



RED DEER COLLEGE

INVITATION FOR PRE-QUALIFICATION

ARCHITECTURAL CONSULTANT SERVICES

FILE NUMBER: 2010-0029
CLOSING DATE: AUGUST 16, 2010
CLOSING TIME: 14:00:00 HOURS MDT

INVITATION FOR PRE-QUALIFICATION QUESTIONS TO THE ATTENTION OF:

KAREN BENOIT, PURCHASING COORDINATOR
PURCHASING, FINANCIAL SERVICES
EMAIL: purchasing@rdc.ab.ca

SUBMIT PROPOSALS TO:

KAREN BENOIT, PURCHASING COORDINATOR
FINANCIAL SERVICES, RED DEER COLLEGE
2ND FLOOR, ROOM 2100
100 COLLEGE BLVD
RED DEER, AB T4N 5H5

NOTE: THE OFFICE IS ONLY OPEN TO ACCEPT PROPOSALS MONDAY TO FRIDAY (EXCEPT HOLIDAYS), 8:00AM TO 4:30PM (LOCAL TIME). PLEASE NOTE THAT THERE IS NO AFTER HOURS DROP LOCATION AVAILABLE.

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RESPONSE LABEL

To help identify your response, please cut out the label below and affix this label to the outside of the sealed package;

		FINANCIAL SERVICES 2ND FLOOR, ROOM 2100 100 COLLEGE BLVD RED DEER, AB T4N 5H5 ATTENTION: KAREN BENOIT	
<u>FILE NUMBER</u> 2010-0029	<u>CLOSING DATE</u> AUGUST 16, 2010 AT 14:00:00 Hours MDT		
REPLY	<u>COMPANY NAME</u>		



"Use this label if you are going to hand deliver your Response"

		FINANCIAL SERVICES 100 COLLEGE BLVD BOX 5005 RED DEER, AB T4N 5H5 ATTENTION: KAREN BENOIT	
<u>FILE NUMBER</u> 2010-0029	<u>CLOSING DATE</u> AUGUST 16, 2010 AT 14:00:00 Hours MDT		
REPLY	<u>COMPANY NAME</u>		



"Use this label if you are going to mail or courier your Response"

NOTE: THE OFFICE IS ONLY OPEN TO ACCEPT RESPONSES MONDAY TO FRIDAY (EXCLUDING HOLIDAYS), 8:00AM TO 4:30PM. PLEASE NOTE THAT THERE IS NO AFTER HOURS DROP LOCATION AVAILABLE.

1. PART 1 - INTRODUCTION

1.1. INVITATION TO RESPONDENTS

This Invitation For Pre-Qualification ("IFPQ") is an invitation by Red Deer College ("RDC") to solicit competitive responses to pre-qualify up to three (3) firms for architectural consultant services, as further described in Part 3. The firms selected will be considered pre-qualified for a period not to exceed one (1) year.

RDC has served the needs of students and the community for forty-five years. With more than seventy-five programs to choose from, we pride ourselves on providing practical education, in a genuine and sustainable learning environment. We have 1,600 faculty and staff who are committed to delivering high quality programs and services. Our 7,800 full-time and part-time credit students and more than 13,000 continuing education students are at the core of everything we do.

RDC plays a pivotal role in the community by providing facilities, expertise, leadership and innovation that assist in the economic, social, cultural, recreational, athletic, and educational development of Red Deer and Central Alberta.

1.2. NO GUARANTEE OF VOLUME OF WORK OR NON-EXCLUSIVITY

RDC makes no guarantee of the value or volume of work to be assigned to the pre-qualified firms. The pre-qualification will be for up to a year; however RDC may end the prequalification at anytime throughout the year, may determine to exclude any projects from this pre-qualification and may obtain the same or similar services internally or through another competitive bidding process.

1.3. RDC'S PROCUREMENT REQUIREMENTS

Respondents should note that procurements falling within the scope of Chapter 5 of the Agreement on Internal Trade are subject to that chapter but that the rights and obligations of the parties shall be governed by the specific terms of each particular tender call. For further reference please see the Internal Trade Secretariat website at http://www.ait-aci.ca/index_en.htm.

