



City of Coquitlam
REQUEST FOR PROPOSALS
RFP No. 15-02-06

Design and Development Services
for
Mundy Park Fieldhouse

Proposals will be received on or before 2:00 pm local time on:

Thursday, April 30, 2015
(Closing date and time)

Obtaining RFP Documents

RFP Documents are available for downloading from the City of Coquitlam's website:
www.coquitlam.ca/BidOpportunities

Printing of RFP documents is the sole responsibility of the Proponents.

Addenda

Proponents are required to check the City's website for any updated information and addenda before the closing date at the City website: www.coquitlam.ca/BidOpportunities

ENQUIRIES

All inquiries are to be directed in writing quoting the RFP name and number sent to email:
bid@coquitlam.ca

The City reserves the right to accept or reject any or all proposals and will not be responsible for any costs incurred by proponents in preparing a response.

D. Trudeau
Purchasing Manager

Date of Issue: April 13, 2015

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- Appendix “A” – Certificate of Insurance Form
- Appendix “B” – Photo of Existing Field House
- Appendix “C” – Aerial Photo
- Appendix “D” – Schedule of Effort and Fees

PROPOSAL SUBMISSION FORM

DEFINITIONS

The following words and terms, unless the context otherwise requires, in the Request for Proposal document shall have the meaning set out below.

“Contract” means the contract for services or City Purchase Order that will be issued to formalize with the successful Proponent through negotiation process with the City based on the proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

“City” means City of Coquitlam.

“City Representative” means the City staff members appointed by the City who will act on its behalf with respect to duties and authorities as outlined in this RFP.

“Consultant” means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services outlined in this Request for Proposals and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Consultant” and “Proponent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the services and works.

“Contract Administrator” means the Consultant’s representative who will act on its behalf with respect to duties and authorities, who will liaise with the City for the duration of the project as outlined in this RFP.

“Proponent” means responder to this Request for Proposals.

“Proposal” means the submission by the Proponent.

“RFP” “Request for Proposals” shall mean and include the complete set of documents, specifications, drawings and addenda incorporated herein, and included in this Request for Proposals.

“Specialty Consultant” means specialized service practitioners in the field of outdoor skate/spray park architecture which can demonstrate an extensive background and understanding of successful outdoor venues, their diverse performance characteristics, and can show years of experience regarding thorough design, construction and supervision of quality installations.

“Services” means and includes the provision by the successful Proponent of all services, duties, deliverables and expectations as further described in this RFP.

“Work” shall unless the context otherwise requires, mean the whole of the work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Consultant.

1.0 INTRODUCTION

1.1 Project Description

The City of Coquitlam (the “City”) is issuing a Request for Proposals to selected pre-qualified Proponents for Design, Contract Administration and Construction Review Services (the “Services”) for a **Mundy Park Fieldhouse (‘Fieldhouse’)** replacement, located in Mundy Park, 641 Hillcrest Street, Coquitlam, BC. (see Appendices B & C).

The City is seeking the Services of a creative design team that can produce a custom design which meets all the program requirements and functions in an efficient and effective manner. The field house at Mundy Park is a 45 year old City facility that is at the end of its life cycle and will be demolished. The new building will be constructed in the same location.

The current building provides very basic uses (change room, bathroom, storage, small concession, etc.). A new single-storey building is to be constructed and the total project budget is in the range of between \$1.3 and \$1.5 Million. This new fieldhouse will provide the right level of amenities and meet the long-term needs of this City-wide destination park. In addition to new larger washroom space, this fieldhouse will provide efficient use and variety of programmable space, including sport in-season storage, basic kitchenette for user group concessions and public rental, and multi-purpose user space(s) for City programs, community and sports groups or rental to the general public. The planning and design phase of the project would proceed through 2015, with construction anticipated in late 2015 and early 2016.

The target for completion of this facility is to be ready to host the summer 2016 55+ BC Games.

The successful Consultant will review and assess the existing site inventory, conditions and information as a starting point for further design and program refinement.

1.2 Site Description

Mundy Park is a 178 hectare park and trail system which includes a variety of recreational amenities on the west side of the park, such as Spani outdoor pool, five baseball diamonds, four sports fields, a lacrosse box, playground, picnic shelter, extensive trails, and a nine-hole disc golf course.

1.3 Background

The existing field house, located at 641 Hillcrest Street near the sport fields and playground area (Attachment “C”), was built in 1969 and includes the only public washroom for this very large and well-used park. The field house is constructed of concrete block and has an asphalt shingle roof that was installed in 2009 to correct

water leaks and mold issues. Although the property has been properly maintained, it is a 45-year old building and is reaching its end of lifespan and is due for replacement.

1.4 Discussion

The aging Mundy Park field house currently includes 212 sq. meters (2,281 square feet) of interior space and comprises a public washroom (1 male and 1 female stall), change rooms (currently used for storage), showers (which are out of order), small meeting space, storage space and a concession stand for use by Coquitlam Minor Softball (CMS). The field house is mostly used by CMS, but also by a variety of other sport field users for game/practice preparation and storage.

The facility is also used by the YMCA camps during the summer season for office space, equipment and supply storage, and as an indoor learning space on bad weather days, although the space is not properly laid out for this function. In addition, Parks, Recreation & Culture (PRC) delivers summer outdoor recreation programs from this facility, including the Wildlife Program in partnership with Wildlife Associations.

The fieldhouse is not currently providing the level of public service that it should. A common complaint from the public in recent years has been the inadequacy of the washrooms (too few and poor condition) in this large and popular park. It is also noted that the field house internal layout provides for specific functions (storage, change rooms, office, concession, etc.) but is very poor for formal recreational programming, as it is physically demised by load-bearing walls into a number of smaller spaces that are not programmable and cannot be physically altered without substantial cost.

1.5 Analysis of Issues

The following discussion highlights key topics from the staff & user group feedback and provides details for the concept plan.

The Fieldhouse at Mundy Park has been identified by staff for replacement on numerous occasions in the past; however, the project has always been deferred due to other priorities. As the field house is not providing the desired level of service, and costly repairs to the building are required immediately if the building is going to be retained, the time has come to make decisions on the future of this facility. An assessment of the options on what to do with the field house, following the initial discussion at Council– in Committee on July 7, 2014, focused on several key questions and issues raised at that meeting. Staff has evaluated the level of services offered at the Mundy Park field house in order to confirm that replacement of this facility is warranted at this location. Staff also reported that replacement of the field house is an appropriate approach to maintain and expand existing services and programs, as well as potential offerings to the public, and sports and community groups. Council approved the budget for this project in January 2015.

1.6 Conceptual Plan Details

The scope of this project is the design of a new Fieldhouse/washroom facility. The Consultant team is expected to be led by an Architectural firm with sub-consultants in Structural, Electrical and Mechanical. A Landscape Architect may not be required on the consultant team. This project is anticipated to trigger Building Permit requirements but not Development Permit requirements.

At this time, the preliminary concept is for a 250sq. meters (2,700 square feet) single-storey building with the following features but not limited to:

- Men's washroom with 2 sinks, 2 toilets and 2 urinals;
- Women's washroom with 2 sinks, 4 toilets;
- Multipurpose room of approximately 140 square meters with one or two operable walls complete with its own sink and unisex bathroom (1 sink & 1 toilet) ;
- Externally accessed in-season storage area for user groups;
- Mechanical room c/w janitors floor mop sink ;
- Warming Kitchen accessible from the exterior and multipurpose room;
- The building must have communication services;
- The building must be universally accessible;
- The exterior of the building requires a hose bib;
- The exterior of the building will require one or two electrical event outlets;
- The building to be precast concrete insulated panels, similar construction to the washroom buildings at upper Mackin Park and Como Lake Park in Coquitlam;
- New building services will be required;
- Sustainable design features.

