



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

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Request for Proposal (RFP)

Architectural Services for Interior Renovations

1. Introduction

This RFP invites proposals from architectural firms, certificate of practice holders and licensees registered in British Columbia to provide architectural services to the AIBC for a small two-part renovation project (Project) in the AIBC's first floor premises in the Architecture Centre at 440 Cambie Street, Vancouver, BC. The AIBC intends to retain one Architect (the chosen proponent) to provide architectural services at the same time for Parts One and Two of the Project.

2. Part One and Part Two Locations

Appendix C (partial first floor plan) for locations of Parts One and Two will be available for viewing at the pre-proposal site visit.

3. Part One Area, Function and Architectural Service

Approximately 33 square meters of a previous tenant's office space is to be demolished and renovated as an expansion of the AIBC Gallery / Assembly Hall. The Architect shall design the Part One area to reflect the interior design of the AIBC Gallery/Assembly Hall. AIBC will arrange for provision of an estimate of probable construction cost before Site Visit or issue budget as an addendum.

4. Part Two Area, Function and Architectural Service

Approximately 107 square meters of existing AIBC staff open workstations that will receive new furniture, files, etc., selected and procured by the AIBC. No work required in offices. The Architect shall re-plan the open workstations with the new and existing furnishings, i.e., furniture, files, equipment, millwork, etc., and if necessary, new locations for electrical and data outlets and light fixtures.

5. Project Schedule

- July 26, 2016: RFP opens and is published in 'eBlast';
- August 4, 2016: RFP is published in 'eNews';
- August 5, 2016: Register as a potential proponent at 11:00 am before the Site Visit at 11:30 am -12:30 pm;
- August 15, 2016: Last day the AIBC will email answers or an Addendum to potential proponents;
- August 22, 2016: This RFP closes at 4:30 pm;
- September 1, 2016: The AIBC selects the Architect;
- September 1 – September 30, 2016: The Architect prepares construction documents for building permit application and tendering to invited bidders;
- October 1 – 31, 2016: The Architect invites selected general contractors' bids, reviews bids, recommends award of contract and the AIBC awards the contract; and
- November 1 – December 15, 2016: Construction.

6. Professional Liability Insurance (PLI)

The Architect shall have PLI with limits of no less than \$250,000.00 per claim and \$500,000.00 aggregate.

7. Client/Architect Contract

The contract shall be the AIBC Standard Form of Contract 6C.

8. Scope of Architect's Services

The scope of the Architect's services includes the following:

- Consult with the AIBC-retained base-building Mechanical and Electrical contractors during design about the building systems;
- Review and measure the Project areas and if necessary, adjacent AIBC areas;
- Prepare design and construction drawings and specifications for building permit application, select bidding and constructing the Project;
- Attend at City Hall with the AIBC representative to apply for building permit;
- Distribute the bid documents to select bidders, prepare and distribute addenda to bidders; receive and evaluate bids; recommend award of construction contract;
- Provide contract administration, payment certification and field review services during construction;
- Certify Contract Completion and review completion of deficiencies;
- Review contractors' 'As-Built Drawings', maintenance instructions, warranties, etc., and provide to AIBC; and
- Prepare a furnishings plan for Part Two.

AIBC will arrange for provision of an estimate of probable construction cost.

If necessary the AIBC will retain Mechanical, Electrical or other Professional Engineers whose services the Architect shall coordinate for an additional fee;

9. Registration and Pre-proposal Site Visit

Potential proponents shall register and visit the Project areas before submitting their proposal. The AIBC Contact Person will lead one site visit and will answer questions then or by email to attendees.

10. Pre-Proposal Questions

Submit questions by email to the AIBC Contact Person. See #19 for contact details.

11. Proposal Submission

The submission shall be in a sealed envelope marked 'Service Proposal'. A second sealed envelope marked 'Fee Proposal' must also be submitted. Both envelopes shall be addressed to the AIBC and have the proponent's name and return address.

Proposal requirements are listed in section #12 Proposal Content. Please ensure all requirements are fulfilled. Incomplete submissions will not be considered.

12. Proposal Content

The Service Proposal submission shall include the proponent's:

- Covering letter addressed to the AIBC Contact Person (max. 1 page);
- 'Certificate of Insurance' (max 1 page);
- Qualifications & Related Experience (max. 2 pages);
- Approach and methodology (max. 2 pages);
- Minimum three references with current contact info (max. 1 page);
- Resumes of key persons for the Project (max. 3 pages); and
- Signed Appendix A: Service Proposal Form (1 page).

The Fee Proposal submission shall include the following:

- Signed Appendix B: Fee Proposal Form (1 page).

