



**Contract 3195P**

**Middle Arm Greenway Design Services**

**1. Introduction**

The City of Richmond proposes to engage the services of a qualified consulting team to design, tender and provide field services for the urban greenway on the Middle Arm riverfront between the foot of Cambie Rd. and the Richmond Oval (the 2010 Olympic Speed Skating venue). The Greenway is on top of the dike and is intended to become a high quality pedestrian link with a variety of gathering and festival spaces oriented to activities on the river.

This high profile and high priority project will require a consultant team prepared to dedicate the staff resources with the appropriate skills and experience for the duration of the project. Consultant teams with expertise in landscape architecture and urban design, civil, electrical and structural engineering in a waterfront environment are invited to submit proposals that describe the approach, the team's capabilities, and key skills relevant to the project.

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.

It is the intention of the City of Richmond to award the Contract to the Proponent that submits the most advantageous Proposal, which is in the best overall interest of the City of Richmond. The final selection of the Successful Proponent is at the sole and complete discretion of the City of Richmond.

The City of Richmond reserves the right to accept or reject all or part of any Proposal including but not limited to the right to request a change of a specific individual sub-consultant(s) or sub-consulting firm(s) and/or to substitute or add individual team members.

The City of Richmond reserves the right to negotiate with the selected Proponent to modify its Proposal to best suit the needs of the City of Richmond. If negotiations with the selected Proponent are unsuccessful the City of Richmond reserves the right to negotiate with the next most suitable Proponent and so on until an agreement is reached. The City of Richmond reserves the right not to award this contract.

## 2. Submission Details

Seven (7) copies of proposals marked “**Middle Arm Greenway Design Services - Contract 3195P**” 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, April 10<sup>th</sup>, 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 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 Protection of Privacy Act*.

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.

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

Kerry Lynne Gillis  
Buyer II - Contracting Specialist  
Purchasing Section  
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

Jamie Esko  
Park Planner  
Parks, Recreation & Cultural Services  
City of Richmond

Telephone: 604-233-3341  
E-mail: [jesko@richmond.ca](mailto:jesko@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, Objectives, Scope of Work and Consultant Duties**

##### 4.1. Site Location

The Middle Arm of the Fraser River defines the northern and western edges of Richmond's City Centre. The Greenway is located on top of the Middle Arm dike with the project area defined by the intersection of Cambie Rd. and the dike at the northern extent, River Rd. which runs parallel to the dike, and, at the southern extent, the plaza at the Hollybridge pump station which is at the foot of Hollybridge Rd. next to the Olympic Oval. This section of the greenway is 1.3 km in length and varies in width from approximately 10 metres to 40 metres. Refer to the location map included in the Appendix.

##### 4.2. Surrounding Site Context

The Middle Arm Greenway is part of the dike trail system that begins at the north extent of the project and is continuous for 40 km. The immediate area is currently zoned for industrial use but is anticipated to change in the near future. The Greenway will be an important link between the Richmond leg of the Canada Line, with the Aberdeen station 1 block from the Greenway at Cambie Rd., and the Richmond Oval. In addition to daily use for walking, cycling and airplane watching, the Greenway will host festivals and celebrations related to water-based recreation and during the 2010 Olympic and Paralympic Winter Games. Existing uses within the project area include the Richmond Yacht Club, the Navy League, and the UBC Boathouse.

##### 4.3. Additional Materials

Additional background materials that will support proponents understanding of this project are posted on an ftp site. These materials include:

- Project Location Map
- 2004 Middle Arm Open Space Plan

- Middle Arm Open Space Master Plan Concept
- LocalMotion Grant excerpts.

To access this ftp site, please click on this link, <ftp.richmond.ca>, or paste it into your Internet browser address field.

Then enter the following information, when prompted:

Username: parksr

Password: corparks

If you have any access problems with the Richmond Parks FTP, please contact:

Christina Lazar-Schuler, Parks Design Technician

City of Richmond Parks Dept.

Phone: 604-244-1272 Fax: 604-244-1242

Email: [clazar-schuler@richmond.ca](mailto:clazar-schuler@richmond.ca)

#### 4.4. Project Objectives

Through the design process, a vocabulary will be developed to express Richmond's emerging urban identity and unique relationship to the Fraser River. The primary goal of the project is to develop a high quality, urban waterfront that will accommodate increased public use and expanding programmatic needs. The specific objectives of the project are as follows in order of priority.

