



Request for Qualifications (RFQ)

**District of Hudson's Hope
New Community Centre**

Integrated Design Process

January 2024

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1.0 The Project

1.1 The Project Overview:

To design and engineer a new multi-use community centre for the District of Hudson's Hope.

The new Multi-Use Community Centre (MUCC) building will be the focal point for year-round indoor community programming and events.

1.2 Project Background:

1.2.1 Hudson's Hope is a District Municipality in northeastern British Columbia, Canada, in the Peace River Regional District. Having been first settled along the Peace River in 1805, it is the third-oldest European-Canadian community in the province. The District of Hudson's Hope slogan is the "Playground of the Peace".

1.2.2 The District is planning for the replacement of the existing Community Hall and the Hudson's Hope Public Library (Library) with a new combined Multi-Use Community Centre, which houses a community hall, public Library, multi-use space and other amenities as outlined in Section 1.3.

1.2.3 While it is uncertain when the District may receive funding from upper levels of government, the District is immediately proceeding with the Stage 1 Phases for: Program & Scope Development Phase, Concept Design Phase, Schematic Design Phase, and development of a project budget.

1.2.4 The District will be undertaking a referendum to determine if the community is financially supportive of the project.

1.2.5 It is expected that at the end of Stage 1 Contract - there will be a decision by the District Council whether the District will proceed with Stage 2.

1.3 Project Description:

1.3.1 The District is planning for the replacement of the existing Community Hall and the Hudson's Hope Public Library with a new combined MUCC which houses a community hall with commercial kitchen, public library, and additional meeting / multiuse spaces. Other optional amenities in the wishlist include a cafeteria, running track, and a children's play zone.

1.3.2 The community hall portion of the new building must increase the legal occupancy compared to the current facility. The building must be complete with built in storage to accommodate tables, chairs, and event equipment, as well as a kitchen facility for catering functions. The library portion of the building must have a children's reading area, quiet reading space, office areas, storage space, and meeting rooms.

- 1.3.3 The MUCC is expected to have a functionally linked modern multi-use community centre that reflects the nature of Hudson's Hope to meet the present and future needs of residents and visitors to Hudson's Hope in accordance with approved project schedule and approved project budget, in a transparent process, using quality design and construction methods. The MUCC will create a community hub with safe and accessible spaces, which support community engagement, learning, culture, sport, tourism, health and wellness and personal growth for all residents and visitors to Hudson's Hope.
- 1.3.4 While it is uncertain when the District may receive funding from upper levels of government, the District is proceeding with retaining Architect Services in a two-stage contract approach. The contract approach is identified below:
- a) Stage 1 Contract includes: Program & Scope Development Phase, Concept Design Phase, Schematic Design Phase, and final Development Design phase.
 - b) Stage 2 Contract includes: Design development Phase, Construction documentation, Tender, Construction, Quality Management, Commissioning and Warranty.
- 1.3.5 The MUCC Project Leaders will direct and coordinate the project and is leading this RFQ to retain an Architect Team to undertake the next phase of work. Below are the expected milestones for the entire project.

| Milestone | Date |
|--|----------------|
| RFQ - Notice of successful respondents January 30, 2024 | March 1, 2024 |
| Issue RFP to successfully pre-qualified firms | June 2024 |
| Award of Stage 1 Contract for Architect Team Services | September 2024 |
| Concept Design option approved | January 2025 |
| Schematic Design approved | May 2025 |
| Development Design approved | September 2025 |
| End of Stage 1 – Decision to Proceed | December 2025 |
| | |
| <i>Award of Stage 2 Contract for Architect Team Services</i> | <i>TBD</i> |
| <i>Design Development Phase complete / approved</i> | <i>TBD</i> |
| <i>95% Construction Documents complete</i> | <i>TBD</i> |
| | |
| <i>Bid Document Review complete</i> | <i>TBD</i> |

| | |
|--|------------|
| <i>Revisions made and approval to tender</i> | <i>TBD</i> |
| <i>Site Plan Process</i> | <i>TBD</i> |
| <i>Building Permit</i> | <i>TBD</i> |
| <i>General Contractor Pre-qualification complete</i> | <i>TBD</i> |
| <i>Issue Tender</i> | <i>TBD</i> |
| <i>Award of Construction Contract</i> | <i>TBD</i> |
| <i>Occupancy</i> | <i>TBD</i> |

