



REQUEST FOR PROPOSALS:

**FEASIBILITY STUDY FOR A NEW NET CARBON ZERO FIRE
HALL AND PUBLIC WORKS SHARED SERVICES BUILDING**

HAZELTON, BRITISH COLUMBIA

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REQUEST FOR PROPOSALS

Feasibility Study for a Net Carbon Zero Fire Hall and Public Works Shared Services Building

1. Introduction

1.1 The Village of Hazelton invites proposals to provide a feasibility study to Construct and operate a new Net Carbon Zero Fire Hall and Public Works shared services building and Class “C” estimates for capital and operating costs.

2. Overview

2.1 The intent of this Request for Proposals (RFP) is to solicit the services of an established consulting firm with the experience and technical abilities to provide consulting architectural and engineering services for the Village of Hazelton, to assess the feasibility of constructing a new Net Carbon Zero Fire Hall and Public Works shared services building to replace the existing Fire Hall and Public Works shared services building in Hazelton, British Columbia at 4250 Government Street.

The scope of work is outlined in Appendix A - Terms of Reference of this RFP. It includes a review of the existing site, program and space requirements by consulting stakeholders, demolishing issues and recycling opportunities, capital requirements or deficiencies, an assessment of the capital, facility O&M, and recapitalization costs. Other items may also be included as may be reasonably assumed to form part of the scope of work.

2.2 The existing site is where the new Net Carbon Zero Fire Hall and Public Works shared services building will be constructed at 4250 Government Street, Hazelton, BC.

2.3 The goods and/or services to be provided by the successful Proponent are described in Appendix A - Terms of Reference.

2.4 The Contract between the Village of Hazelton and the successful Proponent, if a Contract is awarded, will incorporate the Contract Terms and the Terms of Reference.

2.5 Due to the rapidly changing COVID-19 Pandemic facing all British Columbia municipalities, consultations with municipal staff, Village Council, and Volunteer Fire Department Personnel will need to be adjusted based on the advice from the Provincial government and public health authorities being recommended during the time period where consultations are necessary.

Bidders should demonstrate in their proposals how they plan to accommodate any stakeholder meetings via video conferencing or other means. The Village will work with

the successful bidder to facilitate safe and accessible consultations when necessary.

3. RFP Process

3.1 Proponents should carefully read this RFP to thoroughly understand the requirements of the Village. Proposals which fail to respond to the procedural and content requirements of this RFP may be rejected.

3.2 The Evaluation Criteria that will be applied to Proposals are described in Article 14 of this RFP. It is the intention of the Village to identify one Proponent best suited to fill the requirements stated in this RFP.

3.3 Proponents are encouraged to ask questions or request clarification with respect to any part of this RFP which may be unclear. All questions and requests for clarification respecting this RFP should be made in the manner described in Article 9.0.

Proponents are not to contact any Village staff or personnel or any Village Advisor or Council in relation to the RFP.

3.4 The Village does not intend to create any contractual relations or obligations with any Proponent by virtue of issuing this RFP or by receiving or opening or evaluating any compliant Proposal. The fact that the Village may negotiate with a Proponent shall not be construed to create any contractual obligations between the Village and such Proponent or Proponents.

4. Definitions

The capitalized terms not otherwise defined in this RFP shall have the meanings indicated in this section.

4.1 **“Contract”** means the Contract which the Village may enter with the successful Proponent at the conclusion of the RFP.

4.2 **“Contract Terms”** means the commercial terms and conditions to be incorporated in the Contract.

4.3 **“Council”** means the municipal council of the Village.

4.4 **“Chief Administrative Officer”** means the Chief of administration for the Corporation of the Village of Hazelton.

4.5 **“Equipment”** means the equipment to be provided by the Proponent to the Village, as offered in its Proposal.

4.6 **“Evaluation Criteria”** means the evaluation criteria described in Article 14 of this RFP.

4.7 **“Letter of Contract Award”** means the award letter issued by the Village to the successful Proponent requiring it to commence Contract negotiations.