##### *First Order Priorities:*

- Raise the dike elevation approximately 0.5 M. above existing elevation.
- Construct a universally accessible pedestrian promenade at a minimum 4.0 M. width.
- Integrate cyclist traffic and provide separation between cyclists and pedestrians where space permits.
- Accommodate dike maintenance and emergency access needs.
- Construct 3 pedestrian and cyclist access points up to dike elevation from River Rd.
- Develop 2 plazas for informal and special event use, during the daytime and evening.
- Pedestrian scale lighting for the length of the Greenway (using the same or similar fixtures as specified for the Richmond Oval) with special lighting effects at each plaza.
- Integrate the roof of the enlarged Cambie Pump station into the plaza at Cambie Rd.
- Integrate Olympic legacy elements at key locations.

##### *Second Order Priorities:*

- Explore options for, and the feasibility of a pier to enlarge the plaza area at Cambie Rd.

- Explore options for, and the feasibility of spectator seating and amenities on the dike face.
- Integration of heritage references and public art (public art will be commissioned through a separate process).
- Integration of play elements along the Greenway including one dedicated playground area.
- Develop a vocabulary of site furnishings and way finding measures, which may include some custom design and fabrication.
- Develop a strategy to improve and support riparian zones.

#### 4.5. Scope of Work and Consultant Duties

##### *Scope of Services*

The Proponent Team scope of service is anticipated to include but not be limited to the following areas of involvement:

- Design for all landscape, geotechnical, civil, structural, electrical and environmental works
- Preliminary Design to update existing design concepts and confirm project scope.
- Preliminary Cost Estimate to accompany the preliminary design by the consultant team.
- Detailed Design including geotechnical reports and materials specifications for approval by the City of Richmond and permitting agencies to be submitted for review at 50% and 90% of completion.
- Progress Cost Estimate at 50% of completion and Final Cost Estimate at 90% of completion by a Quantity Surveyor.
- Coordination with a public artist (to be retained separately) to integrate art works with design.
- Coordination with the consultant team contracted by the City to design the expansion of the Cambie Rd. pump station to ensure public use and circulation objectives can be met.
- Permits and approvals (electrical, FREMP, diking authority).
- Preparation of Construction Specifications and Tender Documents of sufficient detail to ensure the City receives competitive bids.
- Advise on method of construction delivery.
- Participate, review and advise regarding the pre-qualification of contractors.
- Provide technical assistance to the City's Purchasing section during the tender period and during evaluation of the tender submissions.

- Complete Field Services including sign-off on as-built documents.
- Provide final and complete digital drawings in the latest version AutoCAD.

### *Project Deliverables*

The project deliverables are anticipated to be but not limited to the following:

- Preliminary Design – illustrative plans and sections plus supporting imagery in order to clearly communicate design intent and the quality of materials and site furnishings, and to demonstrate the functionality of the design e.g. dike maintenance access, pedestrian circulation.
- Detailed Design – layout, grading, drainage, planting, irrigation, and lighting plans plus sections and details for all activity nodes, hard landscape elements, soft landscape features and typical dike cross-sections, any structural elements, and subsurface infrastructure.
- Geotechnical Reports – to address diking authority and structural requirements
- Cost Estimates
- Construction Specifications and Tender Documents
- Meeting Minutes
- Site Inspection Reports

### *Consultation and Communication*

Richmond has a tradition of community involvement so public and stakeholder consultation is expected to take place during the design process. Consultation will be undertaken with:

- current users of the Greenway, including the UBC Boathouse, Navy League and the Richmond Yacht Club to understand their operational parameters and the potential impacts of their activities on the planned Greenway - 1 meeting
- the Richmond Committee on Disability and representatives of other groups to provide input on accessibility and universal design – 1 meeting
- the Senior’s Advisory Committee – 1 meeting

The City of Richmond will lead the consultation process and will expect participation from the proponent. This may include preparation of presentation and illustrative materials and attendance at stakeholder meetings.

Project communication will involve signage at prominent locations on the site, project updates in the local newspapers and on the City’s website. Project communication will also be lead by city staff with support from the consultant team.

**5. City Provided Items**

- Site survey in digital form.
- Aerial photo of the project area.
- Applicable GIS information.
- Relevant reports.
- Coordination of meetings with City staff, regulatory agencies, committees, and stakeholders.
- Meeting facilities.

