

Request for Proposals  
**LeBourdais Park Stage Design**



Proposal Submission Deadline: October 26<sup>th</sup> 2022, 2:00pm

City of Quesnel  
410 Kinchant St  
Quesnel, B.C.  
V2J 5V9



# REQUEST FOR PROPOSALS (RFP)

**Title:** LeBourdais Park Stage Design  
**Department:** Capital Works and Infrastructure  
**Proposal Call Date:** Wednesday, September 14, 2022  
**Proposal Submission Deadline:** Wednesday, October 26, 2022

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## Attachments:

- **Appendix A:** Original Open Air Stage Plans
- **Appendix B:** Build a Better LeBourdais Park Questionnaire



The City of Quesnel is seeking proposals from qualified proponents in response to the Request for Proposals (RFP) for the provision of design services for the LeBourdais Park Stage Design. The qualified proponent will act as the Coordinating Registered Professional (CRP), provide project construction estimates and design services in order to advance this project to the next capital budget phase. The City's intent is that further opportunity would arise for the proponent to continue with design, develop, and administer the project through to completion should the project advance.

In 2021 the City asked the public and various user groups for their feedback on upgrades and amenities they would like to see at LeBourdais Park. In response, the City received a number of recommendations which identified upgrades to the stage, museums' rear exterior and public washrooms.

The original stage was constructed in 1988 featuring an elevated, open air stage projecting into the park. The stage abuts the rear of the museum and includes a narrow closed in backstage. The roof decking was installed on glue lam beams supported by peeled log pole supports over top of the concrete floor stage and foundation. Renovations since original construction include removal of original roof skylight, pole support replacements and numerous public washroom repairs.

The City hosts multiple events and festivals each year in the park and will be hosting the 2024 BC Winter Games.

The intent for the Stage Project is to improve overall function and usability which includes:

- Cosmetic/Façade
- A/V and Acoustics
- Security and Lighting
- Backstage Change Area
- Museums' Rear Exterior
- Public Washrooms



## 1.0 SUBMISSION INSTRUCTIONS

### 1.1 General

The proposal shall be submitted by email to [ccoben@quesnel.ca](mailto:ccoben@quesnel.ca) with the subject line: "LeBourdais Park Stage Design". 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 Proposals. The City reserves the right to negotiate with any proponent.

### 1.2 Closing Date and Time:

Submissions will be received until 14:00 Hr. (Local Time), **Wednesday October 26<sup>th</sup> 2022**.

### 1.3 Late Requests for Proposals:

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

### 1.4 Questions/Inquiries:

All inquiries regarding this Request for Proposals are to be directed in writing to Chris Coben, Director of Capital Works & Infrastructure, City of Quesnel at [ccoben@quesnel.ca](mailto:ccoben@quesnel.ca). Telephone inquiries will not be accepted.

Inquiries must be submitted prior to 13:00 Hr. Wednesday October 19<sup>th</sup> 2022.

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.

### 1.5 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 date of closing.



#### 1.6 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.

#### 1.8 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.

#### 1.9 Personnel:

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



#### 1.10 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.

#### 1.11 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, labour disruptions, political decision delays, and protests.

#### 1.12 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.

#### 1.13 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.

### 2.0 PROPOSAL SCHEDULE

Issue Request for Proposal	September 14 <sup>th</sup> 2022
Inquiry Deadline	13:00 Hr. (local time) October 19 <sup>th</sup> , 2022
Submission Deadline	14:00 Hr. (local time) October 26 <sup>th</sup> , 2022
Consultant Interview (optional)	Until November 3 <sup>rd</sup>
Award of Contract	November 9 <sup>th</sup> 2022

### 3.0 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.

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.

#### **4.0 SCOPE OF SERVICES**

The City of Quesnel is looking to extend the exterior upgrades that were done in 2020 to include renovations to the stage, exterior of building and washrooms as followed:

- Exterior stage: Upgrade/Rebuild the existing exterior stage complete with new accessibility improvements, with acoustics, lighting, and electrical in order to make the stage more "plug and play/user friendly".
- Washrooms: Refresh exterior/interior of the existing washrooms, upgrading to accessibility standards.
- Building: Upgrade the remainder of the exterior to match previous upgrade done in 2020 to the front; including siding and exterior lighting. Create accessible route to washrooms, stage, and around the perimeter of building.



- Graphics, images, and design illustrations to visualize the upgraded features.
- Include breakout options that define various premium upgrades to the stage. I.e.) roof, sound capabilities such as AV equipment.

#### **4.1 PROFESSIONAL SERVICES REQUIRED**

- Regularly communicating with the City of Quesnel, and confirming concepts and direction.
- Design and estimating which also includes project budgeting and expenditure tracking.
- Coordination of technical reporting and sub-consultants.
- Final design illustration that considers all options to advance project to the next phase.

#### **4.1 CITY OF QUESNEL'S ROLE**

- Provide early and ongoing guidance throughout the process.
- Support the technical requirements and planning by supplying background information, existing drawings and any available relevant information to the proponent.

### **5.0 PROPOSAL SUBMISSIONS**

#### **5.1 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.

#### **5.2 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.

### Section 2: Experience of the Project Team

- Composition of the project team sub-consultants. Identify all firms and their designate proposed for the project such as structural, acoustical, electrical consultants etc.
- 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.

### 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

- Using an estimated construction cost of approximately \$800,000 to \$1,500,000 as a basis for the design and various options, provide a fee proposal for the delivery of services as contemplated in this RFP:
  - Consulting fees, broken out to show fees for this project.



- Hourly charge-out rates by position for all personnel assigned to the project.
- Estimate of Disbursements
  - All fees, rates and costs shall be expressed in Canadian Dollars.
  - All fees, rates and quoted costs shall exclude the General Sales Tax (GST)

## 6.0 EVALUATION CRITERIA

### 6.1 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.

### 6.2 Evaluation Criteria

The proposal will be evaluated against the following criteria:

Experience and Qualifications– CRP	25 points
Experience and Qualifications – Design Team	20 points
Work Plan and Schedule	15 points
City's evaluation of value vs fee proposal	40 points

### 6.3 Interviews

The evaluation team may select up to three top ranked proponents for interviews. Alternatively, at the City's sole discretion, the City may choose to by-pass the interview process if it deems it unnecessary.