



DISTRICT OF LILLOOET

615 Main St. PO Box 610, Lillooet BC, V0K 1V0. Ph: 250-256-4289; Fax: 250-256-4288

REQUEST FOR PROPOSAL

Until the time designated in the attached schedule as the "Closing Time," the District of Lillooet will accept Proposals for furnishing to the District of Lillooet, the supplies or services described in the schedules attached hereto at the point or points designated therein. The said Proposals are subject to the Terms and Conditions of the Request for Proposal, the Schedules, Instructions to Bidders, General Conditions, Specifications and any Special Conditions, Plans or Drawings attached hereto. All of which documents shall be initialed by the Bidder in the spaces provided.

CONSULTANT SERVICES BUILDING ASSESSMENT - TERMS OF REFERENCE 2014

DATE OF PROPOSAL: _____.

In compliance with the above Request for Proposal, the undersigned offers and agrees if this Proposal be accepted within 15 calendar days from the date of opening, to furnish or supply to the District of Lillooet, all or any part of the items upon which prices are stated, at the price set opposite each item, delivered to the designated point or points within the time specified in the schedule attached hereto.

COMPANY: _____.

ADDRESS: _____.

CITY: _____.

PROVINCE: _____ . **POSTAL CODE:** _____.

PHONE: _____ . **FAX:** _____.

SIGNATURE: _____ . **TITLE:** _____.

WITNESS(ES): _____.

The Proponent is a company incorporated under the law of _____.

1 OBJECTIVE of PROJECT

- 1.1 The District of Lillooet is preparing a referendum on the funding of the Lillooet REC Center. With this objective in mind, the REC Center requires an accurate, up to date Building Assessment report to be able to present to the public during public meetings and to be used to estimate the required annual 'levy' fee for the referendum question. District Staff are working on a long term strategy that will address major renovations or upgrades and/or replacement of the building as identified. The end goal of this strategy development is to identify timing and necessary budgets to ensure that local tax payers understand the amount of contribution they can expect to pay for the needed repairs and the necessary monetary reserves set aside to meet the strategy. For the first phase of this project the District of Lillooet is seeking proposals from qualified, experienced consultants to complete a Buildings Condition Assessment and Capital Planning Report on the Lillooet REC Center facility. Appendix 1 provides broad facility details; 'Deliverables' (section 2) provides details of what the comprehensive report should contain and any additional required actions by the consultant to complete the project.
- 1.2 The District of Lillooet intends to award this assessment project to the qualified firm that is deemed to have provided the most appropriate and complete proposal for the District of Lillooet. Experience working with local governments in British Columbia will be considered particularly beneficial.
- 1.3 It is the sole responsibility of the Proponent to ascertain that they fully understand the requirements of this Request for Proposal and the terms and conditions of the potential contract.

2 DELIVERABLES

- 2.1 Consultants will undertake collection of the following general information:
- Review of available building drawings and 2009 General Conditions Report by Stantec;
 - Site visit and non-destructive inspection of all components of the facility;
 - One meeting with building administration and key maintenance personnel;
 - Assess and recommend the extent of building evaluation to be included in the Terms of Reference.
- 2.2 Develop a comprehensive Terms of Reference for the public advertisement of a "Request for Consulting Services" to complete a building evaluation of the Lillooet REC Center.
- 2.3 In general, the completed report shall include
- A Facility Condition Index (FCI), a point system analysis FCI for each component listed in 2.3.1;
 - Provide an assessment of the existing deferred maintenance and deficiencies. For every deficiency identified in the audit report, devise one or more method of correction;
 - For every correction project a preliminary budget, a prioritized schedule for the work and an estimate budget;

- Rank and Prioritize all deficient conditions, associated correction projects and information concerning building systems and deficiency;
- Provide digital photograph documentation of individual components and each identified deficiency.

2.3.1 Structure

- a. Estimated cost to rebuild the entire REC Facility with current components;
- b. Overall building condition including but not limited to the following facility components
 - Building Envelope – waterproofing systems;
 - Exterior Wall Systems – windows, doors, caulking and sealants;
 - Interior Systems – interior finishes, millwork, washrooms and kitchens, doors, flooring, painting, stairwells, etc.;
 - Life Safety Systems including fire protection, security system, PA system;
 - Inventory and Condition Report for:
 - Mechanical Systems – including HVAC, pool chemical delivery and filtration system and arena refrigeration systems;
 - Electrical Systems;
 - Structural systems;
 - Plumbing systems.
 - Handicap Accessibility;
 - Parking lots, pathways, site lighting, signage, irrigation system and fencing;
 - Sound systems throughout the facility;
 - Status of Compliance with current BC Building Codes.
- c. Estimated timeline for major renovations or component to be replacement;
- d. Energy efficiency and possible upgrades to achieve efficiency.

