



REQUEST FOR PROPOSAL

Parksville Community Park Washroom Building Design and Construction Administration

No. RFP 5330-20-22 WASH

July 8, 2022

CLOSING:

- **Response must be received before 10:00 AM PST on Friday, August 12, 2022**
- Two complete hard copies and one (USB key) copy prepared in .pdf format

CLOSING LOCATION:

City of Parksville – Operations Department
PO Box 1390, 1116 Herring Gull Way
Parksville, BC V9P 2H3

CONTACT PERSON:

Graham Gidden, Manager of Special Projects
ggidden@parksville.ca
250-248-5412

Proposals will not be opened publicly

The City of Parksville appreciates all proposal responses; however, only the successful proponent will be contacted.

TERMS OF REFERENCE

1. INTRODUCTION

The City invites proposal submissions from qualified professionals to plan, design, coordinate, tender, and provide contract administration for the construction of a new washroom facility and supporting pedestrian connections in the Parksville Community Park (hereinafter “the Park”).

2. BACKGROUND

The City of Parksville (hereinafter “the City”) is a vibrant coastal community, located on the eastern side of Vancouver Island within the traditional territory of the Coast Salish whose people have lived in the region since time immemorial. Surrounded by stunning beaches and mountains, the City is a place where residents and visitors alike enjoy a wide variety of leisure and recreational opportunities.

The proposed site for the project is in the Parksville Community Park adjacent to the Skatepark, and Outdoor Volleyball courts. See Appendices 1 - 4.

The Park includes facilities that support active sports such as volleyball, soccer, softball, lacrosse, tennis, and skateboarding, as well as passive recreational facilities such as a picnic shelter, playground, splash-park, and outdoor exercise equipment.

The new washroom facility will include separate men’s and women’s washrooms and a single mechanical room that will include storage space for building maintenance supplies. The structure and amenities will be vandal and graffiti resistant, and suitable for a popular public park. The area surrounding the washroom building requires new pedestrian connections, a vehicle drop-off area, and corresponding landscape updates to support enhanced connectivity to other amenities in the park.

The City will accept various design approaches that may include prefabricated components or alternatives that will achieve the scope of work while reducing construction costs.

The City’s Professional Services Agreement will be used as the form of a contract with the successful proponent; a copy has been included with this RFP (Appendix 5).

3. SCOPE OF WORK

Provide all required documents associated with the Professional Services Agreement.

The proponent will be expected to perform the minimum following tasks and provide the stated deliverables:

DESIGN

- Conduct site investigation – existing conditions, base drawings, site requirements and confirm owner’s required elements.
- Provide conceptual designs, use innovation and propose options that may include prefabricated components which reduce construction costs.
- Retain the appropriate project team of consultants and professionals to support required details and specifications to meet or exceed the BC Building Code and City’s building bylaws.
- Provide construction cost estimates with final tender drawings for construction.

PROJECT TEAM MANAGEMENT

- Create a project schedule for the completion of the design through tendering and ensure its execution.
- Coordinate project supporting consultants for document and site reviews as required.
- Provide project progress updates to City staff via email a minimum of twice a month to support external communication.

TENDER AND CONSTRUCTION SERVICES

- Manage the tender process on behalf of the City.
- Provide construction contract administration and construction inspection services.

PHASE 1 - PROJECT KICKOFF

- Form an agenda for, chair, and take minutes for a project kick-off meeting to be held at City operations office or online if applicable.
- Review all available building bylaws, record drawings, stormwater management master plan, survey data and drawings, and archaeological report in developing a base plan for design.
- Assess existing project area conditions – vegetation, infrastructure, and utilities.
- A current physical survey was conducted in 2020 for the park and will be provided. Further survey work is predicted to be limited.
- Meet with City Operations representatives at the site.

PHASE 2 – CONCEPTUAL DESIGN

- Create a conceptual design for the washroom building, pedestrian pathways, and vehicle pull-out in plan view with supportive section and elevation sketches as required.
- Include all required elements in the deliverables.
- Prepare a Class C construction cost estimate for the conceptual design.
- Submit conceptual design, and construction cost estimates (electronically in .pdf format) to City staff for review.
- Revise conceptual designs based on City staff comments and resubmit (in digital .pdf format) if required.

