

REQUEST FOR PROPOSALS

ARCHITECT/PRIME CONSULTANT SERVICES

FACILITY PLANNING AND UPGRADE PROJECT

CARIBOO FIRE CENTRE, WILLIAMS LAKE, BRITISH COLUMBIA

Ministry of Technology, Innovation and Citizens' Services, Shared Services BC Request for Proposals Number: ON-002485 Issue date: April 2, 2014

Closing Time: Proposal must be received before 2:00 PM Pacific Time on April 24, 2014

GOVERNMENT CONTACT PERSON: All enquiries related to this Request for Proposals (RFP), including any requests for information and clarification, are to be directed, in writing, to the following person who will respond if time permits. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses will be recorded and may be distributed to all Proponents at the Province's option.

Jerry Gauthier, Procurement Specialist, Email: <u>Procurement@gov.bc.ca</u>

DELIVERY OF PROPOSALS:

Proposals must not be sent by mail, facsimile or e-mail. Proposals are to be submitted to the closing location as follows: **A**. One (1) complete hard copy plus one (1) electronic copy of the Proposal must be submitted in either MS Word or PDF format and on CD or USB memory device, and must be delivered by hand or courier to:

Procurement Services Branch

c/o 3rd Floor - 563 Superior Street, Victoria, BC $\,$ V8V 1T7 $\,$

Attention: Jerry Gauthier, Procurement Specialist

Proposal envelopes should be clearly marked with the name and address of the Proponent, RFP number, and project or program title.

OR

B. One complete electronic proposal must be received in accordance with BC Bid instructions for e-bidding. Only pre-authorized e-bidders registered on the BC Bid system can submit electronic bids.

PROPONENT'S MEETING:

Optional Site Tour April 9, 2014 11:00 am

An optional site tour will be held on April 9, 2014, at 11:00 am	Note: Questions will be allowed at the Proponents' meeting; however,
at the Cariboo Fire Centre location at:	questions of a complex nature, or where the Proponent requires anonymity,
3020 Airport Road	may be forwarded in writing, prior to the meeting, to the Government Contact
Williams Lake, BC, V2G 5M1	person designated above.

PROPONENT SECTION:

For hard-copy proposals, a person authorized to sign on behalf of the Proponent must complete and sign the Proponent Section (below), leaving the rest of this page otherwise unaltered, and include the originally-signed and completed page with the first copy of the proposal. The enclosed proposal is submitted in response to the above-referenced Request for Proposals, including any addenda. Through submission of this proposal we agree to all of the terms and conditions of the Request for Proposals and agree that any inconsistent provisions in our proposal will be as if not written and do not exist. We have carefully read and examined the Request for Proposals, including the Administrative Section, and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in our proposal.

Signature of Authorized Representative:	Legal Name of Proponent (and Doing Business As name, if applicable) Stantec
Printed Name of Authorized Representative:	Address of Proponent:
Brian Christianson	300 – 175 2 nd Avenue
Title: Principal, Buildings, Kamloops, BC	V2C 5W1
Date:	Authorized Representative phone and email address:
April 24, 2014	(250)-8520-5909 <u>brian.christianson@stantec.com</u>

Ministry Of Technology, Innovation and Citizens' Services, Shared Services BC Architect/Prime Consultant Services Facility Planning and Upgrade Project Cariboo Fire Centre, Williams Lake, British Columbia Request For Proposals Number: On-002485



175 2nd Avenue, Suite 300 Kamloops BC V2C 5W1 T: (250) 374-0311

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A. Proponent's Experience

The Stantec community unites more than 13,000 specialists working in over 200 locations. We collaborate across disciplines and industries to make buildings, infrastructure, and energy and resource projects happen. Our work—professional consulting in planning, engineering, architecture, interior design, landscape architecture, surveying, environmental sciences, project management, and project economics—begins at the intersection of community, creativity, and client relationships.

Stantec has established an award-winning reputation in the design and retrofit of buildings, combining complex programmatic requirements while creating functional environments that are user focused. We take a holistic approach that integrates evidence-based design, complex technical issues, cost management, and functional considerations with the needs of users.

Approaching its 60 year anniversary, Stantec has developed a tremendous depth for designing successful, award winning civic-type and community facilities. As a supportive matrix organization we share our ever-evolving experience across the firm, and bring the benefits of this collective experience to each of our clients. In British Columbia alone, we are able to draw upon our expert and integrated team of over 135 architects and engineers – all of which share experience and innovation on related civic facilities.