Note: The building does not require change rooms.

The City would use the final design as a model for future fieldhouse facilities

2.0 INSTRUCTIONS TO PROPONENTS

2.1 All Proposals Public

The City is bound by the provisions of the Freedom of Information and Protection of Privacy Legislation of British Columbia. Proponents are advised that proposals will be treated as public documents and the contents of the same may be disclosed upon written request if required to do so, pursuant to the Act.

2.2 Closing Date & Time

Proposals will be received on or before:

2:00 p.m. (local time), Thursday, April 30, 2015

2.3 Instructions for Proposal Submission

Proposal submissions are to be uploaded electronically through QFile, the City's file transfer service accessed at website:

<http://qfile.coquitlam.ca/bid>

1. **In the "Subject Field" enter:** RFP Number and Name
2. **Add files in .pdf format and Send** (ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete)

Proposals submitted shall be deemed to be successfully received when displayed as new email at the City's email address. The City will not be responsible for any delay or for any Proposals not received for any reason, including technological delays or issues by either party's network or email program and the City will not be liable for any damages associated with Proposals not received.

The City reserves the right to accept proposals received after the Closing Date and time but is under no obligation to evaluate.

Proposals will not be opened in public.

2.4 Communications with Proponents

Requests for clarification must be made in writing sent to email: bid@coquitlam.ca quoting the RFP title and number.

It is the Proponent's responsibility to ensure that it seeks clarification on any matter relating to this RFP.

If Proponents find any discrepancies, omissions, ambiguities, or conflicts contained in this RFP, Proponents should immediately notify the City. The City will review such notice and, if the City determines that an amendment is required to this RFP, the City will issue an addendum.

The City shall determine, at its sole discretion, whether the query requires response, and such responses will be made available to all Proponents by issue of Addenda that will be incorporated into and become part of the RFP.

Questions are to be submitted 3 business days prior to the closing date.

2.5 Addenda

Proponents are required to check the City's website for any updated information and addenda before the closing date at the City website: www.coquitlam.ca/BidOpportunities

No oral conversation will affect or modify the terms of this RFP or may be relied upon by the Proponent.

Upon submitting a Proposal, Proponents are deemed to have received all Addenda posted on the City website and deemed to have considered the information for inclusion in the Proposal submitted.

Should there be any discrepancy in the information provided; the City's original file copy shall prevail.

2.6 Acceptance Period for Proposals

The City requests that proposals received as a result of this RFP be open for acceptance for a minimum period of 60 days from the Closing Date.

The City of Coquitlam reserves the right to waive formalities in, accept or reject any or all Proposals or accept the Proposal deemed most favourable in the interest of the City.

The City will be under no obligation to proceed further with any submitted proposal and should it decide to abandon same, it may, at any time, invite further proposals for the supply of the described services or enter into any discussions or negotiations with any party for the provision of the services. No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the City.

Should a Proposal be accepted, a City purchase order will be issued for the provision of these services.

2.7 No Claim

Except as expressly and specifically permitted in these Instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever relating to this RFP, including accepting a non-compliant proposal, and by submitting a Proposal, each Proponent shall be deemed to have agreed that it has no claim.

2.8 No Contract

No contractual, tort, or other legal obligations are created or imposed on the City, or any other individual, officer or employee of the City with respect to the RFP documentation or by submission or consideration by the City of any Proposal.

2.9 No Binding Contract

The City may, after reviewing the proposal received, enter into discussions with any Proponent, without such discussions in any way creating a binding contract between the City and any such Proponent. There will be no binding agreement with the City until a formal, written agreement has been negotiated with a Proponent and the City has approved that agreement at which time, a City Purchase Order will be issued.

2.10 No Solicitation

Proponents and their agents will not contact any member of the City Council with respect to this RFP at any time prior to the award of a Contract or the termination of the RFP, and the City may reject the Proposal of any Proponent that makes any such contact.

2.11 Conflict of Interest

Proponents shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees.

2.12 No Assignment

No Proponent may assign its proposal or any rights in respect of the same to any other party. Such an assignment or purported assignment will immediately invalidate the proposal.

2.13 Sub-consultants

The use of sub-consultants is acceptable providing they are fully identified in the proposal and realize the conditions of this document will apply to all consultants named. Joint submissions must identify a prime Proponent who assumes responsibility for the Proposal as well as for the professional standards, actions and performance for all Proponents, if awarded the work.

2.14 Withdrawal of Proposals

Proponents may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the time set as Closing Date and time for receiving Proposals.

2.15 Proponent's Expenses

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

2.16 Law

The RFP and any resultant award shall be governed by and construed in accordance with the laws of the Province of British Columbia.

2.17 Price

All Prices shall be in Canadian Funds and shall remain **FIRM** for the design, supply, construction, installation and commissioning period.

3.0 SCOPE OF SERVICES

The successful Proponent (the “Consultant”) will deliver design and development services (the “Services”) of a park fieldhouse washroom building (the “Project”).

The Consultant will provide the Services in full compliance with applicable laws, building codes, regulations and authorities having jurisdiction. Scope of Services includes, but is not limited to the following:

3.1 Design Services

.1 Project Orientation and Initiation

- .1 Project orientation meeting with City **Staff Working Group (SWG #1)** – clarification of project objectives, scope of work, information transfer, schedules and process steps.
- .2 Information assembly and review: site surveys, conditions, soil reports, previous plan designs, project history, photo and aerial documentation, environmental assessments, tree inventory, as-built information, project goals and vision.
- .3 Verify and analyze all existing information related to the sites and identify opportunities, constraints and issues that require clarification or assessment work before start of concept and detailed design.
- .4 Obtain as-built information from outside agencies (BC Hydro, Fortis BC, etc.) and identify conflicts and process for site construction approvals, etc. It is anticipated this project will require all new utility services.

.2 Program, Conceptual Design, Consultation

- .1 Develop program options appropriate for the service level, area context and inventory, and site parameters.
- .2 Prepare conceptual drawings of site considering and incorporating feedback from orientation workshop ensuring specific features are consistent with achieving project objectives, adhere to safe and sustainable design and construction standards.
- .3 Revise conceptual designs and generate preliminary cost estimates based on feedback and guidance received from the **Stakeholder Advisory Committee (SAC) and SWG**.
- .4 Prepare materials as needed for presentation and discussion to the Stakeholder Advisory Committee (SAC).
- .5 Meet to update City Staff Working Group (SWG) to refine preferred conceptual designs, materials lists and construction cost estimates.

.3 Detailed Design and Related Documents

- .1 Meet with SWG to develop design details and standards of components.
- .2 Make all necessary applications and obtain permits from all outside agencies and include in Tender drawings as required prior to tender release.
- .3 Review detail design drawings with SWG at milestone completion stages of drawing process – four (4) meetings. (See Section 3.3)
- .4 Provide all Specifications prior to 95% review.
- .5 Make applications and obtain permits from all outside agencies (e.g. Hydro, Fortis, etc.) as required prior to tender release.
- .6 Obtain the City permits required with City involvement prior to tender release.
- .7 Review construction schedule, prepare preliminary cost estimates (and if necessary including a third party Quantity Surveyor) and phasing strategy, for final approval with City Representative.
- .8 Prepare requested information for the report to Council to update on the final drawings, costing, project budget, and procurement and construction schedule.
- .9 Prepare 100% design documents: detailed drawings and specifications for tender.
- .10 Prepare artwork and layout for project information sign, to be displayed at the job site.

