

Request for Proposals

Architect/Prime Consultant Services for New K-12 School

Request for Proposals Number: ON-002382

Issue date: Wednesday, May 22nd, 2013

Closing Time: Proposal must be received before 2:00 PM Pacific Time on: Tuesday, June 19th, 2013

CONTACT PERSON: All enquiries related to this Request for Proposals (RFP), including any requests for information and clarification, are to be directed, in writing, to the following person who will respond if time permits. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses will be recorded and may be distributed to all Proponents at the Conseil Scolaire Francophone de la Colombie-Britannique's option.

Sol Reeve, Procurement Specialist
Procurement Services Branch
Email: Purchasing@gov.bc.ca

DELIVERY OF PROPOSALS:

Proposals must not be sent by mail, facsimile or e-mail. Proposals are to be submitted to the closing location as follows:

A. One complete hard-copy (plus one (1) electronic file in MS Word or PDF format on CD or USB memory device) of the proposal and One (1) copy of Appendix 5 – Fee Proposal sealed in a separate envelope must be delivered by hand or courier to:

Procurement Services Branch
c/o 2nd Floor 563 Superior Street
Victoria, B.C. V8V 1T7

Attention: Sol Reeve, Procurement Specialist

Proposal envelopes should be clearly marked with the name and address of the Proponent, the Request for Proposals number, and the project or program title.

OR

B. One complete electronic proposal and the completed Appendix 5 – Fee Proposal, in a separate file, must be received in accordance with BC Bid instructions for e-bidding. Only pre-authorized e-bidders registered on the BC Bid system can submit electronic bids.

PROponents' MEETING: A Proponents' meeting **will not** be held.

PROponent SECTION:

For hard-copy proposals, a person authorized to sign on behalf of the Proponent **must** complete and sign the Proponent Section (below), leaving the rest of this page otherwise unaltered, and include the originally-signed and completed page with the first copy of the proposal. **For electronic proposals**, all parts of the Proponent Section (below) must be completed except the signature field, as the BC Bid e-bidding key is deemed to be an original signature. The rest of this page must be otherwise unaltered and submitted as part of your proposal.

The enclosed proposal is submitted in response to the above-referenced Request for Proposals, including any addenda. Through submission of this proposal we agree to all of the terms and conditions of the Request for Proposals and agree that any inconsistent provisions in our proposal will be as if not written and do not exist. We have carefully read and examined the Request for Proposals, including the Administrative Section, and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in our proposal.

<i>Signature of Authorized Representative:</i>	<i>Legal Name of Proponent (and Doing Business As Name, if applicable):</i>
<i>Printed Name of Authorized Representative:</i>	<i>Address of Proponent:</i>
<i>Title:</i>	
<i>Date:</i>	<i>Authorized Representative phone, fax or email address (if available):</i>

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A. Definitions and Administrative Requirements

1. Definitions

Throughout this Request for Proposals, the following definitions apply:

- a) "SSBC" means Shared Services BC of the Ministry of Citizens' Services and Open Government;
- b) "Contract" means the written agreement resulting from this Request for Proposals executed by the Conseil Scolaire Francophone de la Colombie-Britannique and the Contractor;
- c) "must", or "mandatory" means a requirement that must be met in order for a proposal to receive consideration;
- d) "Proponent" means an individual or a company that submits, or intends to submit, a proposal in response to this Request for Proposals;
- e) "Request for Proposals" or "RFP" means the process described in this document;
- f) "Conseil Scolaire Francophone de la Colombie-Britannique" and "CSF" means the School District 93 (SD93);
- g) "should" or "desirable" means a requirement having a significant degree of importance to the objectives of the Request for Proposals; and
- h) "will" means a contractual requirement.

2. Terms and Conditions

The following terms and conditions will apply to this Request for Proposals. Submission of a proposal in response to this Request for Proposals indicates acceptance of all the terms that follow and that are included in any addenda issued by the Conseil Scolaire Francophone de la Colombie-Britannique. Provisions in proposals that contradict any of the terms of this Request for Proposals will be as if not written and do not exist.

3. Additional Information Regarding the Request for Proposals

Proponents are advised to fill out and return the attached Receipt Confirmation Form.

All subsequent information regarding this Request for Proposals, including changes made to this document will be posted on the BC Bid website at www.bcbid.ca. It is the sole responsibility of the Proponent to check for amendments on the BC Bid website.