**6. Pre Bid Meeting**

There will be a pre-bid meeting on Wednesday, April 2<sup>nd</sup>, 2008 at 2:00 p.m. at Richmond City Hall, in Meeting Room M.2.002. Representatives from each proponent team are invited to attend this meeting to receive an overview of the project followed by a question and answer session regarding the Request for Proposals (RFP). Proponents are encouraged to conduct their own tour of the Middle Arm Greenway prior to this meeting. Richmond staff will email to attendees a record of the questions and answers. The City will issue an addendum to all proponents, containing answers to questions raised in this meeting.

The City strongly encourages all potential Bidders to attend this session. No other sessions will be organised or arranged for this project.

The cut-off date for submission of questions will be Thursday April 3 to allow for the timely distribution of responses to all proponents prior to the closing of the RFP.

**7. Budget**

The preliminary total project budget including soft-costs and contingencies is \$4,000,000

**8. Project Schedule**

The current project schedule anticipates that a consultant team will be retained by April 29, 2008.

Substantial completion of Greenway construction is anticipated in November 2009 prior to the Olympic Games. Construction outside the crest of the dike is not permitted during the Department of Fisheries window from March 15 to July 15. Filling and raising the dike may occur in advance of the completion of the tender documents.

The successful proponent will be required to develop a detailed Project Schedule to include regular project meetings with City staff and key milestones including:

- Completion of the preliminary design stage

- 50% completion of detailed design and costing
- 90% completion of detailed design and costing
- Detailed design and specifications issued for construction
- Construction tendering
- A proposed schedule for Field Services.

A preliminary Project Schedule is requested to be included in your proposal submission.

## **9. Proposal Submissions**

9.1. 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 Design Services experience.
- A description of the consultant's understanding of the project objectives/outcomes and vision, and how these will be achieved. Indicate your interpretation and understanding of the City of Richmond's vision for the Middle Arm Greenway.
- 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. This methodology must demonstrate that the team has a thorough understanding of the scope and complexity of the work required.
- 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. Indicate the project team leader and the roles and responsibilities for each team member. Provide information on specific experience of the project team leader.
- Previous project experience for your firm and proposed sub-consultants, specifically outline previous projects of a similar nature and demonstrate the Team's success with same.
- 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. Include a breakdown by stages of work and by discipline or firm.



- A clear outline of services offered by your firm not included in your proposal.
- A proposed preliminary project schedule.
- A detailed schedule of all activities, including milestones, project meetings, interim reports and progress reports required for this project.
- A minimum of three (3) client references from projects of a similar size and scope.

The City of Richmond places special importance on the sustainable design and performance aspects of this project given the location in the Fraser River ecosystem and the potential magnitude of operations and maintenance costs. Therefore the Proponents are requested to pay special attention to this topic in their respective proposals.

## 9.2. Fee Schedule

Proponents are requested to include a Fee Schedule with their proposals which includes the following:

- A fixed fee schedule, for the full services identified in the Scope of Work and which includes the 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 hourly 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 Schedule of Hourly Rates for all team members to be applied for additional services and changes to the scope of work through the duration of the project.
- Clearly identify those services that fall outside of this fee proposal.
- Include a Schedule of Disbursements anticipated and allowed for by each consulting firm, rates thereof, and any administrative overheads applied.

The selected proponent will not be entitled to any additional or extra fees or disbursements without the expressed written approval, properly authorized in advance by the City of Richmond.

## 10. 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 and design approach, including methods for budget control.

- Team Composition – Experience and Qualifications of those staff to be assigned to the project.
- Project Deliverables and preliminary project schedule.
- Value for Money.
- References.
- Interview (if required).

#### 11. Timetable for Selection of Proponent

Milestone	Date
Request for Proposal issued	March 20, 2008
Pre-bid Meeting	April 2, 2008
Cut-off to submit clarification questions	April 8, 2008
Proponents submit Proposal of Services and Fees	April 15, 2008
Proponent Interviews (if required)	Week of April 28, 2008
Selection Committee submits recommendations to senior staff	May 5, 2008
Contract Award	May 9, 2008

#### 12. 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 for consideration by the City.



**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.

**3195P**

**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	



This Agreement dated the ☼ day of March, 2008, at the City of Richmond, in the Province of British Columbia

**Between:**

**City of Richmond**  
6911 No. 3 Road  
Richmond, BC  
V6Y 2C1

(the "City")

