

## **INFORMATION TO BIDDERS**

The City of London will be charging an **Administrative Fee** for all tender, quotation and proposal documents as follows:

- i)      **\$30.00 – Tenders**
- ii)     **\$25.00 – Quotations**
- iii)    **\$25.00 – Proposals**

Cheque to be made payable to: **City Treasurer.**

Bidders who elect to retrieve the information from the City of London Website, [www.london.ca](http://www.london.ca) will not be charged the above mentioned fee and **must** complete the Registration form as instructed on the web page.

All bidders who have downloaded tenders, quotations and proposals will be responsible for viewing the City of London Website for **all** further requirements.

**The City of London will not be notifying vendors of future requirements**

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Bidders who elect to have documents sent out to them or to be picked up from the City of London **will** be charged the above mentioned fee.

Failure to submit the Administrative Fee will result in a delay in processing of the bid and your name will be removed from future bidders list.



**London**  
CANADA

**REQUEST FOR PROPOSAL 07- 08**

**ARCHITECT TO ACT AS PRIME CONSULTANT FOR**

**THE “NEW” COMMUNITY RECREATION  
CENTRE & LIBRARY**

**Issued: September 10, 2007**

**Closing Date: September 26, 2007 – 12 noon**



**London**  
CANADA

The Corporation of the City of London  
Environmental & Engineering Services Department  
Fleet Facilities & Department Resources

**Facilities Design & Construction Division**

663 Bathurst Street, London, Ontario N5Z 1P8

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## REQUEST FOR PROPOSAL 07- 08 – ARCHITECT TO ACT AS PRIME CONSULTANT

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### 1. PURPOSE

The City of London, the YMCA of London and the London Public Library is inviting proposals from qualified Architectural firms to act as the prime consultant for the design and construction of a new community recreation centre and library.

### 2. OVERVIEW

The City of London, the YMCA of London and the London Public Library have agreed to partner in the construction and operation of a new community centre and library facility. A joint venture corporation is being formed to deliver this project. The facility will be overseen by a Management Committee composed of City, YMCA and Library officials upon completion of construction the facility will be operated by the YMCA.

For the purposes of this project, this Management Committee will serve as the “Owner” of the facility. The Design and Construction Phases of the project will be lead by the City of London under the leadership of the General Manager of Community Services and it will be the signatory to all contracts on behalf of the Joint Venture.

The Facilities Design and Construction Division (FD&C) of the City of London’s Environmental and Engineering Services Department will be the Project Manager and the principal point of contact for the Design and Construction Phases of the Project.

The new facility is to be constructed on a Greenfield site located on 8.8 acres of City lands on the north side of Sunningdale Road, just east of Adelaide Street in the City of London with an approximate frontage of 180 metres. (see attached location map) Generally, the facility will contain a full service YMCA, a full service Public Library, a licensed Child Care Centre, a municipal service/administrative space and an outdoor recreation amenity.

### 3. OBJECTIVES

The objectives for the project are, through a functional planning process, to develop an esthetically pleasing, functional, and efficient building design that will meet the requirements of the Owner, and include but not limited to the following amenities:

- 3.1. 80,000 – 100,000 sq. ft facility
- 3.2. Green Building built and certified to LEED Gold standard
- 3.3. Full service YMCA with
  - 3.3.1. Indoor swimming pool, 25m with 6 lanes, and leisure/therapy pool
  - 3.3.2. Gymnasium (one full size dividable into two and one  $\frac{3}{4}$  size)
  - 3.3.3. Weight/Exercise Room to YMCA standards – approximately 12,000 sq ft
  - 3.3.4. Indoor Running track
  - 3.3.5. 5 change rooms (boys/girls/family/men’s/ladies to YMCA standards)
- 3.4. Full service Public Library approximately 7,000 – 8,000 sq. ft.



