



**REQUEST FOR PROPOSALS**

**DESIGN CONSULTING SERVICES**

**CHARLOTTETOWN FIRE STATION #3**

**October 2020**

**File #2020-161**

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## 1.0 INTRODUCTION AND PURPOSE

Proposals shall be submitted by completing this document and placing it in a sealed envelope, clearly marked on the outside, "**Design Consulting Services for Charlottetown Fire Station #3**" **Controller; 3rd Floor City Hall, 199 Queen Street, Charlottetown PE, C1A 4B7**", and must be received by the Controller before **2:00:00 pm local time on Thursday, November 19, 2020**. It is the responsibility of the bidder to deliver the sealed proposal to the **3<sup>rd</sup> floor of City Hall** before the time indicated. Late proposals will not be accepted and will be returned to the Proponent.

Any addenda will be posted on the City of Charlottetown website at [www.charlottetown.ca/tenders](http://www.charlottetown.ca/tenders). Proponents are responsible for checking the website for proposal/quote/proposal notices, documents, and addenda. The City is not responsible for ensuring bidders have obtained addenda.

**Proposals are to be submitted using a two-envelope system, the technical/descriptive component of the proposal and the fee component are to be submitted in separate envelopes. Four (4) paper copies and an electronic copy in PDF format of the technical/descriptive component of the submission document are required.** No fax, email or electronic documents will be accepted as the sole method of submission. It is the proponent's responsibility to ensure that the hard copies of their submission are received prior to the deadline noted above. **There will be a public opening of proposals received immediately after closing.** The selection of vendor resulting from this Request for Proposal, shall be done, upon approval by City Council, as soon as practical after proposal evaluations have been completed. Results of this Request for Proposal will be posted on the City's awards webpage at [www.charlottetown.ca/tenders](http://www.charlottetown.ca/tenders).

This RFP creates no obligation on the part of the City of Charlottetown to award the contract or to reimburse proponents for proposal preparation expenses. The City of Charlottetown reserves the right to accept or reject any and all proposals, in whole or in part, received as a result of this request, and to negotiate in any manner necessary best serve the interest of the City. The decision on which proposal best satisfies the needs of the City rests solely with the City and any decision is not open to appeal. Submissions will not be evaluated if the Proponent's current or past corporate or other interests may, in the City's opinion, give rise to a conflict in connection with this project. The City specifically reserves the right to reject all proposals if none is considered to be satisfactory and, in that event, at its option, to call for additional proposals. No term or condition shall be implied, based upon any industry or trade practice or custom, any practice or policy of the City or otherwise, which is inconsistent or conflicts with the provisions contained in these conditions.

At the election of the City, whether or not a bid or bidder otherwise satisfies the requirements of the RFP, the City may reject summarily any bid received from a corporation or other person which has been anywise involved in litigation, arbitration or alternative dispute resolution with the City within the five (5) year period immediately preceding the date on which the request for Proposals was published.

The City's evaluation may include information provided by the proponent's references and may also consider the proponent's past performance on previous contracts with the City or other institutions.

The City may prohibit a proponent from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, and such inappropriate conduct shall include but not be limited to the following: (a) the submission of quotations containing misrepresentations or any other inaccurate, misleading or incomplete information; (b) the refusal of the proponent to honour its pricing or other commitments made in its proposal; or (c) any other conduct, situation or circumstance, as solely determined by the City.

Any potential conflict of interest must be disclosed to the City in writing. Any conflict of interest identified will be considered and evaluated by the City. The City has the sole discretion to take the steps deemed necessary to resolve the conflict. If, during the term of the contract, a conflict or risk of conflict of interest should arise, the Contractor will notify the City immediately in writing of that conflict or risk and take any steps that the City reasonably requires to resolve the conflict or deal with the risk.

The City will pay the successful proponent via Electronic Funds Transfer. The successful proponent will be required to provide the necessary information for registration on the City's payment system.

Any questions in respect of this Request for Proposals, please contact Finance, ([tenders@charlottetown.ca](mailto:tenders@charlottetown.ca)). Questions must be received no less than three (3) business days before the closing date.

## **1.1 OVERVIEW**

The City of Charlottetown is a flourishing community of over 40,500 people located on the south shore of Prince Edward Island. Charlottetown is the capital City of Prince Edward Island, and is called the "Birthplace of Confederation" after the historic 1864 Charlottetown Conference, which led to Confederation. City Hall is located at 199 Queen Street, Charlottetown, PE.

The City provides a full range of municipal services including general government, police protection, fire protection, planning and development, building inspection, environmental health, environmental development, transportation, and recreation and cultural services. The City also operates the Charlottetown Water and Sewer Utility.

A Mayor and ten Councillors govern the City and the administration of the City is under the direction of a Chief Administrative Officer. There are nine departmental managers including a Manager of Human Resources, Manager of Finance, Manager of Water and Sewer Utility, Manager of Parks and Recreation, Manager of Planning and Heritage, Manager of Public Works, Manager of Environment & Sustainability, a Chief of Police, and Fire Chief.

The City of Charlottetown has an appointed Protective and Emergency Services Committee who liaise and oversee the administration of protective and emergency services. This committee consists of six individuals including a Chairperson, Vice-Chairperson, 2 City Councillors, 2 staff members (Police Chief and Fire Chief), The Mayor, as well as the CAO. The 2 staff members and CAO are the only non-voting members.

## 1.2 PURPOSE

The City is issuing this Request for Proposals (RFP) with the goal of engaging a Prime Consultant to provide the required architectural and engineering consulting services required in connection with the planning, design, tendering and contract administration associated with the new Charlottetown Fire Station #3.

The consulting services are to include review and assessment of a preliminary space summary; the consulting team must include an architect who has previous experience with design and construction of fire station.

The consulting services are to include sustainability measures and options during the planning and design of the new Charlottetown Fire Station #3.

