REGIONAL DISTRICT
of Fraser-Fort George

REQUEST FOR PROPOSALS PS-01-09

BEAVERLY FIRE/RESCUE NEW FIRE HALL PROJECT

DESIGN-BUILD CONTRACTING SERVICES

Regional District of Fraser-Fort George
155 George Street, Prince George BC V2L 1P8
Telephone 250-960-4400 / Toll Free 1-800-667-1959 / Fax 250-562-8676
http://www.rdffg.bc.ca

REQUEST FOR PROPOSALS PS-01-09
BEAVERLY FIRE/RESCUE NEW FIRE HALL PROJECT
DESIGN-BUILD CONTRACTING SERVICES

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1.0 INVITATION AND INSTRUCTIONS

The Regional District of Fraser-Fort George invites proposals for the design-build of a 100' x 100' steel and/or wood construction building system for Beaverly Fire Rescue. The facility will support two meeting rooms, washroom facilities, offices and an 8 bay area to house the fire rescue apparatus. The building will be constructed across the highway from the current facility.

A mandatory site visit and bidders meeting will be held on April 6, 2009 at 10:00 a.m. Meet at the Beaverly Fire/Rescue Hall, 12560 Highway 16 West, Prince George, BC.

This project has received funding under the British Columbia Towns for Tomorrow Infrastructure Grant program and has a total budget of $1,000,000.

Four complete copies of your proposal must be submitted in a sealed package labeled **"RFP PS-01-09 Beaverly Fire/Rescue New Fire Hall Project"** to Ms. Diane Hiscock, General Manager of Financial Services by 2:00 p.m. local time, Monday, May 4, 2009. The proponent's name and return address must be clearly marked on the outside of the proposal submission package. Late proposals will not be accepted and will be returned unopened, to the proponent. **Facsimile proposals will not be accepted.**

Proposals must be sent to:

Diane Hiscock
General Manager of Financial Services
Regional District of Fraser-Fort George
155 George Street
Prince George BC V2L 1P8

All questions relating to this project must be directed, in writing or by email, to the Project Manager, Donna Munt. Enquiries and responses will be recorded and may be distributed to all proponents.

Donna Munt, Manager of Public Safety
Regional District of Fraser-Fort George
155 George Street
Prince George BC V2L 1P8
Telephone: 250-960-4446
Fax: 250-562-8676
Email: dmunt@rdffg.bc.ca

The Regional District reserves the right to waive informalities in proposals, reject any or all proposals or accept the proposal deemed most favourable in the interests of the Regional District. Furthermore, the Regional District reserves the right to negotiate with any proponent at its discretion. The proponents will be competent and capable of performing the work. The proponent may be required to provide evidence of previous experience and financial responsibility before a contract is awarded.

The Regional District will not be responsible for any costs incurred by the proponent, which result from the preparation or submission of documents pertaining to this proposal call. The accuracy and completeness of the proposal is the proponent's responsibility. Should errors be discovered, they will be corrected by the proponent at his expense.

RFP documents may be obtained on or after March 18, 2009.

a) In a PDF (public document format) file format from the Regional District's website www.rdffg.bc.ca, or

b) In hard copy from the Regional District Service Centre, 155 George Street, Prince George, BC. The office is open 8:00 a.m. to 5:00 p.m., Monday through Friday excluding statutory holidays.

2.0 ACKNOWLEDGEMENT LETTER

Upon receipt of these documents, a potential proponent will sign one copy of the Acknowledgement Letter and mail or fax the signed Acknowledgement Letter to the attention of Donna Munt, Regional District of Fraser-Fort George.

A proponent who signs and returns the Acknowledgement Letter is not obligated to submit a Proposal.

Any proponent who does not submit the Acknowledgement Letter will not be sent any amendments or addenda and may be disqualified.

3.0 INTRODUCTION AND BACKGROUND

The requirements for responses to this RFP are as described in this document. The purpose of this Design-Build Request for Proposal is to identify the most qualified Design-Build Team, through a structured, open and competitive process, to work with the Regional District of Fraser-Fort George, its staff and any other partnering agencies. The project will consist of either a detailed steel building system or a wood construction building system, construction of the building, and site supervision, for the Beaverly Fire/Rescue New Fire Hall Project. The new hall is located across Highway 16 West from the existing Beaverly Fire/Rescue Hall, 12560 Highway 16 West, Prince George, BC

The Regional District of Fraser-Fort George must approve the final design and budget for this project prior to the start of construction.

