



**Contract 4569P**

**Professional Services - Olympic Story Exhibit Design Team**

**1. Introduction**

- 1.1 The City of Richmond (the “City”) proposes to engage the services of an Exhibit Design Firm to design, fabricate and install an exhibition that tells the Richmond Olympic Story.
- 1.2 The objective of this Request for Proposal (“RFP”) 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. Definitions**

- 2.1 Throughout this Request for Proposal the following definitions apply:
  - a) “BC Bid” means the electronic tendering service maintained by the Province of British Columbia located online at [www.bcbid.ca](http://www.bcbid.ca), or any replacement website;
  - b) “City” means the City of Richmond, British Columbia;
  - c) “Contract” means the written agreement resulting from this Request for Proposal executed by the City and the Contractor for the Work;
  - d) “Lead Proponent” is the Proponent whose Proposal, as determined through the evaluation criteria described in this RFP, provides the best overall value in meeting the requirements of the RFP, and with whom a Contract will be considered;
  - e) “Proposal” means a proposal submitted by a Proponent in response to this Request For Proposal;
  - f) “Proponent” means an individual or a company that submits, or intends to submit, a Proposal in response to this Request for Proposal;
  - g) “RFP” or “Request for Responses” means this request for Responses, inclusive of all appendices and any addenda that may be issued by the Owner;

- h) “Submission” means a proposal submitted by a Proponent in response to this RFP;
- i) “Successful Proponent” means the same as “Contractor”
- j) “Contractor” means the Successful Proponent to this Request for Proposal who enters into a written Contract with the City to perform and to oversee the Work and
- k) “Work” means the provision of all labour, services, material and equipment, and any action as necessary for the Preferred Proponent to complete and perform its obligations in accordance with the terms and conditions of the Contract.

### 3. Submission Details

- 3.1 Three (3) copies of Responses marked “**Olympic Story Exhibit Design Team - Contract 4569P**” 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 3:00pm, local time, on Wednesday August 17<sup>th</sup>, 2011 (the “Closing Time”). Submissions received after this time will be returned to the sender.

### 4. Pre-Bid Meeting – Intentionally Omitted

### 5. Enquiries

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

Purchasing

Kerry Lynne Gillis

Buyer II, Contracting Specialist

Purchasing Section

City of Richmond

E-mail: [purchasing@richmond.ca](mailto:purchasing@richmond.ca)

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

- 5.3 The City will only respond to questions that are submitted in writing. Any questions that are received and answered by City Staff that affect the Proposal Process, any interpretation of, additions to, deletions from, or any other corrections to the Request for Proposal document, may be issued as written addenda by the City. It is the sole responsibility of the potential Proponents to check with the following websites to ensure that all available information has been received prior to submitting a proposal:

- a) City of Richmond: <http://www.richmond.ca/busdev/tenders.htm>

b) BC Bid: <http://www.bcbid.gov.bc.ca/open.dll/welcome?language=En>

5.4 The deadline for inquiries for this Request for Proposal is 5:00pm, local time on Wednesday August 10, 2011.

## **6. Terms of this Request for Proposal**

6.1 Responses shall be open for acceptance for ninety (90) days following the submission closing date.

6.2 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.

6.3 Responses 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 Responses.

6.4 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.

6.5 Proponents are advised that the City will not necessarily accept any Proposal and the City reserves the right to reject any or all Responses at any time without further explanation or to accept any Proposal considered advantageous to the City.

6.6 A Response which contains an error, omission, or misstatement, which contains qualifying conditions, which does not fully address all the requirements of this RFP, or which otherwise fails to conform to the requirements in this RFP may be rejected in whole or in part by the City at its sole discretion.

6.7 The City may waive any non-compliance with the RFP, specifications, or any conditions of the RFP and may, at its sole discretion, elect to retain for consideration Responses which are non-conforming, which do not contain the content or form required by the RFP or have not complied with the process for submission set out herein.

6.8 Responses which fail to conform to the Format Requirements or which fail to conform to any other requirement of this RFP may be rejected by the City. Notwithstanding the foregoing or any other provision of this RFP, the City may at its sole discretion elect to retain for consideration Responses which deviate either materially from the format requirements set out in hereto or which otherwise fail to conform to any other requirement of this RFP except the requirement of delivery of the Proposal prior to Closing Time.

6.9 The City may choose, at its sole discretion, to proceed with all of the components of the Work, none of the components or selected components of the Work.

6.10 All Responses will remain confidential, subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia.

## **7. Negotiations**

7.1 The award of the contract is subject to negotiations with the Lead Proponent. Such negotiations include, but are not limited to, the following:

- a) changes or work refinements in the service requirements or scope of work proposed by the Lead Proponent;
- b) price – if directly related to a change or refinement in the proposed scope of work proposed by the Lead Proponent and
- c) specific contract details as deemed reasonable for negotiation by the City of Richmond.