The budget for the project has not been finalized; **the project cost will be affected by a number of factors including, building area, construction industry competition as well as Covid implications. The Class “D” and “C” estimates will provide guidance on what a realistic estimate for the project is.**

However, the consulting services proposal is required to cover the services identified in the RFP, for a **Fire Station** building that will be designed and constructed to meet applicable codes and standards. The building is to be designed and constructed to provide operational efficiency, durability with an economical life cycle cost.

## 2.0 REQUEST FOR PROPOSAL TERMS

The City has formulated the terms and procedures set out in this RFP to ensure that it receives proposals through an open, competitive process, and the Proponents receive fair and equitable treatment in the solicitation, receipt and evaluation of their proposals.

The following terms will apply to this Request for Proposal and to any subsequent Contract. Submission of a proposal in response to this Request for Proposal indicates acceptance of all the following terms.

### 2.1 DEFINITIONS

Throughout this Request for Proposal, terminology is used as follows:

- a) **“City”** means The City of Charlottetown.
- b) **“Administrator”** means the person or persons designated within the bylaws of the City as responsible for giving direction to or negotiating with a potential or successful proponent.
- c) **“Agreement”** means the written agreement, consisting of the agreement documents signed between the City and the successful proponent pursuant to this RFP and the successful proposal.
- d) **“Agreement Documents”** means the instructions to proponents, scope of service, addenda, response to the RFP, and the acceptance of proposal together with all subsequently negotiated agreements, written amendments, modifications, and supplements to such documents and all written authorizations signed by the administrator(s) amending, deleting, or adding to the contract.
- e) **“Contract”** means the Royal Architectural Institute of Canada (RAIC) Canadian Standard Form of Contract for Architectural Services Document Six 2018 Edition, modified to reflect the specific additional requirements contained in this RFP.
- f) **“Contractor”** means a successful Proponent to this Request for Proposal who enters into a written Contract with the City.
- g) **“Must”, “mandatory”, “required”, or “shall”** means a requirement that must be met in order for a proposal to receive consideration.
- h) **“Proponent”** means an individual or a company that submits, or intends to submit, a Proposal in response to this “Request for Proposal”.
- i) **“Proposal”** means the Proponent’s response to this “Request for Proposal”.
- j) **“Requirements”** means those services described in the Scope of Work Section of this RFP; the Canadian Standard Form of Contract for Architectural Services Document Six 2018 Edition and Schedule A-3 of the Contract will be modified to reflect the requirements of this RFP.
- k) **“Should” or “desirable”** means a requirement having a significant degree of importance to the objectives of the Request for Proposal.

## **2.2 NO OBLIGATION TO PROCEED**

Though the City fully intends at this time to proceed through the RFP, the City is under no obligation to proceed to the purchase, or any other stage. The receipt by the City of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the City. There is no guarantee by the City, its officers, employees or agents, that the process initiated by the issuance of this RFP will continue, or that this RFP process or any RFP process will result in a contract with the City.

## **2.3 CANCELLATION**

The RFP may be cancelled in whole or in part without penalty, when, in the opinion of the City:

- i. There has been a substantial change in the requirements after this RFP has been issued;
- ii. Information has been received by the City, after issuance of this RFP, that the City feels substantially alters the specified procurement;
- iii. There was insufficient competition in order to provide the level of service, quality of goods, or pricing required, or;
- iv. The City, in its sole discretion, decides that there is any other sufficient justification to cancel this RFP.

The City of Charlottetown may cancel this RFP, reject all proposals, or seek to acquire the subject of this RFP through a new RFP or by other means.

The City reserves the right to cancel any request for proposal at any time without recourse by the contractor. The City has the right to not award this work for any reason including choosing to complete the work with the Owners' [sic] own forces.

## **2.4 CITY'S DECISION-MAKING**

The City has the power to make any decision, or to exercise any contractual right or remedy, contemplated in this RFP at its own absolute and unfettered discretion.

## **2.5 ENQUIRIES**

The City has endeavored to provide complete, correct information and estimates to enable proponents to properly assess and determine the scope and complexity of the work required to submit a response to this RFP. Proponents are solely responsible for determining if they require more information or if anything appears incorrect or incomplete, and for contacting the person named in this RFP if they have any questions whatsoever prior to the closing date. All enquiries related to this Request for Proposal are to be directed, in writing, by email, to the City Controller, Stephen Wedlock, ([swedlock@charlottetown.ca](mailto:swedlock@charlottetown.ca)). Information obtained from any other source is not official and should not be relied upon. The City will not be responsible for any verbal statement, instruction, or representation. Enquiries and responses will be recorded and may be distributed to all Proponents at the City's option by way of an addendum. Any enquiries regarding this Request for Proposal must be submitted at least three (3) working days prior to the closing date. Any enquiries submitted after this date may remain unanswered.

## **2.6 ERRORS AND OMISSIONS**

Any ambiguities, inconsistencies, uncertainties or other errors related to this document of which any proponent may become aware should be directed, in writing, to the Finance, ([tenders@charlottetown.ca](mailto:tenders@charlottetown.ca)). If necessary, response to such items shall be made by way of an

addendum, which will be posted, serially, on the proposal page of the City's website.

## **2.7 ADDENDA, CORRECTIONS, OR EXTENSIONS**

The City of Charlottetown reserves the right to modify the terms of this Request for Proposal by way of an addendum at any time prior to closing, at its sole discretion.

## **2.8 ELIGIBILITY**

Proposals will not be evaluated if the Proponent's current or past corporate or other interests may, in the City's opinion, give rise to a conflict of interest in connection with this RFP.

## **2.9 EVALUATION COMMITTEE**

Evaluation of proposals will be by a committee formed by the City.

## **2.10 EVALUATION AND SELECTION**

Proposals will be evaluated against the mandatory criteria. Proposals not meeting all mandatory criteria will be rejected without further consideration. Proposals that do meet all the mandatory criteria will then be assessed and scored against the desirable criteria. The City's intent is to enter into a Contract with the Proponent who has the highest overall ranking. The mandatory criteria include submission of the required copies of the proposal and completion of the Proponent Information Sheet.

