



RECEIPT ACKNOWLEDGEMENT FORM

REQUEST FOR QUALIFICATIONS NUMBER: 18-019

NAME: REQUEST FOR QUALIFICATIONS - ARCHITECTURAL SERVICES

To acknowledge your intent to respond, interested parties should return this form immediately to:

**Attention: Cathy Dawson, Senior Buyer
Purchasing Services
School District #61 (Greater Victoria)**

Fax Number: (250) 475-6161 Email: purchasing@sd61.bc.ca

PLEASE PRINT

COMPANY NAME:	
STREET ADDRESS:	
CITY/PROVINCE:	POSTAL CODE:
MAILING ADDRESS, IF DIFFERENT:	
PHONE NUMBER: ()	FAX NUMBER: ()
CONTACT PERSON	
EMAIL:	

SIGNATURE: _____ **PRINT NAME:** _____

DATE: _____

It is the sole responsibility of the Respondent to continue to monitor the BC Bid website for further information and addenda pertaining to this Request for Qualifications which may be posted up to and including closing time.



REQUEST FOR QUALIFICATIONS # 18 – 019 ISSUE DATE: September 5, 2018

REQUEST FOR QUALIFICATIONS - ARCHITECTURAL SERVICES

CLOSING DATE: October 3, 2018, 2:00:00 p.m. Pacific Time

Request for Qualifications submissions must be delivered to Purchasing Services at the Closing Location as listed below by the closing date and time. Envelope(s)/package(s) must be sealed. The Request for Qualifications number and name should appear on the outside of the envelope/package.

(A Return envelope label is supplied for your convenience)

**CLOSING LOCATION:
MAIL/COURIER/BY HAND**

Purchasing Services
Board of Education of
Greater Victoria School District #61
556 Boleskine Road
Victoria, B.C. V8Z 1E8

REQUEST FOR QUALIFICATIONS DESCRIPTION:

Qualifications submissions are invited from architectural firms interested in providing architectural services for new school facilities, school additions, seismic upgrades, and renovations for a three (3) year period until October 31, 2021 for the Greater Victoria School District # 61, as per the attached documents.

- | | |
|---|--------------------------------------|
| 1. Mandatory Requirements | 7. Response Format |
| 2. Qualifications Instructions and Terms and Conditions | Appendix A – Project Descriptions |
| 3. Submission Requirements | Appendix B – Schools Protection Plan |
| 4. Evaluation Criteria and Weighting | Insurance Requirements |
| 5. Rejection of Submissions | Appendix C – Sample Cover Letter |
| 6. Use of List | Return Envelope Label |

CONTACT PERSON: Cathy Dawson, Senior Buyer, Purchasing Services

TELEPHONE # (250) 475-4127

BOARD OF SCHOOL TRUSTEES OF SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)
556 BOLESKINE ROAD, VICTORIA, B. C. V8Z 1E8
TELEPHONE: (250) 475 - 4127 FAX: (250) 475 - 6161

REQUEST FOR QUALIFICATIONS - ARCHITECTURAL SERVICES

The Greater Victoria School District #61 (hereafter called the School District) is requesting qualifications submissions from architectural firms interested in providing architectural services for new school facilities, school additions, seismic upgrades and renovations for a three (3) year period until October 31, 2021. Architectural firms should have proven experience with the design of school projects with construction estimates in excess of \$1,000,000.00. The qualification process will enable the School District to short-list up to five (5) qualified architectural firms who will be available for the design of new school facilities, school additions, seismic upgrades and renovations within the District. The School District intends to negotiate agreements for each project on an “as needed” basis with one of the short-listed firms.

1.0 MANDATORY REQUIREMENTS

The following are mandatory requirements. Terminology such as “must” or “mandatory” must be met in an unaltered form in order for each response to receive consideration. Responses not meeting all mandatory requirements may be rejected without further consideration.