**And:**

☼

(the "Consultant")

**Whereas:**

- A. The City is ☼ (the "Event or Project");
- B. The City requires a ☼ the Event or Project;
- C. The City issued a Request for Quotation ☼ for the supply and delivery of ☼;
- D. The Consultant is willing and prepared to deliver ☼;

NOW THEREFORE in consideration of the mutual covenants and agreements set out below, the parties covenant and agree as follows:

**13. Responsibilities and Duties**

13.1. The Consultant shall be responsible for the following as per Request for Quotation ☼/Proposal ☼ and the Consultant's submission dated ☼.

- a) ☼
- b) ☼
- c) ☼
- d) ☼
- e) ☼
- f) ☼

- g) ✖
- h) ✖

13.2. The Consultant agrees to conduct himself professionally and with integrity so as not to embarrass or discredit the City throughout the performance of the duties and responsibilities set out in this agreement.

#### 14. Compensation

- 14.1. In exchange for carrying out the duties and responsibilities set out in this agreement, the City agrees to pay to the Consultant, the amount of \$✖ plus GST per ✖ for the duration of the term of this agreement, but total amount of payments not to exceed \$✖ plus GST.
- 14.2. Once per month, commencing no sooner than ✖, the Consultant shall submit to the City a written statement of account and setting out a detailed summary of hours worked, meetings attended and the status of ✖ (the "Statement of Account").
- 14.3. The Statement of Account must show the amount of GST charged and include the Consultant's GST registration number and City Purchase Order number.
- 14.4. The City agrees to make payments to the Consultant within ten (10) working days of receipt of the Consultant's Statement of Account.
- 14.5. The Consultant shall, on a monthly basis, submit to the City a list of expenses incurred in carrying out the duties and responsibilities set out in this agreement and, upon approval of such expenses by the City, the City will reimburse the Consultant for such expenses.

#### 15. Performance Standards

- 15.1. The Consultant is responsible for meeting the following ✖ targets:  
✖
- 15.2. The Consultant agrees to comply with following project deadlines:  
✖
- 15.3. The Consultant shall prepare a report to the City on a monthly basis indicating ✖ what targets have been met over the preceding month and the status of efforts in relation to the targets set out.

#### 16. Benefits

- 16.1. The Consultant hereby waives all rights, claims, and entitlements whatsoever afforded to employees of the City pursuant to the Group Life Insurance Plan, Long Term Disability Plan and the Dental Plan and any other such benefits. The Consultant agrees to pay, as required by Federal or Provincial Statutes any payments for Income Tax, Workers Compensation, Unemployment Insurance, Canada Pension Plan, Superannuation and other such payments.

**17. Independent Contractor**

17.1. The Consultant is an independent contractor and no agency, joint venture, association, partnership, employer-employee relationship is created between the City and the Consultant.

**18. Assignment And Subcontracting**

18.1. The Consultant will not, without the prior written consent of the City, assign, either directly or indirectly, any right or obligation of the Consultant under this agreement.

18.2. No sub-contract entered into by the Consultant will relieve the Consultant from any of his obligations or impose any obligation or liability upon the City to any such sub-contractor.

**19. Indemnity**

19.1. The Consultant agrees to indemnify and hold harmless the City, its agents, employees, and elected officials, against any damages, liabilities, or costs, including reasonable attorney fees and defence costs, arising from or allegedly arising from or in any way connected with any act or omission by the Consultant, his employees, officers, volunteers, servants, or agents, or persons for whom the Consultant has assumed responsibility, in the performance or purported performance of this agreement.

**20. Insurance**

20.1. The Consultant shall, at his own expense, carry and keep in force during the term of this agreement, the following coverage.

- a) Professional liability insurance with a minimum limit of \$250,000.00 for each occurrence and \$500,000.00 aggregate.
- b) Comprehensive general liability insurance with a minimum limit of \$2,000,000 per occurrence with a cross-liability clause.

20.2. The City may require a dedicated limit of the Consultant's professional liability policy be allocated to cover the Consultant's work while contracted by the City.

20.3. The City shall be added as an additional insured under the Consultant's comprehensive general liability insurance.

20.4. All insurance policies shall provide that they cannot be cancelled, lapsed or materially changed without at least 30 days' notice to the City.