Mandatory requirements include:

- **Four paper copies of the technical proposal**
- **One electronic copy of the technical proposal**
- **Lump sum fee proposal, without conditions, submitted under corporate seal and contained in separate sealed envelope**
- **Breakdown of lump sum fee, per item 3.6**
- **Fire Station Architect identified and included as part of the consulting team, per item 3.2**
- **Completed, signed Proponent Information Sheet, with corporate seal**

By responding to this Request for Proposal, Proponents will be deemed to have accepted all the terms, conditions, and/or specifications herein and have agreed that the decision of the Evaluation Team will be final and binding.

## **2.11 PROPOSAL CLARIFICATION**

The City reserves the right, upon reasonable notice, to interview, examine, and make inquiries of any proponent after the closing date, generally, and also for the purpose of clarifying or verifying any particular portion of the proposal submitted, which may, in the opinion of the City, be unclear or require verification. All Proponents agree at their own expense to attend such interviews, and to fully co-operate with the City on any such inquiry, and to provide, at the Proponent's own expense, any such clarification and/or verification as requested by the City. Inquiries made of one or more proponents for the above purpose will not obligate the City to clarify or seek further information from any or all other proponents.

## **2.12 DEBRIEFING**

Unsuccessful Proponents may request a debriefing meeting with the City.

### **2.13 SIGNED PROPOSALS**

The proposal must be signed by the person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to this Request for Proposal. All proponents who operate through an incorporated company shall affix their corporate seal to the submission documents in addition to the authorized signature.

### **2.14 ALTERNATIVE SOLUTIONS**

If alternative solutions are offered, please submit the information in the same format, as a separate proposal.

If alternative solutions are offered, which, in the Proponent's opinion may be advantageous to the City, economic or otherwise, please submit the information in the same format as a separate proposal. This alternative should clearly enumerate the advantages as well as any associated cost implications. Please indicate that it is an alternative to the initial submission and not a replacement by writing "Alternative Submission #" on the envelope as well as in the document itself.

### **2.15 CHANGES TO PROPOSAL WORDING**

The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the City for purposes of clarification.

### **2.16 IRREVOCABILITY OF PROPOSALS**

A Proponent who has already submitted a proposal may submit a further proposal at any time up to the official closing time. The last proposal received shall supersede and invalidate all proposals previously submitted by that proponent for this Request for Proposal. Any proponent may withdraw or qualify his/her proposal at any time up to the official closing time by re-submitting a new proposal to the City. The time and date of receipt will be marked thereon and the new proposal will be placed in the proposal box. The new proposal shall be marked on the sealed envelope by the Proponent as "Resubmission #" along with the name of the Request for Proposal and to the attention of the Controller, as noted above in the Request for Proposal. Proposals may be withdrawn at any time prior to opening upon written request from the proponent. Negligence on the part of the proponent in preparing his/her proposal shall not constitute a right to withdraw a proposal subsequent to the proposal opening.

Upon closing time, all proposals become irrevocable. By submission of a proposal, the Proponent agrees that should its proposal be successful and the City should decide to proceed, the Proponent will enter into a contract with the City of Charlottetown by either signing a contract document or accepting a Purchase Order issued by the City.

### **2.17 COMPLETENESS OF PROPOSAL**

By submission of a proposal the Proponent warrants that, if this Request for Proposal is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Proponent at no charge.

### **2.18 SUB-CONTRACTING**

- a) Using a sub-contractor (who must be clearly identified in the proposal) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for

successful interconnection of the two product or service lines and this must be defined in the proposal.

- b) Sub-contracting to any firm or individual who's current or past corporate or other interests may, in the City's opinion; give rise to a conflict of interest in connection with this project will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this Request for Proposal.
- c) Any Sub-contracting of the service to any firm or individual after the award of a Contract must have prior approval by the City.

## **2.19 ASSIGNMENT**

This RFP and any resulting contract may not be assigned by either party without the prior written consent and approval of the other party, which consent may not be unreasonably withheld; provided however, either party, without such consent, may assign or sell the same in connection with the transfer or sale of substantially its entire business to which this contract pertains or in the event of its merger or consolidation with another company. Any permitted assignee shall assume all obligations of its assignor under this contract. No assignment shall relieve any party of responsibility for the performance of any accrued obligation that such party then has hereunder.

## **2.20 CONFIDENTIALITY**

The successful proponent agrees not to release or, in any way, cause to release any confidential information of the City of Charlottetown unless an appropriate official of the City has specifically approved them to do so in writing.

The Proponents agree to treat all information contained in this Request for Proposal as confidential, to use such information only for purposes of responding to this Request for Proposal, and not to disclose any such information, in whole or in part, to any other party without the express prior written consent of either party or pursuant to legal power, other than: a) to an agent who in the City's reasonable opinion, is seeking information on behalf of the Proponent, b) to a party used by the City to evaluate the Proponents creditworthiness. Each party agrees to allow the other party to store contact information, such as names, phone numbers, and email addresses for its business representatives, in any country where that party does business and to use such information internally and to communicate with the other party for the purposes of their business relationship. Proponents agree to handle any personal information that it may gain access to through this RFP in accordance with the requirements of privacy laws, and in a manner consistent with the City's published privacy policies, as amended from time to time.

## **2.21 CONFLICT OF INTEREST**

Any potential conflict of interest must be disclosed to the City in writing. Any conflict of interest identified will be considered and evaluated by the City. The City has the sole discretion to take the steps they deem necessary to resolve the conflict. If, during the term of the Contract, a conflict or risk of conflict of interest arises, the successful proponent will notify the City immediately in writing of that conflict or risk and take any steps that the City reasonably requires to resolve the conflict or deal with the risk.

## **2.22 LAWS OF PRINCE EDWARD ISLAND**

This Request for Proposal will be governed by and will be construed and interpreted in accordance with the laws of the Province of Prince Edward Island.

## **2.23 FINAL AGREEMENT**

This solicitation does not contain all terms and conditions necessary for conducting business with the City of Charlottetown.

## **2.24 GRATUITIES**

The City of Charlottetown may, by written notice to a proponent, cancel any contract if it is found by the City that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the proponent, or the agent or representative of the proponent, to any employee or agent of the project with a view toward securing favorable treatment with respect to the awarding or amending, or making any determinations with respect to performing of such contract.