- a) Responses must be returned in a sealed envelope or package. The name and address of the Respondent is to appear on the outside and the envelope/package is to display the Request for Qualifications number, title, due date and time. A Return Envelope Label is supplied for your convenience. Please attach it to the front of the envelope or package.
- b) Responses must be received in the Purchasing Services Office **no later than 2:00:00 p.m. local time, October 3, 2018**. Responses not received at that time and place will be rejected and returned unopened to the Respondent.
- c) The response must be signed by a person authorized to sign on behalf of the Respondent and to bind the Respondent to statements made in response to this Request for Qualifications. The Respondent must ensure its response includes an unaltered, completed and signed letter containing the content of the Covering Letter provided in Appendix C.
- d) Provide assurance that the Respondent can meet the insurance requirements of the Schools Protection Program (Appendix B) in the form of a letter from your insurer attesting to this capability.
- e) Provide assurance that the Respondent is registered as an Architect or Architectural Firm eligible to practice in British Columbia.
- f) The Response must be in English and must not be faxed or emailed.

2.0 QUALIFICATIONS INSTRUCTIONS AND TERMS AND CONDITIONS

- a) Respondents are advised to fill out and return the attached Receipt Confirmation Form immediately to confirm their intent to submit a response.
- b) The School District reserves the right to qualify any or none of the architectural firms submitting qualifications submissions and conduct meetings in order to clarify any details in the submissions.
- c) The School District will not be responsible for any costs or expenses associated with the preparation of Request for Qualifications submissions. The District will not be liable to any respondent for any claims, whether for costs or damages incurred by the Respondent in preparing the proposal, participating in meetings with the District, if any, or loss of anticipated profit in connection with not being selected to be short listed, or any other matter whatsoever.
- d) Only those firms short-listed following this Request for Qualifications process will be engaged to be the prime architect for design work for any new school facilities, school additions, seismic upgrades and renovations during the period from **August, 2015 to September, 2018**.
- e) Request for Qualifications Definitions

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

“Agreement” means a written agreement executed by the District and a Qualified Architect.

“RFQ” or “Request for Qualifications” means the complete set of documents and addenda incorporated herein and the process described in this document.

“Qualified Architect” means a respondent who is either an individual, or who is company having one or more employees, possessing the qualifications described in this RFQ and that has satisfied any conditions set out by the District for being added to, and staying on, the List of Qualified Architects.

“Respondent” means an individual or a company that submits, or intend to submit, a response to the Request for Qualifications.

“Response” or “Submission” means a statement of qualifications for an Architect submitted in reply to this RFQ.

“School District” or “District” means Greater Victoria School District # 61.

“Must” or “Mandatory” means a requirement that must be met in order for a Response to receive consideration.

“Should”, or “Desirable” refers to a requirement having a significant degree of importance to the objectives of the Request for Qualifications and which the District may in its sole discretion elect to treat the failure to fulfil as grounds for rejection of a Response.

“BC Bid” means the electronic tendering service maintained by the Province of BC.

2.0 QUALIFICATIONS INSTRUCTIONS AND TERMS AND CONDITIONS (cont'd)

- f) Qualifications submissions become the property of the School District and will not be returned.
- g) Qualifications submissions are subject to the disclosure provisions of the Freedom of Information and Protection of Privacy Act.
- h) If any Respondent is in doubt as to the true meaning and intent of any part of the Request for Qualification documents, they will request an interpretation no later than **Tuesday, September 25, 2018**. Enquiries must be directed, in writing, to Cathy Dawson, Senior Buyer, Purchasing Services, at purchasing@sd61.bc.ca quoting the RFQ name and number. Any information obtained from any other source is not official and should not be relied upon. Enquiries and responses may be distributed to all Respondents in the form of an addendum at the discretion of the School District. Any changes regarding this Request for Qualifications process will be made by written addenda which will be posted on the BC Bid website. It is the Respondent's sole responsibility to check the BC Bid website for any addenda issued prior to the closing date.
- i) Upon submitting a response, Respondent's will be deemed to have received notice of all addenda that are posted on the BC Bid website and deemed to have considered the information for inclusion in the response submitted. Respondents should acknowledge the receipt of all addenda to the Request for Qualification documents in the Cover Letter (Appendix C).
- j) The School District will notify the Respondent in writing if they are to be included on the list of Qualified Architects.
- k) Notice in writing to a Respondent that has been identified as a Qualified Architect will neither constitute a Contract nor give the Respondent any legal equitable rights or privileges relative to the requirements set out in this Request for Qualifications. Only if a Qualified Architect and the School District enter into a subsequent full written Agreement will a Respondent acquire any legal or equitable rights or privileges. Any Agreement with a Qualified Architect will be substantially similar to the terms and conditions of the Royal Architectural Institute of Canada (RAIC) – Document Six.
- l) A Qualified Architect may withdraw their name from the list of qualified architects by notifying the School District in writing. The School District may withdraw a name of a Qualified Architect from the list of qualified architects by written notification.
- m) By submission of a clear and detailed written notice, the Respondent may amend or withdraw its response prior to the closing date and time. Upon closing time, all Request for Qualifications responses become irrevocable. The Respondent will not change the wording of its Response after closing and no words or comments will be added to the Response unless requested by the School District for purposes of clarification.
- n) Selection of short-listed architectural firms is expected to be completed on or around **October 24, 2018**.

