



Request for Qualifications ON-002394

Architectural and Engineering Consulting Services  
**DESIGN GUIDELINES FOR BC COURTHOUSE  
FACILITIES**

Issue date:  
Wednesday, June 26th, 2013

Closing location:

<b>COURIER</b>
Purchasing Services Branch c/o 2 <sup>nd</sup> Floor, 563 Superior Street Victoria, B.C. V8V 1T7 Attention: <b>Jerry Gauthier</b>

**Closing date and time:**

- A. Four (4)** complete hard copies of the Response plus one (1) electronic copy of the Response must be submitted either in MS Word or PDF format and on CD or USB memory device, must be received before 2:00 PM Pacific Time on Thursday, July 18<sup>th</sup>, 2013.

**Contact person:**

Jerry Gauthier, Procurement Specialist  
Fax: (250) 387-7309  
**Procurement@gov.bc.ca**

# Table of Contents

1.	PURPOSE.....	3
2.	THE PROJECT .....	3
3.	REQUEST FOR QUALIFICATIONS DEFINITIONS .....	5
4.	REQUEST FOR QUALIFICATIONS .....	6
4.1	Enquiries .....	6
4.2	Closing Date and Time .....	6
4.3	Qualifications Review Committee.....	6
4.4	Review and Selection.....	6
4.5	Signed Responses.....	7
4.6	Changes to Response Wording .....	7
4.7	Respondent’s Expenses.....	7
4.8	Acceptance of Responses.....	7
4.9	Definition of Contract.....	7
4.10	List of Qualified Suppliers Not Binding.....	7
4.11	Modification of Terms .....	8
4.12	Ownership of Responses.....	8
4.13	Confidentiality of Information.....	8
4.14	Collection and Use of Personal Information.....	8
4.15	Wood First Initiative .....	8
4.16	Receipt Confirmation Form .....	9
4.17	AIBC Temporary License Requirements.....	9
4.18	Debriefing .....	9
5.	QUALIFICATIONS REVIEW CRITERIA.....	9
5.1	Mandatory Criteria Stage 1 .....	9
5.2	Desirable Criteria Stage 2 .....	10
5.3	Notifications and RFP Stage 3.....	10
6.	PRIME CONSULTANT AND DESIGN TEAM REQUIREMENTS .....	10
6.1	Selection Timeline .....	11
7.	RESPONSE DETAILS.....	11
7.1	Response Format.....	11
7.2	Response Guidelines.....	12

## List of Appendices

APPENDIX A      RESPONSE COVERING LETTER

## 1. Purpose

The purpose of this Request for Qualifications is to invite interested Respondents to submit Responses indicating their interest and qualifications for the Project. Based on these responses, and in accordance with the terms of this RFQ, a shortlist of up to five (5) of the highest scoring Respondents will be selected. The Shortlisted Respondents will be invited to the Request for Proposals (RFP) stage for the selection of a Prime Consultant and their Design Team.

## 2. The Project

### 2.1 Background

The Ministry of Justice (JAG)/Facilities Services Division aims to develop design guidelines which will confirm and detail the functional and spatial requirements for Courthouses in the Province of BC. The design guidelines will be used for the development of future courthouses in various locations in the Province.

### 2.2 Project Scope

This project is to update and consolidate the design guidelines for the planning and design of court facilities within the Province of BC. **Note: this is not a construction project.**

Project expectations for the Prime Consultant and their Design Team include:

- Review all related existing British Columbia Court spatial and technical standards and guidelines;
- Review and consider recent developments and recommendations regarding Justice Reform;
- Conduct information gathering meetings and consult with all stakeholder groups related to the court process, (scope and purpose to be further defined in the RFP stage) including:
  - Supreme Court Judiciary
  - Provincial Court Judiciary
  - Court Services Branch
    - Court Administration
    - Sheriff Services
  - Criminal Justice Branch (Crown Counsel)
  - Justice Services Branch (Family Justice Services)
  - Corrections Branch (Community Corrections)
  - Courthouse Libraries BC

