

# PARKS, RECREATION & CULTURE

## REQUEST FOR QUALIFICATIONS

New Aquatic Centre - Qualification of Design Team  
Addendum 2 - RFQ50125

Release date: May 4, 2016

Proposals will be received up to  
3:00:00 pm local time on Thursday, May 19, 2016

Contact: Michael Hatfield  
Procurement Officer  
Municipality of East Hants  
Telephone: (902) 883-7098, Ext 232  
Email: [mhatfield@easthants.ca](mailto:mhatfield@easthants.ca)



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## TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
ADDENDUM 2 .....	3
1.1 Questions .....	3
APPENDIX B – RFQ PARTICULARS .....	4
A. THE DELIVERABLES.....	4
B. MATERIAL DISCLOSURES.....	5
C. MANDATORY TECHNICAL REQUIREMENTS .....	6
D. RATED CRITERIA.....	6



# 1. ADDENDUM DETAILS

## 1.1 Questions

Some additional questions have been received.

1. The numbering system used in the chart under D. Rated Criteria on page 19 does not match the numbering used below on page 20 under “Suggested Response Content for the Evaluation of Rated Criteria”. Item D.1 in the chart corresponds to Description of the Respondent’s Team and Methodology and below that is item D.2 and so on. Can you please revise the numbering or specify which order you want the proponents to follow in their response?

We have made the corrections and have included a revised Appendix D with this Addendum. Please use the corrected numbering (the section numbers now correspond to those listed in the table. No other intentional changes have been made to Appendix A other than to the numbering and possible formatting changes related to the reproduction of the information.

2. The requirements under D.3 References and Experience are unclear. Is it correct to assume that if a respondent team can meet the necessary reference requirements and provide at least 3 references from relevant projects and clients within the last 4 years, that no further references are required?

If a Respondent can provide three references that adequately describe their team in response to the requirements of Section D2 (a), no additional references are needed.

## APPENDIX B – RFQ PARTICULARS (REVISED)

### A. THE DELIVERABLES

East Hants plans to construct a new Aquatic Centre and will require the services of a qualified team of designers and consultants, collectively known as the Respondent, to provide Services which would be necessary to complete the design, construction, and commissioning of such a complicated facility. Such Services, without limitation, will include:

- Detailed Design and Engineering Services;
- Cost estimating and value engineering;
- Tendering Support Services;
- Construction Support, including Inspection, Payment Certification and Quantity Surveying;
- Commissioning Support Services; and
- Other Services performed by the role of *Consultant* in the Canadian Construction Documents Committee (CCDC) 2 (2008) Stipulated Price Contract or other such contract we may choose to use for construction.

East Hants believes that the design of an Aquatic Centre will require a diverse array of knowledge, expertise and experience in order to get the operational layout correct so that it supports current and future programming needs, to specify a quality tank and to design the appropriate pool mechanical system which will have long and problem-free life span and then to fit these within a modern, attractive and sustainable building envelope. This is the challenge to Respondents who may choose to respond to the RFQ; to show us that your team has what it takes to bring these elements together in a comprehensive design that can then be built for the what's left in the budget after your fees, other typical fees, and contingency are accounted for, and to demonstrate the professional accreditation, experience, expertise and competence of the proposed team.

East Hants has done considerable preliminary work which should demonstrate to potential Respondents where our design intentions are headed. We have tried to provide an overview of what the facility will look like (broad strokes of massing and orientation), what size and shape the main tank and any auxiliary tanks would be, the entry, circulation, access control and service access areas, some consideration of the palette of materials and transparency, and location of building systems and other primary spaces (locker rooms, viewing, staff areas) as a starting point for design. This document is labelled as Inclusion A.

We have also included room data sheets that speak to the function of areas, some design data, mechanical and electrical considerations, materials, furniture and finishes, access, and special requirements. We have established an internal steering committee to continue to talk through these early design decisions so that we are in a position to provide guidance to the successful Respondent.

Rated Criteria, Part D, describes the information which the Respondent is expected to include in their response and upon which their response will be evaluated to determine qualification. The Respondent is free to include other information about their team they feel is relevant.