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- 3.5. Licensed child care space to Day Nurseries Act Standards – 61 spaces at 7,300 – 8,000 sq. ft, comprised of 10 infant spaces, 15 toddler spaces, 16 pre-school spaces and 20 JK/SK spaces.
- 3.6. Four Community Meeting/Activity Rooms
- 3.7. Municipal Service Counter and offices
- 3.8. Large welcoming atrium
  - 3.8.1. Café and seating space
  - 3.8.2. Common entry to building and components
  - 3.8.3. Direct access to community meeting rooms
- 3.9. Indoor Climbing Wall
- 3.10. Outdoor leisure component (lighted basketball pad, play structure)

### 4. PROPONENT REQUIREMENTS

- 4.1. The City is requesting proposals from architectural firms who are both interested and capable of undertaking the project from inception to completion. The onus is on the Proponent to show their knowledge, understanding and capacity to conduct the work outlined in the RFP. All information provided in response to this RFP must contain sufficient detail to support the services being proposed. **Incomplete submissions will not be considered.**
- 4.2. Effective July 1, 2005, Proponents must be qualified and registered in accordance with the provisions of the Building Code Act, as amended by the Building Code Statute Law Amendment Act, 2002 (Bill 124)
- 4.3. The successful Proponent is required to have a minimum limit of \$5,000,000 professional liability insurance covering the work and services described in this RFP. Upon award of a contract for services the Architect will be required to submit to the Corporation of the City of London evidence of their insurance coverage which shall include the Corporation of the City of London as additional insured with respect to the prime consultant's responsibilities relating to the Client/Architect agreement. **Evidence of insurance must be submitted on the City's form no. 0888 (rev.2005.03).** A copy of this form can be obtained from the City's website at <http://www.london.ca/Cityhall/LegalServices/Insurance.htm>.
- 4.4. Proponents and their sub-consultants shall not have a vested interest in this project as a result of their relationship with other affected parties.
- 4.5. The City has instituted a Consultant Performance Review (CPR) policy. The successful Proponent's performance will be evaluated and recorded at the conclusion of the project. The CPR will be taken into consideration in the awarding of future work assignments to the successful Proponent.
- 4.6. The prime consultant and sub-consultants are not permitted to erect or install any permanent sign or inscription on the building without the express written consent and approval of the Owner with regard to its size, content and location.



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### 5. PROJECT REQUIREMENTS

#### 5.1. Budget

The project construction budget is approximately \$20 million for a 80,000 – 100,000 sq. ft. facility and includes construction, site work and services, a contingency sum and all applicable permits, fees and taxes (excluding GST.) **The prime consultant fees are not included in this budget amount.**

#### 5.2. General Requirements

The prime consultant will:

- 5.2.1. Review program requirements and site characteristics provided by the Owner.
- 5.2.2. Review LEED program requirements with Enermodal Engineering Limited who is working directly for the owner as the LEED Consultant on this project and is part of the project Technical Committee. It is not required for the Architect to carry a separate LEED consultant as part of their submission.
- 5.2.3. Meet with City staff and/or any project Technical Committee and other groups and individuals identified by the Technical Committee or as required.
- 5.2.4. Review applicable statutes, regulations, codes and by-laws which may affect the project.
- 5.2.5. Develop and prepare a functional program for approval by the Technical Committee.
- 5.2.6. From an approved functional program, prepare and submit a minimum of three (3) preliminary layout design options and artist/computer renderings of building facades for the Owner's approval.
- 5.2.7. Prepare and submit a preliminary budget cost estimate and two detailed cost estimates prepared by a cost consultant.
- 5.2.8. Attend, participate and record public consultation meetings and assist in fund raising initiatives for the project.
- 5.2.9. Apply for and obtain Committee of Adjustment approvals for minor variances that may be required. (Committee of Adjustment application fees will be paid by the City).
- 5.2.10. From approved preliminary design and construction budget prepare construction documents for the Owner's review and approval. Ensure detailed construction drawings meet the standards and requirements of the City of London's Facility Accessibility Design Standards (latest revision) as they pertain to facility construction and site development.
- 5.2.11. Prepare bidding documents and the form of construction contract for the general construction tender.
- 5.2.12. Undertake and perform the General Review of the project.
- 5.2.13. Advise and consult with the Owner during the bidding/tendering phase.
- 5.2.14. Carry out general review of the work at intervals appropriate to the stage of construction.
- 5.2.15. Carry out contract administration throughout the duration of the contract and warranty periods.
- 5.2.16. Review Contractor's progress payment claims and issue payment certificates in accordance with the City policies and procedures.



