



## **REQUEST FOR PROPOSALS**

### **ARCHITECTURAL CONSULTING FOR MARPOLE PLACE**

**RFP No. PS20152054**

**Issue Date: January 29, 2016**

**Issued By: City of Vancouver**

**REQUEST FOR PROPOSALS NO. PS20152054  
ARCHITECTURAL CONSULTING FOR MARPOLE PLACE  
PART A - INFORMATION AND INSTRUCTIONS**

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**1.0 THE RFP**

- 1.1 This Request for Proposals (the “RFP”) provides an opportunity to submit Proposals for review by the City and, depending on the City’s evaluation of Proposals, among other factors, to potentially negotiate with the City to enter into an Agreement. **EXCEPT WHERE EXPRESSLY STATED OTHERWISE IN APPENDIX 1 TO PART C OF THE RFP: (I) NO PART OF THE RFP CONSISTS OF AN OFFER BY THE CITY TO ENTER INTO ANY CONTRACTUAL RELATIONSHIP; AND (II) NO PART OF THE RFP IS LEGALLY BINDING ON THE CITY.**
- 1.2 The RFP concerns the City’s interest in procuring architectural consulting services for the restoration of the Marpole Place facility located at 1305 W 70th Avenue, Vancouver, BC V6P 2Y6 that is comprised of two separate wings - former Fire Hall No. 22 built in 1924 and a function area added in 1985 that are joined by an exterior exit stair. Details of the City’s objectives and requirements to which the RFP relates are set out in Part B of the RFP. The City welcomes Proposals respecting innovative or novel approaches to the City’s objectives and requirements.
- 1.3 The City is interested in selecting a single Proponent with the capability and experience to efficiently and cost-effectively meet the objectives and requirements described in the RFP. The City currently expects to select such a Proponent and then enter into negotiations with that Proponent, which will conclude in the execution of an Agreement between the Proponent and the City. However, the City may: (i) decline to select any Proponent; (ii) decline to enter into any Agreement; (iii) select multiple Proponents for negotiation; or (iv) enter into one or more agreements respecting the subject matter of the RFP with one or more Proponents or other entities at any time. The City may also terminate the RFP at any time.
- 1.4 The City currently intends that Proposals will be evaluated by the City in relation to their overall value, which will be assessed in the City’s sole and absolute discretion. In assessing value, the City expects to consider the factors described in Section 8 below, among others.
- 1.5 **NO BID SECURITY IS REQUIRED FROM PROPONENTS IN CONNECTION WITH THE SUBMISSION OF PROPOSALS BECAUSE NO PROPOSAL WILL BE DEEMED TO BE AN IRREVOCABLE OR OTHERWISE BINDING LEGAL OFFER BY A PROPONENT TO THE CITY. THE LEGAL OBLIGATIONS OF A PROPONENT THAT WILL ARISE UPON THE SUBMISSION OF ITS PROPOSAL WILL BE LIMITED TO THE TERMS AND CONDITIONS STATED UNDER THE HEADING “LEGAL TERMS & CONDITIONS” IN APPENDIX 1 TO THE PROPOSAL FORM (PART C).**
- 1.6 The execution of an Agreement may be contingent on funding being approved, and the relevant Proposal being approved, by the Vancouver City Council.
- 1.7 Certain capitalized terms used herein but not defined where first used are defined in Section 12 below.
- 1.8 The RFP consists of four parts:
- (a) **PART A - INFORMATION AND INSTRUCTIONS:** This part is intended to serve as a guide to the RFP process for Proponents.
  - (b) **PART B - CITY REQUIREMENTS AND ITEMS TO BE ADDRESSED IN PROPOSALS:** This part describes the subject matter of the RFP, in respect of which the City invites Proposals. This part also stipulates the information that should be contained in each Proposal.
  - (c) **PART C - PROPOSAL FORM:** This part consists of the Proposal Form to be completed by each Proponent in connection with its Proposal. Each Proposal must be submitted under the cover of a duly completed and executed Proposal Form.

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- (d) **PART D - FORM OF AGREEMENT:** This part contains a model Agreement. An Agreement or Agreements in this form may be entered into between the City and one or more successful Proponents.

**2.0 KEY DATES**

- 2.1 Potential Proponents should note the following key dates:

Event	Time and Date
Deadline for submission of Information Meeting registration form (Appendix 1 to this Part A)	February 4, 2016 Thursday at 4:00 p.m.
Information Meeting	February 5, 2016 Friday at 10:00 a.m.
Deadline for Enquiries	February 25, 2016 Thursday at 4:00 p.m.
Closing Time	March 3, 2016 Thursday at 3:00 p.m.

- 2.2 All references to time in the RFP are references to the time in the City of Vancouver, as shown on the clock used by the City for the purposes of requests for proposals.

**3.0 CONTACT PERSON**

- 3.1 All enquiries regarding the RFP must be addressed to:

Donabella Bersabal  
Contracting Specialist  
Email: [Donabella.bersabal@vancouver.ca](mailto:Donabella.bersabal@vancouver.ca)

- 3.2 All enquiries must be made in writing. In-person or telephone enquiries are not permitted.

- 3.3 **IF A POTENTIAL PROPONENT BELIEVES THAT THE CITY MAY BE UNABLE TO SELECT IT DUE TO A CONFLICT OF INTEREST, BUT IS UNCERTAIN ABOUT THIS, THE POTENTIAL PROPONENT IS URGED TO CONTACT THE ABOVE-MENTIONED INDIVIDUAL AS SOON AS POSSIBLE WITH THE RELEVANT INFORMATION SO THAT THE CITY MAY ADVISE THE POTENTIAL PROPONENT REGARDING THE MATTER. SEE SECTION 11.2(l), (m) and (n) BELOW FOR AN INDICATION OF THE TYPES OF CONFLICTS OF INTEREST THAT OFTEN ARISE.**

**4.0 SUBMISSION OF PROPOSALS**

- 4.1 Proponents should submit their Proposals in writing on or before the time and date specified in the bottom row of the table in Section 2.1 above (the “Closing Time”).

- 4.2 Each Proponent should submit its Proposal in an envelope clearly marked with the Proponent’s name and the RFP title and number (“Architectural Consulting for Fire Hall No. 17 Redevelopment; PS20152045”) to the following address:

City of Vancouver  
453 West 12th Avenue  
Vancouver, B.C. V5Y 1V4

Notwithstanding the foregoing, envelopes submitted by courier or otherwise in-person should be delivered to:

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Information Desk, Main Floor Rotunda,  
Vancouver City Hall  
453 West 12th Avenue  
Vancouver, British Columbia  
Canada, V5Y 1V4

- 4.3 To be considered by the City, a Proposal must be submitted under the cover of a Proposal Form, completed and duly executed by the relevant Proponent, including Appendix 1 thereto.
- 4.4 Proposals **must not** be submitted by fax or email.
- 4.5 Amendments to a Proposal may be submitted via the same methods, at any time prior to the Closing Time.
- 4.6 The City requests that four (4) hard copies and one (1) electronic copy (on a CD or USB flash drive) of each Proposal be submitted. It is not necessary to submit more than one (1) copy of the Proposal Form and Appendix 1, the QA/AMD/ADD signed copies and Schedules 4, 5 and 6 of Part C.
- 4.7 Proposals should not be bound in three-ring binders, no staples, use bull clips and standard paper so that proposals can be easily scanned if necessary.
- 4.8 For the pricing table, you may include a table showing the price within the RFP document but it should be supported by an electronic version using Excel spreadsheet in the same format as in Schedule 2 - Pricing Table to verify computation.
- 4.9 Proposals are revocable and may be withdrawn at any time before or after the Closing Time.
- 4.10 All costs associated with the preparation and submission of a Proposal, including any costs incurred by a Proponent after the Closing Time, will be borne solely by the Proponent.
- 4.11 Unnecessarily elaborate Proposals are discouraged. Proposals should generally be limited to the items specified in Part B of the RFP.
- 4.12 The City is willing to consider any Proposal from two or more Proponents that wish to form a consortium solely for the purpose of submitting a joint Proposal in response to the RFP, provided that they disclose the names of all members of the consortium and all members complete and execute a Proposal Form (Part C). Nonetheless, the City has a strong preference for Proposals submitted by a single Proponent, including a Proponent that would act as a general contractor and use subcontractors as required.
- 4.13 Proposals that are submitted after the Closing Time or that otherwise do not comply in full with the terms hereof may or may not be considered by the City and may or may not be returned to the Proponent, in the City's sole discretion.
- 5.0 CHANGES TO THE RFP AND FURTHER INFORMATION**
- 5.1 The City may amend the RFP or make additions to it at any time.
- 5.2 It is the sole responsibility of Proponents to check the City's website at: <http://vancouver.ca/doing-business/open-bids.aspx> regularly for amendments, addenda, and questions and answers in relation to the RFP.
- 5.3 Proponents must not rely on any information purported to be given on behalf of the City that contradicts the RFP, as amended or supplemented in accordance with the foregoing Section 5.2

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5.4 An information meeting (the “**Information Meeting**”) will be held to enable Proponents to seek clarification with respect to any aspect of the RFP in a group forum. The details are as follows:

Date: as specified in Section 2.1 above.

Time: as specified in Section 2.1 above.

Location: 1305 W 70th Avenue, Vancouver, BC V6P 2Y6

5.5 Potential Proponents are encouraged to read the RFP and submit any questions relating to the RFP to the Contact Person prior to the Information Meeting.

5.6 Potential Proponents interested in attending the Information Meeting should pre-register for the Information Meeting by completing and submitting the form contained in Appendix 1 to this Part A, by fax to 604-873-7057, or by e-mail to [Donabella.bersabal@vancouver.ca](mailto:Donabella.bersabal@vancouver.ca), on or before the time and date specified in Section 2.1 above.

5.7 The City will in good faith attempt to give accurate oral responses to questions posed during the Information Meeting but Proponents are advised that they may only rely on the written information contained herein or in documents posted to the City’s website, as described in Section 5.2 above.

## **6.0 CONTRACT REQUIREMENTS**

6.1 In addition to addressing the other requirements of Part B hereof, each Proponent should indicate in its Proposal the extent to which the Form of Agreement included as Part D hereof is consistent with its Proposal. If the Proposal is inconsistent with any part of the Form of Agreement, the Proponent should so state and should propose alternative contract language as part of its Proposal.

6.2 If the head office of a Proponent is located within the City of Vancouver or if the Proponent is to perform any work at a site located within the City of Vancouver, the execution of any Agreement will be contingent upon the Proponent having a valid City of Vancouver business license.

6.3 The term of any Agreement is expected to be a three-year period, with two possible one-year extensions, for a maximum total term of five years.

## **7.0 PRICING**

7.1 All prices quoted in any Proposal must be inclusive of any provincial sales tax payable by the City under the *Provincial Sales Tax Act*, S.B.C.2012, c.35 (“**PST**”), but exclusive of any tax calculated upon such prices under the Excise Tax Act, R.S.C., 1985, c. E-15 (“**GST**”) or under any other sales tax legislation. GST and any such other sales tax (but not PST) should be described separately in each Proposal.

7.2 Prices must be quoted in Canadian currency.

7.3 Fixed prices must be quoted for the full term of the Proponent’s proposed agreement.

7.4 Prices are to be quoted CIP, destination (Incoterms, 2010). For the avoidance of doubt, freight, insurance, unloading at the destination designated by the City, import duties, brokerage, royalties, handling, overhead, profit and all other similar costs are to be included in quoted prices.

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**8.0 EVALUATION OF PROPOSALS**

- 8.1 The City may open or decline to open Proposals in such manner and at such times and places as are determined by the City.
- 8.2 The City currently intends that all Proposals submitted to it in accordance with the RFP will be evaluated by City representatives, using quantitative and qualitative tools and assessments, as appropriate, to determine which Proposal or Proposals offer the overall best value to the City. In so doing, the City expects to examine not only financial terms, but also (i) Proponents' skills, knowledge, reputations and previous experience(s), including experience(s) with the City (if any); (ii) Proponents' capabilities to meet the City's Requirements (as defined in Part B) as and when needed, (iii) quality and service factors, (iv) innovation, (v) environmental or social sustainability impacts; and (vi) transition costs or challenges. Certain other factors may be mentioned in Part B or elsewhere in the RFP.
- 8.3 The City will retain complete control over the RFP process at all times until the execution and delivery of an Agreement or Agreements, if any. The City is not legally obligated to review, consider or evaluate Proposals, or any particular Proposal, and need not necessarily review, consider or evaluate Proposals, or any particular Proposal in accordance with the procedures set out in the RFP. The City may continue, interrupt, cease or modify its review, evaluation and negotiation process in respect of any or all Proposals at any time without further explanation or notification to any Proponents.
- 8.4 The City may, at any time prior to signing an Agreement, discuss or negotiate changes to the scope of the RFP with any one or more of the Proponents without having any duty or obligation to advise the other Proponents or to allow the other Proponents to vary their Proposals as a result of such discussions or negotiations.
- 8.5 The City may elect to short-list Proponents and evaluate Proposals in stages. Short-listed Proponents may be asked to provide additional information or details for clarification, including by attending interviews, making presentations, supplying samples, performing demonstrations, furnishing technical data or proposing amendments to the Form of Agreement. The City will be at liberty to negotiate in parallel with one or more short-listed Proponents, or in sequence, or in any combination, and may at any time terminate any or all negotiations.
- 8.6 Prior to approval of a Proposal, the City must be satisfied as to the Proponent's financial stability. Proponents may be asked to provide financial statements prepared by an accountant and covering at least the prior two years.
- 8.7 The City may request that any proposed subcontractors undergo evaluation by the City.
- 8.8 The City is not under any obligation to approve any Proposal and may elect to terminate the RFP at any time.
- 8.9 For the avoidance of doubt, notwithstanding any other provision in the RFP, the City has in its sole discretion, the unfettered right to:
- (a) accept any Proposal;
  - (b) reject any Proposal;
  - (c) reject all Proposals;
  - (d) accept a Proposal which is not the lowest-price proposal;

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- (e) accept a Proposal that deviates from the Requirements or the conditions specified in the RFP;
- (f) reject a Proposal even if it is the only Proposal received by the City;
- (g) accept all or any part of a Proposal;
- (h) split the Requirements between one or more Proponents; and
- (i) enter into one or more agreements respecting the subject matter of the RFP with any entity or entities at any time.

Without limiting the foregoing, the City may reject any Proposal by a Proponent that has a conflict of interest, has engaged in collusion with another Proponent or has otherwise attempted to influence the outcome of the RFP other than through the submission of its Proposal.

## **9.0 SUSTAINABILITY**

- 9.1 The City's Procurement Policy, Ethical Purchasing Policy and related Supplier Code of Conduct found at <http://vancouver.ca/doing-business/selling-to-and-buying-from-the-city.aspx> align the City's approach to procurement with its corporate social, environmental and economic sustainability values and goals. They evidence the City's commitment to maximize benefits to the environment through product and service selection, and to ensure safe and healthy workplaces, where human and civil rights are respected. Each Proponent is expected to adhere to the supplier performance standards set forth in the Supplier Code of Conduct. The Ethical Purchasing Policy shall be referred to in the evaluation of Proposals, to the extent applicable.
- 9.2 Proponents are to provide environmentally sensitive products or services wherever possible. Where there is a requirement that the Proponent supply materials, and where such materials may cause adverse environmental effects, the Proponent is to indicate the nature of the hazard(s) in its Proposal. Furthermore, the Proponent is to advise the City of any known alternatives or substitutes for such materials that would mitigate such adverse effects.

## **10.0 CERTAIN APPLICABLE LEGISLATION**

- 10.1 Proponents should note that the City of Vancouver is subject to the *Freedom of Information and Protection of Privacy Act* (British Columbia), which imposes significant obligations on the City's consultants or contractors to protect all personal information acquired from the City in the course of providing any service to the City.
- 10.2 Proponents should note that the *Income Tax Act* (Canada) requires that certain payments to non-residents be subject to tax withholding. Proponents are responsible for informing themselves regarding the requirements of the *Income Tax Act* (Canada), including the requirements to qualify for any available exemptions from withholding.

## **11.0 LEGAL TERMS AND CONDITIONS**

- 11.1 The legal obligations of a Proponent that will arise upon the submission of its Proposal are stated in Appendix 1 to the Proposal Form (Part C). Except where expressly stated in such Appendix 1: (i) no part of the RFP consists of an offer by the City to enter into any contractual relationship; and (ii) no part of the RFP is legally binding on the City.
- 11.2 Potential Proponents should review Appendix 1 to the Proposal Form carefully before submitting a Proposal. Among other things, potential Proponents should note that:



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- (a) Except for limited duties in respect of the protection of confidential information and the resolution of legal disputes (as fully specified in Appendix 1 to the Proposal Form), the City does not have, and will not have, any legal obligations to a Proponent or to any proposed subcontractor of that Proponent in respect of the RFP or that Proponent's Proposal until such time as an Agreement is entered into with that Proponent.
- (b) The City is a public body required by law to act in the public interest. In no event, however, does the City owe *to the Proponent or to any of the Proponent's proposed subcontractors* (as opposed to the public) any contract or tort law duty of care, fairness, impartiality or procedural fairness in the RFP process, or any contract or tort law duty to preserve the integrity of the RFP process.
- (c) Except only and to the extent that the City is in breach of its duties with respect to a Proponent's confidential information, each Proponent is required to broadly release the City, its officials, its agents and its employees from liability for any losses incurred by the Proponent.
- (d) Except only and to the extent that the City is in breach of its duties with respect to a Proponent's confidential information, each Proponent is required to broadly indemnify and hold harmless the City, its officials, its agents and its employees from and against losses in respect of any claim or threatened claim against any of them.
- (e) Except with respect to the City's duties in respect of a Proponent's confidential information, even to the extent the city is found to have breached any duty to the Proponent, if any, the liability of the City, its officials, its agents and its employees to the Proponent will be limited to \$100.
- (f) With limited exceptions set forth in such Appendix 1 to the Proposal Form, any dispute between the City and a Proponent will be subject to arbitration.
- (g) All RFP-related documents provided to any Proponent by the City remain the property of the City and must be returned to the City, or destroyed, upon request by the City.
- (h) The documentation containing any Proposal, once submitted to the City, becomes the property of the City, and the City is under no obligation to return the Proposal to the Proponent.
- (i) The City will treat any Proposal (and the City's evaluation of it), in confidence in substantially the same manner as it treats its own confidential material and information, subject, however, to the applicable provisions of the *Freedom of Information and Protection of Privacy Act* (British Columbia), other applicable legal requirements, and the City's full right to publicly disclose any and all aspects of the Proposal in the course of publicly reporting to the Vancouver City Council or announcing the results of the RFP to Proponents.
- (j) Proponents must not divulge or disclose to any third parties any non-public documents or information concerning the affairs of the City, which have been or are in the future provided or communicated to a Proponent at any time (whether before, during or after the RFP process). Furthermore, each Proponent must agree to not use or exploit any such non-public documents or information in any manner, including in submitting its Proposal.
- (k) Each Proponent must waive any rights to obtain any records produced or kept by the City in evaluating its Proposal (and any other submissions) and must agree that under no circumstances will it make any application to the City or any court for disclosure of

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any records pertaining to the receipt, evaluation or selection of its Proposal (or any other submissions), including, without limitation, records relating only to the Proponent.

- (l) Each Proponent must disclose whether any officer, director, shareholder, partner, employee or contractor of the Proponent or of any of its proposed subcontractors, or any other person related to the Proponent's or any proposed subcontractor's organization (a "person having an interest") or any spouse, business associate, friend or relative of a person having an interest is:
  - i. an elected official or employee of the City; or
  - ii. related to or has any business or family relationship with an elected official or employee of the City,

in each case such that there could be any conflict of interest or an appearance of a conflict of interest in the evaluation or consideration of the Proponent's Proposal by the City. The City will evaluate each matter disclosed to determine whether and to what extent the Proponent can be given consideration in the RFP in light of the particular matter.