PHASE 3 – 70% DETAILED DESIGN

- Prepare detailed design drawings and specifications to a 70% detailed design level based on feedback and review comments from City staff.
- Prepare a Class B construction cost estimate.
- Submit drawings and cost estimate (electronically in .pdf and .dwg formats) to City staff for review.

PHASE 4 – 100% DETAILED DESIGN AND TENDER DOCUMENT PREPARATION

- Revise drawings based on City and permitting agency review comments and complete detailed design drawings and specifications to a 100% detailed design level.
- Prepare tender documents in latest MMCD format, including any required supplementary conditions and specifications.
- Submit drawings (two (2) full-size hard copies as well as electronically in .pdf and .dwg formats) and tender documents (electronically in .pdf format) to City staff for review.

PHASE 5 – TENDER SERVICES

- Revise tender documents based on City review comments.
- Submit .pdf files of both the tender documents as well as Invitation to Tenderers to the City. City staff will post the Invitation to Tenderers on the City website as well as BC Bid.
- Manage the tender process, including distributing tender documents, hosting and taking minutes at a non-mandatory tenderers' meeting on-site, responding to tender questions, preparing any required addenda, receiving and reviewing tenders, and preparing a recommendation for award.

PHASE 6 – CONSTRUCTION SERVICES

- Form an agenda for, chair, and take minutes for a pre-contract kick-off meeting to be held at City operations office or online if applicable.
- Prepare construction contract documents in latest MMCD or CCDC 2 format.
- Provide contract administration.
- Management of construction contract including, but not limited to, progress payments, change orders, inspections, conducting materials testing, shop drawing reviews, substantial and final completion certificates, and maintenance period liaising and review if required.
- Assume a twelve (12) week construction schedule with inspection and materials testing to be conducted by the appropriate project team consultant.
- Prepare record drawings for the project and submit (electronically in .pdf format) to City staff for review.
- Revise record drawings as required and submit four (4) full-size copies as well as electronically in .pdf and .dwg formats.
- Prepare and submit (electronically) a project record package including all photos, test results, daily inspection reports (typed), and any other data collected during construction to the City.

DELIVERABLES AND DESIGN CONSIDERATIONS

The new washroom building and surrounding area will include the following:

- Accessible men's washroom with a minimum of one accessible and one regular toilet stall, three urinals and two stainless steel sinks.
- Accessible women's washroom with a minimum of one accessible, two regular toilet stalls and two stainless steel sinks.
- Touchless toilets, sinks, dispensers for paper products and soap.
- One infant change station per washroom.
- Slip-resistant and easy to clean washroom floors.
- Single temperature, warm water will be provided for hand washing.
- Washrooms will be heated to provide indoor ambient temperatures of no less than 20 degrees Celsius during the winter months.
- Heavy-duty security-grade external doors.
- Minimum of 2 exterior showers.
- Mechanical room with storage space for maintenance supplies.
- Vandal and graffiti-resistant fixtures and designed for efficient cleaning.
- Exterior, options for a fountain or hydration station, and hose bib.

- The site for the washroom building is within the City's Flood Plain Development Permit Area 12 and will require geotechnical engineering for confirming required elevations.
- Connection to city potable water, hydro electricity and sewer system. Approximate locations are shown in Appendix 3.
- Stormwater management must apply best management practices (trenches, biofiltration basins, dry wells, underground systems, permeable pavements, etc.) for an infiltration system to minimize the addition of water to the existing storm-sewer system in the park. Investigation of locations beyond the project area will be required to support a stormwater infiltration system. The 2020 Parksville Stormwater Management Plan will be provided for reference.
- Designed and constructed to meet or exceed accessibility best practices, sustainability and crime prevention through environmental design.
- Building exterior will be complimentary with its surroundings.
- Roof material shall be metal.
- Indoor and outdoor lighting will be LED.
- Pedestrian pathway connections within the project area.
- Vehicle pull-out area.
- Corresponding landscape updates.

CITY RESPONSIBILITIES

Following the award of this work, the City will supply the Consultant with all available record drawings for the site. Please be aware that these record drawings should be considered incomplete, and the Consultant may not solely rely upon them for planning or fieldwork. The City will also supply the consultant with recent survey data, legal cadastre, orthographic photography (recent and available historical photography), and LiDAR contours within an AutoCAD Civil3d file.