.4 Tender and Construction (CCDC Documents will be utilized)

- .1 Assist City staff in the review of tender packages as required.
- .2 Attendances at pre-award meeting and site kick-off meeting.
- .3 Assist with contract administration.
- .4 Assist with construction management.
- .5 Provide field services and bi-weekly construction reviews.
- .6 Provide a detailed maintenance program for on-going maintenance. Assist in completion of the VFA spreadsheet – provided by the City (list of HVAC & Elec. Equip.).
- .7 Conduct final inspections (substantial and total completion), identify deficiencies, coordinate and provide all documentation necessary to facilitate occupancy requirements.
- .8 Provide as-built, record drawings and other project close out requirements, in hardcopy and electronic format.

3.2 Consultation Process

.1 Collaboration with the City:

- .1 The City will appoint one(1) Project Coordinator to act on its behalf with respect to all powers, duties and authorities as outlined in this RFP and under this Contract;
- .2 The Consultant will appoint a single **Contract Administrator** which is agreeable to the City Representatives, who will ensure day-to-day liaison between the 'Consulting Team' and the City Representatives for the entire length of the project;
- .3 The City will establish a Staff Work Group (SWG) who will provide input into the conceptual and detail design process;
- .4 The City Representative, working with the Staff Work Group (SWG), will play the lead role in decision making regarding the planning and development of this project. The 'Consulting Team' will play a supporting role and will be expected to collaborate with the Staff Work Group (SWG) and City Representatives on all decision making processes;
- .5 The Consultant will be responsible for all aspects of the design work including drawings, sketches, precedent photos, presentation materials and graphics and Tender Package: drawings and specifications, as directed by the City Representatives;

3.3 Meeting Process

.1 Project Orientation - One (1) Meeting

A project orientation meeting between the Consultant and City staff will be required to review scope of work, receive background information, data, specifics, budget information, and outstanding issues, confirm schedule and coordinate the proposed methodology.

Consultant's Team to Attend: All

.2 Staff Working Group ('SWG') - Six (6) Meetings

The Consultant will meet with designated City staff on the Staff Working Group (SWG) for two (2) meetings during the design development stage: project initiation, concept/options review, preferred concept review; and four(4) meetings at the detailed design include project detailed design reviews at 25%, 50%, 95% and 100% detailed design drawing stages.

Consultant's Team to Attend: Contract Administrator and Sub-Consultants as determined by the City Representative/Contract Administrator.

.3 Tender Review Meetings– One (1) Meeting

The Consultant may be asked to attend a Tender/RFP meeting during the Review and Construction process.

3.4 Meeting Minutes

The Consultant will be responsible for recording all meeting minutes, including significant proceedings and decisions, identifying ‘action by’ parties, and will reproduce and distribute copies of minutes within two (2) days after each meeting and transmit to meeting participants, affected parties not in attendance, Consultants and the City.

3.5 Drawing Deliverables

All drawings are to be drafted to the City’s standards using the City of Coquitlam Standard Title Block.

.1 Design Development Drawings

- .1 Site Analysis/Site Services Plan;
- .2 Preliminary Plans and Sections;
- .3 Presentation Materials and Graphics
- .4 Preferred Floor Plans;
- .5 Finishes/Products and Specifications Identified;
- .6 Preliminary Costing and Budget Review

.2 Detail Design Drawings

The following is a list of drawings anticipated to be required. The final list of Contract Drawings will not be determined until the Preferred Plan has been approved. Additional drawings may be required, or drawings noted below may be eliminated based on the approved program elements as determined in the Preferred Plan as generated by the Consultant:

- .1 Existing Conditions Survey Plan;
- .2 Layout/Geometrics Plan;
- .3 Erosion & Sediment Control Plan; Earthworks/Grading Plans and Sections;
- .4 Site Servicing Works (i.e. storm, water, sanitary, gas, electrical);
- .5 Building Site & Services Plans;
- .6 Architectural, Structural, Mechanical, and Electrical plans;

- .7 Construction Details;
- .8 Specifications;
- .9 Issued for Construction Drawings;
- .10 Project Record Drawings in AutoCAD 2012 and .pdf formats.

The Consultant shall become familiar with the format of the City's CAD Drafting Standards and Procedures documents. All plans are to be produced in AutoCAD 2012, using Standard CAD layering conventions on the City of Coquitlam's Standard Title Block, and submitted at the 25%, 50%, 95% and 100% stages in pdf format, with the 100% stage submitted on a CD in .dwg format and PDF format. No other drawing format will be accepted or considered.

3.6 Scope of Work Payables

.1 Conceptual and Design Plans

The Consultant will meet with designated City staff for conceptual design review comments according to the prescribed meeting schedule. The Consultant will have completed the items as outlined below and as specified elsewhere in this RFP prior to submitting invoices for payment. Conceptual design work shall include: assembling and assessing background information, data, photographs and specifics; coordinate the proposed methodology; examine and appraise existing site conditions and assess in terms of the development of conceptual design options; preparing existing site condition photo-board; preparing existing site condition and site utilities/services base plan(s), preparing preliminary concept ideas, precedence examples and associated illustrative and context graphic material for the Meetings. The conceptual design stages will form the basis for the percentage of the Fee (Lump Sum) payment to the Consultant, as submitted by the Consultant in their 'Schedule of Payment' table and associated responsibilities as outlined in this RFP and below:

- .1 The invoices for work completed during the conceptual design and consultation phase are to be submitted at each milestone

.2 Detail Design Drawing Review

- .1 The Consultant will meet with designated City staff for detailed design review comments at the 25%, 50%, 95% and 100% of the Contract Drawing stages. The Consultant will have completed the items as outlined below and as specified elsewhere in this RFP prior to submitting Fee (Lump Sum) invoices for payment. The design review stages will form the basis for the percentage of the Fee (Lump Sum) payment to the Consultant, as submitted by the Consultant in their '**Schedule of Payment**' table and associated responsibilities as outlined in this RFP and below.

- .2 **Detail Design Drawings:**
To be submitted at each stage with the 'Draft Contract Package' consisting of the Tender Form, Contract Detailed Specifications, Estimates and Construction Schedule as the project progresses.
 - .1 The Consultant shall provide an electronic AutoCAD 2012 .dwg file using the City's Standard CAD layering conventions on the City of Coquitlam's Standard Title Block, for view and comments by the City as well as PDF.

- .3 **25% Detail Design Drawing Review**, consists of, but is not limited to:
 - .1 attendances at design meetings with City staff and the SWG;
 - .2 referencing assembled background information, data, photographs and specifics;
 - .3 proceeding with the proposed methodology;
 - .4 examines and appraises existing site conditions and assess in refining the conceptual plan;
 - .5 coordinates a geotechnical investigation and report if deemed necessary by the Consultant and the City Representative confirming existing site condition and site services;
 - .6 investigates, explore detail options, and establish finishes, materials, preparing preliminary detailed design plans.

- .4 **50% Detail Design Drawing Review** consists of, but is not limited to:
 - .1 attendances at all the design meetings between the Consultant, City staff and SWG;
 - .2 draft preparation of a final layout plan, earthwork & grading plans and sections, site servicing works;
 - .3 infrastructure works (hard) infrastructure works (soft), sediment control plan, construction details plan, contract specifications, and construction estimate;
 - .4 preliminary project specifications and sub Consultant drawings;

- .5 **95% Detail Design Review** consists of, but is not limited to:
 - .1 Permit applications and stakeholder final review. The Consultant will provide original sealed and stamped drawings
 - .2 Attendance at the final meeting with City staff and SWG, final preparation of the plans and specifications.
 - .3 Infrastructure works(hard) infrastructure works(soft), sediment control plan;
 - .4 Construction details, detailed contract specifications and tender forms.

