

City of Coquitlam

Request for Proposals

RFP No. 24-028

Northeast Community Centre Architect
and Design Consultant Services

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KEY DATES

RFP Issue Date	Wednesday, March 13, 2024
Deadline for Questions	2:00 PM (local time) Friday, April 5, 2024
Deadline for Issuing Addenda	Wednesday, April 10, 2024
Submission Deadline	2:00 PM (local time) Wednesday, April 17, 2024

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 24-028 Northeast Community Centre Architect and Design Consultant Services
Overview of the Opportunity	<p>The City of Coquitlam is seeking complete Architectural and Design Consulting Services for the future Northeast Community Centre (NECC) as well as Coordinated Registered Professional (CRP) responsibilities for the complete Landscape Architecture scope and Sub-consultant scopes applicable for the inclusion of the Burke Village Park design and construction. Together the NECC and Burke Village Park are envisioned as a hub for socializing, lifelong learning, health, and play for the growing community on Burke Mountain and the City of Coquitlam.</p> <p>The proposed developments have a substantial role to play in creating a complete community in Burke Mountain Village, which has spectacular views from the hillside across the region.</p> <p>Since 2019, City staff have Worked with consultants to complete a feasibility study, preliminary technical studies, and site investigations, needs assessment, and programming plan for the Northeast Community Centre. The project is now moving into the Design Phase.</p>
Instructions for Proposal Submission	<p>Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through Qfile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid</p> <ol style="list-style-type: none"> In the "Subject Field" enter: RFP Number and Name Add files in .pdf format and Send (Ensure your web browser remains open until you receive 2 emails from Qfile to confirm receipt.) <p>Phone 604-927-3037 should assistance be required. The City reserves the right to accept Proposals received after the Closing Date and Time.</p>
Obtaining RFP Documents	<p>RFP Documents are available for download from the City of Coquitlam's website: https://www.coquitlam.ca/Bid-Opportunities</p> <p>Printing of RFP documents is the sole responsibility of the Proponents.</p>

Instructions to Proponents	The guidelines for participation that will apply to this RFP are posted on the City's website: Instructions to Proponents
Questions	Send questions to: bid@coquitlam.ca referencing the RFP name and number.
Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.
Terms and Conditions of Contract	<p>The Form of Contract will be Document 6 – 2022 as published by the Royal Architectural Institute of Canada (RAIC), available through the association's website, www.raic.org. The standard form of contract will be modified by the Supplementary General Conditions (SGC's) attached as Appendix A.</p> <p>Further clarifications are provided in Appendix B, with Schedules related to the Form of Contract and expectations of Services and pricing thereby included.</p> <ul style="list-style-type: none"> • Schedule A – Services • Schedule B – Reimbursable Expenses • Schedule C – Time Based Rates (Inclusive of Architectural and all Design Consultant Services) • Schedule D – Pricing

DEFINITIONS

Agreement **Contract** means The Royal Architectural Institute of Canadian (RAIC) Standard Form of Contract Document Six – 2022, found at www.raic.org/raic-digital-contracts, the Supplementary General Conditions to the Canadian Standard Form of Contract for Architectural Services Document Six – Attached as Appendix A will apply to the Contract awarded as a result of this RFP. Incorporating the information contained in this RFP, the Proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, any additional subsequent information, any addenda issued, the Proponent's response and acceptance by the City.

City **Owner** means City of Coquitlam;

Consultant means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, Work, and Services outlined in this Request for Proposals and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both **Consultant** and **Proponent** are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the Services and Works.

Evaluation Team means the team appointed by the City;

Price means the amount that will be paid by the City to the Consultant for delivery and acceptance of goods and Services;

Project Manager means the City staff member appointed to coordinate the Work;

Proponent means responder to this Request for Proposals;

Proposal means the submission by the Proponent;

Request for Proposals **RFP** shall mean and include the complete set of documents, specifications and addenda incorporated herein, and included in this Request for Proposals;

Services **Work** **Works** means and includes the provision by the successful Proponent of all Services, duties, and expectations as further described in this RFP. This will also mean the whole of the Work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished, and performed by the Consultant;

Shall **Must** **Will** **Mandatory** means a requirement that must be met;

Supply **Provide** shall mean supply and pay for and provide and pay for.

1 INTRODUCTION

1.1 Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hə́hə́míhə́h word kʷikwə́lə́m (kwee-kwuh-tlum) meaning “Red Fish Up the River”. The City is honoured to be located on the kʷikwə́lə́m (Kwikwetlem) traditional and ancestral lands, including those parts that were historically shared with the sḳə́ciyaʔt təməxʷ (Katzie), and other Coast Salish Peoples.

1.2 Background

The future Northeast Community Centre (NECC) is an “A” Priority in the City’s 2024 Business Plan. The project has completed the Planning Phase and is now entering the Design Phase.

While land use planning on Burke Mountain has been undertaken by the City for several decades, the guiding document for the NECC is the Partington Creek Neighbourhood Centre Master Plan (PCNCMP) completed in 2017. The PCNCMP envisioned a village planned as the heart of the Burke Mountain Village community with higher density development, retail, and commercial opportunities as well as the location of a future community centre.

The NECC will also be the first building to be constructed in the village and is expected to demonstrate leadership in design and placemaking.

