

City of Richmond
Design Services – Expansion of Hamilton Community Centre
Request for Expression of Interest
3754EOI

The City of Richmond invites Letters of Expression of Interest from interested architectural firms for the design of the expansion of Hamilton Community Centre.

The Hamilton Community Centre is located in the northeast part of Hamilton and adjoins Hamilton Elementary School at 5140 Smith Drive. Hamilton is a growing community of about 4,600 residents that currently has approximately 2,800 square feet of community space. Hamilton needs additional community space to meet current requirements and to serve a population that is anticipated to grow to about 8,000 residents in the next 10 to 15 years. The City of Richmond has received an offer of Financial Assistance under the Recreation Infrastructure Canada for this project and the offer has time constraints. Firms must have the capacity to commence work on the project by Monday, November 16, 2009 and provide services on an accelerated timeline throughout the project.

Architects with experience on comparable projects are invited to submit a Letter of Expression of Interest outlining their proposed architectural team composition; the firm's and project lead's background with a listing of experience and references on comparable projects. This submission is for architectural services only, engineering and other sub-consultants will form part of the future selection process. The submission should be no more than 5 pages in length.

Five copies of the Expression of Interest marked "3754EOI - Expansion of Hamilton Community Centre" to be 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. Submissions are to be received on or before 2:00 pm, Local Time, on Thursday, October 15, 2009.

Submissions will be evaluated at the discretion of the City based upon the information contained in the submissions and a shortlist of design teams may be invited to submit a proposal for the full architectural services for this project.

Questions relating to the work may be directed to Janet Whitehead, Project Manager, Facility Planning and Construction at 604.233.3312, or Mary Brunet, Manager, Facility Planning and Construction, 604.244.1267.

The City reserves the right to accept or reject any or all submissions and to award any subsequent contract to multiple firms. All respondents are advised they have no claim for compensation in the preparation of their submissions and that by submitting a letter of Expression of Interest, each respondent shall be deemed to have agreed it has no claim.

All submissions will remain confidential, subject to the City's obligations under the *Freedom of Information and Privacy Act* (BC).

It is the sole responsibility of the potential bidders to check the City of Richmond Web Site and BC Bid to ensure that all available information has been received prior to submitting an Expression of Interest.