The following documents are included for your consideration in developing your response:

Inclusion A, report entitled "Functional Program and Fit Test for a New Aquatic Facility in East Hants"

Inclusion B, supplemental comments by East Hants with respect to Inclusion A



Inclusion C, geotechnical reports prepared on behalf of the property owner, Choice Properties, which are provided for informational purposes only.

Inclusion D, Independent Contractor Agreement

## B. MATERIAL DISCLOSURES

*The material disclosures that apply to this RFQ are set out below.*

The land on which construction of the new Aquatic Centre will occur belongs to Choice Properties and use of the land is expected to be provided under a ground lease between the land owner and East Hants, the terms of which have yet to be fully fleshed out. Any details of the lease agreement which might affect the design costs should be available in time for the request for proposals (RFP) process that may follow this RFQ.

The land owner has other development opportunities on the site which may occur concurrently with our project. We are unaware of any specific constraints or opportunities that this may present for designers or constructors, though the increased activity on the site may make certain logistical activities such as material deliveries more challenging.

East Hants' expectation is that, at the end of the design process, the construction work, including any civil or other work necessary to complete and commission the Aquatic Centre, will be publicly tendered as one package. East Hants may identify certain items through the design process which it may be in East Hants' best interests to deal with separately. This may require some modest support, specifications or sketches, to support a small number of separate competition packages.

The Respondent, as our *Consultant*, is to act as the Owner's representative and not as an agent of the Constructor. We expect that the consultant will have an experienced site superintendent on site during the entirety of the construction phase.

The design schedule will be driven, in part, by the needs of East Hants to advance construction and to be able to take advantage of market conditions and timing. This may include design activities which allow for sooner work on site or for the pre-order of long-lead items.

Respondents will be asked to consider market conditions when designing for the new Aquatic Centre. This may include, without limitation, consideration of exchange rates, labour availability, material and labour costs, and other factors which might affect our ability to meet budget or to achieve schedule.

*The pre-conditions that will apply to any invitational second-stage competitive process are set out below:*

Workers' Compensation Board of Nova Scotia (WCBNS) coverage is required by East Hants for any contractor or consultant it employs, regardless of the company's normal status under the *Workers' Compensation Act (Act)*. In order to qualify for award in any invitational second-stage competitive process, the Respondent will be required to provide either:

- proof that the Respondent is currently registered with the Workers' Compensation Board of Nova Scotia (the Respondent will be required to maintain good standing with WCBNS as specified in any resulting contract); or
- the Respondent must provide a declaration that the Respondent will register with WCBNS if awarded work as the result of the second-stage competitive process and that it will maintain good standing with WCBNS as specified in any resulting contract).

It is recommended, but not required unless the company would normally be required to obtain coverage under the *Act*, that the Respondent make similar provisions for WCB coverage in their agreements with the members of their team. East Hants will not be responsible in any way for employees of the Respondent's team members, subcontracted companies, or individual subcontractors or resources employed by the Respondent who may not be so covered. In

the case of a joint venture, the requirement for WCB coverage will extend to any legal entity with whom East Hants may potentially form a contract.

Any Respondent invited to compete in a subsequent invitational second-stage competitive process will be required to provide the following:

- Declaration that the Respondent can and will meet the insurance requirements specified in the RFP (the successful Respondent to the any subsequent second-stage RFP will be required to provide a Certificate of Insurance which provides proof of such coverage when requested to by East Hants)
- Declaration they can and, if successful, will obtain Errors and Omissions insurance in the amount specified in the RFP (a minimum of \$5,000,000 has been suggested by our insurer though higher limits, due to the value of the project would be preferred); and
- Declaration they can and, if successful, will obtain Commercial General Liability coverage to \$5,000,000 in minimum coverage.

Unless otherwise approved, the design team members and resources specified in the Respondent's response to this RFQ must be carried forward when responding to any invitational second-stage competitive process. A prequalified Respondent may request to make changes to their qualified team, but such changes must result in equal or better qualification, in East Hants' sole opinion, than was originally identified. If East Hants believes the changes proposed by the Respondent will affect the qualifications of the Respondent, East Hants may rescind their invitation to any second-stage competitive process, if one has been extended.

## C. MANDATORY TECHNICAL REQUIREMENTS

The mandatory technical requirements that apply to this RFQ, if any, are set out below.