2.3.2 Operations

- e. Facility functions;
- f. Suitability of building;
- g. Possible upgrades/revisions.

2.3.3 Costs/Timeline Review

- h. Estimate cost major renovations or repairs;
- i. Energy improvements/pay back;
- j. Time-line of facility/component repairs/replacement, prioritized;
- k. Building/component life/cost time line with repairs.

2.3.4 Capital Planning and Reserve Forecast

- 3. Assign qualified and informed staff to attend two (2), three (3) hour public information sessions to explain the completed report and answer questions pertaining to the report from the public. Public information sessions are to take place in the evening, during the first week

of October and the first week of November in 2014. Exact dates and time are to be confirmed at a later date.

- 4. Project must be completed and received (excluding 2.2.5) no later than 4:30 PM, September 10, 2014.

5. PROPOSAL SUBMISSIONS

A. Two (2) bound hard copies of proposals (preferably in an 8 ½ inch x 11 format) and one (1) digital file suitable for internal distribution and printing. Digital files can be provided on storage media (USB Drive) within the package containing the hard copies.

B. Proposals shall include but not be limited to:

- i. Cover letter including pertinent experience in the completion of similar projects with local government and include references.
- ii. Team members that will work on this assessment and plan, and their resumes or experiences.
- iii. References relating to similar projects.
- iv. Proposed work plan and completion schedule.
- v. Fee structures, identify and outline disbursements/charges for the duration of the project, schedule and total projected fixed fee.

6. EVALUATION OF PROPOSALS

a. Submission will be evaluated by selected staff using the following evaluation criteria:

Company History	5
Company Relevant Experience	15
Project Management – related qualifications & experience	20
Consulting Team – related qualifications & experience	20
Understanding of general RFP requirements	15
Proposed Fee	15
Completion Schedule	<u>10</u>
	100%

7. INQUIRIES

a. For any further information on the facility, please contact:

Wayne Robinson
Director of Recreation
District of Lillooet
930 Main St, Lillooet, BC, V0K 1V0
Ph: (250) 256-7527 Fax: (250) 256-4037

E-Mail: wrobinson@lillooetbc.ca

- b. For any questions relating to the RFP, prior to the proposal due date, please contact:

Brad McRae
Chief Administrative Officer
District of Lillooet
615 Main St, Lillooet, BC V0K 1V0
Ph: (250) 256-4298 Fax: (250) 256-4288
E-Mail: bmcræ@lillooetbc.ca

8. GENERAL TERMS AND CONDITIONS

- a. Except as expressly and specifically permitted in this Request for Proposal, no proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the Request for Proposal, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim. This RFP is not a tender.
- b. District of Lillooet reserves the right to negotiate with the most probable successful Consultant submitting a Proposal to clarify and enhance the Proposal and any Agreement arising out of acceptance of the Proposal.
- c. District of Lillooet reserves the right to seek proposal clarification with any Consultant to assist in making its evaluation, without seeking equal clarification from all Consultants and their proposals.
- d. The Consultant is responsible for reviewing the Request for Proposal. If the Consultant finds any errors or discrepancies in, or omissions from, the RFP, or if any part of the Proposal appears unclear or ambiguous, the Consultant is responsible for requesting clarification or interpretation before submitting the Proposal.
- e. Any clarification and interpretation is to be from the District of Lillooet representatives addressed in this RFP only and the Consultant should not contact or rely on the interpretation, understanding or comments of others not listed herein.
- f. We agree that the District of Lillooet reserves the right to reject all Proposals or to award the contract to other than the lowest bidder, following a full value analysis, if it perceives this to be in its best interest; and, further understand that we must possess a valid local business licence to work in the District of Lillooet;
- g. This Proposal is submitted without any knowledge, comparison of figures or arrangement with any other person making any bid or estimate for the same purpose; and, it is in all respects fair and without collusion or fraud, and no member or officer of the District is, shall be, or may become interested, directly or indirectly, as

contracting party, partner, stockholder, surety or otherwise in, or in any portion of the Contract, or in the supplies, work, service or business to which it relates, or in any

portion of the profits, to be used therein, or in any of the monies to be derived therefrom;