4.8 **“Proponent”** means a consultant, firm, partnership, or joint venture which participates in this RFP by submitting a Proposal.

4.9 **“Proposal”** means a Proponent’s submission in response to this RFP.

4.10 **“RFP”** means this Request for Proposals, including Appendices A and B.

4.11 **“Submission Deadline”** means the time for submission of Proposals described in Article 11 of this RFP.

4.12 **“Terms of Reference”** means the goods and/or services to be provided by the successful Proponent as more particularly described in Appendix A to this RFP.

4.13 **“Village”** means the municipal boundaries of the Village of Hazelton.

5. Proponent Expenses

5.1 The Village shall have no liability to any Proponent for costs incurred in the course of its participation in this RFP, including, but not limited to, the preparation of a Proposal, participation in meetings, interviews or negotiations or the provision of additional information at the request of the Village. The Village shall not be responsible to any Proponent for any costs, expenses, losses or damages which a Proponent may incur, sustain or suffer by reason of participating in this RFP.

6. Goods/Services and Information

6.1 The goods and/or services to be provided under the Contract, if a Contract is awarded, are more particularly described in the Terms of Reference.

6.2 To the best of the Village's knowledge, the Terms of Reference are complete and accurate. Nonetheless, nothing in this RFP is intended to relieve Proponents from undertaking their own investigations or enquiries or other due diligence in order to form their own opinions and conclusions with respect to the goods and/or services required in this RFP. Proponents are directed, before preparing or submitting their Proposal, to research, investigate and fully ascertain historical and existing conditions, circumstances and limitations affecting the goods and/or services to be delivered under the Terms of Reference. No allowances will be made for additional costs and no claims will be considered in connection with conditions or circumstances which could reasonably have been ascertained by Proponents through such research, investigation or other due diligence undertaken before Proposal submission.

7. Meetings with Proponents

7.1 Meetings between the Village and Proponents prior to the proposal submission will not be considered. Proponent Interviews, if required will be held after proposal evaluations, and will be decided at the discretion of the Village.

8. Lobbying and Conflict of Interest

8.1 Proponents are prohibited from engaging in conduct which is or could reasonably be considered as any form of political or other lobbying or as an attempt to influence the outcome of this RFP.

8.2 The Proponent shall not discuss or communicate directly or indirectly with any other Proponent regarding the preparation or content of a Proposal.

8.3 The Proponent is required to disclose to the Village, prior to submitting a Proposal, any

potential or real conflict of interest in relation to its Proposal or its participation in the RFP.

8.4 If a conflict of interest exists, the Village may, in its discretion, either withhold evaluation of that Proponent's Proposal until the matter is resolved to the satisfaction of the Village or reject that Proponent's Proposal.

8.5 The failure of any Proponent to comply with this article may result in the disqualification of the Proponent and the rejection of its Proposal.

9. Enquiries and Addenda

9.1 It shall be the Proponent's responsibility to clarify any points in question with the Chief Administrative Officer prior to submitting a Proposal.

9.2 Verbal clarification shall not be interpreted to change the intent or contents of this RFP. The Village retains the right to decline to answer any enquiry.

9.3 Under no circumstances shall the Proponent rely upon any information or instructions from the Village, its employees, or its agents unless the information or instructions are provided by way of an addendum. Neither the Village, its employees, nor its agents shall be responsible for any information or instructions given to the Proponent, with the exception of information or instructions provided by way of an addendum from Chief Administrative Officer whose contact particulars are listed below.

9.4 All questions or requests for clarification shall be emailed to the Chief Administrative Officer no later than **4:30 p.m. (PST) on Friday, August 14, 2020**

Lina Gasser
Chief Administrative Officer
lgasser@hazelton.ca

Any responses made on behalf of the Village will be via email or through the issuance of an addendum. Enquiries received after that time, are not guaranteed a response prior to the Proposal closing date.

9.5 Prior to the deadline for submitting Proposals, the Village may advise the Proponents by an addendum of required changes to the RFP. Addenda issued pursuant to this RFP become part of the RFP and every Proposal will be deemed to include all such addenda.