- (m) Each Proponent must disclose whether any person having an interest (as defined above) is a former official, former employee or former contractor of the City who has non-public information relevant to the RFP obtained during his or her employment or engagement by the City. The City will evaluate each matter disclosed to determine whether and to what extent the Proponent can be given consideration in the RFP in light of the particular matter.
- (n) Each Proponent must disclose whether the Proponent or any of its proposed subcontractors is currently engaged in supplying (or is proposing to supply) goods or services to a third party such that entering into an agreement with the City in relation to the subject matter of the RFP would create a conflict of interest or the appearance of a conflict of interest between the Proponent's duties to the City and the Proponent's or its subcontractors' duties to such third party. The City will evaluate each matter disclosed to determine whether and to what extent the Proponent can be given consideration in the RFP in light of the particular matter.
- (o) Each Proponent is required to disclose whether the Proponent is competing for purposes of the RFP with any entity with which it is legally or financially associated or affiliated. Each Proponent must also disclose whether it is cooperating in any manner in relation to the RFP with any other Proponent responding to the RFP. The City will evaluate each matter disclosed to determine whether and to what extent the Proponent can be given consideration in the RFP in light of the particular matter.
- (p) Each Proponent is required to disclose whether it or any officer, director, shareholder, partner, employee or agent of the Proponent or any of its proposed subcontractors: (1) is registered as a lobbyist under any lobbyist legislation in any jurisdiction in Canada or in the United States of America; or (2) has engaged in any form of political or other lobbying whatsoever with respect to the RFP or sought, other than through the submission of its Proposal, to influence the outcome of the RFP process. The City will evaluate each matter disclosed to determine whether and to what extent the Proponent can be given consideration in the RFP in light of the particular matter.
- (q) A Proponent must not disclose or promote any relationship between it and the City, including by means of any verbal declarations or announcements and by means of any

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sales, marketing or other literature, letters, client lists, press releases, brochures, web sites or other written materials (whether in print, digital, electronic or other format) without the express prior written consent of the City. Each Proponent must undertake not to use the name, official emblem, mark, or logo of the City without the express prior written consent of the City.

- (r) Any Proposal which contains an error, omission or misstatement, which contains qualifying conditions, which does not fully address all of the requirements or expectations of the RFP, or which otherwise fails to conform to the RFP may or may not be rejected by the City at the City's sole discretion. The City may also invite a Proponent to adjust its Proposal to remedy any such problem, without providing the other Proponents an opportunity to amend their Proposals.

**12.0 DEFINITIONS**

12.1 In the RFP, the following capitalized terms have the following meanings:

- (a) **"Agreement"** means a contract entered into between the City and a successful Proponent, if any, following the conclusion of the RFP process, which contract is expected to be in substantially the same form as the Form of Agreement;
- (b) **"City"** means the City of Vancouver, a municipal corporation continued pursuant to the Vancouver Charter;
- (c) **"Form of Agreement"** means the form of agreement contained in Part D of the RFP;
- (d) **"Proponent"** means an entity, which is not, by the terms hereof, restricted from submitting a Proposal, and which does submit a Proposal;
- (e) **"Proposal"** means a proposal submitted in response to the RFP; and
- (f) **"Proposal Form"** means the form contained in Part C of the RFP.

12.2 All other capitalized terms used in the RFP have the meanings given to them elsewhere in the RFP.

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APPENDIX 1 TO PART A



FINANCE, RISK AND BUSINESS PLANNING  
Supply Chain Management

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**Re. Request for Proposals No. PS20152054, Architectural Consulting for Marpole Place**

To acknowledge your intent to attend the Information Meeting and to ensure that you receive the required information, please submit this form to the person identified below in accordance with the RFP:

Donabella Bersabal  
City of Vancouver  
Fax: 604-873-7057  
Email: [Donabella.bersabal@vancouver.ca](mailto:Donabella.bersabal@vancouver.ca)

Proponent's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Key Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Incorporation Date: \_\_\_\_\_

Our company WILL  / WILL NOT  attend the information meeting for Request for Proposals No. PS20152054, Architectural Consulting for Marpole Place.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Authorized Signatory

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Date

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**1.0 CITY REQUIREMENTS**

1.1 The City has the following objectives and requirements (together, the “Requirements”):

- (a) To engage an architectural consultant to provide full professional service and to lead a project team in the restoration and renovation of Marpole Place.
- (b) Further information regarding the Requirements is contained in Schedule 1 to the RFP.

1.2 The Requirements stated herein are current as of the date hereof, but they may change or be refined in the course of the evaluation of Proposals or otherwise.

1.3 Unless otherwise stated, if, and wherever, the Requirements state a brand name, a make, the name of a manufacturer, a trade name or a vendor catalogue number, it is for the purpose of establishing a grade or quality of materials, goods or equipment only. It is not intended to rule out the use of other equivalent materials, goods or equipment. If, however, products other than those specified are proposed in any Proposal, the Proposal must explicitly include the names of such products and their manufacturers, any trade names and any applicable vendor catalogue numbers, and the City may request that the Proponent provide specific evidence of equivalency. Evidence of quality in the form of samples may also be requested.

**2.0 ITEMS TO BE ADDRESSED IN EACH PROPOSAL**

2.1 Each Proposal should have: (i) a title page that clearly indicates the name of the Proponent and the general nature of the Proposal; (ii) a detailed table of contents; and (iii) an executive summary no more than one page long.

2.2 Each Proposal should contain a section titled “Technical Proposal,” which should address the Requirements and provide the information listed below:

- (a) Each Technical Proposal should contain a section titled “Proponent Overview,” which should provide a description of the Proponent’s company, purpose and history of successes especially as they relate to the City’s objectives on this project.
- (b) Each Technical Proposal should contain a section titled “Key Personnel,” which should identify and provide professional biographical information for the key personnel, including those of the primary subconsultants that would perform the Proponent’s work, outlining their intended roles in meeting the Requirements. If appropriate, also include a complete organization chart, identifying all roles and areas of responsibility.
- (c) Each Technical Proposal should include a Section titled “Qualifications” which should state the Proponent’s relevant knowledge and experience in relation to the qualifications listed in Schedule 1 Section 4.0 Qualifications, including that of the proposed personnel.
- (d) Each Technical Proposal should contain a section titled “References,” which should provide names and contact information for, and (if available) letters from at least three (3) parties for whom the Proponent has done relevant work only in the past five (5) years.
- (e) Each Technical Proposal should contain a section titled “Subconsultants,” which should list all of the subconsultants that the Proponent proposes to use in carrying out its work under an Agreement, or state that the Proponent does not propose to use any subconsultants. If selected to enter into an Agreement with the City, the Proponent

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**PART B - CITY REQUIREMENTS AND ITEMS TO BE ADDRESSED IN PROPOSALS**

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may be limited to using subconsultants listed in its Proposal. Each subconsultant should provide a brief description of the subconsultant's company, purpose and history of successes especially as they relate to the City's objectives on this project.

- (f) If the City objects to a subconsultant listed in a Proposal, the City may permit a Proponent to propose a substitute subconsultant acceptable to the City.
  - (g) Each Proposal should contain a section titled "Work Plan," which should detail the sequential process by which the Proponent proposes to undertake the work, and which should include a timeline as necessary. The Proponent's work plan should make reference to the Requirements as appropriate, and include a description of the methods to be employed to perform and coordinate the work and to control the scope, quality, schedule, and cost of the project. It should also include a clear and thorough description of all assumptions underlying their Proposal in terms of the amount of project management and other project resources that the Proponent would require from the City's project manager or other City staff in the performance of their services. Proponents shall identify activities that the City is expected to undertake in each phase.
  - (h) Each Technical Proposal must contain a section that explains an indication of special challenges or consideration foreseen by the Proponent and proposed solution for each.
  - (i) The City is committed to environmental sustainability and energy use reduction. Therefore, each Technical Proposal should contain a section titled "Sustainability", wherein the Proponent should describe:
    - (i) The proponent's approach to and history of successes in enhancing sustainability and energy use reduction through the performance of delivered projects.
    - (ii) The proponent's own corporate sustainability practices and the environmental and social aspects of its Proposal inclusive of the following
      - a) duly completed Declaration of Supplier Code of Conduct Compliance in the form of Schedule 6;
      - b) duly completed Vendor Sustainability Leadership Questionnaire in the form of Schedule 7.
- 2.3 Each Proposal should contain a section titled "Commercial Proposal," which should contain full details of the Proponent's proposed pricing and payment terms, which should be in accordance with Part A of the RFP, and, which should include a completed table in MS Excel format incorporated by reference to Schedule 2 - Pricing Schedule.
- 2.4 All prices must be inclusive of any provincial sales tax payable by the City under the Provincial Sales Tax Act, S.B.C.2012, c.35 ("PST"), but exclusive of any tax calculated upon such prices under the Excise Tax Act, R.S.C., 1985, c. E-15 ("GST") or under any other sales tax legislation. GST and any such other sales tax (but not PST) should be described separately.
- 2.5 Reference should be made to the foregoing Schedule 1 on the RFP for any further requirements concerning pricing or payment terms, which should be addressed in each Proposal.

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- 2.6 Notwithstanding any other provision hereof, the City welcomes Proposals respecting innovative or novel approaches to the City's objectives and requirements and may consider value-creating Proposals that derogate from the Requirements.
- 2.7 Each Proposal should contain a section titled "Deviations and Variations," in which the Proponent should: (i) note proposed deviations or variations from the terms and conditions set out in the RFP or from the Requirements, even if such deviations or variation are also noted elsewhere in the Proposal; and (ii) detail proposed amendments to the Form of Agreement. If no amendments to the Form of Agreement are proposed, the Proponent should state that its Proposal is fully consistent with the Form of Agreement.
- 2.8 If, in addition to proposing services which meet the Requirements, the Proponent wishes to offer an alternative or alternatives, the alternative solution(s) should to be submitted separately as an appendix within the Proposal. Any pricing impact of the alternative solution(s) should be provided separately in the appendix.
- 2.9 Each Proponent should note Section 9 of Appendix 1 to Part C and should include in its Proposal a section entitled "Conflicts; Collusion; Lobbying" as necessary.
- 2.10 The sections of each Proposal should be arranged in the order in which they are referred to in this Part B. Proponents should avoid, to the extent possible, the inclusion of other Proposal sections.
- 2.11 Each Proponent should submit with its Proposal a Certificate of Existing Insurance, in the form of Schedule 4 to the RFP, duly completed and signed by its insurance agent or broker as evidence of its existing insurance, along with a letter from its insurance broker or agent indicating whether or not (and, if not, then to what extent) it will be able to comply with the insurance requirements set out in Section 5.7 of the Form of Agreement, should the Proponent be selected as a successful Proponent. (Any successful Proponent will also be required to provide proof of the satisfaction of all insurance requirements prior to or concurrently with the City entering into any Agreement.
- 2.12 Each Proponent should submit with its Proposal proof of valid WorkSafeBC registration. Such registration should be maintained as specified in Section 5.8 of the Form of Agreement.
- 2.13 Each Proposal must be submitted under the cover of a completed Proposal Form, including Appendix 1 thereto.

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PROPOSAL FORM

RFP No. PS20152054, ARCHITECTURAL CONSULTING FOR MARPOLE PLACE  
(the "RFP")

Proponent's Name: \_\_\_\_\_  
"Proponent"

Address: \_\_\_\_\_  
\_\_\_\_\_

Jurisdiction of Legal Organization: \_\_\_\_\_

Date of Legal Organization: \_\_\_\_\_

Key Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

The Proponent, having carefully examined and read the RFP, including all amendments and addenda thereto, if any, and all other related information published on the City's website, hereby acknowledges that it has understood all of the foregoing, and in response thereto hereby submits the enclosed Proposal.

The Proponent further acknowledges that it has read and agreed to the Legal Terms & Conditions attached as Appendix 1 hereto and has separately executed such Appendix 1.

IN WITNESS WHEREOF the Proponent has executed this Proposal Form:

\_\_\_\_\_  
Signature of Authorized Signatory for the Proponent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Signature of Authorized Signatory for the Proponent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title



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**APPENDIX 1 TO PROPOSAL FORM**

**LEGAL TERMS AND CONDITIONS**

**1 APPLICATION OF THESE LEGAL TERMS AND CONDITIONS**

These legal terms and conditions set out the City's and the Proponent's legal rights and obligations only with respect to the RFP proposal process and any evaluation, selection, negotiation or other related process. In no event will the legal terms and conditions of this Appendix 1 apply to, or have the effect of supplementing, any Contract formed between the City and the Proponent or otherwise apply as between the Proponent and the City following the signing of any such Contract.

**2 DEFINITIONS**

In this Appendix 1, the following terms have the following meanings:

- (a) "City" means the City of Vancouver, a municipal corporation continued pursuant to the Vancouver Charter.
- (b) "Contract" means a legal agreement, if any, entered into between the City and the Proponent as a result of the RFP.
- (c) "Losses" means, in respect of any matter, all direct or indirect, as well as consequential: claims, demands, proceedings, losses, damages, liabilities, deficiencies, costs and expenses (including without limitation all legal and other professional fees and disbursements, interest, penalties and amounts paid in settlement whether from a third person or otherwise).
- (d) "Proponent" means the legal entity which has signed the Proposal Form, and "proponent" means any proponent responding to the RFP, excluding or including the Proponent, as the context requires.
- (e) "Proposal" means the package of documents consisting of the Proposal Form (including this Appendix 1), the Proponent's proposal submitted under cover of the Proposal Form, and all schedules, appendices and accompanying documents, and "proposal" means any proposal submitted by any proponent, excluding or including the Proponent, as the context requires.
- (f) "Proposal Form" means that certain Part C of the RFP, completed and executed by the Proponent, to which this Appendix 1 is appended.
- (g) "RFP" means the document issued by the City as Request for Proposals No. PS20152045, as amended from time to time and including all addenda.

**3 NO LEGAL OBLIGATION ASSUMED BY THE CITY**

Despite any other term of the RFP or the Proposal Form, including this Appendix 1 (except only Sections 7, 8.2 and 11 of this Appendix 1, in each case to the extent applicable), the City assumes no legal duty or obligation to the Proponent or to any proposed subcontractor in respect of the RFP, its subject matter or the Proposal unless and until the City enters into a Contract, which the City may decline to do in the City's sole discretion.

**4 NO DUTY OF CARE OR FAIRNESS TO THE PROPONENT**

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The City is a public body required by law to act in the public interest. In no event, however, does the City owe to the Proponent or to any of the Proponent's proposed subcontractors (as opposed to the public) any contract or tort law duty of care, fairness, impartiality or procedural fairness in the RFP process, or any contract or tort law duty to preserve the integrity of the RFP process. The Proponent hereby waives and releases the City from any and all such duties and expressly assumes the risk of all Losses arising from participating in the RFP process on this basis.

**5 EVALUATION OF PROPOSALS**

**5.1 Compliance / Non-Compliance**

Any proposal which contains an error, omission or misstatement, which contains qualifying conditions, which does not fully address all of the requirements or expectations of the RFP, or which otherwise fails to conform to the RFP may or may not be rejected by the City at the City's sole discretion. The City may also invite a proponent to adjust its proposal to remedy any such problem, without providing the other proponents an opportunity to amend their proposals.

**5.2 Reservation of Complete Control over Process**

The City reserves the right to retain complete control over the RFP and proposal processes at all times. Accordingly, the City is not legally obligated to review, consider or evaluate the proposals, or any particular proposal, and need not necessarily review, consider or evaluate the proposals, or any particular proposal, in accordance with the procedures set out in the RFP, and the City reserves the right to continue, interrupt, cease or modify its review, evaluation and negotiation processes in respect of any or all proposals at any time without further explanation or notification to any proponents.

**5.3 Discussions/Negotiations**

The City may, at any time prior to signing a Contract, discuss or negotiate changes to the scope of the RFP, any proposal or any proposed agreement with any one or more of the proponents without having any duty or obligation to advise the Proponent or to allow the Proponent to vary its Proposal as a result of such discussions or negotiations with other proponents or changes to the RFP or such proposals or proposed agreements, and, without limiting the general scope of Section 6 of this Appendix 1, the City will have no liability to the Proponent as a result of such discussions, negotiations or changes.

**5.4 Acceptance or Rejection of Proposals**

The City has in its sole discretion, the unfettered right to: accept any proposal; reject any proposal; reject all proposals; accept a proposal which is not the lowest-price proposal; accept a proposal that deviates from the requirements of the RFP or the conditions specified in the RFP; reject a proposal even if it is the only proposal received by the City; accept all or any part of a proposal; enter into agreements respecting the subject matter of the RFP with one or more proponents; or enter into one or more agreements respecting the subject matter of the RFP with any other person at any time.

**6 PROTECTION OF CITY AGAINST LAWSUITS**

**6.1 Release by the Proponent**

Except only and to the extent that the City is in breach of Section 8.2 of this Appendix 1, the Proponent now releases the City, its officials, its agents and its employees from all liability for any Losses incurred in connection with the RFP or the Proposal, including any Losses in connection with:

- (a) any alleged (or judicially determined) breach by the City or its officials, agents or employees of the RFP (it being agreed that, to the best of the parties' knowledge, the

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City has no obligation or duty under the RFP which it could breach (other than wholly unanticipated obligations or duties merely alleged or actually imposed judicially))

- (b) any unintentional tort of the City or its officials or employees occurring in the course of conducting the RFP process,
- (c) the Proponent preparing and submitting the Proposal;
- (d) the City accepting or rejecting the Proposal or any other submission; or
- (e) the manner in which the City: reviews, considers, evaluates or negotiates any proposal; addresses or fails to address any proposal or proposals; resolves to enter into a Contract or not enter into a Contract or any similar agreement; or the identity of the proponent(s) or other persons, if any, with whom the City enters any agreement respecting the subject matter of the RFP.

#### **6.2 Indemnity by the Proponent**

Except only and to the extent that the City breaches Section 8.2 of this Appendix 1, the Proponent indemnifies and will protect, save and hold harmless the City, its officials, its agents and its employees from and against all Losses, in respect of any claim or threatened claim by the Proponent or any of its proposed subcontractors or agents alleging or pleading:

- (a) any alleged (or judicially determined) breach by the City or its officials or employees of the RFP (it being agreed that, to the best of the parties' knowledge, the City has no obligation or duty under the RFP which it could breach (other than wholly unanticipated obligations or duties merely alleged or actually imposed judicially));
- (b) any unintentional tort of the City or its officials or employees occurring in the course of conducting the RFP process, or
- (c) liability on any other basis related to the RFP or the proposal process.

#### **6.3 Limitation of City Liability**

In the event that, with respect to anything relating to the RFP or this proposal process (except only and to the extent that the City breaches Section 8.2 of this Appendix 1), the City or its officials, agents or employees are found to have breached (including fundamentally breached) any duty or obligation of any kind to the Proponent or its subcontractors or agents whether at law or in equity or in contract or in tort, or are found liable to the Proponent or its subcontractors or agents on any basis or legal principle of any kind, the City's liability is limited to a maximum of \$100, despite any other term or agreement to the contrary.

### **7 DISPUTE RESOLUTION**

Any dispute relating in any manner to the RFP or the proposal process (except to the extent that the City breaches this Section 7 or Section 8.2 of this Appendix 1, and also excepting any disputes arising between the City and the Proponent under a Contract (or a similar contract between the City and a proponent other than the Proponent)) will be resolved by arbitration in accordance with the *Commercial Arbitration Act* (British Columbia), amended as follows:

- (a) The arbitrator will be selected by the City's Director of Legal Services;
- (b) Section 6 of this Appendix 1 will:

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- i. bind the City, the Proponent and the arbitrator; and
  - ii. survive any and all awards made by the arbitrator; and
- (c) The Proponent will bear all costs of the arbitration.

**8 PROTECTION AND OWNERSHIP OF INFORMATION**

**8.1 RFP and Proposal Documents City's Property**

- (a) All RFP-related documents provided to the Proponent by the City remain the property of the City and must be returned to the City, or destroyed, upon request by the City.
- (b) The documentation containing the Proposal, once submitted to the City, becomes the property of the City, and the City is under no obligation to return the Proposal to the Proponent.

**8.2 Proponent's Submission Confidential**

Subject to the applicable provisions of the *Freedom of Information and Protection of Privacy Act* (British Columbia), other applicable legal requirements, and the City's full right to publicly disclose any and all aspects of the Proposal in the course of publicly reporting to the Vancouver City Council on the proposal results or announcing the results of the RFP, the City will treat the Proposal (and the City's evaluation of it), in confidence in substantially the same manner as it treats its own confidential material and information.

**8.3 All City Information Confidential**

- (a) The Proponent will not divulge or disclose to any third parties any non-public documents or information concerning the affairs of the City which have been or are in the future provided or communicated to the Proponent at any time (whether before, during or after the RFP process). Furthermore, the Proponent agrees that it has not and must not use or exploit any such non-public documents or information in any manner, including in submitting its Proposal.
- (b) The Proponent now irrevocably waives all rights it may have by statute, at law or in equity, to obtain any records produced or kept by the City in evaluating its Proposal (and any other submissions) and now agrees that under no circumstances will it make any application to the City or any court for disclosure of any records pertaining to the receipt, evaluation or selection of its Proposal (or any other submissions) including, without limitation, records relating only to the Proponent.

