



REQUEST FOR EXPRESSIONS OF INTEREST – 4216 EOI

**4216 EOI - ARCHITECTURAL SERVICES FOR THE FIRBRIDGE COMMUNITY
CENTRE**

Expressions of Interest will be received at the Information Counter, Main Floor, Richmond City Hall, addressed to the Purchasing Section, 6911 No. 3 Road, Richmond, BC, V6Y 2C1, until Monday, February 21, 2011 @ 12:00pm Noon (the “Closing Time”).

TABLE OF CONTENTS

1.0	Introduction.....	1
2.0	Background.....	1
3.0	Objectives	1
4.0	Definitions.....	1
5.0	Scope.....	1
6.0	Pre-qualification Process	1
7.0	Requests for Proposals.....	2
8.0	Qualification Criteria	2
9.0	Submission Details.....	2
10.0	Format Requirements.....	2
11.0	Review of Submissions.....	4
12.0	Inquiries	4
13.0	Non-Conforming Submissions.....	4
14.0	Notifications and RFP Process.....	4
15.0	Information Disclaimer.....	5
16.0	Intent to Enter Into An Agreement	6
17.0	Modification of Terms	6
18.0	Ownership of Submissions	6
19.0	Right to Not Accept Any Expression of Interest	6
20.0	No Commissions.....	6
21.0	Use of this Request for Expressions of Interest.....	6
22.0	Confidentiality, Freedom of Information and Protection of Privacy.....	6
23.0	No Claim for Compensation of Expenses.....	7
24.0	Conflict of Interest	7
25.0	No Solicitation	7
26.0	No Lobbying.....	7
27.0	Publicity	7

1.0 Introduction

- 1.1. The City of Richmond (the City) invites Expressions of Interest (EOI) for architectural services (“the Services”) for tenant improvements of the new Firbridge Community Centre.

2.0 Background

- 2.1. As part of a rezoning requirement, the City and a developer/owner (the “Developer”) agreed to construct a serviced-shell base building on the development site located at Firbridge Way and Minoru Boulevard (the “Site”) for the purposes of a community centre and post-secondary education institution.
- 2.2. Bruce Carscadden Architect Inc and their consultant team of mechanical and electrical engineers were retained by the City to review and assess the technical requirements for the serviced base-shell building of the development at Firbridge and to develop a preferred design for the community centre. These services were completed in 2008.
- 2.3. The Developer will construct, at their sole cost, a four-storey 5,176 m² City Centre community centre and post-secondary education institution at the south-west corner of the Site. The building is expected to be available for tenant improvements January 1, 2013.
- 2.4. The Developer is responsible for the base building and fit-out of certain public spaces while the remaining tenant improvements of the community centre are the responsibility of the City. For clarity, the City is not responsible for the post-secondary education institution.

3.0 Objectives

- 3.1. To engage a team of consultants (the “Consultant”) to provide architectural, mechanical and electrical services for the project from schematic design through construction of the tenant improvement spaces for the community centre portion of the serviced-shell based building.

4.0 Definitions

- 4.1. Throughout this EOI the following definitions apply:
 - a) “Expression of Interest” means a statement of qualifications submitted in response to and according to the terms of this Request for Expressions of Interest;
 - b) “Respondent” means an individual or a company (vendor) that submits, or intends to submit, a Response;

- c) “Response” or “Submission” means an Expression of Interest;
- d) “Shall”, “Must” and “Will” means a requirement that must be met in order for a Response to receive consideration;
- e) “Should” or “May” means a requirement having a significant degree of importance to the objectives of the Request for Proposal which will be considered in analyzing the Responses.

5.0 Scope

The Consultant shall be required to:

- 5.1. Develop a final program/floor plan in collaboration with the City's Parks and Recreation Department based on the preliminary floor plan developed in 2008 (provided in Appendix A & Appendix B). This will involve extensive consultation with stakeholders. The primary stakeholders are the City Centre Community Association and the general public (specifically City Centre residents). Consultation with the City Centre Community Association Board will require several meetings and likely a 'best practices' site visit to other Lower Mainland urban community centres. Consultation will also be required with other organizations and community groups to solicit their input. The consultation proposed should consider non-traditional methods, including social media to ensure broad involvement of City Centre residents.
- 5.2. Given the complexity of this mixed use development, close collaboration will be required between the three sets of architects, the City selected Consultant, the Developer's architect, and the post secondary institute's architect. Extensive collaboration will be required to ensure that the rooms identified for the Developer (as identified in Appendix C) are fitted out in similar in quality and feel as those that are the responsibility of the City for tenant improvement (as identified in Appendix D).
- 5.3. Provide architectural, mechanical and electrical consulting services from schematic design through construction for the tenant improvement areas (as identified in Appendix E).

6.0 Pre-qualification Process

- 6.1. Interested parties are required to respond to this Request for Expressions of Interest in accordance with the terms of this EOI.
- 6.2. In the first phase of this potential two-phase process, responses to the EOI are being requested in order to afford the City of Richmond the opportunity to evaluate Respondent's expertise and to select a shortlist that will be invited to

submit a proposal in response to a Request for Proposals. This EOI process is aimed at encouraging businesses with the required level of experience and expertise to participate.

7.0 Requests for Proposals

- 7.1. Respondents, who are pre-qualified as a result of this EOI process, may be invited to submit proposals, if required, to a Request for Proposals (“RFP”) from the City of Richmond. The City anticipates that, if required, the RFP will be distributed one week following the completion of the EOI process.

8.0 Qualification Criteria

- 8.1. The successful Respondent shall have experience on comparable projects.
- 8.2. The successful Respondent shall have previously and successfully completed projects of a similar size and complexity to the scope of work described in this EOI.
- 8.3. The successful proponent will have experience working with community groups and or stakeholders on programme development of community centres.

9.0 Submission Details

- 9.1. Respondents are requested to submit four (4) copies of their Expression of Interest marked “4216 EOI – Architectural Services for the Firbridge Community Centre” to the Purchasing Division, Information Counter, Main Floor, Richmond City Hall located at 6911 No. 3 Road, Richmond, BC V6Y 2C1. Submissions will be received on or before the Closing Time
- 9.2. Submissions will be evaluated at the discretion of the City based upon the information contained in the submissions. Questions relating to this EOI may be directed to Sumita Dosanjh, Buyer II - Contracting Specialist by email to purchasing@richmond.ca. Inquiries and responses relating to the EOI will be posted on BC Bid (<http://www.bcbid.gov.bc.ca/open.dll/welcome?language=En>) and the City’s website (<http://www.richmond.ca/busdev/tenders.htm>). It is the sole responsibility of each Respondent to check these sites on a regular basis for amendments, addendums, or questions related to this EOI.
- 9.3. Note: Any submission will not necessarily be accepted. Respondents are advised they have no claim for compensation in the preparation of their submissions and that by submitting an EOI, each Respondent shall be deemed to have agreed that it has no claim. All submissions received by the City shall be subject to the *Freedom of Information & Protection of Privacy Act* of British Columbia.

10.0 Format Requirements

10.1. Responses shall be limited to 5 pages and include:

I. Title Page (1 page)

- a. The title page should identify the EOI number identified on the cover page of these pre-qualification documents, Closing Time, Respondent's name, address, telephone number fax number, email address and contact person's name.
- b. Please include a paragraph that introduces your firm and a statement regarding your understanding of this project.

II. Corporate Experience & Capability:

- a. Describe capability (experience and workload capacity) to undertake the role of Consultant.
- b. For proposed key personnel, provide a summary of the projects and their role in the projects.

III. Completed and Current Projects:

- a. List three (3) relevant projects, name of client, value of the projects, company personnel involved and client/owner references with contact names and telephone numbers. Please include experience specific to community centres and municipal governments.

11.0 Review of Submissions

11.1. The City of Richmond will review the Expressions of Interest submitted to determine whether, in the City of Richmond's opinion, the Respondent has demonstrated that it has the required experience and qualifications to fulfill the obligations of the services identified in this EOI.

12.0 Inquiries

12.1. City of Richmond, in its sole discretion and without having any duty or obligation to do so, may conduct any inquiries or investigations, including but not limited to contacting references, to verify the statements, documents, and information submitted in connection with the Proposal and may seek clarification from the Respondent's bankers and clients regarding any financial and experience issues.

- 12.2. Subsequent to the receipt and review of responses the City reserves the right to issue a RFP for all or any part of the requirement described herein or to negotiate with any Respondent or with any number of Respondents concurrently for the purpose of entering into an agreement or to cancel this process in its entirety.

13.0 Non-Conforming Submissions

- 13.1. Submissions which fail to conform to the Format Requirements or which fail to conform to any other requirement of these Documents may be rejected by the City. Notwithstanding the foregoing or any other provision of these Documents. The City may at its sole discretion elect to retain for consideration Proposals which deviate either materially from the format requirements set out in hereto or which otherwise fail to conform to any other requirement of these EOI's except the requirement of delivery of the Proposal prior to Closing Time.

