



**ST. CLAIR CATHOLIC  
DISTRICT SCHOOL BOARD**

*Lighting the Way ~ Rejoicing in Our Journey*

**REQUEST FOR QUALIFICATIONS  
FOR  
ARCHITECTURAL SERVICES for  
SARNIA SECONDARY SCHOOLS  
CONSOLIDATION PROJECT**

**RFQ #: 715-CP1301**

**ISSUE DATE: MARCH 9, 2012**

**DUE DATE: MARCH 27, 2012 at 3:00:00 p.m., Local Time**

**Mailing Address:**

Mr. Tony Prizio  
Purchasing Department  
St. Clair Catholic District School Board  
420 Creek Street  
Wallaceburg, ON  
N8A 4C4

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## **Part 1: INTRODUCTION**

### **1.1 Invitation**

St. Clair Catholic District School Board (Board) intends to engage an architect to serve as the Design Architect for an expansion and renovation of an existing secondary school located in Sarnia, Ontario. In this Request for Qualification ("RFQ"), the Board is requesting interested firms to submit their qualifications to serve as the project Architect.

The Architect must have extensive experience in the design and contract management of Schools, with extra emphasis on recently constructed Secondary Schools. Shortlisted, pre-qualified Architect firms will be subsequently issued a Request for Proposal ("RFP").

Submissions are non-binding and to be used for evaluation purposes only as contained herein.

The prequalification is intended to provide a framework for the Board to evaluate each Respondent and determine which Architect's qualifications and experience best address the needs of the Board. The construction cost for the project has yet to be determined, but is currently expected to be in the range of \$12 million dollars. Construction is expected to start by February 2013, and substantial completion is to occur by July 31<sup>st</sup>, 2014.

### **1.2 Background**

The Board currently has 26 elementary schools, 3 secondary schools and an administrative office with 2 maintenance warehouses.

The Board proudly serves over 8,500 students within the County of Lambton and the Municipality of Chatham Kent.

In 1998, the St. Clair Catholic District School Board was created through the amalgamation of the former Kent County Roman Catholic Separate School Board and the former Lambton County Roman Catholic Separate School Board.

### **1.3 Definitions**

"Due Date", means the submission date and time as set out on the cover page of this request for qualifications.

"Days", means calendar days.

"Respondent", means an entity that submits a response to this request for qualifications and, in respect of the period prior to the request for qualifications due date, as the context may suggest, refers to a potential Respondent.

"Architect", means any person, firm or organization, as the case may be, that has been contracted to perform work as requested by the Board.

## Part 2: EVALUATION PROCEDURES

### 2.1 Mandatory Requirements

In order to be eligible for evaluation against the rated criteria schedule, responses must meet all mandatory requirements and criteria as contained herein. Responses that do not meet the mandatory requirements and criteria will not be considered.

### 2.2 Mandatory Criteria

All Respondents must hold a valid Certificate of Practice issued by the Ontario Association of Architects (OAA).

At least one member of the Respondent's team shall be LEED accredited.

Respondents must not currently be in litigation against the St. Clair Catholic District School Board.

### 2.3 Rated Criteria

An evaluation committee has been created to review and evaluate all RFQs. The Board reserves the right to change the members of the evaluation committee as it requires.

Each section of the response will be scored on a scale of 0 - 10 as follows:

- 0 non-responsive
- 1 - 2 poor
- 3 - 5 below expectations
- 6 - 7 meets expectations
- 8 - 9 above expectations
- 10 greatly exceeds expectations

Each section scored 0 -10 will have its score multiplied against the section weight for total points awarded for that qualification section. Responses will be evaluated on the following criteria:

Evaluation Criteria Schedule	Section Weight	Points Available
<b>Qualifications</b>		
1. Company profile	2	20
2. Design Innovation/Unique Solutions	1.5	15
3. Project Experience	10	100
4. Cost Effective Design	3	30
5. Budget/Design within Budget	3	30
6. Legal Proceedings	1	10
7. Project Approach and Methodology	1.5	15
8. Project Team for this Project	5	50
9. References	1	10
10. Unique Qualifications	2	20
Project Experience Verification (Pass/Fail)		
<b>Total</b>		<b>300</b>

## **2.4 Prequalification**

The Board will prequalify, at a maximum, the four highest ranked Respondents.

Responses that do not achieve a minimum overall score of 80% will not be prequalified regardless of their ranking.

