



**REQUEST FOR EXPRESSIONS OF INTEREST ("RFEOI") No. PS10061  
PRE-QUALIFICATIONS FOR ARCHITECTURAL SERVICES FOR CARNEGIE  
CENTER REHABILITATION**

Expressions of Interest (herein called "Applications") are to be addressed and delivered to the Purchasing Services Office, 3<sup>rd</sup> Floor, Suite #320, East Tower, 555 West 12<sup>th</sup> Avenue, Vancouver, British Columbia, Canada, V5Z 3X7 prior to the Closing Time: 3:00:00 pm Vancouver Time (as defined in Note 2 below), Tuesday, March 30, 2010.

This Expression of Interest will not be opened publicly.

**NOTES:**

1. Applications shall be in sealed envelopes or packages marked with the Applicant's Name, the Request for Expressions of Interest ("RFEOI") Title and Number.
2. Closing Time and Vancouver Time will be conclusively deemed to be the time shown on the clock used by the City's Purchasing Services Office for this purpose.
3. The City's Purchasing Services office is open on Business Days 8:30 am to 4:30 pm Vancouver time and closed Saturdays, Sundays and holidays.
4. DO NOT SUBMIT BY FAX.

All queries related to this RFEOI shall be submitted  
in writing to the attention of:

Jim Lowood  
Contracting Specialist

Fax: 604-873-7057 E-mail: [purchasing@vancouver.ca](mailto:purchasing@vancouver.ca)

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INSTRUCTIONS TO APPLICANTS

SECTION 1 GENERAL INFORMATION

1.1. Introduction

The City of Vancouver ("City") requires the services of a business or firm with expertise in the rehabilitation and renovation of existing heritage structures for the Architectural Services for the Carnegie Center Rehabilitation project.

1.2. Background

The Carnegie Community Center ("Center"), located at 401 Main Street Vancouver is a Class A Heritage Building. Built in 1903 as the home of the Vancouver Public Library, it currently houses the Carnegie Community Center, a theatre, a branch of the public library, recreational and cafeteria services. In 1979 an annex ("Annex") was built adjacent to the original structure, separated by a curtain wall from the first to the third floor of the original building ("Heritage Site"). The City is planning the rehabilitation of the windows and the main staircase of the Center and anticipates completion of all work by December 31, 2010.

1.3. Scope of Work

The successful applicant is required to provide architectural services for the rehabilitation and renovation of the following areas of the Carnegie Center, including:

- (a) Upgrade of all existing windows to energy efficient windows (see table below)

Existing Windows

FLOOR	NUMBER OF WINDOWS IN HERITAGE SITE	NUMBER OF WINDOWS IN ANNEX
Lane	8	0
Main	12	10
Second Floor	22	4
Third Floor	6	3

- (b) Upgrade of the existing two skylights.
- (c) Upgrade of the existing curtain wall section joining the Class A Heritage Building and the adjacent annex.
- (d) Upgrade of the staircase, including an analysis of existing stairs and recommendations for rehabilitation. The following issues will be required to be addressed:

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- i) The existing marble treads on the painted steel circular staircase are showing signs of significant wear and the treads are no longer level.
- ii) Modifications to the existing staircase that affect any codes must be addressed.
- iii) Any significant stair work will trigger damage to the surrounding area including the surrounding finishes which may require replacement.

#### 1.4. Pre-qualification Process

Interested parties (“**Applicants**”) are required to respond to this Request for Expressions of Interest and Statements of Qualifications (“**RFEOI**”) in accordance with the terms of these Instructions to Applicants.

In this first phase of the two-phase process, responses to the RFEOI are being requested in order to afford the City the opportunity to evaluate Applicants’ expertise and to select a short-list that will be invited to submit a proposal in response to a Request for Proposals. This RFEOI process is aimed at encouraging businesses or firms with the required level of experience and expertise to participate. Qualified Applicants must demonstrate specific and significant experience with renovation and rehabilitation of existing heritage structures.

This document will provide you with all of the information you will need to apply for pre-qualification, including a description of the product(s) and services the City intends to acquire, a list of our evaluation criteria, and the format to be used for submissions.