20.5. Prior to the commencement of the services hereunder, the Consultant shall file with the City a copy of each insurance policy and certificate required. All such insurance shall be maintained until final completion of the service.

**21. Representation**

21.1. The parties hereto agree that for all purposes hereunder the City shall be represented by the ☺.

**22. Ownership of Products**

22.1. The City shall take title to and ownership of all materials and products developed by the Consultant pursuant to this agreement, including reports, drawings, schematics, computer files, and designs developed, except those covered by copyright. All materials and products produced shall be provided to the City upon expiry of this agreement.

**23. Confidentiality**

23.1. The Consultant shall not disclose any information provided by the City, specifically proprietary, sensitive, personal or confidential information or that developed resulting through the performance of this agreement to any other party without the express written consent of the City. All information provided to the Consultant or developed by the Consultant pursuant to this agreement shall be returned to the City upon the expiration of this agreement. The Consultant acknowledges that the City is subject to the Freedom of Information and Protection of Privacy Act of British Columbia.

**24. Related Companies**

24.1. The Consultant shall not during the term of this agreement, perform a service for or provide advice to any person, firm or corporation where the performance of the service or the provision of the advice may or does, in the opinion of the City, give rise to a conflict of interest between the obligations of the Consultant to the City under this agreement and the obligations of the Consultant to such other person, firm or corporation.

**25. Term**

25.1. This agreement is valid for the period commencing ☼ and ending ☼ (the "Expiration Date"), or such later date as may be mutually agreed upon.

**26. Termination**

26.1. Notwithstanding any other provisions of this agreement, either party may terminate this agreement at any time upon at least two (2) weeks' written notice delivered to the Parties at the addresses shown on the first page of this agreement, or such shorter time and in such a manner as may be agreed upon by the parties.

26.2. Notwithstanding the provisions of subsection 14.1, if in the opinion of the ☼, the Consultant has breached a material covenant, the City may cancel this Agreement immediately without notice.

**27. Notices**

27.1. Any notices or other communications required or permitted hereunder shall be sufficiently given if delivered, or if sent by prepaid regular mail, to the addresses of the parties set out on the first page of this agreement, or to such other addressees as shall have been specified by notice in writing by either party to the other. Any such notice or communication shall be deemed to have been given, if delivered, and if mailed in Canada, on the fourth business day after the date of mailing.

**28. Feminine/Masculine**

28.1. Wherever the singular or masculine is used throughout these Terms the same shall be construed as meaning the plural, the feminine or body corporate or politic where the context or the parties hereto so require and vice versa.

**29. General**

29.1. This Agreement may be amended upon mutual agreement of the parties in writing.

29.2. This Agreement and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of British Columbia.

29.3. This Agreement sets out the entire agreement of the parties and no representations, warranties or conditions have been made other than those expressed or implied herein. No agreement collateral hereto shall be binding upon the City unless made in writing and signed by the City.

The City and the Consultant Agree to these Terms the day and year first above written.

---

Consultant

---

City of Richmond





March 19, 2008  
File: 02-0775-50-3195-P/Vol 01

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

**To Those Parties Receiving Contract 3195P**  
**Request for Proposal – Middle Arm Greenway Design Services**

Dear Sir or Madame:

**Re: Addendum #1**

This addendum forms part of the Contract Documents and shall be read, interpreted and coordinated with all other parts.

**1. Delete Section 11**

**11. Timetable for Selection of Proponent**

<b>Milestone</b>	<b>Date</b>
Request for Proposal issued	March 20, 2008
Pre-bid Meeting	April 2, 2008
Cut-off to submit clarification questions	April 8, 2008
Proponents submit Proposal of Services and Fees	April 15, 2008
Proponent Interviews (if required)	Week of April 28, 2008
Selection Committee submits recommendations to senior staff	May 5, 2008
Contract Award	May 9, 2008

**And replace with**

**11. Timetable for Selection of Proponent**

<b>Milestone</b>	<b>Date</b>
Request for Proposal issued	March 20, 2008
Pre-bid Meeting	April 2, 2008
Cut-off to submit clarification questions	April 8, 2008
Proponents submit Proposal of Services and Fees	April 10, 2008
Proponent Interviews (if required)	Week of April 28, 2008
Selection Committee submits recommendations to senior staff	May 5, 2008
Contract Award	May 9, 2008

Yours truly,

Sumita Dosanjh  
*Contracting Specialist*

For  
Kerry Lynne Gillis  
*Buyer II – Contracting Specialist*



March 26, 2008  
File: 02-0775-50-3195-P/Vol 01

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

**To Those Parties Receiving Contract 3195P**  
**Request for Proposal – Middle Arm Greenway Design Services**

Dear Sir or Madame:

**Re: Addendum #2**

This addendum forms part of the Contract Documents and shall be read, interpreted and coordinated with all other parts.