**9 NO CONFLICT OF INTEREST / NO COLLUSION / NO LOBBYING**

**9.1 Declaration as to no Conflict of Interest in RFP Process**

- (a) The Proponent confirms and warrants that there is no officer, director, shareholder, partner, employee or contractor of the Proponent or of any of its proposed subcontractors, or any other person related to the Proponent's or any proposed subcontractor's organization (a "person having an interest") or any spouse, business associate, friend or relative of a person having an interest who is:
  - i. an official or employee of the City; or

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- ii. related to or has any business or family relationship with an elected official or employee of the City,

in each case, such that there could be any conflict of interest or any appearance of conflict of interest in the evaluation or consideration of the Proposal by the City, and, in each case, except as set out, in all material detail, in a separate section titled "Conflicts; Collusion; Lobbying" in the Proposal.

- (b) The Proponent confirms and warrants that there is no person having an interest (as defined above) who is a former official, former employee or former contractor of the City and who has non-public information relevant to the RFP obtained during his or her employment or engagement by the City, except as set out, in all material detail, in a separate section titled "Conflicts; Collusion; Lobbying" in the Proposal.

**9.2 Declaration as to No Conflict of Interest Respecting Proposed Supply**

The Proponent confirms and warrants that neither the Proponent nor any of its proposed subcontractors is currently engaged in supplying (or is proposing to supply) goods or services to a third party such that entering into an agreement with the City in relation to the subject matter of the RFP would create a conflict of interest or the appearance of a conflict of interest between the Proponent's duties to the City and the Proponent's or its subcontractors' duties to such third party, except as set out, in all material detail, in a separate section titled "Conflicts; Collusion; Lobbying" in the Proposal.

**9.3 Declaration as to No Collusion**

The Proponent confirms and warrants that:

- (a) the Proponent is not competing within the RFP process with any entity with which it is legally or financially associated or affiliated, and
- (b) the Proponent is not cooperating in any manner in relation to the RFP with any other proponent responding to the RFP.

in each case, except as set out, in all material detail, in a separate section titled "Conflicts, Collusion, Lobbying" in the Proposal.

**9.4 Declaration as to Lobbying**

The Proponent confirms and warrants that:

- (a) neither it nor any officer, director, shareholder, partner, employee or agent of the Proponent or any of its proposed subcontractors is registered as a lobbyist under any lobbyist legislation in any jurisdiction in Canada or in the United States of America; and
- (b) neither it nor any officer, director, shareholder, partner, employee or agent of the Proponent or any of its proposed subcontractors has engaged in any form of political or other lobbying whatsoever with respect to the RFP or sought, other than through the submission of the Proposal, to influence the outcome of the RFP process,

in each case as set out, in all material detail, in a separate section titled "Conflicts, Collusion, Lobbying" in the Proposal.

**10 NO PROMOTION OF RELATIONSHIP**

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The Proponent must not disclose or promote any relationship between it and the City, including by means of any verbal declarations or announcements and by means of any sales, marketing or other literature, letters, client lists, press releases, brochures, web sites or other written materials (whether in print, digital, electronic or other format) without the express prior written consent of the City. The Proponent undertakes not to use the name, official emblem, mark, or logo of the City, including without limitation, "City of Vancouver", "Vancouver Police Board", "Vancouver Public Library", "Vancouver Park Board", "Vancouver Board of Parks and Recreation", or any other reference to any of the foregoing, without the express prior written consent of the City.

**11 GENERAL**

- (a) All of the terms of this Appendix 1 to this Proposal Form which by their nature require performance or fulfillment following the conclusion of the proposal process will survive the conclusion of such process and will remain legally enforceable by and against the Proponent and the City.
- (b) The legal invalidity or unenforceability of any provision of this Appendix 1 will not affect the validity or enforceability of any other provision of this Appendix 1, which will remain in full force and effect.
- (c) The Proponent now assumes and agrees to bear all costs and expenses incurred by the Proponent in preparing its Proposal and participating in the RFP process.
- (d) The Proponent consents to the City contacting any references named by the Proponent in the Proposal.

AS EVIDENCE OF THE PROPONENT'S INTENT TO BE LEGALLY BOUND BY THIS APPENDIX 1, THE PROPONENT HAS EXECUTED AND DELIVERED THIS APPENDIX 1 AS AN INTEGRAL PART OF ITS PROPOSAL FORM IN THE MANNER AND SPACE SET OUT BELOW:

\_\_\_\_\_  
Signature of Authorized Signatory for the Proponent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Signature of Authorized Signatory for the Proponent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title

**REQUEST FOR PROPOSALS NO. PS20152054  
ARCHITECTURAL CONSULTING FOR MARPOLE PLACE  
SCHEDULE 1 - SCHEDULE OF DETAILED REQUIREMENTS**

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**SCHEDULE 1  
SCHEDULE OF DETAILED REQUIREMENTS**

**1.0 Introduction**

- 1.1 The City of Vancouver is seeking architectural consulting services to lead a project team in the restoration and renovation of Marpole Place. Proponents should include sub-consultants as necessary - including, but not limited to building code, structural, mechanical, electrical, kitchen and elevator consultants.

**2.0 Background**

- 2.1 The City of Vancouver's Marpole Place facility comprises two separate wings - former Fire Hall No. 22, a wood frame Heritage 'B' building dating from 1924, and a steel frame addition dating from 1985. The two wings are linked by an exterior exit stair.
- 2.2 Marpole Place functioned as a popular neighbourhood house prior to a significant flood in December 2013. As a result, the building interior was gutted including removal of all insulation and drywall, and fixtures and fittings. The building remains vacant today. Insurance funds will be used to restore the base building interior, replacing like with like, except for code required upgrades. In addition, capital funds will be used to enhance the building. The focus of the current project is the restoration and regeneration of the base building for use in future by a Non-Profit tenant.

**2.3 Building Statistics**

Civic Address: 1305 West 70th Ave  
Year of Construction: Wood frame Fire Hall 1924; Steel frame Addition 1985  
Floor Area: 12,000 square feet above grade  
Number of Storeys: Three  
Levels of Underground Parking: One  
Type of Use: Class 'A' Assembly

**2.4 Historic Context**

- (a) The Heritage 'B' wood frame Fire Hall No. 22 that forms one half of Marpole Place was built in 1924. In 1977 a new fire hall No. 22 was built on West 59th Ave., and the former fire hall became available for adaptive reuse. In 1983 the original fire hall was renovated for community use by architect William McCreery. The building still possesses the original slap dash stucco, and wood frame windows.
- (b) In 1985 Mr. McCreery designed a stucco clad steel framed addition to the fire hall. A building envelope restoration was undertaken on this component of the building in 2012 with the replacement of the metal roofing, wall cladding, and balconies.

**2.5 Current Condition**

- (a) Marpole Place was gutted following a flood in December 2013, and has been vacant since that time. All exterior insulation and drywall was removed from the building interior, along with all fixtures and fittings including washroom fixtures and lighting fixtures. The existing kitchen was dismantled, and the stainless steel countertops and appliances were placed in storage for reuse in the building restoration. All floor coverings were removed. The building is essentially an empty shell with the exterior sheathing, cladding, and fenestration intact.

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SCHEDULE 1 - SCHEDULE OF DETAILED REQUIREMENTS**

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**3.0 Summary of Requirements**

3.1 The consultant will provide a fee proposal for 3 scopes of work.

3.2 The consultant will be required to differentiate the different scopes in the contract documents so that the budget can be allocated as required. Allow for preparation of a set of tender documents for each scope, noting however that ideally all scopes would be tendered together as one package if timing allows.

3.3 Scope 1

(a) Scope 1 includes restoration and reconstruction of the base building interior as a result of flooding. This scope of work is outlined in the documents provided by Belfor Property Restoration and other insurance documents, and attached to this RFP. The consultant will be required to translate the scope of work described in these documents into the project contract documents. Insurance funds will cover replacement of like with like. Where it can be demonstrated that upgrades are required by code, the code required upgrade will be included.

(b) Consultants will be required to:

- Perform a code analysis to confirm required upgrades necessitated as a result of the building restoration including requirements for exiting, washrooms, energy use, etc. including reference to VBBL Part 11 for Existing Buildings;
- Analyze documents provided by the insurer and document restoration of the building interior replacing like with like(except as required to meet current code);
- Analyze and incorporate into the design “Thermal Characteristics of Building Wall Assemblies” documentation by Apex Building Sciences Ltd.;

(c) Scope 1 base building refurbishment work includes:

- Demolition of interior wood stud partitions
- New insulation and drywall to exterior walls
- New flooring
- New bathrooms
- New lighting
- New kitchens
- Reinstate fire alarm and security systems

(d) Estimated scope 1 construction budget is \$550,000

3.4 Scope 2

(a) Scope 2 includes voluntary building upgrades such as elevator modernization and energy upgrades including a new boiler and radiators, as well as some enhancements to the Phase 1 scope including LED lighting and additional building insulation and upgrades to the existing ground floor kitchen to a Type 1 commercial kitchen.

(b) Consultants will be required to:

- Work with City of Vancouver Social Planning Staff on programming for a future Non-Profit tenant (assume 10-15 hours of Facility Programming as defined in the AIBC Tariff of Fees on a fee basis consistent with pricing submitted);
- Work with City of Vancouver Social Planning staff to determine requirements for ground floor commercial kitchen;



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SCHEDULE 1 - SCHEDULE OF DETAILED REQUIREMENTS**

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- Submit Form K1 and K2 for commercial kitchen;
  - Work with the City of Vancouver's Energy Manager on replacement of the existing boiler and hot water radiators;
  - Work with the City of Vancouver's Energy Manager on an enhanced building envelope including insulation values to exceed code requirements;
  - Review and incorporate recommendations for existing elevator modernization as noted in Gunn Associates report.
- (c) Scope 2 Refurbishment includes:
- Upgrading of existing elevator
  - Upgrading of existing ground floor kitchen to a Class 1 commercial kitchen\
  - Replacement existing boiler with new high efficiency boiler
  - Replacement existing hot water radiators
  - Provision of LED lighting throughout
  - Demolition existing exterior stucco wall at property line and provide new fence
- (d) Estimated scope 2 construction budget is \$550,000
- 3.5 Scope 3
- (a) Scope 3 includes replacement of existing wood windows and exterior stucco repairs to the Heritage 'B' Fire Hall.
- (b) Scope 3 Refurbishment includes:
- Replacement of existing wood frame windows with energy efficient windows;
  - Repair of existing stucco cladding as required
- (c) Estimated scope 3 construction budget is \$250,000
- 3.6 Consultant's work is to include all tasks described in or inferable from the attached Form of Agreement and in particular Schedule A - Basic and Additional Services thereof.
- 3.7 The consultant will be required to create CAD drawing files from existing pdf files as no CAD files exist.
- 3.8 City of Vancouver will require review and sign-off of the design and construction documents for each package at the following milestones:
- (a) Schematic Design completion
- (b) Design Development 50% and 100%
- (c) Construction Documents 50% and 100%
- 3.9 City of Vancouver Supply Chain Management will tender the construction project to general contractors. A site visit will be required and the Consultant is expected to attend.
- 4.0 Qualifications**
- 4.1 Mandatory Qualifications
- To be eligible to submit an RFP, proponents must have recent experience (preferably within the last 5 years) in:
1. Projects with Building Permits under the Vancouver Building By-law
  2. Renovations of a similar scale and nature

**REQUEST FOR PROPOSALS NO. PS20152054  
ARCHITECTURAL CONSULTING FOR MARPOLE PLACE  
SCHEDULE 1 - SCHEDULE OF DETAILED REQUIREMENTS**

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3. Building Envelope Restoration
4. Class 1 commercial kitchen experience

All proponents must state fulfillment of these qualifications, including examples, in their Technical Proposals under the “Qualifications” section.

**4.2 Additional Qualifications**

Preference will be given to Proponents with recent experience (preferably within the last 5 years) in:

1. Programming social facilities
2. LEED Gold certified projects and/or projects demonstrating passive energy use reduction
3. Heritage building experience
4. Timely and/or creative project delivery

Proponents must state fulfillment of any of these qualifications that are applicable, including examples, in their Technical Proposals under the “Qualifications” section.

**5.0 Project Scope**

- 5.1 Proposals are requested from consulting teams led by Architectural firms and including but not limited to the following sub-consultants: Structural, Mechanical, Electrical, Kitchen, Elevator and Code/Certified Professional. Scope of the consultant team’s work is outlined below.
- 5.2 Throughout the project ensure full co-ordination of subconsultants.
- 5.3 Submissions shall include, for the Architect and each consultant: firm qualifications demonstrating experience with similar projects, names of key personnel, and references.
- 5.4 A building envelope consultant, Apex Building Sciences Ltd., was previously retained by the City, and will be assigned to this project. Apex has prepared documentation entitled “Thermal Characteristics of Building Wall Assemblies” for review and incorporation into the construction documents by the consultant.
- 5.5 The Architect will act as Coordinating Registered Professional for the purposes of City of Vancouver Building By-law requirements.
- 5.6 All tasks described in or inferable from the attached Form of Agreement and in particular Schedule A - Basic and Additional Services thereof, and this RFP.
- 5.7 Post-construction Tasks shall include:
  1. Electronic copies of Record Drawings prepared by all disciplines
  2. Consultation and direction on warranty issues as they may arise during 12 month warranty period.

**6.0 City Provided Documents and Drawings**

The City will provide documents/drawings as listed in Schedule 3 of this RFP.

1. Marpole Place existing drawings in pdf format (7 attachments)
2. Marpole Place - Scope of Work Final Repairs by Belfor Property Restoration dated Feb. 11, 2014
3. Marpole Place - Electrical Scope of Repairs by NovaWest dated Feb. 7, 2014
4. Marpole Place - Mechanical Scope of Work by MVP Plumbing, Heating & Gasfitting dated Feb. 6, 2014
5. Marpole Place - Insulation Scope of Work by Insul-Twin Systems Ltd. dated Feb. 7, 2014

**REQUEST FOR PROPOSALS NO. PS20152054  
ARCHITECTURAL CONSULTING FOR MARPOLE PLACE  
SCHEDULE 1 - SCHEDULE OF DETAILED REQUIREMENTS**

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6. Marpole Place - Elevator Service Quote by West Coast Elevator Services Ltd. dated October 20, 2015
7. "Elevator and Lift Inspection Report Condition Assessment" dated August 2015 by Gunn Consultants Inc.
8. "Thermal Characteristics of Building Wall Assemblies" documents by Apex Building Sciences Ltd. dated Dec. 21, 2015

#### **7.0 Deliverables**

Deliverables generally as described in or inferable from Schedule A to the Form of Agreement and this RFP, including:

- Schematic Design documentation for cost estimating by City's Quantity Surveyor;
- Design Development documentation and reporting including location, site and floor plans, sections, elevations
- Development/Building(DB) Permit;
- Tender Documents
- Construction Documents
- Electronic copies of Record Drawings prepared by all disciplines;

#### **8.0 Project Timeline**

Proponents should demonstrate in their submissions sufficient previous history and experience and current capacity to achieve the milestone indicated below:

- Scope 1 work must be substantially complete by December 1, 2016. This is a mandatory deadline for insurance purposes. Proponents should also dedicate sufficient resources to complete Scope 2 and 3 work in tandem with Scope 1 work. However if for whatever reason a portion of the work is deferred this would be the Scope 2 and 3 work.

Time is of the essence in the performance of every aspect of the consulting work.

**REQUEST FOR PROPOSALS NO. PS20152054  
ARCHITECTURAL CONSULTING FOR MARPOLE PLACE  
SCHEDULE 2 - PRICING SCHEDULE**

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**SCHEDULE 2  
PRICING SCHEDULE**

Please use the Excel Spreadsheet included in the RFP package for your pricing.

**REQUEST FOR PROPOSALS NO. PS20152054  
ARCHITECTURAL CONSULTING FOR MARPOLE PLACE  
SCHEDULE 3 - CITY PROVIDED DOCUMENTS AND DRAWINGS**

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**SCHEDULE 3**

**CITY PROVIDED DOCUMENTS AND DRAWINGS**

The following documents and drawings are incorporated into this RFP by reference:

1. Marpole Place existing drawings in pdf format (7 attachments)
2. Marpole Place - Scope of Work Final Repairs by Belfor Property Restoration dated Feb. 11, 2014
3. Marpole Place - Electrical Scope of Repairs by NovaWest dated Feb. 7, 2014
4. Marpole Place - Mechanical Scope of Work by MVP Plumbing, Heating & Gasfitting dated Feb. 6, 2014
5. Marpole Place - Insulation Scope of Work by Insul-Twin Systems Ltd. dated Feb. 7, 2014
6. Marpole Place - Elevator Service Quote by West Coast Elevator Services Ltd. dated October 20, 2015
7. "Elevator and Lift Inspection Report Condition Assessment" dated August 2015 by Gunn Consultants Inc.
8. "Thermal Characteristics of Building Wall Assemblies" documents by Apex Building Sciences Ltd. dated Dec. 21, 2015

**NOTE:**

Any information the City provides in this RFP in respect of the project, including, without limitation, any studies, reports, plans, drawings, measurements or specifications, is provided for information purposes only and the Proponent is not entitled to rely on such information as a basis for making professional decisions in performing the Services.

**REQUEST FOR PROPOSALS NO. PS20152054  
ARCHITECTURAL CONSULTING FOR MARPOLE PLACE  
SCHEDULE 4 - CERTIFICATE OF EXISTING INSURANCE**

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**SCHEDULE 4**

**CERTIFICATE OF EXISTING INSURANCE**

To be included in the Proposal submission. Please use attached insurance form.



CERTIFICATE OF EXISTING INSURANCE
TO BE COMPLETED AND APPENDED TO THE PROPOSAL/TENDER

Section 2 through 8 – to be completed and executed by the Insurer or its Authorized Representative

1. THIS CERTIFICATE IS ISSUED TO: City of Vancouver, 453 W 12th Avenue, Vancouver, BC, V5Y 1V4
and certifies that the insurance policy (policies) as listed herein has/have been issued to the Named Insured and is/are in full force and effect.

2. NAMED INSURED (must be the same name as the proponent/bidder and is either an individual or a legally incorporated company)

BUSINESS TRADE NAME or DOING BUSINESS AS

BUSINESS ADDRESS

DESCRIPTION OF OPERATION

3. PROPERTY INSURANCE (All Risks Coverage including Earthquake and Flood)

INSURER Insured Values (Replacement Cost) -
TYPE OF COVERAGE Building and Tenants' Improvements \$
POLICY NUMBER Contents and Equipment \$
POLICY PERIOD From to Deductible Per Loss \$

4. COMMERCIAL GENERAL LIABILITY INSURANCE (Occurrence Form)

Including the following extensions:
Personal Injury
Property Damage including Loss of Use
Products and Completed Operations
Cross Liability or Severability of Interest
Employees as Additional Insureds
Blanket Contractual Liability
Non-Owned Auto Liability
INSURER
POLICY NUMBER
POLICY PERIOD From to
Limits of Liability (Bodily Injury and Property Damage Inclusive) -
Per Occurrence
Aggregate
All Risk Tenants' Legal Liability
Deductible Per Occurrence

5. AUTOMOBILE LIABILITY INSURANCE for operation of owned and/or leased vehicles

INSURER Limits of Liability -
POLICY NUMBER Combined Single Limit \$
POLICY PERIOD From to If vehicles are insured by ICBC, complete and provide Form APV-47.

6. UMBRELLA OR EXCESS LIABILITY INSURANCE Limits of Liability (Bodily Injury and Property Damage Inclusive) -

INSURER Per Occurrence \$
POLICY NUMBER Aggregate \$
POLICY PERIOD From to Self-Insured Retention \$

7. PROFESSIONAL LIABILITY INSURANCE

INSURER Limits of Liability
POLICY NUMBER Per Occurrence/Claim \$
POLICY PERIOD From to Aggregate \$
Deductible Per Occurrence/Claim \$

If the policy is in a "CLAIMS MADE" form, please specify the applicable Retroactive Date:

8. OTHER INSURANCE

TYPE OF INSURANCE Limits of Liability
INSURER Per Occurrence \$
POLICY NUMBER Aggregate \$
POLICY PERIOD From to Deductible Per Loss \$
TYPE OF INSURANCE Limits of Liability
INSURER Per Occurrence \$
POLICY NUMBER Aggregate \$
POLICY PERIOD From to Deductible Per Loss \$

SIGNED BY THE INSURER OR ITS AUTHORIZED REPRESENTATIVE

PRINT NAME OF INSURER OR ITS AUTHORIZED REPRESENTATIVE, ADDRESS AND PHONE NUMBER Dated

REQUEST FOR PROPOSALS NO. PS20152054  
ARCHITECTURAL CONSULTING FOR MARPOLE PLACE  
SCHEDULE 5 - UNDERTAKING OF INSURANCE

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SCHEDULE 5  
UNDERTAKING OF INSURANCE

To: City of Vancouver

Re: PS20152054, Architectural Consulting for Marpole Place

Dear Sirs:

We, the undersigned have completed, signed and attached the "Certificate of Existing Insurance" enclosed with this undertaking and now also do hereby undertake and agree that if \_\_\_\_\_ (the "Prime Consultant") is the successful Proponent, we will insure the Prime Consultant in accordance with the requirements of the Contract as stated in Schedule 1 of the Form of Agreement and will form part of the Contract Documents.

