



Request for Expressions of Interest  
**Design Build for Lansdowne Road  
Extension Contract 3558 EOI**

Request for Expressions of Interest

Issue date: <b>April 17, 2009</b>	Optional Respondent Meeting: <b>To be advised</b>
--------------------------------------	--

Closing location:

**MAIL/COURIER/BY HAND:**

Responses may be submitted via BC Bid Electronic Bidding or by delivery

to:

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

Attention: Manager, Purchasing and Risk

Closing date and time:

**Sealed Responses which include one (1) complete hard copy of each Response plus one electronic copy on diskette, must be received on or before 3:00 PM Pacific Time on April 30, 2009**

Contact persons:

**Technical:**

Roeland Zwaag, Project Engineer  
Engineering & Public Works  
City of Richmond,  
6911 No. 3 Road  
Richmond, BC  
V6Y 2C1  
E-mail: [RZwaag@richmond.ca](mailto:RZwaag@richmond.ca)

**Contractual:**

Kerry Gillis, Buyer II  
Business and Financial Services  
City of Richmond  
6911 No. 3 Road  
Richmond, BC  
V6Y 2C1  
Email: [purchasing@richmond.ca](mailto:purchasing@richmond.ca)

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## 1. Overview of the Requirement

The purpose of this Request for Expressions of Interest (RFEI) is to select a target of three qualified Design-Build Teams to prepare detailed technical and financial proposals for the design, and construction of a new Lansdowne Road extension complete with drainage and sanitary upgrades between Gilbert Road and Hollybridge Way in the City of Richmond.

Based on the review of the RFEI Responses, the City of Richmond (the City) intends to issue a Request for Proposals to Qualified Respondents, one of whom may then be invited to enter into a Contract(s) for provision of the services described in section 4 of this document.

It is presently anticipated that completion of the main project will be by September 30, 2009 with the final lift of asphalt being placed after the Paralympics in March of 2010.

## 2. Request for Expressions of Interest Definitions

Throughout this Request for Expressions of Interest, the following definitions will be used:

- a) “BC Bid” means the electronic tendering service maintained by the Province;
- b) “BC Bid Website” means the website maintained by BC Bid at [www.bcbid.ca](http://www.bcbid.ca), or any replacement website;
- c) “Contract” means a written contract executed by the City and the Contractor as a result of an RFP;
- d) “Contractor” means a Qualified Respondent who is the successful Proponent to an RFP who enters into a Contract with the City;
- e) “Key Individuals” means any person or entity employed or contracted by the Respondent who will be responsible for making decisions on behalf of the Respondent or advising the Respondent with respect to the RFEI or RFP process or any Contract entered into between the Respondent and the City as contemplated by this RFEI.
- f) “must” or “mandatory” means a requirement that must be met in order for a Response to receive consideration;
- g) Preferred Proponent means the proponent selected through the RFP process to enter into negotiations with the City to secure a Contract
- h) “Province” means Her Majesty the Queen in Right of the Province of British Columbia;
- i) “Qualified Respondent” means one of the three Respondents selected by the City who provided a Response pursuant to this RFEI;

- j) “Respondent” means an individual or a company that submits, or intends to submit, a Response;
- k) “Response” means a statement of qualifications submitted in reply to this RFEI;
- l) “RFEI” means the process described in this Request for Expressions of Interest;
- m) “RFP” means a Request for Proposals for provision of the services described in Section 4 that may be issued to all Qualified Respondents;
- n) “should” or “desirable” means a requirement having a significant degree of importance to the objectives of this RFEI.

### 3. Request for Expressions of Interest – Instructions to Respondents

#### 3.1 Enquiries

All enquiries related to this RFEI are to be directed, in writing, to the contact persons at the email addresses on the front cover of this RFEI. Telephone inquiries will not be accepted. Information obtained from any other source is not official and should not be relied upon. Enquiries and answers will be recorded and distributed as written addenda to all Respondents at the City’s option.

#### 3.2 Closing Date

Responses must be submitted in a sealed envelope including **one (1)** complete hard copy of the Response plus one CD. All responses must be received on or before 3:00 PM, Pacific Time, on April 30<sup>th</sup>, 2009 at the address on the front cover of this RFEI. Responses must not be sent by facsimile or e-mail. Responses and their envelopes should be clearly marked with the name and address of the Respondent, the RFEI number, and the project or program title.

#### 3.3 Late Responses

Responses will be marked with their receipt time upon delivery to the address on the front cover of this RFEI. Only complete Responses received and marked before closing time will be considered to have been received on time. Hard-copies of late Responses will not be considered or evaluated and will be returned to the Respondent. In the event of a dispute, the Response receipt time as recorded at the address on the front cover of this RFEI will be deemed the receipt time of the Response.

#### 3.4 Expressions of Interest Review Committee

Review of Responses will be by a committee formed by the City and may include employees and contractors of the City.

#### 3.5 Review and Selection

The qualifications review committee will check Responses against the mandatory criteria. Responses not meeting all mandatory criteria will be rejected without

further consideration. Responses that do meet all the mandatory criteria will then be assessed and scored against the desirable criteria. The City may interview one or more of the Respondents and the results of the interviews may form part of the evaluation and selection process.