9.6 Any addendum issued will be posted on the Village website unless otherwise indicated. It is the Proponents' responsibility to check the Village website for addenda.

10. Instructions for Completing Proposals

10.1 Proposals should be submitted in the manner described in this Article, and should include an index. The Proposals should be organized as set out in the Mandatory Requirements as described in the Evaluation Criteria for which points will be awarded.

10.2 It is essential that the requirements addressed in the Proposal be described in a clear and concise manner. Failure of a Proponent to provide complete information as requested may result in the rejection of the Proposal.

10.3 Subject to paragraph 10.4, Proposals must not exceed 30 single sided letter size pages not counting tabs and blank spacer pages. **Any documentation exceeding the maximum 30 pages will not be considered.**

10.4 Résumés (to a maximum of ten pages) must be attached to the Proposal in the form of appendices but will not count as part of the 30 pages.

10.5 Proposals should demonstrate the Proponent's understanding of the Terms of Reference and should clearly address all of the Evaluation Criteria. Proposals should address each requirement identified by stating the requirement followed by the Proponent's response, ensuring that the response directly and concisely addresses the requirement.

11. Instructions for Delivery of Proposals

11.1 Proposals shall be emailed to lgasser@hazelton.ca **on or before 4:30 p.m. (PST) on Friday August 28th 2020**. Submissions received at 4:31 p.m. or later will be deemed to be late and non-compliant and will not be opened nor reviewed.

11.2 Given the health concerns from the global pandemic, the Village will not be accepting any hard copy proposals, nor USB sticks. The only method to submit proposals is via email with an Adobe PDF file format not to exceed 20 Megabytes. Bidders will receive an acknowledgement email that the proposal has been duly received.

11.3 All Proposals shall become the property of the Village.

12. Period of Irrevocability

12.1 Proposals are irrevocable and shall remain valid and open for acceptance by the Village for a period of 365 calendar days following the Submission Deadline.

12.2 The Village will be seeking funding to support the costs of the feasibility study. However, the commencement of the study will not necessarily be dependent on the successful acquisition of grant funding. This process may influence if and when the Village issues a Letter of Contract Award and commences contract negotiations.

13. Requests for Clarification / Supplementary Information

13.1 The Village may contact any one or more Proponents to request clarification of any information or material submitted as part of the Proposal, or to request supplementary information, without any obligation to contact or request the same clarification or supplementary information from any other Proponent or Proponents. Such clarification or supplementary information may be delivered in writing, at the Village's sole discretion.

13.2 Any response received by the Village in reply to a request for clarification or supplementary information shall, at the sole option of the Village, form an integral part of that Proponent's Proposal.

13.3 Requests for clarification or supplementary information shall not be considered as an acceptance of a Proposal.

14. Evaluation

14.1 Proposals will be evaluated under the points rated evaluation criteria described below. Where a Proposal does not address a requirement, the Proposal will be given zero points. Each Proposal shall demonstrate a thorough understanding of the Terms of Reference and be organized to follow the Evaluation Criteria numbers 1 through 5. A total of 100 points is available under the Evaluation Criteria in these five areas. Evaluation for each component of the Proposal shall be as follows:

Category	Available Points
Mandatory Requirements	
1. Experience and Qualifications of Proponent	15
2. Qualifications and Experience of Personnel	15
3. Methodology and Work Plan/Understanding of Objectives	40
4. Cost	10
Available Points	80

5. Proponent Interviews
Total Available Points

20
100

14.2 Points Rated Evaluation

Proposals must achieve a minimum score of **70** out of the **80** available points on the Mandatory Requirements of the Evaluation Criteria (numbered 1 to 4 inclusive) in order to qualify for a Proponent Interview (numbered 5), of which a maximum of 20 points are available. Proposals that do not meet the minimum score required for numbers 1 to 4 will be rejected. If the Village deems that information received for evaluation criteria 1 to 4 is enough to complete the evaluation and proponent interviews are not required, the Village may make its recommendation for award based on the highest score out of 80 (evaluation criteria 1 to 4). The decision to conduct proponent interviews will be solely at the discretion of the Village and proponents will have no recourse if the Village determines that proponent interviews are not required.