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- 5.2.17. Prepare Fire Safety Manual & Plans and submit and obtain approval from the City of London Fire Prevention Office.
- 5.2.18. Provide reproducible as-built drawings in AutoCad format.
- 5.2.19. Attend and participate in presentations to City Committees and Council.
- 5.2.20. Provide everything else for the successful completion of the project.

**6. PROJECT SCHEDULE**

The anticipated project schedule noted below is based on best available current information:

Date	Action
September 8, 2007	RFP for Prime Consultant issued
September 14, 2007	General meeting for Proponents & site visit
September 26, 2007	RFP closing
October 11, 2007	Proponent Interviews
October 12 , 2007	Fee submission
November 5, 2007	Award of contract for consulting services
May, 2008	Preliminary design approval (end of Schematic Design Phase)
December, 2008	Construction drawings & specifications (end of Construction Documents Phase)
January, 2009	Advertise construction tender
February, 2009	Tender closing
March, 2009	Award of construction contract
April, 2009	Construction start
December, 2010	Substantial performance

**7. SITE VISIT**

A site visit including a project overview and any additional details will be held **September 14, 2007** at the proposed site at 10:00am (see attached location map). **Proponents are required to attend the site visit.**



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### 8. CONSULTANT FEES

- 8.1. Following evaluation of the RFP responses, and interview(s) if scheduled, all fee proposals will be opened and used to determine the mean fee. If the selected Proponent's fee proposal is within 10% of the mean fee they will be awarded the project subject to the conditions of clause 11.8.
- 8.2. If the selected Proponent's fee proposal exceeds the mean fee by more than 10% the award of a contract will be determined by the General Manager of Community Services, or an individual acting in that capacity.
- 8.3. Fees shall encompass all phases of the prime consultants services as noted in section 9 of the RFP.
- 8.4. Subsequent to the award of a contract by Council an upset fee will be established for the Schematic Design Phase of the project outlined in section 9.1 noting that the prime consultant shall obtain the approval of the General Manager of Community Services, or an individual acting in that capacity, to proceed with subsequent phases of the project.
- 8.5. A prime consulting firm which has satisfactorily completed the Schematic Design Phase of a project may be awarded the balance of the project without competition subject to satisfying all financial and other conditions contained herein.
- 8.6. The Prime Consultants fee will be adjusted if the scope of work increases subsequent to the Schematic Design Phase to reflect the pre-tender construction cost estimate exclusive of GST.
- 8.7. Disbursements are additional to the fee and Proponents must submit an estimate of disbursement costs with their fee proposal. Disbursements shall include only costs associated with this project for the reproduction of contract documents and progress review documents, presentation materials, telephone, fax, mail and courier charges, travel (reimbursed at rates the City currently reimburses its employees for job related travel), photography and construction of the model.
- 8.8. Claims for repayment of disbursements must be accompanied by copies of invoices or other documents supporting the expenditures. Disbursements are to be invoiced to the City at cost with no additional markups.



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### 9. SCHEDULE OF PRIME CONSULTANT SERVICES

The prime consultant services shall include, but not necessarily be limited to:

