



Planning, Property & Development Department • Service de l'urbanisme, des biens et de l'aménagement

Civic Accommodations Division • Division des aménagements municipaux

**SARGENT PARK RECREATION COMPLEX
FACILITY ENHANCEMENT PROJECT
999 SARGENT AVE
WINNIPEG, MANITOBA**

**REQUEST FOR QUALIFICATION
ARCHITECT/CONSULTANT SERVICES**

RFQ NO. 249-2006

GENERAL INQUIRIES:

**City of Winnipeg
Planning, Property and Development Department**

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1. INTRODUCTION

The City of Winnipeg will be contracting for the architect/consultant services to be provided for the Sargent Park Recreation Complex – Facility Enhancement Project. The pre-qualification process described below may enable the City of Winnipeg to select a maximum of three architect/consultant teams who will be short listed and invited to submit proposals for the RFP stage of the project.

2. PROJECT OVERVIEW

Intent

Sargent Park Recreation Complex was built in 1977 and serves as one of the key multi-use recreation and leisure facilities in the City of Winnipeg. The facility acts as a local community recreation and meeting place, a regional recreation and leisure attraction, as well as a venue for elite sports such as swimming, diving, water polo, synchronized swimming and speed skating. The existing building features a 50m pool tank with movable bulkheads, main level weight area, fitness rooms and a basement running track. Immediate outdoor facilities include two regulation lawn bowling greens, a 400m speed skating oval, tennis courts and parking for about 85 vehicles.

Key issues with the current building include the poor quality environment of the basement track area, inadequate space for weight training, front lobby areas and shortage of available parking. To address these issues, the three levels of government have allocated \$4.6 million towards the following improvements:

- re-locate basement track to a newly constructed mezzanine level;
- move existing weight area to the new mezzanine level;
- enlarge front lobby area;
- re-locate tennis courts to the east of the indoor arena;
- provide additional parking, landscaping and site access improvements.

The approved \$4.6 million budget is inclusive of all consultant fees, contingencies and applicable taxes.

A Facility and Evaluation Framework Plan has been done on the facility. The report will be made available to the shortlisted Teams for the RFP stage.

3. ELIGIBILITY

This invitation to apply for pre-qualification is open to firms or groups of firms of sufficient substance and experience to complete the required services within the prescribed time frame, budget and meet the project goals and program.

To be considered for pre-qualification, each applicant shall comprise an architectural/consultant team which shall include, at a minimum:

- a. an architectural firm;
- b. additional members representing other design disciplines including interior design, landscape architecture, structural, mechanical, electrical and civil engineering, cost consultant and other consultants as deemed necessary for the project.

Architect and Consultant firms and individual architects and consultants who will provide services on this project must be registered professionals in the Province of Manitoba.

Applicants must note that firms and key personnel named as members of the teams must remain in their designated roles for the duration of the project. Failing to honour this requirement **may result in default of the contract.**

4. SCOPE OF SERVICES FOR THE PROJECT

The City of Winnipeg is seeking an architect/consultant team to provide the full scope of architectural and engineering services (including normal structural, mechanical and electrical engineering) for the design and construction of Sargent Park Recreation Complex – Facility Enhancement Project. These services shall include schematic design, design development, preparation of bid documents for construction, assistance during the tender period, contract administration, building commissioning, start-up assistance, post construction services, preparation of As Built drawings and in particular the following services:

- a. Interactive participation with the Project Steering Committee and Working Groups comprised of City staff as well as the public in the development of the design through the various phases of the project;
- b. Facilitation of an Integrated Design Process, which promotes the construction of an environmentally friendly and energy efficient building and addition;
- c. Coordination with the services of any consultants retained by the City of Winnipeg;
- d. Provision of cost estimates at the schematic design, design development and pre-tender stages of the project (Class A,B,C,D estimates for the various sections of work at each stage);
- e. Interior Design services including design concepts, design development and interior design construction drawings and specifications including provision of space planning for furniture and fitness equipment, along with assistance in selection of furniture (to be bid separately);
- f. Signage and wayfinding: Architect/consultant team or consultant to be retained to provide design services for interior and exterior signage and wayfinding for the new facility;

- g. Allow for the review and audit of the design by an independent Universal Design Consultant to be hired by the City;
- h. The project may be delivered under a construction management process. Services by the team should allow for the coordination with the CM and for the preparation of multiple bid packages.

5. SCHEDULE

The preliminary schedule for this project is as follows:

Phase	Duration
1. Consultant Selection	April/06 to May/06
2. Conceptual Design	May/06 to July /06
3. Detailed Design/Contract Documents	August /06 – December/06
4. Tender for Construction	January/07 – February/07
5. Construction Period 2003	March/07 – March/08

6. SUBMITTAL REQUIREMENTS

Applicants are invited to submit information on their qualifications, experience and suitability for the project, along with their ability to meet the project goals. Applicants are required to submit the information in the form of a clear and concise manner following the format and order described in this section.