- Justice Education Society
  - Bar Association(s)
  - Legal Services Society/Legal Aid
  - Victims Services
- Review other Provincial Court standards provided by JAG.
- Produce a design standards manual which includes:
  - Preliminary Planning Process and Planning Criteria
  - Integrated Design Process for Court design
  - Space requirements
  - Spatial relationships, adjacencies and proximities
  - Courthouse security requirements
  - Data and telecommunications planning and requirements
  - Courtroom sound amplification and recording requirements
  - Furniture, furnishings and equipment and millwork requirements
  - Acoustical separations and sound transmission requirements
  - Detailed written explanations, data charts, floor plans, elevations and building section drawings, furniture and millwork
- In addition to the design standards, the Prime Consultant and their Design Team will be expected to demonstrate these standards in the development of conceptual designs (space programs and layouts) for two regional combined Supreme Court and Provincial Court facilities, one of six (6) and one of twelve (12) courtrooms:
- The Work is scheduled to be complete by June 30, 2014;
- JAG and SSBC planning principles and policies are to be followed; and,
- Environmental sustainability factors such as planning for LEED GOLD rating in new facilities are to be anticipated.

## **2.3 Services and Information**

The successful Proponent in the RFP stage will be provided with materials and information following appointment as applicable for the project, the following list identifies related JAG/Attorney General Guidelines and Standards:

- i. Guidelines for the Planning and Design of Law Court Facilities in British Columbia (1995);
- ii. Designers' Handbook Crown Counsel Offices (1996);
- iii. Ministry of Attorney General Furnishing Requirements and Specifications for Courthouses (1996);
- iv. Ministry of Attorney General Court Facility Security Standards (2004);
- v. Courtroom Sound System Concept Designs and Technical Specifications (2008);
- vi. Ministry of Attorney General Court Facility Design Manual (2009);
- vii. Crown Counsel Security System Specifications (2009);

- viii. Criminal Justice Branch Barrier Installation Specifications (2011);
- ix. Design Considerations for High Security Courtrooms (2012);
- x. Courthouse Administered Card Access Procedures (2012).

The successful Proponent in the RFP stage will be provided with the related Shared Services BC Technical Standards and Specifications:

- i. Owner's Project Identification Signage Standard;
- ii. SSBC Technical Standards – TS2007 basic requirements for office space;
- iii. SSBC Designers' Handbook for Tenant Improvements to Offices under 500 m<sup>2</sup>;
- iv. Indoor Air Quality (IAQ) Standards;
- v. Intrusion Alarm System Specifications;
- vi. Client Comfort Systems Design Manual;
- vii. Ministry of Health – Healthy Workplace Design Guidelines.

### **3. Request for Qualifications Definitions**

Throughout this Request for Qualifications, the following definitions will be used:

- a) **“Contract”** means a written contract executed by the Province and a Qualified Supplier;
- b) **“Consultants”** means those design professionals who comprise the Design Team;
- c) **“Design Team”** means all the required consultants to meet the project requirements;
- d) **“JAG”** means the Ministry of Justice;
- e) **“List of Qualified Suppliers”** or **“List”** means a list of names of Qualified Suppliers, who possess the qualifications described in this RFQ and that have satisfied any conditions set by the Province for being added to and staying on that list arising out of this Request for Qualifications. The List of Qualified Suppliers selected as a result of this RFQ will be eligible to submit a Proposal on the second phase of this Project;
- f) **“Must”**, or **“mandatory”** means a requirement that must be met in order for a Response to receive consideration;
- g) **“Prime Consultant”** means the Architect or other registered professionals who will coordinate all members of the Respondents response to this RFQ;
- h) **“Province”** means Her Majesty the Queen in Right of the Province of British Columbia and includes the Ministry of Technology, Innovation and Citizens' Services;
- i) **“Project”** means the services contemplated under this Request for Qualifications and any subsequent Request for Proposals process;