14.0 Notifications and RFP Process

- 14.1. Following the Closing Time, the City of Richmond will only notify those Respondents who are selected as being pre-qualified and may be invited to submit their proposal under an RFP process, if required.
- 14.2. The City will not approve any change in the structure of formation of a short listed Respondent.
- 14.3. The City of Richmond may unilaterally take the following actions, and shall not be liable for any such actions:
 - a) amend the scope and description of the services to be procured under any RFP process as described in this EOI, and the qualifications that may be required to meet those requirements. In such event, proposals may be invited from those Respondents who meet the resulting amended requirements;
 - b) reject or accept any or all Submissions;
 - c) cancel the EOI process at any time and reject all Proposals; or
 - d) cancel the EOI process and recommence in respect of the same RFP with the same or an amended set of documents, information and requirements.
- 14.4. Subsequent to the receipt and review of the Responses, the City reserves the right, in its sole discretion, to issue a Request for Proposal (RFP) for all or part of the requirements described herein or to enter into negotiations with any Respondent or with any number of Respondents for the purpose of entering into an agreement, or to cancel this process in its' entirety.

- 14.5. The Respondent acknowledges and agrees that any submission is in no way whatsoever, an offer to enter into an agreement and a submission by any Respondent does not in any way whatsoever create a binding agreement. The Respondent acknowledges that the City of Richmond has no contractual obligations whatsoever arising out of the EOI process.
- 14.6. The Respondent acknowledges and agrees that the pre-qualification of a Consultant pursuant to this EOI is only a preliminary step in the City of Richmond's procurement process. Each successful Respondent will be evaluated further under any subsequent RFP (if required) evaluation process.

15.0 Information Disclaimer

- 15.1. The City of Richmond and its directors, officers, employees, agents consultants and advisors are not liable or responsible for any oral, verbal or written information, or any advice, or any errors or omissions, which may be contained in this EOI or otherwise provided to the Respondent or Consultant pursuant to this EOI.
- 15.2. The Respondent shall conduct its own independent investigations and interpretations and shall not rely on the City of Richmond with respect to information, advice, or documentation provided by the City of Richmond. The information contained in this EOI is provisional and will be superseded by the RFP and/or other agreement documents.
- 15.3. The City of Richmond makes no representation, warranty, or undertaking of with respect to this EOI and the City of Richmond and its directors, officers, employees, agents, consultants and advisors, shall not be liable or responsible for the accuracy or completeness of the information in this EOI or any other written or oral information made available to any interested person or its advisors, and any liability however arising, is expressly disclaimed by the City of Richmond.

16.0 Intent to Enter Into An Agreement

- 16.1. By submission of a Expression of Interest, the Respondent agrees that, should it be identified as the successful respondent, it is willing to enter into agreements, if required, as necessary to complete the transactions contemplated in the Respondent's Response to this Request for Expression of Interest.

17.0 Modification of Terms

- 17.1. The City reserves the right to modify the terms of this EOI at any time at its sole discretion. This includes the right to cancel this EOI at any time without liability to any Respondent.

18.0 Ownership of Submissions

- 18.1. All documents submitted to the City, including Expressions of Interest, and any drawings, plans and models (as applicable), become the property of the City and will not be returned to Respondents. They will be received and held in confidence by the City, subject to the provisions of Section 15.0.

19.0 Right to Not Accept Any Expression of Interest

- 19.1. The City reserves the right to not accept any Expression of Interest and is not bound to enter into an agreement with any Respondent or issue a Request for Proposal. In the event that no Expression of Interest is selected, the City will declare the EOI terminated, in which case the City reserves the right to enter into negotiations with any party, regardless of whether or not such party previously participated in the EOI.

20.0 No Commissions

- 20.1. The City will not pay any commission to any Respondent or any agent acting on behalf the Respondent in connection with any transaction arising from the EOI. Any agent working with or for an interested party is assumed to be compensated by the Respondent.

21.0 Use of this Request for Expressions of Interest

- 21.1. This document, or any portion thereof, may not be used by others for any purpose other than for the submission of Expressions of Interest.

22.0 Confidentiality, Freedom of Information and Protection of Privacy

- 22.1. All submitted Expression of Interests shall become the property of the City of Richmond. The City reserves the right to release information to the public about the Expression of Interests received and any agreement(s) entered into. As the property of the City, Expression of Interests will be considered government records, which are public documents and subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia. However, any commercial information that could cause potential economic harm to a Respondent's business interests should be identified as such.
- 22.2. Information pertaining to the Site obtained by the Respondent as a result of participation in this EOI is confidential and must not be disclosed without written authorization from the City.

23.0 No Claim for Compensation of Expenses

- 23.1. The City is not liable to pay such costs and expenses or to reimburse or compensate a Respondent under any circumstances.

- 23.2. As such, Respondents are advised they are responsible for bearing all costs of preparing and submitting an EOI and any subsequent discussions with the City. Respondents shall have no claim for compensation in the preparation of their submissions and by submitting an EOI, each Respondent shall be deemed to have agreed that it has no claim.

24.0 Conflict of Interest

- 24.1. Respondents are responsible for ensuring that any and all conflicts of interest or potential conflicts of interest are disclosed in their Submission. Failure to disclose a conflict of interest may result in the rejection of the Expression of Interest.

25.0 No Solicitation

- 25.1. If any directors, employees, officers, agents, consultants, or representatives, or other representative of a Respondent makes any representation or solicitation offering a personal benefit to any officer, employee, agent, consultant, or elected official of the City, concerning the Respondent's Expression of Interest, the City reserves the right to reject the Respondent's Response to this Request for Expression of Interest.

26.0 No Lobbying

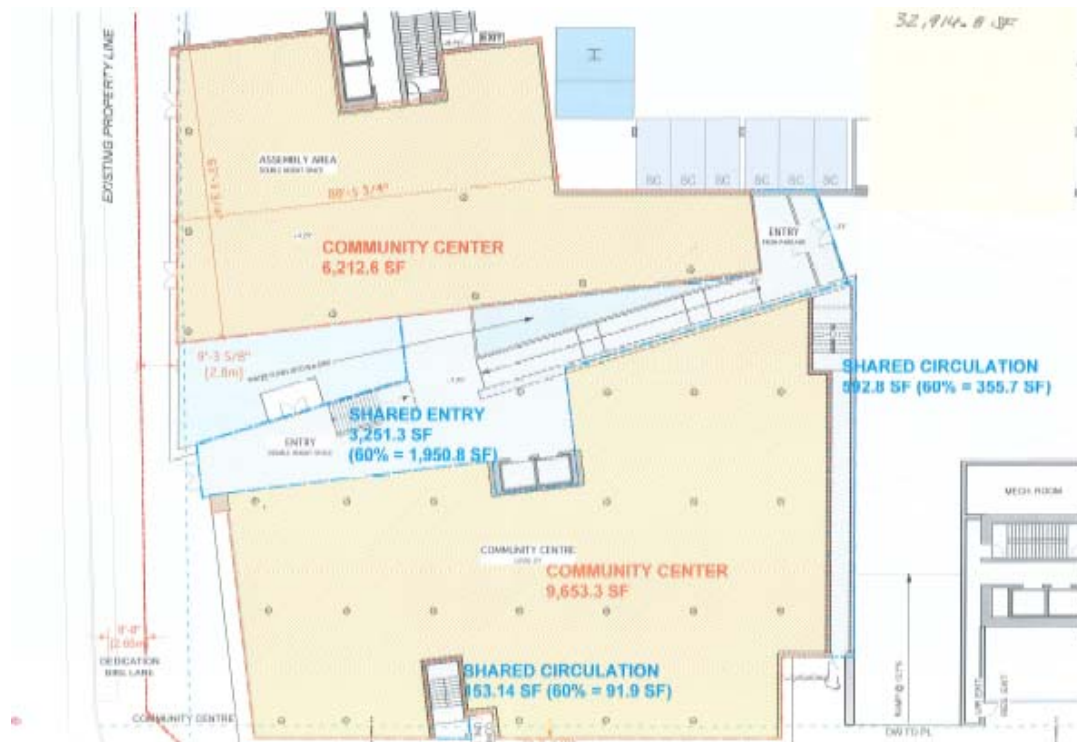
- 26.1. From the date on which this EOI is issued until the EOI process is terminated, Respondents (including any directors, employees, officers, agents, consultants, or representatives) should not communicate with the City, directly or indirectly, about the EOI except via the designated Contact Person in Section 9.2.

27.0 Publicity

- 27.1. Respondents must not issue any news release or other public announcement that discloses details of this Request for Expression of Interest, or the Respondent's Response to this EOI, without the prior written consent of the City.