- h. If only one Proposal is received, the District of Lillooet may accept or reject that Proposal;
 - i. The District of Lillooet may award the contract on the basis of policies and preferences not stated in the Proposal package;
 - j. The District of Lillooet may waive any non-compliance with the Proposal documents or specifications;
 - k. Should this Request for Proposal result in bid prices higher than the District of Lillooet's budget for the service, the District of Lillooet may, prior to contract award, negotiate Proposal and pricing adjustments with changes to the scope of the works or to the contractual documents with the low bidder or any one or more bidders without having any duty or obligation to advise any other bidders or to allow them to vary their bid as a result of changes to the scope of the works or to the contractual documents.
 - l. Proposals will be evaluated by the District of Lillooet. The District of Lillooet intends to enter into an agreement with the selected consultant. If a written agreement cannot be negotiated within seven (7) days of notification of the successful proposer the District of Lillooet, at its sole discretion, may terminate negotiations and negotiate with another qualified consultant.
 - m. All submissions become the property of the District of Lillooet and will not be returned to the Consultant. All submissions will be held in confidence by the District of Lillooet unless otherwise required by law. Consultants should be aware the District of Lillooet is a "public body" defined by and subject to the Freedom of Information and Protection of Privacy Act of British Columbia.
 - n. The Consultant is required to carry a minimum of 2 million dollars liability insurance and provide proof of insurance with the submitted proposal.
 - o. The Consultant is responsible for paying all WCB premiums for the Consultant's staff during the time the Consultant begins the project and after the two (2) information sessions are concluded.
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INSTRUCTIONS TO PROPONENTS

1 CLOSING TIME: 4:30 PM, August 25, 2014.

- 1.1 Proposals and modifications thereof shall be enclosed in sealed package, addressed to the Director of Recreation, PO Box 610, 615 Main St., Lillooet, BC, V0K 1V0 and must be clearly marked "**CONSULTANT SERVICES: BUILDING ASSESSMENT - TERMS OF REFERENCE 2014,**" identifying the content of the Proposal. Proposals will also be accepted via email addressed to cityhall@lillooetbc.ca attached in PDF format with the subject line of the email: "CONSULTANT SERVICES: BUILDING ASSESSMENT - TERMS OF REFERENCE 2014".
- 1.2 Proposals will be opened at 9:00 AM the day after the closing date, in the meeting room of the Municipal Offices, located at 615 Main St., Lillooet, BC.
- 1.3 Proposals received after the noted due time will not be considered and will be returned unopened.
- 1.4 Response to this Request for Proposal by fax will **NOT** be accepted.

2 WITHDRAWAL

- 2.1 Proposals may be withdrawn by written notice only, provided such notice is received at the Municipal Purchasing Offices prior to the time set for the opening of tenders.

APPENDIX 1 – Lillooet and District REC Center

The building is located at 930 Main Street, Lillooet BC between 8th Avenue and 11th Avenue within the Central Business District of Lillooet. The entire facility encompasses the equivalent of one (1) city block. The East side of the property is situated next to the CN railway tracks which run North to South.

The facility is comprised of a series of large buildings tied to a central core. The facility is defined in an L-shape profile, with a gross building footprint of approximately 55,541 sq. ft. (5,159.9 sq. m.).

The REC Centre is comprised of the following amenities

- 25 metre Indoor pool with hot tub, dry sauna and change room facilities;
- Ice Rink with spectator stands, change room facilities and concession;
- Gymnasium with commercial kitchen concession;
- Weight Training Facility;
- Squash Court;
- Racquetball Court converted into a Bouldering Gym;
- Public Library and office;
- Daycare Facility;
- Meeting Rooms;
- Administration;
- Two parking lots on the North and South ends of the building; and
- Lawn covered multipurpose space adjacent to outdoor basketball court, skate park and tennis courts.

The facility was originally a school building. It was converted to the current REC Centre, with several additions to the facility over the years. The central core was destroyed by fire but reconstructed in the early 1990s.

Taken from 2009 General Condition Assessment Report by Stantec Architecture Ltd.