## **2.25 INSURANCE AND WORKERS COMPENSATION**

The undersigned is to carry and keep in force Public Liability Insurance in a form equivalent in terms of coverage to the industry standard Commercial General Liability for all services provided to and on behalf of the City of Charlottetown (City) and the amount of coverage shall be not less than two Million dollars (\$2,000,000.00) per occurrence and to indemnify and save harmless the City in the event of any damages, suits or actions as a result of damages, injuries or accident done to or caused by him, or his employees or relating to the prosecution of the works or any of his operations or caused by reason of the existence or location or condition of any materials, plant or machinery used there on or therein, or which may happen by reason thereof, or arising from any failure, neglect or omission on his part, or on the part of any of his employees, to do or perform any or all of the several acts or things required to be done by him or them under and by these conditions, and covenants and agrees to hold the City harmless and indemnified for all such damages and claims for damages. A Certificate of General Liability Insurance covering the legal liability of the submitter for injuries to, or death of, persons and/or damage to property of others for limits of not less than two million dollars (\$2,000,000.00) per occurrence for bodily injury and property damage with an insurer and in a form satisfactory to the City will be furnished. Such insurance shall have the City as an additional insured and shall contain cross liability coverage and preclude subrogation by the insured against the City. The City requires an advance 30-day notice should the policy be cancelled or changed in any manner.

**The undersigned is to carry and keep in force Professional Liability Insurance in an amount not less than \$2,000,000 providing coverage for acts, errors and omissions arising from their professional services performed under this agreement.**

**The policy self-insured-retention / deductible shall not exceed \$10,000 per claim; and if the policy has an aggregate limit, the amount of the aggregate limit shall be double the required per claim limit.**

**A City licensed to conduct business in the Province of Prince Edward Island shall underwrite the policy.**

The undersigned is required to have in place adequate coverage and be in good standing with the Workers Compensation Board of Prince Edward Island during the term of provision of all services to the City of Charlottetown. Proof of coverage may be requested at the commencement of any contract or the provision of any services to the City of Charlottetown. The Company awarded this

proposal will be required to provide proof that their Company complies with all the provisions of the PEI Occupational Health and Safety Act. During the progress of the awarded work, Companies will be required, on the request of the City, to provide written verification that their work is in compliance.

#### **2.26 PERFORMANCE**

The City has the right to cancel agreements based on performance with the City as the sole judge of that performance.

#### **2.27 VALIDITY OF PROPOSALS**

All Proposals must remain valid and open for acceptance by the City for a period of sixty days (60) days after the closing date. This period may be extended if requested by the City and agreed to by the Proponent in writing.

#### **2.28 PROPOSED CONTRACT TERM**

The proposed term of this agreement shall commence during **December 2020** and, with the exception of the building warranty period, be completed by **November 2022**. The building warranty period shall end 12 months following substantial completion of the building construction.

### **3.0 SCOPE OF WORK**

#### **3.1 PROJECT OVERVIEW**

The City of Charlottetown (City) is interested in developing a new fire station for the north area of Charlottetown, the new fire station site is identified as Lot 2017-1, containing 4.34 acres; and the associated Right of Way from Sherwood Road, as shown on Appendix “A”. The site is located on the east of Malpeque Road - Route 2 between Atlantic Cat and Moore Well Drilling, with access from both the Malpeque and Sherwood Roads. Municipal sewer and water are available in the area to service the site.

Site development for the project will include construction of the access street and associated utility services from the Sherwood Road as well as access from Route 2.

The sewer service for the site and the new access street will be provided from Malpeque Road, the water service for the site and the new access street will be provided from the Sherwood Road. The new street shall be constructed in accordance with the City of Charlottetown Public Works Right-of-Way requirements, the sewer and water services shall be constructed in accordance with the City of Charlottetown water and sewer development requirements.

The site is relatively high and level, with a gentle slope to toward adjacent properties; the site was previously used primarily for agricultural purposes.

It is anticipated the new fire station will contain approximately 16,000 square feet of space, including administration, training, support and apparatus bays.

A copy of a preliminary space summary for the fire station is contained in Section 5.0 of this RFP.

Controlled card access is to be provided for selected doors in the new fire station, the door control is to be integrated with the existing controlled access system used by the City for various buildings.

Security cameras will be required at various locations for the new fire station and site, the security cameras are to be integrated with the existing security camera system used by the City for various buildings.

The City is seeking proposals covering professional design consulting services including:

- Review the preliminary space summary and discuss the adequacy of the space summary with City Fire Department personnel.
- Develop a revised space program based on discussions related to the preliminary space summary and current industry practices.
- Present the revised space program to City Fire Department personnel, followed by discussion and appropriate modification.
- Develop options for sustainability and onsite energy production.

- Provision of professional consulting services required for the planning, design, tendering and contract administration associated with construction of the new fire station; including appropriate architect and engineering expertise.

The RFP is seeking proposals **covering a review and assessment of the preliminary space summary followed by development of draft space programs and a final accepted space program**, as well as all aspects of the planning, design and contract administration typically associated with a **fire station** project of this magnitude.