APPENDIX A
Plans showing square footage of Community Centre
and Shared Circulation Space

Appendix A: Plans showing Square Footage of Community Centre and Shared Circulation Space



APPENDIX B
Proposed Floor Plan and Program Spaces for
Firbridge Community Centre

Figure 1: Main Floor Plan for Firbridge Community Centre

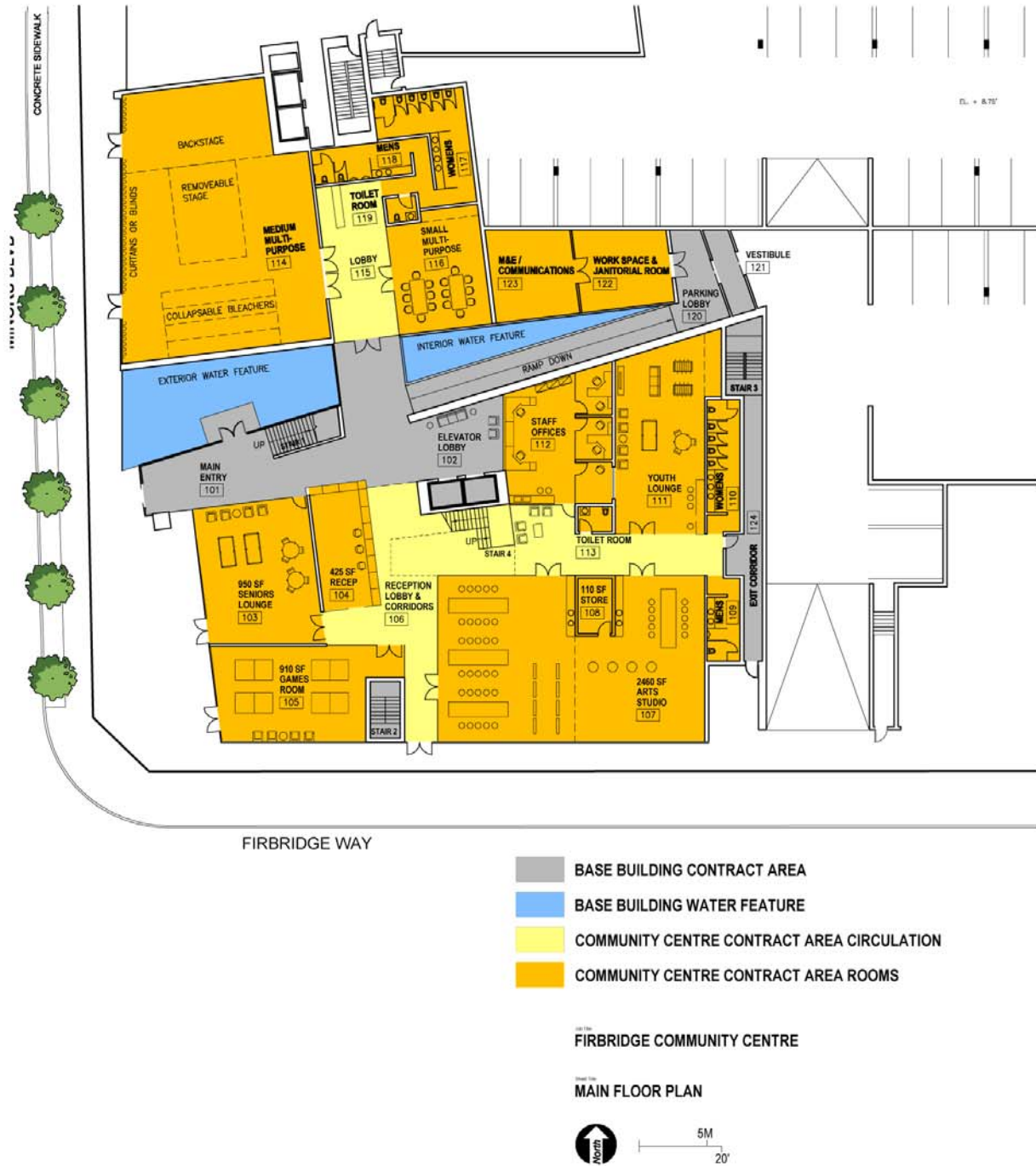


Figure 2: Second Floor Plan for Firbridge Community Centre



- BASE BUILDING CONTRACT AREA
- BASE BUILDING WATER FEATURE
- COMMUNITY CENTRE CONTRACT AREA CIRCULATION
- COMMUNITY CENTRE CONTRACT AREA ROOMS

FIRBRIDGE COMMUNITY CENTRE

Sheet No.
SECOND FLOOR PLAN



Figure 3: List of Spaces and Areas (Main Floor)

Room Number	Room Name	Contract Area
101	Main Entry	Base Building
102	Elevator Lobby	Base Building
103	Seniors Lounge	Community Centre
104	Reception	Community Centre
105	Games Room	Community Centre
106	Reception Lobby & Corridors	Community Centre
107	Arts Studio	Community Centre
108	Storage	Community Centre
109	Men's Washroom	Community Centre
110	Women's Washroom	Community Centre
111	Youth Lounge	Community Centre
112	Staff Offices	Community Centre
113	Toilet Room	Community Centre
114	Medium Multipurpose Room	Community Centre
115	Lobby	Community Centre
116	Small Multipurpose Room	Community Centre
117	Women's Washroom	Community Centre
118	Men's Washroom	Community Centre
119	Toilet Room	Community Centre
120	Parking Lobby	Base Building
121	Vestibule	Base Building
122	Work Space & Janitorial Room	Community Centre
123	M&E / Communications	Community Centre
124	Exit Corridor	Base Building

Figure 4: List of Spaces and Areas (Second Floor)

Room Number	Room Name	Contract Area
201	Elevator Lobby & Corridors	Community Centre
202	Activity Studio	Community Centre
203	Children's Activity	Community Centre
204	Large Multipurpose Room	Community Centre
205	Servery	Community Centre
206	Men's Washroom	Community Centre
207	Women's Washroom	Community Centre
208	Boardroom	Community Centre
209	Community Offices	Community Centre
210	Media Lab	Community Centre
211	Vestibule	Base Building
212	Exit Corridor	Community Centre
213	Janitor	Community Centre
Stair 1		Base Building
Stair 2		Base Building
Stair 3		Base Building

APPENDIX C
Base Building Requirements

Appendix C: Base Building Requirements

The following Base Building Requirements must be verified at the time of agreement, through construction and before turn over of the base building for tenant improvements.

1. **LEED Performance**

The Base Building shall contribute towards achieving a LEED Silver standard based on requirements for Core and Shell.

The Base Building shall have solar shading on the south elevation to eliminate direct sun penetration into the interior spaces for three months centered on the Summer Solstice at zenith.

2. **Corner Plaza**

The Base Building shall provide a corner plaza as illustrated in the plans (Figure 1 and 2) with high quality of finish including allowance for site furniture, bike racks, and pavers or equivalent.

3. **Floor Heights and Special Construction**

The Base Building shall provide 11' minimum floor to floor height (12' preferred) on the main floor and 13' minimum floor to floor height on the second floor to allow for a 12' clear ceiling height for the Large Multi Purpose Room and the Activity Studio of the second floor.

The Base Building shall provide an approximate 2.5" depression for wood sprung floor in the Activity Studio. Actual depth to be coordinated with City prior to construction.

4. **Column Locations**

The Base Building shall provide column free space for the Activity Studio, the Medium Multipurpose Room, and Large Multipurpose Room. Columns may be located along the perimeter of the spaces with consultation and agreement of the City of Richmond. (Note: City of Richmond will compensate for column relocation.)

5. **Floor Openings**

The Base Building shall provide an allowance for floor opening at internal stair as illustrated in the floor plans.

6. **Public Area Finishes**

Public areas which are part of the "Base Building" contract area are to be fit with high quality finishes and acoustic treatment as described in the Room by Room Summary (Appendix D). Stair 1 as noted on the plans is to have floor to ceiling glass or door connection at the second floor which is to be reviewed by the City of Richmond.

7. **Water Feature**

Interior and exterior water feature to be provided by the Base Building including and not limited to the construction, mechanical and electrical systems, permits, and chemical supply and storage. Nature and size of water feature to be agreed by Director of Development, General Manager Parks & Recreation, and the owner/developer. Maintenance of water feature to be provided by the Base Building for interior and exterior feature on a regular basis as negotiated to provide a year-round, operational and attractive feature.

8. **Exits**

The Base Building shall provide sufficient and code compliant exiting for all levels. Exit locations and orientation to be coordinated with the City of Richmond to accommodate layout on plans.

9. **Heating and Cooling**

The Base Building shall provide central heating and cooling units that utilize good design practice to ensure appropriate acoustic performance and good workmanship to ensure all units are balanced. The Tenant will work with the owner to augment/supplement the base system if necessary, in order to ensure low noise levels required for

Appendix C: Base Building Requirements

particular program uses. The Tenant will connect into these units with ductwork for providing heating and cooling distribution to all areas. The central units provided will have the capacity to fully heat the tenant space during design winter conditions and cool the tenant space during design summer conditions (refer to the Design Parameters and Room Schedule for Mechanical and Plumbing Equipment Requirements Spreadsheet in the Appendix).

The Base Building Contract areas (refer to floor plans) are to be controlled and metered by the Base Building.

The Community Centre Contract areas (refer to floor plans) are to have individually controlled HVAC systems for each room or group of similar rooms with the capability of being controlled from a City of Richmond DDC system (City to provide owner/developer with DCC system specs).

The Activity Room, the Medium Multipurpose Room and the Large Multipurpose Room must have the ability to heat up or cool down rapidly.

10. Ventilation

The Base Building is to provide fresh air and exhaust air systems for the Tenant to utilize, likely with multiple louvres around the perimeter walls for connection by the Tenant (or provide other similar acceptable type of system). Suitable locations for these louvres (or alternate fresh air and exhaust air locations) to be coordinated and approved by the Tenant prior to installation. Provide exhaust openings for both washroom and general exhaust systems. City to advise where exhaust grills to be located.

Air exchanges to be designed to meet applicable codes (BCBC) and to be reviewed with the City of Richmond during the design phase. Developer to coordinate with City to ensure ability to have make-up air for kitchen.