2.0 Scope of Work

2.1 Integrated Design Process (IDP)

The District desires to engage an experienced Integrated Design Team to take this project from concept to completion and commissioning. The process will involve two main stages and several phases including but not limited to:

Stage 1

1. Pre-Design
 - a. Team composition and coordination
 - b. IDP facilitator
 - c. Visioning charrette preparation, hosting
 - d. Concept Design report with magnitude of cost
2. Schematic Design
 - a. Team coordination
 - b. Schematic design documents
 - c. Key meetings including charrettes and workshops
 - d. Preliminary financial estimate
3. Design Development (final design)
 - a. Team coordination
 - b. Design development report
 - c. Detailed financial report

Note: A decision to proceed will be made at the end of Stage 1.

Stage 2

4. Construction Documentation
 - a. Preparation of construction documents, specifications and drawings
 - b. Tender documents
5. Bidding, Construction and Commissioning
 - a. Preparation of procurement documents
 - b. Assist in evaluation and selection of construction team
 - c. Management of construction process
6. Building Operation
 - a. Final report
 - b. As-built drawings
 - c. Operations manual

2.2 Pre-Qualification Process

It is the intent of the District to **prequalify three (3) Integrated Design Teams**, which will result in a short list of Integrated Design Teams that will be invited to submit a proposal in response to the subsequent RFP.

2.3 Procurement Process

At this time, the District has not chosen a particular procurement process for the project. Recommended procurement methods should be provided in the respondent's proposal.

3.0 Project Timeline

3.1 Pre-Qualification Timeline

| | |
|--|-------------------|
| Initial circulation of Request for Qualifications | January 2, 2024 |
| Deadline - submitting questions concerning the RFQ | January 26, 2024 |
| Close of RFQ | February 2, 2024 |
| Interviews and site visits | February 16, 2024 |
| Notice of successful respondents | March 1, 2024 |

Sealed proposals clearly marked in the form as provided in Appendix 3 for:

**“District of Hudson’s Hope
New Community Centre
Integrated Design Process Proposal”**

Submissions will be received at the District office until 2:00 PM MDT, February 2, 2024. Submissions received after that time will not be considered. Incomplete proposals may be rejected at the sole discretion of the District.

3.2 Budget

Total estimated budget for this project will likely be in the range of \$6.0 million - \$9.0 million Canadian depending on the final design. This includes the demolition of the existing community hall, the IDP process and construction of the new multi-use community centre. The existing community hall was built in 1968 (55 years old). A hazard assessment has NOT been undertaken to determine if asbestos is present in the building.

3.3 Contact Person

All questions regarding this RFQ should be directed to: Chris Cvik, Special Projects. Questions will only be accepted in writing.

- email, chris.cvik@hudsonshope.ca
- fax: 250-783-5741, or
- District of Hudson's Hope, PO Box 330, 9904 Dudley Drive, Hudson's Hope, BC, V0C 1V0

4.0 Evaluation

4.1 Evaluation Committee

The evaluation committee to determine three short-listed 'pre-qualified' Integrated Design Teams, will be formed from members of the District of Hudson's Hope Council, a representative from the Hudson's Hope Public Library, and District staff.

4.2 Evaluation Criteria (Submission Requirements)

The District reserves the right to short-list firms that, in the opinion of the Evaluation Committee, best addresses the needs of the District. The following are to be part of each submission.

Cover Letter: Company Name and Contact Information (Maximum 1– 8 ½ x 11 pages).
Acknowledge receipt of all addenda.

Section 1: Company Overview (Maximum 2– 8 ½ x 11 pages)

Clearly identify the prime firm submitting the proposal. Identify any other firms that may be involved (sub-contracted) on your behalf and their legal/contractual relationship with the prime firm along with the expertise and respective projected costs of their involvement.

A brief overview of your firm, including size, years in service and other relevant information including an organizational chart.

Section 2: Project Understanding (Maximum 5– 8 ½ x 11 pages)

Describe the Respondent's interest in the project and sensitivity to the project objectives. Respondents are to confirm their understanding of the Project and Scope of Work and clearly define how they would go about achieving same, noting the MUCC shall be completed in a two-stage approach. Highlight any specific experience or proposed approach to address the issuing of the two contracts and the willingness and ability of the proponent to enter negotiations in the event that the District proceeds with Stage 2 contract.

