



**Contract 2936P**

**OVAL PRECINCT AND SURROUNDING AREA PUBLIC ART PLAN**

**IMPLEMENTATION OF ART PROJECTS**

**1. Introduction**

The City of Richmond proposes to engage the services of a Public Art Consultant to assist in the implementation of the Oval Precinct and Surrounding Area Public Art Plan.

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**

Seven (7) copies of proposals marked "Oval Precinct And Surrounding Area Public Art Plan -Implementation Of Art Projects - Contract 2936P" 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 4:30 pm 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 shall be irrevocable until the City awards this Contract or cancels this Request for Proposals, whichever first occurs.

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 the City of Richmond's website, BC Bid or with the Purchasing Section 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

Sheryl Hrynyk

Buyer II

Purchasing Department

City of Richmond

Telephone: 604-276-4135

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

3.2 Technical clarification shall be directed to:

Technical

Jane Fernyhough

Manager of Heritage and Cultural Services

Cultural Services

City of Richmond

Telephone: 604-276-4288

E-mail: [jfernyhough@richmond.ca](mailto:jfernyhough@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**

#### ***Richmond Oval***

The City of Richmond will build a 33,000 square metre (355,221 square feet) world-class multi-use community facility, which will host the long track speed skating competition for the 2010 Olympic Winter Games. The project construction budget for the Oval facility is approximately \$150 million.

After the 2010 Olympic Games, the Oval will be a showcase multi-use sport and community facility that will be a focal point for wellness amenities, services and a major new centre for sports training and competition. In addition, it will attract festivals, cultural events and small tradeshow. It will be designed and programmed to ensure access by all citizens including youth, seniors and people with disabilities as well as emerging and elite athletes.

#### ***Location***

The Oval is located in Richmond's Olympic Gateway on the eastern portion of a 12 hectare (30 acre) City-owned site along River Road, which borders the Middle Arm of the Fraser River and lies between the No. 2 Road and Dinsmore Bridges. This iconic

landmark, just across the water from Vancouver International Airport (YVR), will be seen from the air by millions of passengers travelling through YVR each year. On the water's edge, with uninterrupted views from sea to sky, the Oval will showcase the outstanding beauty of the region in a gathering place that harmoniously embraces the three pillars of the Olympic movement: **sport, environment and culture**.

Four planning principles have been adopted for the Oval Gateway:

- Build Legacy
- Build A Complete Community
- Build Green
- Build Financial Viability

Post-Games, the Olympic Gateway area will be an international destination.

### *Facility Concept*

As the premier venue of the Vancouver 2010 Olympic and Paralympic Winter Games, the Richmond Oval will be home to the long track speed skating events for these games. It will welcome the world in a world-class facility that celebrates sport, culture and the environment. As a significant Olympic Legacy for the City of Richmond and the region, the Richmond Oval is being developed as a signature, architectural feature in a prominent waterfront location that will showcase Olympism long after the 2010 Olympic Games conclude.

Post-Games, the facility will remain a destination venue for local, regional, national and international sport and active living pursuits. The Richmond Oval will be transformed into a flexible, multi-sports facility with year-round opportunities for winter and summer sport athletes, embracing the "playground to podium" continuum of athlete development and participation.

The post games Oval will be a vibrant, high performance sport and community wellness centre that promotes the benefits of sport and physical activity. The Oval will become the national training centre for a number of different high performance sports, and in addition will be easily accessed by the general public and "weekend warriors" to pursue their active living goals along side some of the world's best athletes.

Facility design will accommodate a wide range of activities at any given time through the development of a number of activity zones that can function collectively or independently, depending on events, demands and opportunities.

Promoting active, healthy lifestyles and sport performance excellence, the facility will include a significant, state of the art fitness centre, and will host programs that could include such things as cardiac health, injury rehabilitation, sports medicine, sports sciences and other related services and programs. Additional community activity space,

restaurant and retail space and ancillary uses will support the vision for the Oval to be a vibrant, urban gathering place along the City's busy waterfront. The site's waterfront park and plaza will link the Oval precinct to the Fraser River and to the City's 40-plus kilometres of waterfront trails.

In addition to unique programming opportunities, a major goal of the Richmond Oval's design is to create a hallmark for sustainability and accessibility in a superb natural, yet urban setting. Aiming for a strong *LEEDS* designation for the Oval, the design and goals of this development will embrace and celebrate the environment in innovative ways, and will provide the opportunity to showcase these innovations for the appreciation and awareness of visitors to the site.

### ***Oval Precinct and Surrounding Area Public Art Plan***

On May 23, 2006, the Richmond City Council approved the attached Public Art Plan.

As part of the *Oval Art Plan*, there are several opportunities identified that are for integrated art that becomes part of the building and the landscape. The timelines for these projects are tied to the City's commitment to have the building operational by Summer 2008 for the use of the Vancouver 2010 Organizing Committee.

The first project that is already underway is for the Concrete Buttresses (Item 1B). The City has hired Susan Point to complete the art work on that project which is outside the scope of this proposal call.

### ***Richmond Public Art Program***

In 1987, the City established an eight-member Richmond Public Art Commission Committee to assist Council, by overseeing and managing the development of public art in public and private places.