### 3.6 Estimated Time-Frames

The following timetable outlines the anticipated schedule for the RFEI, RFP and Contract process. The timing and the sequence of events resulting from this Request for Expressions of Interest may vary and shall ultimately be determined by the City.

Event	Anticipated Date
Request for Expressions of Interest issue date;	<b>17 April 2009</b>
Respondent Meeting	<b>To be advised if deemed necessary</b>
Request for Expressions of Interest closing date;	<b>30 April 2009</b>
Issue RFP	<b>5 May 2009</b>
RFP Closing	<b>26 May 2009</b>
Anticipated signing date of Contract;	<b>June, 2009</b>
Substantial performance of construction;	<b>30 September 2009</b>
Total Performance and final asphalt list	<b>30 April 2010</b>

### 3.7 Signed Responses

The Response must include a cover letter substantially similar to the cover letter set out in *Appendix A* and the cover letter must be signed, by a person authorized to sign, on behalf of the Respondent and to bind the Respondent to statements made in the Response to this RFEI.

### 3.8 Changes to Response Wording

The Respondent will not change the wording of its Response after the closing date and time specified on the front cover of this RFEI and no words or comments will be added to the Response unless requested by the City for purposes of clarification.

### 3.9 Respondent Expenses

Respondents are solely responsible for their own expenses in preparing a Response to this RFEI and for subsequent negotiations with the City, if any. The City will not be liable to any Respondent for any claims, whether for costs or damages incurred by the Respondent in preparing the Response, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

The City will not pay an honorarium to any proponent at the RFP stage.

### **3.10 Acceptance of Responses**

This RFEI is not an agreement to purchase goods or services. The City is not bound to enter into a Contract with any Qualified Respondent. Responses will be assessed in light of the qualification review criteria. The City will be under no obligation to receive further information, whether written or oral, from any Respondent.

### **3.11 Request for Proposals**

It is anticipated that an RFP will be issued to all Qualified Respondents within one (1) months. If their qualifications change before an RFP is issued they must notify the contact person at the mailing address or email address on the front cover of this RFEI.

### **3.12 Definition of Contract**

Notice in writing to a Respondent that it has been identified as a Qualified Respondent will not constitute a Contract nor give the Respondent any legal or equitable rights or privileges relative to the service requirements set out in this RFEI or in any subsequent RFP. Only if a Qualified Respondent and the City enter into a subsequent full written Contract, as a result of an RFP, will a Respondent acquire any legal or equitable rights or privileges.

### **3.13 Modification of Terms**

The City reserves the right to modify the terms of this RFEI at any time in its sole discretion. This includes the right to cancel this RFEI at any time without issuing an RFP and the right to cancel the RFP at any time without entering into a Contract.

### **3.14 Ownership of Responses**

All documents, including Responses, submitted to the City become the property of the City. They will be received and held in confidence by the City, subject to the provisions of the *Freedom of Information and Protection of Privacy Act (BC)*.

### **3.15 Confidentiality of Information**

Information pertaining to the City obtained by the Respondent as a result of participation in this RFEI and any subsequent RFP is confidential and must not be disclosed without written authorization from the City.

### **3.16 Collection and Use of Personal Information**

Respondents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this RFEI requires Respondents to provide the City with personal information of employees who

have been included as resources in response to this RFEI, Respondents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the City. Such written consents are to specify that the personal information may be forwarded to the City for the purposes of responding to this RFEI and use by the City for the purposes set out in the RFEI. The City may, at any time, request the original consents or copies of the original consents from Respondents, and upon such request being made, Respondents will immediately supply such originals or copies to the City.

### **3.17 Receipt Confirmation Form**

Respondents are advised to fill out and return the attached Receipt Confirmation Form. All subsequent information regarding this RFEI, including changes made to this document, will be directed to Respondents who return the Receipt Confirmation Form. Subsequent information will be distributed by the method indicated on the Receipt Confirmation Form. Respondents can also check for amendments and additional information on the City of Richmond website or the BC Bid Website.

### **3.18 Respondent Meeting**

A Respondent meeting may be held if requested by a sufficient number of interested teams.

### **3.19 Debriefing**

The City will offer a debriefing to Respondents who did not make the list of Qualified Respondents, on request, at a mutually agreeable time.

### **3.20 No Use of or Inclusion of Restricted Parties**

- (a) Without limiting any other term of this RFEI, the City may in its sole discretion disqualify any Respondent that in the City's opinion has an actual conflict of interest or unfair advantage or has a relationship that has the potential for a conflict of interest to occur.
- (b) Respondents will submit with their Response the completed Relationship Disclosure Form attached as Appendix H.
- (c) Each Respondent, including each member of the Respondent Team, and all other firm, corporate, and individual members of the Respondent Team, will fully disclose all relationships they may have with the City, any Restricted Party, or any other person providing advice or services to the City with respect to the project contemplated by this RFEI:
  - (i) by submission of the completed Relationship Disclosure Form with its Response; and
  - (ii) thereafter during the review of the Responses by the City, by written notice to the contact persons at the mailing addresses or email addresses on the

front cover of this RFEI promptly after becoming aware of any such relationship.

- (d) At the time of such disclosure, the Respondent will include sufficient information and documentation to demonstrate that appropriate measures have been or will be implemented to mitigate, minimize or eliminate the actual or potential conflict of interest or unfair advantage, as applicable.