(1) Experience of Proponent (15 points)

Provide a Proponent profile, and describe the relevant experience of the Proponent in services of a comparable scope and magnitude on-going or completed within the past five years. For each relevant service, provide a description, duration, the role played by the Proponent (prime Proponent or sub Proponent), and the name of the client and contact information. The Village reserves the right to verify information provided. Also provide the following:

- Minimum of two references for similar projects, including all contact information and a brief description of how the reference is relevant to this project;
- Any additional information that will assist the Village in evaluating this part of the Proposal.

(2) Experience and Qualifications of Personnel (15 Points)

Provide in detail, a listing of the personnel who will be assigned to this project including the following detail:

- Qualifications and experience of each team member, including experience in similar type projects;
- Provide an explanation of how each team member will be an asset to the project team;
- Provide a listing of the responsibilities of each team member, their time assigned and level of effort for this project;
- Provide an indication of the availability of key personnel assigned to the project;
- Any additional information that will assist the Village in evaluating this part of the Proposal.

(3) Methodology and Workplan/Understanding of Objectives (40 points)

Describe your understanding of the Terms of Reference, including overall scope and objectives, noting any specific challenges that may exist. Provide a detailed workplan of the project including a listing of all deliverables. Include at a minimum, the following detail:

- Description of the understanding of the project and the Terms of Reference and all required deliverables;
- A detailed description of the project undertaking, including what the project will encompass and how the tasks will be undertaken;
- A detailed timeline for the project including task identification, duration of said tasks for the project milestones, deliverables and identification of time involvement by project personnel. Due to the uncertain nature of the project's start date, indicating timelines in terms of weeks or months versus start date and end date would be more appropriate;
- Provide a description of the consultation methods / engagement techniques taking into consideration the COVID-19 response measures described in section 2.5;
- Any additional information that will assist the Village in evaluating this part of the Proposal.

(4) Cost (10 points)

The total cost of the consultant assignment shall be expressed as an upset limit which will be included in the proposal. Proponents are requested to provide their cost for this project exclusive of PST/GST, keeping in mind that the Village wishes to maximize the balance between value received and cost.

All goods and/or services as outlined in the Terms of Reference will be delivered to the Village at the cost indicated in your proposal. Prices quoted are to be in Canadian funds.

(5) Proponent Interviews, if required (20 points)

Proposals that meet the minimum score required for numbers 1 to 4 will be on a short list. The short list may consist of a minimum of one to a maximum of five proponents determined by the highest ranked proponents resulting from evaluation criteria 1 to 4.

In light of COVID-19 considerations, the Village will favour the use of videoconferencing or teleconferencing for any interviews, if required.

Proponent Interviews may not be required if the Village deems that information received for evaluation criteria 1 to 4 is enough to complete the evaluation. The Village may make its recommendation for award based on the highest score out of 80.

15. Village's Rights

15.1 A Proponent's submission or the Village's evaluation of any Proposal does not obligate the Village to accept it or any Proposal or to proceed further with this RFP. The Village may, in its sole direction, and for any or no reason, elect not to proceed with this RFP, elect not to accept any or all Proposals, and/or cancel this RFP. The Village is under no obligation to enter a Contract where only one Proposal is received before the Submission Deadline, whether or not such Proposal has been opened or evaluated.

15.2 In addition to any other express rights of the Village or any other rights which may be implied in the circumstances, the Village reserves the right to:

- (i) accept a Proposal and award the Contract without negotiations;
- (ii) verify with a third party any information contained in a Proposal;
- (iii) check references other than those provided by a Proponent;
- (iv) adjust a Proponent's evaluation or reject a Proponent's Proposal on the basis of:
 - (A) information provided by references;
 - (B) information provided by a Proponent where the Village has exercised its right to request clarification or supplementary information;
 - (C) misrepresentations or any other inaccurate or misleading information;
- (v) discuss with any Proponent and/or negotiate with any Proponent different or additional terms to those contemplated in this RFP;
- (vi) accept the whole or any part of a Proposal or a combination of parts of a Proposal;
- (vii) cancel this RFP at any stage and issue a new RFP for the same or similar goods and/or services.