Dated at \_\_\_\_\_, British Columbia, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Full Corporate Name of Insurer:

*The "Certificate of Existing Insurance" provided with the RFP should be completed and signed and enclosed with this schedule, both of which are to be signed by the Insurance Company or an authorized broker on behalf of the Insurance Company. A SEPARATE FORM (AND CERTIFICATE OF EXISTING INSURANCE) SHOULD BE SIGNED FOR EACH POLICY IF THE PRIME CONSULTANT HAS MORE THAN ONE INSURER OR BROKER FOR ITS POLICIES.*



REQUEST FOR PROPOSALS NO. PS20152054  
 ARCHITECTURAL CONSULTING FOR MARPOLE PLACE  
 SCHEDULE 6 - DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE

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SCHEDULE 6

DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE

Purpose: All proposed suppliers, including Consultants and their sub-consultants, are to complete and submit this form to certify compliance with the supplier performance standards set out in the Supplier Code of Conduct.

The City of Vancouver expects each supplier of goods and services to the City to comply with the supplier performance standards set out in the City's Supplier Code of Conduct (SCC) <[http://vancouver.ca/policy\\_pdf/AF01401P1.pdf](http://vancouver.ca/policy_pdf/AF01401P1.pdf)>. The SCC defines minimum labour and environmental standards for City suppliers and their subcontractors.

Suppliers are expected to comply with the aforementioned standards upon submitting a tender, proposal, application, expression of interest or quotation to the City, or have a plan in place to comply within a specific period of time. The City reserves the right to determine an appropriate timeframe in which suppliers must come into compliance with these standards. To give effect to these requirements, an authorised signatory of each proposed vendor must complete the following declaration and include this declaration with its submission:

As an authorised signatory of \_\_\_\_\_(vendor name), I declare that I have reviewed the SCC and to the best of my knowledge, \_\_\_\_\_(vendor name) and its proposed subcontractors have not been and are not currently in violation of the SCC or convicted of an offence under national and other applicable laws referred to in the SCC, other than as noted in the table below (include all violations/convictions that have occurred in the past three years as well as plans for corrective action).

Section of SCC / title of law	Date of violation /conviction	Description of violation / conviction	Regulatory / adjudication body and document file number	Corrective action plan

I understand that a false declaration and/or lack of a corrective action plan may result in no further consideration being given to the submission of \_\_\_\_\_(vendor name).

Signature: \_\_\_\_\_

Name and Title: \_\_\_\_\_

REQUEST FOR PROPOSALS NO. PS20152054  
ARCHITECTURAL CONSULTING FOR MARPOLE PLACE  
SCHEDULE 7 - VENDOR SUSTAINABILITY LEADERSHIP QUESTIONNAIRE

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**SCHEDULE 7**  
**VENDOR SUSTAINABILITY LEADERSHIP QUESTIONNAIRE**

As part of the City's Corporate Procurement Policy and related Supplier Code of Conduct described in Section 9.1 of Part A, all City vendors must meet minimum requirements related to ethical, social and environmental standards.

Beyond these basic requirements, the City would like to recognize vendors that are demonstrating leadership and innovation in sustainability. In order to be able to do so, the City requires that Proponents answer the following questions. The answers provided will be evaluated as part of the Proposal evaluation described in Section 8.0 of Part A.

Please keep in mind that these questions relate to your company's internal operations and overall sustainability leadership.

The City may request that the Proponent provide additional information to support any of the responses provided.

If additional space is required, the Proponent may attach its response(s) to this Schedule and reference the relevant question and section number.

**For all questions where the answer is 'Yes' and additional information is requested, if this information is not included in the proposal, the answer may not be evaluated.**

**For all questions where there is a word limit, responses are to be kept within this word limit. Information in excess of the word limit may not be evaluated.**

Questionnaire Structure

Section 1: Environmental Impact	Environmental or Sustainability Policy Reducing greenhouse gas (GHG) emissions Reducing waste Sustainable purchasing
Section 2: Social Impact	Living wage employer Workplace development programs Supporting social enterprises Sustainable business
Section 3: Definitions	Definitions for key terms used in this Schedule

REQUEST FOR PROPOSALS NO. PS20152054  
ARCHITECTURAL CONSULTING FOR MARPOLE PLACE  
SCHEDULE 7 - VENDOR SUSTAINABILITY LEADERSHIP QUESTIONNAIRE

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**SECTION 1: ENVIRONMENTAL IMPACT**

*This section of the leadership questionnaire addresses the following:*

- *Environmental or Sustainability Policy or Statement*
- *reducing greenhouse gas (GHG) emissions*
- *reducing waste*
- *sustainable purchasing*

1. Do you have a documented Environmental or Sustainability Policy or Statement?

- Yes  No

If no, go to question 2.

If yes, please address the following:

- a. Attach a copy of the policy or statement to your Proposal.
- b. If the policy is publicly available, please provide a link to the document:

\_\_\_\_\_

2. Does your company measure its greenhouse gas (GHG) emissions?

- Yes  No

If yes, state total annual GHG emissions (tCO<sub>2</sub>e): \_\_\_\_\_

3. Has your company adopted GHG reduction targets or goals?

- Yes  No

If yes, state target(s) and year by which they will be achieved (e.g., 33% reduction by 2020):

\_\_\_\_\_

4. Do you report your GHG emissions to a third party? (e.g., Carbon Disclosure Project, Global Reporting Initiative, Climate Registry, Climate Smart, Ecobase, Offsetters, etc.)

- Yes  No

If yes, state the name of the 3<sup>rd</sup> party: \_\_\_\_\_

5. Does your company own buildings in Metro Vancouver?

- Yes  No

If no, skip to question 7.

If yes, describe efforts in the past three (3) years to improve the energy efficiency of owned buildings in Metro Vancouver with respect to each of the elements listed below. **Please limit answer to 400 words or less.**

- a. equipment and lighting upgrades (e.g., HVAC, water heaters, LED lighting)
- b. building envelope improvements (e.g., insulation, windows)

**REQUEST FOR PROPOSALS NO. PS20152054  
ARCHITECTURAL CONSULTING FOR MARPOLE PLACE  
SCHEDULE 7 - VENDOR SUSTAINABILITY LEADERSHIP QUESTIONNAIRE**

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c. staff conservation and engagement programs (e.g., turning off lights and computers, etc.)

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6. Has your company (or has any of your buildings) been recognized for building energy management excellence by a recognized third party such as BC Hydro Power Smart, BOMA BEST, LEED, Portfolio Manager Energy Star, etc.)?

Yes                       No

If yes, state the name(s) of the 3<sup>rd</sup> party(ies) and type of recognition:

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7. Does your company own or lease fleet vehicles and/or heavy off-road equipment to be operated in Metro Vancouver?

Yes                       No

In no, skip to question 9.

If yes, please address the following questions:

a) what size is your fleet (including heavy off-road equipment)?

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b) Describe actions in the past three (3) years to reduce the GHG emissions of vehicles and heavy equipment operated in Metro Vancouver. (Actions could include: purchase of low emissions vehicles, use of alternative fuels, deployment of telematics software; driver training programs, etc.). **Please limit answer to 250 words or less.**

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8. Does your company encourage employees to take more environmentally friendly transportation to get to work?

Yes                       No

If yes, describe incentives in place to encourage employees to take more environmentally friendly transportation to get to work (e.g., car sharing, secure bike parking and on-site change facilities, public transit incentives). **Please limit answer to 250 words or less.**

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**REQUEST FOR PROPOSALS NO. PS20152054  
ARCHITECTURAL CONSULTING FOR MARPOLE PLACE  
SCHEDULE 7 - VENDOR SUSTAINABILITY LEADERSHIP QUESTIONNAIRE**

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9. Describe any other initiatives undertaken in past three (3) years that have significantly reduced the GHG emissions of your operations. **Please limit answer to 250 words or less.**

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10. Does your company measure the total amount of solid waste generated by your operations annually?

- Yes                       No

If yes, state annual solid waste figures (kg or tonnes): \_\_\_\_\_

11. Does your company have waste reduction and/or diversion targets or goals?

If yes, state targets and by what year they are to be achieved?

---

12. Does your company have an office or operations recycling program in place?

- Yes                       No

If yes, which materials does your company recycle - **check only those that apply:**

- office paper
- plastic and glass containers
- soft plastic
- food waste/compostables
- batteries
- printer or toner cartridges
- Styrofoam
- IT equipment / electronics / mobile devices
- clean wood (e.g., pallets)
- metals

13. Describe any other initiatives undertaken in past three (3) years that have significantly reduced waste from your operations. **Please limit answer to 250 words or less.**

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14. Does your company have a Sustainable or Ethical Purchasing Policy or a Code of Conduct for Suppliers that outlines minimum ethical labour standards that must be followed by suppliers?

- Yes                       No

In no, skip to question 16.

If yes, please address the following:

- a. Attach a copy of the policy and/or code to the Proposal

**REQUEST FOR PROPOSALS NO. PS20152054  
ARCHITECTURAL CONSULTING FOR MARPOLE PLACE  
SCHEDULE 7 - VENDOR SUSTAINABILITY LEADERSHIP QUESTIONNAIRE**

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b. If the policy or code of conduct is publicly available, please provide a link to document:

\_\_\_\_\_

15. Indicate which environmentally preferable and/or sustainable goods or services your company currently purchases - **check only those that apply:**

- Sustainable food items (e.g., Fairtrade coffee; organic produce; OceanWise seafood)
- Copy paper (e.g., 100 per cent post-consumer waste; Forest Stewardship Council certified; tree free)
- Janitorial supplies (e.g., ECOLOGO or Green Seal certified)
- IT equipment (e.g., EPEAT Gold, EnergyStar qualified)
- Office products (e.g., ECOLOGO; recycled; non-toxic)
- Printing services (e.g., Forest Stewardship Council certified paper and printer)
- Promotional / marketing items (e.g., fair labour practices; reusable; recyclable)
- Courier services (e.g., use energy efficient, low carbon or alternative fuel vehicles)
- Catering services (e.g., serve sustainable food; employ social enterprises; use reusable serving ware)
- Landscaping services (e.g., use energy efficient equipment; employ social enterprises)
- Other: (list)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION 2: SOCIAL IMPACT**

*This section of the leadership questionnaire addresses the following elements:*

- *living wage employer*
- *workplace development programs*
- *supporting social enterprises*
- *sustainable business*

1. Is your company already a certified Living Wage employer, or working towards becoming one? See definition of *Living wage employer* in Section 3 below.

- Yes                       No

If yes, please state either:

- a) date of certification; OR
- b) date by which you expect to become certified

\_\_\_\_\_

\_\_\_\_\_

2. Does your company provide employment and/or training opportunities for *person(s) with barriers to employment* (e.g., people with addictions, disabilities, mental health issues; people who are newcomers or refugees, etc.) that go beyond the hiring practices required by law? See definition of *person with barriers to employment* in Section 3 below.

- Yes                       No

**REQUEST FOR PROPOSALS NO. PS20152054  
ARCHITECTURAL CONSULTING FOR MARPOLE PLACE  
SCHEDULE 7 - VENDOR SUSTAINABILITY LEADERSHIP QUESTIONNAIRE**

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If yes, describe the program including the name of the non-profit organization or educational institution or government agency that you work with to identify potential trainees and employees; and the number of employees/trainees that work in your company.

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3. Does your company conduct business with, or support in other ways, one or more *social enterprises* (as defined in Section 3 below).

Yes                       No

If yes, name the social enterprise(s) and describe the nature of the business conducted and/or support provided.

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4. Is your company structure either of the following:

- a. Social enterprise (as defined in Section 3 below)

Yes                       No

If yes, state the name of the registered non-profit or co-operative (including society and/or charitable number):

---

- b. Community Contribution Company (C3) (as defined in Section 3 below)

Yes                       No

5. Has your company's sustainability performance been reviewed or certified by a third party? (e.g., B Lab, ISO14001, SA8000, Social Fingerprint, etc.)

Yes                       No

If yes, state the name of the third party and date of certification or date of last review:

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6. Describe any additional social sustainability initiatives that demonstrate your company's commitment to the health and well-being of local communities. **Please limit answers to 250 words or less.**

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REQUEST FOR PROPOSALS NO. PS20152054  
ARCHITECTURAL CONSULTING FOR MARPOLE PLACE  
SCHEDULE 7 - VENDOR SUSTAINABILITY LEADERSHIP QUESTIONNAIRE

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**SECTION 3: DEFINITIONS**

Living Wage Employer:

Living wage employers adhere to the following criteria:

- All employees - full-time, part-time and casual - are paid the current living wage rate for their region. See [www.livingwageforfamilies.ca](http://www.livingwageforfamilies.ca) for current Metro Vancouver and Fraser Valley living wage rates.
- The living wage rate calculation for an employer takes into account its employees' *total* compensation package (wage + benefits). If employees receive non-mandatory benefits, the living wage rate is reduced to take this into account. External contract staff (not direct employees) who provide services to their employer on a regular and ongoing basis must also be paid a living wage.
- Employees who receive incentive-based pay (tips) or commissions can be paid less than a living wage, provided their total earnings - including incentive-based pay and/or commissions - equal or exceed the living wage.

Social Enterprise:

“Social enterprises are businesses owned by non-profit organizations, that are directly involved in the production and/or selling of goods and services for the [combined] purpose of generating income and achieving social, cultural, and/or environmental aims (Social Enterprise Council of Canada).” See [www.socialenterprisecanada.ca](http://www.socialenterprisecanada.ca).

In addition to having the aforesaid combined purpose, to qualify as a “Social Enterprise” for purposes hereof, an entity must:

- be a business operated by a registered non-profit or community services co-operative;
- have a product or service that it sells to customers;
- have a defined social and/or environmental mandate.

Person with Barriers to Employment:

A “person with barriers to employment” is someone who faces one or more circumstances that can lead to underemployment or unemployment. There are a wide range of circumstances that can create barriers to employment including but not limited to: addictions, disabilities, mental health issues, and being a newcomer or refugee. For purposes hereof, to qualify as a “person with barriers to employment”, the employee or trainee must be participating in a recognized, pre-approved employment program for person(s) with barriers to employment run by a non-profit organization or educational institution or government agency.

Community Contribution Company (C3):

“Community Contribution Company” means a corporation formed under the laws of British Columbia that includes in its articles the following statement:

This company is a community contribution company, and, as such, has purposes beneficial to society. This company is restricted, in accordance with Part 2.2 of the *Business Corporations Act*, in its ability to pay dividends and to distribute its assets on dissolution or otherwise.

Or, a company incorporated under another jurisdiction that includes in its articles substantively similar restrictions related to dividends and distribution of assets.

Refer to [www.fin.gov.bc.ca/prs/ccc](http://www.fin.gov.bc.ca/prs/ccc) for more information.





# ARCHITECT AGREEMENT

ARCHITECT:

<PROOF>

PROJECT:

<PROOF>

## FACILITIES DESIGN AND MANAGEMENT

<insert date>

*This agreement will be signed with the successful prime consultant.*

*For the purpose of this RFP, the Proponent is requested to review the terms and conditions and advise if they accept or if they have deviations.*

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## ARCHITECT AGREEMENT

THIS ARCHITECT AGREEMENT is made as of <[redacted]>

BETWEEN:

CITY OF VANCOUVER, a municipal corporation continued pursuant to the *Vancouver Charter* and having an office at 453 West 12<sup>th</sup> Avenue, Vancouver, British Columbia, V5Y 1V4

(the “City” (as further defined herein))

AND:

<[redacted]INSERT ARCHITECT NAME>, a <[redacted]corporation/limited partnership/general partnership> formed under the laws of <[redacted]> and having an office at <[redacted]insert address>, Vancouver, British Columbia, <[redacted]>

(the “Architect”)

WHEREAS:

- A. The City is engaging an architectural consultant for Marpole Place (the “Project”) and wishes to engage the Architect to provide design services and construction administrative services therefor; and
- B. The Architect has agreed to provide to the City the services it requires on the terms and conditions set out herein,

NOW THEREFORE, in consideration of the premises and the covenants herein contained, the parties hereto agree as set forth herein.

### ARTICLE 1.0 DEFINITIONS

In this Agreement, unless something in the subject matter or context is inconsistent therewith:

- 1.1 “Additional Services” means the Services listed under the heading “Additional Services” within Schedule A.
- 1.2 “Agreement” means this Architect Agreement between the City and the Architect, including the following schedules and appendices, which are integral parts hereof, and all amendments made hereto by written agreement between the City and the Architect:

Schedule A	Basic and Additional Services
Schedule B	Fees for Basic and Additional Services
Schedule C	Construction Budget and Project Schedule
Schedule D	Reports and City-Provided Items
Schedule E	Key Employees and Architect’s Consultants
Appendix 1	Request for Proposals
Appendix 2	Architect’s and Architect’s Consultants’ Proposals
Appendix 3	WorkSafeBC Registration Confirmation

Appendix 4	Certificate of Professional Liability Insurance
Appendix 5	Certificate of General Liability Insurance

- 1.3 “**Architect’s Consultant**” means a person, firm or company retained, with the approval of the City, and compensated by the Architect, to provide consulting services for the Project, as listed under “Architect’s Consultants” in Schedule E.
- 1.4 “**Architect’s Proposal**” means the Architect’s proposal submitted to the City on <☞date> and entitled <☞insert title of proposal> in response to the RFP and attached as Appendix 2 and the other documents included in Appendix 2.
- 1.5 “**Basic Services**” means the Services listed under the heading “Basic Services” within Schedule A and the services set forth in this Agreement, excluding the schedules and appendices hereto.
- 1.6 “**Business Day**” means a day on which banks are open for business in Vancouver, British Columbia, except a Saturday, Sunday or statutory holiday.
- 1.7 “**City**” means the City of Vancouver acting as a corporate entity and as owner of the Project Site and expressly excludes the City while acting in its capacity as a municipal regulatory authority.
- 1.8 “**City’s Consultant**” means a person, firm or company retained and compensated by the City to provide consulting services for the Project, other than the Architect.
- 1.9 “**City’s Project Manager**” means the individual employee of the City or a City’s Consultant who is authorized to give instructions to the Architect on behalf of the City with respect to the Project.
- 1.10 “**Claims**” has the meaning set out in Section 5.6.
- 1.11 “**Confidential Information**” has the meaning set out in Section 5.2.
- 1.12 “**Construction Budget**” means the budget available for total Construction Cost, determined or approved in writing by the City; provided that, as at the time of signing this Agreement, the Construction Budget (the “preliminary Construction Budget”) is as set out in Schedule C.
- 1.13 “**Construction Cost**” means the contract price (expected to be specified in a Construction Contract), net of applicable taxes, to complete the Construction Work, as estimated by the Cost Consultant and agreed to by the City and the Architect, acting reasonably, based on the market rates expected to prevail at the time scheduled for the Construction Work, plus, if the City is to provide any labour or material for the Construction Work, the market value of that work or material; for the avoidance of doubt, “Construction Cost” shall not include the compensation to be paid to the Architect, the Architect’s Consultants or the City’s Consultants in connection with the Project or the cost of land, City of Vancouver development cost charges or development cost levies or other costs which are the responsibility of the City (except for labour and materials for the Construction Work).
- 1.14 “**Construction Contract**” means each written agreement between the City and a Construction Contractor for Construction Work.
- 1.15 “**Construction Contract Documents**” means all documents that shall make up a Construction Contract.
- 1.16 “**Construction Contractor**” means the person, firm, or corporation (or more than one such persons, firms or corporations) contracting with the City to provide labour, materials and equipment for the performance of Construction Work.