4. Late Proposals

Proposals will be marked with their receipt time at the closing location. Only complete proposals received and marked before closing time will be considered to have been received on time. Hard-copies of late proposals will not be accepted and will be returned to the Proponent. Electronic proposals that are received late will be marked late and will not be considered or evaluated.

In the event of a dispute, the proposal receipt time as recorded at the closing location will prevail whether accurate or not.

5. Eligibility

- a) Proposals will not be evaluated if the Proponent's current or past corporate or other interests may, in the Conseil Scolaire Francophone de la Colombie-Britannique's opinion, give rise to a conflict of interest in connection with the project described in this Request for Proposals. This includes, but is not limited to, involvement by a Proponent in the preparation of this Request for Proposals. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Contact Person listed on page 1 prior to submitting a proposal.

- b) Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents.

6. Evaluation

Evaluation of proposals will be by a committee formed by the Conseil Scolaire Francophone de la Colombie-Britannique and may include employees and contractors of CSF. All personnel will be bound by the same standards of confidentiality.

7. Negotiation Delay

If a written Contract cannot be negotiated within thirty days of notification of the successful Proponent, the Conseil Scolaire Francophone de la Colombie-Britannique may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the Request for Proposals process and not enter into a Contract with any of the Proponents. The Conseil Scolaire Francophone de la Colombie-Britannique may treat the next qualified Proponent, and any further Proponent that the CSF enters into negotiations with, in the same manner.

8. Debriefing

At the conclusion of the Request for Proposals process, all Proponents will be notified. Unsuccessful Proponents may request a debriefing meeting with the Conseil Scolaire Francophone de la Colombie-Britannique.

9. Changes to Proposals

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the Conseil Scolaire Francophone de la Colombie-Britannique for purposes of clarification.

10. Proponents' Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the Conseil Scolaire Francophone de la Colombie-Britannique, if any. If the CSF elects to reject all proposals, the Conseil Scolaire Francophone de la Colombie-Britannique will not be liable to any Proponent for any claims, whether for 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.

11. Limitation of Damages

Further to the preceding paragraph, the Proponent, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal and the Proponent, by submitting a proposal, waives any claim for loss of profits if no Contract is made with the Proponent.

12. Proposal Validity

Proposals will be open for acceptance for at least 90 days after the closing date.

13. Firm Pricing

Prices will be firm for the entire Contract period unless this Request for Proposals specifically states otherwise.

14. Currency and Taxes

Prices quoted are to be:

- a) in Canadian dollars;
- b) inclusive of duty, where applicable; FOB destination, delivery charges included where applicable; and
- c) exclusive of applicable taxes.

15. Completeness of Proposal

By submission of a proposal the Proponent warrants that, if this Request for Proposals is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Contractor at no charge.

16. Acceptance of Proposals

- a) This Request for Proposals should not be construed as an agreement to purchase goods or services. The Conseil Scolaire Francophone de la Colombie-Britannique is not bound to enter into a Contract with the Proponent who submits the lowest priced proposal or with any Proponent. Proposals will be assessed in light of the evaluation criteria. The Conseil Scolaire Francophone de la Colombie-Britannique will be under no obligation to receive further information, whether written or oral, from any Proponent.
- b) Neither acceptance of a proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

17. Definition of Contract

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

18. Contract

By submission of a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Conseil Scolaire Francophone de la Colombie-Britannique on the terms set out in Appendix 1.

19. Liability for Errors

While the Conseil Scolaire Francophone de la Colombie-Britannique has used considerable efforts to ensure information in this Request for Proposals is accurate, the information contained in this Request for Proposals is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Conseil Scolaire Francophone de la Colombie-Britannique, nor is it

necessarily comprehensive or exhaustive. Nothing in this Request for Proposals is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposals.

20. Modification of Terms

The Conseil Scolaire Francophone de la Colombie-Britannique reserves the right to modify the terms of this Request for Proposals at any time in its sole discretion. This includes the right to cancel this Request for Proposals at any time prior to entering into a Contract with the successful Proponent.

21. Ownership of Proposals

All proposals submitted to the Conseil Scolaire Francophone de la Colombie-Britannique become the property of the Conseil Scolaire Francophone de la Colombie-Britannique. They will be received and held in confidence by the CSF, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this Request for Proposals.

