



**Contract 3266P**

**REPLACEMENT OF WAVE GENERATOR @ WATERMANIA**

**1. Introduction**

The City of Richmond proposes to engage the services of a certified contractor to replace the wave generator equipment for the wave pool at Watermania.

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 “ **3266 P**” 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

**June 20, 2008 at 12:00 noon.**

Submissions received after this time will be returned to the sender unopened.

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Proposals may be withdrawn by written notice only provided such notice is received at the office of the City’s Purchasing Section prior to the date/time set as the closing time for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.

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.

### **3. Enquiries**

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

Purchasing

Daianna Panni - Buyer  
Purchasing Department  
City of Richmond

Telephone: 604- 276-4270  
E-mail: [purchasing@richmond.ca](mailto:purchasing@richmond.ca)

3.2 Technical clarification shall be directed to:

Technical

Larry Sellers - Project Coordinator  
Public Works – Facilities Department  
City of Richmond

Telephone: 604- 244-1235  
E-mail: [lsellers@richmond.ca](mailto:lsellers@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**

The current equipment powering the facilities family wave pool is a pneumatic system capable of creating a series of programmable wave types.

### **5. Project Scope**

#### **Contractor Duties**

To provide engineered drawings (AUTOCAD if possible) of the proposed system

To supply, install and outline how the system will be integrated into our existing facility space.

To supply and install a system that is capable of programming waves up to 5 feet in height and have the ability to have pre set schedules. This system must be complete with warning light and audible alarm for wave activation alert.

To supply and replace the existing air blower and computer controlled valves that control airflow into the existing air chambers.

To supply and replace the control panel for the unit operation. The control panel shall be enclosed in a weatherproof cabinet and located in the wave generator room. A remote control panel shall be located in the guardroom on the pool deck.

To supply and install the replacement equipment into the existing wave generator room.

To obtain all required permits.

To supply trades qualified staff where required.

To supply and connect new equipment to control panel located in guardroom on north side of pool deck.

To supply and replace existing warning lights and audible alarm on pool deck .

To supply and install additional warning light at owner provided location in pool area.

To add “control of wave size” to control panel in guardroom

To install system activation light to control panel in guardroom.

To install ULC and CSA approved equipment only.

To determine if existing power supply is sufficient for new equipment.

**6. City Provided Items**

120 V power supply for installation equipment, washrooms, and portable water supply.

Industrial air compressor for controls if required.

7. **Note:** There will be a site visit conducted on **June 12, 2008 @ 10:00 am.** Potential Bidders are asked to meet at the site, **Watermania- 14300 Entertainment Blvd.** in the City of Richmond. The City **strongly encourages** all potential bidders to attend this session. No other sessions will be organized or arranged for this project.

8. **Project Schedule**

The project is to be completed by **September 19, 2008.**

A project schedule is to be submitted with the proposal.

9. **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 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.
- A detailed proposal of what will be delivered, including the expected outcome and benefits to the City of Richmond.
- 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. (Including contact name and phone numbers)
- A detailed list of all costs separating materials and labour

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 proponents submission and any modifications thereto.

Proponents may include their standard terms of engagement.