- j) **“Qualified Supplier”** means a Respondent possessing the qualifications in this RFQ and has satisfied any conditions set by the Province for being added onto the list of Qualified Suppliers;
- k) **“Respondent”** means an individual or a company that submits, or intends to submit, a Response;
- l) **“RFQ”** or **“Request for Qualifications”** means the process described in this document;
- m) **“Shortlisted Respondent”** means the up to five highest scoring Respondents to this RFQ and
- n) **“Should”** or **“desirable”** means a requirement having a significant degree of importance to the objectives of this RFQ;
- o) **“SSBC”** means the Shared Services BC of the Ministry of Technology, Innovation and Client Services;
- p) **“Successful Proponent”** means the Prime Consultant and their Design Team that were placed on the List of Qualified Suppliers as a result of this RFQ and that were successful in being awarded a contract as a result of the Request for Proposals stage.

## **4. Request for Qualifications**

### **4.1 Enquiries**

All enquiries related to this RFQ are to be directed, in writing, to the contact person at the address on the front cover of this RFQ. Information obtained from any other source is not official and should not be relied upon. Do not contact the Ministry involved unless indicated as the contact person. Enquiries and answers will be recorded and distributed to all Respondents at JAG’s option.

### **4.2 Closing Date and Time**

**Four (4)** complete hard copies of each Response plus one (1) electronic copy of the Response must be submitted in either MS Word or PDF format and on CD or USB memory device, must be received before 2:00 PM, Pacific Time, on **Thursday, July 18th, 2013** at the address on the front cover of this RFQ. Responses must not be sent by facsimile or e-mail. Responses and their envelopes should be clearly marked with the name and address of the Respondent, the RFQ number, and the project title.

### **4.3 Qualifications Review Committee**

Review of Responses will be by a committee formed by the Province.

### **4.4 Review and Selection**

The qualifications review committee will check Responses against the mandatory criteria. Responses not meeting all mandatory criteria will be rejected without further consideration. Responses that do meet all the mandatory criteria will then

be assessed and scored against the desirable criteria. Responses not meeting a minimum score in a category will not be further considered. Up to five (5) of the highest scoring Responses will be invited to participate in the RFP stage which will consist of a submission and interview with the review committee.

#### **4.5 Signed Responses**

The Response must include a cover letter as set out in Appendix A and the cover letter must be signed by a person authorized to sign on behalf of the Respondent.

#### **4.6 Changes to Response Wording**

The Respondent will not change the wording of its Response after the closing date and time specified on the front cover of this RFQ, and no words or comments will be added to the Response unless requested by the Province for purposes of clarification.

#### **4.7 Respondent's Expenses**

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

#### **4.8 Acceptance of Responses**

This RFQ is not an agreement to purchase services. The Province is not bound to enter into a Contract with any Qualified Supplier. Responses will be assessed in light of the qualification review criteria. The Province will be under no obligation to receive further information, whether written or oral, from any Respondent.

#### **4.9 Definition of Contract**

Notice in writing to a Respondent that it has been identified as a Qualified Supplier will neither constitute a Contract nor give the Respondent any legal or equitable rights or privileges relative to the service requirements set out in this RFQ. Only if a Qualified Supplier and the Province enter into a subsequent full written Contract will a Respondent acquire any legal or equitable rights or privileges.

#### **4.10 List of Qualified Suppliers Not Binding**

A Qualified Supplier may withdraw its name from the List of Qualified Suppliers for the RFP for  
ural and Engineering Consulting Services by notifying the Province in writing. The Province may withdraw a name of a Qualified Supplier from the List of Qualified Suppliers by notifying that Qualified Supplier in writing. The List of Qualified Suppliers will not be used for any other project except as the one identified.

#### **4.11 Modification of Terms**

The Province reserves the right to modify the terms of this RFQ at any time in its sole discretion. This includes the right to cancel this RFQ or the List of Qualified Suppliers at any time without entering into a Contract.

#### **4.12 Ownership of Responses**

All documents, including Responses, submitted to the Province become the property of the Province. They will be received and held in confidence by the Province, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

#### **4.13 Confidentiality of Information**

Information pertaining to the Province obtained by the Respondent as a result of participation in this RFQ is confidential and must not be disclosed without written authorization from the Province.

