



Contract 3083P

Hugh Boyd Community Park Design Plan Update

Phase 1 Parking Area and Corner Entry Feature Construction

No. 1 Road and Francis Road, Richmond, B.C.

1. Introduction

The City of Richmond proposes to engage a Landscape Architecture consultant to provide planning and design services to develop an updated version of the 1992 Hugh Boyd Community Park Master Plan and, specifically, to provide design detailing and construction specifications for an expanded parking lot and a new park entry feature. The budget for construction in 2007 is \$365,000.

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

Three copies of proposals marked “ **Contract 3083P**” 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, on or before: **Tuesday, July 31st, 2007 1:00 pm**. 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Proposals may be withdrawn by written notice only provided such notice is received at the office of the City’s Purchasing Section prior to the date/time set as the closing time for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.

3. Enquiries

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

Purchasing

Daianna Panni

Buyer

Purchasing Department

City of Richmond

Telephone: 604-276-4270

E-mail: purchasing@richmond.ca

3.2 Technical clarification shall be directed to:

Technical

Yvonne Stich

Park Planner

Parks Division

City of Richmond

Telephone: 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. 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

Hugh Boyd Park is a community park associated with the West Richmond Community Centre and Hugh Boyd Secondary School. It is 42 acres in size with approximately half of the park built as a golf course and the rest is heavily programmed with a number of uses that will not change with the update of the Master Plan.

The existing Hugh Boyd Park Master Plan was developed and approved in 1992. Over the years, the park has developed into a predominately athletic park, especially, with the recent construction in 2006 of a lit artificial turf complex that is approximately 3 soccer fields in size. This new development has turned Hugh Boyd Park into a premier destination for regional soccer tournaments including girl's and boy's provincial Level A tournaments and the Nations Cup. In addition, the lit turf has increased the use of the park at night and during the winter with hundred's of children and adults practicing on any given night.

This new increased use is necessitating the expansion of the existing parking lot and the need for improved pedestrian circulation. In addition, the park is at a major intersection with commercial uses on the other sides that have visually competing signs and developments. It has been determined that the park corner needs to have a stronger

identity and presence and a higher quality of development. A digital sign has recently been installed on No.1 Road that needs to be blended into a new pedestrian entry feature.

One of the challenges to the proponent is to provide options for increasing the parking area that are more environmentally sustainable than a typical asphalted parking lot. Historically, the park was farmland and at one point, a large 20 foot wide canal was located adjacent to No. 1 Road (one lane and the sidewalk now cover that canal) and there is a large underground stream under one of the fields. Reference to these features, as well as the rich sports history of the park, could be considered in the design of the parking lot and the entry feature.

Another challenge is to provide park experiences for the public who are not directly involved with the sports uses. Requests from the community society include an upgraded play area, seating, signage, and tree planting.

The funding for the project is intended to primarily construct the parking lot and improve the circulation in 2007. In the future there is potential for a community capital initiative, however, at this point the existing funding will have to be creatively stretched to include improvements to the corner. Funding for upgrading the play area will be considered in future years.

The consultant will be responsible for developing an overall design update to guide future development in the park as well as provide design details and construction specifications for the first phase that includes the parking lot expansion and the entry corner.

The consultant will work closely with the West Richmond Community Society park committee and the City in developing these plans. It is anticipated that there would be one public information open house and/ or a display in the Community Centre for public input.

5. Project Scope

Consultant Duties

The Consultant will provide the following scope of work:

1. Review the existing site conditions and the 1992 Hugh Boyd Park Master Plan including a start up meeting with City staff to further understand the existing and future uses of the park.
2. Attend a meeting with City staff and the appointed representatives from the West Richmond Society to further understand community needs and values. At this meeting the consultant will present an analysis of the site's opportunities and constraints.

