



Contract 2933P

Consulting Services for Garden City Park Community Play Environment

1. Introduction

The City of Richmond proposes to engage the services of a consultant with expertise in Park and Play Environment design/development to undertake the preparation of conceptual design and in design development drawings, and construction specifications and details for Garden City Community Park Play Environment.

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 “**Consulting Services for Garden City Park Community Play Environment Contract 2933P**” 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 Thursday, September 14, 2006. 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Proposals may be withdrawn by written notice only provided such notice is received at the office of the City’s Purchasing Section prior to the date/time set as the closing time for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 Telephone: 604-276-4287
David Phipps - Supervisor, Purchasing
City of Richmond E-mail: purchasing@richmond.ca

3.2 Technical clarification shall be directed to:

Technical Telephone: 604-233-3311
Clarence Sihoe, Park Planner
Parks, Recreation and Cultural Services E-mail: csihoe@richmond.ca
City of Richmond

Mike Redpath – Mgr, Programs, Planning & Design
Parks, Recreation and Cultural Services Telephone: 604-244-1275
City of Richmond E-mail: mredpath@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 Description

4.1 Background

Garden City Community Park forms one of the cornerstones of the park and open space system for Richmond's City Centre. It is approximately twenty-one acres in size, and is located between Alberta Road and Granville Avenue to the north and south, and Garden City Road and Anderson Elementary School to the west and east.

The concept plan for the park was approved by City Council in 1998. (Attachment 2) The site now comprises a diversity of landscape features, including a traditional park atmosphere provided by formal lawns and specimen trees of the Arboretum; the natural character of the large birch-conifer forest; and the swale-wetland-pond system that was completed in the spring of last year.

An important component of the plan is the provision of an innovative and creative play environment and water play area in the north part of the park, alongside Alberta Road, and funding has been approved within the 2006 Parks Capital program for their design and construction, (and additional funds will be applied for in the 2007 Capital year). Similar developments in Richmond's other community parks have proven to be very popular and well used. City Council has

recently determined however, that the focus for this project be placed on the play environment rather than the water play area. A well-designed play environment can provide a great range of play, social interaction and educational opportunities, and can be enjoyed during all seasons of the year, whereas use of a water play park in this region is essentially restricted to two months of summer. Provision of some type of water feature within the play environment is still required, so that that type of play experience is not altogether lost.

Current developments that will influence this project include the establishment of a new caretaker's building on site, and the site planning/design for a parking lot, public washroom/storage building and a basketball court. The closure of a portion of Alberta Road from Garden City Road going eastward, and the opening of the new Cook Road/Katsura Road extension will also occur within the next year. (See Attachment 1 – Project Timeline)

4.2 Goals and Objectives

The City of Richmond is seeking a consultant (team) with expertise on the subject of play, and in the design and development of innovative play environments and water features. The main goal is to ensure that the play environment/water feature design plan is a creative and exciting yet practical one, and that it is well integrated within the overall park development. Garden City Community Park will serve many existing (and future) residents of Richmond's City Centre, and it is envisioned that this play environment will provide a rich diversity of play and learning experiences, in both natural and constructed environments.

There are \$725,000 in funds available for the completion of this project, with suggested breakdown as follows: site development \$375,000; customized play environment elements and water feature, supply and installation \$150,000; and standard playground equipment, supply and installation \$200,000. Amounts include all charges, fees, permits and taxes. Special allowance has been made for customized site and play features in support of the desire to create an innovative play environment that.

Key objectives for this project include but are not restricted to: a review of the existing site; a discussion focussed on the nature of play; development of options for the types and layout of play equipment/activities; development of options for site grading, features, utilities, landscaping and circulation; preparation of cost estimates. Specification of actual playground equipment is not part of this project, but consideration of their general types, site layout and space requirements is an important determinant of the final design plan. This information will provide the basis for a separate tender for supply and installation of the playground equipment, to be coordinated by the City of Richmond.

The consultant will work closely with Park Design and Recreation staff, and with various representatives of the City Centre Community Association, other City Centre organizations and three local elementary school Parent Advisory Committees for direction and coordination of this project. The consultant will be

expected to show creativity and provide experience and leadership during the preparation of this plan.

5. Work Program

The following general work program is proposed for the Garden City Community Park Play Environment project:

Phase	Description	Approximate Completion Date
1	Project Start- Up	end-September 2006
2	Site Analysis	mid-October 2006
3	Design Options	end-October 2006
4	Preferred Option	early-November 2006
5	Final Detailed Plan	late-January 2007
6	Construction Drawing Documentation	early-April 2007

5.1 Phase 1 – Project Start-Up

The first priority task is to meet with staff (and possibly the various community representatives) to review the project terms of reference including general project process and timelines, budgets, and City development context. Consultant shall also make a presentation about the nature of play and water play elements, and by using an appropriate mix of photographs, illustrations, sketches, and descriptions will facilitate discussion around the question: “What makes a great play environment?” A preliminary list of desired playground features and elements will then be prepared.