In addition, the Base Building shall provide operable windows for exterior facing spaces to give the Tenant additional control over the environment and provide additional ventilation.

The Base Building shall provide a dedicated 30"x30" clear interior dimension rated shaft from the Arts Studio to the roof and have an 18" x 18" accessible fire rated access panel on each floor. City to provide developer/owner with location of kiln within Arts Studio.

11. Interior Plumbing

The Base Building will provide suitable plumbing connections for connection, by the Tenant, into domestic cold water, sanitary piping and sanitary venting. Coordination of suitable locations for these connections and approval by the Tenant prior to installation. Provision of a minimum of two, 100 mm (4") diameter sanitary connections (one line buried along the south exterior wall and one line buried along the west exterior wall), each at sufficient invert to connect sanitary to any area within the tenant space including two 50 mm (2") diameter vents; and one 50 mm (2") diameter valved domestic cold water connection located at the proposed mechanical work area on the first floor.

The Base Building shall provide rough in for all tenant plumbing fixtures.

12. Exterior Plumbing

The Base Building will provide two (2) tamper proof, non-freezing type of hose bibs on the exterior of the building for use by the Tenant. Provision of one hose bib on each wall (one on the west wall and one on the south wall) at approximately the middle of each wall. Coordination of the actual location with the Tenant wall and door plan if known at time of installation.

13. Fire Protection

Fire Protection system to be designed and installed by the Base Building to the requirements of NFPA 13 and 14 and local authority having jurisdiction to suit shell base building.

14. Envelope Energy Performance

The building envelope to meet the requirements of ASHRAE 90.1 2007 prescriptive requirements and in addition all

Appendix C: Base Building Requirements

glazing values must meeting the following minimum requirements

(1) Overall glazing u-value including frame to be less than: 0.4 Btu/hr-sqft-F

(2) Solar heat gain factor SHGF of 0.40

15. **Noise Isolation**

Base Building to ensure that all Base Building equipment capable of producing noise or vibration (pumps, air handlers, chillers, cooling towers, etc) has been suitably isolated to mitigate and minimise sound or vibration entering the Tenant space. Provide suitable isolation of ducts and piping into this space to minimise vibration or noise transfer into this Tenant space.

16. **Metering**

The Community Centre shall be provided with separate metering for HVAC, gas and electricity.

17. **Power**

The Base Building shall provide a minimum 400 ampere 600 volt service to a 400A 600V rated CDP distribution panel located within the Electrical Room. The location of the panel to be coordinated with the layout of the tenant space, specifically within the tenant electrical room.

This distribution panel is intended to accommodate all of the requirements of the Community Centre including kilns in the Arts Studio and theatre lighting and equipment in Medium Multipurpose Room.

18. **Emergency Power**

The Base Building shall provide a 200 ampere 120/208 volt emergency power service, provided complete with a 225A 120/208V rated branch circuit panelboard, also located within the tenant electrical room. Panelboard shall be suitable for bolt on breakers, 10kA rated, minimum 42 circuit, c/w door with lock.

19. **Bus**

Ground bus shall be provided in the tenant electrical room by the Base Building, connected with #1/0 ground to the Main Building Ground.

20. **Exterior Signage**

The Base Building shall provide power to exterior Community Centre signage (minimum three locations, to be determined by the Tenant). Any Base Building signage will acknowledge the Community Centre.

21. **Communications**

The Base Building shall provide duct to ensure ability to have multipair category 6 telephone cable (minimum 200 pair) and minimum 6 strands of 50 micron singlemode fibre optic backbone cabling from the tenant communication closet to the base building communication room, terminated at the base building demarcation panels and within the tenant communication room.

The Base Building to consider and coordinate a 103mm conduit from the M/E Communications Room to the property line on Minoru.

Number and location of floor recepticals to be coordinated with the City (floor receptical costs to be borne by City).

22. **Fire Alarm**

The Base Building shall provide fire alarm wiring and zoning for the Community Centre floors. The zones shall assume manual pullstations, smoke detectors for door hold open release and elevator recall, sprinkler monitoring and kitchen hood monitoring as a minimum. Ecologizer unit to be provided by City.

Separate zones for fire alarm speakers and strobes shall be provided per floor. The wiring shall be brought to the tenant electrical room and terminated, with the wiring to the field fire alarm devices extended as part of the tenant

Appendix C: Base Building Requirements

improvement.

Zone isolation modules for the Community Centre area shall be provided.

Fire alarm contact outputs shall also be provided for fan shutdown, door release etc.

The fire alarm annunciator/CACF shall be provided with sufficient spare indications or coordinated with the tenant improvement fire alarm requirements so as to not have to require modifications at the end of the tenant improvement.

23. Exterior Lighting

The Base Building exterior lighting shall be submitted for review by the City of Richmond so that the lighting shall be coordinated with the requirements for exiting, way finding, security and safety. The Base Building shall supply, install and connect all building exterior lighting.

The exterior lighting around the Community Centre shall be wired and controlled such that a separate time schedule can be provided from other parts of the building. Time schedule shall be confirmed by the tenant.

The Base Building shall provide and maintain any underwater lighting for the water feature.

The Base Building will provide exit signs at exterior doors and doors into the parkade. Exit signs to be coordinated with the tenant improvement so that all exit signs are of consistent appearance and quality. Exit signs shall be LED.

24. Doors and Door Hardware

Exterior doors and door to the parkade shall be roughed in for proximity card reader access including but not limited to door monitoring, card reader, electrical strike.

Main entry doors (from street and underground parking) shall be provided with handicapped door operator.

Handicapped door operator shall have capability for card access system interface.

Main entry doors to have the provision to be automatic glass sliding doors. Final design to be coordinated with City of Richmond.

One pair of doors to Medium Multi Purpose Room 114 from the street to be oversized (e.g. 10ft x 7ft) to accommodate bleacher, set and prop loading. Final door size to be coordinated with the City of Richmond.

All door hardware shall be institutional quality.

25. Maintenance

The Base Building will provide maintenance, cleaning and repairs of the components listed below. The maintenance schedule and periodic upgrades and repairs will be reviewed and coordinated to the satisfaction of the City of Richmond.

- a. All interior areas listed as Base Building Contract
- b. The Roof including roof membrane and all associated components.
- c. Exterior envelope including exterior windows.
- d. The interior and exterior water feature.
- e. Building wide mechanical and electrical systems.
- f. Parking areas
- g. Elevators

Appendix D

Room Specifications – Developer / Owner Fit-Out (Base Building Contract Area)

Appendix D: Room Specifications for Developer / Owner Fit-Out (Base Building Contract Area)

The following is a room by room summary of all of the spaces proposed in the Firbridge Community Centre which are to be provided, finished and maintained by the Base Building.

Room Number	101
Room Name	Main Entry
Contract Area	Base Building
Net Size (SM)	115 SM / 1,240 SF
Occupant Load	0
Typical Peak Annual Attendance	
Use	Common entry and circulation for all floors of building.
General Description	Dramatic, high ceilings. Highest level of finishes to create positive first impressions including acoustic treatment.
Floor Finishes	Tiled or equivalent high quality, high wear surface
Wall Finishes	Painted walls. Walls to be reinforced to accept display cabinets.
Ceiling Finishes	Drywall ceilings or painted, exposed structure with coordinated lighting, HVAC and acoustic systems.
Fittings	Building signage and information directing the public to various floors. Integrated, high quality furniture and waste bins. One stainless steel, chilled water fountain.
Storage (SM)	0
Air Con. (Tons)	Base Building
Special Exhaust	Base Building
Operable Windows	Base Building
Power	Receptacles for Housekeeping and Special Events
Com/Data	Required
P/A	Required
Illumination	Minimum 30 fc

Appendix D: Room Specifications for Developer / Owner Fit-Out (Base Building Contract Area)

Room Number	102
Room Name	Elevator Lobby and Elevator Cabs
Contract Area	Base Building
Net Size (SM)	33 SM / 360 SF
Occupant Load	0
Typical Peak Annual Attendance	
Use	Common entry and circulation for Community Centre and use on third and fourth floors
General Description	Dramatic, high ceilings. Highest level of finishes to create positive first impressions including acoustic treatment.
Floor Finishes	Tiled or equivalent high quality, high wear surface
Wall Finishes	Painted walls. Walls to be reinforced to accept display cabinets.
Ceiling Finishes	Drywall ceilings or painted, exposed structure with coordinated lighting, HVAC and acoustic systems.
Fittings	Building signage and information directing the public to various floors. Integrated, high quality furniture and waste bins.
Storage (SM)	0
Air Con. (Tons)	Base Building
Special Exhaust	Base Building
Operable Windows	Base Building
Power	Receptacles for Housekeeping and Special Events
Com/Data	Required
P/A	Required
Illumination	Minimum 30 fc

Appendix D: Room Specifications for Developer / Owner Fit-Out (Base Building Contract Area)

