



City of Langford

CON22-0006
REQUEST FOR PROPOSAL
(RFP)

FEE PROPOSAL ONLY

for

*'ARCHITECTURAL, STRUCTURAL
AND CIVIL DESIGN'*

of

Special Purpose Commercial Building

in the

City of Langford, BC

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CITY OF LANGFORD

REQUEST FOR PROPOSAL

Fee Proposal Only

1. INTRODUCTION

The purpose of this RFP is to invite interested parties to submit a fee proposal to provide the architectural, structural, and civil design of a 2-storey commercial building in the City of Langford. The architect is required to submit one 'fee' for the team (structural, architectural and civil). The architect will be the 'Coordinating Registered Professional' for the entire project and will be required to oversee and direct all the members of 'The Team' as well as all other disciplines required for this building. Mechanical and electrical design are not part of this RFP, however, the successful proponent will be required to coordinate these disciplines. There is no site plan but the property is a flat lot and approximately 12,000 square feet in area. A complete hard copy of this RFP is available at Langford City Hall. The subbase and geotechnical work will be carried out by the City of Langford as determined by the building requirements.

The City is interested in receiving proposals from organizations which have expertise in the delivery of the above noted services.

It is intended that this RFP will be used to identify one or more proponents with which the City will enter into negotiations to develop an agreement that is acceptable to the parties.

This document outlines the scope of work envisaged by the City, sets out the requirements for the "RFP", and specifies the process to be used by the City of Langford to select a proponent.

2. GENERAL CONDITIONS

Information meetings will be held at the 2nd Floor offices of the City of Langford, 877 Goldstream Avenue, as deemed necessary or appropriate by the City of Langford.

By responding to this RFP, the proponent acknowledges and agrees that:

- (a) they will not substitute or replace any Team Member identified in their submission without the written approval of the City of Langford;
- (b) they have read, understood, and agreed to the provisions of this document;

- (c) the City reserves the right to reject any or all proposals submitted in response to this RFP;
- (d) the City reserves the right to waive any irregularity of any RFP, to request clarification and/or additional information, and to negotiate modification of any RFP;
- (e) the City reserves the right to cancel this RFP;
- (f) the City takes no responsibility for the accuracy or completeness of any information supplied of this project and, further, will not be responsible for any costs ***incurred in responding to this RFP.***

3. GENERAL UNDERSTANDING

This 'Request for Proposal' will be an evaluated document which will assist the City in determining whether the selected proponent:

- (a) has developed a thorough and acceptable proposal;
- (b) has fully understood the requirements as stated in this RFP;
- (c) guarantees a high level of quality in the design proposal for the construction of the building;
- (d) will be fully accountable and responsible with respect to the design, construction, installation and overseeing as the Coordinating Registered Professional; and
- (e) acknowledges that any proposal be subject to a full assessment to the satisfaction of the City and other relevant agencies if necessary.

4. REQUIREMENTS

4A. Design

The Proponent will work with the City and a third-party to complete a design for the building. The building will be approximately 10,000 square feet above ground and will include underground parking. The ground floor of the building will be comprised of 2 separate commercial spaces of approximately 2500 square feet each. The upper floor will include a kitchen, meeting room, library and washrooms comprising approximately 5000 square feet. The Construction Budget (building costs only) is estimated at \$3.5-4 million. The successful Proponent is required to design, supply, and deliver for construction, all stamped drawings from the 'Team' to construct the commercial building. The proposal must provide a date at which construction can start and a date at which completed drawings will be provided. It is hoped that the project can commence construction as soon as possible.

Price to include:

- all design work and stamped drawings;
- schedule for completing drawings
- coordination of design/construction
- all inspections including all final Schedules for occupancy;

The City will prepare the site based on the building's requirements. Mechanical and electrical design/construction are not part of this RFP, however, it is expected the successful proponent will coordinate with mechanical and electrical engineers all necessary rough-ins and connections.

The Architect will work with the City and the third party to select appropriate building materials to find efficiencies and cost savings. The proponent should recommend to the City and the third-party an approach which will allow the building to proceed as soon as possible

Please Note: All design/build drawings must be stamped by a BC Professional responsible for that field of expertise.

4B. Construction and Site Safety

The proponent shall assume and provide documentation covering all the responsibilities, as required by federal, provincial and municipal laws with respect to building design and construction documents. Please detail the method and timeframe of installation.

4C. Financial

The applicant is to include a total price for the building design and construction coordination showing a detailed breakdown from time of Contract Award to Occupancy. Please state whether you are able to provide a donation or work-in-kind on this project.

The City of Langford is interested in saving costs through donations, work-in-kind, etc. The successful proponent must be willing to work under these arrangements.