At Stantec, we understand the importance of combining distinctive architecture with people-focused environments, because aesthetically pleasing facilities attract the top professionals, which is a key success factor for any employer.

Stantec is consistently ranked among leading national and international design firms by various publications and professional / peer organizations. The following rankings denote our position nationally and internationally for the years 2011 -2013:

- No. 21 Top 150 Global Design Firms (ENR, July 2011)
- No. 24 Top 500 Design Firms (ENR, April 2012)
- No. 28 Top 200 International Design Firms (ENR, July 2011)
- No. 22 Top 200 Environmental Firms (ENR, July 2011)
- No. 5 Top 42 Engineer/Architects (BD&C, July 2011)
- No. 8 Top 208 Green Design Firms (BD&C, July 2011)

- No. 12 Top 175 Hot Firm List (ZweigWhite, October 2011)
- Canada's Top 100 Employers
- Canada's Top Employers for Young People
- Canada's Greenest Employers
- Canada's Best Diversity Employers

Proponent Legal Name:	Stantec		
Demonstrated Experience – Programs / Projects / Assignments:		Client References	
Project No. 1 name and location Winkler Fire and Rescue Services Building Winkler, Manitoba		City of Winkler Fire Chief Garry	
Dates services were provided (MM/YYYY to MM/YYYY)	August 2008 to May 2012	Klassen (former) City of Winkler T: 204.325.9524	
MM/YYY)Image: MM/YYY) </td <td></td>			
Lead Architect Name for this	project: Jeff Penner	2010	

Fire Industry Equipment Research Organization (FIERO) Award of Merit.

Proponent Legal Name:	Stantec		
Demonstrated Experience – Programs / Projects / Assignments:		Client References	
Project No. 1 name and location City of Kamloops Aberdeen Fire Hall No. 7		City of Kamloops	
	Kamloops, British Columbia	Neill Moroz	
Dates services were	September 2010 to August 2012	Fire Chief	
provided (MM/YYYY to MM/YYYY)		250.571.2961	
provided (MM/YYYY to MM/YYYY) Serving as prime consultant, Stantec provided programming and complete architectural and engineering services. The Aberdeen Fire Hall is a 1160m² facility situated next to a park, a school, and located within a suburban neighbourhood. The building features traditional red brick, cream coloured horizontal reveals, concrete lintels and arches over the three apparatus bays, a balcony facing the street to hoist the flag, and generous setbacks to symbolize the role of the institution and to fit it within the neighbourhood. Generous but very functional support spaces - kitchen, dormitory, lounge, and a rooftop patio connect to the Hose Tower, and are centrally located around the stairway, fire-pole mezzanine and apparatus bays to reduce the time it takes to respond to an emergency. A large training room and Fitness room overlook		nmoroz@kamloops.ca	

Lead Architect Name for this project: Brian Christianson

Fire Hall

Balances the diverse roles of the facility with connections to the community.

Proponent Legal Name: Stantec				
Demonstrated Experience	e – Programs / H	Projects / Assignments:	Client References	
Project No. 1 name and location	Yukon Geologica Storage Facility,	l and Fire Management Research and Whitehorse, Yukon	Property Management Division, Yukon Government	
Dates services were provided (MM/YYYY to MM/YYYY)	January 2010 to .	August 2011	Laura Vanderkley	
 The YGS/FMB Research and a core lab as well as to combine energy efficient facility allows office, meeting room and adm. A large open deck overlooking of the eastern mountain range and once inside, staff and gue concept with the 'V' shaped core inside, staff and gue core inside, staff and gue core inside, staff an	Serving as p programmin This modern Takhini sub designed to stunning Ar angular forn stunning Yu Storage Facility wa office and lab staff for storage and co inistration space of the Takhini subdi e. Visitors are com sts enjoy an abund olumns extend a vi ical under one that exceeds rgy Code of d Commercial ram (CBIP) D [®] 'Certified' lers and ion (DCV) c/w ohotocells n alarm	 prime consultant, Stantec provided ag and architectural services. an, energy-efficient facility overlooking the division in Whitehorse, Yukon, was provide a strong connection to the ctic landscape that surrounds it. Prominent as and colours make reference to the skon landscape beyond. as designed to replace an aging geological f in one modern facility The two storey re lab processing at the lower level, and on the upper level. wision provides staff with an amazing view nected to the Main Entry by a glazed bridge lance of natural daylighting in the open asitors 'eye' to a natural wood ceiling. Pedestrian bridge that works with the site contours Natural materials including glu-lam beams and S-P-F wood decking Non-combustible exterior cladding consisting of cement fibre panels and metal siding Thermally superior building envelope that consists of a coincident air/vapour barrier and polyisocyanurate insulation Design consideration for future office space on both the lower and upper Levels. 	867.393.7125 Laura.vanderkley@gov. yk.ca	

The following is a sample of our related project experience.

