



REQUEST FOR EXPRESSIONS OF INTEREST 5191 EOI

ARCHITECTURAL SERVICES

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 12:00 noon, local time, on June 27th, 2014** (the "Closing Date/Time").

All queries related to this Request for Expression of Interest shall be submitted in writing to the attention of:

Sharon Bentley, SCMP, Buyer II

email: purchasing@richmond.ca

The deadline for all enquiries is **12:00 noon, local time on June 11th, 2014.**

The City reserves the right not to respond to inquiries received after this deadline.

TABLE OF CONTENTS

1.0	Introduction.....	2
2.0	Background.....	2
3.0	Scope.....	2
4.0	Term.....	4
5.0	Objectives	4
6.0	Definitions.....	4
7.0	Pre-qualification Process	5
8.0	Evaluation Criteria	5
9.0	Submission Details.....	5
10.0	Enquiries and Addenda.....	6
11.0	Format Requirements.....	7
12.0	Review of Submissions.....	8
13.0	Inquiries	8
14.0	Notifications.....	9
15.0	Award.....	9
16.0	Information Disclaimer.....	10
17.0	Intent to Enter Into an Agreement	10
18.0	Modification of Terms	10
19.0	Ownership of Submissions	10
20.0	Right to Not Accept Any EOI.....	10
21.0	No Commissions.....	11
22.0	Use of this Request for Expressions of Interest	11
23.0	Confidentiality, Freedom of Information and Protection of Privacy	11
24.0	No Claim for Compensation of Expenses.....	11
25.0	Conflict of Interest	11
26.0	No Solicitation	11
27.0	No Lobbying	12
28.0	Publicity	12

1.0 Introduction

- 1.1. The City of Richmond (the “City”) invites Responses to this Expression of Interest (“EOI”) from qualified Architectural Firms (“AF”) to provide Professional Services on a non-exclusive basis for Project Development Department.
- 1.2. This EOI will be used to select a shortlist group of qualified Architectural Firms to provide services on an “if and when requested” basis for construction project.

2.0 Background

- 2.1. The Project Development division provides a corporate service for the City's accommodation needs and is responsible for the planning, design development and construction for both new and existing Community, Corporate and Operations building infrastructure, with the current City inventory at over 150 City buildings.
- 2.2. The City is currently using VFA capital management planning software to manage building conditions. From this, a list of building specific maintenance and code upgrade requirements is identified. The City is seeking an Architectural firm that will work closely with, and support City staff in providing a methodology of review and analysis of VFA requirements, or, on a as-needed project basis, assist City staff in development of project specifications, drawings, and documentation for public tender. The successful firm will assist the Capital Buildings Project Development division to create a set of standardized technical building specifications and guidelines, while ensuring compliance to the BC Building Code and all applicable regulatory requirements.
- 2.3. As the work and projects are of unknown scope and magnitude, it is expected that the successful firm will be involved in the early planning phase to ensure appropriate resources are allocated, provide recommendations for procurement, assist in order of magnitude estimates, and provide strategic consolidation of project scope to minimize disruption to operational programming.

3.0 Scope

- 3.1. The City is seeking to prequalify approximately three to five (3 – 5) AFs on a non-exclusive basis from whom the City can draw on at its sole discretion as and when required to perform.

- 3.2. The project scope will entail a variety of Building Code upgrades, modernization of interior finishes, upgrades to interior or exterior assemblies, with buildings ranging from public washrooms, small community facilities to aquatic and ice centres. In addition, respondents may be asked to perform space planning exercises to identify efficiencies, with the potential to further develop those planning exercises into drawings packages for Building Permit application. The projects will vary in size and complexity, with estimates and budgets ranging from \$10,000 to \$50,000, not including soft costs. Large projects that might require coordination of multiple design disciplines will have budgets of \$50,000, to a ceiling of \$100,000. However, these costs and estimates are based on historical information and not a guarantee or commitment for the volume or values of a project.
- 3.3. The City reserves the right the Work with other Contractors at any time for any project competitive selection process, public Request for Quotations (“RFQ”) or RFP or conduct the work in-house based on the City’s requirements.
- 3.4. Professional services may involve a role as prime, sub, sole consultant. Services may include, but are not limited to:

- Site reviews and investigations.
- Coordination of sub consultants, (as required).
- Develop technical specifications and standards manual of approved systems and fixtures.
- Review and provide recommendations of existing CAD files and hard copy drawings.
- Work with City staff, liaise with external agencies.
- Design from initial concept to specification development
- Provide field inspections
- Schematic drawings, design development, tender documentation and project close out
- Provide Schedules and Letters of Assurance.
- Space planning, Quality Assurance, As Built drawings, (as required).
- Performance criteria and or cut-sheets for applicable building components organized by specification section using Masterformat 2004 for Fixture, Equipment and Material specifications for standard items such as flooring, appliances, lighting fixtures, plumbing fixtures, etc.

