

THE CITY OF QUESNEL

**REQUEST FOR PROPOSAL  
DESIGN CONSULTANT SERVICES**

for

**RCMP DETACHMENT FEASIBILITY  
STUDY AND CONCEPTUAL DESIGN  
QUESNEL, B.C.**

Closing Date and Time:

**June 28, 3:00 pm Local Time**

Project Contact:

Jeff Norburn, Director of Community Services, City of Quesnel

Tel: 250-991-7479

Email: [jnorburn@quesnel.ca](mailto:jnorburn@quesnel.ca)

## **1.0 BACKGROUND**

The City of Quesnel (the City) is planning to upgrade and expand the RCMP Detachment in downtown Quesnel. In the spring of 2023, a Facility Space Assessment was conducted for the Detachment. To meet the current needs of the Detachment, it is estimated that 357 square meters of additional space is required for offices, meeting rooms, storage etc.

The City is seeking the services of a design consultant with previous experience designing RCMP facilities to provide options and recommendations to upgrade and expand the current facility to better meet the needs of the Detachment and to align more closely with RCMP space requirement guidelines.

The Quesnel RCMP Detachment is located at 584 Carson Avenue, Quesnel, British Columbia. The Detachment was constructed in 1991. It's a 1,385 square meter, two-story building of masonry block, concrete, and steel construction. The Quesnel Detachment currently has a total complement of 56.3 Full Time Equivalent (FTE).

The City plans to hire a design consultant to provide the City with a feasibility study and concept drawings for a phased upgrade and expansion of the Detachment to meet the needs of the Detachment and to align it more closely with RCMP space requirement guidelines.

There are space constraints on the site that may limit options for expansion and require consideration of creative solutions. The consultant will provide at least three options for upgrading and expanding the Detachment.

The construction budget for the project has not yet been determined. The feasibility study and conceptual drawings provided through this RFP will be reviewed and considered by the City, in consultation with the RCMP, and form a basis for a renovation project in the future.

## **2.0 SUBMISSION INSTRUCTIONS**

### **2.1 General**

The proposal shall be submitted by email to [jnorburn@quesnel.ca](mailto:jnorburn@quesnel.ca) with the subject line: "Quesnel RCMP Detachment Renovation Project".

The proposal will be evaluated in accordance with the criteria outlined in Section 7, Evaluation Criteria.

Submission of a proposal indicates acceptance by the respondent of all of the conditions contained in this Request for Proposal. The City reserves the right to negotiate with any proponent.

The successful proponent will be required to execute a formal contract with the City for the delivery of the services.

## 2.2 Closing Date and Time:

Submissions will be received until 3:00 PM, Local Time, June 28, 2023.

## 2.3 Late Requests for Proposals:

Proposals received later than the specified closing time will be returned, unopened to the proponent.

## 2.4 Questions/Inquiries:

Inquiries regarding this Request for Proposal are to be directed to Jeff Norburn, Director of Community Services, City of Quesnel at [jnorburn@quesnel.ca](mailto:jnorburn@quesnel.ca)

All clarification requests are to be sent in writing to the individual mentioned above. No clarification requests will be accepted by telephone.

Any and all changes to the RFP required before the proposal closing will be issued in the form of a written Addendum and posted on the City of Quesnel Website and BC Bid. If addenda are issued, their receipt must be acknowledged by the proponents in the appropriate section of the Form of Proposal. The City will assume no responsibility for oral instructions or suggestions.

## 2.5 Period of Acceptance:

The terms and conditions of the proposal offer shall remain firm and open for acceptance by the City for a period of forty-five (45) calendar days from the date of closing.

## 2.6 Rights Reserved by the City:

The City is not liable for any costs incurred by interested parties in the preparation of their response to this request. Furthermore, the City shall not be responsible for any liabilities, cost, loss or damage incurred, sustained or suffered by any interested party, prior or subsequent to, or by reason of the acceptance or non-acceptance by the City of any response, or by reason of any delay in the acceptance of the response.

The City reserves the right to reject any or all proposals and to accept the proposal deemed most favorable in the interests of the City.

The City may, in its absolute discretion, reject a proposal submitted by the proponent, if the proponent, or any officer or director of the proponent is or has been engaged either directly or indirectly through another corporation in legal action against the City, its elected or appointed officers and employees in relation to any other Contract for works or services or any matter arising from the City's exercise of its powers, duties or functions.