Project: Accommodation and Training Facilities, Connaught Range and Primary Training Centre, CFSU Ottawa

Location: Ottawa, Ontario Client: Defence Construction Canada Completed: 2008

Project: Alberta Police and Peace Officer Training Centre

Location: Edmonton, Alberta Client: Alberta Infrastructure and Transportation Completed: 2006

Project: BC Ministry of Transportation Regional Headquarters

Location: Kamloops, British Columbia Client: Ministry of Transportation Completed: 2009

Project: **Blackfalds Protective Services Building** Location: Blackfalds, Alberta Client: Town of Blackfalds RCMP Completed: 2011

Project: **Cochrane Protective Services Centre** Location: Cochrane, Alberta Client: Town of Cochrane Completed: 2007

Project: **Cross Lake Community EMS & Administration Building** Location: Cross Lake, Manitoba Client: Cross Lake Community Council Completed: 2011

Project: **Emergency Operations and Communications Training Centre (E-COMM)** Location: Vancouver, British Columbia Client: City of Vancouver Completed: 2002

Project: **GVRD Operations Centre** Location: Burnaby, British Columbia Client: Greater Vancouver Regional District Completed: 2002



In addition, we have completed the following fire and emergency services buildings:

- City of Moose Jaw Fire Hall No. 1, Moosejaw, Saskatchewan
- City of Regina Fire Hall No. 1, Regina, Saskatchewan
- City of Regina Central Fire Hall, Regina, Saskatchewan
- City of Hamilton Fire Stations 15, 17 and 24, Hamilton, Ontario
- Cherry Hill Fire Department, Cherry Hill, New Jersey
- City of Calgary Fire Hall No. 10, Calgary, Alberta
- Whitecourt Fire Hall, Whitecourt, Alberta
- City of Saskatoon Fire Station Eight, Saskatoon, Saskatchewan
- Public Safety Building, Brandon, Manitoba
- City of Victoria Fire Halls 1 and 3, Victoria, British Columbia
- Esquimalt Public Safety Building, Esquimalt, British Columbia
- McTavish Cresswell Fire Hall, North Saanich, British Columbia
- Fire Hall No. 1 Yates Street, Victoria, British Columbia
- Port Colborne Fire Hall, Port Colborne, Ontario
- Three Hills Fire Hall, Three Hills, Alberta
- CFB Suffield, Replacement Fire Hall, Ralston, Alberta
- City of Kelowna Communications Tower for Enterprise Fire Hall, Kelowna, British Columbia

Project Experience

LEED®

What is the next level of green design? At Stantec, we're now implementing net zero solutions for our clients and asking them to consider, with us, the power of zero. Imagine a building that delivers net zero energy usage, net zero waste production, and net zero environmental disturbance. That future is now.

We work with clients to implement progressive strategies for sustainable site development, water savings, energy efficiency, healthier materials selection, and improved indoor environmental quality. Our design philosophy parallels the widely accepted framework known as Leadership in Energy and Environmental Design (LEED®), developed by the United States Green Building Council (USGBC) and the Canada Green Building (CaGBC).

LEED® PROJECT HIGHLIGHTS:

Stantec has one of the largest integrated building design teams in North America, with hundreds of LEED[®] Accredited Professionals. To date, more than 160 of our consulting and design projects have achieved LEED[®] certification and hundreds more are LEED[®] registered.

- Stantec staff serve as members of the Canada Green Building Council (CaGBC) faculty, providing training in LEED® products and on Technical Advisory Groups for the CaGBC and the United States Green Building Council (USGBC), providing input for the development of new LEED® products
- Stantec has achieved certifications for a range of LEED® rating systems including new construction (NC), commercial interiors (CI), existing buildings (EB), core and shell (CS), neighborhood development (ND), and LEED® for schools certifications, and we regularly pilot new system categories
- We've provided design and sustainability consulting for several ground-breaking, "beyond platinum" net-zero energy buildings.