Value Added:

Respondents are to include any additional information regarding their firm and/or services that could prove beneficial to the evaluation team in assessing their proposal. Include other considerations not covered in the RFQ.

Section 3: Architect and Design Team Qualifications

Provide a one (1) page bio/CV for each of the Architects Staff that would be directly involved in the project, indicating experience, credentials role on the project, extent of individuals time to be devoted to the project, and notable achievements in the area of this work assignment and include services on a minimum of two (2) comparable projects with description, role, construction budget and year substantially completed. An AIBC Certificate of Practice for the Architect firm must be provided.

Evaluation of the Staff will include an assessment of the firm's overall ability to provide adequate resources to this project.

Highlight any special qualifications for any other Architect team members.

Section 4: Sub-consultant Team Qualifications

Provide a one (1) page bio for each of the following Engineering Leads: Structural, Electrical, Civil and Mechanical, indicating experience, extent of individual's time to be devoted to the project, and notable achievements in the area of this work assignment and include services on a minimum of two (2) comparable projects with description, role on the project, construction budget and year substantially completed.

Evaluation of the Staff will include an assessment of the firm's overall ability to provide adequate resources to this project.

Section 5: Qualifications and collaboration of the Team working together on prior projects (Maximum 2– 8 ½ x 11 pages)

Provide evidence of the team's experience working together in particular the Architect and Engineering Leads.

Section 6: Comparable Projects (Maximum 2– 8 ½ x 11 pages per project)

Respondents shall include at least two (2) comparable projects that ideally include a library or community center that have been successfully completed by the firm in the past ten (10) years. This shall include a description of the facility highlighting similarities with this project, the project team including relevant sub-consultants, as well as images, the client names, project value, construction value, date substantially completed, and construction method.

Section 7: References (Maximum 2– 8 ½ x 11 pages per reference)

Provide two (2) reference letters preferably for similar or comparable projects completed after January 2014 and provide project details on the tables in Appendix "4".

The District reserves the right to contact these references, where appropriate. In the interest of fair and equitable consideration to all Respondents, please do not list the District of Hudson's Hope as a reference for this section.

The Evaluation Criteria Matrix can be found in Appendix 1.

4.3 Respondent's Submission

Respondents are requested to submit three (3) hard copies and one (1) USB memory stick copy of their submission. Submissions shall be submitted in a sealed envelope using the Proposal Envelope Template found in Appendix 3 of this document.

4.4 Adjustments

Adjustments to the submitted responses will only be considered in writing and must be submitted prior to the closing time. Adjustments must be received in person or by fax at 250-783-5741.

4.5 Addenda

Addenda, if required, will be issued and shall hereby form part and parcel of the said Project. Failure to acknowledge the Addendum/Addenda issued will result in a non-compliant submission. All Addenda should be posted on District Website and BC Bids on or before **January 26, 2024**, or as adjusted by Addenda. It is the responsibility of the Proponent to have received all Addenda that have been issued by the District. No oral explanation or interpretation will modify any of the requirements or provisions of the Documents. The District of Hudson's Hope will assume no responsibility for oral instructions or suggestions.

Please check with the District Website and BC Bids prior to submitting your submission for the number of addenda released and note in your cover letter.

5.0 General Conditions

5.1 No District Obligation

This RFQ does not commit the District in any way to select a preferred Integrated Design Team, or to proceed to discussions or negotiations for a Contract, or to award any contract. The District reserves the complete right to at any time reject all RFQ's, and to terminate this RFQ process for any reason.

Proponents are solely responsible for their own expenses in preparing, submitting the RFQ, and for any meetings, negotiations or discussions with the District or its representatives and contractors relating to or arising from this RFQ.

5.2 No Contract

By submitting an RFQ and participating in the process as outlined in this request, proponents agree that no contract of any kind is formed from this RFQ.

5.3 Conflict of Interest

A proponent shall disclose in its RFQ any actual or potential conflicts of interest and existing business relationships it may have with the District, its elected officials, or employees.

5.4 Solicitation

Proponents and their agents will not contact any member of the District Council, District staff, or contractors with respect to this RFQ, other than the named District representative named in Section 3.3 at any time prior to notification of successful shortlisted team or cancellation of this RFQ.

