

Request for Proposal For Architectural Design Consulting Services

BEAVER COUNTY SERVICE CENTRE



Proposals will be received in person at:

Beaver County
Box 140
Ryley, AB
T0B 4A0

On or before 4:00 p.m. local time on **Thursday, April 1, 2010.**

RFP documents may be obtained from the Municipality's website: www.beaver.ab.ca or by email request: bbeck@beaver.ab.ca

Section 1.0 – Project Summary

PROJECT OVERVIEW / DESCRIPTION:

Beaver County

Beaver County is a naturally beautiful destination that's worth a brief visit or an extended stay.

Located just a leisurely drive from Edmonton, Beaver County starts in the Beaver Hills Cooking Lake Moraine and extends east for about 120 km along Highway 14.

Ideal for families, our friendly community offers a quiet rural setting with all the amenities you need, plus numerous recreational activities spanning the four seasons.

With a population over 5,600, the County is home to the Towns of Tofield and Viking, the Villages of Ryley and Holden, and the Hamlets of Bruce and Kinsella – each with their own unique charm and feel.

Beaver County is governed by an elected Council of five Division Councillors who appoint a Reeve from among themselves each year. A staff of 42 full-time, permanent employees oversee its operation from an Administration Office and Transportation Shop located in the Village of Ryley.

The Project

Beaver County (The County) and Beaver Regional Waste Management Services Commission (The Commission) share an administrative office in Ryley. Parts of the building are original (over 50 years old). The remainder of the building is approximately 30 years old, and houses over 30 full time administrative staff. The current building footprint is approximately 9,000 square feet.

Beaver County and Beaver Regional Waste continue to grow, and our closest municipal partner, the Village of Ryley (The Village), has expressed an interest in Village staff being housed in the County office or having the County take over its administrative services.

The following are some of the issues that affect the current County office building:

- The existing building is in fair/good condition with a series of additions, occurring since original construction.
- No major renovations or upgrades have been completed to the building in over

10 years.

- The condition and life cycle assessment of the building and in particular, its various mechanical systems, is unknown.
- The building is not “public friendly”, accessible by persons with disabilities, nor is it considered to be an optimal work environment for employees.

The County requires the services of design professionals to answer the following questions:

- Are the “bones” of the current building structurally adequate to allow more optimal and economic use of the building for the partners to address corporate and public needs for a 10 year planning horizon?
- What magnitude of renovations would be required to address the current building condition and to create an inviting public administrative building, accessible to persons with disabilities and an optimal work environment for staff?
- How much additional space will be required to address growth for a 10 year period?
- What is the optimal design concept for a renovation of the building and expansion to address the 10 year planning horizon?
- What construction process is most suitable for this application (design-build vs. design-bid-build)?

The building program and schematic design will provide the framework for the construction phase of the renovations and expansion. Contracts for that phase and any other future phases will be awarded through a separate procurement process. Firms bidding on this contract will be eligible to participate in proposals for future phases.

The successful firm will be registered to practice in the Province of Alberta and possess significant recent experience in design, facility planning and costing.

The successful firm will recommend;

- 1) cost-effective strategies, and;
- 2) designs to address remedial and future needs.

The successful firm will work with the County Service Centre Steering Committee, and the County Chief Administrative Officer (CAO), will act as main contact and Project Manager.

Section 2.0 – Scope of Services

OBJECTIVES / SCOPE OF SERVICES:

It is the intent of Beaver County to select a qualified firm to prepare a cost-effective design to address the County Service Centre's lack of adequate space for public and staff, the lack of access for persons with disabilities, and to prepare a final concept based on the feedback of all stakeholders.