13. Proposal Format

- Paper size (8.5 x 11")
- Pages maximum: 12

14. Service Proposal Form

Proposed services shall be submitted with a completed Services Proposal Form. See Appendix A.

15. Fee Proposal Form

Proposed fees shall be submitted on the Fee Proposal Form in a separate sealed envelope. See Appendix B.

16. Proposal Evaluation

AIBC will evaluate and rank all service proposal submissions. The 'fee proposal' envelope from the proponent with the top-ranked service proposal will be opened and the enclosed fee proposal form will be evaluated. If the AIBC accepts the Fee Proposal Form and fees, the AIBC will award the contract to this proponent. If the AIBC requires clarification about this Fee Proposal Form or fees it will invite the proponent to clarify it and if the clarifications are accepted then the AIBC will award the contract to this proponent. If not, the AIBC will open the 'fee proposal' envelope from the proponent of the second-ranked service proposal and will repeat the process above until the AIBC awards the contract or cancels this RFP.

17. AIBC Proposal Evaluation Committee (PEC)

PEC members will include the AIBC Contact Person, the AIBC CEO and other AIBC staff, appointed at the discretion of the CEO.

The PEC will evaluate all service proposals.

The PEC will also evaluate the fee proposal for the selected proponent, according to the review process.

18. Proposal Submission and Evaluation Criteria

The PEC will review the proposals according to the following criteria:

- Qualifications and related experience (max 2 pages): Max. 20 points;
- Approach and methodology (max. 2 pages): Max. 60 points;
- References: Contact info for a minimum of three references: Max. 10 points;
- Overall quality of proposal: Max. 10 points; and
- Total score: Max. 100 points.

19. AIBC Contact Person

Karen Morris, CPA, CGA, Manager of Finance and Facilities. Email kmorris@aibc.ca

20. No Contact with other AIBC Staff

Contact with AIBC staff except with the AIBC Contact Person about the RFP and evaluation will result in disqualification.

21. Confidentiality

The AIBC will not open the envelopes marked 'fee proposal' from proponents whose service proposals are ranked lower than the service proposal of the Architect to whom the contract is awarded. The AIBC will securely dispose of the unopened 'fee proposal' envelopes.

22. Disqualification

The AIBC may disqualify a non-compliant proposal.

Appendix A: Service Proposal Form

By signing and submitting this Service Proposal Form (Appendix A) and the accompanying Fee Proposal Form (Appendix B) the signatory agrees that:

The AIBC reserves the right to accept or reject any and all responses to this RFP and to re-issue this RFP.

The AIBC has the sole right to initiate or terminate negotiations.

All proposals remain the property of the AIBC.

This Proposal will remain open for ninety days after this RFP closes.

I am an authorized signatory for this offer of services.

I or my representative attended the Pre-proposal Site Visit.

I or my firm maintains PLI. A copy of my PLI 'Certificate of Insurance' is enclosed with this proposal.

My PLI policy will be available for the AIBC's review upon request.

I understand that the AIBC is subject to the provisions of all applicable privacy and access to information legislation. Information submitted may be eligible for disclosure in accordance with the corresponding legislation. Information is not released without consultation with the proponents, unless there is a legal obligation or order made under the applicable legislation.

This offer is in compliance with the AIBC Bylaws, including especially (but not limited to) Bylaw 28: Professional Engagement and Bylaw 34.16 Tariff of Fees for Professional Services, and the Code of Ethics

Name: _____

Cell: _____ Email: _____

Firm Name: _____

Firm Address: _____

Firm Telephone: _____ Firm Email: _____

Signature: _____ Date: _____

Appendix B: Fee Proposal Form

By signing and submitting this Fee Proposal Form the signatory agrees that:

This Fee Proposal (Appendix B) and the accompanying Service Proposal Form (Appendix A) will remain open for ninety days after this RFP closes.

Fee and Disbursements for Part One and Part Two

I or my firm will provide architectural services for Part One and Part Two of the Project for the sum of

Fee: \$ _____

GST@5% on Fee: \$ _____

Estimated Disbursements: \$ _____

Administration Fee on Disbursements (if applicable): _____ %

Fee Includes:

The Fee includes approximately _____ hours to meet with the AIBC Contact Person and staff before construction.

The Fee includes approximately _____ hours to conduct field reviews during construction.

Hourly Rates:

If additional services are requested my hourly rates for these services are:

Principal: _____

Senior staff member: _____

Intermediate staff member: _____

Junior staff member: _____

Name: _____

Cell: _____ Email: _____

Firm Name: _____

Firm Address: _____

Firm Telephone: _____ Firm Email: _____

Signature: _____ Date: _____