- 1.17 **“Construction Work”** means the total construction services to be performed by the Construction Contractor to complete the construction of the Project.
- 1.18 **“Cost Consultant”** means the person, firm or company, retained and compensated by the City (unless otherwise expressly provided herein), to provide Construction Cost estimates for the Project.
- 1.19 **“Deliverables”** has the meaning set out in Section 5.3.
- 1.20 **“General Review”** means site visits to the Project Site at intervals appropriate to the stage of construction, and field reviews and tests as the Architect considers necessary, for purposes of checking the progress and quality of the Construction Work, as it is carried out, and to determine whether the Construction Work is in conformity with the requirements of the Construction Contract Documents.
- 1.21 **“Hazardous Substance”** means any substance or material that is prohibited, controlled or regulated by any competent authority pursuant to any environmental law including pollutants, contaminants, dangerous goods or substances, toxic or hazardous substances or materials, wastes (including solid non-hazardous wastes and subject wastes), petroleum and its derivatives and by-products and other hydrocarbons, all as defined in or pursuant to any environmental law.
- 1.22 **“Indemnified Party”** has the meaning set out in Section 5.6.
- 1.23 **“Project Budget”** means the City’s estimate of the total cost to it for the Project, including, but not limited to, the Construction Cost, the Architect’s fees hereunder, other professional fees, land costs and all other costs to the City for the Project.
- 1.24 **“Project Schedule”** means the time schedule for the Project, which at the time of signing this Agreement is as set out in Schedule C.
- 1.25 **“Project Site”** means 1305 West 70<sup>th</sup> Avenue, BC V6P 2Y6;
- 1.26 **“RFP”** means Request for Proposal No. PS20152054, Architectural Consulting for Marpole Place, together with all related addenda and questions and answers issued by the City, all of which are attached as Appendix 1.
- 1.27 **“Services”** means all of the services the Architect is to perform for the City pursuant to this agreement, including the Basic Services and any Additional Services.
- 1.28 **“Substantial Performance of the Construction Work”** means that the Construction Work (under the Construction Contract) has been “completed” as such term is defined in the *Builders’ Lien Act* (British Columbia).
- 1.29 **“Total Performance of the Construction Work”** shall have been reached when the entire Construction Work has been performed to the requirements of the Construction Contract Documents, and is so certified by the Architect.
- 1.30 **“WCB”** has the meaning set out in Section 5.8.
- 1.31 **“WCB Legislation”** has the meaning set out in Section 5.8.

**ARTICLE 2.0 ARCHITECT'S RESPONSIBILITIES**

**2.1 Basic Services and Additional Services**

- 2.1.1 The Architect shall provide the Basic Services, including basic architectural services, structural, mechanical and electrical engineering services, construction administration services and other basic consulting services, as necessary, all in accordance with any instructions given by the City from time to time.
- 2.1.2 The Basic Services required to be provided by the Architect include the coordination required to integrate all parts of the Services to be provided by the Architect, the Architect's Consultants, the City and any City's Consultants. The Architect shall also work closely, and consult, with City representatives in performing the Basic Services.
- 2.1.3 The Basic Services required to be provided by the Architect include all services not specifically referred to in this Agreement, but which are necessary or incidental to the completion of other Basic Services.
- 2.1.4 The Architect shall provide the particular Additional Services that are from time to time requested in writing by the City subsequent to the date hereof, if any, and, in providing such Additional Services, the Architect shall comply with any specific instructions given by the City from time to time.
- 2.1.5 Except as otherwise expressly set out herein (including in Schedule D hereto), any information the City provides to the Architect in respect of the Project, including, without limitation, any studies, reports, plans, drawings, measurements or specifications, is provided for information purposes only and the Architect is not entitled to rely on such information as a basis for making professional decisions in performing the Services.
- 2.1.6 The Architect acknowledges the time constraints set out in the Project Schedule for the Project and shall provide the Services in accordance with the Project Schedule to facilitate the issuance of an occupancy permit for the Project by ~~<date>~~ and completion of all of the Services by ~~<date>~~, unless otherwise agreed in writing between the City and the Architect. The City may, acting reasonably, refine the Project Schedule from time to time, and the Architect shall assist the City, at the City's request, in making such refinements. In the event of a suspension and resumption of the Project or other event reasonably requiring an adjustment to the Project Schedule, the City shall make such adjustments to the Project Schedule as are reasonable in the circumstances.
- 2.1.7 Unless otherwise specifically provided in this Agreement, the Architect shall have no responsibility for:
- (a) the discovery, reporting, analyses, evaluation, presence, handling, removal or disposal of;
  - (b) advice in respect of; or
  - (c) the exposure of persons, property or the environment to

Hazardous Substances at the Project Site that have not been introduced to the Project Site by the Architect or anyone for whom the Architect is responsible under this Agreement.

**2.2 Construction Budget and Construction Cost Estimates**

- 2.2.1 The Architect shall review and provide its professional advice to the City regarding the Construction Budget and assist the Cost Consultant with the preparation of Construction Cost estimates pursuant to this Agreement.
- 2.2.2 Neither the Architect nor the City has control over the cost of labour, materials or equipment, over general contractors' methods of determining bid prices, or over competitive bidding, market, or negotiating conditions and therefore the Architect cannot and does not warrant or represent that bids or any negotiated price for a Construction Contract shall not vary from any Construction Cost estimate.
- 2.2.3 In producing design development and construction documents for the Project and carrying out other Services, the Architect shall at all times take the necessary steps to ensure that the design is consistent with all City-approved Project requirements, the most recent City-approved Construction Budget, and all relevant information furnished by the Cost Consultant or (other) City's Consultants.

**2.3 Adjustment of Construction Budget**

- 2.3.1 If, prior to the conclusion of the construction documents phase of the Services, the Construction Cost is agreed to be higher than the then Construction Budget, the City shall increase the Construction Budget and/or give directions as to how to revise the Project scope or quality to satisfy the Construction Budget;
- 2.3.2 If the bidding or negotiation phase has not commenced within three months after the Architect submits the construction documents to the City, the Construction Budget shall be adjusted by the City to reflect changes in the general level of prices in the construction industry between the date of submission of the construction documents to the City and the date on which bids or proposals are sought (as such change is determined by the Cost Consultant).
- 2.3.3 If the lowest bona fide Construction Work bid or lowest negotiated Construction Work proposal exceeds the latest-approved Construction Budget, the City may do one or more of the following:
  - (a) give written approval of an increase in the Construction Budget;
  - (b) authorize re-solicitation of bids or proposals, or negotiation or renegotiation of a price;
  - (c) give instructions to the Architect to revise the Project scope or quality as necessary to reduce the Construction Cost; and
  - (d) terminate this Agreement in accordance with Section 5.9.
- 2.3.4 If the City chooses to proceed under Section 2.3.3(c), the Architect shall, under the direction of the City acting reasonably, modify the construction documents or provide other services necessary to reduce the Construction Cost to the latest approved Construction Budget. Such modifications or other necessary services requested to reduce the Construction Cost shall be deemed to be Basic Services and shall not be subject to additional charge only if: (a) the lowest bona fide Construction Work bid or lowest negotiated Construction Work proposal referred to in Section 2.3.3 exceeded the relevant Construction Budget by more than 10 percent; and (b) such excess did not result from extraordinary market conditions or other factors reasonably not foreseen by or under the control of the Architect, and, even when such two conditions are



satisfied, such modifications or services shall be deemed to Basic Services only up to the point at which the Construction Cost is reduced to within 10 percent of such relevant earlier Construction Budget. In each other case (and in each case of work within such 10 percent buffer), the modifications or other necessary services shall be treated as Additional Services.

## 2.4 Construction Contract Requirements

- 2.4.1 The Architect's issuance of a certificate for payment for Construction Work performed under the Construction Contract shall constitute a representation by the Architect to the City, based on General Review and on review of the Construction Contractor's application for payment that the Construction Work for which payment is sought has been performed, that to the best of the Architect's knowledge, information and belief, such Construction Work is in conformity with the Construction Contract Documents, and that the Construction Contractor is entitled to payment in the amount certified, subject to any specific reservations or qualifications stated in the certificate for payment.
- 2.4.2 The issuance of a certificate for payment shall not be a representation that the Architect has made any examination to ascertain how and for what purpose the Construction Contractor has used the monies paid to it under the Construction Contract, or that the Construction Contractor has discharged the obligations imposed on it by law under the *Workers' Compensation Act*, or other applicable statutes.
- 2.4.3 The Architect shall act as, and fulfill the role of, the "Consultant" under the Construction Contract for the Project.

## ARTICLE 3.0 CITY'S RESPONSIBILITIES

### 3.1 Provision of Information

The City shall provide:

- 3.1.1 all reasonably necessary information regarding the requirements for the Project including a program setting forth the City's Project objectives, constraints, schedules, and criteria, including:
- (a) spatial and functional requirements and relationships;
  - (b) flexibility and expandability;
  - (c) special equipment and systems;
  - (d) site requirements; and
  - (e) sustainability requirements;
- 3.1.2 revisions to the Construction Budget, as required hereby or as otherwise determined by the City; and
- 3.1.3 the information, surveys, reports and services set out in Schedule D.

### 3.2 Other City Responsibilities

The City shall:

- 3.2.1 examine documents submitted by the Architect and give the Architect decisions and approvals as necessary;
- 3.2.2 except to the extent otherwise agreed herein, obtain all required consents, approvals, licenses and permits from authorities having jurisdiction, and pay the cost of all such required consents, approvals, licenses and permits, irrespective of whether the Architect or the City obtains them;
- 3.2.3 immediately notify the Architect in writing if the City observes or otherwise becomes aware of any fault or defect in the Project or any non-conformity with the requirements of the Construction Contract;
- 3.2.4 promptly fulfill the City's responsibilities expressly stated in the Agreement for the orderly progress of the Services and of the Construction Work;
- 3.2.5 authorize in writing a person to act on the City's behalf and define that person's scope of authority with respect to the Project, in each case when necessary; and
- 3.2.6 using the City's standard form of legal, insurance and bonding documents as a basis and in consultation with the City's Director of Legal Services and the City's Director of Risk Management, prepare the invitations to tender (or similar solicitations) and Construction Contract Documents for the Construction Work, provided that the Architect shall be responsible for:
  - (a) the preparation of all design, specification and other tender and contract documentation that does not form part of the legal terms and conditions of the documents;
  - (b) the review of all legal terms and conditions to ensure logical consistency (as opposed to legal compatibility) of the Architect's work with those legal terms and conditions; and
  - (c) the review and incorporation of such requirements and refinements as are requested by the City's Director of Legal Services and the City's Director of Risk Management.

#### **ARTICLE 4.0 PAYMENTS TO THE ARCHITECT**

##### **4.1 Payments**

- 4.1.1 The City shall pay professional fees and reimbursable expenses to the Architect as set forth in this ARTICLE 4.0 and Schedule B.
- 4.1.2 Payments of fees for the Basic Services, the Additional Services and reimbursable expenses shall be made monthly upon submittal and approval of the Architect's invoices (as described below) for Services rendered and expenses incurred, and, in relation to the Basic Services, shall be in proportion to the Basic Services performed within each phase of the Services described in Schedule B.
- 4.1.3 If any amounts are to be charged by the Architect for work done in a given calendar month, the Architect shall, by the 25<sup>th</sup> day of the following month, provide to the City's Project Manager a draft invoice, in a form acceptable to the City's Project Manager, including a detailed account of all charges to be claimed by the Architect for the relevant month (including statements as to percentages of completion of the Architect's own work and the Architect's Consultants' work and including supporting documentation, such as Architect's Consultants' invoices or statements of account).

The City's Project Manager shall review the draft, raise any concerns with the Architect within ten working days and, after settlement of any issues (in the City's Project Manager's discretion), approve the draft invoice. The Architect, if so requested, shall meet with the City's Project Manager to expedite and settle of the draft invoice. The Architect shall submit its final invoice, as per the approved draft invoice, to the City of Vancouver, Attention: Accounts Payable, by email to [APInvoice@vancouver.ca](mailto:APInvoice@vancouver.ca). The invoice must contain:

- (a) the Architect's name, address and telephone number;
- (b) the City purchase order number;
- (c) the name of the City's Project Manager;
- (d) the invoice number and date;
- (e) details of any applicable taxes; and
- (f) tax registration number(s).

4.1.4 If the City does not approve of or wishes to further review, audit or otherwise seek clarification concerning any of the Architect's invoices, for whatever reason, the City shall not be liable for interest charges in respect of that invoice for the period from the date the invoice is submitted until the date that the invoice is paid, provided however, the City shall use reasonable efforts to have the review, audit or clarification resolved within a 60 day period. The City shall, if it approves the amount of such invoice, cause the respective invoice to be paid within 30 days of approval by electronic funds transfer to the bank account indicated by the Architect.

4.1.5 The Architect shall keep proper accounts and records of all costs and expenditures forming the basis of any billing to the City, including but not limited to hours worked, details of all disbursements and percentage amounts of work completed. The City shall be entitled to verify the accuracy and validity of all billings and payments made by auditing and taking extracts from the books and records of the Architect and by such other means as shall be reasonably necessary or advisable.

4.1.6 The Architect shall not take a mark-up on amounts charged to the Architect by the Architect's Consultants.

4.1.7 The Architect shall provide bank account information to the City to enable the City to make payments by electronic funds transfer, as contemplated hereby.

## 4.2 Reimbursable Expenses

The following expenses, when incurred by the Architect, or the Architect's employees, in the interest of the Project, are reimbursable by the City:

4.2.1 reasonable, documented travel expenses in connection with the Project for travel that has been expressly pre-authorized in writing by the City; however, expenses for travel within the Lower Mainland of British Columbia and to and from persons' residences shall not be included as reimbursable expenses;

4.2.2 reasonable, documented communication and shipping expenses (e.g., for long distance telephone calls, courier service, and postage);

- 4.2.3 reasonable, documented expenses for the reproduction of plans, sketches, drawings, graphic representations, specifications and other documents, excluding reproductions for the Architect's office use or for the use of the Architect's Consultants;
- 4.2.4 reasonable, documented expenses for renderings, plotting of computer-generated drawings, models, and mock-ups specifically requested by the City and not forming part of the Basic Services;
- 4.2.5 documented fees, levies, duties or taxes for permits, licenses or approvals that are specific to the Project and are required to be paid by authorities having jurisdiction; and
- 4.2.6 over-time services costs, for over-time authorized in advance by the City, to the extent that the cost of such services exceeds normal direct personnel expenses, where "direct personnel expenses" refers to the salaries of the Architect's or the Architect's Consultant's personnel engaged on the Project plus the cost of such mandatory and customary contributions and employee benefits as employment taxes and other statutory benefits, insurance, sick leave, holidays, vacations, pensions and similar contributions and benefits.

#### 4.3 Changes and Adjustments

- 4.3.1 Except to the extent otherwise expressly provided herein or agreed in writing, the Architect agrees that the City may assume that all services are Basic Services unless the City expressly requests Additional Services in a writing expressly acknowledging that the requested services are Additional Services or the Architect notifies the City in writing and in advance that an Additional Service is required by the Architect or an Architect's Consultant, or has been requested by the City, and the City then agrees in writing and expressly authorizes the performance of the Additional Service.
- 4.3.2 If and to the extent that the Construction Contract time initially established in the Construction Contract is exceeded or extended through no fault of the Architect and the Architect is required to provide ongoing contract administration services, incremental services required for such extended period of the Construction Contract administration shall be treated as Additional Services but shall be paid only upon and in accordance with the prior agreement of the City.

#### 4.4 Project Suspension or Abandonment

If the Project is suspended or abandoned in whole or in part for more than a total of 90 consecutive days, the Architect shall be paid within 30 days of the date that an invoice is submitted for all services performed and reimbursable expenses incurred to date. If the Project is resumed after being suspended or abandoned in whole or in part for more than a total of 60 days whether consecutive or not, the Architect's fees shall be adjusted by the City to reasonably compensate the Architect for the increased costs incurred by the Architect as a direct result of the suspension or abandonment.

#### 4.5 Taxes

- 4.5.1 In the event that new or additional taxes in respect of the services included in this Agreement are required to be paid by the Architect by federal or provincial legislation enacted after the Agreement is executed, the fees payable under this Agreement shall be adjusted to include such new or additional taxes.
- 4.5.2 Except as stated in Section 4.5.1, the prices stated herein include all taxes and government levies, except for the federal goods and services tax arising under the

*Excise Tax Act* (Canada) as a result of the sale of the Services within Canada hereunder.

- 4.5.3 If the Architect is a non-resident of Canada as defined in Canadian income tax legislation, the City may withhold from all monies payable under this Agreement such amounts as set out in Canadian income tax legislation, unless a Canada Revenue Agency waiver has been provided to the City within the time limit required under the Canada Revenue Agency administrative guidelines as in effect from time to time and, in any event, prior to payment of an invoiced amount. The City shall receive full credit under this Agreement for monies withheld as of and from the date of the withholding and no interest shall be payable by the City on sums withheld and later paid directly to the Architect.
- 4.5.4 The Architect shall indemnify the City for any losses, damages or expenses incurred by the City as a result of the Architect's failure to properly disclose to the City its non-resident status, as defined in Canadian income tax legislation.
- 4.5.5 The foregoing Section 4.5.4 shall survive the expiration or earlier termination of this Agreement.

## **ARTICLE 5.0 GENERAL CONDITIONS**

### **5.1 Architect's Consultants and Employees**

- 5.1.1 The Architect shall be responsible for retaining and paying all the Architect's Consultants and employees. However, the City now acknowledges that, unless otherwise expressly set forth herein, it shall be responsible for retaining and paying for the Cost Consultant and (other) City's Consultants, including any of the City's Consultants engaged to perform the work referred to in Schedule D.
- 5.1.2 The Architect hereby assumes full responsibility to the City for all work performed by the Architect's Consultants under this Agreement. Nothing in this Agreement shall create any contractual relationship between the City and any of the Architect's Consultants.
- 5.1.3 The Architect shall only utilize:
  - (a) its employees; and
  - (b) its Architect's Consultants approved in writing by the Cityto perform the Services under this Agreement.
- 5.1.4 Except in the event of circumstances beyond the Architect's control, the Architect may not make substitutions or changes to its employees primarily responsible for the performance of the Services, and it must ensure that its Architect's Consultants do not make substitutions or changes to their employees primarily responsible for the performance of the Services, in each case as such employees are listed under the heading "Key Employees" within Schedule E, and in each case without the prior written consent of the City, which consent shall not be unreasonably withheld, delayed, or conditioned.
- 5.1.5 Notwithstanding the foregoing Section 5.1.4, in no event may the Architect or an Architect's Consultant replace any professionally-registered staff with staff that is not so registered, and the Architect shall ensure that the Architect's Consultants do not do so.

- 5.1.6 For the purposes of the above Section 5.1.4, “circumstances beyond the Architect’s control” means an illness, death, injury, pregnancy, medical leave, or termination of employment or contract but expressly excludes situations where an employee is called upon to perform services for another client of the Architect or its affiliates.
- 5.1.7 The City may, with stated reasons and acting reasonably, request that the Architect replace an employee assigned to the Project or cause an Architect’s Consultant to replace an employee assigned to the Project. The Architect shall and shall cause each Architect’s Consultant to, subject to scheduling and staffing considerations, make commercially reasonable efforts to replace any such individual with someone of substantially similar competency and experience.

## 5.2 Confidentiality

- 5.2.1 In the course of or for the purpose of performing the Services, the Architect shall obtain or have access to information, including but not limited to technical information, financial information and business information, which is confidential to the City, and is the exclusive, world-wide property of the City and/or its suppliers and customers (collectively “**Confidential Information**”). Excluded from the definition of Confidential Information is:
- (a) information which is in, or becomes part of, the public domain, not due to the Architect’s breach of this Agreement or the Architect’s actions;
  - (b) information which was previously in the Architect’s possession and did not originate from the City; and
  - (c) information which lawfully becomes available to the Architect from a third party not under an obligation of confidence to the City regarding such information.
- 5.2.2 The Architect shall not use or reproduce the Confidential Information other than as reasonably required for the performance of the Services under this Agreement. The Architect shall not, without the prior written consent of the City given on such terms and conditions as it prescribes in its sole discretion, disclose or allow access to the Confidential Information to any person, except to only those of its own employees and its Architect’s Consultants who have a need to know the Confidential Information solely for the provision of the Services, and who have been advised of its confidential nature and have agreed to be bound by the confidentiality and use-restriction provisions in this Section 5.2. The Architect shall take all reasonable precautions against the Confidential Information being used by or disclosed to any unauthorized person.
- 5.2.3 If the Architect is required by any law, legal proceeding, or court or government order, to disclose any Confidential Information, the Architect shall limit its disclosure of such Confidential Information to the extent and purpose legally required, provided that, prior to any disclosure, the Architect shall promptly notify the City in writing of the existence and the terms, and conditions of the required disclosure and, at the City’s request and expense, co-operate in obtaining a protective order or other assurance that confidential treatment and restrictions on use shall be accorded such Confidential Information.
- 5.2.4 The City is subject to the *Freedom of Information and Protection of Privacy Act* (British Columbia), which imposes significant obligations on the City’s contractors to protect all personal information acquired from the City in the course of providing services to the City. The Architect confirms and acknowledges its obligations to comply with all obligations imposed on it pursuant to the *Freedom of Information and Protection of*

*Privacy Act* (British Columbia) with respect to all personal information received from the City whether as part of the Confidential Information or otherwise.