The scope of services will include:

- 2.1 Assessment of the existing facility.
- 2.2 Work with the Steering Committee to identify building area requirements (i.e. how much space do we need?) to address the design objectives, addressing a 10 year time frame.
- 2.3 Development of options that could be considered for floor plan changes/renovations and possible building expansion.
- 2.4 Development of the conceptual design solution for building/site modifications to address issues outlined in Project Summary.
- 2.5 Development of conceptual drawings in CAD format, and of appropriate supporting materials.
- 2.6 Development of Consultant's professional opinion of the probable cost for construction of design.
- 2.6 Presentation of preferred concept in the form of both a written report (with Drawings) and presentations for the Steering Committee and County Council.

OPTIONAL:

- 2.7 Presentation of concept at a Public Open House in a local venue to gather the input of local stakeholders.

Section 3.0 – Proposal Requirements

RFP TIMELINE: Consultant to provide project schedule allowing adequate review periods by Beaver County.

Please note that Beaver County wishes to make a decision on a preferred design before the 2010 Municipal Election, which is in October. Therefore, the project timeline will include a completion date of September 30, 2010.

REGISTRATION: Should interested parties elect to propose, they should notify Beaver County, CAO via email or certified letter at the address shown below of their intent to propose **no later than March 17, 2010**. Failure to notify does not prohibit your firm from submitting a proposal, but may result in missed notification of RFP addendums. In the event it becomes necessary to revise any part of the RFP prior to the bidder's response, an addendum will be issued.

SITE/BUILDING TOUR: Should proponents express a need or desire to tour the building prior to submission of an RFP, the tour will occur on March 19th, 2010 commencing at 1:30 pm. If we have not heard from any interested proponents by March 17th, 2010, the site/building tour may not occur.

PROPOSALS DUE: **Proposals are due April 1, 2010 by 4:00 pm.** Any proposal received after the deadline may be refused and returned to the respondent.

PROPOSAL FORMAT: Submit one unbound (1) original and six (6) copies in the format as specified below with any other required documentation or backup, in a sealed Envelope marked:

"Proposal for County Services Centre Project"

Attention: Bob Beck, CAO

Beaver County

Box 140

Ryley, AB

T0B 4A0

No copies of the proposals or information concerning their contents will be publicly released until a recommendation is made by Council for award of contract.

Any inquiries should be directed to above in writing via email at bbeck@beaver.ab.ca.

No clarification requests will be accepted by telephone. Responses to clarification requests will be provided to all interested parties. Inquiries must not be directed to other Municipal employees, elected officials or members of the Steering Committee.

SELECTION: All proposals received will be analyzed in detail. The selection by the Tender Review Committee will be based upon demonstrated competence and

professional considerations such as overall experience, capability, current capacity to perform the work described herein, and personnel proposed to perform the work.

The lowest cost proposal may not necessarily be selected.

Beaver County and the Steering Committee will use the following criteria and scoring to evaluate proposals:

<u>Qualifications</u>	<u>20 points</u>
<u>Experience</u>	<u>20 points</u>
<u>Project team</u>	<u>20 points</u>
<u>Adherence to anticipated timelines</u>	<u>20 points</u>
<u>Estimated Fee & Disbursement</u>	
<u>Schedule</u>	<u>20 points</u>
<u>Interview (if held)</u>	<u>10 points</u>

Beaver County reserves the right to select any or none of the proposals as submitted. The County reserves the right to accept the proposal that it considers to be in the best interest of the County. The County reserves the right to expand or diminish the scope of work subject to negotiation with the successful firm.

PROPOSAL FORMAT: The information requested below is mandatory and the format shown below is strongly recommended. Firms are encouraged to submit any other relevant information, which may assist the Tender Review Committee in the selection process.

I. Firm Overview - Firm history / resumes of staff for project / other qualifications /similar projects

II. Work Plan

Provide a brief one page document that outlines your anticipated project approach as well as a proposed timeline of activities.

III. Miscellaneous

- A. Any additional information the proponent wishes Beaver County to evaluate
- B. Client references with contact information (minimum 3)
- C. Copy of the firm's current errors and omissions insurance certificate
- D. Exclusions or clarifications from any of the RFP requirements

*****NOTE**

Section IV - fee proposal listed below shall be in a separate sealed envelope that is separate from the remainder of the proposal. The sealed envelope will be opened only after the proponents have been ranked on the basis of their demonstrated competence and professional qualifications.