16. Execution of the Contract

16.1 The Village will give notice to the successful Proponent, by means of a Letter of Contract Award, that it wishes to negotiate the Contract. Upon receipt of a Letter of Contract Award, the successful Proponent will provide a Contract prepared by the Proponent to the Village based on the Terms of Reference.

17. Insurance

17.1 Without restricting the generality of the Indemnification provisions, the goods and/or services Provider shall, during the term of this Agreement, provide, maintain and payfor:

(a) Commercial General Liability Insurance with limits of not less than \$2,000,000.00 inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof. Such insurance coverage shall be in the name of the goods and/or services Provider and shall name the Village as an additional insured.

(b) Automobile Liability Insurance for owned/leased licensed vehicles with limits of not less than \$2,000,000.00 inclusive per occurrence for bodily injury, death and damage to property; and

(2) The successful Proponent shall provide Professional Liability coverage limit not less than \$2,000,000.00 per claim

(3) The goods and/or services Provider shall provide the Village with proof, in a form satisfactory to the Village, of the insurance required under this section prior to the commencement of this Contract.

(4) All such insurance policies shall stay in force and not be amended, cancelled or allowed to lapse during the delivery of goods and services under this contract.

18. Confidentiality

18.1 All information provided by or obtained from the Village in connection with this RFP, either before or after the issuance of the RFP, is the sole property of the Village and must be treated as confidential. Such information is not to be used for any purpose other than replying to this RFP. Upon conclusion of the RFP process, Proponents, if requested by the Village, agree to return to the Village all information provided by the Village or obtained by the Proponent within the RFP process.

18.2 By submitting a Proposal, Proponents acknowledge that the contents of their Proposals will be disclosed, on a confidential basis, to the Village's advisors for the purpose of evaluating or participating in the evaluation of Proposals. The Village will use reasonable efforts to protect commercial terms and other sensitive and confidential information provided by the Proponents (the "Confidential Material"), however the Village accepts no liability in the event that the Confidential Material, or any part of it, is disclosed even if the Village, its staff or any other person associated with the Village may have been negligent with respect to such disclosure.

18.3 By submitting a proposal, Proponents agree that pricing contained in the Proposal will be disclosed to the Village's Council through inclusion in a report that provides recommendation for award and may be discussed at a public meeting, if Council approval is required. The report is included in the Village's Council agenda which is made available to the public.

Appendix A – Terms of Reference

Feasibility Study for a Net Carbon Zero Fire Hall and Public Works Shared Services Building

Note re. COVID-19 Pandemic Impact

Due to the rapidly changing COVID-19 Pandemic facing all British Columbia municipalities, consultations will need to be adjusted based on the advice from the Provincial government and public health authorities being recommended during the time period where consultations are necessary.

Bidders should demonstrate in their proposals how they plan to accommodate any stakeholder meetings via video conferencing or other means. The Village will work with the successful bidder to facilitate safe and accessible consultations when necessary.

Purpose of the Feasibility Study

A study of this kind is intended to provide the Village of Hazelton with preliminary but consequentially critical information that is used to assess the feasibility of the project. It involves developing responsive design solutions that satisfy the project's functional, efficiency, operational, and capital cost objectives. The study process will develop a clear understanding of the project scope, design, constraints, compliance issues, and project costs. The services will be deployed according to the following report components:

Documentation Review

Consultants should study all existing documentation including:

- relevant guides, studies, and resources made available by the Canada Green Building Council and Passive House Canada
- BC Hydro Net Metering interconnection requirements
- Village of Hazelton Asset Management Plan
- Official Community Plan
- review and assess available information aerial photos, base plans, utilities, topographical maps of the proposed site
- Village of Hazelton Zoning Bylaw

Additional documentation to be reviewed may be identified prior to the Letter of Contract Award.