The Respondent will provide such additional information and documentation and implement such additional measures as the City may require in its sole discretion in connection with the City's consideration of the disclosed relationship and proposed measures.

### **3.21 Who are Restricted Parties**

At this RFEI Stage, the City has identified the following Persons as Restricted Parties because of their direct and recent or current involvement in the RFEI process or the planning or implementation of the Project:

- JR Huggett Co

This is not an exhaustive list of Restricted Parties. Additional Persons may be added to the list during the RFEI or RFP. Neither the City nor any of its employees, advisors and representatives is liable to any Respondent for any claims, whether for costs of preparation of the Response, loss of anticipated profit, loss of opportunity or any other matter whatsoever, for any use or reliance on this list or use or inclusion of Restricted Parties in any submission.

### **3.22 Use of or Inclusion of Restricted Parties**

- (a) the City may, in its sole discretion, disqualify a Respondent or impose such conditions on the Respondent's continued participation in the City's selection process as the City may consider to be in the public interest or otherwise appropriate, if the Respondent uses or includes a Restricted Party in the Respondent Team:
- (i) to advise or otherwise assist the Respondent in connection with the Respondent's preparation of the Response or otherwise in the City's selection process; or
  - (ii) as an employee, advisor or consultant to the Respondent or a Respondent Team member.
- (b) Each Respondent is responsible to ensure that neither the Respondent nor any member of the Respondent Team uses, consults or seeks advice from any Restricted Party or includes any Restricted Party in the Respondent's Team.

### **3.23 Complete RFEI**

Respondents are solely responsible to ensure that they have received the complete RFEI. By submitting a Response, each Respondent represents that the Respondent has verified receipt of a complete RFEI and that the Respondent has accepted and understood the complete RFEI. Each and every Response is deemed to be made on the basis of a complete RFEI, including all Addenda.

## 4. Services

The Contractor will be required to perform and be responsible for the following services and duties:

- (a) Design of the road extension complete with drainage and sanitary upgrades to meet the performance requirements which will be specified in the RFP meeting all of the Programme and Technical Standard requirements of the City, including tie in to existing facilities, roads and utility services;
- (b) Upgrade, as required, and provision of all utility connections including water, wastewater, storm sewer, hydro, natural gas, telephone and data services;
- (c) Securing the sign-off of the City at the following stages of development of the project;
  - i. 50% of Construction Submission
  - ii. 95% of Construction Submission
  - iii. 100% ready for Construction
- (d) Securing any and all required permits from the City and other authorities having jurisdiction;
- (e) Construction of the project; and
- (f) Completing the project within the schedule and the fixed price established by the Design-Build Contract.

## 5. Expressions of Interest Review Criteria

### 5.1 Mandatory Criteria

The following are mandatory requirements. Responses not clearly demonstrating that they meet them will receive no further consideration during the qualifications review process.

Criteria	
a)	The Response must be received at the closing location by the specified closing date and time.
b)	The Response must be in English and must <b>not</b> be sent by facsimile or email.
c)	Sealed response must include <b>one (1)</b> complete hard copy of the Response plus one electronic copy on CD Rom.
d)	The Response must include a cover letter substantially similar to the cover letter set out in Appendix B outlining the Respondent's understanding of the commitments made in this RFEI. The cover letter must be signed, by a person authorized to sign on behalf of the Respondent and to bind the Respondent to the statements made in the Response to this RFEI.
e)	The Response must clearly demonstrate the required financial capacity through their ability to secure the necessary bonding for a project estimated to have a total value of \$3,000,000. The Respondent is to provide project security and complete the form letter in <i>Appendix D</i> for inclusion in its Submission.
f)	The Response must provide evidence that it has the ability to secure appropriate insurance coverage.
g)	The Response must indicate the full completeness of the consultants and skill sets required to deliver the Project.
h)	The Respondent should confirm that the design will be certified by a Professional Engineer registered with the appropriate professional organization in the Province of British Columbia, and having appropriate experience and knowledge of works similar in nature to this Project.
i)	The Response must list all of the members of the proposed Design-Build Proponent Team in <i>Appendix G</i> and all of the members must have the experience and expertise to deliver the Project.

### 5.2 Desirable Criteria

Responses meeting all mandatory requirements will be further assessed against the following desirable criteria so as to be able to assess the Respondent's abilities, expertise and experience as well as its approach to successfully complete the Project.

Criterion	Points Available
Experience and expertise of the Respondent's team	30
Road and utility design experience	30
Road and utility construction experience	20
Project Approach	20
<b>TOTAL POINTS AVAILABLE</b>	<b>100</b>

The City reserves the right, but not the obligation, to interview one or more of the Respondents and to consider the results of the interview in the evaluation process.

The nature of the information to be provided for these criteria is outlined in *Appendix B*.

## 6. Respondent's Response

To ensure each Response receives full consideration all pages should be consecutively numbered.

