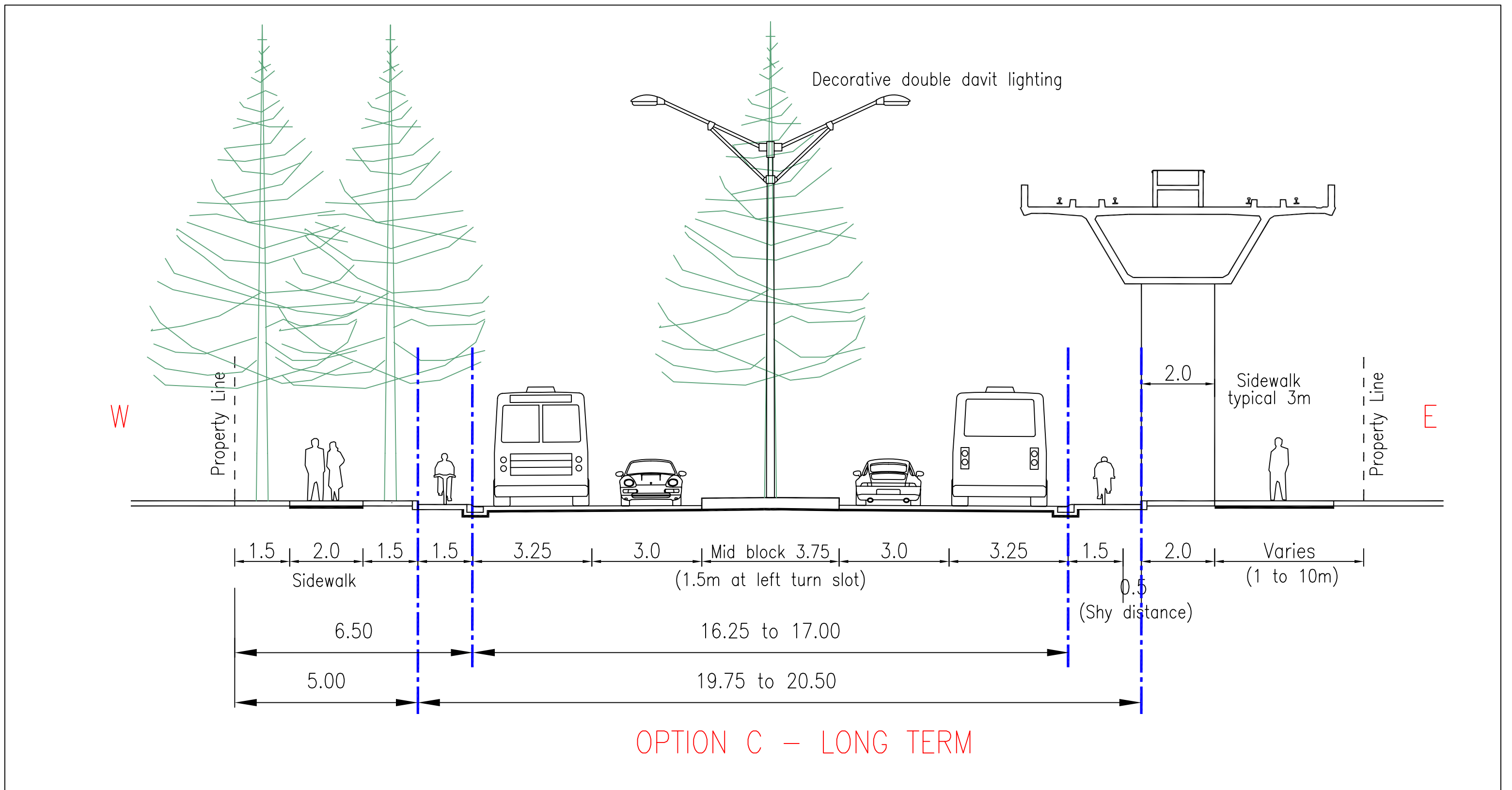
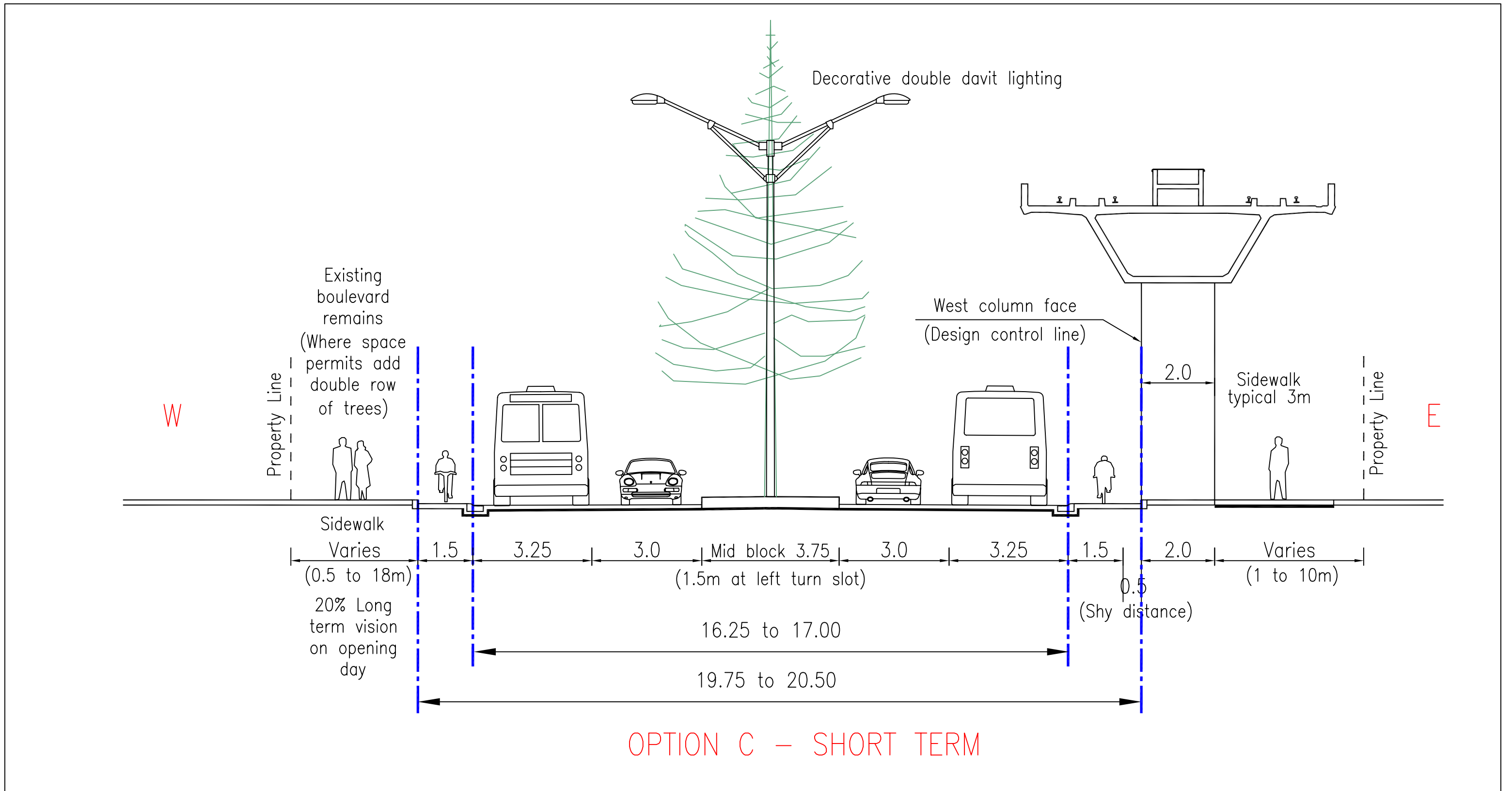
Quotation/Proposal/Tender No.