- Identification of the legal entity which will represent the Respondent in any future contract. Our preference is for Respondents to be represented by a single legal entity; however, if the Respondent's team is a joint venture, describe the proposed legal and working relationships of the joint venture and the benefits to be gained by the formation of the joint venture in your response to section D2
- Respondent's team must contain a component or components whose primary expertise includes the operation, mechanical design and implementation of integrated pool systems. We want to make sure that tanks, filtration systems, sanitization systems, pool heating systems and the HVAC systems of the building work together properly
- Respondent's team must contain an architect with experience with aquatic centres of this nature, the extent of that experience being a consideration for the rated criteria

## D. RATED CRITERIA

The following is an overview of the categories and weighting for the rated criteria of the RFQ. Respondents who do not meet a minimum threshold score for any category will not proceed to the next stage of the evaluation process.

Rated Criteria Category	Weighting (Points)	Minimum Threshold
D.1 Description of the Respondent's team and Methodology	40	28
a. Description of the Team	5	N/A
b. Description of Design Methodology	10	N/A
c. Tendering Support	10	N/A
d. Construction Support	10	N/A

e. Commissioning	5	N/A
<b>D.2 References and Examples</b>	<b>25</b>	<b>17</b>
a. Responses of References	5	N/A
b. Examples	20	N/A
<b>D.3 Key Qualifications</b>	<b>35</b>	<b>25</b>
a. Pool Expertise	15	N/A
b. Architect	15	N/A
c. General Design Expertise	5	N/A
<b>Total Points</b>	<b>100</b>	<b>70</b>

#### SUGGESTED RESPONSE CONTENT FOR THE EVALUATION OF RATED CRITERIA

##### D.1 Description of the Respondent's Team

It is anticipated that few companies will have, in house, all of the capabilities and expertise necessary to be able to design and support the construction of an Aquatic Centre. If a firm will have to obtain or subcontract additional resources from other consultants or experts, we need to understand what these relationships will look like and who will be involved.

Each Respondent should provide the following in its response:

- (a) A description of the Respondent's team, including:
  - a. A description of each company that will form part of the team, including their primary line of business, an overview of their resources (number and type of employees, specialized knowledge or database and technical equipment);
  - b. An organizational chart which describes the expected reporting structure within the Respondent's team;
  - c. Breakdown of the expertise or discipline for which each company will be providing their services (civil works, mechanical, electrical, pool mechanical, natatorium consultant, etc.);
  - d. List of the names, job titles, seniority level or experience level of personnel that each team member expects to commit to the design Services and to what degree. While we understand that at this time it is difficult to know exactly what resources will be available, it is equally important that we understand the quality of the team being brought forward for consideration; and
  - e. Location of each company including registered business address, primary telephone number and any location from which a company working on this project may dispatch personnel.
- (b) A description of the Respondent's design methodology when approaching such projects, including the following. The Respondent is free to address their comments specifically to this project, but they are not required to.

- a. Discussion of quality and sustainability of materials and methods, including comments on operational efficiency, lifespan of completed construction, finishes and fixtures, glazing and use of light, and other such topics which will indicate how the Respondent might approach our Aquatic Centre design and construction;
  - b. Discussion of design process, including expectations the Respondent has from their client during the process, the typical stages of design, the output of design (drawings and specifications), how collaboration occurs, especially if primary offices are not local to Nova Scotia (teleconferencing, file transfer, meetings, etc.);
  - c. Discussion of administration for the team, including work tracking and invoicing, safety administration, reporting and documentation, etc.;
  - d. Discussion of issue management and quality control. In particular, discuss internal design reviews, engineering sign-off and how you typically approach dispute resolution, client review and client acceptance;
  - e. Discuss energy modeling, in particular with respect to glazing, moisture, heating and cooling. We want to ensure that meet any applicable standards, but that we do so in a practical way, not just by simply specifying requirements well in excess of the standard;
  - f. Discuss sustainability. We are not looking for LEED certification or to win design awards; we want a practical, efficient and sustainable Aquatic Centre;
  - g. Discuss HVAC design, in particular with respect to the unique nature of natatoriums and integrated building systems. We want to verify that the Respondent's team recognizes the difficulties of designing this type of structure, in particular in cold weather climates;
  - h. Discussion of how the team will address budget, lifecycle, cost control, and value engineering, including how and when they would develop cost estimates (Class D to A); and
  - i. Any other topics with respect to design you may want East Hants to consider.
- (c) A discussion of how the Respondent typically approaches Tendering Support for a project, including the following. The Respondent is free to address their comments specifically to this project, but they are not required to.
- a. Capability to develop individual scopes of work to support East Hants tendering requirements. ;
  - b. Capability and capacity to respond to requests for technical clarification during tendering, including typical response time and scope of what is included in the clarification;
  - c. Approach, capability and capacity to evaluate and approve alternative products;
  - d. Capability and capacity to participate in evaluation of responses to Tenders; and
  - e. Any additional information about how the Respondent might approach Tendering Support of which they may wish East Hants to be aware.
- (d) A discussion of how the Respondent typically approaches Construction Support in projects of this size and scope. The Respondent is free to address their comments specifically to this project, but they are not required to. Note that we believe that the Respondent will have to have at least one representative on site each day during the construction process. Discuss, at minimum, the following:
- a. Schedule and coordination;