1.3 Instructions for Participation

Proponents are advised that the rules for participation that Will apply to this RFP are posted on the City’s website: [Instructions to Proponents](#)

By submission of a Proposal, the Proponent agrees and accepts the rules by which the bid process will be conducted.

1.4 Proponent Site Visit

Proponents are encouraged to visit the site on their own. See [Figure 1](#)

Access to the site is over steep and uneven ground and both the access route and the site may contain hazards or unsafe conditions, including bears. Please exercise caution and ensure suitable footwear and any necessary safety equipment are worn at all times. Entry to the site is at your sole risk and the City will not be responsible or liable for any loss or injury. If you do not accept these terms, do not enter the site. By entering the site, you agree that, in consideration of the City providing access and the opportunity to bid, you will visit the site and surrounding areas at your own risk, and that the City will not be liable for, and you hereby waive, any claim, action, damage, liability, cost or expense which you or the entity you represent may suffer, incur or be put to in connection with your access to or attendance at the site.

1.5 Requested Departures

The Proponent acknowledges that the departures requested in their Proposal Submission will not form part of the Contract unless and until the City specifically consents in writing to any of them. The City may not consider any departures not stated in the Proponent's Proposal Submission

1.6 Proponents Statement of Qualifications

The qualification-based selection criteria of the Architect and its team members of Sub-consultants is of utmost importance to the City. The City is respectful of the time and effort required to respond to the RFP. Proponents should carefully and thoroughly review all RFP criteria, requested Services, facility program features, and overall project requirements in order to make an accurate determination for themselves as to their capability and suitability of team, including similar project experience, prior to responding to this RFP.

Through the RFP response, Proponents and their team of Sub-consultants should clearly demonstrate their competency and aligned experience illustrating, but not limited to, the following skills and attributes:

- a) Recent experience managing large scale, Architectural & Engineering design commissions for Civic facilities, which have successfully been constructed and transitioned to an operational facility;
- b) Demonstrated experience with facilities of a comparable size and programmatic elements, specifically: aquatics, library, and community Services. Project experience developing multi-disciplinary facilities for municipal clients is crucial;
- c) Experience successfully navigating a project through a local government environment at both the senior staff and Council levels;
- d) Proven track record of success navigating complex approvals processes and effectively engaging urban design panels to deliver exceptional projects;
- e) Demonstrated experience in incorporation of project elements directly tied to First Nations collaboration.
- f) Clear demonstration of project experience managing multi-stakeholder engagements. Illustration of approach, tools, and strategies used to ensure successful outcomes for the project while balancing interests and needs of the various stakeholder groups should be clear;
- g) Registered with the Architectural Institute of British Columbia and licensed to practice in British Columbia is required;
- h) Experience performing the role of coordinating professional and leading design consultant teams; illustrating leadership in communication, design schedule management, coordination amongst the various design disciplines, and overall successful outcomes;

- i) Demonstrated leadership in sustainable, inclusive, and accessible design. The use of project examples and/or business practices will support the assessment of the Proponents understanding and ability to implement practical solutions impacting project outcomes;
- j) Exhibit awareness and expertise in sustainable funding programs, such as FCM's Green Municipal Fund or the CleanBC Commercial New Construction Program, and demonstrate experience helping identify opportunities in which past projects have been eligible for funding.
- k) Experience administering complex, multi-phased, construction projects of a similar size and complexity through the Construction Administration phase. Demonstrated understanding and experience Working with standard forms of construction contracts including: CCDC-2 Stipulated Price Contract, CCDC-5A Construction Management Contract for Services, and CCDC-5B Construction Management for Services and Construction project delivery methods;
- l) Expertise in Commissioning of similar facilities

1.7 Evaluation Criteria & Process

Evaluation Criteria of each Proposal will be determined in accordance with the following:

Section	Proposal Evaluation Summary	Maximum Points to be Awarded
1.0	Company Profile & Ambition	5
2.0	Capability & Experience	30
3.0	Business Processes & Methodology	30
4.0	Value Add	10
5.0	Pricing	25
6.0	Interviews for select Proponents	10
	Total	110

Demonstrated through your Proposal Submission Requirements in Appendix C, Proponents should provide thorough, thoughtful, and clearly detailed responses, which demonstrate their capabilities aligned with the required Proponent Statement of Qualifications above.

The criteria for evaluation of the Proposals may include, but is not limited to:

Company Profile & Ambition

- Experience and expertise in architecture/design.
- Company history, including years in operation and notable projects.

- Mission statement, values, and commitment to sustainable and inclusive design.
- Ambition and vision for the project, demonstrating alignment with client goals.

Capability & Experience

- Relevant experience in similar project types and scales, demonstrating successful implementation of sustainable, accessible, and socially responsible design.
- Experience with municipal community facilities and success with multi-stakeholder engagements .
- Portfolio of completed projects showcasing design quality and innovation including awards where applicable.
- Organizational structure of the Proponents team and commitment of key personnel.
- Qualifications, certifications, and practical experience of all team members inclusive of Architect and Sub-consultants.
- Capacity, resourcing to handle the project Workload within specified timelines.
- Client references and testimonials demonstrating satisfaction with past projects.