22. Use of Request for Proposals

Any portion of this document, or any information supplied by the Conseil Scolaire Francophone de la Colombie-Britannique in relation to this Request for Proposals may not be used or disclosed, for any purpose other than for the submission of proposals. Without limiting the generality of the foregoing, by submission of a proposal, the Proponent agrees to hold in confidence all information supplied by the Conseil Scolaire Francophone de la Colombie-Britannique in relation to this Request for Proposals.

23. Reciprocity

The Conseil Scolaire Francophone de la Colombie-Britannique may consider and evaluate any proposals from other jurisdictions on the same basis that the government purchasing authorities in those jurisdictions would treat a similar proposal from a British Columbia supplier.

24. No Lobbying

Proponents must not attempt to communicate directly or indirectly with any employee, contractor or representative of the Conseil Scolaire Francophone de la Colombie-Britannique, including the evaluation committee and any elected officials of the Conseil Scolaire Francophone de la Colombie-Britannique, or with members of the public or the media, about the project described in this Request for Proposals or otherwise in respect of the Request for Proposals, other than as expressly directed or permitted by the Conseil Scolaire Francophone de la Colombie-Britannique.

25. Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this RFP requires Proponents to provide the Conseil Scolaire Francophone de la Colombie-Britannique with personal information of employees who have been included as resources in response to this RFP, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the Conseil Scolaire Francophone de la Colombie-Britannique. Such written consents are to specify that the personal information may be forwarded to the Conseil Scolaire Francophone de la Colombie-Britannique for the purposes of responding to this RFP and use by the Conseil Scolaire Francophone de la Colombie-Britannique for the purposes set out in the RFP. The Conseil Scolaire Francophone de la Colombie-Britannique may, at any time, request the original consents or copies of the original consents from Proponents, and upon such request being made, Proponents will immediately supply such originals or copies to the Conseil Scolaire Francophone de la Colombie-Britannique.

B. Requirements and Response

1. Summary of the Requirement

The Conseil Scolaire Francophone de la Colombie-Britannique (CSF) is requesting proposals to retain the services of an Architect/Prime Consultant to plan, design and oversee the replacement of a school building.

The Project is broken into two phases:

- Phase 1: site planning and recommendation, functional programming and design and construction of a new school building.
- Phase 2: demolition of the existing buildings.

The estimated construction budget is \$24,875,733. Total gross building area for replacement is 6,839 m². The new building will be a LEED Gold certified building.

The Architect/Prime Consultant will put forward a Lead Architect for the Project. **Note: it is a requirement of the contract that the Lead Architect (or an appointed senior team member) will communicate fluently in both oral and written French.**

In order to meet the mandatory requirements of this RFP, Proponents must demonstrate experience gained within the past 10 years acting as the architect / prime consultant coordinating more than one other consultant (such as structural, mechanical and electrical engineers), with respect to:

- (i) at least two (2) K-12 education projects;
- (ii) at least one (1) new building or addition project with a construction value in excess of \$10 million.

The CSF invites all qualified Architectural firms to respond to this RFP.

2. Additional Definitions

In addition to the Request for Proposals Definitions set out in paragraph 1 of Section A, throughout this Request for Proposals, the following definitions will apply:

- a) "BC Bid" means the electronic tendering service maintained by Shared Services BC;
- b) "BC Bid Website" means the website maintained by BC Bid at www.bcbid.ca, or any replacement website;
- c) "Consultant Team" or "Team" means a team comprised of the Prime Consultant and Sub-consultants retained by the Prime Consultant, that, if successful in this RFP process, will perform the services requested;
- d) "Lead Architect" means an Architect who will be the Team's principal representative for the duration of the Project;
- e) "Lead Sub-consultant" means an individual who will be the Sub-consultants' principal representative for the duration of the Project;

- f) “Prime Consultant” means an architectural firm registered in British Columbia that enters into the contract with CSF to provide the architectural services including overall liaison, control, coordination and communication between all parties within the Consultant Team and with the Project Manager;
- g) “Project” means the services contemplated under this Request for Proposals;
- h) “Sub-consultant(s)” are those design and/or engineering professionals who are retained by the Prime Consultant to form the Consultant Team; and
- i) “SPIR” means Seismic Project Identification Report.

3. Scope and Budget

3.1 Background

L'école des Pionniers-de-Maillardville is a K to 12 school within the Conseil Scolaire Francophone (CSF) school district, located at 3550 Wellington Street in Port Coquitlam.