- .5 The Consultant will be responsible for the submission of Construction Drawings, as required, for any hydro, building, and plumbing or environmental reviews. The Consultant will be responsible to revise the drawings, as instructed, to meet with the specific codes. The Consultant will be responsible for obtaining any and all hydro application, building, plumbing or environmental permits and incorporate them into the 100% Design Drawings.
- .6 **100% (Issued for Tender Drawings) Detail Design Drawings** consists of, but is not limited to:
 - .1 Upon receipt of the marked up drawings from the 95% Design Review, the Consultant is to amend the drawings and specifications.
- .7 **Specifications consists of, but is not limited to:**

The Consultant will submit, in printed and digital format, the Detailed Specifications. The format for the digital files is to be in the latest version of MS Word and MS Excel. Digital file transfer can be uploaded electronically through the City's FTP site sent to the City Representative's email address.
- .8 **Construction Contract Administration and Field Services includes,** but is not limited to:
 - .1 The Consultant will be paid for Construction Contract Administration and Field Services based upon the percentage of Contract Work completed as identified in the Fee "**SCHEDULE OF PAYMENT**"(lump sum).
 - .2 Each month the Consultant will produce a 'Contract Status Report' for the construction progress on the Project which will show the percentage of construction work completed. This report will form the basis for the percentage of the **SCHEDULE OF PAYMENT** (Lump Sum) to the Consultant, as submitted by the Consultant in their 'Schedule of Payment' table for Construction Contract Administration and Field Services and associated responsibilities as outlined below in Items 3.8 & 3.9.

3.7 Procurement

- .1 The City of Coquitlam's Purchasing Department will be responsible for the administration of the construction procurement process, including its release, closing and selection of the successful bid. The Consultant will be available and provide assistance to the Purchasing Department throughout the entire competitive bid process.
- .2 The City will review the submitted Tenders and tender selection will be based on the City's Tender Evaluation Form. The Consultant may be asked to assist but the final selection decision will be made by the City.
- .3 The City and Consultant will meet to determine target dates for the pre-award and pre-construction meetings.

3.8 Contract Administration

- .1 The City and Consultant will meet to determine a target date for the pre-construction meeting
- .2 The Consultant shall ensure that all design and development for this project complies with all requirements of the City of Coquitlam's Zoning Bylaw and Building Bylaws as well as all other applicable Federal, Provincial and Municipal laws and bylaws.
- .3 The Consultant will obtain all building permits, variances if required, and any other permits and approvals necessary by authorities having jurisdictions.
- .4 The Consultant will review all applicable submittals for approvals including, but not limited to: shop drawings, samples, mock-ups and test results.
- .5 The Consultant will coordinate all civil, geotechnical, mechanical, structural, electrical design.
- .6 The Consultant will be responsible to conduct bi-weekly site meetings including all participating sub consultants, contractors and tradespersons, recording all meeting minutes, including significant proceedings and decisions, identifying 'action by' parties, and will reproduce and distribute copies of minutes within two (2) days after each meeting and transmit to meeting participant, affected parties not in attendance, Consultants and the City.
- .7 The Consultant will review all monthly trade progress claims and forward comments to the City Representative within 5 business days of receipt.
- .8 The Consultant will inspect work in progress, certify work and progress payments, prepare and issue progress and field review reports, certify substantial and total completion, and assist in rectifying deficiencies within one (1) month of total completion and at the one(1) year anniversary on warranty items.
- .9 The Consultant will provide record drawings of as-built work within 2 months of total completion of the project. All plans are to be produced in AutoCAD 2012, using the City's Standard CAD layering conventions on the City of Coquitlam's Standard Title Block, and submitted in .dwg and PDF format on a CD. No other drawing format will be accepted or considered.

3.9 Field/Construction Review

- .1 The Consultant will be responsible to conduct regularly scheduled field reviews to determine if the work, performed, conforms to the design and specifications.
- .2 The Consultant will be responsible for all construction review reports and coordination of the construction reviews by the appropriate members of the consulting team for the work. In addition to the bi-weekly site meetings minutes the Consultant will be responsible for all construction review reports and will forward them to the City Representative within two (2) days.
- .3 The Consultant, in consultation with their Sub Consultants, **shall review and interpret the results of all reports and testing** conducted on this project.
- .4 The Consultant will not allow any features, materials or components to be supplied or, installation work to proceed, until positive test results on the features, materials or components are received, reviewed and accepted by the City and the Consultant.

3.10 Record Drawings

- .1 Upon completion of construction the Consultant shall be requested to supply record plans, based upon information accumulated in the field and received from Sub consultants, Contractors and City Inspectors.
- .2 Record Drawing submissions must be in accordance with the City's Specifications for record Drawings (CAD and .pdf). Upon receipt of marked-up check prints from Sub consultants, Contractors and City Inspectors, the Consultant is to amend the Contract Drawings and provide pdf format and CAD format drawings to the City's currently acceptable standards. The Proponent's proposal must provide a separate cost for preparation of the Record Drawings as submitted in their 'Schedule of Payment' for the project.
- .3 Record drawings shall be stamped and certified by the Consultant.

3.11 Work Plan Schedule

- .1 The Consultant is responsible for their availability and ability to meet time schedule and completion date with a written acknowledgement of the Consultant's ability to deliver the required Services to the City given the Consultant's existing workload and future commitments.
- .2 Design Schedule
 - .1 The Design Schedule objective is to have the Tender Drawings and Documents with Final Cost Estimates completed by **September 2, 2015**.

- .3 Construction Schedule
 - .1 The Construction Schedule objective is to have the project substantially completed by **March 15, 2016**, and Total Completion including all the Contract Administration, Construction Review and Construction work by **April 15, 2016**.

- .4 Schedule Acknowledgements
 - .1 The Proponents should note that the Target Dates outlined in the Work Schedule are there as a guide for the seamless progression of the project through the Planning, Design and Construction phases, **but the Target Date set for Total Completion of this project should be noted.**

 - .2 If Proponents cannot meet completion dates for the ‘Design Schedule’ of **September 2, 2015** or, the **Total Completion** ‘Construction Schedule’ of **April 15, 2016**, then this should be **clearly identified on the Work Plan Schedule in the proposal submission.**

PROPOSED WORK SCHEDULE AND MILESTONE DATES – Mundy Park Fieldhouse

<u>Item</u>	<u>Component</u>	<u>Target Dates*</u>
Part A	Design Development	Milestone Dates
1.	Consultant/PAD Staff Meeting - Project Introduction: Scope of Work, Budget, Site Inventory and Coordination of Proposed Methodology.	May 7, 2015
2.	SWG Meeting #1 - Detailed Concept Design Initiation: Background Information, Site Programming, Concepts/Preferred Option Review, Public Open House Feedback Update.	May 12, 2015
3.	SWG Meeting #2 - Report on Existing Site Conditions: Geotechnical, Environmental Inventory and Assessment Reports, Final Design Option, preliminary building floor plan, Detail Design Start.	May 26, 2015
Part B	Contract Drawings and Documents	Part B
4.	SWG Meeting #3 - 25% Design Review (floor plan)	June 2, 2015
5.	UAAAC Meeting #1 – Presentation: (alternate date is July 7th)	June 2, 2015
6.	Report To Council (floor plan, preliminary schedule & budget) (alternate date is July 6th)	June 22, 2015
7.	SWG Meeting #4 - 50% Design Review: Update Design & Cost Estimate Review	June 19, 2015
8.	SWG Meeting #5 - 95% Design Review:	July 15, 2015
9.	Drawings Package Issued for Permits and Hydro Application	July 15, 2015
10.	Demolition Package issued for tender release date	Aug 18, 2015
11.	Permits issued, & All City Dept. Approvals: incorporate feedback - Update Design, Budget Estimate and Schedule.	August 12, 2015
12.	SWG Meeting #6 - 100% Final Design Approval & sign-off: Confirmation of Drawings & Detailed Specifications & Cost Estimates.	August 19, 2015
13.	Full Contract Document Package: All approvals and permits issued for Tender Drawings & Detailed Specifications.	August 26, 2015