1. Delete the following and

**2. Submission Details**

Seven (7) copies of proposals marked “**Middle Arm Greenway Design Services - Contract 3195P**” 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, April 10<sup>th</sup>, 2008. Submissions received after this time will be returned to the sender.

And replace with

**2. Submission Details**

Seven (7) copies of proposals marked “**Middle Arm Greenway Design Services - Contract 3195P**” 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 Tuesday, April 15<sup>th</sup>, 2008. Submissions received after this time will be returned to the sender.

2. Delete the following and

**1. Pre Bid Meeting**

The cut-off date for submission of questions will be Thursday April 3 to allow for the timely distribution of responses to all proponents prior to the closing of the RFP.

And replace with

**2. Pre Bid Meeting**

The cut-off date for submission of questions will be Tuesday April 8 to allow for the timely distribution of responses to all proponents prior to the closing of the RFP.

3. Delete the following and

**8. Project Schedule**

The current project schedule anticipates that a consultant team will be retained by April 29, 2008.

And replace with

**8. Project Schedule**

The current project schedule anticipates that a consultant team will be retained by May 9, 2008.

4. Delete the following

**11. Timetable for Selection of Proponent**

Milestone	Date
Request for Proposal issued	March 20, 2008
Pre-bid Meeting	April 2, 2008
Cut-off to submit clarification questions	April 8, 2008
Proponents submit Proposal of Services and Fees	April 10, 2008
Proponent Interviews (if required)	Week of April 28, 2008
Selection Committee submits recommendations to senior staff	May 5, 2008
Contract Award	May 9, 2008

And replace with

**11. Timetable for Selection of Proponent**

Milestone	Date
Request for Proposal issued	March 20, 2008

<b>Milestone</b>	<b>Date</b>
Pre-bid Meeting	April 2, 2008
Cut-off to submit clarification questions	April 8, 2008
Proponents submit Proposal of Services and Fees	April 15, 2008
Proponent Interviews (if required)	Week of April 28, 2008
Selection Committee submits recommendations to senior staff	May 5, 2008
Contract Award	May 9, 2008

Yours truly,

Sumita Dosanjh  
*Contracting Specialist*

For  
Kerry Lynne Gillis  
*Buyer II – Contracting Specialist*



March 27, 2008  
File: 02-0775-50-3195-P/Vol 01

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

**To Those Parties Receiving Contract 3195P**  
**Request for Proposal – Middle Arm Greenway Design Services**

Dear Sir or Madame:

**Re: Addendum #3**

This addendum forms part of the Contract Documents and shall be read, interpreted and coordinated with all other parts.

Delete the following (note that the change made is to the last sentence of this paragraph only):

**4. Project Background, Objectives, Scope of Work and Consultant Duties**

4.1. Site Location

The Middle Arm of the Fraser River defines the northern and western edges of Richmond's City Centre. The Greenway is located on top of the Middle Arm dike with the project area defined by the intersection of Cambie Rd. and the dike at the northern extent, River Rd. which runs parallel to the dike, and, at the southern extent, the plaza at the Hollybridge pump station which is at the foot of Hollybridge Rd. next to the Olympic Oval. This section of the greenway is 1.3 km in length and varies in width from approximately 10 metres to 40 metres. Refer to the location map included in the Appendix.

And replace with (note that the change made is to the last sentence of this paragraph only):

**4. Project Background, Objectives, Scope of Work and Consultant Duties**

4.1. Site Location

The Middle Arm of the Fraser River defines the northern and western edges of Richmond's City Centre. The Greenway is located on top of the Middle Arm dike with the project area defined by the intersection of Cambie Rd. and the dike at the northern extent, River Rd. which runs parallel to the dike, and, at the southern extent, the plaza at the Hollybridge pump station which is at the foot of Hollybridge Rd. next to the Olympic

Oval. This section of the greenway is 1.3 km in length and varies in width from approximately 10 metres to 40 metres. Refer to the location map posted on the FTP Site referenced in section 4.3 *Additional Materials*.