4. OPTIONAL SITE / INFORMATION MEETING

An optional site information meeting is scheduled on:

Date: Thursday, July 21, 2022

Time: 10:00 AM

Location: City of Parksville, Community Park – Skate Park
193 Island Highway East, Parksville, B.C.

5. TIMELINES AND EVALUATION CRITERIA

Estimated RFP Timeline

Issue Date	July 8, 2022
Optional Site Meeting	July 21, 2022
Deadline for Questions	August 4, 2022
RFP Closing Date:	August 12, 2022
RFP Evaluation and Selection Process:	August 15-19, 2022
RFP Awarded	September 15, 2022
Construction Tender	December 2022
Start of Construction	February 2023

6. PROPOSAL FORMAT

This section describes the expectations for proposal formatting. Any proposal submitted should be in general alignment with these expectations to facilitate comparative evaluation.

COVER LETTER

Provide a single-page cover letter that succinctly demonstrates the proponent's understanding of key project issues and associated risk(s), experience, and strategies to make the project successful. The letter must include the name, address, telephone number, title, and signature of the proponent's contact person for this proposal.

TABLE OF CONTENTS

Include a list of all sections and appendices in the proposal response and indicate corresponding page numbers.

PROJECT TEAM AND CORPORATE COMMITMENT

Establish that the proponent's organizational structure and proposed team, including subconsultants and specialists, have the necessary technical and managerial knowledge to successfully carry out the requirements of this project. As well, as to confirm the proponent's corporate commitment to adhere to the terms and conditions of this RFP.

- Provide a brief introduction of the proponent's company and any required sub-consultants.
- Present quality assurance/management practices to be utilized.

- Identify the primary contact for the project. Should this primary contact not have the signing authority required to execute an agreement with the City, identify the individual who will fulfill this role in addition to the primary contact.
- Summarize the past relevant experience and performance of the proposed team's key personnel.
- Provide an organizational chart showing the names and responsibilities of key personnel.
- Provide resumes (maximum two (2) pages in length) for key personnel as an appendix.
- State the corporate commitment to maintaining the proposed staffing for the entirety of the project and acceptance that subsequent substitution of staff and/or sub-consultants shall be submitted in writing for review and approval by the City. Acceptance of any requested substitution is at the sole discretion of the City. The City reserves the right to request that the successful proponent replace a staff person assigned to the contract should the City consider such a replacement to be in the best interest of the City.
- State the corporate commitment to completing this project within the scope, budget, and timelines outlined.
- State the corporate acceptance of the terms and conditions of this RFP and attached Professional Services Agreement. Confirm that the proponent carries adequate insurance meeting or exceeding the levels specified within the Professional Services Agreement, and that proof of the required insurance will be submitted upon request.
- Any deviation or exceptions to the terms and conditions included within this RFP must be fully described. Any proposal that contains terms or conditions that are contrary to, or inconsistent with, those included within this RFP may be rejected at the discretion of the City.
- Include a completed copy of Section 10.0 Proposal Commitment from this RFP.

PAST PERFORMANCE AND REFERENCES

Present recent similar projects completed by the proponent, demonstrating a documented history of success at completing works like those described within this RFP.

- Provide an overview of a minimum of three (3) and a maximum of five (5) recent similar projects. Include details of what aspects of these projects were undertaken by key personnel of the proposed project team and/or any proposed sub-consultants.
- List the name, position, and telephone number of a contact person from each project to serve as a reference. References may be contacted to confirm the proponent's ability to meet budget, schedule, service, and quality targets.

PROJECT SAFETY

Communicate the proponent's safety record and methodology for managing the project in a safe and responsible manner to prevent damage, injury, or loss to individuals, the environment, and the project.

The Consultant will be the prime contractor for any work done on-site prior to the construction phase of the project.

PROJECT UNDERSTANDING, METHODOLOGY, TASK LIST, AND DELIVERABLES

Communicate in detail the proponent's understanding of the project, its requirements, and important issues. Describe both the project management and technical methodologies proposed to be used. Clearly indicate all services which are to be included, excluded, optional, or to be provided by others.

