

SCHOOL DISTRICT NO. 48 (SEA TO SKY)

ADMINISTRATIVE PROCEDURES SERIES 900 - BUILDINGS & SITES

AP 901	SITE ACQUISITION & FACILITY CONSTRUCTION
AP 901.3	Selection of Architect Instruction to Firms

This Administrative Procedure, "Instructions to Firms", specifies the process for the selection of an architect or an architectural firm.

1. Proposal Closing

Sealed tenders, made on the Tender form provided, together with all other documents required will be received by the receptionist at the main switchboard by:

School District No. 48 (Sea to Sky)
37866 Second Avenue
Box 250, Squamish, BC
V0N 3G0

Name and address and Proposal Number must be shown clearly on the outside of the envelope.

Proposals will be received up to _____ P.S.T./P.D.T _____

Proposals received after the closing time will be returned unopened.

It is the proposer's responsibility to allow sufficient time for their agent to deliver their proposal by the time and date specified above. The School District assumes no responsibility for proposals that are not received at the time of the closing.

2. Fees

Firms are invited to submit proposals on any or all projects contained in this document.

Fees shown will be in Canadian currency.

Fees shall not include the Goods and Services tax nor the Provincial Sales Tax.

3. Oral and Facsimile Tenders

Oral or facsimile proposals will not be accepted. In order to be considered, proposals must be submitted sealed in the envelopes provided and received by the receptionist at the main switchboard at the School District office on or before the closing time and date stated on the face of this proposal.

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4. Amendments

In the event that a firm determines that an amendment must be made to a proposal that has been submitted and provided that the closing time and date have not passed, the firm will be permitted to amend the proposal.

5. Withdrawal

Proposals may be withdrawn by written notice only.

6. Cost Incurred

The School District will not assume any responsibility or liability for any costs incurred by the supplier in the preparation of his tender.

7. Ownership of Tender and Freedom of Information.

All documents submitted in response to the Tender shall become the property of School District no 48 (Sea to Sky) and as such will be subject to the disclosure provisions of the Freedom of Information and Protection of Privacy Act.

8. Inquiries

Any inquiries regarding this request for professional consult proposal must be made in writing prior to _____, and should be directed to:

Director of Facilities and Services
School District No. 48 (Sea to Sky)
Box 250, Squamish, BC
V0N 3G0
Telephone: 892-5228
Facsimile: 892-1038

Answers to all questions will be provided to all proposers in writing by
_____.

School District No. 48 (Sea to Sky)
ARCHITECTURAL/ENGINEERING PROPOSALS

Instructions for Submission

- A. PROPOSAL LAYOUT
- B. SUBMISSION REQUIREMENTS
- C. PROJECT PROCEDURES
- D. RELATED MATTERS
 - ◆ FEES
 - ◆ CONSULTANTS
- E. ARCHITECTURAL CONTRACT
- F. RATING SHEET FOR SUBMISSIONS
- G. SCHOOL BUILDING COMMITTEE

School District No. 48 (Sea to Sky)
ARCHITECTURAL/ENGINEERING PROPOSALS

Instructions for Submission

A. PROPOSAL LAYOUT

- ◆ proposals shall be in a booklet, 8 ½" x 11"
- ◆ Copy double sided to reduce paper volume
- ◆ The first page shall be a title page with the following information displayed:

Name of firm

Mailing address, phone, fax number of firm

*"Proposal for Architectural/Engineering Services
for School District No. 48 (Sea to Sky)" - Capital Year _____*

- ◆ The second page shall be an index of the contents, including page numbers
- ◆ Use descriptive index tabs, for quick reference
- ◆ Use a cerlox type binder to contain the pages
- ◆ Submit _____ copies of the report to the District

B. SUBMISSION REQUIREMENTS

1. An offer to provide the consulting services as outlined in the project brief.
2. An organizational chart of the firm and a list of key personnel proposed to be assigned to the project, with a brief resume of their qualifications, work location and related experience.
3. A brief description of a maximum of five (5) major assignments, previous or underway, similar to the work set out in the scope of work information, including:
 - i. project description;
 - ii. services provided;
 - iii. total value of the project;
 - iv. date completed (percent complete);
 - v. approximate total fee;
 - vi. name of client representative and telephone number;
 - vii. names of senior personnel involved.
4. Confirmation of the firm's ability to provide drawings for tendered plans and as-built drawings in AutoCAD version 14.0.