5.2.5 The Architect acknowledges that in the event of a breach by the Architect or any of its employees of their respective confidentiality obligations pursuant to this Section 5.2, damages alone would not be an adequate remedy. The Architect therefore agrees with the City that, in addition to and without limiting any other right or remedy it may have, the City shall have the right to an immediate injunction or other available equitable relief in any court of competent jurisdiction enjoining any threatened or actual breach of such obligations.

5.2.6 The Architect shall return all copies of the Confidential Information to the City, in all tangible forms and media, and delete all Confidential Information resident in any databases or systems, upon the earliest of the following dates:

- (a) completion of the Services;
- (b) expiration or earlier termination of this Agreement; and
- (c) written request of the City for return of the Confidential Information;

provided that the Architect shall have the right to retain one copy of the Confidential Information solely for archival purposes or as otherwise may be required by law, subject to its ongoing confidentiality and restricted use obligations.

5.2.7 This Section 5.2 shall survive the expiration or earlier termination of this Agreement.

### 5.3 Deliverables

5.3.1 As a result of or as part of providing the Services, the Architect may receive, create, produce, acquire or collect one or more of the following:

- (a) products, goods, equipment, supplies, models, prototypes and other materials;
  - (b) information and data;
  - (c) reports, designs, models, plans, sketches, drawings, graphic representations, documents and specifications; and
  - (d) any other items identified in this Agreement as deliverables;
- (collectively, the “**Deliverables**”).

5.3.2 Deliverables are deemed not to include:

- (a) any item not required to be produced by the Architect or supplied to the City as part of or together with the Services, provided that if the City has paid or is liable to pay for any portion of such item’s creation, production, acquisition or collection then such item shall be deemed to be a Deliverable; and
- (b) any item produced as a result of the Services, which is specified in this Agreement as being excluded from the Deliverables category.

5.3.3 The Architect shall keep accurate records and provide regular reports to the City about the Deliverables as they are created or acquired, and grant to the City access to the Deliverables at all times on reasonable notice. The Architect shall treat each

Deliverable as subject to the confidentiality provisions for the benefit of the City set out in Section 5.2 unless advised otherwise by the City.

- 5.3.4 A copy of each Deliverable, as to the whole or that portion of the Deliverable then existing, shall be delivered by the Architect to the City on the earliest of each of the following events:
- (a) the date specified in, or inferable from, this Agreement for the delivery of such Deliverable;
  - (b) immediately on the date of expiration or sooner termination of this Agreement; or
  - (c) the date specified by written notice of the City requesting delivery of all or any part of the Deliverable.
- 5.3.5 The Architect represents and warrants that the Deliverables shall not infringe, misappropriate or misuse any copyright, patent, trade-mark, trade secret, or confidential or proprietary information of a third party. The Architect shall defend, indemnify and hold the City harmless from and against any and all damage, liability, cost and expense incurred by the City in connection with any claim by a third party that a Deliverable infringed, misappropriated or misused its copyright, patent, trade-mark, trade secret, or confidential or proprietary information.
- 5.3.6 The Architect hereby grants to the City, and shall procure that each Architect's Consultant shall grant to the City, automatically and without additional consideration, an irrevocable, perpetual, royalty-free and unfettered license to, itself and through contractors and agents, use, copy, amend, reproduce, modify and create derivative works of all Deliverables that are reports, designs, models, plans, sketches, drawings, graphic representations, documents or specifications for any purpose in connection with the Project (including in connection with the City's use and occupancy of the Project, and any future alterations, additions or reconstruction of the Project), and the City may retain copies of all of the same for such purpose.
- 5.3.7 The Architect irrevocably waives, in favour of the City, all moral rights in the Deliverables.
- 5.3.8 The Architect shall obtain from its employees and contractors and, as required, third parties (and shall require that its contractors obtain from their employees and contractors), all required licenses, including rights to sublicense, all assignments and all releases of intellectual property, and waivers of moral rights, respecting the Deliverables so as to give full effect to the provisions of this Section 5.3, including the unfettered license referred to in Section 5.3.6. The Architect shall moreover provide to the City, during and after the term of this Agreement, any reasonable assistance required for the City to obtain, perfect and enforce its rights in the Deliverables or to receive the full benefit of the Deliverables for purposes of the Project.
- 5.3.9 This Section 5.3 shall survive the expiration or earlier termination of this Agreement.

#### 5.4 Project Identification

The Architect shall be entitled, at the Architect's expense, to sign the building by inscription or otherwise on a suitable and reasonably visible part of the permanent fabric of the building. The location, size and design of the sign or inscription and the duration of the signage shall be subject to approval by the City.



5.5 **Dispute Resolution**

- 5.5.1 Any claim, dispute or issue in dispute between the City and the Architect in relation to this Agreement shall be decided by mediation or arbitration, if the City and the Architect so agree in writing in relation to the specific claim, dispute or issue in dispute, or, failing any such agreement, by the courts of competent jurisdiction in the Province of British Columbia.
- 5.5.2 In the event that parties agree to arbitration pursuant to Section 5.5.1:
- (a) the arbitration shall be conducted pursuant to the *Commercial Arbitration Act* (British Columbia) and shall be governed by the rules of the British Columbia International Commercial Arbitration Centre, except that the arbitrator or arbitrators shall be agreed upon by the parties, and failing agreement by the parties, shall be appointed by a court of competent jurisdiction within the Province of British Columbia;
  - (b) the parties shall share equally the costs of the arbitration but shall be responsible for their own separate costs and expenses in relation to the arbitration including legal fees and disbursements; and
  - (c) the arbitration shall take place in Vancouver, British Columbia and shall be governed by the laws of British Columbia.
- 5.5.3 This Section 5.5 shall survive the expiration or earlier termination of this Agreement.

5.6 **Release and Indemnification**

- 5.6.1 Notwithstanding any other provision hereof, it is agreed that the Architect shall not be liable for damages, interest, costs or any other expenses arising out of the failure of any manufactured product or any manufactured or factory-assembled system of components to perform in accordance with the manufacturer's written specifications on which the Architect relied in the preparation of the design, construction or supplementary documents, unless the Architect could reasonably have anticipated such failure.
- 5.6.2 The Architect now releases the City, its officials, officers, employees and agents from all costs, losses, damages and expenses, including those caused by personal injury, death, property damage, loss and economic loss arising out of, suffered or experienced by the Architect, its contractors or consultants, and their respective officers, employees and agents in connection with their performance of the Services under this Agreement (excepting any caused by the non-performance by the City of its obligations hereunder, or any gross negligence or wilful misconduct by the City).
- 5.6.3 In undertaking the Services, the Architect acknowledges that the Architect has inspected the Project Site, and undertakes to take all precautions necessary to ensure the safety of all persons employed or contracted by the Architect to perform the Services.
- 5.6.4 Despite any insurance coverage of the City, the Architect hereby agrees to indemnify and save harmless the City of Vancouver and its successors, assigns, official, employees, agents and authorized representatives and each of them (in each case an "Indemnified Party") from and against all costs, losses, claims, damages, actions, and causes of actions (collectively referred to as "Claims") that an Indemnified Party may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this Agreement, that arise out of errors, omissions or negligent acts of

the Architect, its contractors or consultants, or their respective officers, employees or agents under this Agreement excepting always that this indemnity does not apply to the extent, if any, to which the Claims are primarily caused by errors, omissions or negligent acts of an Indemnified Party.

5.6.5 The foregoing Section 5.6.4 shall not affect or prejudice the City from exercising any other rights that may be available to it at law or in equity.

5.6.6 This Section 5.6 shall survive the expiry or sooner termination of this Agreement.

## 5.7 Insurance

5.7.1 The Architect shall, purchase and maintain, at its own cost, professional liability insurance covering the Architect for the services to be performed by the Architect under this Agreement. The professional liability insurance policy shall have a limit of \$2,000,000 per claim and \$5,000,000 in annual aggregate coverage and shall be subject to a deductible of not more than \$10,000 per claim. The policy shall remain in effect throughout the period of construction and for a minimum of two years following the date of Substantial Performance of the Construction Work. The professional liability insurance policy shall not be cancelled or endorsed to reduce limits of liability without 30 days' notice in writing by registered mail to the City. Should the policy be endorsed to restrict coverage mid-term, notice of such restriction shall be provided in writing by registered mail to the City by no later than the effective date of such change.

5.7.2 The Architect shall purchase and maintain during the entire term of this Agreement, at its own cost, a commercial general liability insurance policy acceptable to the City, with a limit of not less than \$2,000,000 per occurrence/aggregate and a deductible of not more than \$5,000 per claim, which protects the Architect and its directors, officers, partners, personnel, and agents from all insurable claims which might arise from the performance of the Basic Services and any Additional Services in connection with this Agreement, for any damage to property, including loss of use thereof, or completed operations or products, any injury including personal injury, and any death caused by the negligence, fault, error or omission of the Architect or its directors, officers, partners, employees or agents or any of them, in respect of the performance of the Services under this Agreement.

5.7.3 During the entire term of this Agreement, the Architect shall have the commercial general liability policy of insurance referred to in Section 5.7.2 endorsed, in respect of the performance of this Agreement:

- (a) to name the City as an additional insured;
- (b) to provide a cross-liability clause or endorsement in favour of the City; and
- (c) to provide that required insurance policies will not be cancelled or endorsed to reduce limits of liability without thirty (30) days' notice in writing by Registered Mail to the City. Should this policy be endorsed to restrict coverage midterm, notice of such restriction will be provided in writing by Registered Mail to the City no later than the effective date of change. The exception is cancellation for non-payment of premiums in which case, the applicable statutory conditions shall apply.

5.7.4 The Architect shall cause the Architect's Consultants to each carry the insurance specified in Sections 5.7.1, 5.7.2 and 5.7.3; provided that the per-claim and annual aggregate coverage limits applicable to the Architect's Consultants' professional liability insurance shall vary based on the prices of the services being provided to the

Architect by each Architect's Consultant. In particular, if an Architect's Consultant's fees payable by the Architect are less than \$100,000, the per-claim limit must be no lower than \$1,000,000 and there must be at least \$2,000,000 in annual aggregate coverage; if the fees are between \$100,000 and \$249,999, the per-claim limit must be no lower than \$2,000,000 and there must be at least \$3,000,000 in annual aggregate coverage; if the fees amount to \$250,000 or more, the per-claim limit must be no lower than \$2,000,000 and there must be at least \$5,000,000 in annual aggregate coverage.

- 5.7.5 All of the insurance coverage required hereby shall be obtained from insurers authorized to carry on business in the Province of British Columbia. Moreover, prior to the commencement of work under this Agreement, the Architect shall provide the City with evidence of its having all required insurance in the form of detailed certificates of insurance. The certificates of insurance must identify this Agreement, the policy holder and the contract subject-matter, and must not contain any disclaimer. Similar evidence of renewals, extensions or replacements of all required insurance must be forwarded to the City. At any time, upon request, the Architect shall provide the City with updated insurance certificates or certified copies of its insurance policies required by this Agreement.
- 5.7.6 Upon request, the Architect shall deposit with the City certificates of insurance for the policies required to be obtained by the Architect's Consultants or copies of the insurance-related clauses from its agreements with them.

5.8 **WorkSafeBC Coverage**

- 5.8.1 The Architect agrees that it shall procure and carry at its expense and shall cause each of the Architect's Consultants to procure and carry at their expense full WorkSafeBC ("WCB") coverage as required by the *Workers Compensation Act* (British Columbia) and the regulations thereunder including all amendments thereto from time-to-time (the "WCB Legislation") for their respective employees, contractors and agents engaged in the performance of the Services under this Agreement. The Architect agrees that, notwithstanding any other provision of this Agreement, the City has the unfettered right to set off the amount of the unpaid premiums, assessments and penalties for such WCB coverage against any monies owing by the City to the Architect. The City shall have the right to withhold payment under this Agreement until the WCB premiums, assessments or penalties in respect of work done or service performed in fulfilling this Agreement have been paid in full.
- 5.8.2 Prior to commencing any services under this Agreement and thereafter as and when requested by the City, the Architect shall provide the City with the Architect's and each Architect's Consultant's WCB registration numbers and with written confirmation from the WCB that the Architect and all of the Architect's Consultants are registered and in good standing with the WCB and that all premiums, assessments and penalties have been paid to date.
- 5.8.3 The Architect shall indemnify and hold harmless the City from and against all manner of claims, demands, costs, losses, penalties and proceedings arising out of or in any way related to:
- (a) unpaid WCB assessments of the Architect or any other employer for whom the Architect is responsible under this Agreement;
  - (b) the acts or omissions of any person engaged directly or indirectly by the Architect in the performance of the Services, or for whom the Architect is responsible at law and which acts or omissions are or are alleged by the WCB to

constitute a breach of the WCB Legislation or any other failure to observe the safety rules, regulations and practices of WCB, including any and all fines and penalties levied by the WCB, and

(c) Any breach of Section 5.8.2.

5.8.4 The foregoing Section 5.8.3 shall survive the expiry or sooner termination of this Agreement.

## 5.9 Term and Termination

5.9.1 Unless earlier terminated pursuant to the remaining provisions of this Section 5.9, this Agreement shall expire at such date at which both: (a) three years have elapsed since Substantial Performance of the Construction Work; and (b) Total Performance of the Construction Work has been achieved; provided that if the City and the Architect continue to deal with each other in relation to the Project following such date, this Agreement shall be deemed to be renewed on a month-to-month basis until such time as their dealings cease.

5.9.2 The City may terminate this Agreement at any time (and for its convenience) upon 30 days' written notice to the Architect, which shall immediately upon receipt of such notice take all reasonable steps to wind down the performance of the Services and to minimize expenditure, including complying with any instructions from the City as to how to do so.

5.9.3 If the City reasonably considers that the Architect is not discharging any of its material obligations under this Agreement, the City may inform the Architect by notice stating the grounds for the notice. If evidence of remediation satisfactory to the City is not received as soon as practicable or in any case within 14 days or such longer period as agreed by the parties, the City may by a further notice to the Architect of at least 14 days terminate this Agreement.

5.9.4 The City may terminate this Agreement with immediate effect if the Architect becomes bankrupt or insolvent, goes into liquidation, has a receiver or administrator appointed over it or any of its assets of undertaking, enters into any arrangement for the benefit of its creditors, becomes the subject of any moratorium or carries on business under a receiver, trustee, manager or arrangement for the benefit of its creditors, or if any act is done or event occurs which (under applicable laws) has a similar effect to any of these acts or events.

5.9.5 After giving at least 14 days' written notice to the City, the Architect may terminate this Agreement, or at its discretion and without prejudice to the right to terminate, may suspend or continue suspension of performance of the whole or part of the Services when:

- (a) 90 days after the due date for payment of an invoice, it has not received payment of that part which has not by that time been contested in writing by the City and provided always that:
  - (i) the Architect has issued a notice of reminder to the City following the due date for payment in relation to such unpaid sum; and
  - (ii) the termination notice may not be issued until the expiry of 30 days following the issue of such reminder notice; or

- (b) the City commits any material or persistent breach(es) of its obligations under this Agreement which render(s) performance by the Architect of its obligations under this Agreement or a substantial part thereof impossible or significantly adversely affect(s) such performance of this Agreement as a whole and further which, remain(s) irremediable after 60 days.

5.9.6 The following consequences shall apply upon the termination of this Agreement:

- (a) The Architect shall, as soon as reasonably practicable:
  - (i) deliver to the City all work and Deliverables produced by or on behalf of the Architect during the course of performing the Services;
  - (ii) return (or destroy if otherwise directed by the City in writing) all Confidential Information provided to it for the purposes of this Agreement;
  - (iii) return all of the Project Site access cards, equipment and other items provided by the City in connection with this Agreement, failing which, the City may enter the relevant premises and take possession thereof, and, until any such access cards, equipment and other items have been returned or repossessed, the Architect shall be solely responsible for its or their safe-keeping;
  - (iv) if so requested by the City, take reasonable steps to assign any Architect's Consultant contracts to the City and do all things and execute all documents necessary to give effect thereto; and
  - (v) otherwise comply with all reasonable requirements of the City arising from the cessation of the Services or the continuing development of the Project Site.
- (b) The Architect shall be entitled to be paid its reasonable properly incurred costs of compliance with Section 5.9.6(a) and its reasonable demobilization costs, up to a maximum of \$1,000, in aggregate, save in circumstances in which the City reasonably claims that the termination was a consequence of a default by the Architect in the provision of any part of the Services, in which case all such costs shall be for the Architect's own account.
- (c) The Architect shall be entitled to payment for any completed portion of the Services rendered in full compliance herewith prior to the time of termination, in accordance with Schedule B.
- (d) Termination of this Agreement shall not prejudice or affect the accrued rights or claims and liabilities of the Parties.

#### 5.10 Law Governing this Agreement

This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia and the parties now irrevocably agree that, unless the parties agree to arbitration pursuant to Section 5.5, the courts of the Province of British Columbia shall have exclusive jurisdiction in all matters arising out of or in any way relating to this Agreement, except to the extent necessary to enforce, in another jurisdiction, any decision or award made by an arbitrator pursuant to Section 5.5 or any judgment of any court in the Province of British Columbia.

5.11 **Successors and Assigns**

The City and the Architect, respectively bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. However, neither the City nor the Architect shall assign or transfer an interest in this Agreement without the written consent of the other.

5.12 **Extent of Agreement**

This Agreement represents the entire and integrated Agreement between the City and the Architect and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by a written instrument signed by both the City and the Architect.

5.13 **Notices**

5.13.1 Any notice required or permitted to be given by one party to another pursuant to this Agreement must be in writing and shall be validly given if delivered by personal delivery or courier, transmitted by electronic means (with delivery confirmation or an email reply effectively acknowledging delivery) or mailed in British Columbia by registered mail to the respective party at its address as follows:

(a) **City of Vancouver**  
 Facilities Design and Management  
 300-515 West 10<sup>th</sup> Avenue  
 Vancouver, British Columbia V5Z 4A8  
  
 Attention: <name>, Project Manager  
 Fax: <604- >

(b) <name>  
 <address>  
  
 Attention: <name and title>  
 Fax: <604->  
 Email: < >

or to such other person or address as one party may advise the other in writing from time to time, provided that, notwithstanding the foregoing, the Architect's invoices shall be addressed as specified in Section 4.1.3 or as otherwise specified in the relevant City purchase order.

5.13.2 Any notice given (and, in the case of electronic transmission, confirmed or acknowledged) in accordance with Section 5.13.1 shall be conclusively deemed to have been given:

- (a) if given by personal delivery, on the day of actual delivery thereof;
- (b) if given by courier or registered mail, on the Business Day following confirmation by the courier or postal service that the notice has been delivered; and
- (c) if given by electronic transmission, on the day of transmittal thereof if given during the normal business hours of the recipient and on the Business Day

during which such normal business hours next occur if not given during such hours on any day.

Notwithstanding the foregoing, if the party giving any demand, notice or other communication knows or ought reasonably to know of any difficulties with the postal system which might affect the delivery of mail, any such demand, notice or other communication must not be mailed but must be given by personal delivery, courier or electronic transmission.

**5.14 No Promotion**

The Architect shall not disclose or promote its relationship with the City, including by means of any verbal declarations, announcements, sales, marketing or other literature, letters, client lists, websites, internet domain names, press releases, brochures or other written materials without the express prior written consent of the City (except as may be necessary for the Architect to perform its obligations under this Agreement). The Architect shall not use the City's logo or any of the City's official marks without the express prior written consent of the City

**5.15 Compliance with Law**

The Architect shall comply and shall cause the Architect's Consultants to comply with all statutes, regulations, by-laws, codes, rules, notices, orders, directives, standards and requirements of every competent federal, provincial, regional, municipal and other statutory authority applicable to the Architect, the Architect's Consultants and the services to be performed under this Agreement, all as may be in force from time to time.

**5.16 Precedence of Documents**

In the event of any conflict or inconsistency between this Agreement (excluding Appendix 2) and the Architect's Proposal, this Agreement (excluding Appendix 2) shall take precedence.