The RFP process does not commit the City in any way to select a proponent, or award or negotiate any contract. The City reserve the right to cancel this project for any reason whatsoever without any future obligations.

The City may accept or waive a minor and inconsequential irregularity where practicable to do so. The City may, as a condition of acceptance of the Proposal, request a Proponent to correct a minor and inconsequential irregularity with no change in the Proposal.

The determination of what is or is not a minor and inconsequential irregularity, the determination of whether to accept, waive, or require correction of an irregularity, and the final determination of the validity, will be at the sole discretion of the City.

## 2.8 Proposal Documents:

These terms of reference and the accepted proposal documents will form part of the contract made with the design consultant. All proposals are subject to the provisions of the British Columbia Freedom of Information and Protection of Privacy Act.

## 2.9 Personnel:

Only personnel listed in the successful proposal shall perform the work unless otherwise approved by the City.

## 2.10 Dispute Resolution:

Any disputes will first be attempted to be resolved via frank and open negotiations. If negotiations are unsuccessful, the dispute will be referred to a mutually agreeable third-party mediator/arbitrator whose decision will be final and binding.

## 2.11 Force Majeure:

Neither party will be responsible for carrying out their duties, nor will they be entitled to any compensation if events beyond their control occur. Examples of such events are, but, are not limited to, acts of God, labor disruptions, political decision delays, and protests.

#### 2.12 Relationship of the Parties:

The Proponent and the City expressly acknowledge that they are independent entities and neither an agency, partnership nor employer-employee relationship is intended or created by submission of a proposal or subsequent contract.

#### 2.13 Governing Law:

This Agreement shall be governed by and construed in accordance with the laws and courts of the Province of British Columbia, Canada, and shall in all respects be treated as a British Columbia contract.

### 3.0 PROPOSAL SCHEDULE

ACTIVITY	DATE
Issue Request for Proposal	June 8, 2023
Closing Date	June 28, 2023
Award of Contract	July 27, 2023 (approx.)

### 4.0 MANDATORY REQUIREMENTS

The successful proponent shall at its own expense, obtain and maintain until the termination of the contract and provide the City with evidence of:

- a) Professional Liability: the proponent shall carry insurance covering the work and services described in this Agreement. Such policy shall provide coverage for an amount not less than one million dollars (\$1,000,000).
- b) Comprehensive general liability insurance on an occurrence basis for an amount not less than two million dollars (\$2,000,000) and shall include the City as an additional insured with respect to the proponent's operations, acts and omissions relating to its obligations under this Agreement. Such policy to include non-owned automobile liability, personal injury, broad form property damage, contractual liability, City' and contractors' protective, products and completed operations, contingent employers' liability, cross liability and severability of interest clauses.
- c) Automobile liability insurance for an amount not less than one million dollars (\$1,000,000) on forms meeting statutory requirements covering all vehicles used in any manner in connection with the performance of the terms of this Agreement.

- d) Security Requirement: RCMP Security Requirements apply and form part of the agreement. Before Commencement of Work the following conditions must be met:
- a. FA02 – Escort Required
  - b. Consultants are not permitted to view or access Protected Information

The policies shown above will not be cancelled or permitted to lapse unless the insurer notifies the City in writing at least thirty (30) days prior to the effective date of cancellation or expiry.

The successful proponent by its acceptance of a negotiated agreement and purchase order, agrees to indemnify and hold harmless the City, its elected officials, agents and employees, from and against all loss or expense that may be incurred by the City, its officials, officers, employees and agents as a result of bodily injury, including death sustained by any person or persons, or on account of damage to property including loss of use thereof arising out of or as a consequence of the performance of the work stipulated in the RFP and any negotiated agreement.

## **5.0 SCOPE OF SERVICES**

### Facility Review/Pre-design:

Conduct an architectural, structural, mechanical, and electrical review of the Detachment, including consultation with City staff and Detachment personnel, review of existing drawings and other relevant materials, and an on-site inspection(s) of conditions.

All site visits must be arranged through the City and ensure that disruptions to the current RCMP are kept to a minimum.

Coordinate with the City and RCMP to identify, prioritize, and address security deficiencies in the Detachment including the need to secure the Detachment perimeter.