PROPOSED WORK SCHEDULE AND MILESTONE DATES – Mundy Park Fieldhouse (cont'd)

<u>Item</u>	<u>Component</u>	<u>Target Dates*</u>
Part C	Construction Management	Part C
14.	Construction Tender Issued for Pricing.	September 2, 2015
15.	Tender Closed: Review/Pre award Meeting/ Contract Issued.	September 22, 2015
16.	General Contractor PO issued.	September 30, 2015
17.	Pre-construction/shop drawings/demolition RTC update on costs & schedule	October, 2015
18.	Construction Start: Construction Administration c/w – Bi-weekly meetings with Trades, Project Administration and City Staff	December, 2015
19.	Substantial Completion - Project	March 15, 2016
20.	Total Completion - Project	April 15, 2016
21.	Deficiencies and Record Drawings	June, 2016

3.12 Fee Schedule and Cost of Services

- .1 The Proponent shall attach a Level of Effort and Fees Estimate Schedule for all of the *Services* outlining level of effort by each team member, including hourly rates and total lump sum fee. The hourly rates will be used to value additional services if required. The fee schedule should show the maximum upset limits that the Consulting Team will not exceed unless the City's Representative Request additional services which are beyond the Scope of Work as outlined in this RFP.
- .2 The Proponent shall include in the fee schedule all sub Consultant fees and all Consulting Team included non-reimbursable disbursements.
- .3 The Proponent shall indicate any additional 'Optional Services' or costs not accounted for in the fee schedule as part of the proposal submission.
- .4 The Proponent will not be able to claim any additional cost as a result of changes to the Construction Schedule or order of works, or for project delays due to inclement weather conditions. This condition shall be in effect for the duration of the project.

.5 **Disbursements**

Disbursements for which the Consultant or Sub-Consultant shall be entitled to reimbursement by the City shall be restricted to those identified below.

Those requiring specific authorization by the City's Representative include:

- .1 Actual fees and authorized disbursements for specialized Other Consultants when retained upon request by the City Representative;
- .2 Actual costs for obtaining information from external agencies such as BC Hydro, TELUS, Fortis, etc.;
- .3 Actual costs for applications or permits for work obtained by the Consultant on behalf of the City;
- .4 Actual costs or expenses to provide and/or operate specialized equipment;
- .5 Contract Documents, and Tender Documents;
- .6 Advertising;
- .7 Testing and equipment;
- .8 Construction Permits.

The Business Administration Services, including mark-up, for which the Consultant will **NOT** be reimbursed and shall be included as the design fee total for professional services include:

- .1 Drafting (AutoCAD, manual, supplies);
- .2 Clerical (typing, word processing, correspondence, photocopying, mail - local and long distance);
- .3 Computer use;
- .4 Courier and freight charges;
- .5 Telephone (local, cellular, local faxes);
- .6 Travel (parking, vehicle, auto & taxi expenses, accommodation & meals);
- .7 Copying (i.e. correspondence, Consultants in-house copying & draft of reports);
- .8 Reprographics (Consultants in-house drawings reproduction, review drawings and specifications, reports for sub-consultants review);
- .9 Expenses for non-local Sub Consultants (i.e. more than 150 km from Sub Consultants office to destination);
- .10 Professional Insurance.

The 'Design & Construction Services Total' will form the budget for the full scope of work, including all details and deliverables specified in this RFP.

The 'Fee (Lump Sum)' includes business administration services, disbursements, costs, charges, expenses, of any sort (excluding GST) for the Consultant to complete the Project to the standards, and in time, required in this RFP.

4.0 TERMS AND CONDITIONS OF CONTRACT

4.1 Notification of Award

The City will notify the successful Proponent (the “*Consultant*”) in writing of its decision to award the project by issue of a City Purchase Order (PO) that will incorporate this RFP documentation including all addenda issued, and the accepted Proposal.

The PO will form the contract and the following general conditions will apply to this contract.

Proponents are to include with their proposal submission a full description of any deviations if they are unable to comply with any of these general conditions.

4.2 Insurance

The Consultant shall submit, upon award by the City of Coquitlam, a Certificate of Insurance signed by the Insurance Company certifying that the required insurance policies are in force and that:

- .1 The City of Coquitlam is named as “additional insureds”;
- .2 The policy shall not be cancelled, lapsed, transferred, assigned or materially altered without at least thirty (30) days written notice to the City of Coquitlam and the City’s written approval of the cancellation, transfer, assignment or alteration;
- .3 Such certificate is to be as shown in **Appendix “A”**;
- .4 The Consultant shall carry Commercial General Liability Insurance satisfactory to the City in the amount of TWO MILLION DOLLARS (\$2,000,000.) inclusive per occurrence;
- .5 The Professional Liability Insurance policy shall insure the Consultant’s legal liability for errors, omissions and negligent acts, to the extent of now less than \$500,000 per claim and \$1,000,000 Aggregate.

4.3 Indemnity

The Consultant will indemnify and save harmless the City, its employees and agents from and against all claims, demands, losses, damages, costs and expenses made against or incurred, suffered or sustained by the City at any time or times, (either before or after the expiration or sooner termination of this agreement) where the same or any of them are based upon or arise out of or from anything done or omitted to be done by the Consultant or by any servant, employee, officer, director or sub-Consultant of the Consultant pursuant to the Contract.

4.4 WorkSafeBC

The Consultant shall be in good standing with WorkSafeBC and provide a WorkSafeBC Registration Number.

4.5 Business License Requirement

The Consultant will be required to provide evidence of a valid Coquitlam Business License prior to commencement of the services.

For information contact the City Business Licenses Division (phone 604-927-3085) or apply on-line at website:

<http://www.coquitlam.ca/city-services/licenses-and-permits/business.aspx>

4.6 Permits

The Consultant will provide and pay for all permits required to carry out the work for which, the City will reimburse the Consultant the cost of the permit.

4.7 Subletting

The Consultant will not, without the written consent of the City of Coquitlam, assign, and sublet or transfers any subsequent contract or any part thereof.

4.8 Confidentiality of Information

The Consultant agrees that proprietary City information obtained as a result of participation in this project is confidential and must not be disclosed without written authorization from the City.

4.9 Advertisement

The Contractor will not advertise its relationship with the City without prior written authorization from the City.

4.10 Intellectual Property Rights

The City intends to use the design of the new fieldhouse to establish a standard design that would be used by the City as a model for future fieldhouse facilities.

The Consultant hereby sells, assigns and transfers to the City the right, title and interest required to use and receive the benefit of all the reports, drawings, plans, designs, models, specifications, computer software, concepts, products, designs or processes or other such work product produced by or resulting from the Services rendered by the Consultant.

4.11 Default

The City reserves the right, at its sole discretion, to immediately terminate the contract, in whole or in part, and utilize the services of any other Consultant, if the successful Consultant:

- .1 Fails to make delivery of the services;
- .2 Fails to perform any provision of the contract within the time specified, or within a reasonable amount of time if no time is specified, as determined by the City;
- .3 Fails to meet the City's standard of expected and agreed level of service and performance;
- .4 Be adjudged bankrupt or makes general assignment for the benefit of creditors.