## **2.5 Project Experience Verification**

The Board may contact project owners for projects, as provided for in 5.3 Section 3 – Project Experience (excluding the St. Clair Catholic District School Board), as a reference to assess their satisfaction of the services provided and to validate the information provided by the Respondent.

References will be assessed on a pass/fail basis.

The Board will verify as many projects provided by the Respondent as the Board deems appropriate in its sole discretion. Only projects for Respondents, who have met the requirements of being prequalified, as defined in 2.4 Prequalification, will be verified.

Any project submitted, as per 5.3 Section 3 – Project Experience, where the St. Clair Catholic District School Board is the owner will be deemed to have been completed to the Board's satisfaction unless the Architect had been provided written notification to the contrary. The Board will verify such project information to confirm only the accuracy and correctness of the budget, cost and scope.

No employee or Trustee of the St. Clair Catholic District School Board (past or present) may be used as a reference for this prequalification process.

## **2.6 Award of Work**

Respondents shall understand that the Board is under no obligation to call on any Respondent for the provision of services as a result of this prequalification process.

Upon selection of an Architect for the specified project, the Board and the Architect will enter into an agreement, whereby both services and responsibilities of both the Board and the Architect will be identified. The Ontario Association of Architects' Document 600 Contract Between Client and Architect will serve as the agreement to bind both parties. The Board may also incorporate any terms and conditions it requires.

### **Part 3: SUBMISSION REQUIREMENTS**

#### **3.1 Submission of Qualifications**

One original and six copies of the Respondent's qualifications must be received in a sealed envelope/package by the due date and time as stated on the cover page of this document.

Submissions must be addressed to:

Tony Prizio  
Procurement Specialist  
St. Clair Catholic District School Board  
420 Creek Street,  
Wallaceburg, ON.  
N8A 4C4

Submissions must also bear the following on the outside of the envelope/package:

- Request for Qualification title and number
- Respondent name and address

Since submissions must be in a sealed envelope/package, submissions by fax or electronic delivery are not accepted.

#### **3.2 Signing of Submissions**

The submission shall be signed by the Respondent on the Acknowledgement of Process as contained herein.

#### **3.3 Late Submissions**

Any submission received after the closing time specified in this prequalification process, shall not be accepted for consideration and will be sent back to the Respondent unopened, with a letter stating the reason for the return.

#### **3.4 Submission Opening**

A public opening of submissions for this prequalification process will be held immediately following the closing date stated on the front cover and Part 6: SCHEDULE of this document, at the St. Clair Catholic District School Board, 420 Creek Street, Wallaceburg, ON N8A 4C4. Only the name of the Respondents will be read out.

#### **3.5 Cancellation**

The Board may cancel this prequalification process at its discretion at any time.

#### **3.6 Acceptance of Submissions**

The Board shall, at its sole discretion, be the only determiner of the acceptability and suitability of architectural services offered. The Board shall be the sole judge as to what constitutes relevant qualifications and experience and shall be fully within its right to evaluate and score responses by comparing responses of submissions to that of one another.

### **3.7 Clarification**

The Board reserves the right to seek clarification from any Respondent without being obligated to all Respondents if it finds certain aspects of a submission is unclear.

### **3.8 Conflict of Interest**

Each Respondent shall declare to the Board as part of their submission any situation that may be either a conflict of interest or a potential or perceived conflict of interest with the contractual obligations of their submission.

No member of the Board and no officer or staff member of the Board are, will be, or shall become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise in the performance of any contract resulting from this solicitation or in the supplies, work or business in connection with any such contract or in any portion thereof, or in any monies to be derived there from.

### **3.9 Enquiries**

It is the responsibility of the Respondent to seek clarification on any matter that they consider unclear before submitting a response. The Board is not responsible for any misunderstanding of the request for qualifications on the part of a Respondent. Written queries only should be directed to: Tony Prizio, Procurement Specialist at [tony.prizio@st-clair.net](mailto:tony.prizio@st-clair.net). Send queries only to this email and copy Patsy McKenzie, Coordinator - Capital Planning & Reporting at [patsy.mckenzie@st-clair.net](mailto:patsy.mckenzie@st-clair.net).

No employee or agent of the Board is authorized to amend or waive the requirements of the prequalification document in any way unless the amendment or waiver is signed by the Board's purchasing designate (Tony Prizio). Under no circumstances shall the Respondent rely upon any information or instructions from the Board, its employees, or its agents unless the information or instructions are provided in writing in the form of addendum issued by the purchasing designate. Neither the Board, nor its employees nor its agents shall be responsible for any information or instructions provided in writing by the purchasing designate.