3.0 SUBMISSION REQUIREMENTS

The following information should be included in the Request for Qualifications submission. Failure to provide the following may result in the qualifications submission not being considered.

- a) Provide a company profile including a brief history, size of firm, resumés of principals of the firm, resumés of architectural staff that specify experience and expertise in a particular field and location of the office including street address, telephone number, fax number and email address.
- b) A list of structural, mechanical and electrical engineering consultants with whom the firm intends to collaborate.
- c) Completion of Appendix A “Project Description” listing five (5) projects, of which at least two should be School Districts. The District reserves the right to contact any and all references provided on this list.
- d) The response to the Request for Qualifications should be submitted as **one (1) original, and two (2) copies**.

4.0 EVALUATION CRITERIA AND WEIGHTING

The mandate of the Evaluation Committee is to select up to five (5) architectural firms who have demonstrated experience in the design of new school facilities, school additions, seismic upgrades and renovations, have sound business practices and the human and financial resources to undertake the required projects. The Committee has developed the following criteria. The Committee will check responses against the mandatory requirements. Responses not meeting mandatory requirements will be rejected without further consideration. Responses that meet all the mandatory requirements will then be assessed and scored against the desired evaluation criteria.

The Qualifications submissions will be scored based on the specified criteria outlined in Clause 4.0 Evaluation Criteria and Weighting. Submissions must achieve a minimum score of 40 out of 60 in the design experience and human and financial resources criteria to proceed to the next set of evaluation criteria in business and reference checks.

In order to receive full consideration during evaluation, submissions should include detailed information, both written and visual, to address the evaluation criteria requirements as follows:

4.0 EVALUATION CRITERIA AND WEIGHTING (cont'd)

DESIGN EXPERIENCE (40%)

- a) Demonstrated experience in the provision of architectural services for new school facilities, school additions, seismic upgrades and renovations.
- b) Demonstrated ability to discern and translate the educational philosophy and program needs into the design of the project. Awareness of modern teaching techniques. Creativity in design as illustrated in the submissions. Demonstrated ability to translate program requirements into creative and attractive facilities within limited budget constraints.
- c) Demonstrated ability to quickly and accurately comprehend and analyze the difficulties, problems, strengths and weaknesses of the building or site.
- d) Demonstrated energy-efficient designs that have reasonable maintenance costs and demonstrated designs to provide for cost effective construction materials and techniques.

HUMAN AND FINANCIAL RESOURCES (20%)

- e) Size of the organization and available human and financial resources for the projects.
- f) If the firm is outside of the Greater Victoria area, provide specific information related to any anticipated additional costs and/or solutions to overcome challenges due to the distance from the project. Provide information concerning the anticipated Design Team(s), and how similar distance issues will be managed with them.

BUSINESS AND REFERENCE CHECKS (40%)

- g) Demonstrated ability to complete projects within budget (based on cost per square meter) through the use of quantity surveyors.
- h) Demonstrated ability to work with team members in a consultative environment. Ability to translate the specific instructions given by the District and follow through with advice and prompt action
- i) Demonstrated, competent project management as well as comprehensive quality management.
- j) Demonstrated quality of contract documents and project reporting and correspondence through all phases of the project.
- k) Results of reference checks. The District reserves the rights to contact references other than those provided by the Respondent.