The proposal selected and contract awarded will cover all services required for the preliminary space program review, as well as all aspects of the planning, design, tendering and contract administration. However, the City reserves the right to terminate the contract without further compensation or penalty at the completion of various Phases. The Phases are outlined as follows:

Phase	Work	Deliverable	Potential City Decisions
1	<b>Space Program Review:</b> <ul style="list-style-type: none"> <li>• Review &amp; rationalize space program</li> <li>• Fire Department personnel input</li> <li>• Building layout sketch</li> <li>• Site plan sketch</li> <li>• Firefighter input</li> <li>• Class “D” cost estimate</li> </ul>	<ul style="list-style-type: none"> <li>• Finalized space program</li> <li>• Building and site sketches</li> <li>• Class “D” estimate</li> </ul>	<ul style="list-style-type: none"> <li>• Proceed to Phase 2, or</li> <li>• Stop</li> </ul>
2	<b>Schematic &amp; Design Development:</b> <ul style="list-style-type: none"> <li>• Concept floor plan</li> <li>• Concept site plan</li> <li>• Concept elevations</li> <li>• 3D model images of various key building rooms and spaces as well as building exterior</li> <li>• Fire Department personnel input</li> <li>• Design development</li> <li>• Energy efficiency options</li> <li>• Class “C” cost estimate</li> </ul>	<ul style="list-style-type: none"> <li>• Concept floor and site plans that have been accepted by users</li> <li>• Capital cost and operating savings associated with energy efficiency options</li> <li>• Class “C” estimate</li> </ul>	<ul style="list-style-type: none"> <li>• Proceed to Phase 3, or</li> <li>• Stop</li> </ul>
3	<b>Construction Documents:</b> <ul style="list-style-type: none"> <li>• Complete project design</li> <li>• Fire Department personnel input</li> </ul>	<ul style="list-style-type: none"> <li>• Drawings &amp; specifications required for construction tender</li> </ul>	<ul style="list-style-type: none"> <li>• Proceed to Phase 4, or</li> <li>• Stop</li> </ul>

	<ul style="list-style-type: none"> <li>Complete drawings &amp; specifications for tender</li> </ul>		
4	<b>Tendering:</b> <ul style="list-style-type: none"> <li>Public request for lump sum construction tender issued by City</li> <li>Prepare addenda</li> <li>Review of tenders and recommendation</li> </ul>	<ul style="list-style-type: none"> <li>Tender documents</li> <li>Recommendation to City on tender acceptance</li> </ul>	<ul style="list-style-type: none"> <li>Proceed to Phase 5, or</li> <li>Stop</li> </ul>
5	<b>Construction &amp; Contract Administration:</b> <ul style="list-style-type: none"> <li>Contract awarded</li> <li>Assistance to select Commissioning Agent</li> <li>Contract administration</li> <li>Final inspection</li> <li>Deficiencies</li> <li>Commissioning</li> <li>Occupancy</li> </ul>	<ul style="list-style-type: none"> <li>Assistance in selecting Commissioning Agent</li> <li>Completed Fire Station</li> </ul>	<ul style="list-style-type: none"> <li>Contract award</li> <li>Commissioning Agent engaged</li> <li>Opening ceremony</li> </ul>

The City is seeking proposals covering professional architect and engineering consulting services typically associated with a project of this type and magnitude; including planning, design and contract administration, as well as the services specifically identified in Sections 3.2, 3.3 and 3.4 of this RFP.

The project will be constructed based on a lump sum General Contract public tender.

Proponents are to indicate in their fee proposal the portion of their fee that is associated with each Phase; and agree that if the project was cancelled at the end of any Phase, no additional compensation or penalty payment would be required.

### 3.2 SCOPE OF SERVICES REQUIRED

Proposals submitted for the Charlottetown Fire Station #3 Consulting Services shall include the services identified in the Royal Architectural Institute of Canada (RAIC) Canadian Standard Form of Contract for Architectural Services Document Six 2018 Edition, modified to reflect the specific additional requirements contained in this RFP.

Project planning meetings will be held at Charlottetown Fire Station #2 on St. Peters Road; a number of the meetings will have to be held after 5:00 PM, to facilitate involvement of the planning team members.

**Consultant team members that provide expertise related to fire station design, sustainability and construction cost estimating may participate in meeting via web-based conference technology.**

The consulting team must include a “FIRE STATION ARCHITECT” with previous experience as the project architect for at least three similar or larger fire station projects in the past ten years.

In addition, and for clarification, the following services shall be included as part of the proposed fee:

- Review and analysis of preliminary space summary.
- Initial meeting with Project Team to discuss preliminary space summary and clarify requirements.
- Development of revised space program.
- Presentation of and discussion related to revised space program with Project Team, followed by subsequent revisions and discussion.
- Presentation of and discussion related to revised space program with Fire Department personnel, followed by subsequent revisions and discussion.
- Development of finalized space program.
- Development of building layout and site sketches.
- Presentation of building layout and site sketches to Project Team and Fire Department personnel, followed by subsequent revisions and discussion.
- Preparation of Class “D” estimate, utilizing in house and local contractor experience.
- Complete schematic design.
- Presentation of and discussion about schematic design with Project Team.
- Presentation of and discussion about schematic design, including colored floor plans, with Fire Department personnel.
- Development and presentation of 3D model images of various key building spaces and rooms as well as building exterior and spaces to Fire Department personnel. It is anticipated that a minimum of six interior spaces will require 3D model images as well as the building exterior.
- Development of options for energy efficiency, including increased capital cost and annual operating savings.
- Complete design development.
- Preparation of Class “C” cost estimate, utilizing in house and local contractor experience.
- Preparation of storm water management plan for site.
- Preparation of environmental control measure plan and specifications for construction work.
- Onsite emergency electrical power generation.
- Preparation of plans and specifications required to obtain General Contractor lump sum tenders, thru a public tender process; including fire detection and alarm as well as sprinkler system.
- Address questions raised during tender period and prepare required addenda, to be issued by the City.
- Review of General Contractor tenders and provision of a recommendation on tender acceptance.
- Preparation of CCDC 2 contract documents based on accepted tender.
- Assist the owner with obtaining proposals covering the provision of Independent Commissioning Agent services for the project.
- Review of shop drawings.
- Review of contractor progress claims.