An existing school building is located on the site, which was originally constructed as a secondary school and was transferred from the Coquitlam School District to the CSF in 2000. The Classroom Block (Block #1) and the Shops Wing (Block #3) have been assessed through recent SPIR studies conducted by Ausenco Sandwell, recommending seismic upgrades to meet life safety objectives.

A subsequent feasibility study concluded that the most cost effective remedy is a full replacement of the building.

3.2 The Site

The school site is a large rectangular lot, with an area of approximately 12.15 Ac (4.92 Ha). The site area exceeds the Ministry suggested standard for a school with the proposed design capacity. The eastern portion of the site contains a 400 m running track and grass playfield. The school buildings are located in the western zone with the classroom block fronting on Wellington Street and a detached shops wing fronting on Patricia Avenue along the north. The site area at 12.1 Acres is quite large and can accommodate a number of possibilities for placing the new school building.

3.3 New Replacement School

Total gross building area for replacement is 6,839 m².

The new building will be a LEED Gold certified building.

3.4 Demolition

The original school was built in 1958 as Port Coquitlam Senior High School, consisting of most of the current two storey classroom block and the gym block. The shop wing was added on 1967, with other shops added in subsequent years. A two storey music and science block to the south end of the classroom block was added in 1970. Smaller alterations and infill projects have been completed since, resulting in the current building complex, with a total gross area of 9,814 m².

The existing school and shop wing will be demolished.

3.5 Project Budget

The estimated value of the new school building project including demolition of the existing school buildings and all fees is \$24,875,733. inclusive of taxes. (The demolition portion of this budget is estimated to be \$2,728,300.00.)

3.6 Schedule

The existing school will remain in operation until the new school is completed. Once the new school is occupied, the existing buildings will be demolished.

Project Phase		Duration	Target Completion Date
Phase 1			
	Site Planning Functional Programming Design & Documentation	12 months	
	Tender & Award	6 weeks	
	Construction	18 months	
	Occupancy	1 month	August 31 st 2016
Phase 2			
	Demolition & Site Work	3 months	August 31 st , 2017

3.7 Capacity

The new building will be designed to hold an interim target of 560 students. This comprises a 300 student elementary plus 60 K and a 200 student secondary, with some optimization of common facilities; a Neighbourhood Learning Centre (NLC) component is also included, primarily for day care and early learning.

The CSF has a long-term target capacity of 60 full-day Kindergarten, 350 grades 1 to 6 and 250 grades 7 to 12 students. In addition, they expect to continue to provide for day care, pre-school and Strong Start in conjunction with the school. Site planning should allow for a future addition to reach the ultimate targeted capacity of 660 students.

3.8 Disclosure

CSF advises Proponents that the Colborne Architectural Group provided a feasibility report outlining three options (partial seismic upgrade, full seismic upgrade or full replacement of school) in response to the SPIR studies. Information gathered for the feasibility report relates primarily to the condition of the existing building and enrolment capacity projections, and will be made available to the successful Proponent.

As such CSF has determined that the Colborne Architectural Group will not be restricted from responding to this RFP.

4. The Services

The Conseil Scolaire Francophone de la Colombie-Britannique is requesting proposals to retain the services of an Architect/Prime Consultant to plan, design and oversee the construction of a new school building and demolition of an existing building.

The Project is broken into two phases:

Phase 1: site planning and recommendation, functional programming, and design and construction of a new school building.

Phase 2: demolition of the existing buildings.

It is expected that the Consultant Team will provide services for both phases, however CSF reserves the right to terminate the contract after completion of Phase 1, at its sole discretion.

4.1 Project Roles and Responsibilities

Project Manager

The Project Manager will be a CSF employee and will have authority to ensure the successful completion of all aspects and phases of the Project. The Architect/Prime Consultant will work with the Project Manager during all phases of the project and is requested to communicate primarily with the Project Manager.

The Project Manager will direct and control the uses of resources on the project, and will be responsible to maintain lines of communication with all stakeholders, and to coordinate and aggregate all material required to plan, approve, monitor, control and report all activities and input required for the effective management of the Project.

The Project Manager's duties will include:

- Retaining other consultants and specialists as required;
- Arranging separately for specialized studies (i.e. soil testing by a Geotechnical Engineer, legal survey by a land surveyor, etc.);
- Managing the contribution of all stakeholders to ensure that quality, budget and schedule requirements are satisfied;
- Preparing and maintaining the master project schedule;
- Preparing and maintaining the project budget and cost plan;
- Chairing meetings of the integrated project team; and,
- Reviewing the following tender documents:
 1. Invitation to Tender
 2. Instructions to Bidders
 3. Tender Form(s)
 4. Supplementary General Conditions of Contract
 5. General Requirements.