#### 1.5. Requests for Proposals

Applicants who pre-qualify may be invited to submit proposals in response to a Request for Proposals (“**RFP**”) from the City. The City anticipates distributing the RFP during April of 2010 as indicated in Schedule 1 - Description of Requirements.

#### 1.6. Pre-qualification Documents

This RFEOI consists of:

1.6.1. Instructions to Applicants (“**ITA**”); and

1.6.2. Schedules as follows:

- (a) Schedule 1 – Description of Requirements;
- (b) Schedule 2 – Letter of Application;
- (c) Schedule 3 – Format for Applications; and
- (d) Schedule 4 – Certification of Existing Insurance

(collectively, the “**Pre-qualification Documents**”)

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If the City issues any addenda to the Pre-qualification Documents, such addenda will form part of the Pre-qualification Documents. It is the sole responsibility of all Applicants to check the City's website at:  
<http://www.vancouver.ca/fs/bid/bidopp/openbid.htm> regularly for amendments, addenda, and questions and answers to this Expression of Interest

## SECTION 2 QUALIFICATION CRITERIA

### 2.1. General

The City will base its decisions on pre-qualification on whether the statement of qualifications submitted by an Applicant ("Statement of Qualifications") meets the format requirements set out in the Pre-qualification Documents and the evaluation criteria established by the City in its sole discretion, as set out in Schedule 1 - Description of Requirements.

### 2.2. Key Personnel and Sub-Consultants

- 2.2.1. The Applicant, if selected pursuant to any subsequent RFP process, shall only be entitled to use any person, firm, or corporation working with the Applicant ("Sub-Consultant"), or approved key personnel, or other approved firms or individuals in the performance of work, provided that the Applicant will at all times remain the contractor of record and will remain responsible and liable for the acts, defaults, and neglects of key personnel or Sub-Consultants and all other firms or individuals performing work on the Applicant's behalf.
- 2.2.2. As part of its Statement of Qualifications, Applicants shall submit the names of proposed key personnel and Sub-Consultants and any other person or firm that the Applicant would include on its project team in an RFP response.
- 2.2.3. The Applicant shall not change the pre-qualified key personnel or Sub-Consultants or other pre-qualified person or firm when submitting a proposal pursuant to the subsequent RFP process without the prior written consent of the City.
- 2.2.4. Applicants acknowledge that if selected to participate in any future RFP process, Applicants may be required to include in their proposals, their Sub-Consultants for review by the City.

## SECTION 3 COMMUNICATIONS

### 3.1. Inquiries by Applicants

Applicants may not communicate with the City except in writing by fax or email to the contact person listed on the cover page of this RFEOI.

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**SECTION 4 SUBMISSION OF APPLICATIONS**

**4.1. Delivery**

Applicants must submit an original of their application (“**Application**”) and the number of copies of their Application specified in Schedule 1 - Description of Requirements, in sealed envelopes, delivered either by hand or by courier to the address stated in Schedule 1 - Description of Requirements and not later than the Closing Time. The Applicant shall set out its name and mailing address on the envelope and the envelope shall be clearly marked as indicated in Schedule 1 - Description of Requirements. It is the Applicant’s sole responsibility to ensure delivery of the Application by the Closing Time. All submissions shall be made at the Applicant’s sole cost and expense.

**4.2. Late Applications**

The City may reject and may return unopened any Application received after the Closing Time.

**4.3. Form of Application**

Each Application shall consist of a Letter of Application in the form set forth in Schedule 2 together with the Statement of Qualifications in the format set forth in Schedule 3. All Applications shall be submitted in English.

**4.4. Lack of Information**

Applicants acknowledge that following receipt of an Application, the City may, in its sole discretion and without having any duty or obligation to do so, request that the Applicant provide the City with additional information to clarify or substantiate the information provided by the Applicant. If an Applicant fails to provide comprehensive and accurate information that is essential for the City’s evaluation of the Applicant’s qualifications, or fails to provide timely clarification or substantiation of the information supplied, that failure may result in no further consideration being given to the Application.