5.2 Phase 2 – Site Analysis

Consultant will visit and study the proposed play environment area and then present to staff an analysis of the site’s opportunities and constraints to play environment development.

5.3 Phase 3 – Design Options

Two alternative concept plans for the play environment/water feature are to be prepared, illustrating the basic arrangement, size and area requirements of the various standard playground elements and site features, customized play/site features, as well as the landscape framework in which the play environment is to be situated. Budget estimates for each option are required. Consultant will then meet with staff and community representatives to discuss this phase of work and set direction for the preferred option.

5.4 Phase 4 – Preferred Option

Consultant will present to staff and community representatives the preferred option with refined budget estimate, based on discussion from the previous meeting. This plan will then form the basis for a separate tender for the playground equipment to be coordinated by City of Richmond staff. Consultant

may be requested to participate in the review (and selection) of playground equipment supplier bids.

5.5 Phase 5 – Final Detailed Plan

The Final Detailed Plan will be a refinement of the preferred option, based on the results of the playground equipment tender as described earlier. This meeting with staff and community residents will be used to show and explain the final detailed plan and cost estimate for the whole play environment.

5.6 Phase 6 – Construction Documentation

Following approval of the final design plan by the appropriate staff and committees of council, the consultant shall prepare all the construction documents, plans (typical scale 1:250 m), drawings, sections, details and specifications required for successful construction of the play environment features. These include but are not restricted to:

- plan of existing site
- demolition plan
- illustrative site plan
- layout plan
- grading plan
- storm drainage plan
- utilities plan
- landscape plan
- all construction details (at appropriate scale) and specifications as required for, but not limited to: pathways, stairs, steps, railings, site furniture, paving, walls, water features, lighting, and park structures, special playground, site, and water features
- building/construction permits and approvals (where necessary)
- detailed cost estimate

6. **Additional Consultant Responsibilities**

The consultant will be responsible to provide the following services:

- Assistance in responding to public inquiries at the direction of Richmond staff.
- Participation in review meetings with Richmond senior staff and School District #38 Richmond staff if requested and presentations to Richmond City Council and the School District #38 Richmond Board of Trustees as directed by Richmond staff
- Presentations to the City Centre Community Association and other City Centre organizations, and the Parent Advisory Committees of Cook, Garden City, and Anderson Elementary Schools.

7. Deliverables

The consultant will be responsible to provide complete planning, design, and meeting facilitation including but not limited to the following Garden City Community Park Play Environment deliverables:

- written summary of all meetings and findings
- “play environment”, “play” and “water play” research and presentation materials and report
- site analysis plan @ 1:250 m scale of proposed play environment area; summary report of opportunities and constraints
- two alternative concept plans @ 1:250 m scale, rendered; summary descriptive report; budget estimates, with appropriate supporting sections, sketches, photographs and illustrations.
- descriptions, plans, sections, sketches, details of the customized play, site, and water features
- preferred option plan and final design plan @ 1:250 m scale, with appropriate supporting sections, sketches, photographs and illustrations.
- complete construction drawing documentation as described in the Work Program.

The consultant shall provide the City with a reproducible set of the originals, plus a set of reduced blackline drawings for City use. AutoCAD drawing files shall also be provided.

6. City Provided Items

The following information will be made available to the consultant:

- an aerial photo of the site (dated May 25, 2005)
- a survey plan of the site and all the site features provided on AutoCAD
- legal plans of the site
- Garden City Park concept plan

7. Budget

The upset fee to undertake this study is \$ 50,000.00 including all fees for consultants, Subconsultant, disbursements, and taxes.

8. 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 Park and Play Environment design/development 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, 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.

7. 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.

8. 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 to be assigned to the project.
- Project Deliverables
- Value for Money
- References
- Interview (if required) – Prospective consultants may be interviewed by representatives of the City Centre Community Association, other City Centre organisations, at least 3 local elementary school Parent Advisory Committees, and City of Richmond Staff. Consultants should be prepared to describe similar successful projects and provide presentation materials to illustrate their expertise.

Attachment 1**Garden City Community Park Play Environment – Project Timeline**

	<i>Key Description of Action to be Taken</i>	<i>Additional Comments</i>	<i>Key Dates</i>	<i>Comments</i>
1	Request for Proposal Issued		28 August 2006	
2	Consultant Proposals Received		14 September 2006	
3	Award Design Contract		21 September 2006	
4	Project Start-Up Meeting		28 September 2006	
5	Site Analysis Meeting		10 October 2006	
6	Design Options Meeting		24 October 2006	
7	Preferred Design Option Meeting		7 November 2006	
		Playground Tender out	15 November 2006	
		Playground Tenders in	14 December 2006	
		Award Playground contract for supply and installation	8 January 2007	installation scheduled for July 2007
8	Final Design Plan Meeting		22 January 2007	
9	Construction Design Drawing/Specifications		1 April 2007	
10	Commence Park Construction		1 May 2007	
11	Playground equipment installation		1 July 2007	



City of Richmond
Business and 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.
2933P

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

