

REQUEST FOR PROPOSALS
ARCHITECT/CONSULTANT PROFESSIONAL SERVICES
FOR
THE NORTH END RECREATION AND LEISURE FACILITY
An addition and renovation to the North End Centennial Pool

OLD EXHIBITION PARK
WINNIPEG, MANITOBA

RFP 130-2007

February 14, 2007

General enquiries may be directed to:

Mr. John D'Ignazio, M.Arch., MAA, Project Coordinator
The City of Winnipeg

ph: (204) 986-2278
fax (204) 986-7311
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1.0 REQUEST FOR PROPOSALS

The City of Winnipeg will be contracting for the architect/consultant professional services for the new North End Recreation and Leisure Facility to be located in Old Exhibition Park, Winnipeg, MB. The project is one of the new facilities identified under the \$43 million Rec and Leisure Projects. The intent of the project is to construct a new multi-use, inter-generational recreation and leisure facility for north Winnipeg as an addition/renovation to the North Centennial Pool. The project will also involve site redevelopment around the new facility to facilitate parking, land drainage and various other site issues.

The RFP process described below will enable the City of Winnipeg to select an architectural/consultant team for the project to provide all of the professional architectural and engineering services as required to deliver the new facility.

This project is to be carried out under the direction of both the Public Works Department and the Planning, Property and Development Department. The project team from the City of Winnipeg will be comprised from representatives of the Community Services Department, the Planning, Property and Development Department and the Public Works Department. The total estimated construction budget available for the facility and related works is \$4.25m. This figure is exclusive of Consultant fees, contingencies, P.S.T. and G.S.T.

The Proposal shall be valid for acceptance for a period of sixty (60) calendar days after the submission deadline.

2.0 DEFINITIONS

In this request for Proposals, the following words and phrases shall have the following meaning:

- .1 The terms *Architect/Consultant*, *Architect/Consultant Teams*, *Team* and *Proponent*, are used interchangeably herein and mean any architectural/engineering firm or group of architectural and engineering firms invited to submit a proposal for the project.
- .2 The term *Project* means all items required to deliver a new facility meeting the technical, functional and aesthetic requirements as set out in the Facility Program, and any subsequent amendments thereto as developed through the schematic and detailed design processes;
- .3 The term *City* means The City of Winnipeg as incorporated under the City of Winnipeg Act, Chapter 105, and Statutes of Manitoba 1971, and any subsequent amendments thereto
- .4 The term *City's Representative or Representative of the City* are used interchangeably herein and means a person or persons designated by The City of Winnipeg.

3.0 NORTH END RECREATION AND LEISURE FACILITY

Old Exhibition Park is approximately 40 acres roughly bounded by McPhillips Street to the west, Selkirk Avenue to the north, Sinclair Street to the east and an industrial site to the south. Existing site uses include sport fields (baseball, soccer) tennis courts, outdoor rinks, an indoor arena, an indoor pool, wading pool and a Seniors Centre. Charlie Krupp Stadium, run by the Manitoba Softball Association and the Winnipeg Nomads Football field and clubhouse are also located on the property.

The North End centennial Pool is located at 90 Sinclair Street. The one storey- building, constructed in 1969, has a total floor area of 52,008 sq.ft. and comprises a mezzanine floor, main floor, partial basement and crawlspace. The building envelope was upgraded in 2002 and the scope of work included new roof finishes and new wall assemblies, including windows and a new entrance canopy.

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The intent of this project is to design and construct an inter-generation multi-use recreation and leisure facility for the north end of the City of Winnipeg based on stakeholder consultation and demonstrated community need. The program of requirements and subsequent schematic design for the new North End Recreation and Leisure Facility will consider existing and planned recreation facilities throughout the community.

Planning for the project will provide for a flexible approach to development to facilitate the addition of ancillary amenities in the future, as determined by the community and other stakeholders, in consultation with the City of Winnipeg. The new facility will also consider efficiencies through integration with other on-site facilities; address the requirement for additional parking as well as other site issues, such as drainage, lighting, safety etc.

4.0 ELIGIBILITY

The proponent should be able to complete the required services within the prescribed time frame, respecting the budget and provide distinct architectural, engineering and site solutions.