RDC's procurement requirements are also subject to the Trade, Investment, Labour Mobility Agreement and the New West Partnership Agreement.

-END OF PART 1-

2. PART 2 - TERMS AND CONDITIONS OF THE IFPQ PROCESS

2.1. GENERAL INFORMATION AND INSTRUCTIONS

2.1.1. Timetable

Invitation For Pre-Qualification Issue Date	July 29, 2010
Deadline for Questions	August 9, 2010
Deadline for Addenda	August 11, 2010
Invitation For Pre-Qualification Closing Date and Time	August 16, 2010 at 14:00:00 MDT

2.1.2. The Invitation For Pre-Qualification Documents

The Invitation For Pre-Qualification (IFPQ) document is available and can be downloaded online in electronic form from the Alberta Purchasing Connection web site at <http://www.purchasingconnection.ca>.

2.1.3. RDC's Information in IFPQ Only an Estimate

RDC and its advisors make no representation, warranty or guarantee as to the accuracy of the information contained in this IFPQ or issued by way of addenda. Any quantities shown or data contained in this IFPQ or provided by way of addenda are estimates only and are for the sole purpose of indicating to proponents the general size of the services. It is the respondents' responsibility to avail itself of all the necessary information to prepare a response to respond to this IFPQ.

2.1.4. Respondents' Shall Bear Their Own Costs

The respondent shall bear all costs associated with or incurred in the preparation and presentation of its response including, if applicable, costs incurred for interviews or demonstrations.

2.2. COMMUNICATION AFTER ISSUANCE OF IFPQ

2.2.1. Respondents to Review IFPQ

Respondents shall promptly examine all of the documents comprising this IFPQ and may direct questions or seek additional information in writing by e-mail on or before the Deadline for Questions to the Karen Benoit, Purchasing Coordinator ("RDC Contact") via email at purchasing@rdc.ab.ca. All questions submitted by proponents by e-mail to the RDC Contact shall be deemed to be received once the e-mail has entered into RDC Contact's e-mail inbox. No such communications are to be directed to anyone other than the RDC Contact. RDC is under no obligation to provide additional information.

2.2.2. All New Information to Respondents by Way of Addenda

This IFPQ may only be amended by an addendum in accordance with this section. If RDC, for any reason, determines that it is necessary to provide additional information relating to this IFPQ, such information will be communicated to all proponents by addenda. Each addendum forms an integral part of this IFPQ.

Such addenda may contain important information including significant changes to this IFPQ. Respondents are responsible for obtaining all addenda issued by RDC from the Alberta Purchasing Connection. In the Submission Form (Appendix A), respondents should confirm their receipt of all addenda by setting out the number of each addendum in the space provided.

2.2.3. Post-Deadline Addenda and Extension of Initial Submission Date

If any addendum is issued after the Deadline for Issuing Addenda, RDC may at its discretion extend the Closing Date for a reasonable amount of time.

2.3. SUBMISSION OF RESPONSES

2.3.1. Responses Submitted Only in Prescribed Manner

Responses should be submitted to:

Red Deer College
100 College Blvd, Room 2100
Red Deer, AB T4N 5H5

Respondents should submit one (1) original copy, one (1) hard copy and one (1) electronic copy in Microsoft Word format in a sealed package.

It is requested that responses are to be prominently marked with response label provided on page three of this IFPQ on the outside of the sealed package.

In the event of a conflict or inconsistency between the hard copy and the electronic copy of the response, the hard copy of the response shall prevail.

Responses submitted by fax or electronic mail will not be accepted.

2.3.2. Responses Should Be Submitted On Time at Prescribed Location

Responses must be submitted at the location set out above on or before the Closing Date and Time.

2.3.3. Clarify, Verify, and Supplement

When evaluating responses, RDC may request further information from the respondent or third parties in order to verify, clarify or supplement the information provided in the respondent's response. RDC may revisit and re-evaluate the respondent's response or ranking on the basis of any such information.

2.3.4. No Incorporation by Reference

The entire content of the respondent's response should be submitted in a fixed form and the content of web sites or other external documents referred to in the respondent's response will not be considered to form part of its response.