Architect/Prime Consultant

The Architect/Prime Consultant and the Consultant Team will provide service through program development, schematic design, design development, permit applications, construction documentation, construction procurement, construction completion, post-construction phases and the demolition of the existing buildings.

The Architect/Prime Consultant will be responsible for preparing all documentation required to apply for all rebates and incentives available from Municipal, Provincial and Federal Institutions.

Lead Architect

The Architect/Prime Consultant will designate a Lead Architect who will be the Team's principal representative for the duration of the Project.

The Lead Architect will:

1. Be able to communicate fluently in both oral and written French (or, a senior team member may be appointed);
2. not be changed during the project or schedule vacation leave during critical phases of the project without the prior authorization of CSF, that acting reasonably will not unfairly withhold such authorization;
3. provide design coordination and administration as described in Appendix 2;
4. have responsibility for the delivery of services to CSF and lead the delivery of services throughout the project;
5. be solely responsible for ensuring that the Consultant Team delivers all of the required services to the Project;
6. attend all project meetings during all phases of the Project and as CSF or the Project Manager may request. If the Architect/Prime Consultant assigns specialist field staff to the Project, this attendance requirement for the Design Architect will remain.
7. The name of the designated Lead Architect will be entered in Appendix 3.

Consultant Team

The scope of work of this project will necessitate the services of a broad range of professional disciplines. The Architect/Prime Consultant will be responsible for managing and coordinating the Consultant Team in the programming and design phases through to building construction and throughout the Project as required. In Appendix 3 - Confirmation of Consultant Team, the Proponent should set out a list of consultants as deemed necessary to form the Team.

The Architect/Prime Consultant will select, manage and coordinate all members of the Consultant Team. A Lead Sub-consultant should be named for each Sub-consultant who will be the Sub-consultants' principal representative for the duration of the Project.

The Lead sub-Consultant will attend all project meetings during all phases of the Project and any such other meetings as CSF or the Project Manager may request and will not be changed without the prior authorization of CSF, that acting reasonably will not unfairly withhold such authorization.

LEED Administration Services

To achieve LEED gold certification, LEED Administration Services will be required. Please confirm in your proposal if LEED Administration is included in the scope of work. In the case that this service is contemplated as extra provide this as a separate line item in Appendix 5 – Fee Proposal.

5. Proponent Qualifications and Approach

This section seeks information that will be used to evaluate Proponents. "Response Guidelines" are provided to assist in the development of proposals, however Proponents should use their own judgment in determining what information should be provided in response to the requirements. In order to assist evaluators in finding responses address each of the following items in the order they appear and use individual Response Guidelines as headings.

5.1 Approach

Approach means how the Proponent would successfully deliver the Services to CSF. Proponents should describe their approach to this project, rather than past experience.

5.1.1 Demonstrated understanding of the Project requirements

Response Guideline:

1. Provide a comprehensive work plan (Gantt chart or similar) identifying all phases and major milestones for the project, and for each include:
 - key personnel assigned to each; and
 - any resources required from CSF.
2. Provide a maximum 2 page response describing your understanding of the Project as described in this RFP, including your scheduling strategy and any innovative, proactive measures that the Team will adopt to meet project milestones.

5.1.2 Availability of Resources for the Project Duration

Response Guideline:

3. Describe your current workload and commitments in relation to the Project and its projected timeline.

5.1.3 Commitment to Quality Management and Effective Communication

Response Guideline:

4. Describe your quality control procedures and methods proposed for quality assurance.
5. Submit an executive summary written in French.
6. Describe your approach to conflict resolution and processes that will be used to resolve issues during project delivery.

5.2 Qualifications

The successful Proponent should meet or exceed the following qualification requirements.

5.2.1 Corporate Qualifications

Proponent firms (Architect/Prime Consultant) should have:

- Been in business for at least 5 years;
- Demonstrate experience gained in the past 10 years acting as the architect / prime consultant coordinating more than one other consultant (such as structural, mechanical and electrical engineers), with respect to:
 - at least two (2) K-12 educational projects; and
 - at least one (1) new building or addition project with a construction value in excess of \$10 million; and
- Have sufficient technical and support staff to complete the Project.