To be considered, each applicant shall comprise an architectural design team which shall include, at a minimum:

- a. a prime architectural firm;
- b. basic consultants: consisting of structural, mechanical and electrical consultants.
- c. additional consultants: consisting of interior design, landscape architecture, municipal/ civil engineers, energy consultant, cost consultant and any other consultant the proponent deems beneficial to the project.

5.0 SCOPE OF SERVICES FOR THE PROJECT

The City of Winnipeg is seeking an architectural design team to provide the full scope of basic architectural and engineering services for the design and contract administration of the North End Recreation and Leisure Facility. The contract for the services will be awarded on the basis of a Part 1 and a Part 2 as outlined below and on the Fixed Fee proposal on Tables 1 (Basic Fees) and 2 (Additional Services) on pages 12 and 13 of this RFP.

The basic services required include:

PART 1

- **Pre-Design**
 - Review of existing community information, facility and site condition reports
 - The development of a "Facility Program of Requirements" with the stakeholder/project team.
- **Schematic Design**
 - Architect and Consultant's basic services; plus Interior Design concepts, Civil Design concepts, Landscape concepts, energy and sustainability concepts and statements of probable costs for all design disciplines.

AT THE CONCLUSION OF PART 1 OF THE PROFESSIONAL SERVICES A REPORT WILL BE REQUIRED THAT ILLUSTRATES AND SUMMARIZES THE WORK COMPLETED UNDER THE PRE-DESIGN AND SCHEMATIC DESIGN STAGE OF THE PROJECT. THE REPORT WILL BE USED AS THE BASIS FOR SUBMISSION TO THE POLITICAL LEVEL. IN ADDITION, PART 1 WILL REQUIRE THE CONSULTANT TO PARTICIPATE IN A PUBLIC OPEN HOUSE/PRESENTATION TO THE COMMUNITY AND/OR AT THE POLITICAL LEVEL.

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PART 2

- **Design Development**
 - Architect and Consultant's basic services; plus Interior Design development, Civil Design development, Landscape development, energy and sustainability concepts, and detailed construction cost estimates and quantity surveys.

- **Preparation of Contract Documents and Specifications**
 - Architect and Consultant's basic services; plus Interior construction documents, Civil construction documents, Landscape construction documents, and detailed construction cost estimates and/or quantity surveys.

- **Tender Period and Contract Administration**
 - Architect and Consultant's and Additional Consultant's services including issuance; of addenda, bid evaluation and recommendation, Interior construction reviews, appropriate on site project representation as required, record drawings by all disciplines, construction reviews by all disciplines.

- **Post Construction**
 - Start-up assistance, Contract Administration services after Substantial Performance.
 - Commissioning of building, including required training of operations and maintenance aspects of the new facility.

In addition to these basic services the following additional services are required for the project.

1. Cost Estimates at the schematic design, design development and Pre-Tender stages of the project by a retained cost consultant. The various consultants on the project to work with the Cost Consultant in developing the estimates.
2. Interior Design services including design concepts, design development and interior design construction drawings and specifications. Also required will be space planning for furniture and equipment, along with assistance in selection of furniture.
3. Promotional presentations to various political levels, City Departments and or media events. Preparation of design and presentation perspectives, (allow for 3 presentations).
4. Community consultation through an open house at the schematic design stage of the process.
5. Act on the City's behalf on any zoning, variance applications as required.
6. Coordination with a Universal Design Consultant hired by The City of Winnipeg for the project. Services involve meetings, exchange of information and review and implementation of the UD consultant recommendations.
7. Coordination with any consultants retained by the City of Winnipeg.
8. Provide assistance to the City of Winnipeg in developing terms of reference and selection for inspection and testing agencies, and other required services.

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9. Liaison with the Authorities having jurisdiction in terms of Building Code issues, Bylaws, approvals etc. Coordinate with local utilities for approvals as required.
10. Review of Contractor's As-Built Drawings and produce Record As-Built Drawings of the project upon completion in an electronic CAD format. (See General Instructions to Consultants attached)
11. Complete Building commissioning prior to occupancy, Project close out documentation and takeover by client, post occupancy evaluation and 11-month warranty inspection.

6.0 CIVIC FACILITIES – GREEN INITIATIVES AND STANDARDS

The City has been working to identify and implement energy efficiency, and reduce operating costs and make its new facilities and/or renovations environmentally friendly. The goal is to adopt elements of various building standards (LEED, BOMA, Energy Modeling or C-2000) when opportunities are available to do so.