**4.5. Material Changes**

Applicants shall inform the City of any material change in information that might affect their pre-qualification status at any time during the pre-qualification process. Proponents in the RFP process will be required to update key pre-qualification information at the time of proposal submission. Prior to the award of agreement, the successful proponent in the RFP process will be required to confirm its continued status.

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**SECTION 5 REVIEW OF APPLICATIONS**

**5.1. Evaluation by the City**

The City will review the Applications submitted to determine whether, in the City's opinion, the Applicant has demonstrated that it has the required experience and qualifications to fulfill the obligations of a supplier of the products and/or services identified in Schedule 1 - Description of Requirements. The City will select from the Statements of Qualifications received, a list of pre-qualified Applicants ("Pre-qualified Applicants"); provided that:

- 5.1.1. the determination of which Applicants are designated as Pre-qualified Applicants shall be at the sole discretion of the City based on evaluation criteria established by the City as set out in Schedule 1 - Description of Requirements; and
- 5.1.2. the City reserves the right to limit the number of Applicants designated as Pre-qualified Applicants.

**5.2. Inquiries**

The City, in its sole discretion and without having any duty or obligation to do so, may conduct any inquiries or investigations, including but not limited to contacting references, to verify the statements, documents, and information submitted in connection with the Application and may seek clarification from the Applicant's bankers and clients regarding any financial and experience issues.

**5.3. Non-Conforming Applications**

Applications which fail to conform to the format requirements set forth in Schedule 3 hereto or which fail to conform to any other requirement of these Pre-qualification Documents may be rejected by the City. Notwithstanding the foregoing or any other provision of these Pre-qualification Documents, the City may at its sole discretion elect to retain for consideration Applications which deviate either materially or non-materially from the format requirements set out in Schedule 3 hereto or which otherwise fail to conform to any other requirement of these Pre-qualification Documents except the requirement of delivery of Applications prior to the Closing Time.

**SECTION 6 NOTIFICATION AND RFP PROCESS**

**6.1. Notification of Pre-qualification**

Following the Closing Time, the City will only notify those Applicants who are selected as being pre-qualified and may be invited to submit their proposal under an RFP process. The City hereby thanks all other Applicants for their interest.

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**6.2. Changes after Pre-qualification**

Any change in the structure or formation of a Pre-qualified Applicant shall be subject to prior written approval of the City prior to the deadline for submission of proposals. The City may deny that approval if, as a consequence of any change, the change in the structure or formation of the Pre-qualified Applicant, as presented, would have affected whether or not the Applicant would have pre-qualified in the first instance.

**6.3. City Rights**

6.3.1. The City may unilaterally take the following actions, and shall not be liable for any such actions:

- (a) amend the scope and description of the products and services to be procured under the RFP process as described in Schedule 1 - Description of Requirements, and the qualifications that may be required to meet those requirements. In such event, proposals may be invited from those Applicants who meet the resulting amended pre-qualification requirements;
- (b) reject or accept any or all Applications;
- (c) cancel the pre-qualification process and reject all Applications; or
- (d) cancel the pre-qualification process and recommence pre-qualification in respect of the same RFP with the same or an amended set of documents, information and requirements.

6.3.2. The Applicant acknowledges and agrees that these Pre-qualification Documents are, in no way whatsoever, an offer to enter into an agreement and submission of an Application by any Applicant does not in any way whatsoever create a binding agreement. The Applicant acknowledges that the City has no contractual obligations whatsoever arising out of this pre-qualification process.

6.3.3. The Applicant acknowledges and agrees that the pre-qualification of an Applicant pursuant to these Pre-qualification Documents is a preliminary step only in the City's procurement process. Each successful Applicant will be evaluated further under any subsequent RFP evaluation process.

**6.4. Information Disclaimer**

6.4.1. The City and its directors, officers, employees, agents, consultants and advisors are not liable or responsible for any verbal or written information, or any advice, or any errors or omissions which may be contained in the Pre-qualification Documents or the schedules, data materials, or documents disclosed or otherwise provided to the Applicant pursuant to these Pre-qualification Documents.

6.4.2. The Applicant shall conduct its own independent investigations and interpretations and shall not rely on the City with respect to information, advice or documentation provided by the City. The information contained in

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these Pre-qualification Documents is provisional and will be superseded by the RFP and other agreement documents.