5.5 Indemnification

The District, its elected officials, appointed officers, employees, agents, contractors and volunteers expressly disclaim any and all liability for representations or warranties expressed, implied or contained in, or for omissions from this RFQ package or any written or oral information transmitted or made available at any time to a proponent by or on behalf of the District. Nothing in this RFQ is intended to relieve a proponent from forming its own opinions and conclusions in respect of this RFQ.

The District, its elected officials, appointed officers, employees, agents, contractors and volunteers will not be liable to any proponent for any claims, whether for costs, expenses, losses, damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by a proponent in preparing and submitting a proposal, or participating in negotiations or other activity related to or arising out of this RFQ. By submitting a proposal, each proponent shall be deemed to have agreed that it has no right to make such claims.

5.6 Confidentiality

The RFQ documents, or any portion thereof and any other confidential information to which a proponent may have access as a result of the RFQ process, may not be used by a proponent for any purpose other than submission of proposals.

5.7 Ownership of Proposals and Freedom of Information

Each proposal submitted, as well as any other documents received from a proponent, becomes property of the District, and as such subject to the *Freedom of Information and Protection of Privacy Act* ("FOIPPA"). FOIPPA grants a general right of access to such records, but also includes grounds for refusing the disclosure of certain information.

Proponents are asked to specifically identify information contained in their proposal that is submitted on a confidential basis. Subject to any requirement for access under FOIPPA, the District will hold in confidence any such information received from a proponent. However, the District specifically reserves the right to distribute information about any proposal internally to its own council, officers and employees, to its consultants and contractors where the distribution of that information is considered by the District to be necessary to its internal consultation and evaluation process.

5.8 Prohibition Against Gratuities

No respondent, and no employee, agent or representative of the respondent, may offer or give any gratuity in the form of entertainment, participation in social events, gifts or otherwise to any officer, council member, agent, appointee or employee of the owner or the project team in connection with or arising from this RFQ. If the owner determines that this article has been breached by a respondent, the owner may exclude its submission from consideration, or if an agreement has already been entered into, may terminate it without incurring liability.

5.9 Time

The timing for the submission and receipt of proposals and any amendments thereto shall be determined by reference to Mountain Time.

APPENDIX 1 - Evaluation Criteria

Proposals will be evaluated and ranked by the steering committee. Evaluation criteria are as follows:

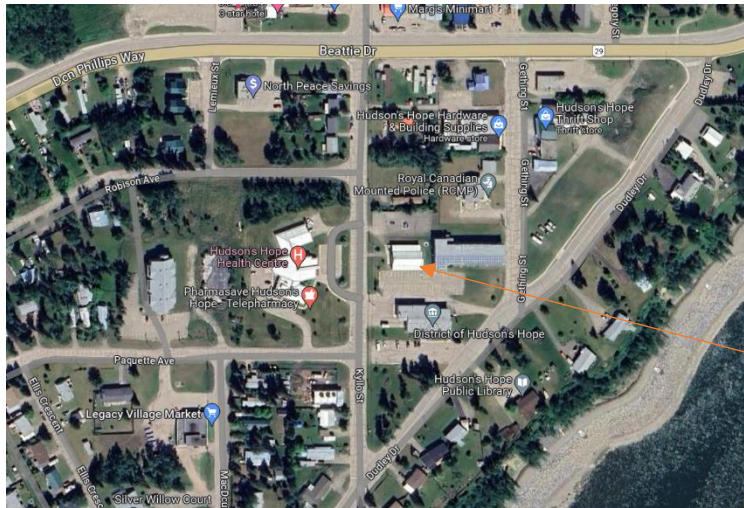
Firm's Qualifications (50%):

1. The firm's demonstrated ability to perform the required services with similar projects.
2. The firm's understanding of the proposed project as evidenced by the information provided in the RFQ submitted.
3. Demonstrated capability to deal effectively with the municipality and with the public.

