

TEMPLATE PROVIDED

FOR REFERENCE PURPOSES BY:



Created September 30, 2011

**INSERT CLIENT NAME**

**INSERT PROJECT NAME**

## **REQUEST FOR PROPOSAL**

**for**

## **ARCHITECTURAL PRIME CONSULTANT SERVICES**

**RFP RELEASE DATE: INSERT DATE**

**RFP CLOSE DATE: INSERT DATE & TIME**

## Table of Contents

### **1.0 Introduction**

- 1.1 Project Overview
- 1.2 Project Team
- 1.3 Proposed Project Schedule

### **2.0 Instructions to Proponents**

- 2.1 Introduction
- 2.2 Proposed Schedule of Events
- 2.3 Inquiries and Changes
- 2.4 Submission Requirements
- 2.5 Evaluation Criteria
- 2.6 Interviews**

### **3.0 Scope of Services**

- 3.1 Basic Services
- 3.2 Additional Services

### **4.0 Specialty Consultants**

### **5.0 Construction Cost Estimating**

### **6.0 Fee Structure**

### **7.0 Disbursements**

### **8.0 Form of Agreement**

**Attachments: RAIC Document 7**

**Appendix 'A' if included as described below.**

## 1.0 INTRODUCTION

### 1.1 Project Overview

Insert a general introduction of the project; project specifics are described under 2.1 below.

### 1.2 Project Team

Insert description of Client  
Insert Role / Name of Project Manager

The successful Proponent will contract directly with - insert name of Client

### 1.3 Proposed Project Schedule

The project schedule will be developed by the Client in consultation with the successful Proponent ... insert guidelines for submissions and approvals

## 2.0 INSTRUCTIONS TO PROPONENTS

### 2.1 Introduction

- Insert description of the site, existing building(s) to be retained and anticipated development
- Insert description of environmental standards, LEED Certification Level
- Insert description of phasing and/or project schedule targets
- Insert project cost (including soft costs) and construction cost (includes contingencies, construction contractor's fees and GST)
- Insert method of construction procurement (Construction Management (CM), General Contractor) – if CM insert number of bid packages to be included in the percentage fee quoted
- Insert preliminary planning, programming or similar information:
  - Describe who the building or renovation is intended to serve? Identify the key building users, their hours of use and key characteristics of the use of the building and its site.
  - Describe the Client organization and decision making structure for the project.

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- Describe the intent of the project; such as an icon that represents the organization or a comfortable workplace and any key performance indicators.
  - Describe key drivers for the project such as funding/financing, expansion or swing space.
  - Describe important factors in the success of the project and special value your design team could bring to the project team.
- Insert any reference documents you have available to better describe the project

### 2.2 Proposed Schedule of Events

**The following dates (subject to change) apply to the Request for Proposal:**

Insert dates related to:

- Date of RFP:
- Date when / if other RFP documents are available to Proponents:
- Date for addendums (if required) to be issued:
- Date and time when Proposal is due:
- Date(s) for interviews:
- Commencement date of services (on or about):

### 2.3 Inquiries and Changes

**Insert all contact information for direct inquiries and questions regarding the RFP Process or “Scope of Work” only, to:**

Insert name(s) of contact complete with telephone, email, fax, etc.

All other questions and inquiries relating to this project and/or the Client (insert Client Name), are to be directed to:

Insert name(s) of contact complete with telephone, email, fax, etc.

Proposal inquiries may be submitted via email or telephone and must be submitted by:  
Insert date

Addenda, as the Client deems necessary, will be issued to the confirmed Proponents. Such addenda shall be incorporated into and form part of this RFP.

**Insert Client Name** ... reserves the right to modify or change the content of this document prior to the date the proposals are due.

Contact is restricted to the person(s) listed above. Contact with individuals other than listed may result in Proposal disqualification

## **2.4 Submission Requirements**

### **2.4.1 Proposal Submission**

Proposals shall be submitted to:

**Insert name and address of contact**

**Insert number of copies required to be submitted**

Facsimile and email proposals will not be accepted.

Proposals received after the closing time will be considered disqualified and returned unopened to the Proponents.

The time and effort to prepare and present the Proposal is solely the responsibility of the Proponent. Under no circumstances shall - **insert name of Client** – be obliged to reimburse such expense.

### **2.4.2 Minimum Qualifications**

Proponents and key team members must be registered to practice in the province of Alberta and have experience working on similar projects.

Team members are to be experienced in the design of **INSERT DESCRIPTION OF PROJECT COMPONENTS** (i.e. acute care hospital design, projects over \$ XX Million in construction cost)

### **2.4.2 Form of Proposal**

Proposals are not to exceed 30, 8.5"x11" pages in length and are to address the following information. Full resumes for key members may be submitted as an appendix.