EXTERNAL RECOGNITION:

Stantec's commitment to sustainability is often recognized externally. Our sustainable design projects win many awards from widely-recognized programs, including Canada's Green Building Awards, the American Institute of Architects Committee on the Environment (AIA/COTE), the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) International Technology Awards, the American Council of Engineering Companies, the Canadian Consulting Engineers Council, the Canadian and American Society of Landscape Architects, and the American Public Works Association.

We have also gained recognition for our commitment and excellence in sustainability by inclusion in the following rankings and indices:

- 2011 Awarded accreditation by the American National Standards Institute (ANSI) for verification of assertions related to greenhouse gas emissions
- 2011 Named among Ten Best Companies to Work For by the Financial Post
- 2011 Received Green Living Award for Excellence in Corporate Responsibility
- 2011 and 2010 Recognized by the Carbon Disclosure Project (CDP) as a Carbon Disclosure Leader for comprehensive responses and exceptional disclosure practices related to carbon emissions and climate change management strategies
- 2010 and 2009 Named one of Canada's 50 Most Socially Responsible Corporations by Jantzi-Sustainalytics Research and Maclean's magazine
- 2011 and 2010 Recognized as one of Canada's Greenest Employers by MediaCorp Canada.
- 2009 Earned a spot on the Cleantech 10, an annual ranking of companies making a significant impact on resource efficiency and the environment, compiled by Corporate Knights magazine
- 2007 2011 Included in the inaugural Jantzi Social Index[®] (JSI) and we remain on this list today.

Compiled and maintained by Jantzi Research, the JSI is a socially screened, market capitalization- weighted common stock index modeled on the S&P/TSX 60. It consists of 60 Canadian companies that pass a set of broadly based environmental, social, and governance rating criteria.

Additionally, the Stantec Kamloops office has completed the following LEED® projects:

- BC Ministry of Transportation Regional Headquarters (LEED® Silver), Kamloops, British Columbia
- Clinical Support Building (LEED® Gold), Kelowna, British Columbia
- Kamloops Centre for Water Quality (LEED® Gold), Kamloops, British Columbia
- Kelowna Waste Water Treatment Plant (LEED® Gold), Kelowna, British Columbia
- McArthur Island Sport & Event Centre (Targeting LEED® Silver), Kamloops, British Columbia
- Seymour Capilano Filtration Plant (LEED® Gold), North Vancouver, British Columbia
- St. Bartholomew's Health Centre (Targeting LEED® Gold), Lytton, British Columbia
- Stantec Offices (LEED® CI), Kamloops, British Columbia
- Tournament Capital Centre (LEED®), Kamloops, British Columbia
- Vernon Jubilee Hospital Diagnostic and Treatment Building (LEED® Gold), Vernon, British Columbia

INTEGRATED DESIGN

Stantec embraces an Integrated Design Process. Integrated Design is distinguished from conventional design by its use of a highly collaborative, multi-disciplinary project team approach to problem solving. In an integrated approach to design, all involved work as a team, developing and testing all aspects of the design. This design approach includes the design professionals, client representatives and user groups, operational personnel, the authorities that will review and validate the functions of the building, and potentially the contractors, and sub-contractors that will construct the building.

We believe that sustainability should be clearly articulated as a guiding principle throughout the integrated design process, and should be incorporated into all projects from the earliest possible stage. Sustainable design principles affect all phases of project development from programming through design, construction, operation and maintenance.

Throughout the integrated design process, design decision-making is based on triple bottom line assessments (the three legged stool approach); balancing environmental, social and economic aspects. We strive to incur no net cost increase for sustainable design aspects of our buildings, based on net cost evaluations using life-cycle / full cost accounting principles based on an appropriate design life.

Regardless of the willingness of our clients to pursue LEED[®] accreditation, every Stantec project design team develops a sustainability plan to achieve a LEED[®] Certified equivalent rating or higher.

Stantec has the experience and resources to deliver an innovative and successful project to the Ministry. Our experience in designing energy efficient and functional facilities means we understand both the user needs and technical requirements for projects of this nature



B. Key Personnel Experience

Project Team Experience

The members of our team have been carefully chosen for their expertise, experience, availability and team orientation. We confirm that all key team members will remain involved in the project from start-up through post construction. Full resumes can be found in Appendix A.

Organizational Chart

As you will see in our Organizational Chart, our proposed team structure mobilizes the collective resources of our Kamloops and Kelowna offices. We confirm that the architects and engineers identified in the Organizational Chart are all members in good standing of their professional associations.