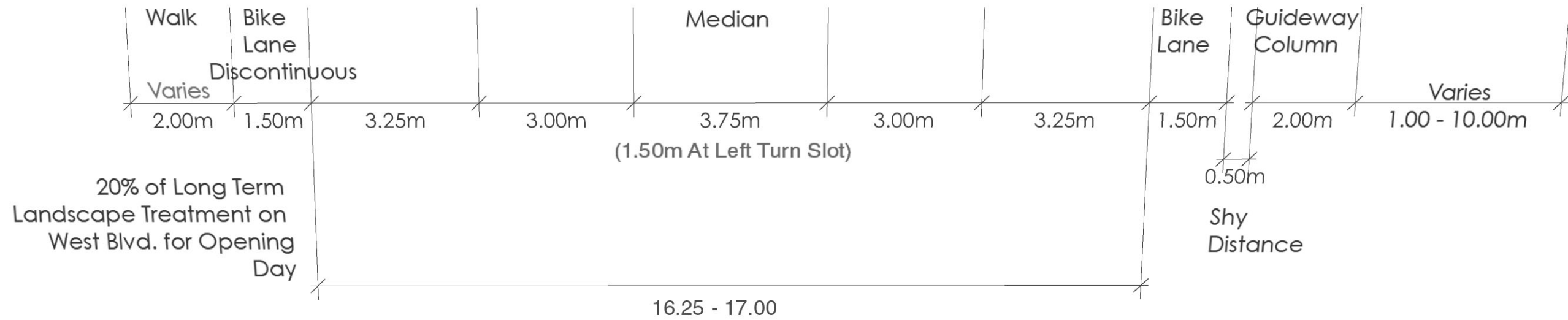
**2878P**

**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 <span style="float: right;">Postal Code</span>	
	Telephone Number	





OPTION C - SHORT TERM

2006.06.01