Since its inception in 1987, the Commission has manifested the City's commitment to public art and cultural diversity that reflects Richmond's dynamic cultural heritage. The Commission's mission is to advise the City on public art development in the public and private realm, and to preserve Richmond's rich cultural tradition. It is composed of committed volunteers who promote interest in visual arts and the design professions, serving as liaisons between organizations, artists, the community and the City of Richmond.

## 5. Project Scope

The scope of this project is to manage the selection of artists and assist with the design development and implementation stages of the selected art projects that are requested. An important goal of this work is to ensure that we continue to follow the five Guiding Principles of the Oval Art Plan, and meet the demanding timelines of the Oval building and precinct construction schedule.

### Consultant Duties

For the **Oval Precinct And Surrounding Area Public Art Plan -Implementation Of Art Projects**, the public art consultant shall:

1. Prepare a strategy for selection of artists that meets the commitments of the Oval Art Plan.
2. Prepare terms of reference for the art projects, present to Public Art Commission, then to City Council for approval
3. Assist the City with the outreach to qualified artists. (City to advertise and post)
4. Facilitate artist information meeting.
5. Manage the proposal stage including responses to inquiries and compilation of submissions.
6. Assist with creation of panel for artist selection process.
7. Prepare and deliver presentation on submissions for the panel, and manage short listing process.
8. Manage short listed artists through preparation of detailed sketches or maquettes.
9. Facilitate art concept review by panel & report on results
10. Attend Committee meeting to support recommendation to Council
11. Prepare draft contract between City and artist.
12. Curate the project to completion.
13. Plan unveiling event in conjunction with City staff.

The City needs assistance with two projects immediately, and may need assistance on further projects through the timeline of the Oval site development. The base price provided will be for the delivery of the following projects within the budgets listed. Budgets include installation, fabrication, fees, and contingency, but are above the base budget for the projects that are already included in the Oval design team budgets.

Project 2A - Pedestrian Bridge: Connecting to the Urban Core - budget \$350-600,000

Project 2B - Water Works: Making a People Place - budget \$600,000

The following projects are optional to this proposal but could be initiated by the City at any time. Provide optional prices based on the projects needing to follow the same process as detailed above.

Project 2Ca - Water Sky Viewpoint: Quiet Contemplation – Budget \$175,000  
 Project 2E – Legacy Plaza: Sculptural & Light Works (one project) – Budget \$50,000-  
 \$150,000  
 Project 2F – Site Furnishings – Budget \$100,000

## 6. City Provided Items

The City will provide the successful proponent with all relevant documents and reports, meeting rooms, and execute the issuance of requests for proposals.

## 7. Budget

A budget of \$60,000 Canadian, including all applicable taxes, has been assigned to this project, including all associated costs. This does not include the optional work outlined above.

## 8. Project Schedule

The tentative project schedule is as follows:

• Proposal deadline	September 14, 2006
• Analysis of proposals and recommendation	September 15-21, 2006
• Award of work	September 22, 2006
• Meeting with staff & design team	week of September 25, 2006
• Prepare terms of reference for proposal calls	September 25- October 25, 2006
• Council approval of terms of reference	November 14, 2006
• Issue proposal calls for artists	November 20, 2006
• Artist selection process	December 2006 – February 2007
• Conceptual design stage	January 2006 – February 2007
• Public Art project approved by City Council	March 2007
• Detailed design	March 2007-July 2007
• Implementation of art projects during period	August 2007-March 2008

This schedule may change as required during its progress.

## 9. Proposal Submissions

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

- A brief statement of consultant's public art philosophy.
- A profile of their practice outlining history, philosophy and target market.

- A detailed listing of public art consultation experience including a portfolio presenting past public art consultant work and resulting artwork projects
- 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 consulting 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 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 proposed 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 proponent's submission and any modifications thereto.

Proponents may include their standard terms of engagement and these will be harmonized with the City of Richmond's standard terms.

#### **11. Evaluation Criteria**

Proposals shall be evaluated to determine the best value offered to the City against conformance, but not limited, 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 including the ability to meet the scheduling constraints,

- the ability (relative to time, travel, etc) to met with key stakeholders or others involved in the project as required,
- value for money,
- references, and
- interview (if required.)

As part of the evaluation process, candidates will be short-listed based on the quality of their proposals as related to the criteria listed above.



**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.2936P

**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		



## City of Richmond

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6911 No.3 Road, Richmond, BC V6Y 2C1  
Telephone (604) 276-4000  
[www.city.richmond.bc.ca](http://www.city.richmond.bc.ca)

August 31, 2006  
File: 2936P

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

To Those Parties Receiving 2936P-Oval Precinct and Surrounding  
Area Public Art Plan, Implementation of Art Projects.

Dear Sir/Madame:

**Re: Addendum #1 - 2936P Oval Precinct and Surrounding Area Public Art Plan,  
Implementation of Art Projects.**

Please be advised that the Oval Art Plan, as mentioned in Proposal 2936P, is available at  
<http://www.richmond.ca/culture/publicart/program/roap.htm>.

Yours truly,

Sheryl Hrynyk  
*Buyer II*

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