4.0 PURPOSE

The intention of the Request for Proposal is to award a contract to a proponent that can demonstrate the ability to deliver a high quality, well managed project from the design stage to construction completion for a new steel design and/or wood construction building for Beaverly Fire/Rescue Hall. The contract shall include but not be limited to, all design and construction documents, budget monitoring, construction, and project management. The total budget for the new Beaverly Fire/Rescue Hall, including engineering, construction and all required permitting is $1,000,000 (including PST but excluding GST). No submission with

a cost higher than the budget amount will be considered. There will not be extras approved above this amount. The RFP is to provide the proponents with enough relevant information about the project requirements that they will be able to demonstrate their understanding of the Project.

Start of construction to begin June 15, 2009 and be completed by December 31, 2009.

5.0 SCOPE OF WORK

The scope of the work includes the following minimum requirements:

Phase I - Design

Design Document

- Provide an engineered detailed set of drawings and specification documents for a Post-disaster, F3 classification steel and/or wood construction building with a 4'-0" frost foundation wall to be constructed in the regional district. Building design and systems to have energy efficient features that meets or exceeds Energy Star® or Power Smart Standards.

- Building size may be modified to suit the steel building pre-designed manufactured specifications and/or wood construction truss spans.

- Design the building to meet the minimum requirements as outlined below:

  Designated Occupancy Space Requirements: to have required fire rated walls, doors, separations and t-bar ceiling. All wall heights in occupied space to be 10'-0" with 1'-0" drop t-bar ceiling. Wall separating occupied space and truck bay to be minimum 2 x 6 stud bearing wall with insulation. All interior nonbearing partition walls to be 2 x 4 stub construction, plumbing walls to be 2 x 6 stud construction. Concrete floor slab to 31/2" with in-floor hot water heat.

  1. Two 12'-0" x 20'-0" +/- offices
  2. Large training room 30'-0" x 43'-0" minimum
  3. Small training room 30'-0" x 16'-0" minimum
  4. One separate handicapped washroom and one unisex washroom to be only accessible for large training room
  5. Male and female washrooms as required for type of occupancy, to include a shower in each.
  6. One mechanical/electrical/communication equipment room 6'-6" x 10'-9" minimum.
  7. One janitorial/storage/laundry room, with mop sink, to include rough-in plumbing for washer/dryer and laundry sink, 7'-6" x 9'-6" minimum.
  8. Kitchenette to include double stainless steel sink and space for fridge, range, dish washer, and overhead microwave, to be incorporated in a minimum 18'-0" cabinet run.
  9. The minimum required number of egress metal insulated doors for space as per BCBC.
  10. All interior doors that separate the occupied space from the truck bay to have lockable passage or panic hardware, to be metal insulated and come complete with weather stripping, auto-close and threshold.
  11. All flooring to be commercial quality roll linoleum.

Designated Eight Bay Truck Bay Requirements: to have painted 1/2" plywood sheathing on wall to 8'-0" high, 3/8" plywood sheathing to ceiling, 5/8" type "X" drywall ceiling, 5½" concrete floor slab with in-floor hot water heat, rebar, expansion cuts and to be sloped to floor drains. Truck bay concrete floor is to be treated with a gray colour hardener that penetrates 1 ½" into top of slab.

1. Minimum six floor drains to be connected to an oil interceptor.
2. Oil interceptor to drain to rock pit or daylight.
3. The minimum required number of egress metal insulated doors for space as per BCBC.
4. 4" diameter concrete filled steel tube bollards either side of all overhead doors
5. 5 ½" x 6'-0" wide by 60'-0" long front concrete apron - not to be attached to truck bay area floor.
6. 5 ½" x 6'-0" wide by 32'-0" long back concrete apron – not to be attached to truck bay area floor.

Future Addition Design

Consideration must be made for a 30'-0" x 100'-0" A2 classification future addition to be located on the truck bay side of the new building. New and separate services would be required for this area. Considerations must be made for the pre-running and sizing of any service hook-up lines (such as water and electricial).

Designated Building Frame and Envelope Requirements for Steel System and/or Wood Construction:

1. A pre-engineered steel framed building, pre-finished, delivered and assembled on-site.
2. Complete insulation package, R-32 for the exterior walls, R-44 for steel building roof assembly insulation, R-52 in attic space for wood construction. R-10 for under slab.
3. Metal siding, colour as selected by owner.
4. Metal roofing with snow stops, colour as selected by owner or 30 year asphalt shingle option for wood construction.
5. Metal trim, gutters and downspouts, colour as selected by owner.
6. All exterior man doors to be metal insulated to maximum R-value, complete with lockable entry or panic hardware, weather stripping, and threshold, colour as selected by owner.
7. Six 12'-0" x 14'-0" high overhead doors complete with (commercial grade) motor and chain. Four in the front, two in the back. Doors at back to line up with two doors in front. Doors to be metal insulated to maximum R-value.
8. All exterior windows to be security glass.