Needs Assessment

The Needs Assessment will briefly explore the Village's project intentions with respect to future functional and operational goals. It involves confirmation of the uses of the new building, utilization and facility requirements. This stage identifies key functional requirements such as user roles, spaces and services. This stage includes:

- staff and stakeholder consultations

- market research
- identify space standards that are applicable to this type of project that must be considered
- space program - identify the variety of functional spaces within the new facility including an understanding of their respective Net Areas, Building Gross floor Area (GFA), and which user groups they will serve
- determine functional and operational adjacencies
- identify Net Carbon Zero best practices for municipal and/or institutional buildings
- in consultation with municipal personnel, advise of other possible innovations that may be incorporated into the design and operation of the building
- advise of requirements and approval processes to earn environmental certifications applicable to Net Carbon Zero municipal buildings

Site Plan Development

This involves identifying the optimal and most practical location for the new building on the existing property based on the site's configuration, topography, assumed soils, demolition issues, development constraints, natural efficiencies, parking, accessibility, and servicing. The site cannot be viewed in isolation from roadways, traffic, and available utilities, to which they are connected but integrated to provide a cohesive plan for the site. The Site Development Plan will integrate the information from the Documentation Review and Needs Assessment sections. Activities include:

- development parameters and required variances
- conduct land use analysis to determine site capacity for its ability to accommodate the new building, new building requirements, natural efficiencies of the site, and associated site elements such as parking, landscaping, etc.
- feasibility of recycling or reuse of demolished material

Note: Appendix B contains aerial photography and a site map for the existing building and lot location for reference.

Conceptual Building Design

Development of building design options that can be comparatively analyzed relative to the project's functional, operational, and architectural objectives. The proponent will be expected to prepare design drawings that describe the scope of the project and articulate an architectural vision for the new building. Activities include:

- development of "block schematic" to explore strategies for an appropriate building "model" that best achieves functional adjacencies, space utilization, operating efficiencies
- establish the appropriate relationship between the space allocated to the Fire Hall and the space allocated to the Public Works shop

- Account for expanded requirements that include but are not limited to, a second heated bay for the Public Works shop, a Foreman's Office, an outdoor covered area, fill station, back-up power generator, storage, washrooms and decontamination shower room, Laundry facilities, and a new common space that can be used by Public Works personnel and Fire Department Staff and Volunteers
- create architectural vision options
- BCBC Code Compliance Review including:
 - Early warning and evacuation
 - Life Safety and fire code
 - Highest published Accessibility standards
 - Canada Green Building Council ZCB Standard v2
 - Design Briefs - provides an understanding of the proposed major building systems in order to inform the scope of work and costs for the project. These systems include:
 - civil and site services
 - structural systems
 - building enclosure
 - interiors
 - mechanical systems including refrigeration
 - electrical systems

Site Design options should be presented to the Chief Administrative Officer prior to a final report to ensure designs are consistent with the vision of the Village and to ensure that priorities for the project are being incorporated into the final design and project cost estimates.

Class C Construction Capital Cost Analysis and Estimates

Provides a realistic assessment of the total project capital costs associated with the base building and fit-out of the new facility and associated site work. A Class "C" estimate is based on the preliminary design work noted above. Class "C" involves establishing preliminary quantities of each division of construction and then multiplied against known unit rates for those divisions of work. These components include:

- existing building demolition costs
- costs associated with recycling and reusing materials sourced from the existing building during the demolition process
- building construction costs (substructure, structure, exterior enclosure, base building partitions and doors, base building finishes, base building fittings and equipment, base building mechanical and base building electrical)
- site construction costs (site specific utility, connections, storm water management, parking, landscaping, site lighting, etc)
- soft costs (design fees, development charges, furniture fixtures and equipment, project management, contingencies, etc)

- costs associated with energy saving measures and/or energy production (Renewable Electrical Generation), which will enable this project to achieve its energy efficiency target of Net Carbon Zero
- costs estimates will be expressed in 2021 dollars and assume competitive bids from qualified General Contractors based on a conventional method of project delivery involving a Stipulated Sum Tender or Construction Management. The Class “C” estimate is considered to be within 25% accuracy.

