



**Contract 2769EOI**

**Terms of Reference/Request for Expressions of Interest**

**CIVIL, ENVIRONMENTAL & GEO-TECHNICAL ENGINEERING SERVICES**

**1. INTRODUCTION**

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

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

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

**2. SUBMISSION DETAILS**

Three (3) copies of Expressions of Interest marked '**Contract 2769EOI – Expression of Interest for Civil, Environmental, and Geotechnical Engineering Services**' addressed to the Purchasing Section, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, until 2pm local time on Friday December 9, 2005. Submissions received after this time will be returned unopened

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

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

**3. ENQUIRIES**

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

**Purchasing**  
David Phipps, Supervisor  
Purchasing Section  
City of Richmond

Telephone: 604-276-4287

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

3.2 Technical clarification shall be directed to:

**Technical**

Anthony Fu, EIT  
Engineering Design and Construction  
City of Richmond

Telephone: 604-276-4000 extension 3032

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

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

Any questions that are received by City of Richmond Staff that affect the Expressions of Interest process will be issued as addenda by the City of Richmond.

**4. REQUEST FOR EXPRESSIONS OF INTEREST – SUBMISSION REQUIREMENTS**

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

**4.1 General**

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

**4.2 Score Card**

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

**4.3 Relevant Company Experience**

This section must include:

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

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

#### **4.4 Personnel**

This section must include:

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

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

#### **4.5 Resources**

This section must include:

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

#### **4.6 References**

This section must include:

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

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

### **5. WORKING AGREEMENT**

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

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

### Attachment A – Score Card

<b>Consulting Services</b> <b>EOI - Score Card</b> PROPOSAL NAME: _____ PROPOSAL NUMBER: _____ CONSULTANT: _____							
						RATED	
						BY:	
						DATE:	
Factor	Weight (100)	<i>Enter Value in Appropriate Column</i>					Weighted Total
		Poor (0.3)	Marginal (0.5)	Fair (0.7)	Good (0.9)	Exc. (1.0)	
Compliance with RFEOI	15						
Company Experience	10						
Proj. Manager Experience	15						
Team Quality	30						
Resources	10						
References	15						
Quality of EOI	5						
Totals	100						



**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 **2769EOI**.

**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