

THE CITY OF QUESNEL

**REQUEST FOR PROPOSALS
DESIGN CONSULTANT SERVICES**

for

**RCMP DETACHMENT DESIGN
QUESNEL, B.C.**

Closing Date and Time:

October 15, 3:00 pm Local Time

Project Contact:

Jeff Norburn, Director of Community Services, City of Quesnel

Tel: 250.991-7479

Email: 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. In 2024 a Feasibility Study and Conceptual Design was undertaken to address the additional space requirements of the Detachment. The report recommended that the current detachment be renovated to include 465 m² of additional space by constructing an addition directly above the cell block.

The City is seeking the services of a design consultant with previous experience designing RCMP facilities to advance the concept that has been developed to date. The City is seeking preliminary drawings that consider spatial relationships, building systems, and overall project feasibility and a cost estimate to inform future stages of the project. The City's objective is to complete as much of the schematic design phase as feasible within the defined budget for the project, 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 metre, two-storey building of masonry block, concrete, and steel construction. The Quesnel Detachment currently has a total compliment of 56.3 Full Time Equivalent (FTE).

2.0 SUBMISSION INSTRUCTIONS

2.1 General

The proposal shall be submitted by email to inorburn@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 services.

2.2 Closing Date and Time:

Submissions will be received until 3:00 PM, Local Time, October 15, 2025.

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

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 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, labour 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 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:

Screening Requirements:

- 1. Architects, Design Leads, Project Managers – ERS Clearance required.
- 2. Design Team and Subcontractors – FA02 escort required.
- 3. All drawings must be sanitized prior to providing to the design team and subcontractors.
- 4. Clean Desk policy must be followed by all staff while contractors are in the building.
- 5. When access is required to any operational exhibits rooms, LAN/PTSS rooms, file storage, weapons/radio rooms, or any other operational security zone, a knowledgeable escort is required. A knowledgeable escort being a person with/responsible for the assets contained in said room.

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 PROJECT BUDGET

The City has allocated \$70,000 for the scope of work in this RFP.

5.0 SCOPE OF SERVICES

Facility Review/Pre-design:

Review of existing drawings, reports, studies and other relevant materials, and an on-site inspection(s) of conditions. Consultation with City staff, RCMP, and Detachment personnel.

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

Develop Facility Programming and Space Relationships based on this analysis:

Provide schematic design drawings based on an expansion and renovation of the current Detachment that includes construction of approximately 465 square metres of additional space. Schematic drawings and concepts should consider spatial relationships and current building systems to address the needs of the Detachment and to meet the security requirements of the RCMP.

All concepts and drawings provided will meet relevant building and fire codes, align with RCMP policies and standards, and address priority issues identified in the facility review and feasibility study.

Drawings will consider structural, mechanical, and electrical design concepts and will include an estimate of probable cost.

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 up to \$70,000 for this work. The proponent's fee proposal may differ from the City's budget and may be higher or lower.
- The proponent may provide alternate pricing that incorporate proposed changes in the scope of work that will increase or decrease fees.
- 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.