



Contract 3378P

Design and Engineering of Pool Filters at Watermania

1. Introduction

The City of Richmond proposes to engage the services of a qualified mechanical engineering consulting firm to undertake a complete review of the issues surrounding the existing pool filtration system and provide options for solutions. In addition, the successful proponent will provide mechanical engineering design services to replace the existing Diatomaceous Earth (DE) filters with the option chosen by the City.

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 (3) copies of proposals marked “**Design and Engineering of Pool Filters at Watermania, Contract 3378P**” 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 **4:00PM Local Time on Thursday, October 2, 2008**. 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 its 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Proposals may be withdrawn by written notice only provided such notice is received at the office of the City’s Purchasing Section prior to the date/time set as the closing time for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.

Except as expressly and specifically permitted in these instructions, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.

3. Enquiries

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

Purchasing

Daianna Panni

Buyer 1

Purchasing Department

City of Richmond

Telephone: 604-276-4270

E-mail: purchasing@richmond.ca

3.2 Technical clarification shall be directed to:

Technical

Jason Ho

Project Manager

Facility Management, Engineering & Public Works

City of Richmond

Telephone: 604-244-1281

E-mail: jho@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

Watermania opened in 1997 as part of the Riverport Entertainment Complex and presently receives around 0.5 million visits per year. The pool water is currently filtered with Diatomaceous Earth (DE) filters.

The City of Richmond is interested in pursuing a replacement for the pool filters at Watermania. The need for a replacement was driven by issues that have been experienced with the current DE filters on an open loop system. These issues include:

- High operating and maintenance costs
- Failed check valves
- Risk of damaged equipment from flooding

- Health hazard with respect to crystalline silica

5. Project Scope

5.1 Consultant Duties

The City requires the following objectives be considered in performing the study and design:

- Protection of life, health and safety of all users of the facility with respect to water quality and indoor air quality
- Determination of the limitations and operating constraints of the existing mechanical systems

5.2 Scope of Work

- Conduct a complete review of the existing system, including interviews with current service providers and building operators
- Provide options for solutions (including sand filters)
- Mechanical engineering design services to replace the existing DE filters with the option chosen by the City
- Preparation of tender documents, drawings, and specifications for obtaining competitive tenders and professionally administered installation
- Review and evaluation of contractor bids
- Review of construction schedule
- Pre-purchase and due diligence inspections
- Review of the completed work to ensure compliance with tender
- Review of O&M manuals and preparation of as-built drawings

5.3 Deliverables

- Itemized cost estimates for each option
- Estimate of time required for project implementation and installation of each option
- Recommendations to further improve the filtration system
- Design and specification of filtration equipment and filtration plant room
- Design and specification of pumps, if necessary
- Design and specification of controls
- Design and specification of piping and instrumentation inside plant room

6. Project Schedule

The project will commence immediately upon award of contract. The design and engineering is to be completed by December 2008. Construction and installation is to occur in 2009 (exact timing to be coordinated with Watermania pool programming). A project schedule, outlined in weeks in Gantt format, is to be submitted with the proposal.

7. Proposal Submissions

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

- A Corporate profile of their firm outlining its history, philosophy and target market.
- A detailed listing of experience relevant to the requirements of this Request for Proposal.
- 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, 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 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.

8. Working Agreement

The successful proponent will enter into a contract for services with the City based upon the information contained in this request for proposal and the successful proponents submission and any modifications thereto.

Proponents may include their standard terms of engagement.

9. Evaluation Criteria

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

- Experience of the Consultant and project leader, with particular emphasis on indoor swimming pools
- Understanding of project objectives/outcomes and vision
- Project Methodology
- Team Composition – Experience and Qualifications of those staff to be assigned to the project.
- Project Deliverables
- Value for Money
- References
- Interview (if required)



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.
3378P

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