Designated Electrical and Mechanical Requirements: design as for standard requirements for outlets, every 10'-0" in occupied space, every 12'-0" in truck bay area and every 5'-0" in kitchen. All lighting to be high efficiency fluorescents recessed it t-bar in occupied space.

1. Electrical, mechanical and in-floor heat zone layout for building.
2. Minimum 200amp single phase service located in electrical room. Emergency generator sub-panel located in electrical room (services to be confirmed).
3. 100amp sub panel, location as shown on "Figure 2".
4. In floor hot water heating throughout building complete with central manifold, for zone temperature adjustment and hooked-up to room thermostats for occupied space.
5. One dehumidistat in each shower room.
6. High efficiency gas boiler.

7. Upon demand electric hot water heater.
8. 6 ceiling mounted down draft fans in truck bay area.
9. 2 exhaust fans in large training room, CFM rated for room size with low sones rating.
10. Monitored security alarm system to include contacts at all exterior doors and windows and to be connected to heat detectors in truck bay area and smoke detectors in occupied space.
11. All required exit signs and emergency lighting.
12. One exterior wall mounted high luminous light above each man door and each bay door.
13. Two computer/phone ports in each office.
14. Four computer/ phone ports in each training room
15. Pre-wiring for SCBA Fill Station as shown on “Figure 2”.
16. Pre-wiring for Hose Dryer as shown on “Figure 2”.
17. 5 rows of ceiling hung, high efficiency commercial grade fluorescent lights in truck bay to be located between and beside overhead doors.
18. Electrical baseboards on exterior wall of large training room.
19. Exterior GFIs outlets to be located near each of the four corners.
20. One exterior hose bib is to be located on the front, side and back of occupied space side of the building.

- Site plan to show building location, underground lines, driveway, accesses, parking areas and future water well and septic system services as shown in Figure 1.
- The location of water well and septic system will be predetermined by Regional District staff and supplied after award on contract.
- All drawings and documents to be reviewed and approved by the Regional District before fabrication.

Phase II - Construction

Construction

- Construction phase is to start June 15th with site preparations but not to include installation of water well, septic system, service connections, or underground lines to services.
- The complete shell structure to lock-up to include

1. Foundation, steel and/or wood construction building including electrical, insulation and vapour barrier. Not including interior wall sheeting in truck bay area.
2. 3 ½” concrete floor slab with in-floor hot water heat in occupied space.
3. 5 ½” concrete floor slab with rebar, expansion cuts and in-floor hot water heat in truck bay space.
4. Under slab plumbing for occupancy space as per occupied space requirements.
5. Truck bay floor drains and oil interceptor with capped off connections to future services.
6. Front 6’-0” wide x 60’-0” long concrete apron – not to be attached to truck bay floor.
7. Four 12’-0” x 14’-0” high overhead doors complete with motor and chain in the front of the building, frame-in openings for the future installation of two 12’-0” x 14’-0” high overhead doors at the back.
8. Bollards each side of six overhead doors.
9. All exterior exit doors with 3 ½” x 4’-0” sq. concrete pads
10. All windows.
11. Completely finished washroom facilities and training room.
12. All electrical and mechanical. Not including communication equipment.

Provide a preliminary schedule to complete Phase II work by December 31, 2009.
Provide a preliminary budget estimate for the project's construction costs to complete Phase II.

6.0 BIDDER INFORMATION

6.1 Insurance

The proponent will be expected to have comprehensive general liability insurance in the amount of $2,000,000 (two millions dollars) per occurrence/aggregate; proponent will require all subcontractors to carry and provide evident of similar comprehensive general liability insurance and limits; all proponents on site will be required to carry automotive liability of no less than $3,000,000 (three million dollars).

The proponent will be required to comply with the *Workers' Compensation Act.*

6.2 References

The proponent must include a minimum of three references complete with contact information in the proposal for projects similar to the Beaverly Fire/Rescue New Fire Hall Project. A brief description of the projects completed for each reference should be provided.

6.3 Professional Responsibility

Only BC qualified and experienced engineering professionals will be considered for this project. The successful proponent will be expected to provide services in accordance with a standard care, skill and diligence maintained by a person (or firm) providing engineering services described herein. The engineering professional will be required to seal all documents issued for this project.

