

**THE REGIONAL MUNICIPALITY OF NIAGARA**

**REQUEST FOR PRE-QUALIFICATION (RFPQ) OF  
ARCHITECTURAL DESIGN SERVICES FOR  
THE PELHAM PATROL YARD RETROFIT**

**PRE-QUALIFICATION NUMBER 2010-RFPQ-10**

**ISSUE DATE: July 27, 2010**

**CLOSING LOCATION:**

**CORPORATE SERVICES DEPARTMENT  
PURCHASING OFFICE  
THE REGIONAL MUNICIPALITY OF NIAGARA  
CAMPBELL EAST BUILDING  
2201 ST. DAVID'S ROAD  
THOROLD, ONTARIO, L2V 4T7**

**ATTENTION: ANDREA MALESZYK, PURCHASING MANAGER**

**CLOSING DATE AND TIME:**

**TUESDAY, August 10, 2010  
2:00 P.M. LOCAL TIME**

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(All Being Part of This Request for Prequalification)

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## **1.0 INTRODUCTION**

The Regional Municipality of Niagara (The Region) intends to pre-qualify firms for Architectural Design Services for the following:

Pelham Patrol Yard Retrofit

Request for Pre-qualification (RFPQ):

1. This Call for RFPQ is open to all to be considered for building and site design services including tendering and contract administration. Interested individuals should follow the details of this document closely when responding to this request.
2. This Call for RFPQ outlines the scope of the required work, responsibilities of the Proponents, requirements for the RFPQ submission, the selection process and related conditions and specifications. The Region reserves the right, in its sole discretion, to disqualify Proponents who fail to provide all mandatory information as required by this Call for RFPQ.
3. The information contained in the Call for RFPQ is intended to provide interested parties with a general overview of the work required.

## **2.0 SUMMARY AND SCOPE OF WORK**

- A) The Pelham Patrol Yard is located at the intersection of Regional Road 24 (Victoria Avenue and Regional Road 20 (Former Highway 20) in the Town of Pelham. The subject yard which was acquired from the province in 1981 serves all of Wainfleet and portions of Pelham and West Lincoln. The site contains a main building (with administrative, lunchroom, washroom/locker space, 1-bay garage), two bulk storage domes, a salt/storage shed, a brine making facility with tank storage and fuel storage and handling facilities. There is an outside electrical hook-up system for unsheltered storage of vehicles and various outside storage areas for roads related materials.
- B) The intent of this proposal is to replace an existing administration/equipment bay building, a small salt shed, and brine station building with new combined or separate facilities. Anticipated new construction to be in the order of 2100 square meters. The new facilities will include the updated needs of the road operations. There are existing fuel management and bulk salt storage facilities on site which will remain in place. The patrol yard must remain in operation during the construction period.
- C) Environmental assessments and geotechnical investigations will be required in the pre-design phase. The existing potable water and septic system will need to be reviewed and most likely moved. A new grey water system of storage, treatment and discharge is required. The grey water system includes surface water collection and storage, brine station water, equipment wash water, treatment and discharge of excess grey water. The existing grey water collection and storage system will need to be decommissioned or incorporated into the new system.
- D) The Region is expecting energy efficiency to be a minimum 30% better than building

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code, with an option for 50% better. The facility operates under all weather conditions and it is intended that the facility be able to maintain full operations with very low power requirements. An emergency backup power system will form part of the scope. LEED principles, with an option for LEED Silver registration will be used in the design of the facility to provide an efficient, and environmentally friendly facility.

**3.0** An overall review of landscaping, patrol yard traffic, stormwater collection, and yard storage layout is required.**REQUEST FOR PRE-QUALIFICATION (RFPQ) REQUIREMENTS**

This Call for RFPQ has been designed to elicit pertinent data that will be used in evaluating each Proponent's ability and qualifications.