Room Number	120
Room Name	Parking Lobby
Contract Area	Base Building
Net Size (SM)	66 SM / 710 SF
Occupant Load	0
Typical Peak Annual Attendance	
Use	Common entry and circulation for all floors of building
General Description	Dramatic, high ceilings. Highest level of finishes to create positive first impressions including acoustic treatment.
Floor Finishes	Tiled or equivalent high quality, high wear surface
Wall Finishes	Painted walls
Ceiling Finishes	Drywall ceilings or painted, exposed structure with coordinated lighting, HVAC and acoustic systems
Fittings	Building signage and information directing the public to various floors. Integrated, high quality furniture and waste bins
Storage (SM)	0
Air Con. (Tons)	Base Building
Special Exhaust	Base Building
Operable Windows	No
Power	To meet code requirements
Com/Data	Not required
P/A	Not required
Illumination	Minimum 30 fc

Appendix D: Room Specifications for Developer / Owner Fit-Out (Base Building Contract Area)

Room Number	121
Room Name	Vestibule
Contract Area	Base Building
Net Size (SM)	12 SM / 125 SF
Occupant Load	0
Typical Peak Annual Attendance	
Use	Common entry and circulation for all floors of building
General Description	Highest level of finishes to create positive first impressions including acoustic treatment. Automatic sliding doors are required.
Floor Finishes	Tiled or equivalent high quality, high wear surface
Wall Finishes	Painted walls
Ceiling Finishes	Drywall ceilings or painted, exposed structure with coordinated lighting, HVAC and acoustic systems
Fittings	Building signage and information directing the public to various floors.
Storage (SM)	0
Air Con. (Tons)	Base Building
Special Exhaust	Base Building
Operable Windows	No
Power	To meet code requirements
Com/Data	Not required
P/A	Not required
Illumination	Minimum 30 fc

Appendix D: Room Specifications for Developer / Owner Fit-Out (Base Building Contract Area)

Room Number	124
Room Name	Exit Corridor
Contract Area	Base Building
Net Size (SM)	28 SM / 305 SF
Occupant Load	0
Typical Peak Annual Attendance	
Use	Building Exits to be completely functional and include all code required fixtures and systems.
General Description	Limited finishes
Floor Finishes	Resilient Flooring or sealed concrete floors
Wall Finishes	Painted walls
Ceiling Finishes	Painted exposed structure with coordinated lighting, HVAC and acoustic systems.
Fittings	
Storage (SM)	0
Air Con. (Tons)	Base Building
Special Exhaust	Base Building
Operable Windows	No
Power	Receptacles for housekeeping
Com/Data	Not required
P/A	Not required
Illumination	Minimum 30 fc

Appendix D: Room Specifications for Developer / Owner Fit-Out (Base Building Contract Area)

Room Number	211
Room Name	Vestibule
Contract Area	Base Building
Net Size (SM)	3SM / 35 SF
Occupant Load	0
Typical Peak Annual Attendance	
Use	Building Exits to be completely functional and include all code required fixtures and systems.
General Description	Limited finishes
Floor Finishes	Resilient Flooring or sealed concrete floors
Wall Finishes	Painted walls
Ceiling Finishes	Painted, exposed structure with coordinated lighting, HVAC and acoustic systems.
Fittings	
Storage (SM)	0
Air Con. (Tons)	Base Building
Special Exhaust	Base Building
Operable Windows	Base Building
Power	To meet code requirements
Com/Data	Not required
P/A	Not required
Illumination	Minimum 15 fc

Appendix E

Room Specifications for City of Richmond Fit-Out (Community Centre Contract Area)

Appendix E: Room Specifications for City of Richmond Fit-Out (Community Centre Contract Area)

The following is a room by room summary of all of the spaces proposed in the Firbridge Community Centre which are to be finished and maintained by the Community Centre. The following descriptions and requirements are to be reviewed and accommodated by the Base Building Developer. It is intended that the Base Building will not prohibit and shall accommodate all of the following requirements

In general the entire facility shall be capability of wireless data connections and CCTV as well as have a Public Address System. Installation of wireless systems of all tenants in the same facility must be coordinated to avoid interference issues.

All new interior partitions are to be constructed to institutional quality and resilient to public use. Blocking is to be included in the partition walls for supports of bulletin boards, cabinets, white boards etc.

Room Number	103
Room Name	Seniors' Lounge
Contract Area	Community Centre
Net Size (SM)	88 SM / 950 SF
Occupant Load	93
Typical Peak	15
Annual Attendance	8000
Use	Almost all drop in uses during scheduled times, older adults, socializing, and involved in passive and active activities.
General Description	High ceilings not required. Zoned to theme uses. Durable, good quality, low maintenance finishes. Wall to Games 105 should be openable.
Floor Finishes	Resilient or laminate flooring
Wall Finishes	Painted walls
Ceiling Finishes	Drywall ceilings or painted, exposed structure with coordinated lighting, HVAC and acoustic systems.
Fittings	Built in storage with many dedicated features One kitchen sink.
Storage (SM)	5
Air Con. (Tons)	3
Special Exhaust	No
Operable Windows	Yes
Power	Minimum two receptacles per wall
Com/Data	Minimum three outlets, wall mounted telephone, allowance for TV and computer.
P/A	Not required
Illumination	Minimum 60 fc

Appendix E: Room Specifications for City of Richmond Fit-Out (Community Centre Contract Area)

Room Number	104
Room Name	Reception and Control Point
Contract Area	Community Centre
Net Size (SM)	39 SM / 425 SF
Occupant Load	4
Typical Peak	3
Annual Attendance	
Use	Main reception for complex, cashier and control counter and general work area
General Description	Always staffed area with excellent site lines to entry foyer and all circulation corridors. Office level of finishes.
Floor Finishes	Resilient or laminate flooring. Ability to handle a floor-mounted safe.
Wall Finishes	Painted walls
Ceiling Finishes	Drywall ceilings or painted, exposed structure with coordinated lighting, HVAC and acoustic systems.
Fittings	Computers, PA system, work stations, cashier stations, telephone reception system, and reception point for CCTV. Workstations to be custom designed to integrate CLASS software. Reception counter to accommodate sitting, standing and accessible counter heights.
Storage (SM)	5
Air Con. (Tons)	1
Special Exhaust	No
Operable Windows	No
Power	Minimum two receptacles per workstation
Com/Data	Minimum three outlets per workstation
P/A	Auxiliary amplifier, input jacks, speakers
Illumination	Minimum 30 fc

Appendix E: Room Specifications for City of Richmond Fit-Out (Community Centre Contract Area)

Room Number	105
Room Name	Games Room
Contract Area	Community Centre
Net Size (SM)	85 SM / 910 SF
Occupant Load	89
Typical Peak	20
Annual Attendance	40,000
Use	Mostly drop in casual uses, but also some programs; games like pool and foosball; 90% drop in and 10% programs
General Description	High ceilings not required and could tolerate some supporting columns, configuration is flexible. Durable, good quality, low maintenance finishes. Wide opening sliding glass doors to Seniors Lounge 103 Visual connection to Reception 104.
Floor Finishes	Resilient or laminate flooring
Wall Finishes	Painted walls
Ceiling Finishes	Drywall ceilings or painted, exposed structure with coordinated lighting, HVAC and acoustic systems.
Fittings	Games tables with table lighting
Storage (SM)	5
Air Con. (Tons)	3
Special Exhaust	No
Operable Windows	Yes
Power	Minimum two receptacles per wall
Com/Data	Minimum three outlets plus wall mounted telephone
P/A	Required
Illumination	Minimum 50 fc

Appendix E: Room Specifications for City of Richmond Fit-Out (Community Centre Contract Area)

Room Number	106
Room Name	Reception Lobby and Corridors
Contract Area	Community Centre
Net Size (SM)	152 SM / 1640 SF
Occupant Load	0
Typical Peak Annual Attendance	
Use	Entry, exit, meeting others, way finding, relaxing, queuing for controlled entry
General Description	High quality crush space with high ceilings, good sight lines from control point. Highest level of finishes to create positive first impressions.
Floor Finishes	Tiled of equivalent high quality, high wear surface
Wall Finishes	Painted walls. Walls to be reinforced to accept display cabinets.
Ceiling Finishes	Drywall ceilings or painted, exposed structure with coordinated lighting, HVAC and acoustic systems.
Fittings	Lounging furniture, way finding information system, electronic information kiosk
Storage (SM)	0
Air Con. (Tons)	3
Special Exhaust	Yes
Operable Windows	No
Power	Minimum two receptacles per wall
Com/Data	Computer outlets at info kiosk
P/A	Required
Illumination	Minimum 30 fc

Appendix E: Room Specifications for City of Richmond Fit-Out (Community Centre Contract Area)

Room Number	107
Room Name	Arts Studio
Contract Area	Community Centre
Net Size (SM)	245 SM / 2,640 SF
Occupant Load	124
Typical Peak	15
Annual Attendance	30,000
Use	Drop in uses for skill practice and producing pieces (30%) with longer stays, programs of instruction in arts/crafts (60%) and a few special events and workshops (10%)
General Description	Separate into two zones; one clean and dry, and one wet and dirty, with access to storage area. Wet uses require hard wearing non staining floor. Durable, good quality, low maintenance finishes.
Floor Finishes	Resilient Flooring
Wall Finishes	Painted walls. Walls to be reinforced to accept display cabinets.
Ceiling Finishes	Drywall ceilings or painted, exposed structure with coordinated lighting, HVAC and acoustic systems.
Fittings	Wet and dirty uses require lots of built in features and high level of ventilation - visual arts workshops require mirror mounted above work station for demonstration. Include several industrial-sized sinks (on both wet and dry sides), with appropriately sized drainage and sink traps. The space may have kilns.
Storage (SM)	See Room 108
Air Con. (Tons)	10
Exhaust	Yes Include a dedicated 24"x24" clear dimension rated shaft to the roof for the kiln exhaust.
Operable Windows	Yes
Power	Minimum two receptacles per wall, four for longer walls 30 Amp service if kilns are included plus power for additional fans and makeup air.
Com/Data	Minimum three outlets plus wall mounted telephone
P/A	Required
Illumination	Minimum 60 fc