In developing the scope of services and approach to them, The City of Winnipeg is seeking the consultant to lead and follow an Integrated Design Process (IDP) for the development of the project.

The objective of the process is to create buildings that:

- a. meet the functional and operational requirements of the final program of requirements
- b. are energy efficient
- c. are environmentally friendly
- d. reduce long term operational and maintenance costs

In addition, the IDP will be used to reinforce the team approach to goal setting and decision making for all members of the project team and allow the architect/consultant to lead a more expansive team. As part of the scope of services for the project the following will be required

1. The City of Winnipeg and Manitoba Hydro have entered into the Power Smart Agreement for the implementation of energy conservation measures based on a performance guaranteed approach at City Facilities. The Power Smart Agreement applies to the project outlined in this RFP.

The City requires the successful consultant to cooperate with Manitoba Hydro and if so directed by Manitoba Hydro, to identify and detail potential Energy Measures including estimating costs and Energy Savings. Costs of work requested by Manitoba Hydro will be chargeable to Manitoba Hydro at a rate negotiated by the successful consultant and Manitoba Hydro.

2. LEED - The intent for the project is to use the LEED checklist/categories as a guideline to set project goals for the opportunities to meet the intent of the various initiatives. The goal setting to meet the various category intents will need to be based on facility type, budget, site and scope of project and prioritized as part of the facility program development.

The architect/consultant team is to identify SEPARATELY in the submittal requirements the additional scope, and fees for providing the LEEDS Silver process to successful certification.

7.0 SUBMITTAL REQUIREMENTS

Applicants are invited to submit information on their qualifications, experience and suitability for the project, along with their ability to meet the project goals. Applicants are required to submit the information in a clear and concise manner following the order of the evaluation criteria (page 13).

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Six (6) bound copies of the proposals to be submitted.

The proposals will be evaluated by the contents of the following items.

Team Organization and Expertise, Past Experience of Firm

- Letter of Transmittal. Clearly identify each member of the architectural design team, including the prime architectural firm and all other design disciplines. Identify the primary contact (principal-in charge), mailing address, telephone and telefax numbers and email address.
- Provide general firm profile information of the architectural design team, including description of the history of the firms; years in business for the firms; average volume of work (in dollars) over the past five years for the firms and other pertinent information.
- Provide brief biographical data of key participants in the design team, including the principals-in-charge and lead designer(s) of each team member. Include educational background and degrees, professional recognition, job title, years of experience in current position, years of experience in design and construction, and years of experience with existing employer. Identify the anticipated roles of each of the key participants in the project, including the time commitment to the project of each (hours, percentage of time etc.).
- *Project List Examples of Work* On these pages the applicant may illustrate specific projects that best demonstrate design ability and/or experience with similar facilities. Information for each project shall include reproductions of drawings, renderings or photographs. A narrative giving a brief description of the technical, economic and aesthetic qualities of the projects, including the name of the principal/lead designer and key personnel for each listed project. Information to be provided on the ability of the team to successfully complete each project within the constraints of time and budget.

Methodology/ Quality Control

- Provide a statement of the design team's methodology and philosophy with respect to recreation and leisure facilities and/ or projects of similar scope and complexity and indicate how this knowledge would be applied to this project. Provide information on the team's capability to undertake appropriate research to resolve design problems specific to the needs of the project and construction. Describe the methodology proposed for each stage of this project, including information on the quality control and quality assurance methods to be utilized. Describe the team's process for coordination and communication with the various levels of stakeholders.
- Provide information on the design teams or its members experience with the Integrated Design Approach to projects and outline their methodology to applying the approach to this project.
- Provide the anticipated roles of each member of the architect/consultant team and the time breakdown of each for the various scope of services and stages of the project development.
- Provide information on your team's ability and process for providing efficient and comprehensive contract administration throughout the project, including methods for coordination, supervision and quality control throughout the construction process.

Schedule

- Provide a detailed work schedule for the project indicating milestone dates, key meetings, and scheduled client review dates. The schedule should be consistent with the project schedule indicated and should take into account the time periods required for approvals, variance processes and public presentations (refer to clause 8.0).

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Fee Proposal

The Proposal shall include a **Fixed Fee** (excluding the PST & GST) Proposal for all Phases of the project including Schematic Design (including all pre-design work), Design Development, Contract Document and Specifications Preparation, Tendering and Contract Administration, Post Construction Services. The Fixed Fee Proposal shall be inclusive of all fees for "Additional Services".