- Describe the proposed methodology and approach to manage the project, as well as identification and management of risks to the project and how those risks will be managed.
- Identify areas where innovative solutions supporting the purpose of the project are proposed and how they could be leveraged to drive project success.
- Provide a description of the communication requirements and expectations between the City and the successful proponent.
- List all phases of work, break down each phase into tasks, and discuss what is to be undertaken for each discrete task. Identify deliverables for each phase of work; at a minimum include the phases of work and deliverables listed in Section 3. Scope of Work of this RFP must be present. Additional phases and deliverables proposed to support innovative solutions or project management strategies will be considered an asset.
- Provide a Gantt chart style schedule of each task and deliverable required to successfully complete all phases of work. The schedule is to start at the anticipated award date listed in Section 5.0 Schedule of this RFP.

FEES

Fee schedules are to be included in the proposal document.

- Provide a fee schedule matching the phasing and detailed tasks proposed. The fee schedule should identify:
 - Hourly rates and number of hours budgeted for each team member to complete each task proposed;
 - Any expected travel time, expenses, and disbursements required to complete each task proposed; and,
 - A total cost for each proposed task, a subtotal for each proposed phase of work, and a total cost for completion of the project.

- State the proponent's commitment to maintaining hourly rates for all staff and any required subconsultants for the duration of the project.
- Hourly rates listed in the fee schedule shall be used for any extra work that is negotiated during the contract.

7. PROPOSAL EVALUATION CRITERIA

The City will evaluate each proposal submitted based on how well the proponents respond to the requirements of the RFP. Each submission will be assessed using a matrix scoring system as set out below. **Any submission received which does not include required elements will be deemed non-compliant and ineligible for award.**

PROJECT TEAM AND CORPORATE COMMITMENT - 20%

- Relevant experience
- Years of experience
- Professional accreditation

PAST PERFORMANCE AND REFERENCES – 20%

- Recent similar projects successfully completed by the project team
- Established history of utilizing creative design solutions in constrained, older developed areas to preserve and enhance historical and natural elements
- Established history of construction contract administration and inspection for projects located in historic/older developed areas

UNDERSTANDING, METHODOLOGY, TASK LIST, AND DELIVERABLES – 35%

- Ideas for innovation and methods to deliver maximum value to the City
- Demonstrated understanding of project risks, opportunities, and requirements
- Provided safety record and methodology for applying a project safety plan
- Clearly articulated, well-detailed plans for each project phase. Breaking down each phase of work into the tasks to be undertaken and deliverables to be issued

FEES – 25%

Evaluation criteria for fees will be as per the following formula:

$$\text{Fees score} = \frac{\text{Lowest Price} \times 25 \text{ Points}}{\text{Proposal Price}}$$

8. EXTRA WORK

The proponent must receive written approval prior to commencing any additional works which will affect the project cost or schedule. The proponent is to submit a Change Order indicating the impact these extra or additional works will have on the project for written approval from the City.

A Change Order must also be submitted in the event the proponent's fees will exceed the original Proposal amount (i.e. change to the original budget must be requested and must be approved in writing). In this situation, the proponent may be requested to provide scope change alternatives to meet the original budget.

An invoice encompassing additional works that have not been approved in writing will not be accepted by the City.

9. PROPOSAL SUBMISSION

GENERAL

Before submitting proposals, proponents must satisfy themselves about the nature and location of the work, local conditions, the professional services, equipment, technology and facilities needed for the execution of the work, and all other factors that might have a bearing on their proposal. Proponents are fully responsible for obtaining all information required for the preparation of proposals and the execution of the work.

Proponents are solely responsible for their own expenses in preparing and submitting proposals, and for any meetings, negotiations, or discussions with the City or its representatives and consultants, relating to or arising from this RFP. Proponents agree that by participating in the RFP process, and/or submitting a proposal, they have no claim for compensation,

INQUIRIES

All inquiries regarding this request for proposal must be directed to:

Graham Gidden,
Manager of Special Projects
City of Parksville
Telephone: 250 248 5412
Email: ggidden@parksville.ca

All requests for information (RFI) related to this RFP are to be submitted in writing by 4pm on Thursday, August 4, 2022.

RFIs and answers will be recorded and distributed via an addendum posted to BC Bid (www.bcbid.gov.bc.ca). It is the responsibility of the proponent to download and obtain any addenda posted. Information obtained from any other source is not official and should not be relied upon.