6.4.3. The City makes no representation, warranty, or undertaking with respect to these Pre-qualification Documents and the City and its directors, officers, employees, agents, consultants and advisors, shall not be liable or responsible for the accuracy or completeness of the information in these Pre-qualification Documents or of any other written or oral information made available to any interested person or its advisors, and any liability however arising, is expressly disclaimed by the City.

**6.5. Security Requirements**

The City reserves the right to require, as a condition of the contract entered into with any successful proponent to an RFP, the Applicant and each of its directors and officers consent to the City and its security partners conducting at the City's discretion, a security clearance, including without limitation a criminal records search and such other security searches as the City may deem advisable, together with ongoing monitoring of same. For further certainty only the successful applicant will be required to undergo the above noted security clearance requirements.

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**SCHEDULE 1 - DESCRIPTION OF REQUIREMENTS**

<p><b>ITA Section Reference</b></p>	<p>The instructions in this Description of Requirements and the Schedules are intended to complement or supplement the provisions in the Instructions to Applicants (“ITA”). In the event any information in the Schedules is inconsistent with the ITA or the Description of Requirements, the provisions of the ITA or the Description of Requirements, as applicable, shall prevail.</p>
<p>1.1 - 1.5</p>	<p><b>General Description of Products and Services:</b></p> <p>The City seeks an Expression of Interest from Applicants who have expertise in architectural services for the rehabilitation and renovation of existing heritage structures. The architectural services required will include, but will not be limited to, the following:</p> <ul style="list-style-type: none"> <li>(a) Survey and analysis of existing conditions at Carnegie Center;</li> <li>(b) Design, including schematic and design development of the renovation of Carnegie Center;</li> <li>(c) Documentation of the processes and outcomes within the Project;</li> <li>(d) Attending meetings with various City departments, including Heritage Review Committee;</li> <li>(e) Working with City Staff on the procurement process;</li> <li>(f) Project reports;</li> <li>(g) Co-ordination and contracting of required sub-consultant team. The Applicant will act as the Prime Consultant and it is anticipated that the work will require at least the following disciplines: <ul style="list-style-type: none"> <li>i) Structural Engineer</li> <li>ii) Building Envelope Consultant</li> <li>iii) Building Code Consultant</li> </ul> </li> </ul>
<p>1.5</p>	<p><b>Anticipated date of issuance of RFP:</b></p> <p><b>April 7, 2010</b></p>
<p>2.1 &amp; 5.1</p>	<p><b>Evaluation Criteria</b></p> <p>Staff from the City’s Facilities Department will evaluate the Applicants</p>

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based on the submission and assessment of the required documentation. The evaluation criteria will include but not be limited to:

- (a) Architectural experience.
- (b) Financial capability.
- (c) Proven track record substantiated by a list of relevant projects completed in the past five (5) years, including a brief description of involvement in these projects, Client and Consultant references with name, title and current contact information; as well as project values.
- (d) Experience within the past five (5) years in the renovation of existing heritage buildings.
- (e) Experience within the past five (5) years in the renovation of existing institutional buildings.
- (f) Ability to complete projects on schedule.
- (g) Capacity given knowledge of current workload and obligations.
- (h) Satisfactory working relationships with the City, past Clients and Sub-Consultants, with no outstanding claims or conflicts with the City and/or Sub-Consultants.
- (i) Corporate Profile.
- (j) Knowledge of marketplace.
- (k) Product approach and methodology.
- (l) Qualifications and relevant experience, including resumes of the Applicant's key personnel and Sub-Consultants to be included in the project team.
- (m) Nature and extent of current business and operations in British Columbia.
- (n) History of any litigation or claims made against the Applicant, or made by the Applicant against the City, during the three (3) years previous to the Closing Time.
- (o) Ability to meet insurance and bonding requirements.
- (p) Innovative ideas relating to execution and of the project services deliverables.