#### 9.1. Schematic Design Phase

- 9.1.1. Review the program of requirements furnished by the Owner and characteristics of the site.
- 9.1.2. Attend, participate and record all public meetings and meetings with the project Technical Committee including LEED green building workshops.
- 9.1.3. Prepare for approval by the Technical Committee a functional program for the project incorporating the use and operational requirements of the Owner.
- 9.1.4. Review and comment on the construction budget in relation to the Owner's program of requirements.
- 9.1.5. Review with the Technical Committee alternative approaches to the design of the project.
- 9.1.6. From the approved functional program prepare for the Owner's review a minimum of three (3) preliminary design options.
- 9.1.7. Review applicable statutes, regulations, codes and by-laws that will affect the project, and if necessary, review same with the authorities having jurisdiction.
- 9.1.8. Obtain approval of the project from authorities having jurisdiction.
- 9.1.9. Based on a mutually agreed program of requirements, schedule and construction budget, prepare for the Owners review and approval schematic design documents to illustrate the scale and character of the project and the functional relationship of its parts including but not limited to:
  - 9.1.9.1. site plan;
  - 9.1.9.2. spatial relationship diagrams;
  - 9.1.9.3. principal floor plans;
  - 9.1.9.4. building elevations and sections; and
  - 9.1.9.5. outline specifications.
- 9.1.10. Submit to the Owner a statement of probable construction cost prepared by a cost consultant.
- 9.1.11. Prepare the necessary documents and apply for and obtain Committee of Adjustment approval for minor variances that may be required.
- 9.1.12. Prepare promotional presentation material, in the form of coloured drawings, renderings and a scale model, clearly depicting all aspects of the finished project for the Owner's approval of the project and for use at public meetings – promotional material shall include:
  - 9.1.12.1. a scale model of the subject building and site including any prominent features on adjoining or adjacent property;
  - 9.1.12.2. site plans, principle floor plans (existing & proposed) and exterior elevations all mounted on suitable display boards and electronically; and
  - 9.1.12.3. sample board(s) showing all interior and exterior finish materials.
- 9.1.13. Obtain Owner approval before proceeding to the next phase.



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### 9.2. Construction Documents Phase

- 9.2.1. Coordinate the services of sub-consultants as applicable.
- 9.2.2. Assist LEED consultant with design documentation by providing site lighting photometrics, outdoor air calculations, stormwater calculations and other information required to document compliance.
- 9.2.3. Prepare construction documents consisting of drawings and specifications, setting forth in detail the requirements for the construction of the project, for review and approval by the City of London Facilities Design & Construction Division (FD&C) and any other groups and individuals identified by the project Technical Committee
- 9.2.4. The contract documents must:
  - 9.2.4.1. describe the size and character of the entire project including the civil works, architectural, structural, mechanical and electrical systems, materials and all other elements as may be appropriate and/or required;
  - 9.2.4.2. meet the standards and requirements of City of London and FD&C Division pertaining to facility construction and site development for City buildings and construction; and
  - 9.2.4.3. comply with the requirements of the City of London Facility Accessibility Design Standards (FADS).
- 9.2.5. Submit detailed cost estimates, prepared by a cost consultant, at 50% completion and 90% completion of contract documents.
- 9.2.6. Submit to FD&C progress drawings & specifications for review and comment.
- 9.2.7. Obtain instructions from the Owner on the preparation of the necessary bidding information, bidding forms, conditions of the contract and the form of contract between the Owner and Contractor.
- 9.2.8. Review statutes, regulations, codes and by-laws applicable to the design, and where necessary, review the same with authorities having jurisdiction in order that the Owner may apply for and obtain a building permit for the project.
- 9.2.9. Submit plans to and obtain approval of Electrical Safety Authority (ESA) in accordance with ESA rules and regulations. Any costs associated with obtaining ESA approval are to be included in the Prime Consultant's fee proposal.
- 9.2.10. Submit to FD&C the complete and final contract documents for review, comment and approval three (3) weeks prior to the tender issue date. Obtain FD&C approval of final contract documents for compliance with Facility Accessibility Design Standards.
- 9.2.11. Prepare:
  - 9.2.11.1. Forty five (45) numbered sets of construction documents for distribution from the Architect's offices to interested bidders responding to a public tender call for the general construction;
  - 9.2.11.2. Seven (7) additional sets of construction documents to be used in the form of construction contract; and
  - 9.2.11.3. Two (2) additional sets of construction documents for the building permit application.
- 9.2.12. Prepare and sign the City of London Building Division General Review Commitment Certificates.



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### 9.3. **Construction Procurement Phase**

- 9.3.1. Assist and advise the Owner in obtaining tenders for the work.
- 9.3.2. Analyze tenders, and assist and advise in the award of a construction contract.
- 9.3.3. Prepare seven (7) copies of the construction contract for execution by the Owner and Contractor.