Business Processes & Methodology

- Clear demonstration of a fully integrated design approach, addressing all Scope requirements, that is stakeholder and client sensitive designed to optimize the future facility, increase value to the City, reduce waste and maximize efficiency through all phases of design.
- Proposed methodology, inclusive of a design schedule and detailed Work plan addressing all phases, including breakdown of tasks and resources necessary to complete the project to the standards and timelines desired.
- Establishment of a well-defined design approach and process, supported by procedures ensuring lines of communication and reporting are established to ensure efficient delivery of an outstanding design.
- Change management procedures and a Risk management approach, including strategies to realize opportunities while mitigating challenges.
- Quality assurance and control measures to ensure accuracy and compliance.
- Use of technology and tools for design, documentation, and presentation.

Value Add

- Unique contributions beyond the standard requirements of this RFP. Value-added ideas, which demonstrate a commitment to innovation, sustainability, inclusivity, community, and client satisfaction, enhancing the overall quality and impact of the architectural and design Services provided for this project.

Pricing

- Transparency and clarity of pricing structure, including fee breakdowns for all consulting disciplines by design phase.
- Competitive pricing relative to market standards, project scope, and requirements.
- Value proposition compared to other Proposals, considering both cost, quality, and level of service.
- Flexibility in pricing options and identification of opportunities for efficiency or other such benefits.

The City reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.

The Evaluation Team will review the Proposals and rank them based on the evaluation scoring and criteria outlined above. The City reserves the right to consider other criteria that may become evident during the evaluation process to obtain best value. Proposals will be evaluated in comparison to others.

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Committee may make such requests to only selected Proponents. The Evaluation Committee may consider such clarifications or additional information in evaluating a Proposal. The City may at its discretion, interview one or more Proponents or request demonstrations, clarifications, or additional information from a Proponent with respect to any Proposal. The City may use that information to score the evaluation.

The City reserves the right to waive formalities in, accept or reject any or all Proposals, cancel this RFP, or accept the Proposal deemed most favourable in the interest of the City.

The evaluation will be confidential and no prices or scores will be released to any of the Proponents.

By submission of a Proposal, Proponents agree the City may disclose the name of the Proponent and value of the awarded Contract.

Where only one Proposal is received, the City may reject such and re-issue the RFP on a selected basis.

1.8 Eligibility

For eligibility, and as a condition of award, the successful Proponent would be required to meet or provide the equivalent:

- a) Enter into Contract with Appendix A – Supplementary General Conditions to The Royal Architectural Institute of Canadian (RAIC) Standard Form of Contract Document Six – 2022

- b) Enter into Contract with Appendix B – Schedules A – E as required to The Royal Architectural Institute of Canadian (RAIC) Standard Form of Contract Document Six – 2022
- c) Professional Errors and Omissions Liability and Commercial General Liability as outlined on the [City's Certificate of Insurance – Consultant Form](#)
 - i. Professional Errors and Omissions Liability of \$5 Million
 - ii. Commercial General Liability of \$5 Million

These items are not required as part of this Proposal Submission but will be required prior to entering into an Agreement with the City for Services.

1.9 Litigation

The City may, in its absolute discretion, reject a Proposal if the Proponent, or any officer or director has been engaged directly or indirectly in a legal action against the City, its elected or appointed officers, representatives or employees in relation to any matter, or if the City has initiated legal action against any officers or directors of the Proponent. In determining whether or not to reject a Proposal, the City will consider whether the litigation is likely to affect the Proponent's ability to Work with the City, its consultants and representatives and whether the City's experience with the Proponent indicates there is a risk the City will incur increased staff and legal costs in the administration of an Agreement if it is awarded to the Proponent.

2 GENERAL CONDITIONS

2.1 Terms and Conditions

The Document 6 – 2022 as published by the Royal Architectural Institute of Canada (RAIC), City's Appendix A – Supplementary General Conditions to the RAIC Document 6 – 2022 supported by the schedules as identified in Appendix B of this RFP, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

PROJECT SPECIFIC CONDITIONS

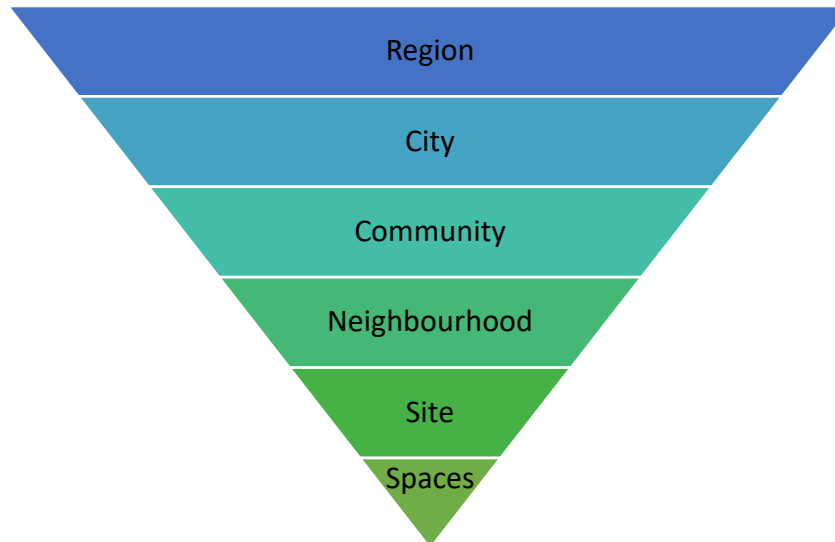
2.2 Intellectual Property Rights

The Contract establishes the City as the Owner of the “Instruments of Service” in connection with this Project specifically the immediate plans, data sets, models, graphics, spreadsheets, etc. and other materials requested and provided as defined as deliverables under this RFP.