# Appendix A: Response Covering Letter

Letterhead or Respondent's name and address

Date:

**CITY OF RICHMOND  
ENGINEERING & PUBLIC WORKS  
6911 No. 3 ROAD  
RICHMOND, BC  
V6Y 2C1**

Attention: **Roeland Zwaag, Project Engineer**

Subject: **Request for Expressions of Interest including any amendments or additions (the "Request for Expressions of Interest")**

**NOTE: All subsequent information regarding this RFEI, including changes made to this document, amendments and additions will be distributed by the method indicated on the Receipt Confirmation Form and posted to the City of Richmond website as well as the BC Bid website at [www.bcbid.ca](http://www.bcbid.ca). It is the Respondent's sole responsibility to check for amendments and additional information.**

The enclosed Response is submitted in response to the above-referenced Request for Expressions of Interest.

We have carefully read and examined the Request for Expressions of Interest and have conducted such other investigations as were prudent and reasonable in preparing the Response. We are authorized to submit this Response on behalf of the Respondent.

Yours truly,

---

*Signature*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

e-mail address: \_\_\_\_\_

Legal name of Respondent: \_\_\_\_\_

Date: \_\_\_\_\_

# Appendix B: Response Outline

## 6.1 A.1 FORMAT

The purpose of this Appendix is to provide Respondents with an understanding of the City's expectations with regard to the various types of information provided by the Respondent in its Submission. **Respondents are strongly encouraged to limit their Response to 10 double sided pages.** Appendices with corporate materials may be additional. Respondents are encouraged to organize their Submission in the following format.

## 6.2 A.2 OUTLINE

### COVER PAGE

### TABLE OF CONTENTS

#### 1.0 Introduction

This section should identify the Respondent, all Prime Members of the Respondent, and the name of the Respondent's contact person for all future communications between the City and the Respondent. The contact person's name, title, organization, address, telephone number and fax number should be provided.

#### 2.0 PRELIMINARY REVIEW CRITERIA

##### 2.1 Financial Capacity and Stability

It is the Respondent's responsibility to clearly demonstrate to the City that they have the required individual and collective financial capacity to undertake the work. Appropriate correspondence from the Respondent's financial institution(s) or consent of surety for the required bonding will satisfy the requirements of this section.

##### 2.2 Declaration Letter(s)

The Submission should be submitted and signed by an authorized representative of the Respondent.

If the Respondent is a partnership or joint venture, each partner or joint venturer of the partnership or joint venture as the case may be, agrees to be held jointly and severally liable for any and all duties and obligations of the Respondent and any agreement with the City.

The declaration letters, which should be in the form provided in **Appendix A** should also state that the Prime Members of the Respondent:

- have read the Request for Expressions of Interest;
- understand and are fully aware of the commitments made on their behalf in the Submission;

- have authorized the Respondent to make the commitments set out in the Submission; and
- confirm that the Prime Members have no interest whatsoever in the Submission of any other Respondent, either directly or indirectly, and have not entered into any agreement that could create such an interest at any time.

Where the Respondent is a single corporation, it should submit a letter setting out the above matters.

### **2.3 Project Security**

The Respondent should provide consent(s) of surety demonstrating the Respondent's ability to provide a 50% performance bond and a 50% labour & materials payment bond to be written by a surety or sureties acceptable to the City and authorized to conduct business in British Columbia up to a value of \$3 million. An acceptable format is provided in **Appendix D**.

All forms of security should be in the name of the Respondent who is identified in the RFEI and RFP process as the entity responsible to the City, and who will subsequently enter into the Agreement with the City if chosen as the Preferred Proponent.

### **2.5 Undertaking for Insurance**

Provide evidence of the Respondent's ability to secure appropriate insurance coverage for Professional Errors and Omissions, Comprehensive General Liability Insurance, Automobile liability and Aircraft and/or Watercraft Liability (if applicable) in a form and amounts acceptable to the City.

Provide evidence of the Respondent's ability to secure Professional Errors and Omissions Liability Insurance with a minimum limit of \$250,000.00 for each occurrence and \$500,000.00 aggregate, protecting the Design-Builder, his insurable Sub-Consultant(s) and their respective servant(s), agent(s), or employee(s) against any loss or damage arising out of the professional services rendered by the Design-Builder, his Sub-Consultants and their respective servant(s), agent(s) or employee(s) under this Agreement. Such insurance shall be an amount not less than \$2,000,000.00 per occurrence and \$2,000,000.00 aggregate per term.

Provide evidence of the Respondent's ability to secure comprehensive general liability insurance, listing the City of Richmond as Additional Insured, with a minimum limit of \$2,000,000 per occurrence with a cross-liability clause.

### **2.6 Design Certification Confirmation**

The Respondent should provide written confirmation that the design will be certified by a professional engineer, registered in B.C. with appropriate experience and knowledge of works similar in nature to this Project.

## **3.0 RATED CRITERIA RESPONDENT'S ABILITIES, EXPERIENCE AND EXPERTISE**

Expressions of Interest should clearly demonstrate a clear understanding of the challenges of this type of project, and the abilities to deliver the Project in a superior manner. Experience particularly related to the design and construction of municipal roads and utilities is clearly a requirement for this Project. The following items identify relevant information suggested to be included in the Submission, and could be submitted in the following order:

### **3.1 Experience and Expertise of the Respondent's Team**

Respondents should provide information outlining the experience and expertise of their Team and Team members. Information in this regard should be clear and concise and limited to the relevant experience and expertise of the Respondent's Team members and their individual key personnel. Respondents should provide:

- An organization chart including the proposed communication protocol with the City.
- Information outlining the proposed duties and percentage of time Team members' key personnel will commit to the Project, including both the construction and design leads.
- Information demonstrating the relevant expertise and experience (including design/build) of individual key personnel and how that expertise relates to the success of this Project.
- Information outlining the Team members' successful involvement in previous project deliveries that required a cooperative team effort (design-build, alliance model, etc.).
- Information outlining how the Team Members plan to co-ordinate their efforts, and meet the requirements for an integrated design approach.