NOTE: Evaluators are only able to evaluate information that has been included in a Respondent's submission. Information that is known to evaluator(s) or information that is available on the internet or from other public sources cannot be considered during the evaluation process.

5.0 REJECTION OF SUBMISSIONS

The School District will reject submissions for the following reasons:

- a) Failure to meet a “mandatory” requirement;
- b) Failure to achieve the required minimum scores in the evaluation;
- c) The submission contains errors, omissions or misrepresentations which in the sole opinion of the School District, are of a serious nature;
- d) In the sole opinion of the School District, a conflict of interest exists;
- e) The submission contains conditions contrary to the terms and conditions as outlined in Clause 2.0 Qualifications Instructions and Terms and Conditions;
- f) The submission is from a firm that is, or whose principals are, at the time of the Request for Qualifications or during the period the company is on the short-list, engaged in a lawsuit against the School District in relation to work similar to that being qualified.

6.0 USE OF LIST

The list of Qualified Architects will be in effect until September 30, 2021.

The District may, in its sole discretion, from time to time, use the List of Qualified Architects in connection with various projects. The criteria for selecting Qualified Architects for each project will vary, depending upon the requirements of the applicable project or task and could involve requiring a Qualified Architect to have a certain demonstrated experience and proficiency level in one or more project areas depending on the specific requirements.

Qualified Architects may be contacted on an “as, if and when requested” basis and may be requested to submit proposals for a particular opportunity.

Upon submission of an acceptable proposal, the owner and the Architect will enter into an RAIC Document Six Agreement.

7.0 RESPONSE FORMAT

The following format and sequence should be followed in order to provide consistency in responses and ensure each Response receives full consideration and evaluation.

- Response covering letter (Appendix C)
- A short (one page) summary of the key features of the Response.
- Table of contents including page numbers
- All pages should be consecutively numbered
- The body of the Response, which includes information pertaining to the Evaluation Criteria.

Evaluators are under no obligation to search for information that is not provided where the information has been requested.



REQUEST FOR QUALIFICATIONS – ARCHITECTURAL SERVICES #18-019 SEPTEMBER 5, 2018

APPENDIX A - PROJECT DESCRIPTIONS

1. PROJECT NAME & LOCATION: _____

Initial Budget of the Project \$ _____ Final Budget of the Project \$ _____

Initial Budget for Your Services \$ _____ Final Budget for Your Services \$ _____

Explain Variance _____

Project Initial Schedule _____ Project Final Schedule _____

Explain Variance _____

Project Description (program includes) _____

Project Procurement Method / Contract Type (i.e. Stip Sum., Design Build, P3, Construction Management) _____

Owners Contact Information:

Name _____ Tel _____ Email _____

Architectural Team Information:

Name _____ Tel _____ Email _____

Role on the Project _____

Key Team Members on the Project _____

2. PROJECT NAME & LOCATION: _____

Initial Budget of the Project \$ _____ Final Budget of the Project \$ _____

Initial Budget for Your Services \$ _____ Final Budget for Your Services \$ _____

Explain Variance _____

Project Initial Schedule _____ Project Final Schedule _____

Explain Variance _____

Project Description (program includes) _____

Project Procurement Method / Contract Type (i.e. Stip Sum., Design Build, P3, Construction Management) _____

Owners Contact Information:

Name _____ Tel _____ Email _____

Architectural Team Information:

Name _____ Tel _____ Email _____

Role on the Project _____

Key Team Members on the Project _____



REQUEST FOR QUALIFICATIONS – ARCHITECTURAL SERVICES #18-019 SEPTEMBER 5, 2018

APPENDIX A - PROJECT DESCRIPTIONS (cont'd)

3. PROJECT NAME & LOCATION:

Initial Budget of the Project \$ Final Budget of the Project \$

Initial Budget for Your Services \$ Final Budget for Your Services \$

Explain Variance

Project Initial Schedule Project Final Schedule

Explain Variance

Project Description (program includes)

