

REQUEST FOR EXPRESSION OF INTEREST

NWEOI-14-02

Front Street – East Parkade Beautification

Closing time:

Thursday, December 4, 2014
3:00 P.M., Local Time

Closing location:

Main Information Desk
City of New Westminster
511 Royal Avenue,
New Westminster, BC, V3L 1H9
Attention: Purchasing Manager

All requests for further information must be made on or before
Thursday, November 27, 2014 in writing and only to:

Purchasing: Heather Rossi

Intermediate Buyer

Email: nwpurchasing@newwestcity.ca

COMPANY NAME			
Address:			
(including Postal Code)			
Contact Name:			
Telephone number:			
Facsimile number:		Email:	
Signature			Dated

CORPORATION OF THE CITY OF NEW WESTMINSTER

A. Overview

The City of New Westminster (the “City”) is in the process of updating the Front Street Parkade structure. This update includes the demolition of the section west of Sixth Street and the rehabilitation of the three-tiered section east of Sixth Street. As part of that rehabilitation, the City is seeking expressions of interest from qualified design firms/teams for a large-scale beautification project that integrates culture within the urban fabric of downtown New Westminster. This beautification project consists of the design and implementation of a large-scale mural installed on chain-link fencing along the south side of the parkade. The chain-link fence will be approximately 660 feet in length and 25 feet in height and is scheduled for installation, by others, in summer 2015.

At this time, the City wishes to identify a shortlist of qualified design teams to be included in a future Request for Proposal (RFP) process. This Expression of Interest (EOI) is to establish a short-list of designers or design teams to be invited to provide design submissions for the above referenced beautification project. Should the City proceed to the RFP stage, selected teams will be granted a \$1,500 honorarium to develop a mural concept, along with construction techniques, for presentation and evaluation by City staff. The City will then contract the successful designer or design team to develop and oversee the implementation their concept in the summer of 2015, after the completion of rehabilitation work on the east parkade.

Please see the City of New Westminster’s web site for general information on the City’s long-range vision for the Waterfront: <http://www.newwestcity.ca/waterfrontvision>

This is a Request for Expression of Interest and not a call for tenders or request for binding offers. The City does not intend to enter into contractual relations as part of this EOI process and no obligations whatsoever will arise between the City and any organization who submits a response to the EOI (a “Respondent”) until and unless the City and a Respondent enter into a formal, written contract for the Respondent to undertake this service.

B. Scope - Basic Requirements and Preferences

The City of New Westminster is seeking expressions of interest from qualified design firms with experience in conducting the following tasks:

- a) Working with chain-link fencing as the medium for mural design: Review the design and details of the proposed chain-link fencing. The City has retained a consultant team to design and install the chain-link fence and handrail on the parkade structure. The successful Respondent will be required to provide feedback on the final design to ensure it will be durable and work seamlessly with the proposed mural installation;
- b) Creating distinct design concepts or themes for consideration by the public;
- c) Facilitating a public consultation processes: Collaborate with City Staff to facilitate an engaging community process to determine the final concept or theme for the mural. The designer or design team will work with the City to determine how to engage the public in choosing a theme or images that best represent the community of New Westminster;
- d) Developing detailed designs from the preferred concept or theme for the mural, including materials, fabrication and method of installation on the chain-link fencing;

CORPORATION OF THE CITY OF NEW WESTMINSTER

- e) Providing a Class 'C' cost estimate for the detailed design, material supply, and installation of the mural.
- f) Preparing a detailed design and cost estimate for staff review;
- g) Preparing tender documents and administering contracts for construction and installation of mural materials including:
 - i) Reviewing bids for fabrication and installation of the mural;
 - ii) Overseeing the procurement of materials and installation of the mural;
 - iii) Regular site reviews throughout the installation process

C. Content of Response to this EOI

The response to this Request for Expression of Interest should be no more than fifteen (15) pages, not including appendices, and must include the following materials:

- a) Executive Summary that describes your design practice and how you approach new opportunities. Also, include your understanding of Downtown New Westminster and any unique characteristics that must be considered in responding to this request.
- b) Resume and qualifications, two-page (maximum). For team applications please include resumes and qualifications for all team members in one document, two pages (maximum) per team member.
- c) Description of what interests you about this project and what has prepared you for working on a large scale, exterior construction wall project, in an urban neighbourhood, based on the background and information provided.
- d) Work samples that best illustrate your qualifications for this project as an appendix. Applicants may submit a maximum of five (5) digital images (no composites). If applying as a team, submit no more than eight (8) images. Provide JPG files only; images must be 1920 pixels on the longest side and at least 72 dpi. Files should use compression settings resulting in the best image quality under 2 MB in size.
- e) Corporate profile to include complete corporate organization and ownership information including holding companies and subsidiaries and major shareholders.
- f) List of references for comparable projects/clients (including contact person's telephone number and email address).
- g) Descriptions of the services that you would provide to complete the defined scope of work in both the design and implementation phases.

