



**Contract 3762P**

**City of Richmond Supplementary Specifications and Detail Drawings Update**

**1. Introduction**

The City of Richmond proposes to engage the services of a to provide professional services to update the City of Richmond Supplementary Specifications and Detail Drawings.

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, potential interview and selection.

**2. Submission Details**

Four (4) copies of proposals marked “**City of Richmond Supplementary Specifications and Detail Drawings Update Contract 3762P**” 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 3:00pm Local Time on Wednesday December 16, 2009. 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Proposals may be withdrawn by written notice only provided such notice is received at the office of the City’s Purchasing Section prior to the date/time set as the closing time for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 (BC).

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 Proponents 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 proposal.

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

Kerry Lynne Gillis

Telephone: 604-276-4135

Buyer II - Contracting Specialist

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

Purchasing Department

City of Richmond

3.2 Technical clarification shall be directed to:

Technical

Roeland Zwaag

Telephone: 604-276-4377

Project Engineer

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

Engineering & Public Works

City of Richmond

The City, its agents and employees shall not be responsible for any information given by way of verbal or oral 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 City of Richmond Supplementary Specifications and Detail Drawings (SS&DD), June 2005, was developed in order to adopt the Master Municipal Construction Document (MMCD), Gold Edition, printed 2000 as the standard for construction.

In order to adopt the new MMCD Platinum Edition, the City has to update their SS&DD.

### 5. Scope of Work

The scope of work for this project is as follows:

1. Update City Supplemental Specifications and Detail Drawings;
2. Prepare list of all American Water Works Association (AWWA) references in MMCD Platinum Edition;
3. Update Front End Tender Document and Supplementary General Conditions.

## **6. Consultant Duties & Deliverables**

The Successful Proponent (“Consultant”) shall provide an experienced and efficient team capable of undertaking the variety of tasks and achieving the required deadlines. The Consultant duties shall include, but not limited to, the following items:

### **A) Background Information**

1. Review current Supplementary Specifications and Detail Drawings, June 2005 Edition;
2. Review the Gold and Platinum Editions of Master Municipal Construction Document;
3. Review Applicable City Bylaws & Policies;
4. Review City Design Specifications, June 2008 Edition;
5. Review current Drafting Standards, January 2002 Edition;
6. Review other relevant industry standards (American Society of Testing and Materials, Canadian Standards Association, AWWA, etc).

### **B) Consultation Process**

The stakeholders are: the Engineering division (Inspections, Project Managers, and Engineering Technicians/Technologists), Public Works (Roads, Water, Sewer & Drainage), Parks (Landscaping, Irrigation & Trees) and Transportation Planning (Traffic signals). The Consultant will be required to work with the stakeholders in the following ways:

1. Organize project start-up meeting with all stakeholders;
2. Prepare contact list of stakeholders complete with area of discipline;
3. Collect relevant inputs from each stakeholders;
4. Chair meetings at Richmond City Hall, record and prepare minutes;
5. Prepare list of action items for stakeholders to complete;
6. Allow for and organize sufficient follow-up meetings with each stakeholder.

### **C) Update Documents**

1. Identify and summarize the differences between the old gold and new platinum MMCD;
2. Prepare a “Notice to Users” introduction;
3. Prepare a blank form for “Technical Amendment/Bulletin”;
4. Prepare a register form for “Technical Amendment/Bulletin”;
5. Prepare a register form for “User List”
6. Update the supplemental specifications and revise required detail drawings;
7. Allow for ten (10) new detail drawings to be created and also provide a cost per drawing for each additional new drawing requested;
8. Provide the draft document for review and comments;
9. Produce the final document and deliverables.

## **D) Deliverables**

During the progress of and upon completion of the work, the Consultant will submit to the City:

1. Specification document in MS Word;
2. Detailed drawings in AutoCAD;
3. Complete SS&DD document in a searchable and hyper-linked Adobe PDF file;
4. List of all AWWA References in MS Excel;
5. Front-end tender document and supplementary general conditions in MS Word.
6. All background, research and resource lists, and any applicable database in original software format (unless otherwise mutually agreed), minutes of meetings and workshop results, survey summaries and analyses, etc.

## **7. City Provided Items**

The City will provide to the Consultant, reasonable support as well as the following documents:

1. Supplementary Specifications and Detail Drawings – June 2005;
2. Design Specifications – June 2008;
3. Drafting Standards – January 2002;
4. Applicable Policies & Bylaws;
5. Standard Richmond Tender Document in Word format, and
6. Detailed Drawings in CAD format.