Project Procurement Method / Contract Type (i.e. Stip Sum., Design Build, P3, Construction Management)

Owners Contact Information:

Name Tel Email

Architectural Team Information:

Name Tel Email

Role on the Project

Key Team Members on the Project

4. PROJECT NAME & LOCATION:

Initial Budget of the Project \$ Final Budget of the Project \$

Initial Budget for Your Services \$ Final Budget for Your Services \$

Explain Variance

Project Initial Schedule Project Final Schedule

Explain Variance

Project Description (program includes)

Project Procurement Method / Contract Type (i.e. Stip Sum., Design Build, P3, Construction Management)

Owners Contact Information:

Name Tel Email

Architectural Team Information:

Name Tel Email

Role on the Project

Key Team Members on the Project



**REQUEST FOR QUALIFICATIONS –
ARCHITECTURAL SERVICES
#18 - 019
SEPTEMBER 5, 2018**

APPENDIX A - PROJECT DESCRIPTIONS (cont'd)

5. PROJECT NAME & LOCATION: _____

Initial Budget of the Project \$ _____ Final Budget of the Project \$ _____

Initial Budget for Your Services \$ _____ Final Budget for Your Services \$ _____

Explain Variance _____

Project Initial Schedule _____ Project Final Schedule _____

Explain Variance _____

Project Description (program includes) _____

Project Procurement Method / Contract Type
(i.e. Stip Sum., Design Build, P3, Construction Management) _____

Owners Contact Information:

Name _____ Tel _____ Email _____

Architectural Team Information:

Name _____ Tel _____ Email _____

Role on the Project _____

Key Team Members on the Project _____

Architect Contract

(NOTE: The word "Architect" used in this Section can also be read to include Engineers, Surveyors, Construction and Project Managers and Applied Science Technologists)

CONSTRUCTION/RENOVATION CONTRACTS

The Ministry has established specific insurance guidelines for these types of projects as set out in this Section of the manual.

In addition, the Ministry has developed specific contract clauses, which are to be used in all agreements with architects and other design consultants.

These wordings, for projects under Fifty Thousand Dollars (\$50,000.00), and Fifty Thousand Dollars (\$50,000.00) or greater, follow.

Your legal advisor and architects should be provided with copies of the clauses for all future projects.

CLIENT/ARCHITECT CONTRACTS FOR PROJECTS UNDER \$50,000.00

Insurance

1. All the insurance policies which the architect is required to obtain shall provide that the insurance shall not be cancelled, or materially changed in any way, without the Insurer giving at least thirty days (30) prior written notice to the client.
2. All insurance which the architect is required to obtain in accordance with this agreement shall be with Insurers registered in and licensed to underwrite such insurance in the Province of British Columbia. All such insurance shall be at no expense to the client.
3. The architect may take out such additional insurance as they may consider necessary and desirable. All such additional insurance shall be at no expense to the client.
4. The architect, during the term of this agreement, shall provide, maintain and pay for the following insurance which shall be placed with such company or companies and in such form and amounts and with such deductibles as may be acceptable to the client:
 - a Commercial General Liability Insurance protecting the client, the architect, their subconsultant(s) and their respective servant(s), agent(s), or employee(s) against damages arising from personal injury (including

shall, in any event, be not less than One Million Dollars (\$1,000,000.00) inclusive of any one occurrence, and shall include a standard form of cross-liability clause.