The City of Parksville appreciates all proposal responses; however, only the successful proponent will be contacted.

INSTRUCTIONS, TERMS AND CONDITIONS TO PROPONENTS

The following terms and conditions will apply to this Request for Proposal. Submission of a proposal indicates acceptance of all the terms that follow as well as any addenda issued by the City.

- Proposals must be received by the City Operations Department before the closing time. Submissions received by City departments other than Operations or received after the closing time will be considered ineligible and will not be reviewed.
- Proposals must be delivered in person or by courier to the City Operations Department marked as follows:

Attention: Graham Gidden
 Manager, Special Projects
 City of Parksville
 Operations Department
 1116 Herring Gull Way
 Parksville BC V9P2H3

Regarding: 5330-20-22WASH
 Parksville Community Park Washroom Building

- Proponents are cautioned to carefully read and follow the instructions, terms and conditions required by this Request for Proposal as any deviation, omission, as well as any inaccuracies or misstatements, may be cause for rejection. However, the City reserves the right, at its sole discretion, to waive minor irregularities and defects in a proposal and proceed with that respondent.
- In the event only one proposal is received, the City reserves the right to return that proposal unopened. Proposals received after the closing time will be returned unopened.
- Proposals must be executed by an authorized signatory of the proponent utilizing the Proponent Commitment section of this Request for Proposal.
- All proposals and subsequent information or material received shall become the property of the City and will not be returned. The proposals will be held in confidence by the City subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.
- Proposals may be withdrawn by written request only to Graham Gidden, Manager of Special Projects or his designate, at any time prior to the scheduled closing time. Proposals remain valid and may not be withdrawn, for a period of sixty (60) days following the deadline date for submission of proposals.
- Prior to the deadline date for submission of proposals, proponents must not contact any other representative of the City regarding this Request for Proposal, other than Graham Gidden, Manager of Special Projects, or designate. Unauthorized contact with any City representatives, including members of City Council, may be cause for the rejection of the proponent's proposal.
- The City is under no obligation to award a contract as a result of this Request for Proposal and reserves the right to terminate this Request for Proposal process for any reason, at any time. The City may then do nothing, re-tender, sole-source or complete the work with the City's own forces.
- No proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this Request for Proposal process, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.
- This Request for Proposal and the successful proponent's response may form part of any contract or professional services agreement entered with the City of Parksville.
- Any information acquired about the City by a proponent during this process must not be disclosed unless authorized by the City, and this obligation will survive the termination of the Request for Proposal process.
- The proponent, including all consultants, sub-consultants, corporations, or individual members of a proponent, will promptly disclose to the City any potential conflict of interest and existing business relationships they may have with the City

or evaluation committee. The City reserves the right to disqualify any proponent who in its opinion has a conflict of interest, whether such conflict exists now or is likely to arise in the future.

- Pricing will be firm for the contract period unless this Request for Proposal states otherwise. All prices quoted are to be in Canadian funds including fees, charges, contingencies, and applicable taxes.
- Any dispute arising from this Request for Proposal, or subsequent agreement, will be resolved according to the laws of the Province of British Columbia.
- Using a subcontractor (who must be clearly identified in the proposal) is acceptable. This includes a joint submission by two proponents having no formal corporate links. However, in this case, one of these proponents must be prepared to take overall responsibility for the successful interconnection of the two products and this must be defined in the proposal.

10. PROPOSAL COMMITMENT

The Request for Proposal response must be received at the City of Parksville:

To the attention of Graham Gidden, Manager of Special Projects,

This section must be completed by the proponent:

Provided that this proposal is accepted within sixty (60) calendar days from the closing date, the undersigned agrees on behalf of the company named below, to supply the goods and services listed at the prices quoted, under the terms and conditions set forth in this RFP document, the proponent's proposal, any and all addendum, which shall together form the agreement. This proposal is valid and enforceable for a period of not less than sixty (60) days following the closing date. In accordance with the terms, conditions, instructions and specifications the undersigned agrees to supply products and services at the prices quoted.

Company Name: _____

Company Address: _____

Postal Code: _____ Phone Number: _____

Email Contact: _____

Signature of Signing Officer: _____

Printed Name of Signing Officer: _____

Title of Signing Officer: _____

Date: _____