2.3.5. Responses to be Retained by RDC

RDC will not return the response or any accompanying documentation submitted by a respondent.

2.4. NOTICE TO RESPONDENTS

2.4.1. Substantial Compliance

This Invitation For Pre-Qualification is governed by Canadian competitive bidding laws. These laws require the Owner who issues a Invitation For Pre-Qualification to conduct the competition strictly in accordance with the declared rules of the Invitation For Pre-Qualification. As a result, in order to avoid automatic disqualification of any bid which is non-compliant, the Owner must have

express power in the Invitation For Pre-Qualification to waive any non-compliance by a Respondent with the requirements of the Invitation For Pre-Qualification.

RDC has chosen to create the express power in the Invitation For Pre-Qualification to waive only minor non-compliance with the Invitation For Pre-Qualification requirements (Part 4). This has been done to allow us to consider and possibly accept any response which is advantageous to RDC even though it may be non-compliant in some minor aspect. However, Respondents should note that RDC has reserved the right to waive only minor non-compliance with the requirements of the Invitation. Respondents, who are non-compliant with any major requirement of the Invitation For Pre-Qualification as determined by RDC in our sole discretion, will be disqualified without evaluation on the merits of the response.

RDC strongly urges respondents to review the requirements of the Invitation For Pre-Qualification carefully and ensure that their response is fully compliant with all requirements.

2.5. NOTIFICATION

2.5.1. Notification

The decision regarding the pre-qualified firms will be announced in writing to all respondents and posted on the Alberta Purchasing Connection.

2.6. PROHIBITED COMMUNICATIONS AND CONFIDENTIAL INFORMATION

2.6.1. Prohibited Respondent Communications

The Respondent shall not engage in any Conflict of Interest communications and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix A).

2.6.2. Respondent Not to Communicate With Media

A respondent may not at any time directly or indirectly communicate with the media in relation to this IFPQ or any pre-qualification list pursuant to this IFPQ without first obtaining the written permission of the RDC Contact.

2.6.3. Confidential Information of RDC

All information provided by or obtained from RDC in any form in connection with this IFPQ either before or after the issuance of this IFPQ:

- a) is the sole property of RDC and must be treated as confidential;
- b) is not to be used for any purpose other than replying to this IFPQ and the performance of any subsequent contract;
- c) must not be disclosed without prior written authorization from RDC; and
- d) shall be returned by the respondents to RDC immediately upon the request of RDC.

2.6.4. Confidential Information of Respondent

A respondent should identify any information in its response or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by RDC. The confidentiality of such information will be maintained by RDC, except as otherwise required by law or by order of a court or tribunal. Respondents are advised that their response will, as necessary, be disclosed on a confidential basis, to RDC's advisers retained for the purpose of evaluating or participating in the evaluation of their proposals. If a proponent has any questions about the collection and use of personal information pursuant to this IFPQ, questions are to be submitted to the RDC Contact.

2.7. PROCUREMENT PROCESS

2.7.1. Closed Opening

Responses will not be subject to public opening.

2.7.2. Disqualification for Misrepresentation

RDC may disqualify the respondent or rescind a contract subsequently entered if the respondent's response contains misrepresentations or any other inaccurate, misleading or incomplete information.

2.7.3. References and Past Performance

RDC's evaluation may include information provided by the respondent's references and may also consider the respondent's past performance on previous contracts with RDC.

2.7.4. Inappropriate Conduct

RDC may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process and such inappropriate conduct shall include but not be limited to: (a) the submission of quotations containing misrepresentations or any other inaccurate, misleading or incomplete information; (b) the refusal of the supplier to honour its pricing or other commitments made in its proposal; or (c) any other conduct constituting a Conflict of Interest.

2.7.5. Cancellation

RDC may cancel or amend the IFPQ process without liability at any time.

2.8. GOVERNING LAW AND INTERPRETATION

2.8.1. Governing Law

The terms and conditions in this Part 2 Terms and Conditions of IFPQ Process: (a) are included for greater certainty and intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision); (b) are non-exhaustive (and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations); and (c) are to be governed by and construed in accordance with the laws of the province of Alberta and the federal laws of Canada applicable therein.