Appendix E: Room Specifications for City of Richmond Fit-Out (Community Centre Contract Area)

Room Number	108
Room Name	Art Studio Storage
Contract Area	Community Centre
Net Size (SM)	10 SM / 110 SF
Occupant Load	1
Typical Peak Annual Attendance	
Use	Storage for Art Studio
General Description	Limited finishes
Floor Finishes	Resilient Flooring
Wall Finishes	Painted walls
Ceiling Finishes	Drywall ceilings or painted, exposed structure with coordinated lighting, HVAC and acoustic systems.
Fittings	Include cleanup sink or mop sink
Storage (SM)	0
Air Con. (Tons)	0
Special Exhaust	No
Operable Windows	No
Power	Minimum two receptacles
Com/Data	Not required
P/A	Not required
Illumination	Minimum 15 fc

Appendix E: Room Specifications for City of Richmond Fit-Out (Community Centre Contract Area)

Room Number	109
Room Name	Men's Washroom
Contract Area	Community Centre
Net Size (SM)	19 SM / 200 SF
Occupant Load	0
Typical Peak Annual Attendance	
Use	Washrooms
General Description	Durable, good quality, low maintenance finishes.
Floor Finishes	Tiled or equivalent high quality, high wear surface
Wall Finishes	Painted walls
Ceiling Finishes	Drywall ceilings or painted, exposed structure with coordinated lighting, HVAC and acoustic systems.
Fittings	Accessible fixtures including vanity, mirror, high-efficiency dryers. Low flow, sensor activated fixtures including 2 lavatories, 1 urinal and 1 HC toilet
Storage (SM)	0
Air Con. (Tons)	0
Special Exhaust	Yes
Operable Windows	No
Power	Accommodate hand dryers
Com/Data	Not required
P/A	Not required
Illumination	Minimum 20 fc

Appendix E: Room Specifications for City of Richmond Fit-Out (Community Centre Contract Area)

Room Number	110
Room Name	Women's Washroom
Contract Area	Community Centre
Net Size (SM)	25 SM / 270 SF
Occupant Load	0
Typical Peak Annual Attendance	
Use	Washrooms
General Description	Durable, good quality, low maintenance finishes.
Floor Finishes	Tiled or equivalent high quality, high wear surface
Wall Finishes	Painted walls
Ceiling Finishes	Drywall ceilings or painted, exposed structure with coordinated lighting, HVAC and acoustic systems.
Fittings	Accessible fixtures including vanity, mirror, high-efficiency dryers. Low flow, sensor activated fixtures including 3 lavatories, 4 toilets and 1 HC toilet
Storage (SM)	0
Air Con. (Tons)	0
Special Exhaust	Yes
Operable Windows	No
Power	Accommodate hand dryers
Com/Data	Not required
P/A	Not required
Illumination	Minimum 20 fc

Appendix E: Room Specifications for City of Richmond Fit-Out (Community Centre Contract Area)

Room Number	111
Room Name	Youth Lounge
Contract Area	Community Centre
Net Size (SM)	98 SM / 1050 SF
Occupant Load	103
Typical Peak	20
Annual Attendance	10,000
Use	Almost all drop in uses during scheduled times, young people relaxing, using IT, watching video, socializing
General Description	High ceilings not required. Zoned to theme uses. Durable, good quality, low maintenance finishes. Visual connection to Staff Offices 112
Floor Finishes	Resilient or laminate flooring.
Wall Finishes	Painted walls
Ceiling Finishes	Drywall ceilings or painted, exposed structure with coordinated lighting, HVAC and acoustic systems.
Fittings	Built in storage with many dedicated features
Storage (SM)	5
Air Con. (Tons)	3
Special Exhaust	Yes
Operable Windows	No
Power	Minimum two receptacles per wall
Com/Data	Minimum three outlets plus wall mounted telephone
P/A	Required
Illumination	Minimum 40 fc

Appendix E: Room Specifications for City of Richmond Fit-Out (Community Centre Contract Area)

Room Number	112
Room Name	Staff Offices
Contract Area	Community Centre
Net Size (SM)	74 SM / 800 SF
Occupant Load	12 (maximum occupant sign posted)
Typical Peak	5
Annual Attendance	
Use	Dedicated and shared office spaces, cubicles and work stations
General Description	Permanent and seasonal staff that require a work station either dedicated or shared for short or long duration uses. Office level of finishes
Floor Finishes	Industrial carpet floors
Wall Finishes	Painted walls Internal windows through to youth lounge.
Ceiling Finishes	Drywall or T-Bar Ceilings
Fittings	Work station conduits and support, including built in desks and storage Sink and cabinetry for coffee making
Storage (SM)	5
Air Con. (Tons)	3
Special Exhaust	No
Operable Windows	No
Power	Minimum one receptacle per wall, two receptacles at workstation. Floor power and data to be coordinated with proposed layout.
Com/Data	Minimum three outlets per workstation
P/A	Not required
Illumination	Minimum 40 fc

Appendix E: Room Specifications for City of Richmond Fit-Out (Community Centre Contract Area)

Room Number	113
Room Name	Toilet Room
Contract Area	Community Centre
Net Size (SM)	5 SM / 50 SF
Occupant Load	0
Typical Peak Annual Attendance	
Use	Washrooms
General Description	Durable, good quality, low maintenance finishes.
Floor Finishes	Tiled or equivalent high quality, high wear surface
Wall Finishes	Painted walls
Ceiling Finishes	Drywall or T-Bar Ceilings
Fittings	Accessible fixtures including vanity, mirror, high-efficiency dryers. Low flow, sensor activated fixtures including 1 lavatory and 1 HC toilet
Storage (SM)	0
Air Con. (Tons)	0
Special Exhaust	Yes
Operable Windows	No
Power	Accommodate hand dryers
Com/Data	Not required
P/A	Not required
Illumination	Minimum 20 fc

Appendix E: Room Specifications for City of Richmond Fit-Out (Community Centre Contract Area)

Room Number	114
Room Name	Medium Multi Purpose Room
Contract Area	Community Centre
Net Size (SM)	268 SM / 2890 SF
Occupant Load	415 (maximum occupant sign posted)
Typical Peak	150
Annual Attendance	100,000
Use	Wide variety of programs and rentals including some large meetings, and active uses – 60% programs and 40% rentals. Space is intended to accommodate “Black-Box” theatre uses and after hour uses.
General Description	Clear span rectangular space with ceiling height at least 20 feet. Durable, good quality, low maintenance finishes. Includes lighting and sound supports and controls. Is acoustically treated to achieve Reverberation Time of 0.75 to 1 second for live theatre uses.
Floor Finishes	Resilient Flooring or equivalent high quality, high wear surface.
Wall Finishes	Painted walls and acoustic treatment including black drapery or shades at windows and acoustic panels such as Tectum. Floor and walls to be painted black.
Ceiling Finishes	Painted, exposed structure with coordinated lighting, HVAC and acoustic systems suitable for theatrical uses.
Fittings	Built in user group and building storage and PA. Industrial sized access doors from the street for loading to be included.
Storage (SM)	25
Air Con. (Tons)	15
Special Exhaust	No
Operable Windows	No
Power	Minimum two receptacles per wall, four for longer walls. Additional connectors, dimmer rack and conduit for lighting and A/V as required.
Com/Data	Minimum three outlets plus wall mounted telephone. Wiring for POS in south east corner.
P/A	Auxiliary amplifier, input jacks, speakers
Illumination	Minimum 50 fc Specialized dimmable house lighting to be included

Appendix E: Room Specifications for City of Richmond Fit-Out (Community Centre Contract Area)

Room Number	115
Room Name	Multipurpose Lobby
Contract Area	Community Centre
Net Size (SM)	59 SM / 635 SF
Occupant Load	0
Typical Peak Annual Attendance	
Use	Common entry and circulation multi-purpose rooms. To include crush space for multiple performances and bar/simple concession for intermission and events.
General Description	Dramatic, high ceilings. Highest level of finishes to create positive first impressions including acoustic treatment.
Floor Finishes	Industrial carpet floors, tiled floors or resilient flooring.
Wall Finishes	Painted walls
Ceiling Finishes	Drywall ceilings or painted, exposed structure with coordinated lighting, HVAC and acoustic systems
Fittings	Bar sink and millwork for bar and concession.
Storage (SM)	0
Air Con. (Tons)	3
Special Exhaust	No
Operable Windows	No
Power	Receptacles for housekeeping
Com/Data	Required
P/A	Required
Illumination	Minimum 30 fc

Appendix E: Room Specifications for City of Richmond Fit-Out (Community Centre Contract Area)