7.2 If a written contract cannot be negotiated within sixty (60) days of notification to the Lead Proponent, the City may, at its discretion at any time thereafter, terminate negotiations with the Lead Proponent and either enter into negotiations with the next qualified Proponent or cancel the RFP process and not enter into a contract with any Proponent.

## **8. Project Background**

8.1 The 2010 Olympic and Paralympic Winter Games captured the hearts and minds of residents and visitors. As the location of the premier sporting venue for the 2010 Games, the long track speed skating oval, Richmond embraced the opportunity to be a venue city and leverage this opportunity to enhance all the legacies possible from hosting the world, either physically or virtually.

8.2 The Richmond Olympic Oval (“Oval”), one of the few legacy buildings in the world permitted to use the word “Olympic” in the name and display the rings, is an iconic building on the waterfront that continues to draw visitors from around the world.

8.3 The City of Richmond and the Richmond Olympic Oval Corporation (“Oval Corporation”) would like to re-ignite the excitement felt by residents and visitors during the Games; inspire viewers to excellence; educate youth in the science, art, culture and power of sport; and create a permanent lasting legacy of the Games by becoming a North American location in the Olympic Museum Network.

8.4 The Richmond Olympic Oval is a breathtaking venue on the banks of the Fraser River and winner of the Institution of Structural Engineers top award for Sports or Leisure Structures. Home to the long track speed skating during the 2010 Olympic and Paralympic Winter Games, the Oval has been transformed into the legacy vision first conceived by the City of Richmond in 2004 – an international centre of excellence for sports, health and wellness. The Oval now offers two

Olympic sized ice rinks, six hardwood courts, and a 200 metre track encircling a vast multi-purpose sports zone on the activity level; a 2,100 square metre (23,000 sq ft) fitness centre on the mezzanine level; and BC's only publicly accessible indoor rowing and paddling tank on the ground level. The exterior consists of two plaza areas, a beautiful water filtration pond and several iconic art pieces.

## 9. Project Scope

9.1 Through photographs, artefacts, mixed media, interactive activities and films, the stories of the 2010 Olympic Winter Games from the Richmond perspective will be shared, the rich history of sports in Richmond told and the excitement provoked by the Olympic movement captured. Appealing to a broad based audience, stories will be woven throughout the building and surrounding grounds.

9.2 The project includes developing storylines and the conceptual design, designing and building interactive and multimedia elements, fabrication and installation of an integrated exhibit experience to be housed at the Richmond Olympic Oval. The spaces envisioned include corridors and public spaces, a discrete exhibit room, a multimedia theatre and the exterior of the building.

Through a wide variety of mediums and appealing to a broad based audience, stories will be woven throughout the building and surrounding grounds.

9.3 The Olympic Story Project (working title only) has three primary areas of focus:

1. Richmond's Olympic Story
2. Richmond's sporting history
3. the 2010 Olympic Games and the Olympic Movement

Each is summarized as follows:

1. *Richmond's Olympic Story*

The City of Richmond fully embraced the Olympic spirit, not only by delivering the iconic premier venue for the 2010 Olympic Games, but by embracing a goal to ensure that all its residents had an opportunity to enjoy and experience the excitement of the Olympics and feel the Olympic spirit.

2. *Richmond's Sporting History*

From the championship winning female lacrosse team, the "Milkmaids" in the 1920's and '30's to being home to two horse racing tracks and many champions, Richmond has a rich and inspiring sporting history.

3. *2010 Olympic and Paralympic Games and the Olympic Movement*

From triumph and tragedy, joy and despair, the 2010 Games created new Olympic legends that will live on in the Richmond Olympic Story Project - honouring the Olympics and what they mean to people, the athletes and the countries that participate and telling the stories of excellence, hardship, successes and failures, friendship, technological and scientific developments, heroes and achieving dreams.

9.4 This project is divided into two (2) phases:

- a) Phase One (1) – develop storyline and design options and costs to achieve the vision.
- b) Phase Two (2) – based on the option chosen, develop detailed designs and construction drawings, advise and work with the City on any room modifications required, fabricate and install exhibit and design and build interactive and multimedia elements.

## **10. Contractor Duties**

10.1 Phase One (1) – work with a team of stakeholders to establish stories to be told, develop the storyline and, given the constraints of the building uses, propose several conceptual design options of varying scope and associated costs.

10.2 Phase Two (2) – depending on the option chosen by the City and the Oval Corporation, develop detailed designs and oversee fabrication and installation of the exhibits. The Contractor duties for phase 2 encompass all aspects of mounting an exhibit including:

- a) project management;
- b) curating (research, storyline including themes, graphics, artefact selection, text, and conservation requirements);
- c) comprehensive design (types of media, infrastructure, interactive components, electrical and lighting requirements, conservation);
- d) production of construction drawings and
- e) fabrication and installation.