#### **4.14 Collection and Use of Personal Information**

Respondents 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 RFQ requires Respondents to provide the Province with personal information of employees who have been included as resources in response to this RFQ, Respondents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the Province. Such written consents are to specify that the personal information may be forwarded to the Province for the purposes of responding to this RFQ and use by the Province for the purposes set out in the RFQ. The Province may, at any time, request the original consents or copies of the original consents from Respondents, and upon such request being made, Respondents will immediately supply such originals or copies to the Province.

#### **4.15 Wood First Initiative**

In keeping with the Government of British Columbia's 2009 Throne Speech regarding the Wood First Initiative, the Government is committed to the use of wood as a primary building material in all new publically owned and provincially funded buildings. The successful Proponent shall incorporate into its design where possible, the use of wood materials and products, consistent with the new BC Building Code. The preliminary design report is to indicate the extent to which wood is expected to be used and is to include any available additional information that may impact on the use of wood.



#### 4.16 Receipt Confirmation Form

Respondents are advised to fill out and return the attached Receipt Confirmation Form in Appendix A. All subsequent information regarding this RFQ, including changes made to this document, will be posted on the BC Bid Website. It is the sole responsibility of the Respondent to check for amendments and additional information on the BC Bid Website.

#### 4.17 AIBC Temporary License Requirements

Architectural firms, if not already licensed to practice architecture in B.C., will need to establish eligibility for a temporary license by notifying the AIBC in writing and in advance of submitting a response to this RFQ, that he or she will be offering architectural services in British Columbia and will apply for a temporary license if successful. Firms are invited to review AIBC Bulletin 22 for more information, including a sample letter of intention, available at [www.aibc.ca](http://www.aibc.ca). The AIBC may be contacted by email at [registration@aibc.ca](mailto:registration@aibc.ca) or at:

Architectural Institute Of British Columbia  
Suite 100-440 Cambie Street  
Vancouver, B.C. V6B 2N5

#### 4.18 Debriefing

The Province will offer a debriefing to Respondents who did not make the List of Qualified Suppliers, on request, at a mutually agreeable time.

### 5. Qualifications Review Criteria

#### 5.1 Mandatory Criteria Stage 1

The following are mandatory requirements. Responses that do not meet the mandatory requirements will receive no further consideration.

Mandatory Criteria
a) The Response must be received at the closing location by the specified closing date and time.
b) The Response must be in English and must not be sent by facsimile or email.
c) <b>Four (4) complete</b> hard copies of the Response must be submitted <b>plus</b> one (1) electronic copy of the Response must be submitted, either in MS Word or PDF format and on CD or USB memory device.
d) The Response must include a completed “Appendix A – Response Covering Letter”

## 5.2 Desirable Criteria Stage 2

Responses meeting the mandatory requirements (Stage 1) will be further assessed against the following desirable criteria. A Respondent not reaching the minimum score in a given category (if applicable) will receive no further consideration during the qualifications review.

<b>Desirable Criteria</b>	<b>Points Available</b>	<b>Minimum score (if applicable)</b>
<b>A. Prime Consultant and Design Team History and Significant Achievements</b>	30	20
<b>B. Team Members Qualifications &amp; Project Related Experience</b>	30	20
<b>C. Programming Experience</b>	35	25
<b>D. Quality of Response</b>	5	0
<b>TOTAL POINTS AVAILABLE</b>	<b>100</b>	<b>65</b>

## 5.3 Notifications and RFP Stage 3

Up to five (5) of the highest scoring Responses will be invited to participate in the RFP stage. Respondents will be notified of their status on the List of Qualified Suppliers.

## 6. Prime Consultant and Design Team Requirements

The Respondent will identify the Prime Consultant and their Design Team will consist of the specialty professionals to achieve a successful delivery of the Project aims. The following list contains the specialty areas which should be addressed by the Respondent:

- Architectural
- Programming
- Interior Design
- Mechanical Engineering
- Electrical Engineering & lighting design
- Acoustical
- Audio Visual Systems, ( including sound recording, sound amplification, video conferencing high technology evidence presentation)
- Security (including Digital Video Management Systems)

The Prime Consultant will be eligible for registration with the Architectural Institute of British Columbia.