IV. Fee proposal

Provide a lump sum fee proposal and reimbursable expenses for the project. Fee proposals for basic services shall be all-inclusive and should include the deliverables identified, and be based upon your professional experience, any other foreseeable deliverables for a project of this nature and complexity as described in this RFP and based on the building tour (as needed).

The lists of deliverables for the project are minimum requirements, and the intent of the lists is to illustrate the expected level of service and products from the selected firm. Any additional costs not included in the proposal will be at the selected firm's expense. Beaver County also requests that each proponent provide an hourly rate sheet with any qualification for additional services.

BUDGET: The budget for this project including professional fees, expenses, and applicable taxes, shall not exceed \$40,000.00.

NOTIFICATION: The successful proponent will begin work as soon as possible after notification of the award of this project. It is anticipated that the successful bidder will be notified by 4:00pm on April 21, 2010.

Section 4.0 – Terms and Conditions

- 4.1 Cost prior to award: Beaver County is not liable for any cost incurred by proponents prior to issuance of a contract.
- 4.2 Cancellation: Beaver County reserves the right to accept all or part of any proposal or to cancel in part or in its entirety this Request for Proposal.
- 4.3 Validity of Proposal Term: proposals must be valid for 90 days.
- 4.4 Assignments: the successful proponent shall not transfer the responsibility for any part of its contractual obligations without prior approval (in writing) of Beaver County.

- 4.5 Meetings: the selected firm should assume normal meeting frequency for the duration of the projects.
- 4.6 Beaver County provided Information: any existing Architectural data and drawings will be made available for review and copying.
- 4.7 Insurance Requirements: General Liability in an amount not less than \$2,000,000 inclusive per occurrence, insuring against bodily injury, personal injury and property damage including loss of use thereof. Such insurance shall include non-owned auto liability. Automobile Liability on all vehicles owned, operated or licensed in the name of the Contractor, in an amount not less than \$1,000,000.00. Professional Liability Coverage in an amount not less than \$1 million insuring for liability resulting from errors and omissions in the performance of his professional services under this Agreement.
- 4.8 Site visits: additional site visits can be arranged by contacting Beaver County CAO using the above contact information. All site visits as well as the building tour are considered to be confidential information. This confidential information shall not be distributed outside of organizations directly related to the proponent without expressed, written approval.
- 4.9 Proposal Confidentiality: all data submitted by prospective Consultant firms will be treated as confidential and proprietary; and will not be shared outside of Beaver County Tender Review Committee.

5.0 General Terms and Conditions

The successful proponent will be required to enter into a contract with Beaver County including, but not limited to the following:

- 5.1 RIGHTS OF BEAVER COUNTY
- 5.2 INSURANCE AND INDEMNIFICATION
- 5.3 BEAVER COUNTY NOT EMPLOYER
- 5.4 PROTECTION OF BEAVER COUNTY
- 5.5 STANDARDS AND LEGISLATION: FAILURE TO COMPLY
- 5.6 COMPLIANCE WITH LAWS, NOTICES, PERMITS AND FEES
- 5.7 ERRORS AND OMISSIONS
- 5.8 FREEDOM OF INFORMATION

APPENDIX A: SIGNING PAGE (TO BE RETURNED WITH PROPOSAL)

BEAVER COUNTY ARCHITECTURAL CONSULTING SERVICES REQUEST FOR PROPOSAL

I/we the undersigned authorized signing officer of the proponent, hereby declare that no person, firm or corporation other than the one represented by the signature (or signatures) of proper officers as provided below, has any interest in the proposal.

I/we further declare that all statements, schedules and other information provided in this proposal are true, complete and accurate in all respects to the best knowledge and belief of the proponent.