## **11. 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)



**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.

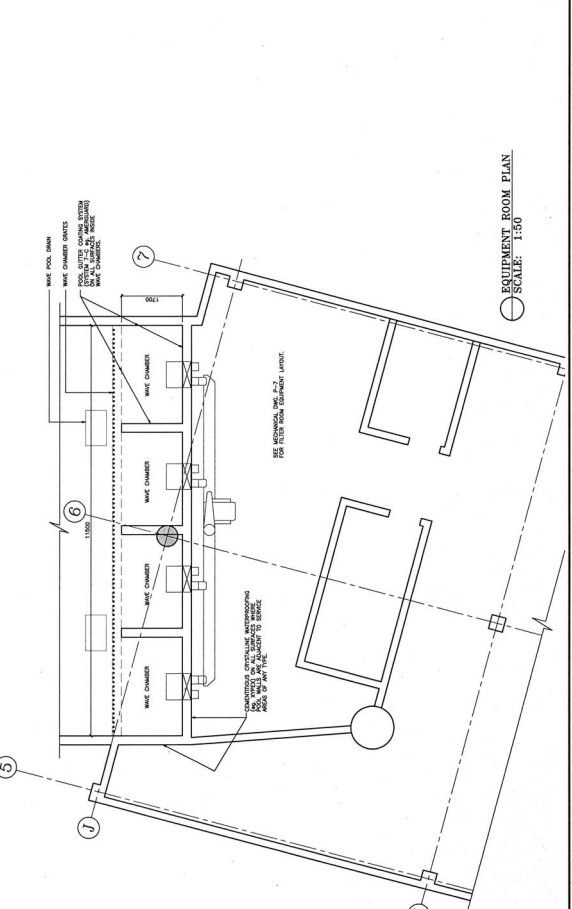
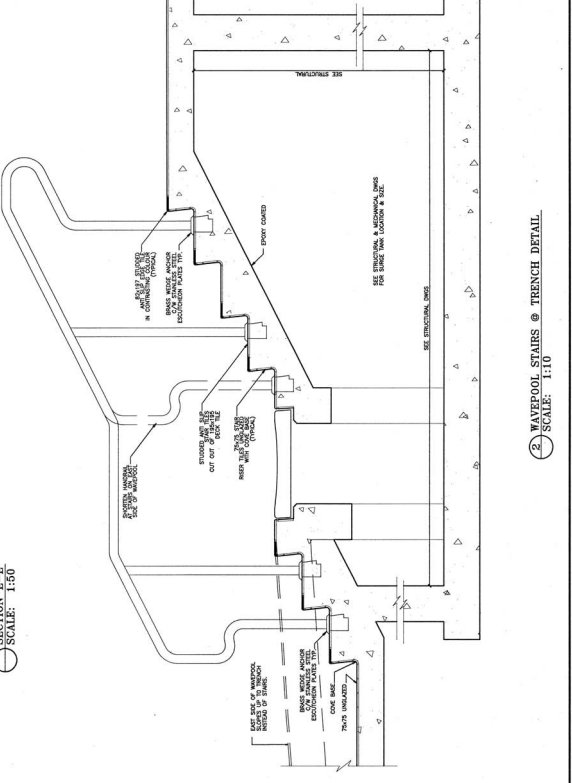
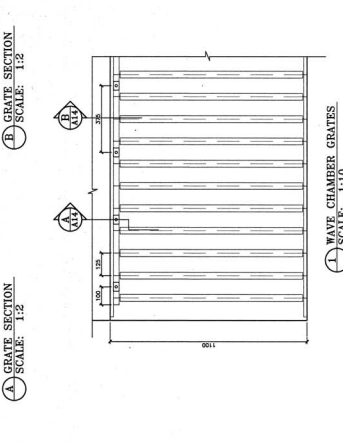
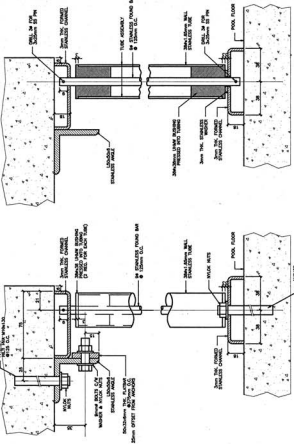
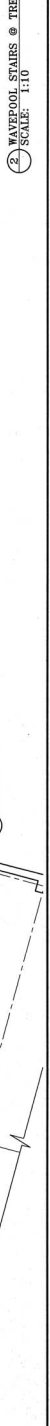