### Review options to maximize existing space and to consider the feasibility of expansion:

Options to maximize existing space should consider:

- Space Optimization: such as considering new furniture that will improve the use of space and maximize efficiency.
- Consolidation: Improve efficiency and space requirements by consolidating critical areas such as records, exhibits, and IT equipment to align with RCMP policies and standards.
- Relocation: Relocate spaces for existing uses to provide improve efficiency, compliance with RCMP policies and standards, and better use of space.

Options for expansion should consider the feasibility of:

- Closing in the 'open air' space on the second floor
- Expansion onto the existing roof structure such as on top of the cell building.
- Expansion onto adjacent property(s).
- Adding additional floors to the building.

Prepare a report and recommendations regarding the architectural, structural, mechanical, and electrical system integrity of the building, identifying issues to be addressed as part of an upgrade. Provide recommendations to address security deficiencies. Identify the most feasible option(s) to maximize the efficient use of existing space and expansion.

Develop Facility Programming and Space Relationships based on this analysis:

Considering the opportunities and limitations of the site provide conceptual design drawings for at least three options, which may include phased options, including a preferred option, with a statement of probable construction cost for each option.

All options proposed will meet relevant building and fire codes, align with RCMP policies and standards, and address priority issues identified in the facility review. Space constraints and budget limitations may require phasing of a construction project or an inability to address some lower priority issues identified in the facility review in the short or long term.

## **6.0 PROPOSAL SUBMISSIONS**

### **6.1 General**

The City is requesting proposals from proponents who are both interested and capable of undertaking the work. The onus is on the proponent to show their knowledge, understanding and capacity to conduct the work outlined in this Request for Proposals. The responses will be assessed according to how well they assure the City of success in relation to the submission requirements. The detail and clarity of the written submission will be considered indicative of the respondent's expertise and competence.

### **6.2 Proposal Contents**

The Proposal must be prepared in five sections, corresponding to the sections listed below. Each section shall address the particular requirements noted.

#### **Section 1: Experience of the Proponent**

- Provide a summary of the proponent's experience completing similar projects.

- Identification of all personnel that will be assigned to the project.
- Resumes/CVs of all personnel, clearly indicating each person's years of experience, educational qualifications, professional affiliations, and the number of years with the firm.
- Experience of the proponent designing RCMP buildings and/or the familiarity of the proponent with RCMP policies and standards should be highlighted.

## Section 2: Experience of the Project Team

- Composition of the project team sub-consultants. Identify all firms and their designate proposed for the project.
- Demonstration of senior personnel capability, capacity and experience in providing the full scope of services on comparable projects
- Resumes/CVs of all members of the project team, clearly indicating each person's years of experience, educational qualifications, professional affiliations, and the number of years with the firm.
- Experience of the proponent designing RCMP buildings and/or the familiarity of the proponent with RCMP policies and standards should be highlighted.

## Section 3: Proposed Work Plan and Schedule

- Provide a work plan and schedule to complete the work. Identify the allocated times for the City to receive and approve each of the project deliverables.

## Section 4: References

- Supply three references for projects completed within the past five years:
  - Name of the project:
  - Location:
  - Date of Completion:
  - Final Construction Budget:
  - Procurement Method for the Project:
  - Name, position and telephone number of Contact Reference:

## Section 5: Fees

- Provide a fee proposal for the delivery of services as contemplated in this RFP. The City has a budget of approximately \$65,000 for this work. The proponent's fee proposal may differ from the City's budget and may be higher or lower.
- Proponent expenses, if not included in the fee proposal, shall be shown as a separate fee with estimates.
- All fees, rates and costs shall be expressed in Canadian Dollars.

- All fees, rates and quoted costs shall exclude the General Sales Tax (GST).

## **7.0 EVALUATION CRITERIA**

### **7.1 Evaluation Process**

The City will establish an evaluation team to review and evaluate the proposals submitted. By responding to this RFP, proponents agree to accept the recommendation of the evaluation team as to the successful proponent and acknowledge and agree that the City will make the final decision.

### **7.2 Evaluation Criteria**

The proposal will be evaluated against the following criteria:

- |   |           |
|---|-----------|
| • Experience with similar RCMP Detachment Projects    | 40 points |
| • General Experience and Qualifications – Design Team | 10 points |
| • Work Plan and Schedule                              | 10 points |
| • Value of Fee Proposal                               | 40 points |

### **7.3 Interviews**

The evaluation team may select a number of top ranked proponents for interviews at its discretion. Alternatively, at the City's sole discretion, the City may choose to bypass the interview process if it deems it unnecessary.