### 9.4. **Construction Phase – Contract Administration**

- 9.4.1. Be a representative of the Owner and forward all instructions from the Owner to the Contractor.
- 9.4.2. Have access to the work at all times wherever it is in preparation or progress.
- 9.4.3. Carry out general review of the work as required by code and at intervals appropriate to the stage of construction.
- 9.4.4. Conduct inspection procedures to meet the requirements of a standard Client/Architect Services Agreement and which will focus on:
  - 9.4.4.1. the project meeting the goals and objectives that have been identified and approved; and
  - 9.4.4.2. the assurance that all construction is consistent with the approved construction documents.
- 9.4.5. Issue site inspection reports to the City of London Facilities Design & Construction Division and the City of London Building Division.
- 9.4.6. Reject work that does not conform to the Contract Documents and cause correction or replacement of the rejected work to occur to the extent that it conforms to the Contract Documents.
- 9.4.7. Attend, with sub-consultants, biweekly site meetings and other site meetings as required.
- 9.4.8. Issue certificates of payment in the value proportionate to the amount of the Contract and the Contractor's schedule of values, for work performed and products delivered and in place at the place of the work.
- 9.4.9. Prepare change orders for the Owner's approval and signature.
- 9.4.10. Determine and certify the date of substantial performance of the work.
- 9.4.11. Prepare deficiency lists, evaluate the cost of correcting deficiencies and pursue their resolution, hold back money until deficiencies are corrected.
- 9.4.12. Receive from the Contractor all as built drawings, manuals, operating instructions, written warranties and related documents, verify completeness, and forward to the Owner.

### 9.5. **Post Construction Phase**

- 9.5.1. Prepare and deliver to the Owner in digital format compatible with the City of London's AutoCAD system and two sets of black line prints, record drawings that accurately reflect the as-built features of the project.
- 9.5.2. One month prior to expiry of the one year warranty conduct a facility inspection, review any defects or deficiencies observed and any reported during the warranty period and pursue their resolution with the Contractor.
- 9.5.3. Assist LEED consultant with LEED certification package by having appropriate design team member review and sign the LEED letter templates relevant to their discipline.



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### 10. SUBMISSION INSTRUCTIONS

#### 10.1. General

Submission of a proposal indicates acceptance by the respondent of all of the conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the formal contract between the City and the Proponent. Deviations from the RFP must be clearly identified in the written submission. Proposals are subject to a formal contract being negotiated, prepared and executed. The City reserves the right to negotiate the terms and conditions of the contract.

#### 10.2. Closing Time and Dates

##### 10.2.1. Proposal

Proponents are required to submit 8 copies of their response to the RFP in a sealed envelope clearly identified as **RFP 07- 08, The “New” Community Recreation Centre & Library before 12:00 noon local time, September 27, 2007 to:**

Finance – Purchasing & Supply  
267 Dundas Street, 4<sup>th</sup> Floor  
PO Box 5035, London, Ontario, Canada N6A 4L9

##### 10.2.2. Fees

Proponents invited to submit fee proposals must submit their project fees and estimated disbursements no later than October 12, 2007, in a separate envelope clearly identified as **Consultant Fee Proposal for RFP 07- 08, to:**

Finance – Purchasing & Supply  
267 Dundas Street, 4<sup>th</sup> Floor  
PO Box 5035, London, Ontario, Canada N6A 4L9

#### 10.3. Late Submissions

Proponents are responsible for the delivery of their proposal. Proposals received later than the specified time will be returned to the Proponent unopened.

#### 10.4. Questions/Inquiries

10.4.1. Any inquiries associated with a submission by a Proponent is to be made to Tim Wellhauser.

10.4.2. Inquiries **must** be made either by facsimile to (519) 661-5845 or e-mail to [twelhau@london.ca](mailto:twelhau@london.ca)

10.4.3. Inquiries must not be directed to other City of London employees, the YMCA, London Public Library or elected officials. Directing inquiries to other than the person indicated above may result in your submission being rejected.