4.0 Term

- 4.1. The duration of the contract shall be for three (3) year and may be renewed for additional one year terms up to five (5) years, upon mutual consent of both parties.

5.0 Objectives

- 5.1. The successful respondent(s) will have proven experience incorporating best practices for energy savings, maintenance life cycle, coordination of building permit application(s), and development of tender documentation to ensure best value for cost by balancing durability and economic impact in a design language that is consistent with the City’s existing buildings. Experience with previous City projects will be considered.

6.0 Definitions

- 6.1. Throughout this EOI the following definitions apply:

- a) “City’s Designated Representatives” means the City’s employees or representatives who are authorized in writing to deal with the Consultant on behalf of the City in connection with the goods, materials, equipment and services or to make decisions in connection with the Contract;
- b) “Closing Time” means the closing date, time, and place as set out on the title page of this EOI;
- c) “Expression of Interest” or “EOI” means a statement of qualifications submitted in response to and according to the terms of this Request for EOI;
- d) “Contractor” means the same as “Selected Respondent”;
- e) “Project” means the scope of Work and Requirements described in this EOI;
- f) “Request for Expressions of Interest” or “RFEOI” means this document and related process;
- g) “Requirements” means all of the specifications, requirements and services set out in the EOI that describes the general requirements that the goods, materials, equipment and services must meet and the selected Respondent must provide;
- h) “Respondent” means an individual or a company (vendor) that submits, or intends to submit, a Response;
- i) “Response” or “Submission” means an EOI;

- j) “Selected Respondent” or “Successful Respondent” is the Respondent whose EOI, as determined through the evaluation criteria described in this EOI, provides the best overall value in meeting the requirements of the EOI, and with whom a Contract may be considered;
- k) “Work” means all the labour, materials, equipment, supplies, services and other items necessary for the execution, completion and fulfilment of the Requirements.

7.0 Pre-qualification Process

- 7.1. Interested parties are required to respond to this Request for Expressions of Interest in accordance with the terms of this EOI.

8.0 Evaluation Criteria

- 8.1. It is preferable that the Selected Respondent(s) have previously and successfully completed projects for a municipality. Submissions will be evaluated on the basis of the overall best value to City, including, but not limited to:
 - a) Demonstrated technical ability and capacity of the Respondent to provide the Objectives identified in Section 5.0, including its reputation and resources; experience and qualifications of Respondent and of staff to be assigned to the Services, references and/or the City’s own experience, if applicable;
 - b) Demonstrated experience and previously and successfully completed projects for municipal;
 - c) Ability to communicate and work effectively with the City;
 - d) Financial proposal including hourly rates and value for money;
 - e) Compliance to EOI Requirements; and
 - f) Clarity and brevity of the response.
- 8.2. Reference checks may also be conducted by the City.

9.0 Submission Details

- 9.1. Respondents are requested to submit 3 (three) hard copies and 1 (one) electronic copy of their Expression of Interest marked “5191 EOI – Architectural Services” 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:

12:00 noon local time, June 27th, 2014

-
- 9.2. Submissions will be evaluated at the discretion of the City based upon the information contained in the submissions.
 - 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 Enquiries and Addenda

- 10.1. Clarification of terms and conditions of the EOI document and EOI process and all other inquiries shall be directed to:

Sharon Bentley, SCMP, Buyer II
purchasing@richmond.ca
City of Richmond
- 10.2. The deadline for inquiries for this EOI is **12:00 noon, local time, June 13th, 2014.** The City reserves the right not to respond to inquiries received after this deadline.
- 10.3. The City, its agents, consultants, elected officials and employees shall not be responsible for any information given by way of oral or verbal communication.
- 10.4. The, City will only respond to questions that are submitted in writing. Any questions that are received and answered that affect the EOI process, any interpretation of, additions to, deletions from, or any other corrections to the EOI document, may be issued as written addenda by the City. It is the sole responsibility of potential Respondents to check the following website to ensure that all available information has been received prior to submitting a Response.
- 10.5. 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.
- 10.6. The decision to issue or not issue an addendum is entirely at the sole discretion of the City.
- 10.7. Each addendum will be incorporated into and become part of the EOI document. No amendment of any kind to the EOI is effective unless it is contained in a written addendum issued by the City's Purchasing Section.

-
- 10.8. 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.
 - 10.9. Notwithstanding the foregoing or any other provision of these Documents, the City may at its sole discretion elect to retain for consideration Responses which deviate either materially from the format requirements set out in hereto or which otherwise fail to conform to any other requirement of this EOI.