NOTE: FIXED FEE IS BASED ON SCOPE OF SERVICES OUTLINED AND SCOPE OF PROFESSIONAL WORK REQUIRED TO DELIVER THE PROJECT. THE FIXED FEE IS NOT A PERCENTAGE BASED CONTRACT. CONSIDERATION TO ANY FEE ADJUSTMENT AS THE PROJECT PROGRESSES WILL ONLY BE BASED ON SCOPE OF PROJECT CHANGE THAT ALTERS THE SCOPE OF PROFESSIONAL WORK REQUIRED AND ASSOCIATED FEES..

The Fixed Fee proposal shall be broken down by Phase on Tables 1 (Basic Fees) and 2 (Additional Services) on pages 12 and 13 of this RFP.

The Fee Proposal shall also include a Schedule of Hourly Fees for Additional Services not included in Clause 7.0 and for services during the One Year Warranty Period Phase following Total Performance.

The Consultant is to identify separately the additional fees required to follow the LEEDS Silver process to successful certification.

The Fee Proposal shall also include an allowance for standard disbursements including costs of out-of-town travel, telephone and fax charges, couriers, site photographs, printing of plans and specifications for tendering purposes, but shall exclude the costs of any materials testing, soils and hazardous materials investigations.

Fee Proposal Evaluation

The lowest** cost fee proposal will receive the maximum number of points allocated to Fee. Points for other proposals will be allocated relative to the lowest fee proposal as follows:

Proposed Fee (lowest)	_____	(A)	
Proposed Fee (other)	_____	(B)	
Points Awarded	_____	(C)	(A/B) x weighting

****Note: Fee proposals for Architectural and Engineering Professionals will be further evaluated for general conformity with Provincial Architectural and Engineering Association professional fee guidelines.**

8.0 PROPOSED PROJECT DELIVERY SCHEDULE

The proposed delivery schedule for this project is as follows:

<u>Item</u>	<u>Completion by:</u>
<input type="checkbox"/> Date of RFP issuance	February 14, 2007
<input type="checkbox"/> Submission Deadline	February 28, 2007
<input type="checkbox"/> Completion of evaluations and recommendation	March 15, 2007
<input type="checkbox"/> Project initiation meetings	April 1 2007

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- Part 1
- ❑ Completion of Program of Requirements and Costing Report June 15 2007
 - ❑ Preliminary schematic design June 15 2007
- Part 2
- ❑ Commencement of detailed design July 1 2007
 - ❑ Completion of Drawings, Specifications and Tender Documents January 2008
 - ❑ Commencement of Construction March 1, 2008

9.0 SUBMISSION DEADLINE

The submission deadline is February 28, 2007 – 4pm local time

The proposal to be addressed as follows:

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WINNIPEG, MANITOBA
The City of Winnipeg
Corporate Finance Department
Materials Management Branch
185 King Street, Main Floor
Winnipeg, MB R3B 1J1

Attention: Mr. John D'Ignazio, M.Arch., MAA, Project Coordinator

10.0 GENERAL ENQUIRIES

General enquiries may be directed to the City's Representative:

Mr. John D'Ignazio, M.Arch., MAA, Project Coordinator
City of Winnipeg
Public Works Department
2nd Floor – 100 Main Street
Winnipeg, Manitoba R3C 4K4

ph: (204) 986-2278
fax (204) 986-7311
email jdignazio@winnipeg.ca

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11.0 ADDENDA

- .1 The City will, if necessary, issue Addenda to all Proponents, for the purpose of modifying or clarifying this Request for Proposal.
- .2 Addenda will be issued at least seventy-two (72) hours prior to the time and date set for the submission deadline in Clause 8.0 of this document. Proponents are advised to direct all questions or comments to:

Mr. John D'Ignazio, M.Arch., MAA, Project Coordinator
City of Winnipeg
Public Works Department
2nd Floor – 100 Main Street
Winnipeg, Manitoba R3C 4K4

ph: (204) 986-2278
fax (204) 986-7311
email jdignazio@winnipeg.ca

at least ninety-six (96) hours prior to the date set for the submission deadline in Clause 8.0 of this document, to allow time for the preparation and distribution of necessary Addenda.