### **3.2 Appropriate Design Experience**

Expressions of Interest should demonstrate that the Respondent's Team member(s) have a clear record of success in undertaking road and utility projects of similar scope and complexity including providing engineering design and operational impacts of similar projects, and have an in-depth understanding of operating requirements, limitations, constraints and unique environmental criteria including: both vehicular and pedestrian traffic flow management, and other relevant provisions.

The Respondent's Team member(s) responsible for engineering design and their personnel committed to the Project will be evaluated with respect to their experience and expertise with similar municipal road and utility projects.

List the last five design projects completed that are relevant to this Project and identify:

- Scope of works (brief description).
- Project Manager, Design Managers, and Construction Monitors.
- Full contact details for an owner/client representative on these projects that can be contacted for further information.
- Details of original contract amount/final cost, and proposed/actual schedule and principal reasons for major variations.

### **3.3 Relevant Construction Experience**

Submissions should demonstrate that the Respondent has a clear record of success in constructing projects of similar scope and complexity. Evaluation will include review of experience in multi-staged construction, construction management, safety programs and design-build delivery process.

The Respondent's Team member(s) responsible for construction, and their personnel committed to the Project, will be evaluated with respect to their construction experience and expertise.

List the last five construction projects completed that are relevant to this Project and identify:

- Scope of works (brief description).
- Project Manager, Site Superintendent, and Construction Specialists.
- Full contact details for an owner/client representative on these projects that can be contacted for further information.
- Details of original contract amount/final cost, and proposed/actual schedule and principal reasons for major variations.

### **3.4 Project Approach**

Submissions should demonstrate the Respondent's approach to ensuring Project success. Topics that Respondents may wish to address in the Submission may include, but are not to be limited to:

- strategy for dealing with access for adjacent properties;
- the project strategy the Respondent would pursue regarding the Project;
- achieving the aim of the function program and performance specifications;
- providing on-going operational functionality of adjacent and connecting roads and utilities during construction;
- risk identification, appreciation and management;
- implementation of Quality Management/Quality Assurance;
- implementation of Safety Management Plan;
- strategy for keeping the project on time and on budget;
- communications with Project stakeholders;
- creating a partnership to ensure success;
- structuring a complete and totally functional Team; and
- changing role of the team members during the various phases of the project.

The intent of this requirement is to convey, to the Evaluation Team, the Respondent and its Team's superior capabilities in identifying and meeting the challenges of this Project and how the Respondent will undertake the delivery of the Project.

The intent is not for Respondents to provide designs or engineering information.

### **3.5 Additional Information**

### **3.5.1 Resumes**

Provide resumes for the Respondent's Project Manager, Engineer, and key team personnel who will be engaged in the Project. Extensive resumes for all individuals within the companies forming the Respondent's Team are not required. If additional information is required, it will be requested during evaluation of the Responses.

### **3.5.2 Corporate Promotional Material**

The format and quantity of promotional material provided in this submittal is left to the judgment of the Respondent. The Respondent's Submission should be limited to 10 double sided pages, with additional corporate material in Appendices, but inclusion of irrelevant and voluminous company material is discouraged. If additional information is required, it will be requested during evaluation of the Responses.

Appendix C:

Receipt Confirmation Form

Lansdowne Road Extension Contract 3558 EOI  
DESIGN BUILD  
REQUEST FOR EXPRESSIONS OF INTEREST  
CITY OF RICHMOND

**CLOSING DATE: APRIL 30, 2009**

For any further distributed information about this Request for Expressions of Interest,  
please return this form by fax or e-mail as soon as possible to:

Kerry Lynne Gillis  
Buyer II - Contracting Specialist  
Purchasing Section, Business and Financial Services Department  
City of Richmond  
6911 No. 3 Road  
Richmond, BC  
Fax: 604-276-4135  
E-mail: [purchasing@richmond.ca](mailto:purchasing@richmond.ca)

COMPANY: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ POSTAL/ZIP CODE: \_\_\_\_\_

PROVINCE/STATE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

MAILING ADDRESS, IF DIFFERENT: \_\_\_\_\_

FAX NUMBER: (\_\_\_\_) \_\_\_\_\_ PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TITLE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

Please send us any further correspondence about this Request for Expressions of Interest by:



Fax



E-Mail (default if no box checked)

# Appendix D: Project Security

SPECIMEN

## CONSENT OF SURETY FOR EXPRESSION OF INTEREST

**DATE:**

**NO.:**

**WHEREAS** \_\_\_\_\_ has submitted a written statement of qualifications to the City of Richmond as Obligee dated (*date*) concerning the ***Lansdowne Road Extension Contract 3558 EOI***, we (*Name of Surety*), a corporation created and existing under the laws of Canada and duly authorized to transact the business of Suretyship in Canada as Surety, agree to provide the required surety bonds in the aggregate amount required for this Project subject to our underwriting of the contractor.