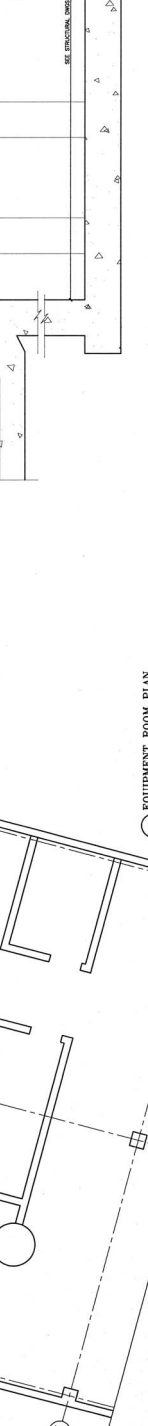
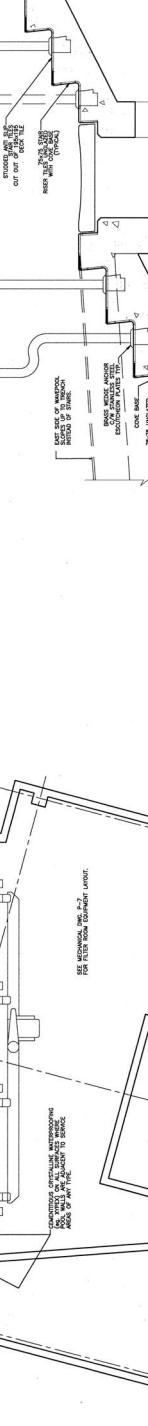
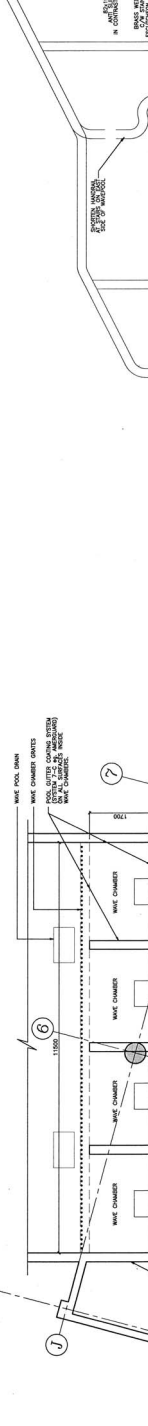
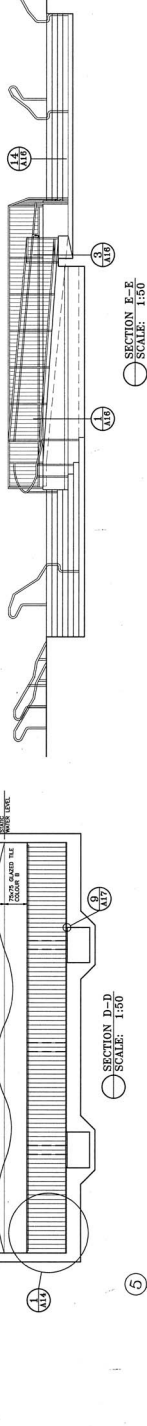
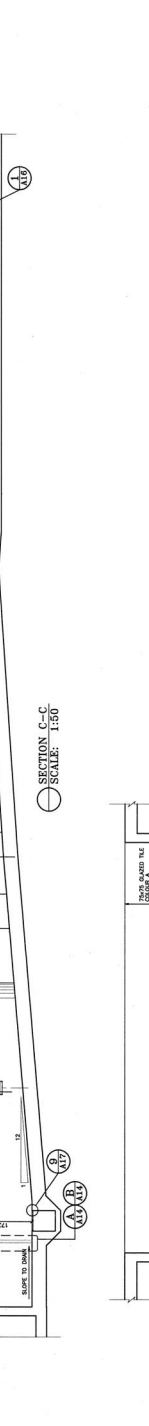
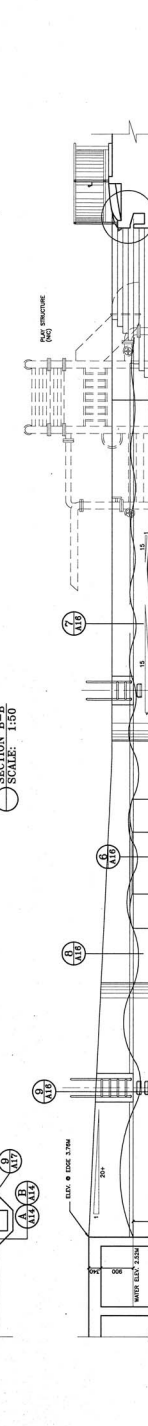
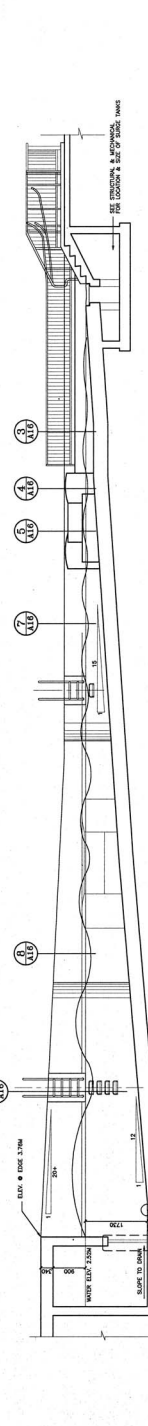
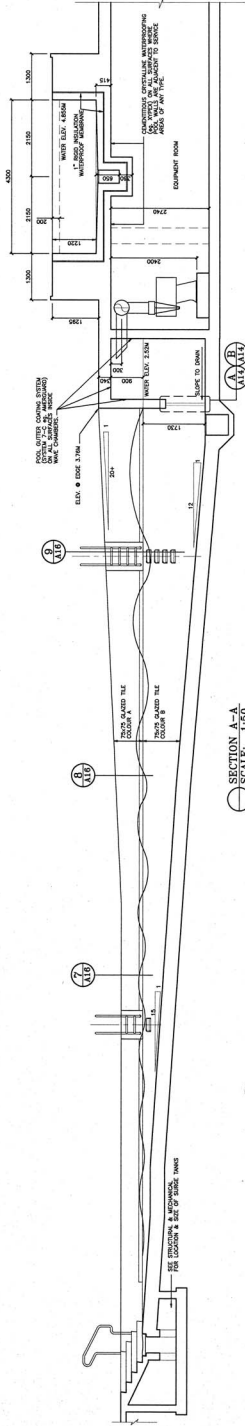
Quotation/Proposal/Tender No.  
**3266P**