2.4.2.1 Firm overview, background and values

2.4.2.2 A description of key members from each discipline, their roles and a brief description of related experience.

TEMPLATE DOCUMENT

- 2.4.2.3 A team organization chart and description of the working relationship of the team members.
- 2.4.2.4 A description of three (3) to five (5) current, directly related projects identifying the construction cost, completion date and participation of team members proposed on this project.
- 2.4.2.5 A statement illustrating your understanding of the project and the goals of the Client team.
- 2.4.2.6 A statement of your proposed design approach.
- 2.4.2.7 A statement of your proposed project management methodology including cost, schedule and quality control.
- 2.4.2.8 A statement confirming the number of Addenda received

**2.5 Evaluation Criteria**

The proposals and interviews will be evaluated on the following basis. The same criteria will be applied in assessing the proposal and the interview. Proponent scores after proposal submission will be used to shortlist consultants for interviews; proponent scores after interviews will assess both the proposal and the interview and will be used to select the successful consultant.

Item Description	Maximum Points	Proponent Score
<b>Firm:</b> overview, background, values	<b>10</b>	
<b>Individual Team Members</b> assigned to the project: related project experience, expertise and compatibility	<b>20</b>	
<b>Team Organization:</b> Organization and compatibility	<b>10</b>	
<b>Directly Related Project Experience</b>	<b>20</b>	
<b>Understanding</b> of the Project and the Client Goals	<b>15</b>	
<b>Design Approach</b>	<b>15</b>	
<b>Project Management Methodology:</b> cost, schedule and quality control	<b>10</b>	
<b>TOTAL</b>	<b>100</b>	

## 2.6 Interviews

Interviews will be held on **INSERT DATE**.

Each interview will be a total of 1.5 hours in duration roughly composed of equal parts presentation and questions and answers. Please be prepared to bring key team members to the interview and prepare a presentation to address your understanding of and approach to the project.

## 3.0 SCOPE OF SERVICES

### 3.1 Basic Services

**The following are the Basic Services to be provided on the project and to be reimbursed by the percentage fee quoted:**

- 3.1.1 Architecture and Interior Design, Structural, Mechanical and Electrical Engineering, Civil Engineering and Landscape Architecture
- 3.1.2 The full scope of architectural prime consultant services described in RAIC Document 7 (attached to this RFP) is to be included in the project. At its sole discretion, the Client may choose to engage the successful proponent to provide services on future phases of the project.
- 3.1.3 Appendix A – entitled Scope of Services defines the services to be included in the Base Fee in further detail.

### 3.2 Additional Services

**3.2.1 The following services are Additional Services and will be reimbursed by an identified fixed fee:**

**INSERT AS APPLICABLE SUCH AS THE FOLLOWING EXAMPLES**

**Facility Programming:** Work with the Client team of stakeholders to develop a program for the following components (include a description of anticipated programming services).

**Master Planning of the Site:** Work with the Client team of stakeholders to develop a master plan and an urban design strategy for the entire site and to confirm the phasing plan for the project.

**3.2.2 The following services are Additional Services and will be reimbursed on a time basis fee:**

**INSERT AS APPLICABLE**

**EXAMPLE:**

**Community Consultation:** Work with the Client to assess and develop a program of public consultation for the project.

#### 4.0 SPECIALTY CONSULTANTS

Specialty consultants such as **INSERT KNOWN SPECIALTY CONSULTANTS** (such as traffic and transportation, elevator and building code consultants) will be engaged separately by the Client. The Architect will coordinate the services of the identified Specialty Consultants within Fee for Basic Services.

#### 5.0 CONSTRUCTION COST ESTIMATING

Construction cost estimating will be provided by **INSERT EITHER THE COST CONSULTANT, OR BY A CONSTRUCTION MANAGER**. The Architect will provide information to support the estimating process and will be responsible to work with the project team to align current estimates with the Client's budget at each project milestone.

#### 6.0 FEE STRUCTURE

The Client's intent is to compensate the Architect in accordance with the CAA and CEA Scope of Services Document, Parts 1, 2, and 3: Basic Services for Building Projects in Alberta, Determining Fees for Basic Services, and Definitions and Additional Information Related to A & E Services. The Client reserves the right to negotiate an appropriate fee on this basis:

- A Percentage Fee for Basic Services
- Fixed Fees for Identified Additional Services (**Programming and Master Planning in this example**)
- Hourly Rate Structure applicable to Additional Services to be reimbursed on a time basis



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If the Client would like advice concerning interpretation of the CAA and CEA Scope and Fee documents, feel free to contact the Executive Director of the Consulting Architects of Alberta. 780-488-8878 or toll free: 1-877-488-8780.

**7.0 DISBURSEMENTS**

Normal disbursements will be reimbursed by a fixed fee of **INSERT \_\_%** of the Architect's fee.

INCLUDE IF APPROPRIATE: This disbursement fee excludes a travel expense and time allowance which will be negotiated with the successful proponent for trips greater than 50 kilometres.

**8.0 FORM OF AGREEMENT**

RAIC Document 7, current version as attached.

**9.0 APPENDIX "A"**

Alterations to this document can be edited in the document itself or included as a more complete description of scope or as Supplementary Conditions in Appendix "A"

**END OF REQUEST FOR PROPOSAL**