**5.17 Severance**

If any term or condition of this Agreement is for any reason held to be illegal, invalid, ineffective, inoperable or otherwise unenforceable, it shall be severed and deemed to be deleted from this Agreement and the validity and enforceability of the remainder of this Agreement shall not be affected or impaired thereby. If any term or condition of this Agreement is found to be illegal, invalid ineffective, inoperable or otherwise unenforceable, but would not be so if some part of it were deleted, the term or condition shall apply with such modifications as may be necessary to make it enforceable.

**5.18 Time of the Essence**

Time is of the essence of this Agreement.

**5.19 No Waiver**

No action or failure to act by the City shall constitute a waiver of any right or duty under this Agreement, or constitute an approval or acquiescence in any breach hereunder, except as may be specifically agreed in writing by the City.

**5.20 Remedies Cumulative.**

The remedies of the parties provided for in this Agreement are cumulative and are in addition to any remedies available to the parties at law or in equity. No remedy shall be deemed to

exclude or restrict the right of a party to any other remedies against the other party and a party may from time to time have recourse to one or more of the remedies specified in this Agreement or at law notwithstanding the termination of this Agreement.

**5.21 Counterparts**

This Agreement may be executed in any number of counterparts. All counterparts, taken together, constitute one instrument. A party may execute this Agreement by signing any counterpart.

**5.22 Independent Legal Advice**

The Architect acknowledges that the Architect has been given the opportunity to seek independent legal advice before executing this Agreement.

**5.23 Electronic Execution**

Delivery of an executed signature page to this Agreement by either party by electronic transmission shall be as effective as delivery of a manually executed copy of this Agreement by such party.

The remainder of this page is intentionally left blank.



IN WITNESS WHEREOF the parties hereto have executed this Agreement on the date first herein above written.

**CITY OF VANCOUVER**

by its authorized signatories:

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

[Consultant]

by its authorized signatories:

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**SCHEDULE A - BASIC AND ADDITIONAL SERVICES**

**1) BASIC SERVICES**

The following are Basic Services requirements:

**a) Basic Schematic Design Services**

Within the schematic design phase of the Project, the Architect shall perform, as Basic Services, the following services and such additional schematic design phase services as are indicated in the RFP and/or the Architect's Proposal:

- i) summarizing findings and recommendations from the pre-design phase and/or other preceding work in a written, illustrated document, which establishes the scope for the design;
- ii) reviewing the requirements furnished by the City, and the characteristics of the Project Site;
- iii) reviewing and commenting on the Construction Budget and Project Schedule in relation to the City's requirements;
- iv) reviewing with the City alternative approaches to the design of the Construction Work and the types of construction contracts;
- v) reviewing applicable statutes, regulations, codes and by-laws and where necessary, reviewing the same with the authorities having jurisdiction;
- vi) based on mutually agreed upon requirements and schedules, and the Construction Budget, preparing for the City's review and approval schematic design documents to illustrate the scale and character of the Project and how the parts of the Project functionally relate to each other, including, at a minimum, the following Deliverables:
  - (1) a site plan;
  - (2) spatial relationship diagrams;
  - (3) principal floor plans
  - (4) building sections;
  - (5) elevations; and
  - (6) outline specifications;
- vii) providing the Cost Consultant with information necessary to prepare estimates of the Construction Cost;
- viii) other services indicated to be Basic Services under the "Schematic Design" heading in the "Sequence and Scope of Services Chart" attached at the end of this Schedule A.

**b) Basic Design Development Services**

Within the design development phase of the Project, the Architect shall perform, as Basic Services, the following services and such additional design development phase services as are

indicated in the RFP and/or the Architect's Proposal, taking into account the most recent City-approved Construction Budget and the most recently approved estimate of Construction Cost:

- i) preparing, for the City's review and approval, design development documents consisting of drawings and other documents appropriate to the scale of the Project to describe the size and character of the entire Project, including the architectural, structural, mechanical, and electrical systems, sustainability measures, code compliance, materials and such other elements as may be appropriate, including but not limited to:
  - (1) site plans;
  - (2) plans;
  - (3) sections;
  - (4) elevations;
  - (5) massing diagrams;
  - (6) project briefs, including information from the Architect and each Architect's Consultant detailing area calculations, all building systems, sustainability measures and all the parameters that shall guide the work in the next phase; and
  - (7) presentation materials as required for the public meetings and presentations to municipal boards and authorities, as required by City of Vancouver by-laws for the Project;
- ii) reviewing and commenting upon the cost estimates prepared by the Cost Consultant, and investigating alternate solutions to problem areas and generally consulting with the City and the Cost Consultant to the extent necessary for the Cost Consultant to be able to confirm the design is consistent with the Construction Budget;
- iii) continuously reviewing and ensuring compliance with applicable statutes, regulations, codes and by-laws as the design phase of the Project progresses;
- iv) other services indicated to be Basic Services under the "Design Development" heading in the "Sequence and Scope of Services Chart" attached at the end of this Schedule A.

**c) Basic Construction Documents Services**

Within the construction documents phase of the Project, the Architect shall perform, as Basic Services, the following services and such additional construction documents phase services as are indicated in the RFP and/or the Architect's Proposal, taking into account the most recent City-approved Construction Budget and the most recently approved estimate of Construction Cost:

- i) preparing, for the City's review and approval, construction documents consisting of drawings and standard-format specifications setting forth in detail the requirements for the construction of the Project;
- ii) providing the necessary documents for the City to obtain pre-tender estimates of Construction Cost from the Cost Consultant;
- iii) coordinating with the City in preparing the City's tender or other solicitation package;

- iv) reviewing the City's form of Construction Contract for information and coordination purposes;
- v) reviewing statutes, regulations, codes and by-laws applicable to the design and where necessary reviewing the same with the authorities having jurisdiction in order that all required consents, approval, licenses and permits necessary for the Project may be obtained, and obtaining the following required consents, approvals, licenses and permits on the City's behalf:
  - (1) development permit;
  - (2) building permit (including the provision of all required schedules and letters of assurance); and
- vi) other services indicated to be Basic Services under the "Construction Documents" heading in the "Sequence and Scope of Services Chart" attached at the end of this Schedule A.

d) **Basic Bidding or Negotiation Services**

Within the bidding or negotiation phase of the Project (which shall be managed by the City), the Architect shall perform, as Basic Services, the following services and such additional bidding or negotiation phase services as are indicated in the RFP and/or the Architect's Proposal:

- i) participating in the preparation of requirements for tendering or other solicitation documents that are to be posted by the City as part of the Construction Contract bid processes;
- ii) reviewing the tender submissions and participating in qualification or selection processes for a Construction Contractor;
- iii) attending bidder site reviews or meeting, and addressing technical questions from bidders;
- iv) assisting and advising the City on obtaining bids or negotiated proposals and in awarding and preparing the Construction Contract; and
- v) preparing, or contributing to City-issued addenda, amendments and other technical information as required;
- vi) other services indicated to be Basic Services under the "Bidding or Negotiation" heading in the "Sequence and Scope of Services Chart" attached at the end of this Schedule A.

e) **Basic Construction Contract Administration Services**

Within the construction contract administration phase of the Project, the Architect shall perform, as Basic Services, the following services and such additional construction contract administration phase services as are indicated in the RFP and/or the Architect's Proposal:

- i) being a representative of the City acting as the "Consultant"/"Payment Certifier" as defined in the Construction Contract and doing all things required of it thereunder;
- ii) acting on the City's behalf to the extent provided in the Construction Contract Documents;
- iii) reviewing the Construction Work at all appropriate times when it is in preparation or progress;

- iv) acting as the coordinating registered professional for the Project, which role shall include without limitation, providing overall liaison, control, coordination and communication between all parties for the Project (except as limited by the Construction Contract);
- v) forwarding all instructions from the City to the Construction Contractor;
- vi) carrying out the General Review of the Construction Work and coordinating field review from all disciplines;
- vii) examining, evaluating and reporting to the City upon representative samples of the Construction Work;
- viii) keeping the City informed of the progress and quality of the Construction Work, and reporting to the City defects and deficiencies in the Construction Work observed during the course of site reviews;
- ix) attending regularly scheduled construction meetings at the Project Site;
- x) determining the amounts owing to the Construction Contractor under the Construction Contract based on the Architect's observations and evaluation of the Construction Contractor's applications for payment;
- xi) issuing certificates for payment under the Construction Contract for Construction Work performed;
- xii) interpreting the requirements of the Construction Contract Documents and communicating to the City and, as necessary, the Construction Contractor its opinions as to the performance thereunder by both the City and the Construction Contractor;
- xiii) rendering interpretations in written and graphic form as may be required with reasonable promptness on the written request of either the City or the Construction Contractor (in conformity with the Construction Contract);
- xiv) rendering written findings, as required within a reasonable time (and in conformity with the Construction Contract), on all claims, disputes and other matters in question between the City and the Construction Contractor relating to the execution or performance of the Construction Work or the interpretation of the Construction Contract Documents;
- xv) rejecting, in conformity with the Construction Contract, work which does not conform to the Construction Contract Documents;
- xvi) whenever required by the Construction Contract or necessary or advisable, in the Architect's opinion, for the implementation of the Construction Contract Documents, requiring special inspections or testing of work (in conformity with the Construction Contract), whether or not such work has been fabricated, installed or completed;
- xvii) reviewing, and taking other appropriate actions with reasonable promptness upon, the Construction Contractor's submittals such as shop drawings, product data, and samples, in conformity with the Construction Contract;
- xviii) preparing, in conformity with the Construction Contract, contemplated change orders, change orders, and change directives for the City's approval and signature in accordance with the Construction Contract Documents;
- xix) directing, in conformity with the Construction Contract, minor adjustments in the Construction Work which are consistent with the intent of the Construction Contract

- Documents, when these do not involve an adjustment in the Construction Contract price or an extension of the Construction Contract time;
- xx) furnishing, in conformity with the Construction Contract, supplemental instructions to the Construction Contractor with reasonable promptness or in accordance with a schedule for such instructions agreed to by the Architect and the Construction Contractor;
  - xxi) determining the date of Substantial Performance of the Construction Work in accordance with the Builders' Lien Act and the Construction Contract and issuing a certificate of completion in respect thereof;
  - xxii) determining the dates for substantial completion of subcontracts in accordance with the progressive release provisions of the Builders' Lien Act and the Construction Contract and issuing certificates of completion therefor;
  - xxiii) determining the date of Total Performance of the Construction Work and issuing a written certificate of same in accordance with the Construction Contract;
  - xxiv) verifying the validity of the Construction Contractor's application for final payment and issuing a certificate of final payment;
  - xxv) receiving from the Construction Contractor, reviewing on behalf of the City for Construction Contract compliance, and, when compliant, forwarding to the City, written warranties and related documents;
  - xxvi) reviewing and confirming that operation manuals prepared by the Construction Contractor are in accordance with the Construction Contract, and forwarding the same (which compliant) to the City;
  - xxvii) preparing a Project close-out report, including at a minimum a summary of each of the design phases, all monthly reporting and site reviews during construction, a final budget summary, including all change orders, a final schedule summary, including any adjustments, the certificate of completion, the final certificate for payment, the occupancy permit, and a summary commentary explaining any major issues and deviations from expectations
  - xxviii) preparing record drawings showing changes in the Construction Work made during construction based on marked-up as-built drawings, and other data furnished by the Construction Contractor to the Architect, and sending to the City two paper copies and four electronic copies on disk of each such drawing, provided that the accuracy of such information shall be the sole responsibility of the Construction Contractor;
  - xxix) prior to the end of the period of one year following the date of Substantial Performance of the Construction Work, reviewing any defects or deficiencies which have been reported or observed during that period, and notify the Construction Contractor in writing of those items requiring attention by the Construction Contractor to complete the Construction Work in accordance with the Construction Contract;
  - xxx) preparing and providing all schedules required under the City of Vancouver Building Bylaw for issuance of an occupancy permit;
  - xxxi) other services indicated to be Basic Services under the "Construction Contract Administration" heading in the "Sequence and Scope of Services Chart" attached at the end of this Schedule A.

f) **Basic Post-Construction Services**

Within the post-construction phase of the Project, the Architect shall perform, as Basic Services, the following services and such additional post-construction phase services as are indicated in the RFP and/or the Architect's Proposal:

- i) Prior to the end of the period of one year following the date of Substantial Performance of the Construction Work, reviewing any defects or deficiencies which have been reported or observed during that period, and notify the Construction Contractor in writing of those items requiring attention by the Construction Contractor to complete the Construction Work in accordance with the Construction Contract;
- ii) A full coordinated site review and report prior to the expansion of the 12-month warranty period, including reporting on the performance of the building in coordination with commissioning consultant;
- iii) Review of and assistance with deficiencies and design and coordination issues emerging in the first year of operation;
- iv) other services indicated to be Basic Services under the "Post-Construction" heading in the "Sequence and Scope of Services Chart" attached at the end of this Schedule A.

**2) ADDITIONAL SERVICES**

The following are, each to the extent they are not required as Basic Services, Additional Services, and they shall be provided to the City by the Architect if the City requests them in writing:

- a) Providing more exhaustive or continuous on site review or representation than is required as a Basic Service.
- b) Providing financial feasibility, Project Budget or other special costing studies.
- c) Providing site evaluations, planning surveys, or comparative studies of prospective sites.
- d) Providing special surveys, environmental studies and submissions and other related services required for approval by authorities having jurisdiction over the Project.
- e) Providing services relating to future facilities, systems and equipment.
- f) Providing services to investigate existing conditions or facilities such as preparing measured drawings or verifying the accuracy of drawings or other information furnished by the City.
- g) Providing detailed estimates of Construction Cost, detailed quantity surveys, inventories of material and equipment, or analyses of owning and operating costs.
- h) Preparing documents for alternative, separate or sequential bids or providing extra services in connection with bidding, negotiations, or construction beyond the base number of tender/construction packages specified.
- i) Coordinating construction work performed by separate construction contractors or by the City's own forces and coordinating the services required in connection with construction performed and equipment supplied by the City.
- j) Providing services after expiry of the period of three years following the date of Substantial Performance of the Construction Work.
- k) Revising or providing additional drawings, specifications or other documents which are:
  - i) caused by the enactment or revisions of statutes, regulations, codes or by-laws, subsequent to the preparation of such documents;
  - ii) caused by an interpretation by the authorities having jurisdiction which differs from the Architect's interpretation of statutes, regulations, codes or by-laws, which difference the Architect could not have reasonably anticipated; or
  - iii) due to changes required as a result of the City's failure to render decisions in a timely manner.
- l) Providing services in connection with evaluating substitutions proposed by the Construction Contractor and making subsequent revisions to the drawings, specifications and other documentation resulting from them.
- m) Making investigations, inventories of materials and equipment, valuations and detailed appraisals of existing facilities.
- n) Providing services made necessary by the material default of the Construction Contractor, by major defects or deficiencies in the Construction Work of the Construction Contractor, or by a



material failure of performance by either the City or Construction Contractor under the Construction Contract.

- o) Providing consultation concerning replacement of any work damaged by fire or other cause during construction and furnishing services as may be required in connection with the replacement of such work.
- p) Providing services in evaluating an extensive or unreasonable number of claims submitted by the Construction Contractor or others in connection with the Construction Work.
- q) Providing assistance in the utilization of equipment or systems such as testing, adjusting and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance and consultation during operation.
- r) Attending, presenting or speaking as the City's representative at any public hearing, mediation, arbitration proceedings, or legal proceedings except as required as a Basic Service.
- s) Providing for services of consultants other than the Architect's Consultants.
- t) Translating documents into a language other than English.
- u) Providing or arranging for any services not otherwise provided for in this Agreement, or which the Agreement states are to be treated as Additional Services.
- v) Providing other services indicated to be Additional Services in the "Sequence and Scope of Services Chart" attached at the end of this Schedule A.