In order to be considered for pre-qualification, the following must be submitted:

- 1. One unbound original and three complete bound copies of the proposal must be submitted. Bound copies to be submitted in 3 ring (D) Binder format. Binders shall not exceed 11" by 12". Pages to be 8½ x 11" single sided. Minimum margins - 1". Minimum font size 10. Divider tabs to be provided to separate each response item.

Information to be presented in the exact order specified in clause 6.2(a) through 6.2(f).

- 2. Information stated, and in response to the Evaluation Criteria set out in Clause 7 and Figure 1:
 - a. Provide general firm profile information of the architect/consultant team, including description of the history of the firms; years in business of the firms; average volume of work and other pertinent information;
 - b. Provide brief biographical data of key participants in the design team, including the principals-in-charge and lead designer(s) of each team member. Include educational background and degrees, professional recognition, job title, years of experience in current position, years of experience in design and construction, and years of experience with existing employer. Identify the anticipated roles of each of the key participants in the project;
 - c. Provide information on the architect/consultant team's experience and expertise in projects of a similar nature or scope;
 - d. The applicant may provide information on not more than six specific projects that best

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demonstrate design ability and/or experience with similar facilities. Information for each project may include reproductions of drawings, renderings or photographs; slides are not acceptable. A narrative giving a brief description of the technical, economic and aesthetic qualities of the projects, including the name of the principal/lead designer and key personnel for each listed project. Information to be provided on the ability of the team to successfully complete each project within the constraints of time and budget;

- e. Provide information of your team's ability and process for providing efficient and comprehensive contract administration throughout the project, including methods for coordination and supervision;
- f. Provide information of your team's experience with the Construction Management process on previous projects.

7. EVALUATION PROCESS AND CRITERIA

Pre-qualification of applicants will be based on the content of their submissions. Applicants are advised to present their information clearly and concisely. Scoring shall be confidential and will not be disclosed to the applicant. The proposals will be evaluated by a review team comprised of City of Winnipeg representatives. The evaluations will be based on the contents of the following items and with the evaluation criteria indicated in Figure 1:

A. Past Experience

- a. Expertise and successful experience in recreational projects and/or projects similar in scope and complexity to the proposed facility;
- b. Performance "track record" including ability to bring projects of similar scope and complexity successfully to completion within the constraints of time, quality and budget;
- c. Demonstrated experience and ability to work with the City of Winnipeg or other municipalities or governments on building projects.

B. Team Organization and Expertise

- a. Demonstrated design excellence, experience, accomplishments and professional recognition of firm(s) key project personnel;
- b. Evidence of the ability to successfully resolve design issues with renovation/addition projects on major institutional buildings;
- c. Capability of architectural design team to meet the objectives of the project for both design and project administration phases of the project;
- d. Demonstrated ability to work effectively on a complex projects with the effective participation of the client and the community.

Note: Architect/consultant teams selected from the RFQ process will not be ranked going into the next stage for selection.

9. SUBMISSION OF APPLICATION FOR PRE-QUALIFICATION

The submission of an application does not necessarily mean that the applicant will be invited to submit a Proposal for Architectural/Consulting Services (next stage). The City of Winnipeg shall invite the three (3)

most qualified teams based on the scoring of the evaluation criteria set forth in the RFQ to the next stage (RFP).

- a. Pre-qualification applications will be accepted at the offices of the City of Winnipeg at:

City of Winnipeg
Corporate Finance Department
Materials Management Division
185 King Street, Main Floor
Winnipeg, Manitoba R3B 1J1

The Submission Deadline is 4:00 P.M. WINNIPEG TIME, April 28, 2006.

Telefax submissions will not be accepted.

Late submissions will not be accepted.

Submissions should be labelled as follows:

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10. ATTACHMENTS

- Proposed Redevelopment Site Plan – Phase 1 – 1 page
- Main and Second Floor Plans – 2 pages

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**FIGURE 1
EVALUATION CRITERIA**

		MAXIMUM SCORE
A.	CONFORMANCE OF MANDATORY REQUIREMENTS	Pass/Fail
	The City of Winnipeg may reject a Proposal as being non responsive if: a) the proposal is incomplete,obscure or conditional b) the proposal contains deletions,alterations or other irregularities	
B.	PAST EXPERIENCE OF FIRM (S)	
	a) Past experience on recreational projects or projects of similar scope and complexity.	
	b) Related projects of similar scale within schedule and within budget	
	c) Demonstrated experience and ability to work with the City of Winnipeg or other municipalities or governments on building projects	
	Subtotal	
C.	TEAM ORGANIZATION AND EXPERTISE	
	a) Design excellence of firms , inviduals,accomplishments and recognition	
	b) Ability to resolve design issues with addition/renovation projects	
	c) Capability of design team with respect to specific project needs and project administration.	
	d) Ability to work effectively on complex public/private projects with effective participation of client and community	
	e) Experience in Construction Management process.	
	Subtotal	
	Grand Total	100
NOTE: Weightings for the criteria will be established by each evaluator and the average will be used.		