Yours truly,

Kerry Lynne Gillis  
Buyer II - Contracting Specialist



## City of Richmond

6911 No.3 Road, Richmond, BC V6Y 2C1

Telephone (604) 276-4000

[www.city.richmond.bc.ca](http://www.city.richmond.bc.ca)

April 8, 2008

File: 02-0775-50-3195-P/Vol 01

**Business & Financial Services Department**

**Finance Division**

Telephone: 604-276-4218

Fax: 604-276-4162

*Via Electronic Mail and On-Line Posting*

**Attention: All Proponents**

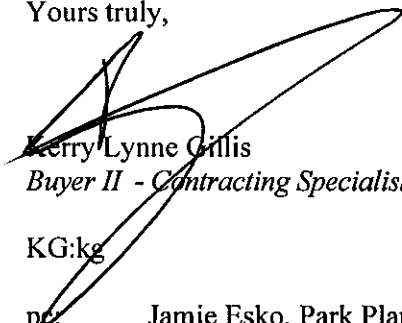
Dear Madam/Sir:

**Re: Request for Proposal 3195P – Middle Arm Greenway Design Services – Addendum 4**

**Notes from Pre-Bid Meeting Held April 2<sup>nd</sup>, 2008 at Richmond City Hall**

Please find attached to this addendum, the notes from the Pre-Bid Meeting. Please review and consider the following information in preparation of your submissions:

Yours truly,



Kerry Lynne Gillis

*Buyer II - Contracting Specialist*

KG:kg

cc: Jamie Esko, Park Planner





**City of Richmond**

**MIDDLE ARM GREENWAY  
PRE-BID MEETING FOLLOW-UP**

**Held Wednesday April 2  
Meeting Room M.2.002  
Richmond City Hall**

**In Attendance:**

Representatives from:

- UNA AECOM
- RNP Engineering
- Sharp & Diamond Landscape Architecture Inc.
- Panther Management
- Phillips, Farevaag Smallemberg
- Stantec
- Space2Place Design Inc.
- Durante Kreuk Ltd.
- Damon Oriente Ltd.
- Lanarc Consultants Ltd.
- Eckford and Associates

Consultant Questions/Discussion	City of Richmond Response
1. Extent of fill - how far back will it go?	Filling can occur to the crest of the existing slope along River Rd.. The GVS & DD trunk sewer line is located within the project area and will present some limitations.
2. Cambie Rd. Pumphouse.	Will be expanded, the elevation of the roof slab is to be determined but could be above the proposed dike crest elevation of 4.0 metres
3. What is the status of the user groups?	They have agreements with the City, which will see them remain for the foreseeable future. The parking lot of the Navy League is semi-public but they use it as a parade ground; the Yacht Club parking lot is considered private.
4. Dike Geotechnical – is there an existing geotechnical report for the area and will geotechnical reports for the dike be required?	This section of the dike has been assessed and is considered sound. No additional reporting will be required on the existing dike. Geotechnical reporting will be required for raising the dike elevation and for any structures.
5. Will there be any work done below the high-water mark?	We anticipate that most work will occur above the high-water mark however we would like to explore the feasibility of a pier at Cambie Rd. and potential environmental enhancements that may occur below the high-water mark.
6. Is design for storm water drainage included	Yes. The access points/plazas will be the main areas of concern for