Time is of the essence.

4.12 Cancellation

The Contract or Purchase Order issued may be cancelled by either party for any reason without cause or penalty upon 30 days written notice. Payment will be made to the Consultant for services and deliverables provided at time of notice.

4.13 Dispute Resolution

The parties will make reasonable efforts to resolve any dispute, claim or controversy arising out of this contract using the following dispute resolution procedures:

1. Negotiation – the parties will make reasonable efforts to resolve any dispute by amicable negotiations and will provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate negotiations.
2. Mediation – If all or any of a Dispute cannot be resolved by good faith negotiations within 30 days, either party may refer the matter to mediation. Within 10 days of delivery of notice, the parties will mutually appoint a mediator. If the parties fail to agree on the appointment of the mediator, then either party may apply to the BC International Commercial Arbitration Centre for appointment of a mediator. The parties will continue to negotiate in good faith to resolve the Dispute with the assistance of the mediator. The place of mediation will be Vancouver, British Columbia. Each party will bear its own costs of participating in the mediation.

3. Litigation – If within 90 days of the request of the mediation, the Dispute is not settled, or if the mediator advises that there is no reasonable possibility of the parties reaching a negotiated resolution, then either party may without further notice, commence litigation. The place of litigation shall be in metro Vancouver, British Columbia.

4.14 Law

This Contract shall be governed by and construed in accordance with the laws of the Province of British Columbia.

4.15 Schedule of Payments

- .1 A Purchase Order (the “PO”) for the consulting services will be issued to the successful Proponent based on the proposal submitted and as finally negotiated. Invoice amount in excess of the PO will not be accepted. If projected costs exceed the original PO then a formal request to extend the PO amount must be submitted as a written proposal for additional services and subsequently approved by the City’s Representative.

Invoicing

Consultant is required to forward to the City’s Representative and Project Clerk, a draft copy of the proposed percentage complete of the “Schedule of Fees” (Lump Sum) for consideration. Upon City approval, a formal invoice can then be submitted to the City for processing.

Invoices must be prepared on a monthly basis and are to be sent in .pdf format sent to email: apinvoices@coquitlam.ca Attention: Accounts Payable, and must indicate the PO number, the project name and the City’s Representative. The City’s Representative is to be copied on the email distribution.

Payments

Payments will be made in portions of the fixed lump sum amounts quoted based upon satisfactory completion of a portion of each of the project deliverables as determined by the Representative outlined above and in accordance with the following table. The Proponent shall submit a similar fee matrix in their proposal with the ‘Fee (lump sum)’ amounts completed that match the level of effort table.

- .2 **Payment of Invoices**

Payment for work covered by the Purchase Order will be made at the percentage complete of the ‘**Schedule of Payment**’ (Lump Sum) Fee for personnel and for approved additional disbursements as outlined in the RFP.

GST is to be shown as a separate item. Invoice amounts for disbursements which are not identified under the RFP, or not subsequently approved, will not be considered. If the work indicated on the **'Schedule of Payment'** and invoice is approved by the City Representative, payment is scheduled for 30 days after receipt of invoice or best efforts, from date the invoice is received.

Payments made to the Consultant shall not be construed as an unconditional acceptance of the work accomplished up to the time of payment.

.3 Withholding of Payments

- .1 The City may withhold payment to the Consultant as necessary to protect the City relating to:
 - .1 unsatisfactory progress in providing the services contained in this RFP;
 - .2 unsatisfactory performance or quality of work;
 - .3 failure to make payments to the Sub-Consultants.
- .2 No interest shall accrue on payments withheld by the City. Interest payments will only be considered where it is agreed that the City erred in its information causing the withholding of payment.
- .3 The withholding of any payment shall not affect the Consultant's obligation to continue performance of work.
- .4 No additional design costs will be paid to the Consultant or their sub consultants as a result of changes to the design schedule or order of work throughout the duration of the Contract.

.4 Extra Works

The Consultant must receive written approval from the City prior to commencing any additional works which will affect the project cost or schedule. A Change Order form must be submitted in the event the Consultant fees exceed the original proposed purchase order amount. In this situation the Consultant will be requested to submit scope of work change alternatives to meet the budget.

Any invoice encompassing extra work or additional work not previously approved in writing, and documented in a change order, will not be accepted by the City.

5.0 EVALUATION CRITERIA

5.1 Evaluation Committee

The evaluation of Proposals will be undertaken on behalf of the City by an ‘Evaluation Committee’ appointed by the City.

5.2 Evaluation Criteria

Proposals will be evaluated to determine the Proposal which is most advantageous to the City, using the following criteria which are not listed in order of preference, points, value, priority or rank:

- .1 Completeness and thoroughness of proposal relative to requirements outlined in this RFP;**
- .2 Project Team;**
- .3 Corporate Experience;**
- .3 Methodologies and Approach;**
- .4 Work Plan Schedule;**
- .5 Level of Effort and Fees;**
- .6 Schedule of Payment.**

- No prices, totals, weights or scores will be provided to any Proponents.
- The lowest Proposal may not necessarily be accepted, rather will be analyzed to determine best overall value to the City.
- The City may request additional information from one or more proponents which would also be considered in the evaluation.

The City intends to use the design of the new fieldhouse to establish a standard design that would be used by the City as a model for future fieldhouse facilities.

The City reserves the right to sole source with the successful Consultant for any additional fieldhouse facilities or until such a time as the City may release a new RFP.

The City makes no representation of any kind as to the volume of projects. The City also reserves the right to implement a separate pre-qualification process where more specialized services or projects are involved.

5.3 Negotiation

The City reserves the right to accept or reject any or all Proposals or, prior to award, to negotiate changes to the Scope of Services, including pricing with one or more Proponents, proposing the “best value” without having any duty to advise any other Proponent or to allow them to vary their Proposal as a result of changes.