Respondents will indicate which of the above disciplines will be resourced through their own staff or through sub-consultants.

## 6.1 Selection Timeline

The following is the estimated timeline for the Selection Timeline

Activity	Timeline
RFQ issue date	Wednesday June 26th, 2013
RFQ Submission date	Thursday, July 18 <sup>th</sup> , 2013
Announce shortlisted Respondents	Week of July 22nd, 2013
Issue RFP to shortlisted Respondents	Thursday, July 25th, 2013

## 7. Response Details

Note: This section includes “Response Guidelines” which are intended to assist Respondents in the development of their responses. The Response Guidelines are not intended to be all-inclusive, Respondents should use their own judgement in determining what information should be provided to demonstrate that the Respondent will meet or will excel the Provinces expectations. It is recommended that the individual Response Guidelines be used as headings in the Response.

### 7.1 Response Format

Responses should be submitted in the following format and sequence to ensure that they receive full consideration during evaluations and that the evaluations themselves may be handled in an efficient and consistent manner. All pages should be consecutively numbered.

Limit submission to a maximum 15 single sided, 8 ½” x 11” pages or equivalent (11” x 17” fold out sheets for charts etc count as two pages). The page limit excludes a transmittal letter, title page, and table of contents. The page limit includes resumes of key personnel and any supplementary information including corporate brochures

- a) The Response covering letter set out in Appendix A;
- b) Table of Contents including page numbers.

- c) A short (one page) corporate information overview of the Respondent firm, e.g., length of time in business, key features and accomplishments;
- d) The body of the Response, i.e. the “Respondents Response”

## **7.2 Response Guidelines**

In order to receive full consideration during evaluation, responses should include a detailed response to the following:

**Note 1:** Projects directly related to courthouses will score more favourably

### **A. Prime Consultant History and Significant Achievements**

1. Outline the history of the Prime Consultant and their similar project experience for the past 10 years.
2. List the Prime Consultant’s major achievements and awards/recognition.

### **B. Prime Consultant and Design Team Members Qualifications and Project Related Experience**

3. Outline and list the qualifications and experience of the Prime Consultant and the Design Team members as required in 2.2 Project Scope. Include resumes for the Prime Consultant and each Design Team member indicating years of service, qualifications and achievements.
4. List what specific similar projects that the Prime Consultant and the Design Team members have worked on together.
5. List the Prime Consultant and the Design Team project type specific experience, scope and schedule adherence for the past 10 years.

### **C. Planning and Programming Experience**

6. Describe the Prime Consultants and their Design Teams knowledge and experience with facility planning and programming and provide specific examples for courthouses or similar complex buildings.

### **D. Quality of Response**

7. Quality and content of the Response should be clear, concise and thorough, in keeping with the RFQ requirements and Response Guideline sequence.

## Appendix A – Response Covering Letter

Letterhead or Respondent's name and address

Date:

**MINISTRY OF TECHNOLOGY, INNOVATION AND CITIZENS' SERVICES  
563 SUPERIOR STREET  
VICTORIA, B.C. V8V 1T7**

Attention: **Jerry Gauthier**

Subject: **Request for Qualifications ON-002394, including any amendments or additions (the "Request for Qualifications")**  
DESIGN GUIDELINES FOR BC COURTHOUSE FACILITIES

**NOTE: Amendments and additions will be posted to the BC Bid website at [www.bcbid.ca](http://www.bcbid.ca) It is the Respondent's sole responsibility to check for amendments and additional information.**

The enclosed Response is submitted in response to the above-referenced Request for Qualifications.

We have carefully read and examined the Request for Qualifications and have conducted such other investigations as were prudent and reasonable in preparing the Response. We are authorized to submit this Response on behalf of the Respondent.

Yours truly,

---

*Signature*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

e-mail address: \_\_\_\_\_

Legal name of Respondent: \_\_\_\_\_

Date: \_\_\_\_\_