3 Business Requirements

3.1 City Overview

The future Northeast Community Centre (NECC) is envisioned to capture the essence of various components as illustrated below:



Region – Cascadia is in plain sight for the NECC. Panoramic views across the Fraser River to Mount Baker as well as across the Pitt River to Golden Ears clearly establish the Centre’s regional context. Rarely do civic buildings have such spectacular vistas beyond a City’s boundaries. The forested backdrop of Burke Mountain completes the regional context.

City – The City of Coquitlam prides itself on providing high quality community amenities to all its residents. The program of the NECC seeks to balance the provision of amenities for the developing community of Burke Mountain Village, aligning with the community service excellence that has long been established in the Southwest and Centre of the City.

Community – Northeast Coquitlam is the newest area of growth in the City, and is projected to be home to more than 50,000 residents upon completion of the planned community. The NECC is a requisite addition to create a complete community on Burke Mountain.

Neighbourhood – Burke Mountain Village will be the heart of the community with retail, commercial, and civic Services centrally located in a walkable neighbourhood surrounded by a range of housing types. The NECC site enjoys the prime location in the village with front door facing onto the active Village High Street.

Site – Cascading down the slope facing to the southeast, the site for the NECC is located at the confluence of green spaces on Burke Mountain. Fremont Park to the south and new parks to the north, west and southwest make the Centre the beginning, or end, of outdoor adventures.

Spaces – Human scaled and accessible spaces for all that connect residents and visitors to the Site, Neighbourhood, Community, City, and Region is the goal for the NECC. But most importantly, these spaces connect people with their friends, family, and neighbours and also create new connections for all.

Within all of these scales, the City's encouraging and evolving relations with First Nations are extremely important. First Nation's understanding of the landscape including its traditional uses and importance will guide the design of the Centre to make it a success in the long term.

3.2 Background

The future Northeast Community Centre (NECC) is an "A" Priority in the City's 2024 Business Plan. The project has completed the Planning Phase and is now entering the Design Phase. The Planning Phase was informed by public and user group engagement, plans, and policies which are summarized below.

While land use planning on Burke Mountain has been undertaken by the City for several decades, the guiding document for the NECC is the [Partington Creek Neighbourhood Centre Master Plan](#) (PCNCMP) completed in 2017. The PCNCMP envisioned a village planned as the heart of the Burke Mountain Village community with higher density development, retail, and commercial opportunities as well as the location of a future community centre. Design guidelines for streetscape, building form, and character are outlined in the PCNCMP. Notably, the future community centre does not require a Development Permit, though it is expected to complement the future residential and commercial development. The NECC will also be the first building to be constructed in the village and is expected to demonstrate the principles of the master plan and leadership in design.

The most significant outcome of the Planning Phase has been the development of the Northeast Community Centre (NECC) Final Feasibility Report completed in 2021. The final report along with supporting technical investigations and documents are attached as Appendix D. The Feasibility Report confirmed the site location for the Centre and also defined the majority of the program for the Centre. Since 2021, the City has further refined the program with input from the community and Council. The program development included extensive community consultation and was informed by City and Departmental policy guidelines and recommendations. A summary of the engagement outcome is included in the Feasibility Report.

The Feasibility Report provided a building massing and site fit Proposal based on known site opportunities and constraints as well as program adjacencies and other design assumptions. Following the completion of the Feasibility Report, further Work on site opportunities and constraints has been undertaken through the Burke Village Park concept planning. Due to watercourse headwaters being located on the site of the proposed NECC, the City hired a multidisciplinary team led by Space2Place Landscape Architects to plan and design the watercourse relocation as well as submit an

application under the Water Sustainability Act Section 11 Permit requirements. Based on this Work and the grading involved in maintaining a 5% ramping system through the park, the site fit assumptions for the NECC will require updating by the successful Proponent.

Burke Village Park enjoys the same siting benefits of the NECC and is envisioned to maximize the program of the facility through indoor/outdoor connections and functional relationships while expressing the many of the sustainability and accessibility goals of the City. A series of elevated ramping walkways connect program nodes in the park and capture the views across the region. The [Burke Village Park Concept Plan](#) was approved by Council in March 2023 and the WSA Sect. 11 application was submitted in August 2023.

In July 2023, the Planning Phase for the NECC concluded with Council presentation on the final program for the facility. The program was extended from previous reports to include an “optimized” aquatics program that includes a 6-lane lap pool along with enhanced leisure pool. The final program breakdown and anticipated space allocations can be found in Appendix D.

In order to construct a complete community on Burke Mountain, the NECC includes a Neighbourhood scale library branch. Libraries are centre’s of learning and greatly enhance the program of the NECC. Staff from both the Coquitlam Library and the City are currently Working together to plan future library Services and spaces in Coquitlam. The library at NECC is viewed as an opportunity to demonstrate excellence in design in an evolving landscape of library Services.