### **3.10 Respondent Expenses**

Respondents are solely responsible for their own expenses in preparing a response to this prequalification process and for subsequent meetings with the Board. If the Board elects to reject all submissions, the Board will not be liable to any Respondent for any claims, whether for costs or damages incurred by the Respondent in preparing the submission, loss of anticipated profit, or any other matter.

### **3.11 Addenda**

Respondents may, prior to the closing date, be advised in writing (by "Addendum") of questions and/or qualifications, required additions to, deletions from, or alterations to requirements of the prequalification documents. All addenda shall become part of the prequalification documents and shall be allowed for in arriving at a prequalified list of Architects.

Each Respondent shall be responsible for verifying before submitting its response that it has received all addenda that may have been issued.

### **3.12 Errors and Omissions**

The Board will not be held liable for any errors and omissions in any part of the prequalification document. While the Board has used considerable effort to ensure an accurate representation in the prequalification

document, the information contained in the prequalification document is supplied solely as a guideline for Respondents. The information is not guaranteed or warranted to be accurate by the Board, nor is it necessarily comprehensive or exhaustive.

### **3.13 Right to Waive Non-Compliance**

The Board reserves the right, in its sole and unfettered discretion, to reject or waive minor errors and non-compliance contained in a response without having to disqualify the Respondent. The Board defines minor errors and matters of non-compliance as those which do not have the effect of creating an advantage of one submission over another but may be merely a matter of form.

### **3.14 Municipal Freedom of Information and Protection of Privacy Act**

The submission and any accompanying documentation submitted by the Respondent prior to the closing date specified in this document shall become the property of the Board and shall not be returned. The submission shall be subject to the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, M-56. The Respondent must identify any information that is submitted in confidence.



## Part 4: SCOPE

### 4.1 Scope of Work

The Board is seeking the services of an experienced architectural firm to provide complete architectural services including schematic design, design development, contract documents & tendering, and construction phase & contract administration for the expansion and renovation of a Secondary school which has a construction cost of approximately \$12 million dollars.

### 4.2 Scope of Services

In addition to services and responsibilities as agreed to in the Ontario Association of Architects' Document 600 Contract Between Architect and Client, the Board requires the Architect's services to include, but not necessarily limited to the following:

Design the concept/schematic plans that will be based on the Board's program requirements and input from the Board's User Committee.

Develop the drawings with the Board Project Leader.

Prepare the base AutoCAD drawings for the Consultants.

Chair User Committee meetings with the Board's end users and maintain minutes of meetings. Chair coordinating meetings with Consultants and Board, maintaining minutes of meetings.

Ensure that a CCDC2 contract between the Contractor and the Board is prepared and reviewed in a timely fashion.

Attend all site construction meetings with the Board Project Leader, Contractor and Consultants.

Conduct a deficiency inspection in presence of the Board Project Leader, certifying and issuing certificate of substantial performance.

Provide as-built drawings to the Board in AutoCAD no later than 60 days following substantial performance.

Carry out a project evaluation review 12 months after substantial performance.

Work with General Contractor to complete all outstanding work as per the Contract document and to the Board's satisfaction.

Conduct all other activities assigned to the Consultant in the contract document.

A more comprehensive and detailed scope of services will be provided to all successful shortlisted proponents at the RFP stage.

### 4.3 Architect Evaluation

Following the conclusion of this project, the Board will complete a performance appraisal with respect to the manner in which the project has been carried out by the Architect and consultants. This information will be maintained by the Board and may be used at the Board's discretion to determine the eligibility of the Architect and consultants to bid on future work of the Board. Areas of appraisal may include, but not necessarily be limited to, project management, work performance, final product and budget management.

#### 4.4 Insurance Requirements

The Board requires the following minimum coverage.

Protect, indemnify and save from harm the Board from any and all claims which may arise from the Architect's operations under the contract and for this purpose shall maintain insurance of limits not less than \$2,000,000.00 public liability and property damage for each person, each occurrence unless otherwise stated by the Board. In addition, \$2,000,000.00 is to be carried by the Architect for vehicle insurance and \$2,000,000.00 on non-owned vehicles. Such policies shall provide for thirty days' notice to be given to the Board before such policy is suspended, cancelled or terminated by the insurer for any reason, including non-payment of premium. The Architect may be asked to produce the said insurance policy to the Board and deposit a copy thereof with the Board before commencing any work under this contract. The Board reserves the right to cancel this contract at any time, without notice, if the Architect fails to carry and keep in full force and effect such insurance, and shall until any and all claims for injury, death or damage are fully paid and satisfied.