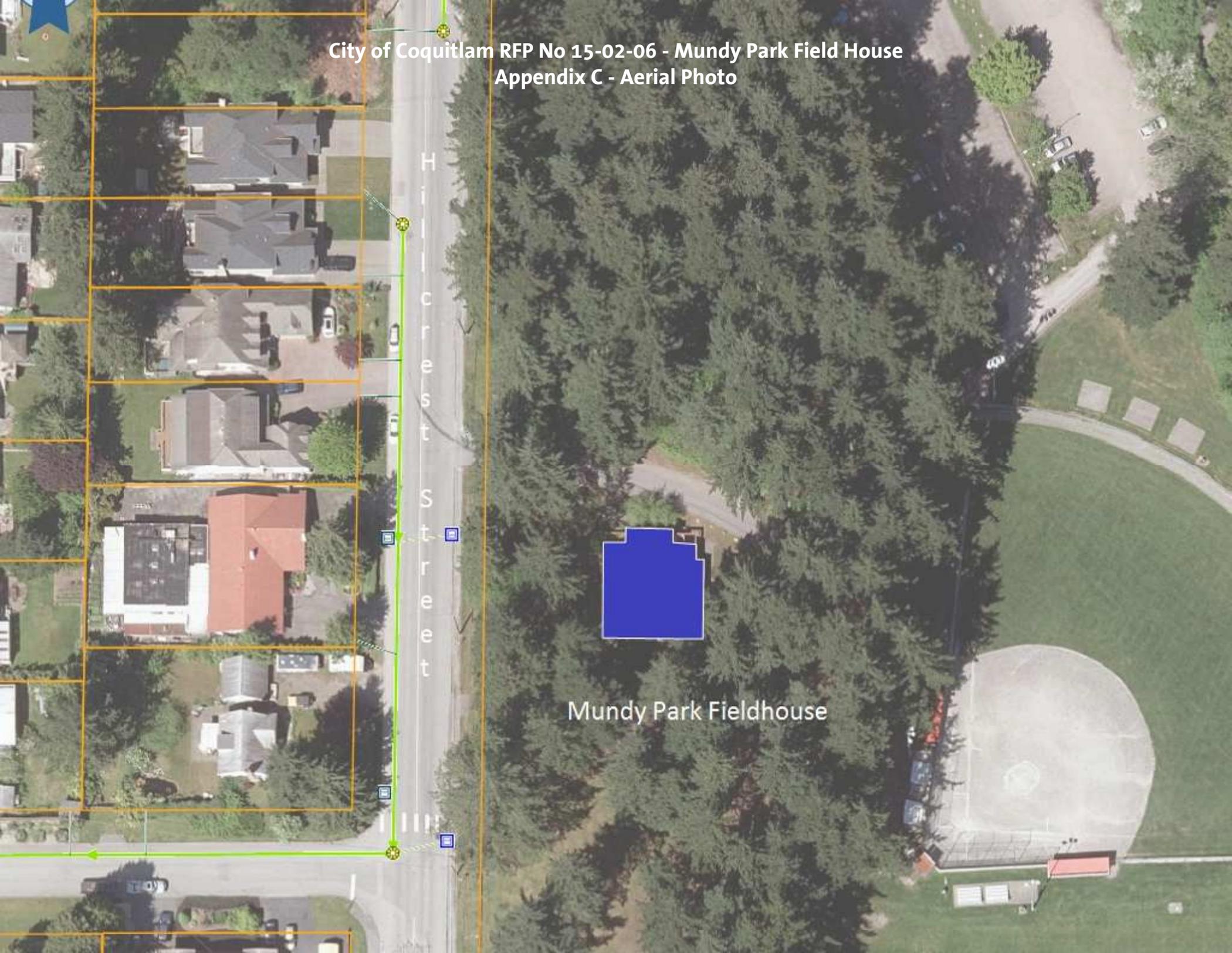
The City may enter into a changed or different scope of services with the Proponent proposing “Best value”, without liability to Proponents that are not awarded the contract.

5.4 Contract

Award will be made by issue of a City Purchase Order (PO) incorporating the information contained in this RFP, the City’s “Terms and Conditions of Contract” outlined in Section 4 of this RFP and the City’s standard “Terms and Conditions of Purchase” which are located on the City’s website: www.coquitlam.ca, the accepted Proposal, addenda and subsequent clarifications, discussions and correspondence.



City of Coquitlam RFP No 15-02-06 - Mundy Park Field House
Appendix C - Aerial Photo



Mundy Park Fieldhouse

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CITY OF COQUITLAM - RFP No. 15-02-06
Appendix D - SCHEDULE OF EFFORT AND FEES

RFP No. 15-02-06 - Mundy Park Fieldhouse - 'Level of Effort and Fee Schedule' for Design and Development Services

RFP No. 15-02-06 - Mundy Park Fieldhouse - 'Level of Effort and Fee Schedule' for Design and Development Services																										
Project Team/Company Name																										
Project Team Designation	Prime/Lead Consultant					Civil Engineering				Geotechnical Engineering				Structural Engineering				Mechanical Engineering				Electrical Engineering				
Person Responsible (initials)																										
Title	Senior Review	Lead Design	Project Admin.	Lead Tech.	CAD Tech.	Senior Review	Project Tech.	Civil Inspect.	CAD Tech.	Senior Review	Project Tech.	Geo. Inspect.	CAD Tech.	Senior Review	Project Tech.	Struct. Inspect.	CAD Tech.	Senior Review	Project Tech.	Field Eng.	Field Insp.	Senior Review	Project Tech.	Field Eng.	Field Insp.	TOTALS
Hourly Rates (\$)																										
Phase 1 - Inventory & Analysis																										
Project Initiation, Site Analysis & Program																										
Preliminary Design Development																										
Preferred Design Development																										
Total Hours Per Person																										
Total Fees Per Person																										
PHASE 1 - TOTALS	\$0.00					\$0.00				\$0.00				\$0.00				\$0.00				\$0.00				\$0.00
Phase 2 - Design Development																										
25% Contract Design Review																										
50% Contract Design Review & Preliminary Cost Estimate																										
95% Contract Design Review and Cost Estimate																										
Permits, SWG and Council Comments																										
100% Final Contract Design Drawings																										
Contract Document Package (Issued for Permits)																										
Total Hours Per Person																										
Total Fees Per Person																										
PHASE 2 - TOTALS	\$0.00					\$0.00				\$0.00				\$0.00				\$0.00				\$0.00				\$0.00
Phase 3 - Contract Dwgs & Documentation																										
Draft Tender Document Package for Review																										
Tender Document Issued for Tender																										
Total Hours Per Person																										
Total Fees Per Person																										
PHASE 3 - TOTALS	\$0.00					\$0.00				\$0.00				\$0.00				\$0.00				\$0.00				\$0.00
DISBURSEMENTS																										
Phase 4 - Contract Administration																										
Tendering and Tender Review																										
Pre-award Meeting																										
Construction Schedule of Value and Invoice Review																										
Project Record Drawings																										
Total Hours Per Person																										
Total Fees Per Person																										
PHASE 4 - TOTALS	\$0.00					\$0.00				\$0.00				\$0.00				\$0.00				\$0.00				\$0.00
Phase 5 - Field Services																										
Site Meetings (minimum 12)																										
Field Reviews - Prime Consultant (12)																										
Field Reviews - Civil, Geotech, Struct. Mech., Elect. (6)																										
Field Review Testing & Reports																										
Project Commissioning, Operation Manuals & Mtn Program & VFA spreadsheet																										
Substantial Completion & Deficiency reports																										
Total Completion and Final Documentation																										

CITY OF COQUITLAM - RFP No. 15-02-06
Appendix D - SCHEDULE OF EFFORT AND FEES

RFP No. 15-02-06 - Mundy Park Fieldhouse - 'Level of Effort and Fee Schedule' for Design and Development Services

RFP No. 15-02-06 - Mundy Park Fieldhouse - 'Level of Effort and Fee Schedule' for Design and Development Services																												
Project Team/Company Name																												
Project Team Designation		Prime/Lead Consultant					Civil Engineering				Geotechnical Engineering				Structural Engineering				Mechanical Engineering				Electrical Engineering					
Person Responsible (initials)																												
Title		Senior Review	Lead Design	Project Admin.	Lead Tech.	CAD Tech.	Senior Review	Project Tech.	Civil Inspect.	CAD Tech.	Senior Review	Project Tech.	Geo. Inspect.	CAD Tech.	Senior Review	Project Tech.	Struct. Inspect.	CAD Tech.	Senior Review	Project Tech.	Field Eng.	Field Insp.	Senior Review	Project Tech.	Field Eng.	Field Insp.		
Hourly Rates (\$)																												
As-built Information Provided																												
Total Hours Per Person																												
Total Fees Per Person																												
PHASE 5 - TOTALS		\$0.00					\$0.00				\$0.00				\$0.00				\$0.00				\$0.00				\$0.00	
DISBURSEMENTS (as listed under 3.16.5 as acceptable)		\$0.00					\$0.00				\$0.00				\$0.00				\$0.00				\$0.00				\$0.00	
TOTAL COST (not including taxes)		\$0.00					\$0.00				\$0.00				\$0.00				\$0.00				\$0.00				\$0.00	



City of Coquitlam
REQUEST FOR PROPOSALS
RFP No. 15-02-06

Design and Development Services
for
Mundy Park Fieldhouse

Proposals will be received on or before 2:00 pm local time on:

Thursday, April 30, 2015
(Closing date and time)

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be uploaded through QFile, the City's file transfer service accessed at website: <http://qfile.coquitlam.ca/bid>

- 1. In the "Subject Field" enter:** RFP Number and Name
- 2. Add files in .pdf format and Send** (ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete)

Proponents are to allow ample time to complete the Proposal Submission process. If assistance is required phone 604-927-3060 or fax 604-927-3035.