Coquitlam is a leader in environmental sustainability with the City being recognized for its commitment to environmental stewardship and sustainability through several recent awards. The City has steadily Worked towards achieving its climate action goals, both corporately and community wide, since 2007 when it signed the BC Climate Action Charter followed by embedding greenhouse gas (GHG) emissions reduction targets in the Citywide Official Community Plan (OCP) in 2010. These targets were updated in 2022 through the Environmental Sustainability Plan to reduce GHG emissions by 45% by 2030, and be carbon neutral by 2050, from 2007 levels.

The City’s progress can be seen through its existing commitments, plans, policies, which include:

- [Environmental Sustainability Plan \(ESP\)](#): provides the overarching framework that guides future-decisions to support the long-term resiliency and sustainability of the community. It includes strategies that speak to the sustainable planning and development of new civic facilities.
- [Climate Action Plan \(CAP\)](#): is currently in development and will provide a detailed pathway for Working towards climate targets updated in the ESP. This plan is in development (expected completion 2024) and is an ‘A’ priority project in the City’s

2024 Business Plan. Decarbonizing civic facilities is expected to be a component of the CAP.

- [Climate Adaptation Strategic Plan \(CASP\)](#): addresses the impacts of changing weather patterns on infrastructure, Services, and the community, and includes potential risks of climate change to City infrastructure and Services, strategies to mitigate the impacts, and recommendations for strategic actions.
- [Strategic Energy Management Plan \(SEMP\)](#): is the City's staff-facing implementation plan for achieving higher energy efficiency and reduced greenhouse gas (GHG) emissions from its operations, as required as part of the City's ongoing participation in BC Hydro's Commercial Energy Management Program. The plan details the City's progress to date on corporate energy and GHG reductions and identifies projects and initiatives to meet corporate climate and energy reduction targets. This document is currently unavailable publicly but could be made available to the winning Consultant.

3.3 Design Vision

The City is seeking a multi-disciplinary team of Consultants led by a skilled team of Architects to undertake the design and construction administration phases for the Northeast Community Centre (NECC). Demonstrated excellence in design is a fundamental evaluation criteria in the Proposal review process. There is an opportunity to establish the heart of a new emerging City established into the natural beauty of Coquitlam's northern landform. The north area of Coquitlam is experiencing rapid change and growth, and Coquitlam continues welcoming diversity and vibrancy into its community-minded urban fabric. The future NECC will be an extension of their homes. The NECC and surrounding park spaces connect to the future. They will be a significant location for residents and visitors to experience stunning views, high-quality spaces, and excellent Services. The NECC design Must make considerable strides towards grounding the community and establishing roots. The NECC will host joyful activity spaces while conveying a calm and pleasant presence that residents of Coquitlam long for.

The Design Phase represents an extraordinary opportunity to position the building perfectly on the site. Following that, an organized, methodical, and comprehensive design process will detail every part of the facility.

Sustainability is at the heart of the NECC project. Through thoughtful design considerations that prioritize energy and water conservation, net-zero carbon design, and climate resiliency, NECC will represent the City's ongoing commitment to climate action as it serves the growing Burke Mountain Village community for generations to come.

Consultants will be requested to prepare a Sustainability Plan as part of Pre-Design & Schematic Design Phases, which will outline the project's approach to sustainability. This plan is to consider the City's environmental and climate change goals and actions

as outlined in the ESP, CASP and forthcoming CAP as well as opportunities for a cost-benefit analysis.

The Sustainability Plan will propose an approach for the facility to achieve high levels of energy efficiency and achieve net-zero carbon operations, now or in the future. In addition, the Consultant will consider site specific impacts of climate change and include climate resiliency measures as part of facility design.

Further details regarding the NECC Sustainability Plan can be found in Appendix E.

As outlined in above, the NECC will express a range of scales from the regional context down to individual spaces across the entire building program. The facility will be defined by the site and set a precedent for design excellence throughout the Village. A series of Planning Principles have been outlined in the PCNCMP and include many that relate to the NECC including:

- Social Heart
- Walkable and Cycle Friendly
- Well Connected
- Pedestrian Scale of Interest
- Active Programming
- Authentic Sense of Place
- Design for the Hillside
- Revealing Sustainability
- Delight, Innovation and Comfort

The Northeast Community Centre Feasibility Study further elaborated a Vision for the Centre.

The Northeast Community Centre is a CATALYST for COMMUNITY immersed into the landscape and the life of the village. It BUILDS CONNECTIONS and ENRICHES LIVES by providing a HUB for socializing, life-long learning, health, creation, and play.

3.4 Schedule & Project Delivery

As described in Appendix C – Proposal Minimum Requirements 3.2, The City requests Proponents to prepare a detailed Work plan and schedule outlining the phases, tasks, deliverables, and timelines for each phase of the project. This Work plan and phasing should have alignment with the Contract phases as defined in Appendix B – Schedule A as well as the pricing information provided in Appendix B – Schedule D.