Pages 16 through 28 redacted for the following reasons: Not Responsive Not Responsive

Team's Feasibility Experience

The Key Personnel that Stantec have nominated for this project all have extensive experience in the preparation of the Feasibility Studies for government entities.

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Stantec | Cariboo Fire Centre, Williams Lake. BC 28

S. 22

C. Understanding of and Approach to the Project

Understanding

The Cariboo Fire Centre presents the Ministry Technology, Innovation and Citizens' Services, Shared Services BC with a unique opportunity to establish a new standard for excellence in the delivery of fire protection services.

We understand the Ministry's requirements for the Cariboo Fire Centre to entail these objectives:

The Province seeks to engage Architectural consulting services for the planning and upgrade of the Cariboo Fire Centre:

- Pre-design services (existing building and site assessments; functional programming; preliminary design concepts; feasibility studies including gap analysis)
- Architectural services (schematic design, design development, construction documents, tendering assistance, construction administration services)
- Estimated Construction Budget \$3 million
- Target Substantial Completion date Spring 2015

The Project is to determine and implement the alternative(s) that best meets the current and future needs of the Cariboo Fire Centre. There are four programs operating from this site:

- Cariboo Fire Centre
- Cariboo Chilcotin Zone
- Williams Lake Air Tanker Base (PATC)
- Cariboo Initial Fire Attack Crew (CIFAC)

Methodology

Project Mobilization

The information contained within your RFP is the starting point for our project mobilization. We will begin by meeting immediately with all key stakeholders and building relationships with the project team, confirming reporting formats and communications procedures for the duration of the project. We will be available at our Kamloops office to lead the design and coordinate our work. Our first task will be to confirm the understanding of the project in terms of functional program, in consultation with the Ministry and consultants as appropriate.

Key Activities:

- Project initiation meetings
- Set up project standards and procedures
- Confirm approval processes
- Confirm work plan and schedule

- Contractual arrangements
- Background Work
- Confirm codes and regulations
- Establish project website

Phase One Pre-Design Services

This will include an investigation of the site and its services, both on-site and through geotechnical and topographic information provided by Ministry. This exercise will aim to resolve setting-out dimensions, gridlines, orientation, coordinate system and building elevations. We will also investigate vehicular and pedestrian circulation and its impact on the project, and prepare an outline code analysis. We will prepare a detailed schedule and obtain

confirmation from the Ministry of approval process and applicable codes for Authorities Having Jurisdiction, again engaging consultants as appropriate.

The results of this investigation will be presented to the Ministry in the form of a finalized functional program, schedule and code analysis. Amendments requested by the Ministry as a result of that meeting will be made and presented again for approval prior to proceeding to the next stage of design.

Key Activities:

Examination

- Review all relevant, existing and as available site documents, standards and program requirements, previous studies, drawings and surveys;
- Review existing and as available site information; and
- Evaluate existing buildings and site utilities.

Programming

- Interview Wildfire Management Branch personnel from the following four programs:
 - Cariboo Fire Centre
 - Cariboo Chilcotin Zone
 - Williams Lake Air Tanker Base (PATC)
 - Cariboo Initial Fire Attack Crew (CIFAC)
- Through a series of user group interviews, establish the space program requirements including area, physical and functional requirements, proximities and adjacencies, including parking and the required security; and
- Prepare functional program(s) for all four operations.

Indicative/Conceptual Design and Feasibility Study

Prepare, in consultation with SSBC and the Client through an IDP, three (3) options for the upgrade, construction, removal or demolition of structures in accordance with the four functional programs including, but not necessarily limited to, the following:

- Indicative designs including floor plans, building sections and sufficient detail to demonstrate that the functional programs are satisfied;
- Existing building and site condition assessment;
- Redevelopment of the site, if necessary/where required;
- Development of the building(s);
- The form/massing/shape/volume of the buildings;
- The layout of the facility;
- Preliminary conceptual floor plans;
- Indicative designs in sufficient detail for a Professional Quantity Surveyor to prepare Class C/D cost estimates;
- Determine the scope of security requirements to meet the functional programs; and
- Prepare a comprehensive feasibility study, integrating the current state, the program requirements, the various options considered, the associated cost estimates, multi-criteria analysis of each option and a recommendation.