Response Guideline:

7. Submit with your proposal a completed form in substantially the same format as Appendix 4.

5.2.1 Key Personnel

All proposed key personnel should be available for the term of the Contract. Any substitutions to key personnel are expected to have experience that equals or exceeds those replaced; in this instance resumes will be submitted to the Project Manager for evaluation and approval. Key personnel are:

Architect/Prime Consultant

- Principal in charge
- Lead Architect
- Site Coordinator

Sub-consultants

- Principal in charge
- Lead Sub-consultant

Proposed Lead Architect should be a LEED Accredited professional.

Within their respective disciplines, Key Personnel should have completed at least two (2) projects within the past ten (10) years that meet the following criteria:

- K-12 educational projects;
- LEED certified (or equivalent); and
- Projects with budgets greater than \$10 million.

Response Guideline:

8. Submit a completed form in substantially the same format as Appendix 3 to confirm Team Members.
9. Submit a maximum two page resume for each key personnel, ensuring each resume addresses the requirements noted above.

5.2.2 Fees and Expenses

Proponents should provide a lump sum fixed fee to complete the **Phase 1** (only – fees for demolition will be negotiated at a later date, if required) services described above and in Appendix 2 – Schedule of Consultant’s Services, broken down between professional discipline, fees and disbursements. In addition, proponents are asked to submit schedule of hourly rates and schedule of fees based on percentage of estimated construction value as per Section 3.5.

Reimbursable expenses will be paid at cost plus 5%.

Response Guideline:

10. Submit Appendix 5 - Fee Proposal in a separate sealed envelope.

6. Form of Contract

An agreement in the form of the AIBC Standard Form of *Contract for Consultant Services* Standard Document 6C, 2007, will be used.

7. Evaluation

Proposals will be evaluated in the following steps:

7.1 Mandatory Criteria

Proposals will be checked against the Mandatory requirements. Proposals not clearly demonstrating that they meet mandatory criteria will be excluded from further consideration during the evaluation process.

Administrative Mandatory Criteria	
a)	The proposal must be received at the closing location before the specified closing time.
b)	The proposal must be in English and must not be sent by mail, facsimile or e-mail.
c)	<p>One (1) hard copy of the proposal (plus 1 electronic copy in MS Word or PDF format on CD or USB memory device) and one (1) copy of Appendix 5-Fee Proposal in a separate sealed envelope must be submitted if that delivery method is chosen, with one unaltered, completed Request for Proposals cover page including an originally-signed Proponent Section with the first copy.</p> <p>Alternatively, one electronic copy of the proposal and the completed Appendix 5-Fee Proposal, in a separate electronic file, must be submitted, in accordance with BC Bid instructions for e-bidding, if that delivery method is chosen. Only pre-authorized e-bidders registered on the BC Bid system can submit electronic bids.</p>

Project Specific Mandatory Criteria	
Proponents must:	
d)	<p>Demonstrate experience gained in the past 10 years acting as the architect / prime consultant coordinating more than one other consultant such as structural, mechanical and electrical engineers, with respect to:</p> <ul style="list-style-type: none"> (i) at least two (2) K-12 education projects; (ii) at least one (1) new building or addition project with a construction value in excess of \$10 million.

7.2 Desirable Criteria

Proposals meeting all of the mandatory criteria will be further assessed against desirable criteria in the Approach and Qualifications sections.

7.3 Interview

The three (3) highest scoring proposals will be asked to attend an interview held at the CSF Board Office in Richmond, B.C. Proponents will be asked to present the material they have submitted in their proposal. Aspects of the presentation will be delivered in French, and points will be awarded for clear communication. As well, points for Approach and Qualifications may be adjusted based upon the interview. A summary document describing the interview process will be sent to the short list – Proponents should be ready to attend on short notice.

7.4 References

At this point reference checks may be done by CSF to confirm information submitted. CSF reserves the right to contact references other than those provided by the Proponent. If the Proponent has provided similar services to CSF, internal contract manager(s) for those assignments may be used as reference(s).

No points are awarded for references, but CSF reserves the right to adjust points in any area of the evaluation based on information provided by references. In addition, if any of the references are deemed unsatisfactory, at CSF's sole discretion, CSF reserves the right not to enter into a contract with the Proponent.

7.5 Fees

Finally, fees for the three highest scoring Proponents will be reviewed and total points will be calculated.

Conseil Scolaire Francophone de la Colombie-Britannique intends to award a Contract to the highest scoring Proponent in this RFP process.