- .3 Notwithstanding the generality of the foregoing, the City may extend the time and date of the submission deadline at any time for any cause.
- .4 Oral interpretations made to any Proponent shall not effect a modification of any provision of the Contract Documents.

12.0 EVALUATION OF PROPOSALS

Based on the content of the written Proposals, the Selection Committee, meeting in closed session, will apply scoring to each Proponent's submission, based on the evaluation criteria set forth in Clause 6.0, and will rank each of the Proponents accordingly.

13.0 PROCEDURE FOR REACHING A CONTRACT

After a Proposal is selected, and when a Scope of Services, Professional Fee schedule and Workplan has been agreed to between the City and the Proponent, and Professional Liability Insurance requirements have been met, a Contract will be executed between the City and the successful Proponent. In the event the City and the Proponent are unable to reach agreement on the terms of a Contract, the City may initiate negotiations with the next ranked Proponent. The Canadian Standard Form of Agreement Between Client and Architect Document 6, 1997 Edition, shall be used as basis of the Contract. The herein RFP scope, fixed fee and services being the terms of reference for its completion and execution.

The initial contract will be awarded on the basis of the professional services outlined in Part 1 (Clause 5). A separate contract to continue with Part 2 will be executed once a decision on project direction is received at the end of the Schematic Design Phase.

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14.0 NEGOTIATIONS

The City reserves the right to negotiate details of the Contract with Proponents prior to award of Contract.

Negotiations, if any, are intended to address administrative and technical details with respect to the services provided. Teams are advised to present their best Proposals, not a starting position for negotiations.

15.0 PROFESSIONAL LIABILITY INSURANCE

All consultants providing input to the project shall maintain throughout the term of the project or the term of the policy (whichever is greater) professional liability insurance against claims arising from errors and omissions of a professional or technical nature committed or alleged to have been committed by, on or behalf of the Consultant. Such insurance shall provide a minimum \$2.0 million dollar limit of liability per occurrence or per claim. Where coverage is provided on a claims basis, the coverage shall be maintained for a minimum period of 24 months following Total Performance of the Work.

16.0 INDEMNIFICATION

Each Proponent shall indemnify, defend, and hold harmless the Selection Committee, the City of Winnipeg, and their officers, directors, employees, Proponents and agents from and against any and all expenses, claims and/or other liabilities of any nature whatsoever which may be suffered by the Proponent or any of its members, employees or agents as a result, directly or indirectly, of participation in the selection process of this Request for Proposals.

17.0 INFORMATION ATTACHED TO THE RFP DOCUMENT

- Site plan of the Old Exhibition Park grounds
- Plans/Elevations of the North End Centennial Pool Building

Professional Fees

Table 2 – Additional Services Fees								
Discipline	Task							
		Architectural	Schematic Design Part 1					
Structural	Design Development Part 2							
Mechanical	Construction Documents and Specifications Part 2							
Electrical	Bidding Period Part 2							
Civil	Construction - Contract Administration Part 2							
Interior Design	Post Construction Part 2							
Landscape Architectural	Totals less GST							
Costing/Quantity Surveys								
Energy Consultant								
Others								
Totals less PST & GST								

Signatures:

EVALUATION CRITERIA

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A.	TEAM ORGANIZATION, EXPERTISE AND EXPERIENCE OF FIRM	MAXIMUM SCORE
	a. Past experience on aquatic projects or projects of similar scope and complexity. Relevancy of projects and references.	
	b. Related projects of similar scale within schedule and within budget	
	c. Design excellence, accomplishments and recognition	
	Subtotal	35
B.	METHODOLOGY/QUALITY CONTROL	
	a. Design methodology and philosophy through all phases	
	b. Quality Control/Quality Assurance Coordination and Supervision	
	d. Ability to resolve complex design issues	
	e. Capability of design team to address the specific project needs.	
	f. Ability to work effectively on complex public/private projects with effective participation of client and community	
	Subtotal	35
C.	SCHEDULE	
	a. Ability to meet accelerated schedule	
	b. Proposed schedule for the various parts of services	
	Subtotal	10
D	FEE PROPOSAL	
	a. Fee relative to other Proposals	
	b. Fee relative to the various phases of services	
	Subtotal	20
	Grand Total	100

The City reserves the right to conduct interviews with any of the proponents if deemed necessary in its selection process.

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