D. Evaluation

The City intends that an Evaluation Team, consisting of City staff, will review responses to determine:

1. If there is an advantage to proceed to a Request for Proposal, and
2. A list of Respondents to be included in that RFP process.

CORPORATION OF THE CITY OF NEW WESTMINSTER

The City intends to have responses evaluated according to the following criteria, not in any order of importance. A Respondent should ensure they have addressed each of the following in their submission:

- a) Quality and strength of past work as demonstrated in the response materials;
- b) Respondents/teams who use the following in their practice to interpret the spirit of place: community engagement; working with the urban form; collaborative process; large scale or oversized gesture; intimate expressions; conceptual, architectural, historical, literary expressions in their visual work;
- c) Understanding of how to work with low-cost, and innovative materials;
- d) Experience with projects of comparable scope, scale, and budget;
- e) Ability to communicate and collaborate effectively within a team;
- f) Respondent's technical qualifications;
- g) Minimum of three (3) references for the Respondent;
- h) Respondent's demonstration of project and budget management; and
- i) Value added criteria that extend beyond the minimum stated scope of work.

The City will notify each Respondent of the outcome of the evaluation upon conclusion.

E. Instructions for Responses

1) Form of Response

Respondents shall submit the following, in an envelope clearly marked "**Expression of Interest NWEOI-14-02**":

- a) One (1) soft copy of the response, (in Microsoft Word, Excel, and/or Adobe (PDF) format) on a CD, DVD, or memory stick; and
- b) Four (4) hard copies of the response.

The City may reproduce any of the responses and supporting documents for internal use or for any other purpose required by law.

Responses must be submitted at the Closing Location noted on page 1 of this document on or before **Thursday, December 4, 2014 at 3:00 pm (Local time)**.

The clock at the Main Information Desk is the official clock.

It is the Respondent's responsibility to ensure that the City receives its submission **prior** to the stated closing time. The City may nevertheless choose to consider late submissions. The City does not accept facsimile, electronic mail, or other unsealed submissions.

CORPORATION OF THE CITY OF NEW WESTMINSTER

2) Contacts

Except for the contacts stated herein, respondents shall not contact City officers, City employees or elected officials directly or indirectly regarding this Request for Expression of Interest.

3) Addenda

During the course of this Request for Expression of Interest process, the City may choose to provide additional information and clarifications or to make modifications to this process. The City intends to post these addenda on the City's website and to reference them on BC Bid as being available for download on the City's website.

4) Signatures

All responses should be signed by the Respondent and contain the Respondent's full name and address.

F. General

1) Ownership of responses and Freedom of Information

All documents submitted to the City of New Westminster in response to this EOI will become the property of the City, and will not be returned. Respondents should be aware that the City is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIPPA). A Respondent may stipulate in their response that portions of the response contain confidential information and are supplied to the City in confidence. However, under FOIPPA, the City may nevertheless be obligated to disclose all or part of a response pursuant to a request made under that Act, even if the Respondent has stipulated that part of the response is supplied in confidence. Respondents should review section 21 and other provisions of FOIPPA in order to gain a better understanding of the City's disclosure responsibilities under that Act.

2) Respondent's Expenses

Respondents shall be solely responsible for their own expenses in preparing and submitting a response to this Request for Expression of Interest.

3) Conflict of Interest

By submitting a response, the Respondent confirms that neither it nor any of its officers, directors, employees or subcontractors, has any financial or personal relationship or affiliation with any elected official or employee of the City of New Westminster or their immediate families which might in any way be seen or perceived to create a conflict of interest.

4) Changes in a Respondent

Respondents are requested to notify promptly the City's above-named contact person in writing if there is an addition, deletion or change from time to time in the members comprising a Respondent, in the key personnel positions of the Respondent or a change of effective control in any Respondent member.

****end of Request for Expression of Interest document****