- Preparation of sketches and directions required to resolve on site problems or questions.
- The Architect shall be represented at **biweekly** site construction meetings, and shall review the work at that time.
- A representative of the Civil engineer shall complete a minimum of 3 site reviews, carried out at appropriate times, based on the construction status. The Civil engineer representative shall provide the Architect and City with a written report following each review.
- **A representative of the Civil engineer shall provide site inspection associated with installation of municipal services and construction of the new street, in accordance with the City of Charlottetown requirements for new utility and street construction.**
- A representative of the Structural engineer shall complete a minimum of 4 site reviews, carried out at appropriate times, based on the construction status. The Structural engineer representative shall provide the Architect and City with a written report following each review.
- A representative of the Mechanical engineer shall complete a minimum of 6 site reviews, carried out at appropriate times, based on the construction status. The Mechanical engineer representative shall provide the Architect and City with a written report following each review.
- A representative of the Electrical engineer shall complete a minimum of 4 site reviews, carried out at appropriate times, based on the construction status. The Electrical engineer representative shall provide the Architect and City with a written report following each review.
- Representatives of the Architect and all engineers shall cooperate and support the Independent Commissioning Agent, during project construction and commissioning.
- Representatives of the Architect, Civil, Structural, Mechanical and Electrical engineers shall complete a final review of the work, in conjunction with a review of deficiency lists provided by the Contractor. Following the review each consultant shall prepare and issue a deficiency list.
- Representatives of the Architect, Civil, Structural, Mechanical and Electrical engineers shall also complete a warranty review of the project, during the eleventh month following substantial completion. Following the warranty review each consultant shall prepare and issue a list of outstanding deficiencies and warranty items.
- All travel, telephone, fax, courier, internal printing as well as printing required for meetings, presentations and review.
- Provision of PDF and AutoCAD digital files containing tender documents; including drawings, specifications and addenda. Provision of PDF digital files containing “as built drawings”, shop drawing and operation manuals.
- Review of as built drawings and operation manuals submitted by the Contractor.
- Sustainable design approach and documentation requirements outlined in Section 3.3.
- Consulting services associated with incorporating the following sustainable features in the design, tender documents and contract administration for the project:
  - Enhanced building envelope insulation, compared to current building and energy codes.
  - Enhanced exterior glazing and doors, compared to current building and energy codes.

- Utilization of ground source water for heating and cooling.
- Utilization of photovoltaic energy production, with integration for utility net metering.
- Consulting services associated with incorporating other additional sustainable design features will be covered by a negotiated increase in the consulting service contract.
- Commissioning input as outlined in Section 3.4.

Proposals are not to include services related to:

- Printing tender documents
- Detailed construction scheduling
- Full time site inspection; **however, site inspection associated with installation of municipal services and construction of the new street is to be provided in accordance with the City of Charlottetown requirements for new utility and street construction.**
- Site boundary and topographic survey
- Geotechnical investigation and material testing
- HST

### 3.3 SUSTAINABLE DESIGN APPROACH

The City of Charlottetown “Community Energy Plan” included: “Construct all new City buildings to Passive House and Zero Carbon Building Standards.”

The planning and design of the facility is to incorporate the energy efficiency philosophy and principles associated with Passive House and Zero Carbon Building Standards at all stages of planning, design, construction and commissioning.

As part of the Schematic Design and Development Phase the Consultant Team is to explore various options for efficiency, on site energy production as well as energy storage. The incremental capital cost and annual operational savings associated with each option are to be calculated and included in a report at the completion of the Schematic Design and Development Phase. Options may include:

- Enhanced building envelope insulation, compared to current building and energy codes.
- Enhanced exterior glazing and doors, compared to current building and energy codes.
- Utilization of ground source water for heating and cooling.
- Utilization of photovoltaic energy production in conjunction, with integration for utility net metering.

At the completion of the Schematic Design and Development Phase the Consultant team shall provide the City with a report that clearly outlines criteria in the Passive House and Zero Carbon Building Standards and indicates how they have been addressed in the planning and design for the new fire station. The report shall also include information related to the various options considered or included in the design approach as well as the associated capital and annual operational costs.

The City may NOT make an application for Zero Carbon Building Design and Performance Certificates; however, the report is to include information which would be required if the City chose to apply for a Zero Carbon Design Certificate, including anticipated annual energy consumption and anticipated annual on-site carbon free energy production etc.

The City has not made a decision at this time, on whether the building will require certification to the Passive House Standard. If Passive House certification is required, the cost of a third-party certifier will be covered by the City; the costs of the third-party certifier are NOT to be included in the proposal.

The City anticipates seeking external funding to support a portion of the incremental costs associated with meeting the Zero Carbon Building Standard; the Consultant team will assist the City, by providing the information required to support the applications.

### **3.4 COMMISSIONING**

The City will engage an Independent Commissioning Agent for the project.

The Consultant team will be required to carry out the required site and deficiency reviews associated with contract administration for the project; in addition they will assist, cooperate with and support the Independent Commissioning Agent, during project construction and commissioning.

### **3.5 ANTICIPATED TIME FRAMES**

The following outlines the anticipated schedule for the Request for Proposal and contract process. The timing and sequence of events resulting from this Request for Proposal may vary and shall ultimately be determined by the City of Charlottetown.

#### **Event Anticipated Dates**

Request for Proposal Issued	<b>October 26, 2020</b>
Last Date for Submission of Questions	<b>November 16, 2020</b>
Request for Proposal Closes	<b>November 19, 2020</b>
Contract Award	<b>December, 2020</b>
Complete Schematic Design	March, 2021
Complete Sustainability Option Report	March, 2021
Complete Tender Documents	July, 2021
Construction Start	August, 2021
Building Occupancy	October, 2022

**Note: If delays in planning and design or decisions make it impossible to obtain construction tenders in August 2021, the construction tender may be delayed until early 2022 with an associated extension in the project duration. A claim for additional consultant fees associated with this change in schedule will not be accepted.**

### **3.6 PROPOSAL INFORMATION**

The technical and descriptive section of the proposal, including attachments and appendices, should be succinct and relevant to the Charlottetown Fire Station #3 project. Information provided should include:

- An overview of the Professional and technical resources that will be involved with the project; the role they will play and their relevant experience.
- An overview of three (3) relevant projects that have been completed by the FIRE STATION ARCHITECT; including size and construction cost as well as the name and contact information for the owners representative.
- An overview of several major relevant projects that have been completed by the, Prime Consultant Firm, Project Architect, Civil, Structural, Mechanical and Electrical consultants; including size and construction cost as well as the name and contact information for the owners representative.
- An overview of experience the Consultant Team has in relation to sustainable building design, including Passive Home, Zero Carbon Building Standard and LEED.
- Approach the Consultant Team will take to exploring sustainable design options for the project, and how the Project Team will be involved.
- Approach the Architect will take to incorporating expertise available from the Fire STATION ARCHITECT in the planning and design of the project.
- Approach the Consultant Team will take to involve the Project Team in the planning and design decisions.
- Approach the Architect will take to ensuring continuity is maintained between the schematic design, design development, tender document and construction stages of the project.
- Approach the Architect will take to addressing questions and issues that are raised at the site during construction.