7.6 Points

The following points will be allocated to each section.

Criterion	Points
Approach	35
Qualifications	45
Interview	10
Fees	10
Total	100

8. Proposal Format

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- a) An unaltered and completed Request for Proposals cover page, including Proponent Section as per instructions.
- b) Table of contents including page numbers.
- c) An executive summary of the proposal written in French.
- d) The body of the proposal, i.e. the "Proponent Response".
- e) Appendices, appropriately tabbed and referenced, except:
- f) Appendix 5 – Fee Proposal – in a separate sealed envelope.

Note: Evaluators will not consider any information that does not relate to the specific information requested in the RFP. Do not submit unrelated information, which could include but is not limited to company pamphlets, promotional advertisements, and company newsletters.

APPENDIX 1 – FORM OF CONTRACT

An agreement in the form of the AIBC Standard Form of *Contract for Consultant Services* Standard Document 6C, 2007, will be used. The contract can be viewed [here](#).

APPENDIX 2 – SCHEDULE OF CONSULTANT SERVICES

See separate PDF document.

APPENDIX 3 – CONFIRMATION OF CONSULTANT TEAM

Name of Proponent			
Telephone #:		Email:	

We confirm that:

i) _____ (firm) will serve in the capacity of **Architect/Prime Consultant** for the duration of the Project, in accordance with the AIBC Document 6C, and _____ (name) will act as **Lead Architect**.

Yes/no	
	Lead Architect (or appointed senior team member) is able to communicate fluently in both oral and written French
	Lead Architect is a LEED Accredited Professional

ii) we will employ the following sub-consultant organizations to deliver services to the project, and we acknowledge that none of these sub-consultant organizations will be substituted or changed without the prior written authorization of CSF:

Type of Consultant	Name of Firm	Lead Sub-consultant
structural		
mechanical		
electrical		

(If unable to confirm the Lead Sub-consultant for the purposes of this RFP, the Proponent will be required to submit the names of intended Leads within 10 days of contract award.)

Signature Date

Printed Name Title

APPENDIX 4 – CORPORATE QUALIFICATIONS (Section 5.2.1)

In order to meet the Mandatory requirements of this RFP, Proponents **must** complete and submit a form substantially the same as this Appendix 4 with their proposal.

Name of Proponent	
# of years in business:	
Technical and Support Staff	<i>Describe technical and support staff available for the duration of the project.</i>

Proponents must demonstrate experience gained within the past 10 years acting as the architect / prime consultant coordinating more than one other Sub-consultant (such as structural, mechanical and electrical engineers), with respect to:

- (i) at least two (2) K-12 education projects; and / or
- (ii) at least one (1) new building or addition project with a construction value in excess of \$10 million.

Project 1 Name			
Client Company			
Project Budget	\$	Project End Date	
Brief description of project and Proponent’s role			
List Sub-consultants			
Reference Name		Email	

Project 2 Name			
Client Company			
Project Budget	\$	Project End Date	
Brief description of project and Proponent’s role			
List Sub-consultants			
Reference Name		Email	

Additional points will be awarded for additional relevant projects up to a maximum of 4. Copy table as required.

APPENDIX 5 – FEE PROPOSAL

****SUBMIT IN SEPARATE SEALED ENVELOPE MARKED RFP # ON-002382 - FEE PROPOSAL****

Name of Proponent:	
---------------------------	--

Fixed Fee

For the Architect/Prime Consultant’s services as detailed in “Request for Proposal - Architect/Prime Consultant Services for New K-12 School”, the fee, exclusive of applicable taxes, will be:

Type of Consultant (Structural, Mechanical, etc.)	Fee
	\$
	\$
	\$
	\$
	\$
Disbursements	\$
Total Fixed Fee (excluding applicable taxes)	\$
LEED Administration Services (if separate fee)	\$

Total Fixed Fee apportioned as follows:

Site Planning	_____	percent (%)
Program Development	_____	percent (%)
Schematic Design	_____	percent (%)
Design Development	_____	percent (%)
Construction Documentation	_____	percent (%)
Construction Procurement	_____	percent (%)
Construction Contract Administration	_____	percent (%)
Post Construction Commissioning	_____	percent (%)

Hourly Rates

Attach to this fee proposal a schedule of hourly rates for each design team member. Hourly rates will be paid for any additional work.

APPENDIX 6 – SITE PLAN

See separate PDF document