The following document deliverables are required:

- Functional Program;
- Indicative Design;
- Cost estimates for the options (Consultant to coordinate with the Client's Quantity Surveyor); and
- Feasibility Study, including gap analysis.

PHASE TWO ARCHITECTURAL SERVICES

Subject to Treasury Board approval the Stantec Team will undertake the following services:

Schematic Design

We will conduct a design workshop to advance the project through the Schematic Design phase. This session will be chaired by our Project Architect and will include participants as required to advance the design effort. The results of this session will be clearly communicated to all stakeholders.

Through this session, we will prepare general layout drawings, with alternatives if appropriate, showing all required spaces with adequate allowances for structures, walls, openings, equipment, services and all items listed in the functional program. Drawings will include site plan, plans, sufficient sections and elevations to illustrate the concept, all reasonably to scale. We will prepare sketches illustrating probable form, with alternatives if appropriate, and obtain the Ministry's input and response. We will establish, with consultants as appropriate, an approach to: circulation, delivery, disposal, site services, structure, hard and soft landscaping, communication, lighting, acoustics, HVAC, security, power, water, drainage, etc. We will incorporate all space requirements into general layout drawings.

A cost estimate will also be prepared at this stage, together with consultants as appropriate, along with code analysis and equivalencies where necessary for the project. We will present this code analysis and equivalencies to Authorities Having Jurisdiction for review.

We will prepare an outline specification, together with consultants as appropriate, and compile.

We will review estimate, design, schedule, and code report together with the Ministry and consultants as appropriate and if necessary, amend.

Amendments requested by the Ministry will be made and presented again for approval prior to proceeding to the next stage of design.

Schematic Design Key Activities:

- Prepare conceptual site plan
- Confirm program areas
- Prepare architectural images/concepts & plans
- Prepare phasing diagrams
- Integrate barrier free requirements
- Prepare conceptual interior & thematic concepts
- Prepare conceptual security plan
- Integrate stakeholder requirements

Background Work:

- Weekly project meetings via teleconference
- Meetings with consultants
- Update project schedule and work plan
- Workshop with client groups
- Test concepts against program
- Review code compliance
- Review costing with client

Deliverables:

- Schematic design drawings and documents
- Schematic cost estimate by Ministry appointed Cost Consultant
- Progress reports, schedules, and reviews as required (All posted on project website)

- Prepare material & color concepts
- Prepare structural concepts
- Prepare mechanical concepts
- Prepare electrical concepts
- Prepare lighting and acoustic concepts
- Prepare conceptual cost estimate
- Prepare drawing production schedule & index
- Prepare outline specifications
- Review contract packaging
- Confirm topographic & geotech data
- Review staging / phasing plans
- Risk-assessment
- Receive and incorporate reviews
- Review documentation standards
- Cost-loaded construction schedule

Design Development

Design Development is the phase during which all of the key design decisions are taken and recorded. In this phase weekly teleconference meetings will progress from being general in nature (e.g. design vision, conceptual systems design, etc.) to being more focused around specific aspects of the design (e.g. coordination between systems, finegrain planning of individual program components, locations of major and minor service rooms, etc.). Using the project website all consultants and all stakeholder groups will have access to current information at all times, and instant communication and document distribution will be available to all, on a password-protected basis.

Specifically, we will prepare, in consultation with consultants as appropriate, comprehensive general layout drawings showing the site and relationship of the design to existing ground conditions/buildings, all spaces, structure, elements (walls, etc.), components (windows, etc.), equipment and services. Drawings (all to scale, with adequate dimensions and areas) to be site plan, all plans, sufficient sections to describe the design thoroughly, all exterior elevations, interior elevations where necessary, and sufficient details to prove the design and building technology.

We will prepare external and internal sketches as required, incorporating all equipment and other items noted in the functional program into the general layout drawings.

We will have consultants prepare comprehensive general layout drawings for all services including, as appropriate: traffic, delivery, disposal, site services, structure, hard and soft landscaping, communication, lighting, acoustics, HVAC, security, electric, water, drainage, retail, kitchen, etc., and incorporate relevant features into general layout drawings.

We will establish the nature of exterior and interior materials and finishes, prepare presentation materials, review these with the Ministry and obtain client input and response.

We will meet with Authorities Having Jurisdiction and resolve any code concerns.

We will prepare, together with consultants as appropriate, a cost estimate and schedule. We will also prepare specifications. We will review drawings, estimate, specification and schedule together with consultants and client.