The Work plan and schedule should demonstrate a structured approach to design management, including strategies for risk mitigation, communication, and stakeholder engagement. Specifically, key stage gates or milestones which will be required for such items as: Stakeholder sign-off, City approvals, and/or input such as updated Construction Cost Estimates. Additionally, include in the proposed schedule a clear outline as to the duration of each phase and the overall project timeline. Amongst other required schedule detail and information, Design phases should consider at a minimum: Pre-Design, Schematic Design, Design Development, Construction Document

Phase, Bidding/Negotiation Phase, Construction Phase, and Post-Construction Phase (inclusive of the transition to operations)

The City currently anticipates delivery of the Northeast Community Centre (NECC) across three distinct phases in order to facilitate the complexities of the site as well as continuous and timely Workflows for the project team. Considering the phase nature of the site requirements and complexity of the building typology, the City currently anticipates delivering the NECC through a Construction Management or Construction Management at Risk project delivery model.

Key phases and planned timelines of project delivery include:

	Description	Timeline
Design* & Pre-Construction	Design Works, site investigations, early permit submissions	2024
Site Works Phase	Site related Works: Civil, excavation, erosion & sediment control	2025
Construction	NECC Facility and Burke Village Park Construction	Completion target end of 2027

**The City anticipates and understands design will continue progressively through both the Site Works Phase and potential conclude in the early stages of the Construction Phase*

The City welcomes Proponents feedback and expertise in developing the details of a Work plan which accommodates both the project’s programmatic and schedule objectives.

3.5 Budget

The City has included funding for the design and construction of the Northeast Community Centre (NECC) in the 2024 – 2028 Financial Plan. Staff with support of the successful Proponent will seek to investigate potential grant funding opportunities for the project.

As the City further refines detailed cost estimates, the City is committed to finding alignment between budgetary targets and the overarching project scope and objectives. A comprehensive cost analysis is anticipated at each stage of the project to ensure alignment is maintained.

At all stages of the project as the City seeks to deliver best value for the community of Burke Mountain Village, the Proponent is encouraged to employ value engineering techniques to optimize project costs without sacrificing quality or functionality. This may involve exploring alternative materials, construction methods, or design strategies that offer the best value while still meeting our project objectives.

The City expects the Proponents to demonstrate a commitment to continuous improvement and learning, seeking feedback from stakeholders and incorporating lessons learned into the NECC project to enhance value delivery.

The “Construction Budget” as defined by the Contract, Document 6 – 2022 as published by the Royal Architectural Institute of Canada (RAIC), has been established at \$116,600,000.00 for the NECC.

3.6 Scope of Work

The Proponents Shall have the Responsibilities as described through this RFP, the Contract, and Scope of Services as defined by the Document 6 – 2022 published by the Royal Architectural Institute of Canada (RAIC), and further supported by Appendix A – Supplementary General Conditions and Appendix B – RAIC Document 6 – 2022 Schedules.

The Architect will be required to manage, coordinate, and supervise all design professionals for the project, whether included in Appendix B – Schedule A or hired directly by the City. With the expectation of the City’s Project Manager and the future Construction Manager.

The Architect will be required to advise and consult with City staff, internal and external stakeholders throughout the project, and will be required to attend stakeholder consultations, Municipal approval meetings and other project related meetings as required.

In preparing their proposal, Proponents should be aware that the City has contracted Turnbull Construction Services Ltd. as the Project Manager “Owners Representative” for this Project. The City will also retain a quantity surveyor to perform estimating at various stage gates of the design process as outlined in Schedule A. The Owners Representative represent the City day-to-day activities, and the Architect, Construction Manager, and Owners Representative will all sit as resources on the City’s project team. The Architect will be required to work in a close and co- operative manner with both the Owners Representative and Construction Manager.

Figure 1



APPENDIX C

PROPOSAL SUBMISSION REQUIREMENTS

RFP No. 24-028

Northeast Community Centre Architect and Design Consultant Services

Proposals will be received as per date and time in [Key Dates Section](#)

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be returned in PDF and any other supporting documents to be consolidated into one PDF file and uploaded through Qfile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid

1. In the "Subject Field" enter: RFP Number and Name

2. Add files in .pdf format and "Send"

(Ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete.)

Proponents are responsible to allow ample time to complete the Proposal Submission process. If assistance is required phone 604-927-3037.

Legal Name of Proponent	
Contact Person and Title	
Business Address	
Telephone	
Email Address	

1. DEPARTURES AND AWARD

CONTRACT – I/We have reviewed the Form of Contract Document 6 – 2022 as published by the Royal Architectural Institute of Canada (RAIC), as available through the association’s website, www.raic.org, along with the Supplementary General Conditions Attached as Appendix A.

In addition I/We have provided all necessary information for Contract Schedules in accordance with Appendix B, related to the Form of Contract and expectations of Services thereby included.

- Schedule A – Services
- Schedule B – Reimbursable Expenses
- Schedule C – Time Based Rates (Inclusive of Architectural and all Design Consultant Services)
- Schedule D – Pricing

Further, I/We acknowledge the conditions listed in this RFP, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract and would be prepared to enter into an Agreement, amended by the following departures (list, if any):

Section	Requested Departure(s) / Alternative(s)

a) SERVICES – I/We have reviewed the Scope of Services as described herein and included in Appendix B – Schedule A – Services and by the Contract as described in this RFP and are prepared to meet those requirements, amended by the following departures and additions (list, if any):

Requirements – Requested Departure(s) / Alternate(s) / Addition(s)

b) AWARD – For eligibility of award, the City requires the successful Proponent to complete and have the following in place before providing the Goods and Services. **Section 1c items are not required as part of this Proposal but may be required prior to entering into an Agreement with the City.**

i. Insurance - Professional Errors and Omissions Liability and Commercial General Liability as outlined on the City's Certificate of Insurance – Consultant Form	
ii. Vendor Info – Complete and return the City’s Vendor Profile and Electronic Funds Transfer Application.	