I/we declare that this proposal is made without connection, knowledge, comparison of figures or arrangement with any other company, firm or persons making a proposal and is in all respects fair and without collusion for fraud.

I/we further declare that no employee of Beaver County is or will become interested, directly or indirectly as a contracting party or otherwise in the supplies, work or business to which it relates or in any portion of the profits thereof, or in any such supplies to be therein or in any of the monies to be derived there from.

I/we further declare that the undersigned is empowered by the proponent to negotiate all matters with Beaver County's representatives, relative to this proposal.

I/we further declare that the agent listed below is hereby authorized by the proponent to submit this proposal and is authorized to negotiate on behalf of the proponent.

Company name: _____

Name of person completing this form: _____

Address: _____

Phone: _____ **Fax:** _____ **Email:** _____

Signature: _____ **Date:** _____

PAGE 1
PARCEL BOUNDARIES
 SEE PAGE 2 FOR IMPROVEMENT DETAILS

**ALBERTA LAND SURVEYOR'S
 REAL PROPERTY REPORT**
 LOTS 6 TO 11 INCLUSIVE, BLOCK 7, PLAN 6530 V.
 5120 - 50th STREET
RYLEY - ALBERTA

PREPARED FOR: BEAVER COUNTY
 SURVEY COMPLETED: MARCH 30th, 2005.
 TITLE SEARCHED: MARCH 29th, 2005. (COPY ATTACHED)

CERTIFICATION: I herby certify that this report, which includes the attached plan and related survey, was prepared and performed under my personal supervision and in accordance with the Manual of Standard Practice of the Alberta Land Surveyors' Association and supplements thereto. Accordingly within those standards and as of the date of this report, I am of the opinion that:

1. the plan illustrates the boundaries of the property, the improvements as defined in Part D, Section 7.6 of the Alberta Land Surveyors' Association's Manual of Standard Practice, registered easements, and rights-of-way affecting the extent of the title to the property.
2. the improvements are entirely within the boundaries of the property, (Except as Shown).
3. no visible encroachments exist on the property from any improvements situated on an adjoining property, (Except as Shown).
4. no visible encroachments exist on registered easements or rights-of-way affecting the extent of property, (Except as Shown).

PURPOSE: This Report and related plan have been prepared for the benefit of the property owner, subsequent owners and any of their agents for the purpose of: a land conveyance, support of a subdivision application, a mortgage application, and/or a submittal to the municipality for a compliance certificate. Copying is permitted only for the benefit of these parties, and only if all pages of this report remain attached.

Where applicable, registered easements and utility rights-of-way affecting the extent of the property have been shown on the plan. Unless shown otherwise, property corner markers have not been placed during the survey for this report. The attached plan should not be used to establish boundaries due to the risk of misinterpretation or measurement error by the user. The information shown on this Real Property Report reflects the status of this property as of the date of survey only. Users are encouraged to have the Real Property Report updated for future requirements.

NOTES:

1. STATUTORY IRON POSTS FOUND SHOWN THUS. ●
2. DISTANCES ARE IN METERS AND DECIMALS THEREOF.
3. ALL TIES ARE FROM FINISHED EXTERIOR OF BUILDING WALLS, AND ARE PERPENDICULAR TO PROPERTY LINE.
4. STAGE OF CONSTRUCTION: COMPLETE.
5. EAVES DIMENSIONED TO THE LINE OF THE FACIA.
6. MAIN BUILDING IS AN OFFICE BUILDING.
7. THERE ARE NO FENCES.

DATED AT TOFIELD ALBERTA
 MARCH 31st, 2005.