**Note:** The above evaluation criteria may not necessarily be listed in

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	order of importance and will not necessarily be weighted equally.
4.1, 4.2 & 4.3	<p><b>Submission of Applications</b></p> <p>Address: #320 - 555 West 12<sup>th</sup> Avenue, Vancouver, V5Z 3X7</p> <p>Attention: Jim Lowood, Contracting Specialist</p> <p><u>Closing Time:</u></p> <p>As set out on the front page of this RFEOI.</p> <p>Number of copies of Applications (in addition to the original) to be submitted:</p> <p><b>Three (3)</b></p> <p><i>Envelope marking:</i></p> <p>Name of Applicant</p> <p>Mailing Address of Applicant</p> <p>"Private &amp; Confidential"</p> <p>Statement of Qualifications for: "PS10061 - Architectural Services for Carnegie Center Rehabilitation"</p>

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SCHEDULE 2 - LETTER OF APPLICATION

*[Letterhead paper of the Applicant or participant responsible for a joint venture, including full postal address, telephone and facsimile.]*

Date: \_\_\_\_\_

To: The City of Vancouver

Re: Statement of Qualifications in respect of Architectural Services for Carnegie Center Rehabilitation

**Private & Confidential**

1. Being duly authorized to represent and act on behalf of \_\_\_\_\_  
[Applicants are to insert full corporate name and if they are the lead participant of a joint venture, then state "on behalf of..." and list the full corporate names of the companies forming the joint venture] (the "Applicant"), and having reviewed and fully understood all of the pre-qualification requirements and information provided, the undersigned hereby submits the attached Statement of Qualifications and supporting materials and hereby applies for pre-qualification for the opportunity to submit a proposal for the products as described in Schedule 1 - Description of Requirements for "RFEOI No. PS10061 Pre-Qualification for Architectural Services for Carnegie Center Rehabilitation".
2. The City and its representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and experience issues.
3. The City and its representatives may contact the following persons for further information:  
  
[Insert name and contact information.]
4. This application is made with the full understanding that:
  - (a) any information submitted during pre-qualification may be subject to verification by the City during evaluation of any subsequent proposals;
  - (b) we undertake to submit a bona fide proposal if we are pre-qualified and invited to submit a proposal;
  - (c) the City may:
    - (i) amend the scope and description of the services to be procured under the RFP process as described in Schedule 1 - Description of Requirements and in such event, proposals may be invited only from



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

Key Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_

GST Registration \_\_\_\_\_ Incorporation \_\_\_\_\_

City Business License Number: \_\_\_\_\_  
*(If your office is located in Vancouver)*

WorkSafeBC Account  
Number: \_\_\_\_\_

Dunn and Bradstreet  
Number: \_\_\_\_\_

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**SCHEDULE 3 - FORMAT FOR APPLICATIONS**

Applications submitted by Applicants shall consist of:

- I. the Letter of Application specified in Schedule 2; and
- II. the Statement of Qualifications, consisting of and arranged as follows:

(a) **Title Page (1 page)**

The title page should identify the RFEOI number identified on the cover page of these Pre-qualification Documents, Closing Time (as specified in Schedule 1 - Description of Requirements), Applicant name, address, telephone number, fax number and contact person.

(b) **Table of Contents / Index**

(c) **Corporate Experience:**

- Describe the type of company (for example corporation, partnership, sole proprietor) and if a joint venture, clearly state this and state who the joint venture parties are and identify who is acting as the lead
- Describe company/entity size, depth, and annual sales volume (in dollars)
- Provide client references, where possible
- Provide a history of litigation or claims made against the Applicant during the three years immediately prior to the Closing Time

(d) **Corporate Capability:**

- Describe capability (financial, experience and workload capacity) to undertake the role of supplier
- Provide resumes of proposed key personnel
- Provide a letter from a bonding company confirming your binding capability and provide a certificate of existing insurance in the form attached as Schedule 4.

(e) **Completed and Current Major Projects**

- List three (3) relevant projects, name of customers, value of the program, company personnel involved and client/owner references with contact names and telephone numbers
- Describe capacity to undertake this project and describe any other projects you have scheduled during the anticipated time frame.

(f) **Outline of Services to be Provided**

- Provide a brief discussion of your methodology and approach to the renovation and rehabilitation of the Carnegie Community Center

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SCHEDULE 4 - CERTIFICATE OF EXISTING INSURANCE

[Applicant, please attach]