Proposal Submission Form

Complete and return this section with:
Appendix D – Schedule of Effort and Fees

Submitted by: _____
(company name)

PROPOSAL SUBMISSION

*****Please Note*****

- **In addressing each criterion, all proposals must be submitted using the numbering format below.**
 - **Failure to follow this parameter may result in the rejected of the proposal.**
 - **Attach pages as needed referencing the numbering format listed below.**
-

1.0 Requirements of RFP

- 1.1 The Proponent shall provide a brief description, from the Consulting Team, outlining a comprehensive understanding of the project’s:
 - .1 Objectives, scope, and outcome.
 - .2 Issues and opportunities.
 - .3 Level of involvement required, and
 - .4 Intended deliverables.
-

2.0 Identification of Project Team

- 2.1 Identified on the Level of Effort/Fee Matrix (**See Appendix D**) all Prime Consultant personnel directly assigned to the Project.
 - 2.2 Identified on the Level of Effort/Fee Matrix (**See Appendix D**) all Sub Consultant personnel directly assigned to the Project, including written acknowledgement from the Proponent of their ability to effectively manage and coordinate the work of their Sub Consultant Team.
 - 2.3 The personnel assigned to this project, as outlined in the proposal submission, shall remain in-place for the duration of the contract, unless prior written notification has been provided by the Consultant and approval granted for the personnel change from the City’s Project Administrator including but not limited to:
 - .1 Prime/Lead Consultant personnel;
 - .2 Civil, Geotechnical, Structural, Mechanical, and Electrical Engineers;
 - .3 Testing and Measuring Services agencies;
 - .4 Any other consultants who will provide specialized services that the Proponent believes will add value to the project.
-

3.0 Methodology and Approach.

- 3.1 The Proponent is responsible to determine the framework for the most efficient, effective and thorough work plan based upon their own proven performance and time tested practices.
- 3.2 Generally, the work program for this project should include, but not be limited to:
 - .1 Inventory;
 - .2 Conceptual and Final design;
 - .3 Contract Documentation and Contract Drawings; and
 - .4 Contract Administration and Construction Review
- 3.3 The Proponent shall be responsible for clearly identifying, in their **'Schedule of Payment'**, any items which the Proponent deems as 'extra work' which they feel is integral to and necessary for the successful completion of this project and/or work for which they will not be responsible. The Proponent shall list these 'Optional Services' including the cost and any associated disbursements if they were tasked to complete this 'extra work'.

4.0 Work Plan Schedule

- 4.1 Written acknowledgement of the Proponent's availability to meet the time schedule and completion date and ability to deliver the required Services to the City given the proponent's existing workload and future commitments.

5.0 Fee Schedule and Cost of Services- “SCHEDULE OF PAYMENT”

5.1 Price – Lump Sum Fees – Design Services

- .1 Provide a detailed fee schedule shown above. The fee schedule shall show the maximum upset limits that the ‘Consulting Team’ will not exceed unless the City Representative request additional services which are beyond the Scope of Work as outlined in this RFP.
- .2 Include any additional “Optional Services” or costs not accounted for in the fee schedule as part of the proposal submission.
- .3 The successful Proponent will not be able to claim any additional cost as a result of changes to the construction schedule or order of works, or for project delays due to inclement weather conditions. This condition shall be in effect for the duration of the project.

FEE SCHEDULE - ‘DESIGN SERVICES’ - “SCHEDULE OF PAYMENT”

<u>Item No.</u>	<u>Component</u>	<u>Fee (Lump Sum)</u>
Phase 1	Inventory & Analysis	\$
1.0	Project Initiation, Site Analysis & Program	
2.0	Preliminary Design Development	
3.0	Preferred Design Development	
Phase 2	Design Development	\$
4.0	25% Design Review	
5.0	50% Design Review, Preliminary Sub-	
6.0	95% Design Review & Cost Estimate	
7.0	Permits, SWG, and Council comments	
8.0	100% Final Design Drawings	
Phase 3	Contract Drawings and Documentation	\$
9.0	Draft Tender Document Package for Review	
10.0	Tender Document Package	
11.0	Disbursements	
	Complete ‘Design’ Services (exclude GST) ‘DESIGN’ SUB TOTAL	\$

5.2 Price – Lump Sum Fees – Construction Services

FEE SCHEDULE – ‘CONSTRUCTION MANAGEMENT SERVICES’ - “SCHEDULE OF PAYMENT”

Phase 4	Contract Administration	\$
12.0	Tendering and Tender Review	
13.0	Pre-award meeting	
14.0	Construction Schedule of Value & Invoice Review	
15.0	Project Record Drawings	
Phase 5	Field Services	\$
16.0	Site Meetings – minimum twelve (12)	
17.0	Field Reviews – Prime Consultant – twelve (12)	
18.0	Field Reviews – Civil Works, Structural, Mechanical, Electrical, etc. – minimum six (6)	
19.0	Field Reviews – Testing and Reports	
20.0	Project Commissioning, Operation Manuals &	
21.0	Substantial Completion and deficiency reports	
22.0	Total Completion & Final Documentation	
23.0	As-built information provided	
24.0	Disbursements	
	Complete ‘Construction Management’ Services (exclude GST) CONSTR. MGMT.SUB TOTAL	\$
	Complete Construction Management and Design Services Total (exclude GST)	\$

This Schedule of Payment is to match Appendix D – Schedule of Effort and Fees amounts.

6.0 Optional Price for Ownership of Design

Transfer of ownership of the final design for the City to establish a standard design standard for future fieldhouses in the City of Coquitlam:	\$
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At the City's sole discretion, the City would also reserve the right to sole source with the successful Consultant for future fieldhouses.

7.0 Experience and References

Proponents shall be experienced qualified and professional in performing the services requested.

Contracts indicated below should be related to projects similar in size, scope and complexity:

Year Started	
Year Completed	
Description of Contract	
Company	
Contact Person	
Telephone and Email	
Contract Value	

Year Started	
Year Completed	
Description of Contract	
Company	
Contact Person	
Telephone and Email	
Contract Value	

Year Started	
Year Completed	
Description of Contract	
Company	
Contact Person	
Telephone and Email	
Contract Value	

8.0 Conflict of Interest

Proponents shall disclose any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees.

9.0 Period for Acceptance of Proposal

The City of Coquitlam requests Proposals to remain open for acceptance for a minimum of 60 days.

Our Proposal will remain open for acceptance by the City for a period of _____ days from the Closing Date.

10.0 Addenda

We acknowledge the receipt of the following Addenda related to this Request for Proposal and have incorporated the information received in preparing this Proposal:

Addendum No.	Date Issued	Date Received

11.0 Authorization

We hereby submit our Proposal for the services described in this RFP and confirm that price, and other information contained in this Proposal are accurate, and that the signature(s) below are those of duly authorized officer(s) of the Proponent having the authority necessary to bind their company to statements made in this Proposal.

For the purpose of this RFP, electronic signatures are accepted.

Company Name:	
Address:	
Phone:	
Fax:	
Name and Title of Contact <i>for communication related to this RFP</i> (please print)	
Contact Email:	
Name & Title of Authorized Signatory: (please print)	
Signature of Authorized Person:	
Date:	

– End of Proposal Submission Form –