in the project scope?	drainage.
7. Olympic Legacy Elements	We are permitted to use Olympic symbols and would like to incorporate them in a permanent and innovative way along the Greenway. In addition, there is VANOC imagery that we may wish to use.
8. Budget – how was the project budget arrived at?	The project budget is based on the available capital funds. Order of magnitude costing has been done to confirm the feasibility of the project objectives identified in the RFP. The first order priorities are elements that must be constructed while the second order priorities are to be designed but may be constructed in a future phase. The tender documents will include those elements that can be accommodated in the project budget.
9. Construction Management – will there be a construction manager or dedicated City staff?	It is expected that a general contractor will be retained to direct and supervise the project while City staff will conduct frequent field review. Consultants will conduct regular field review as noted in the RFP. Inspections will be conducted by City inspectors as required for permits.
10. Clearance under the Dinsmore Bridge – has the clearance under the bridge been taken into consideration with the raising of the dike?	Yes. The clearance is limited now and may minimize the amount the dike is raised in that area.
11. Will there be additional electrical power required beyond lighting?	Yes. In order to accommodate special events at the Cambie Rd. plaza and in the vicinity of the UBC Boathouse, additional power will be required.
12. Agency approvals – what involvement will there be with the Diking Authority?	The City is responsible for it's dikes but consults with the Diking Authority. We will submit the designs for their comment.
13. Will there be public consultation such as public open houses?	No. General public consultation has already occurred. The City will provide project information through signage on site, in the local newspapers and on the City's website.
14. Could there be structures for weather protection?	Possibly although we cannot place structures on the dike or over the sewage trunk line that runs through part of the project area.
15. Existing Heritage Trees – will an arborist's report be required?	We have a report for the trees. Tree Planting - We are limited by the dike and sewer trunk line to planting herbaceous material or small woody plants with root barrier. There is limited space for tree planting.
16. What is the due date for the RFP?	April 15.
17. Will a quantity surveyor be engaged during construction?	We don't expect to currently. We do require Q.S. at 50% and 90% submission.
18. Existing utilities – are there as-builts available?	The City will provide utility locations/as-builts.

Note: The introductory portion of the meeting included a discussion of Olympic celebrations and the inclusion of the Greenway in the "Ozone" which is the Olympic celebration zone on the Middle Arm dike in the vicinity of Cambie Rd. and on River Rd. While the design and installation of temporary elements for the celebrations are not included in this project scope, City staff coordination with the Ozone planning group will occur and the priorities identified in the RFP will be adjusted if necessary during the preliminary design stage.

pe: Mike Redpath, Manager, Parks Planning & Design  
 Jim Young, Manager Engineering Design & Construction  
 Mile Racic, Engineering Design & Construction  
 Kerry Gillis, Purchasing



## City of Richmond

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

April 8, 2008  
File: 02-0775-50-3195-P/Vol 01

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

*Via Electronic Mail and On-Line Posting*

**Attention: All Proponents**

Dear Madam/Sir:

**Re: Request for Proposal 3195P – Middle Arm Greenway Design Services – Addendum 5**

We have received questions and comments related to this Request for Proposal (RFP). This addendum lists the questions we have received at the cut off date of April 8<sup>th</sup>, together with our answers. This addendum forms part of the Contract Documents and shall be read, interpreted and coordinated with all other parts. Please review and consider the following information in preparation of your submissions:

**Q. 1 -** Just wondering whether the environmental monitoring during the construction phase is intended to be handled by the consultant team, or will an independent RPBio handle on the City's behalf?

**A.1 -** We don't anticipate requiring any environmental monitoring with the current scope of work.

Please delete the following section on p. 9 of the RFP document (note that the change made is to bullet points no. 2,4,6,7 and 8 in the RFP document):

### **9. Proposal Submissions**

9.1. 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 Design Services experience.
- A description of the consultant's understanding of the project objectives/outcomes and vision, and how these will be achieved. Indicate your interpretation and understanding of the City of Richmond's vision for the Middle Arm Greenway.

- 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. This methodology must demonstrate that the team has a thorough understanding of the scope and complexity of the work required.
- 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. Indicate the project team leader and the roles and responsibilities for each team member. Provide information on specific experience of the project team leader.
- Previous project experience for your firm and proposed sub-consultants, specifically outline previous projects of a similar nature and demonstrate the Team's success with same.
- 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. Include a breakdown by stages of work and by discipline or firm.

And replace with:

## **9. Proposal Submissions**

- 9.1. 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.
  - Previous project experience for your firm and proposed sub-consultants, that specifically outlines previous projects of a similar nature and that demonstrate the Team's success with same. This is to demonstrate the detail of your team's Design Services experience.
  - A description of the consultant's understanding of the project objectives/outcomes and vision, and how these will be achieved. Indicate your interpretation and understanding of the City of Richmond's vision for the Middle Arm Greenway.
  - 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;
- 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. Include a breakdown by stages of work and by discipline or firm.

This methodology must demonstrate that the team has a thorough understanding of the scope and complexity of the work required.

- 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. Indicate the project team leader and the roles and responsibilities for each team member. Provide information on specific experience of the project team leader.

The balance of Section 9 remains the same.

Yours truly,



Kerry Lynne Gillis  
*Buyer II - Contracting Specialist*

KG:kg

pc: Jamie Esko, Park Planner