Room Number	116
Room Name	Small Multi Purpose Room
Contract Area	Community Centre
Net Size (SM)	59 SM / 640 SF
Occupant Load	90 (maximum occupant sign posted)
Typical Peak	20
Annual Attendance	60,000
Use	Program use, scheduled meetings of community groups, and occasional use as temporary admin space for other building special events. May also be used for smaller performances.
General Description	Clear span space with relatively low ceilings. Durable, good quality, low maintenance finishes.
Floor Finishes	Tiled or equivalent high quality
Wall Finishes	Painted walls
Ceiling Finishes	Drywall ceilings or painted, exposed structure with coordinated lighting, HVAC and acoustic systems
Fittings	AV support, counter with sink and coffee service.
Storage (SM)	10
Air Con. (Tons)	3
Special Exhaust	No
Operable Windows	No
Power	Minimum two receptacles per wall
Com/Data	Minimum three outlets plus wall mounted telephone
P/A	Required
Illumination	Minimum 50 fc

Appendix E: Room Specifications for City of Richmond Fit-Out (Community Centre Contract Area)

Room Number	117
Room Name	Women's Washroom
Contract Area	Community Centre
Net Size (SM)	39 SM / 420 SF
Occupant Load	0
Typical Peak Annual Attendance	
Use	Washroom
General Description	Durable, good quality, low maintenance finishes.
Floor Finishes	Tiled or equivalent high quality, high wear surface
Wall Finishes	Painted walls
Ceiling Finishes	Drywall ceilings or painted, exposed structure with coordinated lighting, HVAC and acoustic systems
Fittings	Accessible fixtures including vanity, mirror, high-efficiency dryers. Low flow, sensor activated fixtures including 4 lavatories, 5 toilets and 1 HC toilet
Storage (SM)	0
Air Con. (Tons)	0
Special Exhaust	Yes
Operable Windows	No
Power	Accommodate hand dryers
Com/Data	Not required
P/A	Not required
Illumination	Minimum 20 fc

Appendix E: Room Specifications for City of Richmond Fit-Out (Community Centre Contract Area)

Room Number	118
Room Name	Men's Washroom
Contract Area	Community Centre
Net Size (SM)	24 SM / 255 SF
Occupant Load	0
Typical Peak Annual Attendance	
Use	Washroom
General Description	Durable, good quality, low maintenance finishes.
Floor Finishes	Tiled or equivalent high quality, high wear surface
Wall Finishes	Painted walls
Ceiling Finishes	Drywall ceilings or painted, exposed structure with coordinated lighting, HVAC and acoustic systems
Fittings	Accessible fixtures including vanity, mirror, high-efficiency dryers. Low flow, sensor activated fixtures including 2 lavatories, 2 toilets, 2 urinals and 1 HC toilet
Storage (SM)	0
Air Con. (Tons)	0
Special Exhaust	Yes
Operable Windows	No
Power	Accommodate hand dryers
Com/Data	Not required
P/A	Not required
Illumination	Minimum 20 fc

Appendix E: Room Specifications for City of Richmond Fit-Out (Community Centre Contract Area)

Room Number	119
Room Name	Toilet Room
Contract Area	Community Centre
Net Size (SM)	5 SM / 50 SF
Occupant Load	0
Typical Peak Annual Attendance	
Use	Washroom
General Description	Durable, good quality, low maintenance finishes.
Floor Finishes	Tiled or equivalent high quality, high wear surface
Wall Finishes	Painted walls
Ceiling Finishes	Drywall ceilings or painted, exposed structure with coordinated lighting, HVAC and acoustic systems
Fittings	Accessible fixtures including vanity, mirror, high-efficiency dryers. Low flow, sensor activated fixtures including 1 lavatories and 1 HC toilet
Storage (SM)	0
Air Con. (Tons)	0
Special Exhaust	Yes
Operable Windows	No
Power	Accommodate hand dryers
Com/Data	Not required
P/A	Not required
Illumination	Minimum 20 fc

Appendix E: Room Specifications for City of Richmond Fit-Out (Community Centre Contract Area)

Room Number	122
Room Name	Work Space and Janitorial Room
Contract Area	Community Centre
Net Size (SM)	42 SM / 450 SF
Occupant Load	1
Typical Peak Annual Attendance	
Use	Additional storage for building not associated with actual use of any one space; including maintenance work area, small tool area, and storage of janitorial supplies
General Description	Limited finishes
Floor Finishes	Resilient Flooring or sealed concrete floors
Wall Finishes	Painted walls
Ceiling Finishes	Exposed Structure with coordinated lighting, HVAC and acoustic systems
Fittings	Cleanup sink, mop sink, benches and shelving
Storage (SM)	0
Air Con. (Tons)	0
Special Exhaust	Yes
Operable Windows	No
Power	Minimum two receptacles per wall
Com/Data	Minimum two communication outlets
P/A	Not required
Illumination	Minimum 15 fc

Appendix E: Room Specifications for City of Richmond Fit-Out (Community Centre Contract Area)

Room Number	123
Room Name	Electrical & Mechanical Spaces and Communications Room
Contract Area	Community Centre
Net Size (SM)	37 SM / 400 SF
Occupant Load	1
Typical Peak Annual Attendance	
Use	Electrical and mechanical equipment
General Description	Limited finishes
Floor Finishes	Resilient Flooring or sealed concrete floors
Wall Finishes	Painted walls
Ceiling Finishes	Exposed Structure with coordinated lighting, HVAC and acoustic systems
Fittings	Mechanical and Electrical Equipment – All equipment required for communications room.
Storage (SM)	0
Air Con. (Tons)	0
Special Exhaust	Yes
Operable Windows	No
Power	Minimum two receptacles per wall
Com/Data	Minimum two communication outlets
P/A	Not required
Illumination	Minimum 15 fc

Appendix E: Room Specifications for City of Richmond Fit-Out (Community Centre Contract Area)

Room Number	201
Room Name	Elevator Lobby and Corridors
Contract Area	Community Centre
Net Size (SM)	195 SM / 2100 SF
Occupant Load	0
Typical Peak Annual Attendance	
Use	Common entry and circulation for Community Centre.
General Description	Dramatic, high ceilings. Highest level of finishes to create positive first impressions including acoustic treatment.
Floor Finishes	Tiled or equivalent high quality, high wear surface
Wall Finishes	Painted walls
Ceiling Finishes	Drywall ceilings or painted, exposed structure with coordinated lighting, HVAC and acoustic systems.
Fittings	Building signage and information directing the public to various floors. Integrate, high quality furniture and waste bins.
Storage (SM)	0
Air Con. (Tons)	3
Special Exhaust	No
Operable Windows	No
Power	Receptacles for housekeeping
Com/Data	Receptacles for housekeeping
P/A	Not required
Illumination	Minimum 30 fc

Appendix E: Room Specifications for City of Richmond Fit-Out (Community Centre Contract Area)

Room Number	202
Room Name	Activity Studio
Contract Area	Community Centre
Net Size (SM)	236 SM / 2540 SF
Occupant Load	250 (maximum occupant sign posted)
Typical Peak	30
Annual Attendance	70,000
Use	Used for dance programs, aerobics classes, martial arts programs and other activities that may not require the special features of an activity studio -30% drop in 60% program and 10% rentals
General Description	Rectangular, clear span space with length to width ratio about 2:3, bright and airy with natural light – 10 to 12 foot ceilings. No interior columns. Sprung wood floor
Floor Finishes	Wood sprung floor. Base building to have a depressed slab to accommodate sprung floor. Depression to be approximately 2.5" and to be confirmed and coordinated prior to construction.
Wall Finishes	Painted walls and mirrors
Ceiling Finishes	Drywall ceilings or painted, exposed structure with coordinated lighting, HVAC and acoustic systems.
Fittings	Black out capability, dance bars, mirrored walls, PA system, access to mat storage, sound separated for quiet uses and music isolation.
Storage (SM)	5 To have good access with roll up door or sliding, mirrored panels
Air Con. (Tons)	12
Special Exhaust	Yes
Operable Windows	Yes
Power	Minimum two receptacles per wall, four for longer walls
Com/Data	Minimum three outlets plus wall mounted telephone
P/A	Auxiliary amplifier, input jacks, speakers
Illumination	Minimum 50 fc

Appendix E: Room Specifications for City of Richmond Fit-Out (Community Centre Contract Area)

Room Number	203
Room Name	Children's Activity
Contract Area	Community Centre
Net Size (SM)	179 SM / 1930 SF
Occupant Load	189
Typical Peak	25
Annual Attendance	20,000
Use	Some drop in uses (30%) and some program uses (70%) with children playing, socializing, relaxing, learning skills and being creative
General Description	Relatively low ceilings, zoned to theme uses and areas. With internal washrooms and quiet area – not day care licensed. Durable, good quality, low maintenance, finishes.
Floor Finishes	Resilient Flooring or equivalent high quality, high wear surface.
Wall Finishes	Painted walls
Ceiling Finishes	Drywall ceilings or painted, exposed structure with coordinated lighting, HVAC and acoustic systems.
Fittings	Built in storage and play features, with many dedicated features; access to secure play area desirable. Sink required. Child-sized fittings required in the washroom.
Storage (SM)	10
Air Con. (Tons)	6
Special Exhaust	No
Operable Windows	Yes
Power	Minimum two receptacles per wall, four for longer walls
Com/Data	Minimum three outlets plus wall mounted telephone
P/A	Required
Illumination	Minimum 40 fc