Facility Operating and Maintenance Costs

The Financial Analysis includes evaluation of Facility Operating and Maintenance Costs based on historical data collected for existing sites and for new facilities of this type (Net Carbon Zero emissions). O&M typically includes utility costs, grounds keeping, snow removal, custodial services, preventative maintenance and supplies. It is expected that O&M will be significantly reduced over the existing design considering that the new building will be designed to a Net Carbon Zero standard. A cost and benefit analysis of O&M costs between the existing building and the new building will be produced in the Financial Analysis.

Recapitalization Costs (Life Cycle)

The Financial Analysis also includes an estimate of the Capital required to replace key building components and systems over a defined period of time (20 and 25 years) because they have reached the end of their useful life. If a longer life cycle is predicted for the building model, rationale and a financial analysis is required to support this. This information will serve as a placeholder “budget” for the Village’s Asset Management Plan.

Implementation Schedule, Project Delivery and Project Delivery Models

An understanding of the various models for methods of project delivery such as Design Bid Build utilizing Stipulated Sum Contract CCDC 2, Design Build utilizing CCDC 14, or Construction Management with Guaranteed Maximum Price utilizing CCDC 5B. A recommendation that best suits the local market will be produced.

Risk Analysis

An understanding of the risk level and mitigation strategies that are relevant to this project. Risks will be assessed relative to the project complexity, readiness, sensitivity, geographic location, and operational viability.

Implementation Timelines and Project Cash Flow

This analysis provides the Village of Hazelton with a preliminary schedule for design, construction and occupancy, and how the estimated Project Costs will flow over the life of the capital project. Consultants submitting a proposal should be cognizant of the

anticipated Project Commencement date described in this RFP.

Staff and Stakeholder Consultation

This step is to ensure consultation with Village Staff and Volunteer Fire Department personnel to gather information on the needs and concerns of the stakeholders. A replacement building is badly needed and this is an opportunity to consider various factors to make improvements to the new facility, including setting the ambitious target of achieving Net Carbon Zero for the building.

Facility Configuration

Utilizing all of the information collected from stakeholder meetings, studies, etc., the Consultant will identify the space required to meet the needs of the Fire Hall and Public Works shared service building, as well as, all of the support space required in this facility (washrooms, meeting room(s), office space, storage, etc.). As well they will examine the functional relationship requirements between accessibility, circulation, security, parking etc. The physical configuration of the building, windows and other components may be influenced by natural efficiencies associated with the site. This may include orientation towards predominant wind flows, solar zenith angle, etc.

Building Functional Program

Based on the information provided, a building program will be developed outlining a detailed list of spaces which make up the facility, including but not limited to: bay areas, storage, office space, common areas, outdoor servicing, parking space, utility connections, and renewable energy generation components. This will also include a Class "C" construction cost estimate including the most up to date cost estimates for new construction. Costs projected would include, but not limited to, the following:

- Professional fees
- Permits
- Site Demolition and Development
- Renewable Energy Generation componentry
- Construction costs
- Material costs
- Equipment costs
- Energy Saving Measures
- Contractor (De)Mobilization
- Environmental studies
- Connection to utilities, with consideration for possible net metering and interconnection requirements

Final Report

Based on feedback received, a final report will be prepared and presented to Village Council by the successful Proponent, including final concept design, cost, operating model, and budget projections for Council approval.

Proposed Project Schedule

Item Date

Issue of RFP: Wednesday, July 22, 2020

Deadline for Questions: Friday, August 14, 2020 at 4:30 pm (PST)

Deadline for Submission: Friday August 28, 2020 at 4:30 pm (PST)

Proponent Interviews (If required): Week of September 7th

Award of RFP at Council Meeting: March 2021

Project Commencement: March 2021

Report presented to Council: June 2021

Note: The Award of RFP at Council Meeting date has been chosen to factor in the anticipated time required to acquire grant funding for the feasibility study project. Although every attempt will be made to meet dates as listed, the Village reserves the right to modify any or all dates at its sole discretion.

Appendix B – Site Aerial Photo and Site Drawing