**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 DRAWING MUST NOT BE SCALED. - THE GENERAL CONTRACTOR SHALL VERIFY ALL DIMENSIONS, SETTINGS AND LEVELS PRIOR TO COMMENCEMENT OF WORK. ALL ERRORS AND OMISSIONS TO BE REPORTED IMMEDIATELY TO THE ARCHITECT. - VARIATIONS AND MODIFICATIONS TO WORK SHOWN SHALL NOT BE CARRIED OUT WITHOUT WRITTEN PERMISSION FROM THE ARCHITECT. - THIS DRAWING IS THE EXCLUSIVE PROPERTY OF THE ARCHITECTS AND CAN BE REPRODUCED ONLY WITH THE PERMISSION OF THE ARCHITECTS, IN WHICH CASE THE REPRODUCTION MUST BEAR THEIR NAME AS ARCHITECTS.



NO.	DATE	BY	CHKD.	APP'D.
1	04/17/18	SK	SK	SK
L1 GRATE FOR FINISH				
NO. EXISTING				
SCALE				
PROJECT				
ARCHITECT Grant & Sinclair Architects Ltd. Toronto, ON, Canada J.T. Barclay Architect, Inc. Toronto, ON, Canada <b>RICHMOND AQUATICS COMPLEX</b> 1000 SHEPPARD AVENUE EAST, SUITE 202 RICHMOND HILL, ONTARIO, L4B 1N2				
DATE	SCALE	AS SHOWN	SHEET NO.	TOTAL SHEETS
04.12.18	1:10		A14	52/55