## **11. City Provided Items**

11.1 The City will provide to the Successful Proponent:

- a) access to existing resources, documents, research and information;
- b) staff team to work with Contractors and

- c) meeting space.

## **12. Project Schedule**

12.1 Phase One (1) is to be completed by October 14, 2011. The timeline for Phase Two (2) will be dependent on option approved. Proponents are advised to submit a project schedule for Phase One (1) with their Proposals.

## **13. Proposal Submissions**

13.1 All Proponents are required to provide the following information with their Proposals:

- a) A Corporate profile of their firm outlining its history, philosophy and target market.
- b) A detailed listing of the Proponent's (and its sub-Contractor's) experience in completing successfully, projects of the type described in this RFP.
- c) A description of the Proponent's understanding of the project objectives/outcomes and vision, and how these will be achieved.
- d) A detailed project methodology explaining each project task including what will be expected of both the Proponent and the City with respect to each task.
- e) 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.
- f) A detailed proposal of what will be delivered, including the expected outcome and benefits to the City of Richmond.
- g) 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.
- h) A detailed schedule of all activities, including milestones, project meetings, interim reports and progress reports required for Phase One (1) of this project and a high level schedule of activities to accomplish Phase Two. A more detailed schedule of all activities including milestones, interim and progress reports will be required should the scope of Phase Two (2) be chosen to proceed by the City.
- i) A budget for the completion of Phase One (1), including an hourly rate sheet. Given that the scope of Phase Two (2) has yet to be determined, an

indication of pricing methodology for the work to be conducted by in Phase Two (2) should be included.

- j) Provision of a priced methodology complete with a time allotment for each identified task proposed 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.
- k) A minimum of three (3) client references from projects of a similar size and scope.

#### **14. Review of Responses**

- 14.1 The City will review the Responses submitted to determine whether, in the City's opinion, Proponents have demonstrated the required experience and qualifications to fulfill the obligations of the services identified in this RFP.
- 14.2 The City, in its sole discretion and without having any duty or obligation to do so, may conduct any inquiries or investigations, including but not limited to contacting references, to verify the statements, documents, and information submitted in connection with the Proposal and may seek clarification from the Proponent's clients regarding any financial and experience issues.
- 14.3 Responses shall be evaluated to determine the best value offered to the City against conformance to the following criteria:
  - a) Understanding of project objectives/outcomes and vision.
  - b) Project Methodology.
  - c) Team Composition – Experience and Qualifications of those staff to be assigned to the project.
  - d) Project Deliverables.
  - e) Value for Money.
  - f) References.
- 14.4 Proponents may be scheduled for an interview at the discretion of the City.

#### **15. RFP Process**

- 15.1 The City may unilaterally take the following actions, and shall not be liable for any such actions:



- a) amend the scope and description of the products and services to be procured as described in this RFP, and the qualifications that may be required to meet those requirements;
- b) reject or accept any or all Submissions;
- c) cancel the RFP process at any time and reject all submissions; or
- d) cancel the RFP process and recommence in respect of the same RFP with the same or an amended set of documents, information and requirements.

15.2 The Proponent acknowledges and agrees that any RFP is in no way whatsoever an offer to enter into an agreement and submission of a Request of Proposal by any Proponent does not in any way whatsoever create a binding agreement. The Proponent acknowledges that the City has no contractual obligations whatsoever arising out of the RFP process.

## **16. Publication of the Results of the Request for Proposal**

16.1 The City will publish the name of the Successful Proponent on the websites listed in subsection 5.3. No other notices will be issued by the City. Proponents shall visit these websites to obtain the results of this RFP.

## **17. Working Agreement**

17.1 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.

17.2 Proponents may include their standard terms of engagement with the Responses.

## **18. Information Disclaimer**

18.1 The City and its directors, officers, employees, agents, Contractors and advisors are not liable or responsible for any verbal or written information, or any advice, or any errors or omissions, which may be contained in this RFP or otherwise provided to any Proponent pursuant to this RFP.

18.2 The Proponent shall conduct its own independent investigations and interpretations and shall not rely on the City with respect to information, advice, or documentation provided by the City. The information contained in this RFP is provisional and will be superseded by other agreement documents.

18.3 The City makes no representation, warranty, or undertaking of with respect to this RFP and the City and its directors, officers, employees, agents, Contractors and advisors, shall not be liable or responsible for the accuracy or completeness of the information in this RFP or any other written or oral information made available to any interested person or its advisors, and any liability however arising, is expressly disclaimed by the City.