In the event that the Proponent has questions as to any terms, conditions or provisions of this Call for RFPQ, or the meaning or interpretation thereof, the Proponent may request information or clarification by submitting such requests, in writing, by fax or by e-mail to the following:

Andrea Maleszyk, C.P.P., Purchasing Manager

Email: [andrea.maleszyk@niagararegion.ca](mailto:andrea.maleszyk@niagararegion.ca)

Fax: 905-682-8521

The Pre-qualification submission for this project must include the following information:

1. Name and address of the design firm.
2. Your firm's in-house resources and directly related abilities.
3. A listing of associate companies or consultants which may be retained for this project.
4. Biographical information on principals and key members.
5. Information on types and sizes of projects completed with specific reference to Public Works Patrol Yard Facilities.
6. Evidence that firm and associate firms have staff, background and expertise available to competently handle the type, scope and delivery schedule of work contemplated.
7. Evidence of firm's record of change orders and closeness of construction tenders to firm's estimated.
8. Letters of reference from clients, particularly as they reflect repeat work.
9. Indication of a date and resources which could provide a best time to complete project design, tender, construction and commissioning.

**4.0 SUBMISSION REQUIREMENTS**

The proponent shall submit one (1) original and six (6) copies of the RFPQ. In addition to the Form of Submission (page 6), the firms shall provide the required information as outlined in Section 3.0 either in text or tabular format, maximum ten (10 pages) not including covering letter, resumes and company credentials.

RFPQ's are to be submitted in packages with the following information clearly marked on the outside of the package:

1. Name of Proponent.

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2. Title #2010-RFPQ-10

The Region may, in its sole discretion, disqualify Proponents who fail, in the opinion of the Region, to meet the requirements of the Call for RFPQ.

The Region reserves the right to revise this Call for RFPQ prior to the due date.

Revisions shall be emailed and/or faxed to all potential proponents who have received this RFPQ document. The Region reserves the right to extend the date by which the RFPQ's are due.

**5.0 Date and Place for Receiving Submissions**

Submissions will be received by the Purchasing Office, Corporate Services Department, Regional Municipality of Niagara, Campbell East, 2201 St. David's Road, P.O. Box 1042, Thorold, Ontario, L2V 4T7, until 2:00 p.m. local time, **Tuesday, August 10, 2010**. No further information will be made available at that time.

Niagara Region will not, under any circumstances, reimburse any Proponent for any costs associated with the preparation of the RFPQ.

**6.0 Evaluation of Submissions**

Each submission will be evaluated on the experience and ability of the firm or team as demonstrated through the information provided. The following criteria will be utilized in the evaluation:

CRITERION	WEIGHT
1. Qualifications and experience of firms/consultant teams assigned personnel in relation to services required for this project.	25%
2. Firm/consultant team past experience with Patrol Yards or similar experience.	25%
3. Qualifications and experience of sub-consultant's assigned personnel in relation to services required for this project.	15%
4. Results of similar past projects completed by the firm/consultant team, including letters of reference.	15%
5. The firm's capacity to undertake and complete this assignment within a reasonable time.	10%
6. Completeness of submission in relation to requested information.	10%
	100%

## **7.0 PURCHASING BY-LAW**

Submissions will be solicited, received, evaluated, accepted and processed in accordance with the Region's Purchasing By-law as amended from time to time. In submitting a response to this solicitation, the Bidder agrees and acknowledges that it has read and will be bound by the terms and conditions of The Region's Purchasing By-law.

The Purchasing By-Law can be viewed on the Region's website, [www.niagararegion.ca](http://www.niagararegion.ca).

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**FORM OF SUBMISSION FOR PROJECT**

I/We the undersigned, having carefully examined all Section of this Request for Pre-qualification do hereby affirm the acceptance of the requirements.

<b>COMPANY:</b> (Must Show Correct Legal Company Name)	<b>CONTACT NAME:</b> (please print)
<b>ADDRESS:</b>	<b>SIGNATURE:</b> (I/We have the authority to bind the Corporation)
	<b>TITLE:</b>
	<b>WITNESS:</b>
<b>POSTAL CODE:</b>	<b>SIGNATURE:</b>
<b>TELEPHONE NUMBER:</b>	<b>TITLE:</b>
<b>FAX NUMBER:</b>	<b>DATE:</b>
<b>E-MAIL ADDRESS (Must supply if available):</b>	