## **8. Project Schedule**

The following is the timeframe for deliverables:

### **1. Draft Document**

- Prepare Draft Document – **April 30, 2010**

### **2. Final Deliverables**

- Prepare Final Document and deliverables – **July 30, 2010**

## **9. Proposal Submissions**

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

- a. Corporate profile of firm outlining its history and philosophy;
- b. Detailed description of the Consultant's understanding of the project objectives/outcomes and vision, and how these will be achieved;
- c. Listing of Consultant's experience with projects of the nature described in this RFP;

- d. Project methodology explaining each project task including what will be expected of both the consultant and the City with respect to each task;
- e. 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;
- f. 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.;
- g. A detailed schedule of all activities, including milestones, project meetings, interim reports and progress reports required for this project - if the targeted milestones and deadlines listed in section eight (8) of this Request for Proposal cannot be met, then Proponents are asked to propose alternative milestones and deadlines with their proposals;
- h. A detailed proposal of what will be delivered, including the expected outcome and benefits to the City;
- i. Provision of a priced methodology complete with a time allotment for each identified task proposed to employ to carry out the work, this shall form the basis for payments to the successful proponent. Supplement this with a schedule of fees for staff to be assigned to the project. These rates shall be the basis for adjustments to the value of the contract in the event the scope of work varies from that proposed;
  - o Disbursements are to be presented as an estimated lump sum cost. However, charges to the City are to be based on actual disbursement costs incurred by the consultant;
  - o A charge out list for staff valid for 2009 and 2010.
- j. Client references from projects of a similar size and scope.

## 10. Working Agreement

The Successful proponent will enter into a contract for services with the City based upon the information contained in this request for proposal and the successful proponents submission and any modifications thereto.

The Successful Proponent will enter into a standard MMCD Consulting Agreement complete with supplementary general conditions as outlined in Appendix A with the City based upon the information contained in this request for proposal and the successful proponents submission.

MMCD documents may be purchased at:

**Master Municipal Construction Documents Association**

c/o Support Services Unlimited

102-211 Columbia Street

Vancouver, B.C. V6A 2R5

Phone: 604-681-0295; Fax: 604-681-4545

**11. Evaluation Criteria**

Proposals shall be evaluated to determine the best value offered to the City against conformance to the following criteria:

- a. Understanding of project objectives/outcomes and vision;
- b. Project Methodology;
- c. Team Composition – Experience and Qualifications of those staff to be assigned to the project;
- d. Project Deliverables;
- e. Value for Money;
- f. References and
- g. Interview (if required).

## **Appendix A – Supplementary General Conditions of Contract**

### **1. Ownership Of Documents And Copyright**

- a. All drawings, audiovisual materials, information, plans, models, designs, specifications, reports and other documents or products produced, received or acquired by the Consultant as a result of the provision of the Services (the “Material”) shall be the sole property of the City, and the City shall have the right to utilize all of the Material for its benefit in any way it sees fit without limitations.
- b. The Material shall be delivered by the Consultant to the City forthwith following the expiration or sooner termination of this Agreement, provided that the City may, at any time or times prior to the expiration or sooner termination of this Agreement, give written notice to the Consultant requesting delivery by the Consultant to the City of all or any part of the Material in which event the Consultant shall forthwith comply with such request.
- c. The Consultant hereby transfers title in and to the Material and assigns to the City sole copyright in the Material. The Consultant agrees that title to the Material is to be considered to have been transferred, and any copyright in the Material is to be considered to have been assigned by the Consultant to the City upon creation of the Material. The Consultant hereby irrevocably waives, in favour of the City, the Consultant’s moral rights in respect of the Material. The Consultant shall obtain in writing, from its personnel, its permitted consultants or from any other source used, all required assignments, waivers, including waivers of moral rights, releases of interest and acknowledgements necessary to transfer title to and copyright in the Material to the City.
- d. The Consultant hereby represents and warrants that the portion of the Material produced by the Consultant will not infringe any patent or copyright or any other industrial or intellectual property rights including trade secrets.

### **2. No Promotion Of Relationship with the City or the Olympic Movement**

- a. The Consultant shall not disclose or promote the Consultant's relationship (if any) with the City, the "O Zone" or the Richmond Olympic Oval, including by means of any verbal declarations, announcements, sales, marketing or other literature, letters, client lists, press releases, websites, brochures or other written or electronic materials (the “Communications”) (except as may be reasonably necessary for the Consultant to perform the Consultant’s obligations under the terms of this Agreement), without the express prior written consent of the City, which consent may be withheld.