Appendix E: Room Specifications for City of Richmond Fit-Out (Community Centre Contract Area)

Room Number	204
Room Name	Large Multi Purpose Room
Contract Area	Community Centre
Net Size (SM)	295 SM/ 3170 SF
Occupant Load	450 (maximum occupant sign posted)
Typical Peak	60
Annual Attendance	140,000
Use	40% rental to local community groups and individuals. 40% Departmental sponsored programs and 20% Public special events sponsored by local groups or the Department
General Description	Rectangular clear span area, ceilings at least 12 feet, with bright atmosphere but ability to black out, adjacent to servery. No interior columns is preferred. Durable, good quality, low maintenance finishes.
Floor Finishes	Resilient flooring or equivalent high quality, high wear surface.
Wall Finishes	Resilient painted walls and acoustic treatment.
Ceiling Finishes	Painted, exposed structure with coordinated lighting, HVAC and acoustic systems. Acoustic ceiling tiles.
Fittings	AV Support. Built in storage and PA. One sink. Base Building to accommodate moveable partitions.
Storage (SM)	30
Air Con. (Tons)	16
Special Exhaust	No
Operable Windows	No
Power	Minimum two receptacles per wall, four for longer walls
Com/Data	Minimum three outlets plus wall mounted telephone
P/A	Auxiliary amplifier, input jacks, speakers
Illumination	Minimum 50 fc

Appendix E: Room Specifications for City of Richmond Fit-Out (Community Centre Contract Area)

Room Number	205
Room Name	Servery
Contract Area	Community Centre
Net Size (SM)	26 SM / 275 SF
Occupant Load	3
Typical Peak	3
Annual Attendance	
Use	Prep or holding kitchen to serve large multi purpose rooms as all meals will be prepared off site.
General Description	Durable, good quality, low maintenance finishes. Serving window with rolling security door into Large Multi Purpose Room 204 and Lobby 201 to be included.
Floor Finishes	Resilient Flooring or equivalent high quality, high wear surface
Wall Finishes	Painted walls
Ceiling Finishes	Drywall ceilings or painted, exposed structure with coordinated lighting, HVAC and acoustic systems.
Fittings	Ventilation for food prep and for dish washing, warming ovens, and lots of storage. Two sinks.
Storage (SM)	5
Air Con. (Tons)	0
Special Exhaust	Yes
Operable Windows	No
Power	Receptacles at all counter, for equipment (e.g. fridge, stove, microwave, dishwasher, freezer)
Com/Data	Wall mounted telephone
P/A	Not required
Illumination	Minimum 70 fc

Appendix E: Room Specifications for City of Richmond Fit-Out (Community Centre Contract Area)

Room Number	206
Room Name	Men's Washroom
Contract Area	Community Centre
Net Size (SM)	27 SM / 290 SF
Occupant Load	0
Typical Peak Annual Attendance	
Use	Washrooms
General Description	Durable, good quality, low maintenance finishes. Consider one shower with change area.
Floor Finishes	Tiled or equivalent high quality, high wear surface
Wall Finishes	Painted walls
Ceiling Finishes	Drywall ceilings or painted, exposed structure with coordinated lighting, HVAC and acoustic systems.
Fittings	Accessible fixtures including vanity, mirror, high-efficiency dryers. Low flow, sensor activated fixtures including 3 lavatories, 3 urinals, 1 toilet and 1 HC toilet Consider one shower.
Storage (SM)	0
Air Con. (Tons)	0
Special Exhaust	Yes
Operable Windows	No
Power	Accommodate hand dryers
Com/Data	Not required
P/A	Not required
Illumination	Minimum 20 fc

Appendix E: Room Specifications for City of Richmond Fit-Out (Community Centre Contract Area)

Room Number	207
Room Name	Women's Washroom
Contract Area	Community Centre
Net Size (SM)	31 SM / 335 SF
Occupant Load	0
Typical Peak Annual Attendance	
Use	Washrooms Consider one shower with change area.
General Description	Durable, good quality, low maintenance finishes.
Floor Finishes	Tiled or equivalent high quality, high wear surface
Wall Finishes	Painted walls
Ceiling Finishes	Drywall ceilings or painted, exposed structure with coordinated lighting, HVAC and acoustic systems.
Fittings	Accessible fixtures including vanity, mirror, high-efficiency dryers. Low flow, sensor activated fixtures including 3 lavatories, 5 toilets and 1 HC toilet. Consider one shower.
Storage (SM)	0
Air Con. (Tons)	0
Special Exhaust	Yes
Operable Windows	No
Power	Accommodate hand dryers
Com/Data	Not required
P/A	Not required
Illumination	Minimum 20 fc

Appendix E: Room Specifications for City of Richmond Fit-Out (Community Centre Contract Area)

Room Number	208
Room Name	Board Room
Contract Area	Community Centre
Net Size (SM)	44 SM / 470 SF
Occupant Load	46
Typical Peak	10
Annual Attendance	25,000
Use	Small meetings and discussions
General Description	Rectangular room with low ceiling and built in floor mounted AV presentation system. Office level of finishes
Floor Finishes	Industrial carpet floors
Wall Finishes	Painted walls
Ceiling Finishes	Drywall ceilings or painted, exposed structure with coordinated lighting, HVAC and acoustic systems.
Fittings	AV support, counter with sink and coffee service
Storage (SM)	2
Air Con. (Tons)	2
Special Exhaust	No
Operable Windows	No
Power	Minimum two receptacles per wall, as well as floor mounted power.
Com/Data	Minimum three outlets per workstation
P/A	Required
Illumination	Minimum 45 fc

Appendix E: Room Specifications for City of Richmond Fit-Out (Community Centre Contract Area)

Room Number	209
Room Name	Community offices
Contract Area	Community Centre
Net Size (SM)	29 SM / 310 SF
Occupant Load	3
Typical Peak Annual Attendance	
Use	Dedicated and shared office spaces
General Description	May be given or rented to community agencies including Community Association, health agency, arts groups etc. Office level of finishes.
Floor Finishes	Industrial carpet floors
Wall Finishes	Painted walls
Ceiling Finishes	Drywall ceilings or painted, exposed structure with coordinated lighting, HVAC and acoustic systems.
Fittings	Work surfaces and computers
Storage (SM)	2
Air Con. (Tons)	2
Special Exhaust	No
Operable Windows	No
Power	Minimum one receptacle per wall, two receptacles per workstation
Com/Data	Minimum three outlets per workstation
P/A	Not required
Illumination	Minimum 45 fc

Appendix E: Room Specifications for City of Richmond Fit-Out (Community Centre Contract Area)

Room Number	210
Room Name	Media Lab
Contract Area	Community Centre
Net Size (SM)	117 SM / 1260 SF
Occupant Load	63
Typical Peak	25
Annual Attendance	50,000
Use	Programmable space Almost all program (60%) and drop in uses (40%) with people of all ages using the space for digital media.
General Description	Room with relatively low ceiling and could tolerate columns. Office level of finishes.
Floor Finishes	Industrial carpet floors
Wall Finishes	Painted walls. Walls to be reinforced to accept display cabinets, screens, and whiteboards. Walls to be acoustic to isolate presentation noise.
Ceiling Finishes	Drywall ceilings or painted, exposed structure with coordinated lighting, HVAC and acoustic systems.
Fittings	Work surfaces and computers
Storage (SM)	8
Air Con. (Tons)	4
Special Exhaust	No
Operable Windows	No
Power	Minimum two receptacles per workstation Floor mounted power. Power and media (AV) requirements and media cable.
Com/Data	Minimum three outlets per workstation
P/A	Required
Illumination	Minimum 40 fc (low glare)

Appendix E: Room Specifications for City of Richmond Fit-Out (Community Centre Contract Area)

Room Number	212
Room Name	Corridor
Contract Area	Community Centre
Net Size (SM)	32 SM / 340 SF
Occupant Load	0
Typical Peak Annual Attendance	
Use	Building Exits to be completely functional and include all code required fixtures and systems.
General Description	Limited finishes
Floor Finishes	Resilient Flooring or sealed concrete floors
Wall Finishes	Painted walls
Ceiling Finishes	Painted, exposed structure with coordinated lighting, HVAC and acoustic systems.
Fittings	
Storage (SM)	0
Air Con. (Tons)	1
Special Exhaust	No
Operable Windows	No
Power	Receptacles for housekeeping
Com/Data	Not required
P/A	Not required
Illumination	Minimum 15 fc

Appendix E: Room Specifications for City of Richmond Fit-Out (Community Centre Contract Area)

Room Number	213
Room Name	Janitor
Contract Area	Community Centre
Net Size (SM)	3 SM / 35 SF
Occupant Load	0
Typical Peak Annual Attendance	
Use	Storage of janitorial supplies.
General Description	Limited finishes
Floor Finishes	Resilient Flooring or sealed concrete floors
Wall Finishes	Painted walls
Ceiling Finishes	Exposed Structure with coordinated lighting, HVAC and acoustic systems
Fittings	Cleanup sink, mop sink, benches and shelving
Storage (SM)	0
Air Con. (Tons)	0
Special Exhaust	Yes
Operable Windows	No
Power	Minimum two receptacles per wall
Com/Data	Not required
P/A	Not required
Illumination	Minimum 15 fc