As of the date of this Proposal, we advise that we have the ability to meet all of the above requirements except as follows (list, if any):

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Proposal Submission Requirements

This section outlines information the Proponent should provide in its Proposal. Failure to provide all the information may result in the City deciding to exclude the Proposal from the evaluation process. Only information requested by the City will be considered.

Proponents should provide responses to the information requests contained in Appendices, noting as much detail as necessary so that the City can understand and evaluate the Proponent’s capabilities, experience, and methodology as it relates to the delivery of required Services for the Northeast Community Centre (NECC) .

The following format and sequence should be followed in order to provide consistency in Proponent response and ensure each Proposal receives full consideration. Provide a Table of Contents aligned with the noted sections below.

Proponents should use their own judgement in determining what information to provide to demonstrate that the Proponent meets or-exceeds the City’s expectations with respect to a particular response guideline.

Proposals should not contain links to information that is not set down directly in the Proponent’s Proposal. Should this occur, the City may disregard any referred to source of information that is not contained in the Proposal being evaluated.

The City assumes Proponents have familiarized themselves with Section 1.6 – Proponents Statement of Qualifications contained in this RFP and believes they demonstrate the necessary expertise, resources, experience, and approach to undertake a response to the RFP.

- Proponents should provide the information required under each heading clearly and concisely
- Note any page number restrictions for each question, where applicable
- Any attachments required to supplement your response should be clearly cross-referenced and included in your Proposal submission
- Do not respond to any questions in this RFP by referencing another question or information that has been submitted to the City outside of this RFP

Proposal Minimum Requirements

1.0	Company Profile & Ambition
1.1	Introduce your firm and team, providing your ambition and rationale for your interest in the Northeast Community Centre (NECC) project
1.2	Provide name, address, telephone, and web site of your firm;

1.3	Provide details of your firm, including organizational leadership, size, years in service, and other relevant information.
2.0	Capability and Experience
2.1	Provide an overview of your firm's experience with municipal community facilities and projects, identifying unique attributes to your approach, experience, and philosophy which differentiate your team and will benefit the City of Coquitlam and the NECC project.
2.2	Demonstrate your understanding of the City's approach to land use planning specific to Burke Mountain Village, as well as the City's entitlement processes and permit applications that will be relevant for the NECC.
2.3	<p>Provide three (3) examples of projects that you and your staff have completed in the past ten (10) years that is similar in scope to this project (Maximum of 4 pages per example). Preference may be given, though not necessarily, to those projects completed within the past five (5) years.</p> <p>Where possible, demonstrate experience with all programmatic elements of the planned NECC facility. Preference will be considered towards projects which reflect a local context and understanding of requirements, as well as those which most closely align with the unique characteristics of the NECC facility and site.</p> <p>For each example provide the following:</p> <ul style="list-style-type: none"> • An overview of the project, including the year completed, project budget and schedule. Indicate any variance in final project budget and schedule with supporting reasons why. • Outline your organization's and staff members' roles in the project. • Provide a summary of the project Consultant team and any alignment with the team named in your response. • Describe similar attributes of the example project to the NECC and how your experience will translate to improved outcomes for Coquitlam. • Identify any awards and the year they were received, if applicable. <p>Examples which demonstrate familiarity and past success amongst all team members will be considered an asset. Where the example projects don't clearly demonstrate the Work of all Sub-consultant team members provide supporting information to demonstrate their expertise and relevancy to the NECC project.</p>
2.4	<p>Provide an overview of your corporate sustainability principles and experience implementing sustainably responsible design solutions. Indicate also, your company's internal environmental programs, policies, procedures, and relevant accreditations.</p> <p>Detail both your firm's examples of successfully implemented design</p>

	<p>strategies and examples of past Work, as well as identify team members roles in past project examples and detail how their experience will translate to the Work on the NECC.</p>
2.5	<p>Provide an overview of your corporate principles and policies, as well design approach to socially responsible and inclusive design.</p> <p>Describe what strategies and methodologies you employ to ensure that your projects are accessible and welcoming to individuals of all backgrounds, abilities, and ages. Details of an inclusive design philosophy, user-centered design processes, experience exceeding universal design standards, as well as equitable design opportunities would support this discussion.</p> <p>Provide demonstrated examples of past projects where your firm has implemented a commitment to social responsibility and community engagement. Describe how you measure and evaluate the social impact for your firm and of your projects beyond the built environment.</p>
2.6	<p>Provide an organizational chart of the proposed team during the entire project lifecycle, identifying project leadership and the team complement during all phases of the project. Provide sufficient detail for the City to assess anticipated Work-effort by team member at each design phase for the project.</p> <p>Clearly identify where sub-consultants will be providing Services and provide appropriate corresponding details for each sub-consultant named as requested above.</p>
2.7	<p>Provide an overview of your firm and team capacity, including current projects, and how you will be able to comply with the requirements and schedule of this RFP.</p> <p>Where Sub-consultants and/or specific team members are not local, indicate where Work will be completed.</p>
2.8	<p>Provide a one (1) page biography for each of your key employees and each Sub-consultant team member who will be directly Working on the project.</p> <ul style="list-style-type: none"> • Outline their relevant experience Working on similar projects to the NECC <p>Two (2) pages are permitted for key personnel such as dedicated Principal in Charge or named Project Architect/ Project Manager.</p>
2.9	<p>Describe the project team (Sub-consultants) in terms of responsibilities, decision-making, and the role each member of the team will play.</p>