Based on our current knowledge of this Request for Expressions of Interest, we believe our client to be financially and technically qualified to complete this Project in a timely and satisfactory fashion.

(Name of Surety)

\_\_\_\_\_

(Seal)

\_\_\_\_\_  
Attorney - In - Fact

## Appendix E: Project Description

### **Lansdowne Road Extension Contract 3558 EOI.**

Per the City of Richmond's Council-approved *Official Community Plan, City Centre Area Plan* and *City Centre Transportation Plan*, Lansdowne Road is planned to extend westward from Minoru Boulevard through to Hollybridge Way to create a direct and critical link between the Richmond Olympic Oval and No. 3 Road, which is the location of Lansdowne Station of the Canada Line rapid transit system.

Scope of work for the design and construction of this project includes but is not limited to:

- Removals;
- Road Works complete with curb and gutter, sidewalk and boulevard;
- Traffic Signals;
- Street lighting;
- 1500mm diameter drainage sewer;
- 250mm diameter gravity sanitary sewer;
- 600mm diameter sanitary forcemain, and
- Restorations.

## Appendix F: Risk Allocation

The following table summarizes the anticipated allocation of Project Risk between the City and the Contractor, which may be further clarified at the RFP stage:

<i>Risks / Ownership</i>	<i>the City</i>	<i>Contractor</i>
<b>1.1.1.1.1 Site and Land</b>		
▪ <b>Availability of the site for construction</b>	✓	
▪ <b>Environmental contamination of site risk (before construction)</b>	✓	
▪ <b>Site geotechnical conditions</b>		✓
▪ <b>Demolition, site clearing and diversion/ relocation of all utilities</b>		✓
▪ <b>Obtaining marshalling and lay-down areas</b>		✓
▪		
<b>1.1.1.1.2 Project Design</b>		
▪ <b>Sufficiency and interpretation of supplied data</b>		✓
▪ <b>Geotechnical investigation</b>		✓
▪ <b>Detailed Design</b>		✓
▪ <b>Design error</b>		✓
▪ <b>Compliance with all applicable laws, codes and regulations</b>		✓
▪ <b>Utilities and associated conflicts</b>		✓
▪ <b>Changed conditions</b>		✓
▪ <b>Patent infringement</b>		✓
▪		
<b>1.1.1.1.3 Project Administration</b>		
▪ <b>Construction permits</b>		✓
▪ <b>Insurance/Surety</b>		✓
▪ <b>Quality Management / Quality Assurance / Safety</b>		✓
▪ <b>Public communications</b>	✓	✓
▪ <b>Ability to achieve Project parameters</b>		✓
<b>1.1.1.1.4 Site / Construction</b>		
▪ <b>Environmental contamination of site during construction</b>		✓
▪ <b>Procurement and construction</b>		✓
▪ <b>Construction Inspections / Quality control / Safety</b>		✓
▪ <b>Workers' Compensation Board issues</b>		✓
▪ <b>Authorization of existing utility shutdowns/interconnections</b>	✓	

## Appendix G: Design/Build Proponent Team

The Design-Build Proponent Team must, at a minimum, be composed of the disciplines listed below. The Design-Build Proponent may include information on additional disciplines. Core members are specifically excluded from participating on multiple Design-Build Proponent Teams.

	<b>Discipline</b>	<b>Firm</b>	<b>Primary Contact</b>
<b>Core Members</b>	Design-Builder		
	Prime Consultant		
<b>Secondary Members</b>	Geotechnical		
	Electrical		
	Landscaping		
	Other:		

## APPENDIX H: RELATIONSHIP DISCLOSURE FORM

This Form must be completed by the Respondent on its own behalf and on behalf of each member of the Respondent Team (including firms and individuals)

To: Kerry Lynne Gillis  
Buyer II - Contracting Specialist  
Purchasing Section, Business and Financial Services Department  
City of Richmond  
6911 No. 3 Road  
Richmond, BC

Re: Request for Expressions of Interest entitled \_\_\_\_\_, as amended in accordance with its terms, (the "RFEI") for the **Lansdowne Road Extension Contract 3358EOI**  
[INSERT NAME OF RESPONDENT] Qualification Response (the "Qualification Response")

The Respondent hereby declares, on its own behalf and on behalf of each member of the Respondent Team, that:

1. the Respondent has undertaken the necessary and due searches and inquiries; and
2. the Respondent and each member of the Respondent Team has reviewed the list of Restricted Parties set out in the RFEI and that as of the date of this Relationship Disclosure Form, neither any member of the Respondent Team nor the Respondent has any current or former relationship with:
  - (a) any former or current officials, employees, representatives, elected officials of the City of Richmond; or
  - (b) any former or current officers, directors, employees or representatives of any individual, corporation, partnership, or other entity, or the entity itself; that have been involved in the selection process of this RFEI or the design, planning or implementation of the project contemplated by this RFEI, or
  - (c) any Restricted Party or their current or former employees, shareholders, directors or officers, other than identified below in the Form D-1 of this Relationship Disclosure Form.