-END OF PART 2-

3. PART 3 – IFPQ PARTICULARS

3.1. DESCRIPTION OF SERVICES

This IFPQ is an invitation to submit responses to pre-qualify for architectural consulting services for RDC. The range of services could include, but is not limited to:

- Preliminary planning and programming
- Renovation projects
- Small new construction (less than two million dollars (\$2,000,000.00) in total construction value)
- Building envelope
- Interior design

For projects that require sub-consultant disciplines including, but not limited to, mechanical, electrical and structural engineering, landscape design, interior design and specialist services (such as acoustics, theatre, food, laboratory, etc) RDC may choose to have the architectural consultant act as:

- a) A prime consultant where they will be responsible for obtaining (with RDC approval) sub-consultant disciplines and coordinating the consulting team; or
- b) A coordinator of the sub-consultant disciplines obtained by RDC for the project.

Please note that all Invitation to Tenders and related competitive bidding requirements are conducted in conjunction with RDC's procurement services function.

To be able to submit to the Invitation For Pre-Qualification, respondents must have:

1. A minimum of five (5) years relevant post secondary experience with a total cumulative value of twenty million dollars (\$20,000,000.00); and
2. Ability to provide or access sub-consulting disciplines related to the services.

The respondents that are shortlisted will have the opportunity to submit a response on projects that form part of the services. Prices submitted during the process are expected to follow The Alberta Association of Architects recommended schedule of fees for building projects as their guideline.

3.2. MATERIAL DISCLOSURES

The shortlisted respondents will be required to provide the following within ten (10) days of written notification of pre-qualification:

- 3.2.1. Vendors, at their own expense, shall maintain during the term of the pre-qualification with reputable insurers: a) Professional Liability of no less than \$2,000,000 for each claim and in the aggregate, and b) Commercial General Liability (including Non-Owned Auto) of no less than \$2,000,000 per Occurrence and in the Aggregate. Vendors shall deliver to Red Deer College a certificate of insurance evidencing such coverage.
- 3.2.2. A current certificate indicating the respondent's Worker's Compensation coverage.

-END OF PART 3-

4. PART 4 – RESPONSE CONTENT

4.1. MANDATORY REQUIREMENTS

Each response must include:

- A Submission Form (Appendix A) completed and signed by an authorized representative of the respondent.
- A Reference Form (Appendix B) and include it with the response.

4.2. RATED CRITERIA

The following is an overview of the categories and weightings for the rated criteria of the IFPQ:

	CRITERIA	POINTS
1.	Firm Description and Services	40
2.	Firm's Experience in the Post Secondary Sector	10
3.	Firm's References	10
4.	Project Key Personnel	10
5.	Project Methodology	30

It is requested that each respondent provide the following information in its response:

1. Firm Description and Services – Total Points = 40

- A brief description of respondent
- A description of the services the respondent is able to provide in the phases of projects including pre-design services, schematic design services, design development services, construction document services bidding services, construction contract administration services and post-construction services
- The capacity and availability to complete multiple simultaneous projects
- An indication of how sub-consulting disciplines may be covered including, but not limited to mechanical, electrical and structural engineering, landscape design and interior design

2. Firms Experience in the Post Secondary Sector – Total Points = 10

- Emphasize the respondent's experience in the post secondary sector by providing a list of projects with descriptions that have been completed and the value of the projects

3. References – Total Points = 10

- A Reference Form in accordance with the instructions set out on the Form attached as Appendix B to this IFPQ

4. Project Key Personnel – Total Points = 10

- The key personnel that will be allocated to the projects including, but not limited to the principles, project architect(s), project leader(s) and the respective team with resumes.

5. Project Methodology – Total Points = 30

- An outline of the methodology including work plans and organizational charts indicating how the respondent intends to structure its working relationship with RDC for three example projects:
 - A space planning project,
 - A recycling of space project, and
 - A building envelope project.

-END OF PART 4-

5. PART 5 – EVALUATION PROCEDURES

5.1. STAGES OF RESPONSE EVALUATION

5.1.1. Stage 1

Stage 1 will consist of a review to determine which proposals comply with all of the mandatory requirements. Proposals failing to satisfy the mandatory proposal content requirements will be excluded from future consideration.