7.0 FEE STRUCTURE

The proponent must specify in the proposal, the fees required to satisfy all terms referenced in the project, the work plan and methodology. The proponent must clearly identify and detail all costs separately. As well, the various stages of the work plan shall be costed, with taxes and disbursements clearly identified. The fee structure shall be based on milestones and deliverables to the Regional District over the duration of the contract period.

7.1 Terms of Payment

The proponent must specify in the proposal, the terms of payment required for the duration of the project.

7.2 Cost of Control

The proponent must provide in the proposal, a description of the cost control measures that will be employed to effectively manage the project budget.

8.0 WORK PLAN AND SCHEDULE

The proponent must provide a work plan in the proposal. The work plan is to include a schedule of project tasks, milestones, the sequence of task occurrence and details concerning implementation and completion dates for each task. The following includes desirable task milestone dates.

Phase I
Design Documents – completed by June 15, 2009

Phase II
Construction completed – December 31, 2009

9.0 MANDATORY SITE VISIT

A mandatory site visit and bidders meeting will be held on April 6, 2009 at 10:00 a.m. Meet at the Beaverly Fire/Rescue Hall, 12560 Highway 16 West, Prince George, BC.

10.0 PROPOSAL FORMAT

Proponents are asked to respond in a similar manner. The following format and sequence should be followed in order to provide consistency in proponent response and to ensure each proposal receives full and complete consideration. All pages should be consecutively numbered.

a) Title Page – including Request for Proposal title and number, proponent's name and address, telephone number, fax number, email address and contract representative.
b) One page letter of introduction signed by the person or persons authorized to sign on behalf of the proponent which will bind the proponent to statements made in the proposal.
c) Table of Contents including page numbers.
d) An Executive Summary of the key features of the proposal.
e) The body of the proposal, including pricing, i.e. the "Proponent's Response".
f) Additional information that a proponent may choose to provide.

11.0 DOCUMENTS

The successful proponent will be required to provide all documents related to the project to the Regional District in hard copy and in electronic format. All design drawings will be in an AutoCAD 2008 or higher format. All text documents will be in a Microsoft Word format.

12.0 PROJECT MANAGER

All questions concerning RFP PS-01-09 are to be directed to the Project Manager after March 18, 2009.

Donna Munt, Manager of Public Safety
Regional District of Fraser-Fort George
155 George Street
Prince George BC V2L 1P8
Telephone: 250-960-4446
Fax: 250-562-8676

13.0 EVALUATION OF PROPOSALS

Evaluation of proposals will be by a committee formed by the Regional District of Fraser-Fort George. The Regional District's intent is to enter into a Contract with the proponent who has the highest overall scoring results from the evaluation process. The following criteria will be used by staff to evaluate the proposals received.

13.1 Capability – 35 points

a) Project Manager Experience – the length and quality of the experience of the person names in the proposal as the project manager. It must be demonstrated by providing references and contacts that the project manager has comprehensive experience in similar and related works as outlined in this RFP.

b) Company Experience – the length and quality of experience of the company in doing similar work. Same projects with references are to be listed.

13.2 Methodology – 30 points

a) Quality of Proposal – the effort and quality that went into the proposal.
b) Work Plan – Provide a detailed work plan of the project.
c) Acceptable Schedule – provide detailed information of your schedule

13.3 Fee Structure – 35 points

Fee Structure – provide detailed breakdown of your fee's for this proposal.

14.0 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

Proposals will be received and held in confidence by the Regional District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act.*

All documents, including proposals, submitted to the Regional District become the property of the Regional District. The Regional District will provide a debriefing for individual proponents at their request subject to the *Freedom of Information and Protection of Privacy Act.*

APPENDICES

The following figures are attached for reference only:

Figure 1 – Site plan
Figure 2 – Floor plan Layout.

REGIONAL DISTRICT
of Fraser-Fort George

ACKNOWLEDGEMENT LETTER

The undersigned has received the RFP Document.

_____	_____
Signature	Company
_____	_____
Name (please print)	Address
_____	_____
Title	City
_____	_____
Phone Number	Fax Number
_____	
Date	

We presently intend to _____ provide or _____ not provide a Request for Proposal.