# Sequence and Scope of Services Chart

MARBLE PACE RESTORATION

Project Inception	Project Feasibility	Concept Approval	Development Permit	Building Permit	Award of Construction Contract	Substantial Performance Occupancy Permit	Warranty and Maintenance
1.0 Predesign	2.0 Schematic Design	3.0 Design Development	4.0 Construction Documents	5.0 Bidding or Negotiation	6.0 Construction Contract Administration	7.0 Post-Construction	
<p><b>Architect's Services</b></p> <ul style="list-style-type: none"> <li>● Facility Programming</li> <li>○ Space Relationships</li> <li>○ Flow Diagrams</li> <li>○ Project Development/ Scheduling</li> <li>○ Project Budgeting</li> <li>○ Life Cycle Cost Studies</li> <li>○ Economic Feasibility Studies</li> <li>○ Agency Consulting/Review/ Approval</li> <li>○ Site Selection/Analysis/ Utilization</li> <li>○ Environmental Studies</li> <li>○ Energy Studies</li> <li>○ Existing Facilities Surveys</li> <li>○ Client-supplied Data Coordination</li> <li>○ Project Management</li> <li>○ Presentations</li> <li>○ Marketing Studies</li> <li>○ Project Financing</li> <li>○ Special Studies</li> <li>○ Re-zoning Assistance</li> <li>○ Project Promotion</li> <li>○ OCP/Zoning Review</li> <li>○ Obtain Consultants' Proposals</li> </ul> <p><b>Special Consultants' Services</b></p> <ul style="list-style-type: none"> <li>○ Legal Survey</li> <li>○ Land Survey</li> <li>○ Geotechnical Analysis</li> <li>○ Environmental</li> <li>○ Urban Planning</li> <li>○ Collect Site Data</li> <li>○ Municipal Bylaw Review (Historic, Creeks, Hazardous Materials, etc.)</li> <li>○ Foreign Practices Review</li> <li>○ Project Scheduling</li> </ul>	<p><b>Architect's Services</b></p> <ul style="list-style-type: none"> <li>● Client-Supplied Data Coordination</li> <li>● Program and Budget Evaluation/Review</li> <li>● Review Site Characteristics</li> <li>● Review Alternate Design Approaches</li> <li>● Architectural Schematic Design</li> <li>● Schematic Design Coordination</li> <li>● Drawings &amp; Documents</li> <li>● Review Construction Contract Types</li> <li>● Statement of Probable Construction Costs</li> <li>● Client Consultation</li> <li>● Agency Consultation</li> <li>● Building Code Review</li> <li>○ Interior Design Concepts</li> <li>○ Special Studies; e.g. Future Facilities, Environmental Impact</li> <li>○ Special Submissions or Promotional Presentations</li> <li>○ Special Models or Perspectives</li> <li>○ Project Management</li> <li>○ Value Analysis</li> <li>○ Building Envelope Professional Services</li> </ul> <p><b>Coordination of Normal Engineering Services</b></p> <ul style="list-style-type: none"> <li>● Structural Design Concepts</li> <li>● Mechanical Design Concepts</li> <li>● Electrical Design Concepts</li> <li>● Statements of Probable Costs</li> <li>● Agency Consultation</li> <li>● Building Code Review</li> <li>○ Value Analysis</li> </ul> <p><b>Special Consultants' Services</b></p> <ul style="list-style-type: none"> <li>○ Geotechnical Design Concepts</li> <li>○ Civil Design Concepts</li> <li>○ Landscape Concepts</li> <li>○ Statements of Probable Costs</li> <li>○ Building Code Review</li> <li>○ Zoning Amendments</li> <li>○ Zoning Variance</li> <li>○ Municipal Bylaw Review</li> <li>○ Foreign Practices Review</li> <li>○ OCP/ Zoning Analysis</li> <li>○ Traffic Studies</li> <li>○ Urban Design/Streetscape</li> <li>○ View/Sun/Shadow Studies</li> <li>○ Area Analysis</li> </ul>	<p><b>Architect's Services</b></p> <ul style="list-style-type: none"> <li>● Client-Supplied Data Coordination</li> <li>● Project Coordination</li> <li>● Architectural Design Development</li> <li>● Design Development Coordination</li> <li>● Drawings &amp; Documents</li> <li>● Statement of Probable Construction Costs</li> <li>● Client Consultation</li> <li>● Agency Consultation</li> <li>● Building Code Review</li> <li>● Development Permit Submission</li> <li>● Budget Review/Evaluation</li> <li>○ Certified Professional Service</li> <li>○ Interior Design Development</li> <li>○ Special Studies Reports; e.g. Planning Tenant or Rental Spaces</li> <li>○ Promotional Presentations</li> <li>○ Models or Perspectives</li> <li>○ Project Management</li> <li>○ Rezoning Variance Submission</li> <li>○ Value Analysis</li> <li>● Building Envelope Professional Services</li> </ul> <p><b>Coordination of Normal Engineering Services</b></p> <ul style="list-style-type: none"> <li>● Structural Design Development</li> <li>● Mechanical Design Development</li> <li>● Electrical Design Development</li> <li>● Budget Review/Evaluation</li> <li>● Statements of Probable Costs</li> <li>● Agency Consultation</li> <li>● Building Code Review</li> <li>○ Value Analysis</li> </ul> <p><b>Special Consultants' Services</b></p> <ul style="list-style-type: none"> <li>○ Geotechnical Design Development</li> <li>○ Civil Design Development</li> <li>○ Landscape Design Development</li> <li>○ Detailed Construction Cost Estimates, Quantity Surveys</li> <li>○ Fire Protection</li> <li>○ Acoustics</li> <li>○ Building Code Equivalencies</li> <li>○ Certified Professional Service</li> <li>○ Energy Utilization Studies</li> <li>● Building Envelope Professional Services</li> </ul>	<p><b>Architect's Services</b></p> <ul style="list-style-type: none"> <li>● Client-Supplied Data Coordination</li> <li>● Project Coordination</li> <li>● Architectural Construction Documents (Working Drawings, Form of Contract and Specifications)</li> <li>● Document Checking and Coordination</li> <li>● Statement of Probable Construction Costs</li> <li>● Client Consultation</li> <li>● Agency Consultation</li> <li>● Building Code Review</li> <li>● Letters of Assurance</li> <li>● Budget Review/Evaluation</li> <li>● Coordinating Registered Professional Role</li> <li>● Building Permit Submission</li> <li>○ Certified Professional Service</li> <li>○ Interior Construction Documents</li> <li>○ Alternate Bid Details &amp; Special Bid Documents</li> <li>○ Project Management</li> <li>○ Area Analysis</li> <li>○ Project Lease Plans</li> <li>○ Tenant Layout Drawings</li> <li>○ Multiple Contracts Management</li> <li>○ Phased Construction Management</li> <li>● Building Envelope Professional Services</li> </ul> <p><b>Coordination of Normal Engineering Services</b></p> <ul style="list-style-type: none"> <li>● Structural Construction Documents</li> <li>● Mechanical Construction Documents</li> <li>● Electrical Construction Documents</li> <li>● Statements of Probable Costs</li> <li>● Building Code Review</li> <li>● Letters of Assurance</li> <li>● Budget Review/Evaluation</li> <li>● Building Permit Submissions</li> </ul> <p><b>Special Consultants' Services</b></p> <ul style="list-style-type: none"> <li>○ Geotechnical Documents</li> <li>○ Civil Construction Documents</li> <li>○ Detailed Construction Cost Estimates, Quantity Surveys</li> <li>○ Fire Protection</li> <li>○ Acoustics</li> <li>○ Building Code Equivalencies</li> <li>○ Certified Professional Service</li> <li>○ Energy Utilization Analysis</li> <li>○ Security System Design</li> <li>○ Existing Condition Surveys</li> <li>○ Building Envelope Professional Services</li> </ul>	<p><b>Architect's Services</b></p> <ul style="list-style-type: none"> <li>● Client-Supplied Data Coordination</li> <li>● Coordinate Issue of Bid Documents</li> <li>● Coordinate/Issue Addenda</li> <li>● Bid Evaluation</li> <li>● Client Consultation</li> <li>○ Separate Bids or Negotiated Bids</li> <li>○ Services Related to Bidders' Proposals</li> <li>○ Project Management</li> <li>○ Prepare Prequalification Criteria</li> <li>○ Prequalify Contractors</li> </ul> <p><b>Coordination of Normal Engineering Services</b></p> <ul style="list-style-type: none"> <li>● Prepare Bid Documents</li> <li>● Prepare Addenda</li> <li>● Bid Evaluation</li> </ul> <p><b>Special Consultants' Services</b></p> <ul style="list-style-type: none"> <li>○ Prepare Bid Documents</li> <li>○ Prepare Addenda</li> <li>○ Bid Evaluation</li> <li>○ Prepare Prequalification Criteria</li> <li>○ Prequalify Contractors</li> </ul>	<p><b>Architect's Services</b></p> <ul style="list-style-type: none"> <li>● Construction Inspection/Field Review</li> <li>● Progress Reports' Evaluation</li> <li>● Certificates for Payment</li> <li>● Interpretation of Contract Documents</li> <li>● Shop Drawing/Product Data/ Sample Review</li> <li>● Change Orders &amp; Change Directives</li> <li>● Review of Warranties (1)</li> <li>● Client Consultation</li> <li>● Letters of Assurance</li> <li>● Coordinating Registered Professional Role</li> <li>● Substantial Performance Report and Certification (1)</li> <li>● Deficiency Assessment (1)</li> <li>● Instructions for Correction of Deficiencies (1)</li> <li>● Final Inspection and Certification for Payment (1)</li> <li>● Agency Consultation</li> <li>○ Interior Construction Inspection/ Field Review</li> <li>○ Full-Time Project Rep</li> <li>○ Admin. of Separate Contracts</li> <li>○ Project Management</li> <li>○ Promotional Material</li> <li>○ Record (As-Built) Drawings</li> <li>○ Certification re: Financing</li> <li>○ Alternate Dispute Resolution Services</li> <li>○ Certified Professional Service</li> <li>○ Multiple Contracts Management</li> <li>○ Phased Construction Management</li> <li>● Building Envelope Professional Services</li> <li>○ Payment certifier role for subcontracts (Lien legislation)</li> </ul> <p><b>Coordination of Normal Engineering Services</b></p> <ul style="list-style-type: none"> <li>● Structural Inspection/ Field Review Reports</li> <li>● Mechanical Inspection/ Field Review Reports</li> <li>● Electrical Inspection/ Field Review Reports</li> <li>● Certification of Progress</li> <li>● Letters of Assurance</li> <li>Record (As-Built) Drawings</li> </ul> <p><b>Special Consultants' Services</b></p> <ul style="list-style-type: none"> <li>○ Civil Construction Inspection/ Field Review</li> <li>○ Landscape Inspection/Field Review</li> <li>○ Detailed Cost Accounting</li> <li>○ Fire Protection Inspection/Field Review</li> <li>○ Acoustical Inspection/Field Review</li> <li>○ Building Code Equivalencies</li> <li>○ Certified Professional Service</li> <li>○ Building Envelope Professional Services</li> </ul>	<p><b>Architect's Services</b></p> <ul style="list-style-type: none"> <li>○ Project Inspection/Field Review</li> <li>○ Deficiency Assessment</li> <li>○ Instructions for Correction of Deficiencies</li> <li>○ Start-up Assistance</li> <li>○ Services Provided After Substantial Performance Date</li> <li>○ Fine Arts/Crafts/Graphics/Non-Building Equipment Selection</li> <li>○ Building Analysis and Reports</li> <li>○ Services Related to Alterations and Demolition</li> <li>○ Life Cycle Cost Monitoring</li> <li>○ Environmental Monitoring</li> <li>○ Project Management</li> <li>○ Commissioning</li> <li>○ Alternate Dispute Resolution Services</li> <li>○ Expert Witness Services</li> <li>○ Post-Occupancy Evaluation</li> </ul> <p><b>Coordination of Engineering and Special Consultants Services</b></p> <ul style="list-style-type: none"> <li>○ Start-Up Assistance</li> <li>○ Services Provided After Substantial Performance Date</li> <li>○ Non-Building Equipment Selection</li> <li>○ Building Analysis and Reports</li> <li>○ Services Related to Alterations and Demolition</li> <li>○ Life Cycle Cost Monitoring</li> <li>○ Systems Performance Review</li> <li>○ Commissioning</li> </ul>	

● Basic Services: normally provided as integrated set by architect under Standard Forms Agreement; form basis of fees in section 3.5.3  
 ○ Additional Services: provided to meet specific project needs

**SCHEDULE B - FEES FOR BASIC AND ADDITIONAL SERVICES**

**1) BASIC SERVICES**

The following are the professional fees the City shall pay to the Architect for the Basic Services performed by the Architect and by the Architect's Consultants:

*[to be attached after contract award based on the proposal]*

**2) ADDITIONAL SERVICES**

The City and the Architect shall discuss and seek to agree the fees for Additional Services, which shall be fixed fees, per-service, and shall be recorded in writing; provided that if the City and the Architect do not agree the fees for a particular Additional Service, the following are the fees the City shall pay for the Additional Service:

- a) Fees for authorized Additional Services not included in Basic Services, excluding those provided by the Architect's Consultants, shall be calculated on a time-worked basis at the hourly rates set out on page <=> of the Architect's Proposal in Appendix 2.
- b) Fees for authorized Additional Services provided by the Architect's Consultants shall be invoiced to the Architect by the Architect's Consultants according to the hourly rates agreed to in advance in writing by the City and the Architect, and then shall be re-invoiced by the Architect to the City. However, in no event shall these rates exceed the hourly rates set out in the Architect's Proposal.

SCHEDULE C - CONSTRUCTION BUDGET AND PROJECT SCHEDULE

C1 The preliminary Construction Budget is \$< >, comprised of the following:

C2 The Project Schedule, up until the issuance of an occupancy permit, is as follows, with the work to be started on the date of this Agreement and the occupancy permit to be issued by < >:

Phase:	Duration:
Schematic Design Phase	< >
Design Development Phase	< >
Construction Documents Phase	< >
Bidding or Negotiation Phase	< >
Construction Contract Administration Phase	< >

< > The expected time for completion of post-construction services is < >. (This time forms part of the Project Schedule.)>

SCHEDULE D - REPORTS AND CITY-PROVIDED ITEMS

<NTD: Modify as required for each project.>

- 1) The City shall provide the following documents for the Architect's information only, and not for reliance:
  - a) <[redacted]>; and
  - b) <[redacted]>.
- 2) The City shall provide the following additional documents, which may be relied upon by the Architect for accuracy, but not for completeness. The Architect is solely responsible for any inferences drawn from the specific information in these documents:
  - a) <[redacted] subsurface investigation reports, including the following information or the results of the following tests: test borings, test pits, soil bearing values, percolation tests, a list of and evaluations of toxic or hazardous substances or materials present at the Project Site, ground corrosion and resistivity tests, necessary operations for anticipating subsoil conditions, and appropriate professional recommendations>; and
  - b) <[redacted]>.
- 3) The City shall provide the following additional documents, which may be relied upon by the Architect for accuracy and completeness (completeness meaning that they do not, together, omit to state any material information that would reasonably be deemed to be necessary to completely describe the matters within the intended scope of such documents):
  - a) <[redacted] a survey or surveys describing the physical characteristics and legal limitations for the Project Site, and a written legal description of the site and adjoining properties, as necessary, showing the following, as applicable: grades and lines of streets, alleys, pavements and adjoining properties and structures; adjacent drainage, rights-of-way; restrictions; easements; encroachments; zoning; deed restrictions; the boundaries and contours of the site; locations and dimensions of existing buildings and other improvements and trees>;
  - b) <[redacted] information available to the City concerning utility services, both public and private, above and below grade, including inverts and depths>;
  - c) <[redacted] air and water pollution tests, tests for toxic or hazardous substances or materials, structural, mechanical, chemical, and other laboratory and environmental tests, inspections, laboratory and field tests and reports as the City determines are required by the Architect, the Architect's Consultants, the authorities having jurisdiction or the Construction Contract Documents>; and
  - d) <[redacted]>.
- 4) The City shall provide the following additional items:
  - a) <[redacted] Cost Consultant Services for the Project>; and
  - b) <[redacted] Enhanced commissioning services for the Project.>

**SCHEDULE E -  
 KEY EMPLOYEES AND ARCHITECT'S CONSULTANTS**

**Key Employees**

The following are the key employees of the Architect and of Architect's Consultants, who shall be primarily responsible for performing the Services:

- <img alt="redacted" data-bbox="178 221 212 234"/>
- <img alt="redacted" data-bbox="178 251 212 264"/>
- <img alt="redacted" data-bbox="178 281 212 294"/>

<NTD: Include at a minimum the principal in charge, the project architect and the construction contract administrator.>

**Architect's Consultants**

The following Architect's Consultants have been approved by the City:

Company Name, Address	Contact Name and Telephone Number	Area of Responsibility
<img alt="redacted" data-bbox="125 451 292 464"/> <img alt="redacted" data-bbox="125 468 215 481"/>	Name: <img alt="redacted" data-bbox="451 451 485 464"/> Phone: <img alt="redacted" data-bbox="451 468 485 481"/>	<img alt="redacted" data-bbox="725 451 759 464"/>
<img alt="redacted" data-bbox="125 511 292 524"/> <img alt="redacted" data-bbox="125 528 215 541"/>	Name: <img alt="redacted" data-bbox="451 511 485 524"/> Phone: <img alt="redacted" data-bbox="451 528 485 541"/>	<img alt="redacted" data-bbox="725 511 759 524"/>
<img alt="redacted" data-bbox="125 571 292 584"/> <img alt="redacted" data-bbox="125 588 215 601"/>	Name: <img alt="redacted" data-bbox="451 571 485 584"/> Phone: <img alt="redacted" data-bbox="451 588 485 601"/>	<img alt="redacted" data-bbox="725 571 759 584"/>

APPENDIX 1 - REQUEST FOR PROPOSALS

<NTD: RFP to be attached, together with all amendments, addenda and Q&As.>



**APPENDIX 2 - ARCHITECT'S AND ARCHITECT'S CONSULTANTS' PROPOSALS**

*<NTD: Final Architect's Proposal to be attached, together with Architect's Consultants' proposals, if applicable.>*

APPENDIX 3 - WORKSAFEBC REGISTRATION CONFIRMATION

<NTD: To be attached.>

APPENDIX 4 - PROFESSIONAL LIABILITY INSURANCE

*Please use attached insurance certificate.*


**PROFESSIONAL LIABILITY INSURANCE CERTIFICATE**

Section 4 – City staff to select the required # of days Written Notice before sending out for completion  
 Section 2, 3 & 4– to be completed and executed by the Insurer or its Authorized Representative

1. **THIS CERTIFICATE IS ISSUED TO:** City of Vancouver, 453 W 12<sup>th</sup> Avenue, Vancouver, BC, V5Y 1V4  
*and certifies that the insurance policy as listed herein has been issued to the Named Insured(s) and is in full force and effect as of the effective date of the agreement described below.*
2. **NAMED INSURED:** *[must be the same name as the Permittee/Licensee or Party(ies) to Contract and is/are either an individual(s) or a legally incorporated company(ies)]*

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**MAILING ADDRESS:**

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**LOCATION ADDRESS:**

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**DESCRIPTION OF OPERATION/CONTRACT:**

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**3. PROFESSIONAL LIABILITY INSURANCE**

		<b>LIMITS OF LIABILITY:</b>	
INSURER: _____		Per occurrence/claim:	\$ _____
POLICY NUMBER: _____		Aggregate:	\$ _____
POLICY PERIOD: From _____ to _____		Deductible per occurrence/claim:	\$ _____
<i>If the policy is in a "CLAIMS MADE" form, please specify the applicable Retroactive Date:</i> _____			

**4. POLICY PROVISIONS:**

*Where required by the governing contract, agreement, permit or license, it is understood and agreed that the required insurance shall not be cancelled or endorsed to reduce the limits of liability without THIRTY (30) days' notice in writing by Registered Mail to the holder of this Certificate. Should the policy be endorsed to restrict coverage midterm, notice of such restriction will be provided in writing by Registered Mail to the holder of this Certificate no later than effective date of change; the exception is cancellation for non-payment of premiums in which case the applicable statutory conditions will apply.*

---

**SIGNED BY THE INSURER OR ITS AUTHORIZED REPRESENTATIVE**

Dated: \_\_\_\_\_

---

**PRINT NAME OF INSURER OR ITS AUTHORIZED REPRESENTATIVE, ADDRESS AND PHONE NUMBER**

---

APPENDIX 5 - CERTIFICATE OF GENERAL LIABILITY INSURANCE

*Please use attached insurance certificate.*

## GENERAL CERTIFICATE OF INSURANCE

Section 8 b) – City staff to select the required # of days Written Notice before sending the certificate out for completion  
 Section 2 through 8 – to be completed and executed by the Insurer or its Authorized Representative

1. **THIS CERTIFICATE IS ISSUED TO:** City of Vancouver, 453 W 12<sup>th</sup> Avenue, Vancouver, BC, V5Y 1V4  
*and certifies that the insurance policies as listed herein have been issued to the Named Insured(s) and are in full force and effect as of the effective date of the agreement described below.*
2. **NAMED INSURED:** *[must be the same name as the Permittee/Licensee or Party(ies) to Contract and is/are either an individual(s) or a legally incorporated company(ies)]*

**MAILING ADDRESS:** \_\_\_\_\_

**LOCATION ADDRESS:** \_\_\_\_\_

**DESCRIPTION OF OPERATION, CONTRACT, AGREEMENT, LEASE, PERMIT OR LICENSE:** \_\_\_\_\_

3. **PROPERTY INSURANCE** naming the City of Vancouver as a Named Insured and/or Loss Payee with respect to its interests and shall contain a waiver clause in favour of the City of Vancouver.

<b>(All Risks Coverage including Earthquake and Flood)</b>	<b>INSURED VALUES: (Replacement Cost)</b>
INSURER: _____	Building and Tenants' Improvements: \$ _____
TYPE OF COVERAGE: _____	Contents and Equipment: \$ _____
POLICY NUMBER: _____	Deductible Per Loss: \$ _____
POLICY PERIOD: From _____ to _____	

4. **COMMERCIAL GENERAL LIABILITY INSURANCE (Occurrence Form)**  
 Including the following extensions:

<input checked="" type="checkbox"/> Personal Injury <input checked="" type="checkbox"/> Products and Completed Operations <input checked="" type="checkbox"/> Cross Liability or Severability of Interest <input checked="" type="checkbox"/> Employees as Additional Insureds <input checked="" type="checkbox"/> Blanket Contractual Liability <input checked="" type="checkbox"/> Non-Owned Auto Liability INSURER: _____ POLICY NUMBER: _____ POLICY PERIOD: From _____ to _____	<b>LIMITS OF LIABILITY: (Bodily Injury and Property Damage Inclusive)</b> Per Occurrence: \$ _____ Aggregate: \$ _____ All Risk Tenants' Legal Liability: \$ _____ Deductible Per Occurrence: \$ _____
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5. **AUTOMOBILE LIABILITY INSURANCE** for operation of owned and/or leased vehicles

INSURER: _____	<b>LIMITS OF LIABILITY:</b>
POLICY NUMBER: _____	Combined Single Limit: \$ _____
POLICY PERIOD: From _____ to _____	<i>If vehicles are insured by ICBC, complete and provide Form APV-47.</i>

6.  **UMBRELLA OR**  **EXCESS LIABILITY INSURANCE**

<b>LIMITS OF LIABILITY: (Bodily Injury and Property Damage Inclusive)</b>	
INSURER: _____	Per Occurrence: \$ _____
POLICY NUMBER: _____	Aggregate: \$ _____
POLICY PERIOD: From _____ to _____	Self-Insured Retention: \$ _____

7. **OTHER INSURANCE** (e.g. Boiler & Machinery, Business Interruption, Crime, etc.) – Please specify Name of Insurer(s), Policy Number, Policy Period, and Limit

8. **POLICY PROVISIONS:**  
*Where required by the governing contract, agreement, lease, permit or license, it is understood and agreed that:*
  - a) *The City of Vancouver, its officials, officers, employees, servants and agents have been added as Additional Insureds with respect to liability arising out of the operation of the Named Insured pursuant to the governing contract, agreement, lease, permit or license;*
  - b) *The required insurance shall not be canceled or endorsed to reduce the limits of liability without THIRTY (30) days' notice in writing by Registered Mail to the holder of this Certificate. Should the policy be endorsed to restrict coverage midterm, notice of such restriction will be provided in writing by Registered Mail to the holder of this Certificate no later than effective date of change; the exception is cancellation for non-payment of premiums in which case the applicable statutory conditions will apply;*
  - c) *The insurance policy (policies) listed herein shall be primary with respect to all claims arising out of the operation of the Named Insured. Any insurance or self-insurance maintained by the City of Vancouver shall be in excess of this insurance and shall not contribute to it.*

**SIGNED BY THE INSURER OR ITS AUTHORIZED REPRESENTATIVE** \_\_\_\_\_

PRINT NAME OF INSURER OR ITS AUTHORIZED REPRESENTATIVE, ADDRESS AND PHONE NUMBER \_\_\_\_\_ Dated: \_\_\_\_\_