- b Such policy(s) of insurance as are required herein shall, without limitation, cover all liability arising out of completed operations, non-owned automobile liability, contingent employer's liability and liability assumed by the architect in connection with and applicable to this agreement.
 - c Automobile Liability Insurance on all licensed vehicles owned by or leased to the architect, protecting against damages arising from bodily injury (including death) and from claims for property damage arising out of their use in the operations of the architect, their subconsultant(s) and their respective servant(s), agent(s) or employee(s) under this agreement. Such insurance shall be for an adequate amount acceptable to the client, and shall in any event not be less than One Million Dollars (\$1,000,000.00) inclusive of any one claim.
 - d Professional Errors and Omissions Liability Insurance protecting the Architect, their insurable Sub-Consultant(s) and their respective servant(s), agent(s) or employee(s) against any loss or damages arising out the professional services rendered by the Architect, their Sub-Consultant(s), and their respective servant(s), agent(s) or employee(s) under this Agreement. Such insurance shall be for an adequate amount acceptable to the Client, and shall in any event be not less than Two Hundred Fifty Thousand (\$250,000) inclusive of any one claim.
 - e The Architect shall ascertain that all Sub-Consultants employed by them to carry insurance in the form and limits specified in (a), (b) and (c) above.
5. Evidence of insurance in such form as may be required shall be lodged with the client prior to the commencement of any of the architect's services.

Indemnity

Notwithstanding the provision of insurance coverage by the client, the architect/engineer hereby agrees to indemnify and save harmless the client, its successor(s), assign(s) and authorized representative(s) and each of them from and against losses, claims, damages, actions and causes of action (collectively referred to as "claims") that the client may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this Agreement, that arise out of errors, omissions or negligent acts of the architect/engineer or their subconsultant(s), servant(s), agent(s) or employee(s) under this agreement, excepting always that this indemnity does not apply to the extent, if any, to which the claims are caused by errors, omissions or the negligent acts of the client, its other consultant(s), assign(s) and authorized representative(s) or any other person.

CLIENT/ARCHITECT CONTRACTS FOR PROJECTS \$50,000.00 OR GREATER

Insurance

1. All the insurance policies which the architect is required to obtain shall provide that the insurance shall not be cancelled, or materially changed in any way without the Insurer giving at least thirty days (30) prior written notice to the client.
2. All insurance which the architect is required to obtain in accordance with this agreement shall be with Insurers registered in and licensed to underwrite such insurance in the Province of British Columbia. All such insurance shall be at no expense to the client.
3. The architect may take out such additional insurance as he may consider necessary and desirable. All such additional insurance shall be at no expense to the client.
4. The architect, during the term of this agreement, shall provide, maintain and pay for the following insurance which shall be placed with such company or companies and in such form and amounts and with such deductibles as may be acceptable to the client:
 - a Automobile Liability Insurance on all licensed vehicles owned by or leased to the architect, protecting against damages arising from bodily injury (including death) and from claims for property damage arising out of their use in the operations of the architect, their subconsultant(s) and their respective servant(s), agent(s) or employee(s) under this agreement. Such insurance shall be for an adequate amount acceptable to the client and shall in any event be not less than One Million Dollars (\$1,000,000.00) inclusive of any one accident.
 - b Professional Errors and Omissions Liability Insurance protecting the architect, their insurable Sub-Consultant(s) and their respective servant(s), agent(s), or employee(s) against any loss or damages arising out of the professional services rendered by the Architect, their Sub-Consultant(s), and their respective servant(s), agent(s) or employee(s) under this Agreement. Such insurance shall be for an adequate amount acceptable to the Client, and shall in any event be not less than **(INSERT FROM SLIDING SCALE)** inclusive of any one claim.

The architect shall ascertain that all subconsultants employed by them to carry insurance in the form and limits specified in (a) and (b) above.

5. Evidence of insurance in such form as may be required shall be lodged with the client prior to the commencement of any of the architect's services.