3. Develop an upgraded overall concept plan that illustrates basic arrangement, the uses, space requirements, and amenities and site features for review by City staff and the West Richmond Society Parks committee.
4. Provide a landscape plan for the overall park that will focus primarily on tree planting.
5. Develop a park site furniture language , a ‘kit of parts’, including seating, signage, bollards, surface textures, and fences that will give Hugh Boyd Park a distinct identity and that can be implemented over time. This may use available catalogue furnishings as well as custom designed.
6. Within the overall park plan , develop two alternative options for expanding the children’s play area illustrating basic arrangements, area requirements of various standard playground elements, and themes to create a distinct community playground.
7. Research and provide different options and costing for consideration in constructing a more sustainable parking lot. Review with city staff and the park committee.
8. Develop a layout for the expanded parking lot and circulation that can be constructed in 2007 and modified when the existing Scout Hall building is removed in the future (5 – 10 years).
9. Develop two options for the park entry area identifying function, themes, design elements and site features including potential public art and/or community art opportunities.
10. Develop the appropriate graphics and a survey for a public open house and for a static display unit in the Community Centre.
11. Upon approval of the final overall design and area specific designs for the parking lot and corner entry feature, the consultant will prepare construction documents with the appropriate plans, sections, details and specifications required for successful construction of the parking lot and Phase 1 of the corner entry (dependant upon funding availability).
12. Construction documentation will include but not be restricted to the following:
 - Layout plan
 - Grading plan
 - Storm drainage plan
 - Utilities plan
 - Landscape plan
 - All construction details at the appropriate scale and specifications for pathways, stairs, steps, railings, site furniture, paving, walls, water features, lighting and other park features.
 - All building and construction permits and approvals (where necessary)
13. Provide a detailed cost estimate.

14. Final Plan(s) and Sections to be provided as three(3) hard copies and one CD for reproduction.

6. City Provided Items

To view an aerial photo of the park, click on the web site address below:

<http://map.city.richmond.bc.ca/website/gis/viewer.htm>

7. Budget

A budget of \$ 365,000 Canadian, including all applicable taxes, has been assigned to this project, including a final report and all associated costs. This budget is for construction and does not include the consultants fees which will be a separate budget.

8. Project Schedule

Construction of this project will commence by the end of October 2007. The consultant will be selected by August 6, 2007 and it is expected that the consultant will commence the design work immediately.

A project schedule is to be submitted with the proposal.

9. 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 civic park planning 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, eg., 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 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 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 proponents submission and any modifications thereto.

Proponents may include their standard terms of engagement.

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 assigned
- Project Deliverables
- Value for Money
- References
- Interview (if required)



City of Richmond
 Business & Financial Services Department

Notice of No Bid

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.
3083P

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	

July 26, 2007
File: 02-0775-50-3083/Vol 01

Business & Financial Services Department
Finance Division
Telephone: 604-276-4218
Fax: 604-276-4162

To Those Parties Receiving City of Richmond
Contract 3083P – Hugh Boyd Community Park Design Plan Update

Dear Sir/Madame:

Re: Addendum #1 – 3083P – Hugh Boyd Community Park Design Plan Update

Please find Addendum #1 for the above referenced Request for Proposal:

Q1. Is the 1992 Hugh Boyd Park Master Plan publicly posted or publicly accessible?

A1. The 1992 master plan is not publicly posted but it is available to the public upon request. It is also available thru the West Richmond Community Association at Hugh Boyd Park.

Q2. Will construction details of existing park amenities be available to the contract awarded consulting team?

A2. Yes, all available construction details, drawings and plans of the existing park amenities will be available to the awarded consulting team.

Q3. Do you anticipate the need for additional lighting in the expanded parking area and new pedestrian entry?

A3. Lighting may be considered only for the pedestrian entry area.

Yours truly,

Sheryl Hrynyk
Acting Supervisor
SAH:sah

July 27, 2007
File: 02-0775-50-3083/Vol 01

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Telephone: 604-276-4218
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To Those Parties Receiving City of Richmond
Contract 3083P – Hugh Boyd Community Park Design Plan Update

Dear Sir/Madame:

Re: Addendum #2 – 3083P – Hugh Boyd Community Park Design Plan Update

Please find Addendum #2 for the above referenced Request for Proposal:

Q1. Page 4, Item 10: Are the plans presented at the public open house the concept options for the expanded parking and site entry areas or the final City approved plan for these areas?

A1. The expanding parking areas will be displayed as City approved plans. The Park entrance area, playgrounds, pathways, and landscape features will be presented as options during the public open house.

Yours truly,

Sheryl Hrynyk
Acting Supervisor
SAH:sah