3.0	Business Processes & Methodology
3.1	<p>Outline your approach to the undertaking of the project reflecting a clear understanding of the Scope of Work. Reference noted details contained within the RFP, the Contract, and Appendix A & B containing pertinent related to the RAIC Document 6 – 2022 - Schedule A Services.</p> <p>Describe in detail key issues, challenges, potential resolutions, and opportunities for the NECC as assessed by your team, and detail how your project specific approach will seek to address them.</p>
3.2	<p>Provide a detailed schedule and Workplan for all design phases of the project. Address all phases as described in Appendix B for RAIC Document 6 – 2022 Schedule A – Services, with reference to noted City expectations of schedule as detailed in the RFP.</p> <p>Clearly demonstrate your approach to the Work through sufficient Workplan detail and related activities. Provide the corresponding schedule with activity durations, dependencies, related tasks and stage-gates required of other parties.</p> <p>Examples might include Updated Construction Cost Estimates at appropriate intervals or City sign-off on design stage reports.</p>
3.3	<p>Outline your teams’ abilities through systems and past experience to use creative solutions, innovations, methodology, or other traits that will allow your approach to successfully complete this project. Consider context of specialty sub-consultants, risks, opportunities, and unique strategies.</p> <p>Illustration through past examples is preferred.</p>
3.4	<p>Describe your approach to risk management including identification, mitigation, and opportunity recognition in your experience delivering similar facilities.</p> <p>Detail your teams experience and implementation approach to anticipate, assess, monitor, communicate, and proactively address risks. Consider Ownership, approach to investigate and analyze challenging issues, while ensuring successful project outcomes.</p>
3.5	<p>Describe the methodology and approach to sustainable and socially responsible design.</p> <p>Provide an overview of opportunities and potential strategies you anticipate exploring for the NECC aligned with the City’s plans and project goals.</p>
3.6	<p>In consideration to the significance of the land on which the planned NECC is located, and the City’s Work towards Indigenous Reconciliation describe both your firms’ philosophies and approach to this important Work.</p> <p>How does your firm ensure cultural sensitivity and representation in its approach to design, and how do you approach the integration of cultural heritage, traditions, and values into the built environment to create spaces that resonate with diverse communities?</p>

4.0	Value Add
4.1	<p>Describe any unique contributions your organization and team can deliver on this project to the City beyond the requirements as specifically called for by this RFP. You may wish to discuss one or more of the following:</p> <ul style="list-style-type: none"> • Your proposed value-add not captured elsewhere in the response • Proposed additional functionality to meet the City’s business requirements • Unique expertise and approach to the Work which will cause additional benefits to be delivered through the provision of Services • Other considerations that are not covered in the RFP
5.0	Pricing
5.1	<p>Provide a detailed Price in Canadian dollars for all elements of the project, including all phases of design and construction; include a breakdown of the Work to be performed and by whom.</p> <p>The preferred format is an Excel spreadsheet, including a detailed breakdown, by Sub-consultant discipline and by phase, explaining the total costs for this project as detailed in alignment with the Scope as described in Appendix B, Schedule A - Services and separated into nine phases:</p> <ol style="list-style-type: none"> 1) pre-design 2) schematic design 3) design development 4) construction documentation 5) bidding/negotiation 6) construction 7) commissioning (building and pool systems) and collaborating with the commissioning agents. 8) post-construction and regulatory reviews (federal, provincial, regional, municipal) 9) transition from design to operation to ensure knowledge has been transferred to the City staff. 10) Provide 6-month & 12-month post completion review which includes but not limited to a facility review and report of operating parameters measured against design parameters <p>Fees should be broken down by Architect and their Consultants</p>
5.2	<p>Complete and submit Pricing details as requested through forms included in Appendix B - Schedules B, C, D, E and F.</p>

Attention Purchasing Manager:

2. I/We, the undersigned duly authorized representative of the Proponent, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City’s website www.coquitlam.ca/Bid-Opportunities, and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services; submit this Proposal in response to the RFP.

I/We agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our Proposal be selected, The City’s Appendix A – The Canadian Standard Form of Contract for Architectural Services Document Six, Appendix B - Supplementary General Conditions to the Canadian Standard Form of Contract for Architectural Services, the Conditions listed in this RFP, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract and will accept the City’s Contract as defined within this RFP document.

3. I/We acknowledge receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

Addendum No.	Date Issued

This Proposal is submitted this ___ day of _____, 20____.

I/We have the authority to sign on behalf of the Proponent and have duly read all documents.

Name of Proponent	
Signature(s) of Authorized Signatory(ies)	1.
	2.
Print Name(s) and Position(s) of Authorized Signatory(ies)	1.
	2.