4D: Quality Control and Guarantee

The proponent is required to submit the following documentation:

- lists of the Team, Prime Team Member, Team Members and partners including their resumes;
- a description of quality control from the design aspect;
- \$5 million liability insurance naming the City as an 'Additional Insured';

- a construction and final acceptance report by independent authority chosen by the City but paid for by the proponent;
- 2 examples of recent (within 5 years) installations as described in 4A.

5. PROJECT SCHEDULE

A schedule for the RFP process is as follows:

Issue RFP.....	January <u>24</u> , 2022
Information Meeting.....	TBD (if required)
RFP Closing.....	4:30pm, February <u>11</u> , 2022
Evaluation of RFP.....	February <u>14</u> and <u>15</u> , 2022
Design Award.....	February <u>18</u> , 2022

Additional information meetings may be scheduled if required.

For additional information regarding this RFP, please contact Corporate Services at (250) 478-7882.

6. RFP REQUIREMENTS

Terminology:

- "City" means the City of Langford.
- "Team" means a company, firm, consortia or a group of such, which can offer complete financial, technical, maintenance, and management expertise to support the response to this RFP;
- "Team Member" means any company, firm, or consortia comprising part of a Team;
- "Prime Member" means the Team Member who proposes to be the primary contractual entity responsible for the design/build model;
- "RFP" means the written response of a Team for this RFP.

7. EVALUATION OF RFP'S

It is intended that this RFP will be used to identify one or more proponents with which the City will enter into negotiations with a view towards the successful development of a design/build model that is acceptable to the parties.

In the event that negotiations prove unsuccessful the City may approach alternate proponents with which to pursue negotiations based upon their respective response to this RFP, or ask for more detailed submissions from one or all proponents. Nothing

in this RFP shall be binding on alternate proponents to agree to engage in such negotiations.

Evaluation: The 'RFP' will be evaluated on the basis of how well proponents respond to the requirements of the RFP documents. Each submission will be assessed using a matrix scoring system as set out below, however; the City may choose one or more proponents to construct one or more buildings. The marks shown in the other boxes indicate the maximum number of marks that can be given for that subject. Design and construction proposals should include the demonstrated ability to find creative and economical solutions to problems that may arise.

	Subject	Total Possible	Total Score
A	Design/Build Specifications	25	
B	Financial (includes Cost to City)	25	
C	Team and Organization	15	
D	Demonstrated Experience	15	
E	Quality and Guarantee	20	
	TOTALS	100	

Submissions must also address the following:

- (a) Design/Building Coordination Proposal

Based on the information contained in the RFP package, interested parties are requested to provide, in detail, a written outline of their Design/Building Coordination proposal, outlining their understanding and philosophy to the industry.

- (b) Financial

Teams must demonstrate their financial capacity and stability that would be necessary to design and coordinate the building construction, as should be implied by their response to this RFP. In this regard, please supply the following information at a minimum:

1. Describe the financial and business resources available to the Prime Member to complete this work.
2. Provision of written confirmation from an insurer (acceptable to City Council) that general liability coverage and professional liability insurance coverage would be appropriate for the purposes intended, and will be maintained for the duration of the project. The City will require the insurer to include the

City as an "Additional Insured".

(c) Team and Organization

Teams must supply the following information.

1. A description of the Team including a description of all Team members.
2. A brief description of the intended responsibilities of the Team members.
3. Presence of Team Members in relation to the southern Vancouver Island region, together with a description of how such presence will manifest itself in relation to design, constructions and ongoing assistance to the public and City.
4. A description of relevant local (southern Vancouver Island) experience of Team Members as it may enhance and support the design/build process.

(d) Demonstrated Experience

Teams should demonstrate significant experience in projects of similar size, scope and complexity. The following details of completed projects must be submitted.

1. Location, nature and scope of:
 - a) other projects of a similar nature undertaken by members of the Team;
and
2. Full references I contact details for an owner I client representative on these projects that can be contacted for further information.

8. SUBMISSION OF REQUEST FOR PROPOSALS

Two (2) copies of each submission must be received in a sealed envelope at the offices of the City of Langford, 2nd Floor, 877 Goldstream Avenue, Victoria, B.C., V9B 2X8, by 4:30 p.m. (Pacific Standard Time), on February 11, 2022, clearly marked as follows:

'REQUEST FOR PROPOSAL'

<p style="text-align: center;"><i>FEE PROPOSAL ONLY</i></p> <p style="text-align: center;"><i>for</i></p> <p style="text-align: center;">'ARCHITECTURAL, STRUCTURAL AND CIVIL DESIGN'</p> <p style="text-align: center;"><i>of</i></p> <p style="text-align: center;">Special Purpose Commercial Building</p> <p style="text-align: center;"><i>in the</i></p> <p style="text-align: center;"><i>City of Langford, Victoria, BC</i></p>
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Attention: Marie Watmough
Acting Director of Corporate Services