We will present, together with consultants as appropriate, documents covering all items above, estimate and schedule to client. We will make any amendments arising from presentation, present these to the Ministry, and obtain client approval to proceed to next stage.

Design Development Key Activities:

- Prepare developed site plan
- Develop architectural images/concepts & plans so that entire design is fully described
- Confirm phasing
- Integrate barrier free requirements
- Fully develop interior & thematic concepts
- Develop security plan
- Develop detail of stakeholder requirements

Background Work:

- Weekly project meetings via teleconference
- Meetings with consultants
- Update project schedule and work plan
- Workshops with client groups
- Confirm program areas are met
- Confirm code compliance

- Develop material and color concepts
- Develop structural concepts
- Develop mechanical concepts
- Develop electrical concepts
- Develop lighting and acoustic concepts
- Prepare DD cost estimate
- Finalize drawing production schedule & index
- Develop specifications
- Review costing with client
- Confirm contract packaging
- Confirm staging / phasing plans
- Risk-assessment
- Receive and incorporate reviews

Deliverables:

- Developed design drawings, schedules, specifications and documents (see full list appended to this submission)
- DD Cost Estimate by Ministry appointed Cost Consultant.
- Progress reports, schedules and reviews as required (all posted on project website)

Construction Documents

Cost-loaded construction schedule

DD drawings and documents, schedules and specifications

The contract document phase will be divided into two distinct sub-phases each marked by detailed review, cost control and approval processes. These sub-phases will end at 50% and 95% completion of contract documents. We will continuously monitor our progress against our list of deliverables to remain on target with these milestones. Packaging of the various tenders worked out with the client will run concurrently with these milestones. Progress of our work will be reviewed at weekly meetings via teleconference and monthly meetings on site. Presentations and reviews will be held with key stakeholders and will be coordinated to precede milestones.

At this stage of the project our entire team will be mobilized and individuals will be allocated specific responsibilities in order to expedite production of documentation. For example, within our Design Team we will have individuals with Planning responsibilities (Plans and Reflected Ceiling Plans) and Exterior Envelope responsibilities (Roof and Exterior Walls); within our Interiors Team we will have individuals with Finishes and Materials responsibilities, and within our Technical Systems Team we will have individuals with System responsibilities, all under the coordination of the Project Architect.

The specific tasks completed in this stage will include:

- Prepare working drawings including plans, sections, external and internal elevations, and details as necessary to comprehensively resolve all architectural aspects and describe them for construction purposes, incorporating all relevant features of the following items
- Prepare, or have Consultants prepare, technical structural, mechanical, electrical, civil and any other necessary drawings and specifications. Consultant drawings to incorporate all relevant architectural information
- Prepare technical site drawings showing: existing and new ground levels, setting out dimensions, site services, etc
- Prepare specification and schedules (finishes, hardware, etc.) together with consultants as appropriate, and compile. Note any cash allowances or deferred items which, for valid reasons, are to be dealt with later

- Obtain client approval to proceed with building permit submission
- Meet with local authority as appropriate, prepare building permit documents as required, submit documents for building permit and monitor their progress through approval process, providing supplementary input as required
- Prepare construction sequencing plans and obtain client approval for same
- Attend meetings with client and consultants to cover items above
- Obtain approval from the client to proceed to tender.

The final period (at 95%) will be reserved for two purposes: to incorporate final client input, and to allow for final detailed coordination of documents.

Contract Documents Key Activities:

- 50/95% architectural
- 50/95% civil
- 50/95% electrical
- 50/95% mechanical
- 50/95% structural

Background Work:

- Weekly teleconference project meetings
- Meetings with consultants as needed
- Update project schedule & work plan
- Review costing with client
- Finalize contract packaging
- Finalize staging/phasing plans

- 50/95% specifications
- 50/95% schedules
- Pre-construction cost estimate
- Limits of contracts and construction
- Temporary facilities design and staging areas
- Workshops with client groups
- Finalize program areas
- Finalize code compliance
- Risk-assessment
- Receive & incorporate reviews

Deliverables:

- 50/95% contract drawings and documents, schedules and specifications
- Pre-construction cost estimate by Ministry appointed Cost Consultant
- Progress reports, schedules and reviews as required (all posted on project website)
- Construction schedule

Tendering Assistance

During this phase our team will prepare tender documents and call for tenders, together with consultants. We will arrange pre-bid conferences, provide responses to questions, and issue addenda as required. We will evaluate alternates during the tender period, and advise the Ministry on the award of the building contract(s). Upon receipt of authorization from the Ministry to proceed with construction, we will issue confirmation of intent to the intended contractor and others as appropriate. We will then prepare the building contract documents and present these to the contracting parties.