6. The client will provide for its own benefit, as well as for the benefit of the architect and their subconsultants:
- a. Commercial General Liability Insurance protecting the client, the architect, their subconsultant(s) and their respective servant(s), agent(s) or employee(s) against damages arising from personal injury (including death) and claims for property damage which may arise out of the operations of the architect, their subconsultant(s), and their respective servant(s), agent(s) or employee(s) under this agreement. Such insurance shall be for an amount of Ten Million Dollars (\$10,000,000.00) inclusive of any one occurrence, and shall include a standard form of cross-liability clause. The client, the architect and their subconsultants shall observe and cause to be observed the terms, conditions and exclusions of such policy(s) and be responsible for any failure to do so. Completed operations coverage will be maintained by the client for a period of not less than twenty-four (24) months after the performance of the work.
 - b. All Risks Coverage covering all property of every description to be used in the construction of the project including structures, equipment furnishing, temporary works, and all other property to be installed in or supplied to or purchased for the work while at the place of work or elsewhere in Canada or the continental United States of America or in storage or in transit within and between these places (excluding ocean marine transit) and until erection, testing and the work of any portion thereof is completed and finally accepted by the client. The contractor, their subcontractors, the architect and their subconsultants shall observe and cause to be observed, the terms, conditions and exclusions of such policy(s) and be responsible for any failure to do so. This insurance will not cover any tools or equipment owned or rented by the architect.
 - c. In the event of loss, the architect shall immediately notify the client with full details of the incident. The architect shall act in the best interests of the client and any adjustment of the loss with Insurers and repairs shall be carried out subject to the instructions of the client. The architect shall be entitled to such reasonable extension of time for completion of their services as the client may decide.
 - d. Certificates evidencing such insurance may be obtained upon request to the client.
 - e. Any liability of the architect under this agreement shall not be affected by the provisions of this article.



**REQUEST FOR QUALIFICATIONS –
ARCHITECTURAL SERVICES
#18-019
SEPTEMBER 5, 2018**

Appendix B - Schools Protection Plan Insurance Requirements

Indemnity

Notwithstanding the provision of insurance coverage by the client, the architect/engineer hereby agrees to indemnify and save harmless the client, its successor(s), assign(s) and authorized representative(s) and each of them from and against losses, claims, damages, actions and causes of action (collectively referred to as "claims") that the client may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this Agreement, that arise out of errors, omissions or negligent acts of the architect/engineer or their subconsultant(s), servant(s), agent(s) or employee(s) under this agreement, excepting always that this indemnity does not apply to the extent, if any, to which the claims are caused by errors, omissions or the negligent acts of the client, its other consultant(s), assign(s) and authorized representative(s) or any other person.

**NEW SLIDING SCALE OF INSURANCE REQUIREMENTS
Architect Contracts**

Value of Construction	Coverage per Claim (Architects and Sub Consultants PE & O)
Under \$250,000	\$250,000***
\$250,000 - \$2,500,000	\$250,000***
Over \$2,500,000 - \$7,500,000	\$500,000***
Over \$7,500,000 - \$15,000,000	\$1,000,000***
Over \$15,000,000.00	\$negotiated***

*** Structural, Mechanical, Electrical and Civil Sub Consultants
Insurance coverage to be based on the value of their scope of work

Note: All other specialty consultants to carry a minimum of \$250,000 Errors and Omissions Insurance notwithstanding the value of their scope of work.



**REQUEST FOR QUALIFICATIONS –
ARCHITECTURAL SERVICES
#18-019
SEPTEMBER 5, 2018**

APPENDIX C: COVERING LETTER

Letterhead or Respondent's name and address

School District No. 61 (Greater Victoria)
556 Boleskine Road
Victoria, B. C.
V8Z 1E8

Date

Attention: Cathy Dawson, Senior Buyer
Purchasing Services

Dear Ms. Dawson:

Subject: **Request for Qualifications - Architectural Services**
Request for Qualifications: 18-019
Amendment nos. and dates

The enclosed Response is presented in response to the above-referenced Request for Qualifications. Through submission of this Response we agree to all of the terms and conditions of the Request for Qualification document.

We have carefully read and examined the Request for Qualifications and accompanying documentation and have conducted such other investigations as were prudent and reasonable in preparing the submission. We agree to be bound by statements and representations made in this response and to any agreement resulting from the Response.

Yours truly

Signature

Name: _____

Title: _____

Legal name of
Respondent's Firm: _____

From _____

Package __ of __

Request for Qualifications No. 1 8 - 0 1 9
Request for Qualifications - Architectural Services
Due Date: October 3, 2018
2:00:00 P.M. (local time)

Purchasing Services
Board of Education of School District No. 61
556 Boleskine Road
Victoria, B.C. V8Z 1E8

Office Use Only

Date Received _____
Received by (initial) _____
Time Received _____