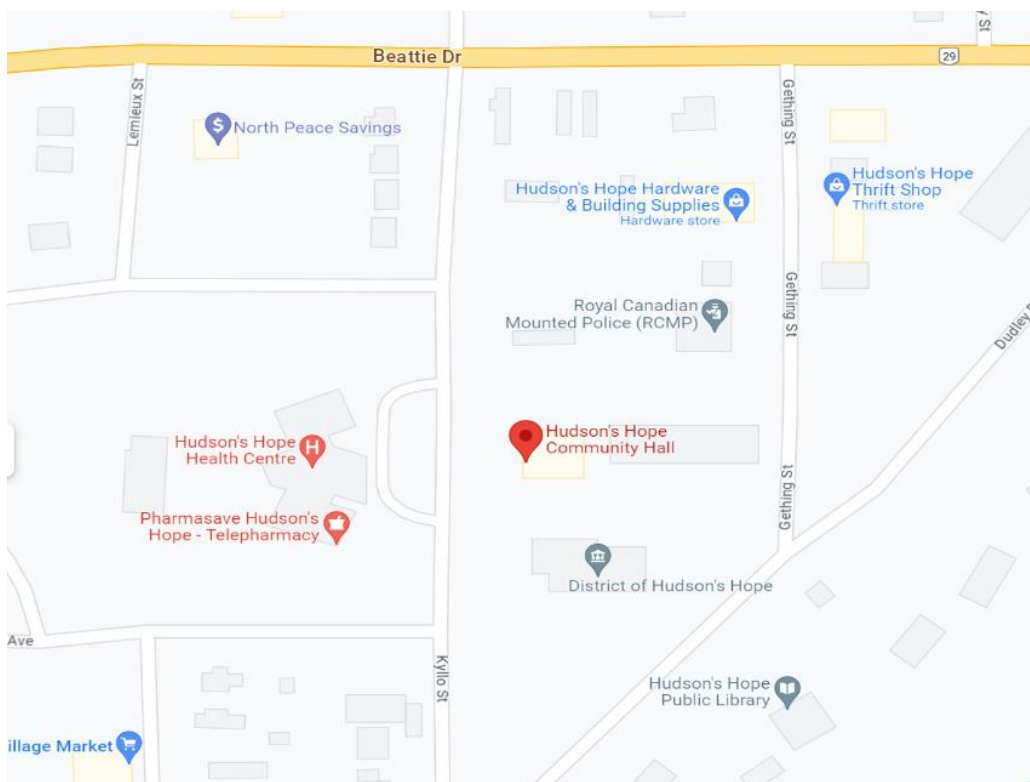
Project Team (50%):

1. The professional experience, qualifications, and educational background of the Architect and Design Team assigned to this project in working together and conducting work of comparable size and complexity.
2. The professional experience, qualifications, and educational background of the Sub-Consultant Team assigned to this project in working together and conducting work of comparable size and complexity.

APPENDIX 2 – Current Community Hall Site Aerial Photo



Current Community Hall location



APPENDIX 3 - Proposal Envelope Template

THIS TEMPLATE TO BE USED FOR REQUEST FOR QUALIFICATIONS
SUBMISSIONS

PROPOSAL FOR:

**District of Hudson's Hope
New Community Centre
Integrated Design Process**

PROPOSAL SUBMITTED BY:

NAME: _____

ADDRESS _____

SEND PROPOSAL TO:

Chris Cvik, Special Projects
District of Hudson's Hope
PO Box 330, 9904 Dudley Drive
Hudson's Hope, BC, V0C 1V0

Received on:

Time: _____

Date: _____

APPENDIX 4 - Reference #1 Template

| | |
|---|----|
| Project Name: | |
| Project Location: | |
| Client: Name and title | |
| Client Phone No. | |
| Client Email | |
| Description: | |
| Total Size (sq. ft. GFA): | |
| Hudson's Hope Public Library: Yes/No Reno/New | |
| Others: Yes/No Reno/New | |
| Year Substantially Completed: | |
| LEED Standard if applicable | |
| Construction contract type | |
| Client approved Total Construction Budget: | \$ |
| Total Construction Cost at completion: | \$ |
| Team Members for Architect: Name and Role | |

APPENDIX 4 - Reference #2 Template

| | |
|---|----|
| Project Name: | |
| Project Location: | |
| Client: Name and title | |
| Client Phone No. | |
| Client Email | |
| Description: | |
| Total Size (sq. ft. GFA): | |
| Hudson's Hope Public Library: Yes/No Reno/New | |
| Others: Yes/No Reno/New | |
| Year Substantially Completed: | |
| LEED Standard if applicable | |
| Construction contract type | |
| Client approved Total Construction Budget: | \$ |
| Total Construction Cost at completion: | \$ |
| Team Members for Architect: Name and Role | |