5. An indication of the capacity to complete the required services within the specified time limits.
6. A description of the tasks, controls and reporting procedures to be used in managing the work to ensure that the design and construction is complete within the specified quality, cost and time requirements.
7. A list of all consultants proposed to be assigned to the project. For Mechanical, Electrical, Structural and Civil Engineers, provide a brief resume of their qualification, related experience and work location.
8. A time frame which outlines the following stages:
 - i. program development (if applicable);
 - ii. sketch plan;
 - iii. value analysis;
 - iv. drawings specification and tender documents;
 - v. tender
 - vi. construction.

By submitting a proposal, each consultant agrees to comply with current Ministry policy and procedures at the time of the award.

9. A brief indication of any special problems foreseen and how they could be dealt with.
10. Fee schedule – the proposed fee schedule and total estimated cost of services and expenses along with a list of the hourly charge-out rates for any personnel that may be employed in the provision of additional services or any services paid on a time-rate fee. This list is to include, but is not limited to, principals, senior engineer, junior engineer, technician, surveyor, draftsman and clerk.

NEW SCHOOL

The District will entertain proposals for the reuse of existing school construction plans, provided that:

- ◆ the school has been built or is under construction or is in the working drawing phase and has been through the necessary value analysis (es) process with quantity survey estimates within the allowable unit rate
- ◆ that the cost of construction is at or below the Ministry of Finance and Corporate Relations unit rates for new schools
- ◆ the use of the plans result in reduced consulting fees
- ◆ the use of the plans result in reduced planning time

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- ◆ the areas of the building conforms with the new Ministry of Education area standards
- ◆ that the building will work on the existing school site
- ◆ the consultant has the rights to reuse the plans

The District will accept proposals from Architectural firms only for this project.

C. PROJECT PROCEDURES

It is the responsibility of each consultant to know and understand the regulations of the Ministry of Education and Ministry of Finance and Corporate Relations, as they apply to each project.

D. RELATED ITEMS

Fee payment will be made in accordance to the phase percentages in section 5.1.2 of the Client Architect Agreement, upon completion of each phase or in proportion to the service performed with that phase.

Consultants other than those listed in article 5.1.1 (b) of the Client Architect Agreement will be recommended to the Board by the architect and when approved, supervised by the architect.

The Project Scope will be determined by the District and Ministry and will be provided to the consultant for review prior to signature of the agreement. The final scope will be attached as an appendix to the "Description of Project: on Page 1.

The projects with construction budgets in excess of \$250,000. will be subject to the provisions of the Fair Wage Act and the construction will be based on the BC Government Construction Document of Stipulated Price Contracts.

E. ARCHITECTURAL/ENGINEERING CONTRACT

The successful firm will be required to sign a contract with the District based on the latest edition of the "Ministry of Education Standard Form of Agreement between Client and Architect".

F. RATING SHEET FOR SUBMISSIONS

Architects' submissions will be evaluated on the following criteria:

	Item	% Weighting	Rating
1.	Capability to Carry Out Work: ♦ functionality of previous designs ♦ creativity and innovation ♦ qualifications ♦ experience of personnel ♦ stability of staff	_____ %	_____
2.	Management of the Work: ♦ scheduling ♦ cost control ♦ quality control ♦ reporting ♦ outside resources ♦ comprehension of scope of work	_____ %	_____
3.	Methodology Proposed: ♦ assessment of alternatives ♦ up-to-date technology	_____ %	_____
4.	Quality of Proposal: ♦ clarity ♦ logic	_____ %	_____
5.	Geographic Location: ♦ proximity ♦ travel	_____ %	_____
6.	Cost: ♦ total cost	_____ %	_____
	Total	_____ 100%	_____