10.4.4. All clarification requests are to be sent in writing to the individual mentioned above. No clarification requests will be accepted by telephone. Responses to clarification requests will be provided to all interested parties.

10.4.5. Any and all changes to the RFP required before the proposal closing will be issued by Tim Wellhauser, in the form of a written addendum.



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10.4.6. If addenda are issued confirmation of their receipt must be confirmed by either facsimile or e-mail and acknowledged by the Proponents in the appropriate section of the Form of Proposal – failure to acknowledge addendums will result in a proposal being **rejected**.

10.4.7. The City will assume no responsibility for oral instructions or suggestions.

### 10.5. **Acceptance of a Proposal**

10.5.1. The terms and conditions of the proposal offer shall remain firm and open for acceptance by the City for a period of ninety (90) days from the date of closing.

10.5.2. Acceptance will be subject to the successful negotiation and execution of a written contract meeting the expenditure limits and required terms and conditions set out by the City.

10.5.3. The acceptance or rejection of any proposal will be made pursuant to policies of the City.

### 10.6. **Rights Reserved by the City**

10.6.1. The City, YMCA, and the Library (owner) are not liable for any costs incurred by interested parties in the preparation of their response to this request.

10.6.2. The City shall not be responsible for any liabilities, cost, express loss or damage incurred, sustained or suffered by any Proponent prior or subsequent to, or by reason of the acceptance or non-acceptance by the City of any response, or by reason of the delay in the acceptance of the response.

10.6.3. The City reserves the right to accept or reject any or all responses and/or reissue the RFP in its original or revised form.

10.6.4. The City reserves the right to request Proponents to:

10.6.4.1. provide additional information;

10.6.4.2. modify submissions in areas considered to be deficient;

10.6.4.3. address specific requirements not accurately covered in their initial submissions;  
and

10.6.4.4. substitute components where the City considers that an alternative may be more suitable.

10.6.5. The City reserves the right to modify any and all requirements stated in the RFP at anytime prior to the possible awarding of a contract.

10.6.6. In the event of any disagreement between the City and a respondent regarding the interpretation of the provisions of the RFP, the General Manager of Community Services, or an individual acting in that capacity, shall make the final determination as to interpretation.

10.6.7. All information provided by a Proponent in response to this RFP must contain sufficient detail to support the services being proposed – incomplete proposals will not be considered.

### 10.7. **Treatment of Information**

10.7.1. The information submitted in response to this RFP will be treated in accordance with relevant provisions of the Municipal Freedom of Information and Protection of Privacy Act and in accordance with Section 9.11, “Confidentiality of Propriety Information”, of Council Policy 21 (1). The information collected will be used solely for the purposes stated in this Request. The respondent does, by submission of a response, accept that the information contained in it will be treated in accordance with the process set out in the section of this Request.



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10.7.2. All proposal documents are the property of the City. Extracts of proposals and the costs of their solutions may be used as part of a recommendation. This information will be part of a public document. Proponents should indicate in their proposal which parts of the proposal, if any, are exempt from disclosure under the Municipal Freedom of Information and Protection of Privacy Act, 1989.

### 10.8. **Award of Contract**

A report recommending acceptance of the successful Proponent's submission will be tabled with the Board of Control and a contract will be awarded by City Council.

## 11. SUBMISSION CONTENT

The following specific requirements are identified for inclusion in the proposal:

- 11.1. Legal name of the prime consultant, its office location, telephone number(s);
- 11.2. A brief historical profile of the firm;
- 11.3. Identification of the principals of the prime consultant who will be directly involved with the various elements of the project, including the project manager;
- 11.4. Identification of the firm's experience and that of any associated firms in undertaking similar contracts or related functions, along with three references which are to include the name of the organization, the contact person, telephone number and address;
- 11.5. Evidence of ability to manage the proposed project by listing comparable projects with their proposed and actual schedules, proposed construction budget, the tendered amount and the final construction cost;
- 11.6. Your design philosophy as it relates to the development of Community Recreation Centres, YMCA's, and Libraries;
- 11.7. Commentary and observations on the proposed overall schedule outlined in section 6;
- 11.8. Substantiation of your ability to provide the services in sections 9.1, 9.2, 9.3, 9.4 and 9.5 in accordance with the project schedule outlined in section 6;
- 11.9. A list of all sub-consultants that will be involved in the project, including a Cost Consultant; and
- 11.10. A fee schedule for each person to be associated with the project.