11.0 Format Requirements

- 11.1. Responses submitted should be no more than 40 (forty) pages in length and contain:

I. Title Page, Table of Contents and Executive Summary

- a. The title page should identify the EOI number identified on the cover page of this document, Closing Time (as specified in section 9.1), Respondent's name, address, telephone number fax number, email address and contact person's name.
- b. The Table of Contents should reference the applicable section, sub-section and page numbers (e.g. Section C pages x-x, Sub-Section Part 1 page x-x). Pages should be consecutively numbered.
- c. The executive summary should provide a synopsis of the Respondent's overall approach and key points of its Submission. This summary should be a maximum of one page.

II. Corporate Experience:

- a. Describe the type of company (for example: corporation, partnership, sole proprietor) and if a joint venture, clearly state this and state who the joint venture parties are and identify who is acting as the lead.
- b. Describe the company/entity size, depth and annual sales volume (in dollars).
- c. Provide client references, where possible.
- d. Provide a history of litigation or claims made against the Respondent during the 3 (three) years immediately prior to the Closing Time.

III. Corporate Capability:

- a. Describe capability (financial, experience and workload capacity) to undertake the Work.
- b. Provide resumes of proposed key personnel.
- c. Provide a letter from a bonding company confirming the Respondent's binding capability and provide a certificate of existing commercial general liability insurance.

IV. Completed and Current Projects:

- a. List 3 (three) relevant projects, name of client, value of the projects, company personnel involved and client/owner references with contact names and telephone numbers.
- b. Describe capacity to undertake this project and describe any other projects that the Respondent has scheduled during the anticipated time frame.

V. Outline of Services to be Provided

- a. Provide a brief discussion of your methodology and approach to providing the requirements of the Work.

VI. Financial

- a. In this section, Respondents should provide hourly rates for their professional staff.

12.0 Review of Submissions

- 12.1. The City will review the responses submitted to determine whether, in the City'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.

13.0 Inquiries

- 13.1. City, 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.
- 13.2. 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.

14.0 Notifications

- 14.1. Following the Closing Time, the City will only notify those Respondents who are selected as being pre-qualified.
- 14.2. The City may unilaterally take the following actions, and shall not be liable for any such actions:
 - a) amend the scope and description of the services as described in this EOI, and the qualifications that may be required to meet those requirements.
 - b) reject or accept any or all Submissions;
 - c) cancel the EOI process at any time and reject all responses; or
- 14.3. 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 has no contractual obligations whatsoever arising out of the EOI process.

15.0 Award

- 15.1. Project Development Department can select on an “if and when required” basis the AF that best meets the requirements of a particular project by:
 - a) Rotating the project workload between the pool of pre-qualified AFs; and/or
 - b) Requesting Fee Proposals from one or more of the pre-qualified AFs; and/or
 - c) Direct award the work based on the skill set of the pre-qualified AF in relation to the project requirements and based on any one, or a combination, of the following costing methods:
 - Fixed Price Contract
 - Time Applied
 - d) The City is not obligated to use any firm(s) on the list
 - e) The City reserves the right to remove firms from this pre-qualified list as and terminate service anytime during the agreement term for inadequate or non-performance.

16.0 Information Disclaimer

- 16.1. The City 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.
- 16.2. The Respondent shall conduct its own independent investigations and interpretations and shall not rely on the City with respect to information, advice, or documentation provided by the City. The information contained in this EOI is provisional and will be superseded by the RFP and/or other agreement documents.
- 16.3. The City makes no representation, warranty, or undertaking of with respect to this EOI and the City 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.

17.0 Intent to Enter Into an Agreement

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

18.0 Modification of Terms

- 18.1. 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.

19.0 Ownership of Submissions

- 19.1. 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 24.0.

20.0 Right to Not Accept Any EOI

- 20.1. The City reserves the right to not accept any response to this EOI and is not bound to enter into an agreement with any Respondent. In the event that no EOI 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.

21.0 No Commissions

- 21.1. 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.

22.0 Use of this Request for Expressions of Interest

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

23.0 Confidentiality, Freedom of Information and Protection of Privacy

- 23.1. All submitted EOIs shall become the property of the City. The City reserves the right to release information to the public about the EOIs received and any agreement(s) entered into. As the property of the City, EOIs 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.
- 23.2. 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.

24.0 No Claim for Compensation of Expenses

- 24.1. The City is not liable to pay such costs and expenses or to reimburse or compensate a Respondent under any circumstances.
- 24.2. 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.

25.0 Conflict of Interest

- 25.1. 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 EOI.

26.0 No Solicitation

- 26.1. 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 EOI, the City reserves the right to reject the Respondent's Response to this Request for EOI.

27.0 No Lobbying

27.1. 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 11.1.

28.0 Publicity

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