The proposal evaluation will be carried out by representatives of the City and Project Team. Some of these individuals may not have significant experience related to building planning and design, or the role the various professionals would provide for the project.

The evaluation will be completed on the basis of factors noted above.

The fee proposal section of the proposal is to indicate a lump sum fee for the consulting services associated with all Phases of the project, excluding HST. The fee proposal is to be submitted on the Proponent's letterhead.

Proponents are also to indicate in their fee proposal, the portion of their fee that is associated with each Phase; the total of the amounts allocated to each Phase must be equal to the proposed lump sum fee. The format to be used for submitting the fee allocation is:

Phase	Work	Amount of Fee Related to this Phase
1	<b>Space Program Review:</b> <ul style="list-style-type: none"> <li>• Review &amp; rationalize space program</li> <li>• Firefighter input</li> <li>• Building layout sketch</li> <li>• Site plan sketch</li> <li>• Fire Department personnel input</li> <li>• Class “D” cost estimate</li> </ul>	\$
2	<b>Schematic &amp; Design Development:</b> <ul style="list-style-type: none"> <li>• Concept floor plan</li> <li>• Concept site plan</li> <li>• Concept elevations</li> <li>• 3D model images of various key building rooms and spaces as well as building exterior</li> <li>• Fire Department personnel input</li> <li>• Design development</li> <li>• Energy efficiency options</li> <li>• Class “C” cost estimate</li> </ul>	\$
3	<b>Construction Documents:</b> <ul style="list-style-type: none"> <li>• Complete project design</li> <li>• Fire Department personnel input</li> <li>• Complete drawings &amp; specifications for tender</li> </ul>	\$
4	<b>Tendering:</b> <ul style="list-style-type: none"> <li>• Public request for lump sum construction tender issued by City</li> <li>• Prepare addenda</li> <li>• Review of tenders and recommendation</li> </ul>	\$
5	<b>Construction &amp; Contract Administration:</b> <ul style="list-style-type: none"> <li>• Contract awarded</li> <li>• Assistance to select Commissioning Agent</li> <li>• Contract administration</li> <li>• Final inspection</li> <li>• Deficiencies</li> <li>• Commissioning</li> <li>• Occupancy</li> <li>• Warranty review</li> </ul>	\$
	<b>Total</b>	\$

**The City reserves the right to reject any proposal, which contains an unrealistic or unbalanced allocation of the proposed lump sum fee between the five phases.**

## 4.0 EVALUATION CRITERIA

The technical/descriptive information is to include sufficient information related to topics identified in sections 3.3 and 3.6 to allow evaluation of based on the criteria contained in this section.

The evaluation criteria and associate points are:

No.	Criteria	Points
1	Approach to achieve project objectives, including fire station design and sustainability	10
2	Approach to involve Project Team and Fire department personnel in decision making, as well as to gain a clear understanding of the concept designs	10
3	Experience and resources of Project Architect and Prime Consultant firm	10
4	Experience of Fire Station Architect	15
5	Experience of Engineering Consultants	10
6	Experience of Prime Consultant and Engineering Consultants with sustainable building design and approach	15
7	Approach to maintaining continuity between phases	10
8	References for Fire Station Architect, Project Architect, Prime Consulting firm and Engineering Consultants	10
	Total	90

Any proposal that receives a score below 60 point for the technical/descriptive component shall be rejected and not evaluated further.

A total of 10 points will be allocated on the basis of the fee proposals received as follows:

### **Financial Proposal Evaluation**

#### 1. Proposed Fee (10) points).

- Points shall be awarded on the following basis;

10 points for the Lowest Proposed Fee

9 points for all Proposed Fee < or = 110% of the Lowest Proposed Fee

8 points for all Proposed Fee < or = 115% of the Lowest Proposed Fee

7 points for all Proposed Fee < or = 120% of the Lowest Proposed Fee

6 points for all Proposed Fee < or = 125% of the Lowest Proposed Fee

5 points for all Proposed Fee < or = 130% of the Lowest Proposed Fee

4 points for all Proposed Fee < or = 135% of the Lowest Proposed Fee

- 3 points for all Proposed Fee < or = 140% of the Lowest Proposed Fee
- 2 points for all Proposed Fee < or = 145% of the Lowest Proposed Fee
- 1 point for all Proposed Fee < or = 150% of the Lowest Proposed Fee
- 0 points for all Proposed Fee more than 150% of the Lowest Proposed Fee

## **5.0 PRELIMINARY SPACE SUMMARY**

An overview and a preliminary space summary for the new Charlottetown Fire Station #3 includes:

Charlottetown Fire Station #3 will be located in the northwest area of Charlottetown, it will be the primary responder for that area as well as providing service to the whole of Charlottetown.

The design of Charlottetown Fire Station #3 should make provision for future expansion of the apparatus bay area as well as additional space for training.

The total projected area of the new Charlottetown Fire Station #3 is anticipated to be approximately 16,000 sq. ft.