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### 12. EVALUATION CRITERIA AND PROCESS

#### 12.1. Evaluation Team

Proposals will be evaluated by a selection committee comprised of Environment & Engineering Services Department (EESD), Community Services, London Public Library and YMCA.

#### 12.2. Evaluation Criteria

The following criteria have been identified for the evaluation of submissions in response to the RFP:

- a) completeness of the proposal;
- b) overall creativity and design experience of the project team;
- c) qualifications of the Principal contact person and the project team;
- d) experience of the project team with comparable building projects;
- e) technical understanding about the construction, operation and budgeting of YMCA's, Community Recreation Centres and Libraries
- f) familiarity with applicable statutes, regulation codes, by-laws and LEED Green Building Rating System;
- g) demonstrated ability to meet time lines and budgets based on past projects;
- h) references;
- i) confirmation that project time lines can be met; and
- j) financial stability and viability of the Proponent.
- k) experience with multiple stake holders

#### 12.3. Selection Process

- 12.3.1. Written responses to the RFP will be reviewed and evaluated by the selection committee against the criteria noted above.
- 12.3.2. The firm submitting a proposal that, in the opinion of the selection committee, meets all of the criteria of this RFP will be awarded the project.
- 12.3.3. The selection committee reserves the right to interview any one or all of the Proponents prior to the award of the project.
- 12.3.4. The date and time of an interview will be mutually agreed upon with the Proponent and will be conducted at location to be determined.



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**12.4. Interviews**

12.4.1. Interviews will be conducted on **October 11, 2007**. The schedule for interviews is as follows:

Interview A            9:00 am

Interview B            11:00 am

Interview C            1:00 pm

Interview Agenda:

- Brief introduction of Evaluation Team, 5 minutes
- Presentation by the proponent, 20 minutes
- Question & answer period 20 minutes