Bob Michie
 BOB MICHIE, A.L.S.
 © 2005

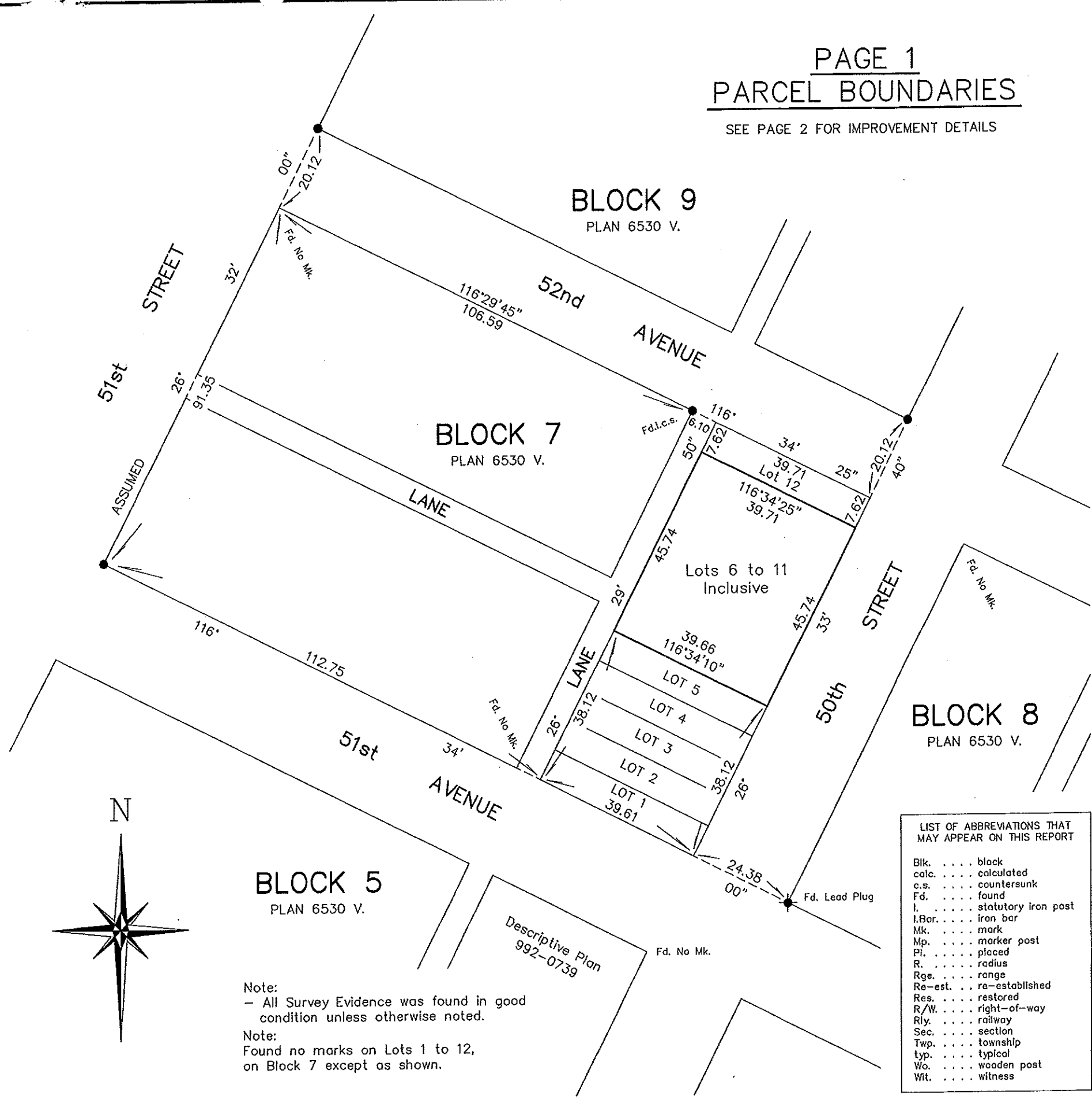
This document is not valid unless it
 bears an original signature in blue ink.

FILE: 05-025

SCALE 1 : 1000

REGISTRATION NUMBER
603

BOB MICHIE, A.L.S.
 R.R.#2
 KINGMAN, ALBERTA.
 PHONE: (780) 662-3565



PAGE 2 IMPROVEMENT DETAILS

SCALE 1:250