5.1.2. Stage 2

Stage 2 will consist of scoring by RDC of each qualified proposal on the basis of the rated criteria.

5.1.3. Stage 3

Stage 3 will consist of a tally of the scores will be added together and up to the three highest ranking scores will be pre-qualified.

-END OF PART 5-

APPENDIX A – SUBMISSION FORM

1. RESPONDENT INFORMATION

Please fill out the following form and name one person, to be the contact for this IFPQ response and for any clarifications or amendments that might be necessary.

Full Legal Name of Respondent:	
Any other relevant name under which the respondent carries on business is:	
Street Address:	
City, Province/State:	
Postal/Zip Code:	
Phone Number:	
Fax Number:	
Company Website (if any):	
IFPQ Contact Person and Title:	
IFPQ Contact Phone:	
IFPQ Contact Email:	

2. ACKNOWLEDGMENT OF PROCUREMENT PROCESS

The respondent acknowledges that this IFPQ process will be governed by the terms and conditions of the IFPQ.

3. ABILITY TO PROVIDE SERVICES

The respondent has carefully examined the IFPQ documents and has a clear and comprehensive knowledge of the services required under the IFPQ. The respondent represents and warrants its ability to provide the services required if pre-qualified during the IFPQ process.

4. ADDENDA

The respondent is deemed to have read and accepted all addenda issued by RDC prior to the Deadline for Issuing Addenda. The onus remains on respondents to make any necessary amendments to their response based on the addenda. The respondent is requested to confirm that it has received all addenda by listing the addenda numbers or, if no addenda were issued, "None":
_____. Respondents who fail to complete this section will be deemed to have received all posted addenda.

5. CONFLICT OF INTEREST

For the purposes of this section, the term "Conflict of Interest" means:

- (a) in relation to the IFPQ process, the respondent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to:
 - (i) having or having access to confidential information of RDC in the preparation of its response that is not available to other respondents; (ii) communicating with any person with a view to influencing preferred treatment in the IFPQ process (including but not limited to the lobbying of decision makers involved in the IFPQ process); or (iii) engaging in conduct that compromises or could be seen to compromise the integrity of the IFPQ process; or
- (b) in relation to the performance of its obligations contemplated in the pre-qualification that is the subject of this procurement, the respondent's other commitments, relationships or financial

interests: (i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement; or (ii) could or could be seen to compromise, impair or be incompatible with the effective performance of its obligations.

If the box below is left blank, the respondent will be deemed to declare that: (1) there was no Conflict of Interest in preparing its response; and (2) there is no foreseeable Conflict of Interest in performing the obligations contemplated in the IFPQ.

Otherwise, if the statement below applies, check the box.

- ☐ The respondent declares that there is an actual or potential Conflict of Interest relating to the preparation of its response, and/or the respondent foresees an actual or potential Conflict of Interest in performing the obligations contemplated in the IFPQ.

If the respondent declares an actual or potential Conflict of Interest by marking the box above, the respondent must set out below details of the actual or potential Conflict of Interest:

6. DISCLOSURE OF INFORMATION

The respondent hereby agrees that any information provided in this response, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The respondent hereby consents to the disclosure, on a confidential basis, of this response by RDC to RDC's advisers retained for the purpose of evaluating or participating in the evaluation of this response.

Signature of Witness

Signature of Proponent Representative

Name of Witness

Name and Title

Date:

I have authority to bind the proponent

APPENDIX B – REFERENCE FORM

Each respondent is requested to provide three (3) references from clients who have obtained similar services from the respondent in the last three (3) years as those requested in this IFPQ. It is preferred that at least one (1) reference provided be from the public sector.

Reference #1

Company Name:	
Company Address:	
Contact Name:	
Contact Telephone Number:	
Date Work Undertaken:	
Nature of Assignment:	

Reference #2

Company Name:	
Company Address:	
Contact Name:	
Contact Telephone Number:	
Date Work Undertaken:	
Nature of Assignment:	

Reference #3

Company Name:	
Company Address:	
Contact Name:	
Contact Telephone Number:	
Date Work Undertaken:	
Nature of Assignment:	