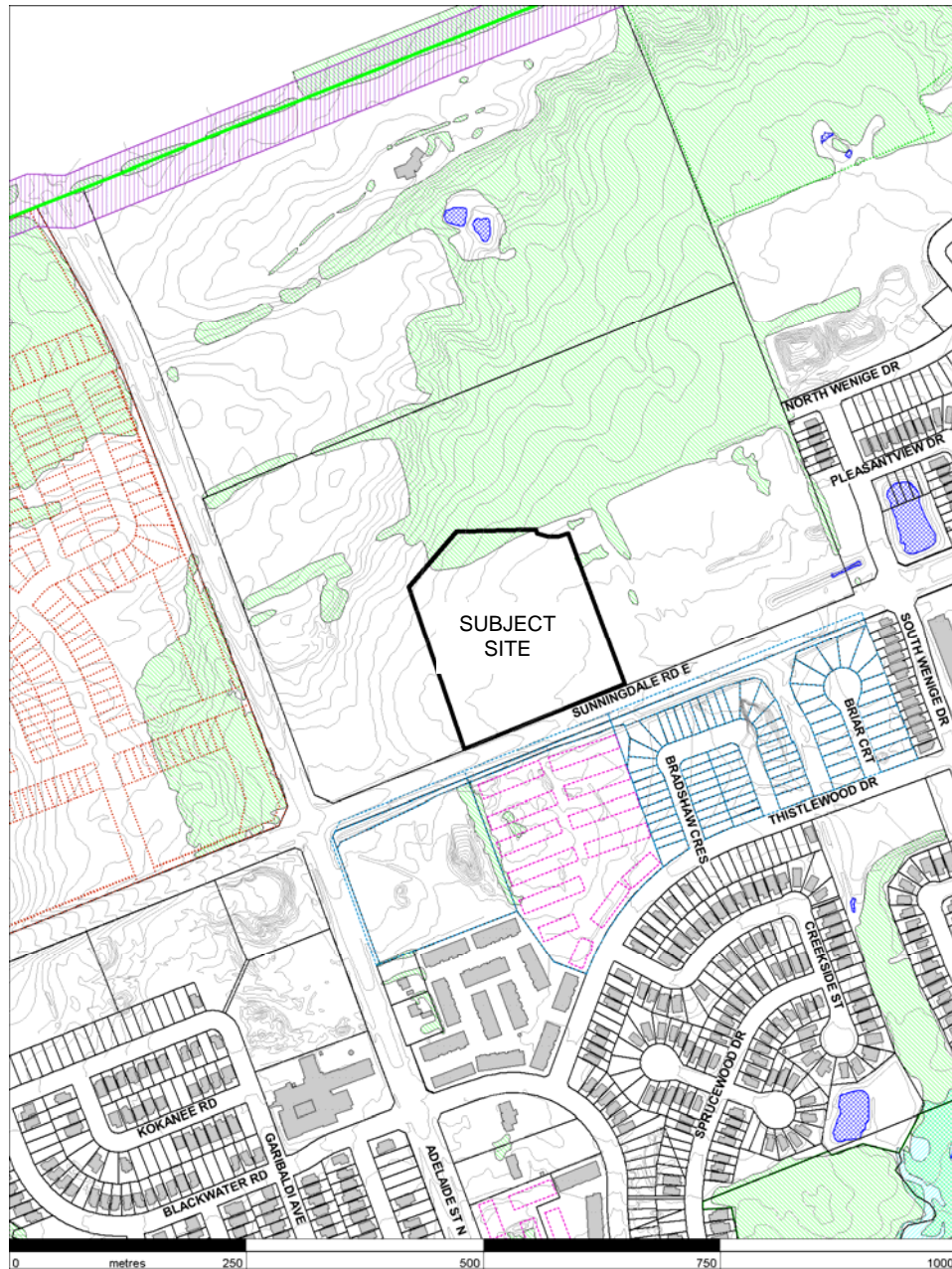
12.4.2. Proponents will be notified of an interview time and location on October 5, 2007.

**12.5. Notification**

The successful Proponent will be notified prior to a recommendation being made to the City of London Board of Control on October 29, 2007..



**REQUEST FOR PROPOSAL 07- 08 – ARCHITECT TO ACT AS PRIME CONSULTANT**



**Subject Site: Portion of 1924 Adelaide Street North  
North side of Sunningdale Road East, east of  
Adelaide Street North  
Legally described as Part of South Half of Lot 12,  
Concession 6 (geographic Township of London)**

**FORM OF PROPOSAL**

- 1.1. I/WE DECLARE that no one person, firm or corporation other than the one whose signature or the signature of whose proper officers and the seal is or are attached below, has any interest in this proposal.
- 1.2. I/WE FURTHER DECLARE that all statements, schedules and other information provided in this proposal are true, complete and accurate in all respects to the best knowledge and belief of the Bidder.
- 1.3. I/WE FURTHER DECLARE that this proposal is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making a bid for the same work and is in all respects fair without collusion for fraud.
- 1.4. I/WE FURTHER DECLARE that no employee of the City is or will become interested, directly or indirectly as a contracting party or otherwise in the supplies, work or business to which it relates or in any portion of the profits thereof, or in any such supplies to be therein or in any of the monies to be derived therefrom.
- 1.5. I/WE further declare that the agent listed below is hereby authorized by the Bidder to submit this proposal and is authorized to negotiate all matters with the City representatives on behalf of the Bidder.
- 1.6. I/WE have received and allowed for addenda numbered \_\_\_\_ to \_\_\_\_

PROPOSAL SUBMITTED BY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

NAME (Please print or type): \_\_\_\_\_  
First Name Last Name

TITLE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

TELEPHONE NUMBER: ( \_\_ ) \_\_\_\_\_ ext. \_\_\_\_\_ FAX NUMBER: ( \_\_ ) \_\_\_\_\_

GST REGISTRATION NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

DATE OF PROPOSAL (MM/DD/YY): \_\_\_\_\_