- b. Determining and recording final finishes (paint colour, textures, materials, etc.);
  - c. Change orders and change directives during construction;
  - d. Test and measurement, including verification of material quality, quantities and amounts;
  - e. Record drawings and specifications, including shop drawings, mark-ups, updates, clarifications, and red-lines;
  - f. Issue managements and dispute resolution on site;
  - g. Certifying payments;
  - h. Inspection;
  - i. Deficiencies; and
  - j. Determining substantial completion.
- (e) A discussion of how the Respondent typically approaches Commissioning in projects of this size and scope. The Respondent is free to address their comments specifically to this project, but they are not required to. Discuss, at minimum, the following:
- a. Verification that HVAC, plumbing controls, pool mechanical systems, electrical, lighting, building envelope and life safety systems are functioning as required, both from a design and operational efficiency perspective;
  - b. Specifications for testing, adjusting and balancing;
  - c. Verifying corrections are made to systems and equipment that are not operating as specified or as necessary to make the building operational;
  - d. Training of East Hants' staff on mechanical and other systems;
  - e. Cleaning and deficiencies list;
  - f. Review and acceptance of the operation manual for the Aquatic Centre and systems;
  - g. Finalizing record drawings;
  - h. Review and acceptance of warranty manual for building;
  - i. Coordination around preparing to open, if any;
  - j. Warranty support; and
  - k. Any additional topics related to Commissioning the Respondent would like to address.

## D.2 References and Experience

The References and Experience identified in this section will help us understand what the likely outcome of a design process would be based upon what work the Respondent's team or Respondent's team members have completed in their past. It is critical that Respondents provide References and Experience which are as close to our project as possible and that the examples be current, modern and representative of the entire team.

- (a) Each Respondent is requested to provide at least three (3) references from clients who have obtained services similar to those requested in this RFQ from the Respondent in the last **four (4)** years. Our evaluation

will be based on the responses we receive from contacting one or more of the listed references. Our preference is to receive references who:

- a. Can speak to the quality, professionalism and capabilities of the team being put forward by the Respondent;
- b. Have completed commercial pool and aquatic centre projects using the services of the Respondent, preferably projects that are similar in size and scope to what East Hants is planning;
- c. Are located in Canada, preferably in Nova Scotia, or where the climate conditions are similar; and who
- d. Represent public institutions, preferably municipal government.

We recognize that the Respondent may be putting forward a team which, at least at this point, have never worked together before or where only certain members have previously worked together. We also recognize that it may be difficult to find references which respond to each of the preferences specified above. In such cases, Respondents should provide a reasonable number of references to support their team members in addition to three (3) references which support their own capabilities.