The preliminary space summary that has been discussed includes:

1. Lobby
2. Captain office
3. Project office
4. Office work area
5. Vending machine alcove
6. Firefighter kitchen/food storage and dining
7. Day room
8. Fitness room
9. Crew briefing/meeting room
10. Storage for crew briefing/meeting room
11. Firefighter dorm spaces
12. Female and Male firefighter washrooms and showers
13. Male and female locker rooms
14. Turnout gear storage
15. Turnout gear washing
16. Turnout gear drying
17. Radio/report room
18. Apparatus bays (drive through bays may be desired)
19. Apparatus bay storage
20. Vehicle cleaning and wax material storage area

21. Maintenance shop
22. Firefighter dirty washroom and shower
23. Breathing apparatus cleaning and maintenance
24. Hose drying area
25. Multipurpose room for training, activities and warming center; with provision of space required for a secondary City Emergency Operations Center
26. Kitchen and storage rooms associated with multipurpose room
27. EOC dorm spaces
28. Washrooms for multipurpose
29. Ham radio operator room
30. Janitor
31. Electrical
32. Mechanical
33. Communications
34. Sprinkler

**PROPONENT INFORMATION SHEET:**

Proponent (Firm) Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ PC: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Website: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

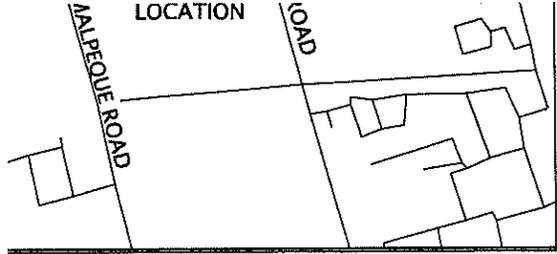
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NAME (Please print)

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TITLE (Please print)

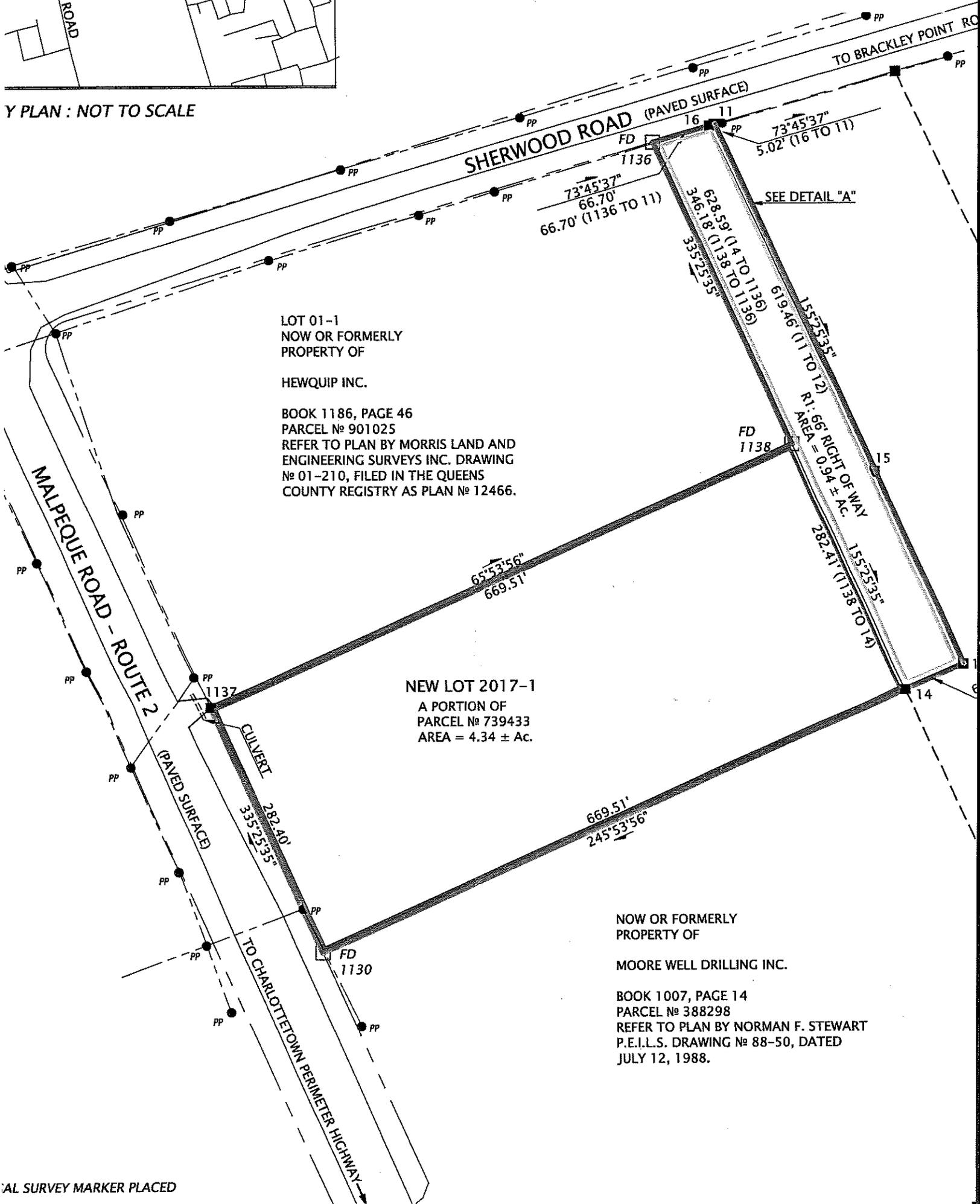
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AUTHORIZED SIGNATURE

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DATE

(Affix Corporate Seal)



Y PLAN : NOT TO SCALE



LOT 01-1  
 NOW OR FORMERLY  
 PROPERTY OF  
  
 HEWQUIP INC.  
  
 BOOK 1186, PAGE 46  
 PARCEL № 901025  
 REFER TO PLAN BY MORRIS LAND AND  
 ENGINEERING SURVEYS INC. DRAWING  
 № 01-210, FILED IN THE QUEENS  
 COUNTY REGISTRY AS PLAN № 12466.

NEW LOT 2017-1  
 A PORTION OF  
 PARCEL № 739433  
 AREA = 4.34 ± AC.

NOW OR FORMERLY  
 PROPERTY OF  
  
 MOORE WELL DRILLING INC.  
  
 BOOK 1007, PAGE 14  
 PARCEL № 388298  
 REFER TO PLAN BY NORMAN F. STEWART  
 P.E.I.L.S. DRAWING № 88-50, DATED  
 JULY 12, 1988.