Return immediately to:

Donna Munt, Manager of Public Safety
Regional District Fraser-Fort George
155 George Street
Prince George BC V2L 1P8

Fax Number: 250-562-8676 or
Email: dmunt@rdffg.bc.ca

DWG TITLE	CONCEPTUAL SITE PLAN
PROJECT	NEW BEAVERLY FIRE/RESCUE HALL
CLIENT	
DATE MARCH/16/09 SCALE NTS DRAWN BY MUDLE	ENGINEERING DESIGN ENGINEER CO-DESIGNER CO-DESIGNER checked CHECKER
PROJ. NO.	DWG NO. FIG 1 ACAD FILE ACAD

REGIONAL DISTRICT
of Fraser-Fort George

155 GEORGE STREET
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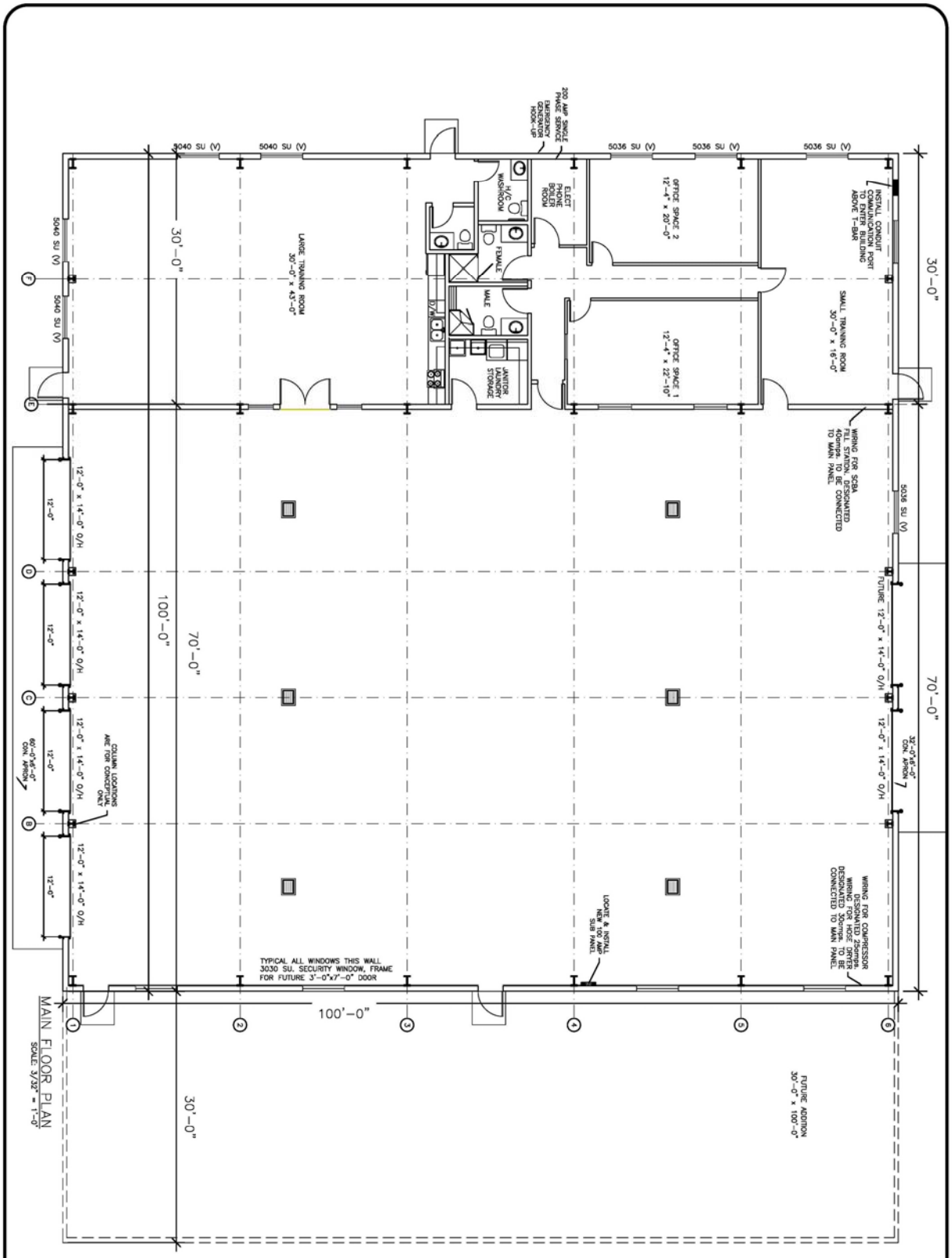

DWG TITLE	CONCEPTUAL FLOOR PLAN
PROJECT	NEW BEAVERLY FIRE/RESCUE HALL
CLIENT	
DATE MARCH/16/09 SCALE AS/SHOWN DRAWN BY MUDLE	ENGINEERING DESIGN ENGINEER CO-DESIGNER CO-DESIGNER checked CHECKER
PROJ. NO.	DWG NO. FIG 2 ACAD FILE ACAD

REGIONAL DISTRICT
of Fraser-Fort George

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