- (b) Each Respondent must provide examples, a selection of projects which demonstrate their team's capabilities to complete an aquatic centre of this size and scope. Our evaluation will be based on, in our sole opinion, the quality of the work as presented, the appropriateness of the examples to our requirements, how well the examples illustrate the capacity and capability of the team, and any other information provided with the example or that may be discovered by contacting the current facility manager. Our preference is to see examples of work which:
  - a. Showcase the design capabilities of the Respondent's team, in particular the legal entity representing the Respondent, the architect, the primary engineering resource(s), and the pool expert. Include, where possible, some examples where the team has previously worked together;
  - b. Are close in overall facility area to our building;
  - c. Contain similar amenities and support similar programs to what we are planning or currently offering;
  - d. Are located in Canada, preferably in Nova Scotia, or where the climate conditions are similar; and
  - e. Must include the following information for each example:
    - i. Name of the institution or owner;
    - ii. Current contact information (phone number and email address) for the current facility manager;
    - iii. Location of the facility (city, state/province);
    - iv. Total actual cost of the facility;
    - v. Estimated or budgeted cost;
    - vi. Cost or approximate percentage of total cost for Respondent's fees;
    - vii. Length of time project took; and
    - viii. Indicate whether project was on-time. If late, was there a reason?

Respondents may use projects provided as examples of experience as references as well.

### D.3 Key Qualifications

East Hants recognizes that it is critical that the Respondent's team includes a qualified architect and an experienced pool expert. Where the "References and Examples" section tries to evaluate the team being brought forward, this section concentrates on trying to understand the specific skills that the architect and the pool expert would bring to the table for this project, as well as to identify the general design specifications which will be used to inform the design process.

#### (a) Architect

- a. Who is the principle architect(s) for the firm, will they be involved in our project and to what extent (what percentage of time allocated) will they be involved?
- b. How many certified architects are employed in the company? How many, if any, specialize in commercial structures, municipal buildings (pools in particular), and how many, if any, have specific pool experience in our region?
- c. Provide the résumé(s) of the architect(s) and other staff that would work on our project, highlighting examples of work similar to ours from the past four (4) years;
- d. Does your firm have policies for staff retention, pay equity, equal opportunity, work life balance that you would like to highlight?
- e. What is your reason for wanting to be part of this Respondent's team?

#### (b) Pool Expertise (if more than one expert is part of the team, provide responses for all experts)

- a. Who is the principle pool expert for the firm and what is their specialisation? Will they be involved in our project and to what extent (what percentage of time allocated) will they be involved?
- b. How many pool experts are employed in the company and what disciplines do they represent? How many, if any, have specific pool experience in our region?
- c. Provide the résumé(s) of the pool experts(s) and other staff that would work on our project, highlighting examples of work similar to ours from the past four (4) years;
- d. Does your firm have policies for staff retention, pay equity, equal opportunity, work life balance that you would like to highlight?
- e. What is your reason for wanting to be part of this Respondent's team?

- (a) General design expertise. The design will need to conform to appropriate Federal and Provincial codes and guidelines including those related to energy; however, LEED design is not anticipated. The Respondent's team will rely on their demonstrated experience and expertise in indoor pool design. Summarize the key design components (building envelope, mechanical, pool tank, etc.) and specify the codes and standards which will be considered during design. The list doesn't have to be exhaustive, but should be representative of the major building components.

## REQUESTED RESPONSE CONTENT FOR INFORMATION PURPOSES ONLY

The following questions are for **informational use** and the responses will not impact the outcome of this process but will assist East Hants to determine next steps of the process:

### E.1 Cost Model

East Hants would be looking for a lump sum price to complete the design, tendering support, construction support and commissioning support as part of any invitational second-stage competitive process. Is the information provided in this RFQ sufficient in order for the Respondent to cost this project effectively? If not, what additional information does the Respondent need? Does the Respondent have any comments on the budget specified for this project?

### E.2 Contract

East Hants has included our standard contract form used for such work. Are there any comments on the terms of this contract which the Respondent would like to make?

The intent of the “Information Collected” clauses are to allow East Hants to use the information collected and developed by the Respondent’s team in order to do the work of the Municipality. In particular, we want the right to use and modify drawings to facilitate extensions, renovations, repairs or other such work on the Aquatic Centre that may be required in the future without additional permissions. We expect to be able to rely on the work done by the Respondent and to be able use the work we paid for in the manner which we have specified, but we do not expect for the Respondent to be responsible for changes to their work over which they have no control.

East Hants will not accept any contract clauses which seek to limit the liability of the Respondent’s team to anything less than the limits of the insurance coverage specified in the contract for the design services (currently requesting \$5,000,000 in minimum coverage). Comments?