The Respondent makes the declarations set out in this Relationship Disclosure Form with the knowledge and intention that the City will rely upon and, despite any prior or subsequent investigation by the City, will be deemed to have relied upon, these declarations in connection with the Qualification Response, including any consideration and evaluation of the Qualification Response, pursuant to this RFEI.

**THIS DECLARATION made as of the \_\_\_\_\_ day of \_\_\_\_\_, 2009.**

**[NAME OF RESPONDENT]**

Per: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

**FORM D-1 OF APPENDIX H:**

<b>Name of Restricted Party / Person</b>	<b>Details of the nature of the Respondent's or Key Individual's relationship with the listed Restricted Party</b>



April 21<sup>st</sup>, 2009  
File: 3558 EOI

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

**Attention: To All Bidders**

Dear Sir/Madame:

**Re: Request for Expressions of Interest (3558 EOI) – Design Build for Lansdowne Road Extension – Addendum 1**

**Part I: Inquiries**

We have received questions and comments related to this Request for Expression of Interest (RFEI). This addendum lists the questions we have received, together with our answers. This addendum forms part of the RFEI Documents and shall be read, interpreted and coordinated with all other parts. Please review and consider the following information in preparation of your Expressions of Interest:

Q.1 Is a list of potential respondents available for circulation?

A.1 Since this RFEI has been published on-line and because this opportunity has been published on-line, and is accessible to all and any interested parties, we will be unable to guarantee a list of confirmed respondents. We may be able to publish a list of those who have submitted "Receipt Confirmation Forms", however, the soonest we can publish this information is early next week.

Q.2 Can you give us a clarification on what is expected in the blank "Request for Expressions of Interest entitled \_\_\_\_\_," under Appendix H?

A.1 We are referring to the title of the project ("Design Build for the Lansdowne Road Extension"). Please disregard the notation in the upper right hand corner of Appendix H that refers to "Appendix A"

**Part II: Clarifications to Appendix C – Receipt Confirmation Form**

Please note that the correct fax number is 604-276-4162 and please replace the number currently listed on Appendix C with this fax number if you are submitting this form by fax.

Yours truly,

A handwritten signature in black ink, appearing to be 'Kerry Lynne Gillis', written in a cursive style.

Kerry Lynne Gillis  
*Buyer II - Contracting Specialist*

KG:kg

pc:       Roeland Zwaag, P. Eng., Project Engineer  
          Jonathan R Huggett P.Eng, J.R> Huggett Co.



April 21<sup>st</sup>, 2009  
File: 3558 EOI

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

**Attention: To All Bidders**

Dear Sir/Madame:

**Re: Request for Expressions of Interest (3558 EOI) – Design Build for Lansdowne Road Extension – Addendum 2**

**Part I: Inquiries**

We have received questions and comments related to this Request for Expression of Interest (RFEI). This addendum lists the questions we have received, together with our answers. This addendum forms part of the RFEI Documents and shall be read, interpreted and coordinated with all other parts. Please review and consider the following information in preparation of your Expressions of Interest:

- Q.1 Can a secondary member appear on multiple design/build teams?  
A.1 Yes.
- Q.2 Can the core members change the selection of a secondary team member?  
A.2 The City, upon application by a party that was qualified pursuant to the Request for Expressions of Interest, may consider changes to the Composition of the Proponent. The City may request any information it deems necessary and may approve or deny such change in its sole discretion.
- Q.3 Does the City take into consideration the design/build experience of a proponent's team?  
A.3 Yes, refer to items 3.1 to 3.4 in the RFEI which outline the items the City considers in their review and ranking of a submission.
- Q.4 What information will the City provide at RFP stage?  
A.4 The City will provide the topographic survey in DWG format, the City utility as-built information in PDF format, an arborist report, and a geotechnical factual report.

**Part II: Clarifications to Project Scope**

The project location is on Lansdowne Road from Gilbert Road to Hollybridge Way. The information in Appendix E provided information on the future plans of the City.

The City owns the property at 5540 Hollybridge Way. Also, the City will be responsible for acquiring the property corner cut at 5640 Hollybridge Way.

**Part III: Functional Road Design**

See attached a functional road design for this project. Note the proposed parking modification required for this project.

Yours truly,

A handwritten signature in black ink, appearing to be 'Kerry Lynne Gillis', written in a cursive style.

Kerry Lynne Gillis  
*Buyer II - Contracting Specialist*

RZ:kg

pc: Roeland Zwaag, P. Eng., Project Engineer  
Jonathan R Huggett P.Eng, J.R> Huggett Co.



HOLLYBRIDGE WAY

5440 HOLLYBRIDGE WAY  
LOT 110

ULTIMATE CURB LOCATION  
TOTAL AREA REQUIRED=1,952m<sup>2</sup>  
ULTIMATE PROPERTY LINE

5540 HOLLYBRIDGE WAY  
LOT 75

LANSLOWNE RD ROW

HOLLYBRIDGE WAY

5640 HOLLYBRIDGE WAY  
LOT 100

ELMBRIDGE WAY

GILBERT ROAD

LANSLOWNE RD

NUMBER OF PARKING STALLS		
<span style="color: blue;">■</span>	EXISTING	160
<span style="color: red;">■</span>	PROPOSED	160