Construction Administration

During the construction phase of the project, our team will issue change orders as required, and review progress claims and issue certificates as required. We will pay periodic visits to the construction site, and provide on-site representation as required by the contract. This will allow us to determine that the work is proceeding generally in accordance with the requirements of the contract documents and the building contract, and provide on-site clarification and further information as may be required if it is not. Together with consultants – where appropriate – we will review shop drawings for conformity with the production documents, approve samples of materials and quality, prepare monthly inspection reports, and prepare deficiency reports as required by the contract documents.

During the course of this phase, we will attend progress meetings at a venue and frequency previously agreed- to with the Ministry.

On completion of the project, we will provide the Ministry with as-built drawing and any technical literature from the contractor, subcontractors of suppliers which may be relevant for maintenance, as required by the contract.

D. Delivering Projects on Time

Schedule Management Plan

Schedule Control

Effective project management requires the creation of a project team involving not only the design and engineering consultants but also the client representatives. Commitment by that team to a mutually developed and agreed schedule, during the first days of the project life, is essential and forms the basis for our approach.

The schedule developed with input from all team members, will identify milestones that are fixed and immovable, time frames and sequencing which are critical and those which have latitude or are considered "soft".

The schedule is to be considered the prime management tool for directing and monitoring progress. It will be designed and updated with each submission to be always proactive.

During the design and documentation phases of the work, schedule slippage will be addressed by either, refocusing of project staff, a reallocation of workloads, or through a staffing increase.

During the implementation / construction phase, schedule control becomes the prime responsibility of the Contractor, however, we will work to ensure that the actions of the Consultant team do not adversely impact the schedule.

Through all phases, we will proactively advise the Ministry of actions being taken or policies being adopted, which could impact the schedule.

In order to meet the Spring 2015 occupancy date outlined in the RFP the traditional design and construction process will need to be shortened considerably.

We recommend that an alternative procurement method, such as Construction Management, be considered so that items such as site development and procurement of long-lead order items can be advanced ahead of the base building tender to assist in meeting the Spring 2015 occupancy date.

The Preliminary Project Schedule below assumes the Ministry will proceed with a traditional design / bid / build procurement method.

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Project Schedule



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E. Fee

This form must be completed and submitted with your proposal.

Consultants to be engaged by the Architect, as required, including:

Structural Engineer	Firm Name:	Stantec
Mechanical Engineer	Firm Name:	Stantec
Electrical Engineer	Firm Name:	Stantec
Security Consultant	Firm Name:	Stantec
Civil Engineer	Firm Name:	Stantec
Building Envelope Consultant	Firm Name:	Stantec
Other	Firm Name:	Stantec

For the Architect's services as outlined in Schedules A, B, E and F listed in A7 of the Canadian Standard Form of Contract for Architectural Services, Document 6 attached as Appendix 1, the fee shall be computed as follows:

F1 Services – Phase One – Pre-Design Services. Fixed fee based on the scope described in this RFP document and inclusive of disbursements.

PHASE ONE Pre-Design Services	Fixed Fee
Activity 1 – Examination	
Activity 2 – Programming	S. 21
Activity 3 – Indicative / Conceptual Designs and Feasibly Study	
TOTAL PHASE ONE	\$77,000

F2 Services – Phase Two – Architectural Services. Fixed fee based on a percentage of the Construction Budget and inclusive of disbursements. See Appendix 2, Article A-10 for further detail on F2 fees.

PHASE TWO Architectural Services	Fee
Construction Budget	0.04
% of Construction Budget	5.21
Total Fixed Fee Phase Two	\$298,000
Schematic Design	
Design Development	
Construction Documents	S. 21
Bid / Tender	
Construction Contract Administration including warranty period reviews and close-out	
TOTAL PHASE TWO FIXED FEE	\$298,000

If additional consulting services related to the Project are required, the following are the names and hourly rates for work requiring professional expertise by Architect / Consultant staff. Note that this section is not evaluated and is being requested for information purposes only. The Province is under no obligation to obtain any additional consulting services from the successful Proponent.

Role Hourly R		Hourly Ra	te
Principals			
Senior Staff			
Intermediate Staff		S. 21	
Junior Staff			
Clerical			

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