- b. Furthermore, the Consultant undertakes not to disclose or promote the Consultant's relationship (if any) with the City, the O Zone or the Richmond Olympic Oval in a manner which could suggest or create an association, express or implied, between the Consultant and the International Olympic Committee ("IOC"), the 2010 Olympic and Paralympic Winter Games, the Olympic Movement or the Vancouver Organizing Committee for the 2010 Olympic and Paralympic Winter Games ("VANOC"). Without limiting the generality of the foregoing, the Consultant shall not refer to "VANOC", "Vancouver 2010", the "2010 Games", the "Games", "Venue City", " O Zone, the "Richmond Olympic Oval", "Olympic" or "Olympics" (or any derivatives thereof), and shall not use any official emblem, logo or mascot of the 2010 Games, the IOC, the Richmond Olympic Oval or the City of Richmond, in any Communications (except as may be reasonably necessary for the Consultant to perform the Consultant's obligations under the terms of this Agreement), without the express prior written consent of the City, which consent may be withheld.





**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.

**3762P**

**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	

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City of Richmond

Contract 3762P

Request for Proposal City of Richmond Supplementary Specifications and Detail Drawings Update

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## **Distribution List**

### **Advertised On:**

**BC Bid**

**City of Richmond Website**



December 3rd, 2009  
File: 02-0775-50-3762/Vol 01

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

**Attention: To All Proponents**

Dear Sir/Madame:

**Re: Request for Proposal 3762P: City of Richmond Supplementary Specifications and Detail Drawings Update – Addendum 1**

This Addendum includes items of clarification, 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 the preparation of your proposals:

Documents and Information:

The City has received requests for the following documents, please be advised of their accessibility or status as described below:

1. City Supplemental Specifications & Detail Drawings, Design Specifications, and Drafting Standards:
  - a. Visit the City FTP site (<ftp://ftp.richmond.ca/>).
  - b. Access the system with the following: Login=engineering1 Password=Ri(hmond (*sic*)).
  - c. Go to folder:"From City of Richmond/3762P SS&DD Update".
2. Applicable Policies and Bylaws:
  - a. These can be viewed and downloaded at <http://www.richmond.ca/cityhall/bylaws/chapter.htm>
3. Standard Richmond Tender Document
  - a. A sample document in PDF is available on the City FTP site in the same file folder listed in item 1 above.
4. Detail Drawings
  - a. The CAD files of the detail drawings will be made available to the Successful Proponent only. Please refer to the PDF copy of the Detail Drawings uploaded to the FTP site.
5. MMCD Gold and Platinum Editions
  - a. Please contact the MMCD Association directly. You can find their contact info at [www.mmcd.net](http://www.mmcd.net).

6. Previous *Notice to Users* introduction form, previous blank form for "Technical Amendment/Bulletin", previous register form for "Technical Amendment/Bulletin", and previous register for "User List". These are not available and will have to be created.

Yours truly,

A handwritten signature in black ink, appearing to be 'Kerry Lynne Gillis', written over a large, faint circular watermark or stamp.

Kerry Lynne Gillis  
*Buyer II - Contracting Specialist*

KG:kg

pc: Roeland Zwaag, P. Eng., Project Engineer



December 8<sup>th</sup>, 2009

File: 02-0775-50-3762/Vol 01

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

**Attention: To All Proponents**

Dear Sir/Madame:

**Re: Request for Proposal 3762P: City of Richmond Supplementary Specifications and Detail Drawings Update – Addendum 2**

This Addendum includes items of clarification, 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 the preparation of your proposals:

Access to Information on the City's FTP Site:

If any Proponents are having difficulty accessing the site, please follow these directions:

1. Open your web browser. (Internet Explorer, Firefox)
2. Type in the following address in the location bar. ([ftp.richmond.ca](ftp://ftp.richmond.ca)). Note: This may take a moment or two to load.
3. Enter the following information exactly as presented below:
  - User Name: engineering1
  - Password: ri(hmond)
4. Once entered, click 'Login'.
5. Double click to open 'From City of Richmond'.
6. Highlight the folder named 'your folder'. Right click and save this folder to your desktop. Note: Download may also take a moment or two.

Yours truly,

Kerry Lynne Gillis  
*Buyer II - Contracting Specialist*

KG:kg

pc: Roeland Zwaag, P. Eng., Project Engineer