City of Richmond  
6911 No. 3 ROAD RICHMOND B.C. V6Y 2C1

TITLE: **FUNCTIONAL DESIGN  
LANSLOWNE ROAD  
HOLLYBRIDGE WAY TO GILBERT ROAD  
OPTION 2 - INTERIM**

**B.C. GAS SERVICES**  
THE DEVELOPER OR CONTRACTOR SHALL BE RESPONSIBLE FOR DETERMINING EXISTING LOCATION OF GAS SERVICE LINES, AND WHERE NECESSARY ARRANGE FOR THEIR RELOCATION IN ORDER TO FACILITATE INSTALLATION OF THE WORKS SHOWN ON THESE PLANS. A LIST OF SERVICE LINE LOCATIONS MAY BE OBTAINED FROM:  
B.C. GAS SERVICE RECORDS DEPARTMENT  
TELEPHONE 293-8552  
NOTE - B.C. GAS REQUIRES 10 DAYS NOTICE PRIOR TO THE COMMENCEMENT OF ANY WORK.

**BENCHMARK**  
ALL ELEVATIONS ARE TO GEODETIC DATUM AND REFER TO RICHMOND BENCHMARK NUMBER:  
ELEVATION \_\_\_\_\_ FIELD BOOK N° \_\_\_\_\_  
CITY WORK ORDER N° \_\_\_\_\_ TENDER / PROJECT N° \_\_\_\_\_  
CONTRACTOR WORK ORDER N° \_\_\_\_\_ ACCOUNT N° \_\_\_\_\_

**REFERENCE DRAWINGS**

PROPERTY ACQUISITION	Aq	_____
SURVEY PLAN & PROFILE	PP	_____
ROAD CONSTRUCTION	Oc	_____
STORM SEWER INSTALLATION	Lc	_____
WATERMAIN INSTALLATION	Wc	_____
ORNAMENTAL STREET LIGHTING	Tc	_____
TRAFFIC SIGNALS	Ec	_____
SANITARY SEWER INSTALLATION		_____
OTHER		_____

NOTE - PROVE LOCATION OF ALL UTILITIES / SERVICES BEFORE STARTING CONSTRUCTION.

H	G	F	E	D	C	B	A	REVISIONS						
								N°	DATE	BY	CH.	DESCRIPTION		

DESIGN: T.S.	DWG. N°: Ec-
DRAWN: T.S.	SCALE: 1:500
CHECKED: F.L.	DATE: APR. 2009
ENGINEER: F.L.	SEC. N°: 06-4-6
	SHT. N°: 1 OF 1



April 21<sup>st</sup>, 2009  
File: 3558 EOI

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

**Attention: To All Bidders**

Dear Sir/Madame:

**Re: Request for Expressions of Interest (3558 EOI) – Design Build for Lansdowne Road Extension – Addendum 3**

**Part I: Inquiries**

We have received questions and comments related to this Request for Expression of Interest (RFEI). This addendum lists the questions we have received, together with our answers. This addendum forms part of the RFEI Documents and shall be read, interpreted and coordinated with all other parts. Please review and consider the following information in preparation of your Expressions of Interest:

Q.1 (In) Item 2.5 (of Appendix B), please clarify the following:

The Professional Liability Insurance requirements are not clear as they request \$250,000 per occurrence and \$500,000 aggregate when there is no occurrence basis for professional liability just “claims made”. In the same sentence you indicate a \$2,000,000 limit?

A.1 Please replace the second and third statements, currently shown in the RFEI, with the following statements below:

“Provide evidence of the Respondent’s ability to secure Professional Errors and Omissions Liability Insurance with a minimum limit of \$250,000.00 for each occurrence and \$500,000.00 aggregate, protecting the Design-Builder, his insurable Sub-Consultant(s) and their respective servant(s), agent(s), or employee(s) against any loss or damage arising out of the professional services rendered by the Design-Builder, his Sub-Consultants and their respective servant(s), agent(s) or employee(s) under this Agreement. ~~Such insurance shall be an amount not less than \$2,000,000.00 per occurrence and \$2,000,000.00 aggregate per term.~~

Provide evidence of the Respondent’s ability to secure comprehensive general liability insurance, listing the City of Richmond as Additional Insured, with a minimum limit of ~~\$2,000,000~~ \$5,000,000.00 per occurrence with a cross-liability clause.”

Q.2 In Appendix B you encourage respondents to organize submission per the format in your Outline. We note that the Outline jumps from Item 2.3 to Item 2.5. Is there an Item 2.4 that is missing

from the document or should that item number be skipped over with response items numbered to match your Outline?

A.2 This is a formatting omission only as there is no item 2.4.

**Part II: List of Companies who have submitted to the City Appendix C – Receipt Confirmation Form**

The following is a list of companies that have submitted a copy of Appendix C – Receipt Confirmation Form. Please note that this does not constitute a guaranteed Respondents List for this RFEI.

JJM Construction Ltd.  
Tyam Construction Ltd.  
BA Black Top  
Aplin & Martin Consultants Ltd.  
Empirica  
Columbia Bitulithic, A Division of Lafarge Canada Inc.  
Pedre Contractors Ltd.

Yours truly,



Kerry Lynne Gillis  
*Buyer II - Contracting Specialist*

KG:kg

pc: Roeland Zwaag, P. Eng., Project Engineer  
Jonathan R Huggett P.Eng, J.R> Huggett Co.