##### **Explanation of Request for Liability Insurance**

Comprehensive General Liability (including non-licensed vehicles - minimum of \$2,000,000.00 inclusive cover). Protect, indemnify and save from harm the Board from any and all claims which may arise from the Architect's operation under the contract.

Owned Automobile Liability Insurance (minimum of \$2,000,000.00 inclusive cover). Legal liability protection for bodily injury to or death of any person or damage to property of others for claims against the Architect arising out of accidents involving licensed vehicles owned by the Architect.

Non-Owned Automobile Liability Insurance (minimum of \$2,000,000.00 inclusive cover). Legal liability protection for bodily injury to or death of any person or damage to property of others for claims against the service provider arising out of accidents involving licensed vehicles not owned by the Architect.

Failure to provide same within seven (7) calendar days after being requested to do so shall be reason for contract cancellation.

## **Part 5: REQUIRED WRITTEN RESPONSES**

### **5.1 Section 1 – Company Profile**

Respondents are to provide information on their company such as, but not necessarily limited to, the following:

- Size of company, number of employees (i.e. status full time/part time);
- Number of years in business;
- Overview of clients and services provided;
- Confirmation of a valid Certificate of Practice issued by the Ontario Association of Architects (OAA);
- Confirmation of at least one member of the Respondent's team supporting the Board's projects shall be LEED accredited;
- Memberships in other professional associations;
- Extent of company resources (i.e. CAD stations, plotters, printers, ftp site, etc.) and available outside resources if required;
- Ability to respond to an on-site meeting within two (2) hours;
- The Principal business and corporate directors of the proposing entity, including any major subcontractors; and
- The name, title, mailing address, e-mail, telephone and fax number of the person who will be the Board's point of contact.

### **5.2 Section 2 – Design Innovation/Unique Solutions**

Describe three (3) projects or aspects of projects, in which your firm has produced innovative design responses and/or unique solutions to particular client issues. Describe the particular challenge(s) and resulting outcome and unique benefits derived.

Without limiting the responses, examples could be design solutions, re-framing of client requirements, technical systems, construction techniques or any of a myriad of ideas, which resulted in high quality effective solutions.

### **5.3 Section 3 – Project Experience**

Respondents shall substantiate their experience and qualifications by including information for five projects that the Respondent has provided architectural services for within the past five years.

Three of the five projects must have been for organizations that are separate and distinct from each other, and cannot include the St. Clair Catholic District School Board. Two of the projects may have been for the St. Clair Catholic District School Board.

A minimum of one of the five projects must be for an Ontario educational institution other than the St. Clair Catholic District School Board.

Respondents should demonstrate their experience with projects having construction values from \$8 million and up.

Respondents should include the following information for each project on the attached forms (Appendix B) provided:

- Owner
- Project name(s)
- Completion date(s)
- Project location(s)
- Project construction budget(s)
- Total project construction value(s)
- Project owner contact information
- Details of the project

Scoring will consider, but not necessarily be limited to, the following: project's similarity to that of the Board and number and value of completed projects similar to a school board's requirements.

#### **5.4 Section 4 – Cost Effective Design**

Please list the cost per square foot for your new construction projects in the past five years. Please exclude all Site Costs and Professional Fees. For projects completed in the last five years please list the Cost Estimate, Bid Amount, and Difference. Please list any changes in scope if appropriate and if this change in scope resulted in an increase in your fee.

#### **5.5 Section 5 – Budget/Design within Budget**

Respondents shall provide an outline of its proposed method to monitor costs associated with design and construction. The Respondents shall describe how they will keep the Board informed of all issues impacting cost and the overall budget.

#### **5.6 Section 6 – Legal Proceedings**

Respondents shall identify any on-going legal proceeding or pending legal proceeding (arbitration, complaint, or court action) filed by an Owner or contractor against your firm for any project in the past five years.

#### **5.7 Section 7 – Project Approach and Methodology**

Provide a detailed description of the methodology and project management approaches to be used when providing services to the Board.

#### **5.8 Section 8 – Proposed Team for this Project**

Respondents shall provide qualifications and experience of the design team members to be assigned to this project, including a clear indication of the roles to be performed by each individual for this project. Please be very specific regarding the proposed personal involvement of each design individual. When describing previous project experience for the personnel, please indicate the specific role of the individual for the particular project listed.

#### **5.9 Section 9 – References**

Respondents shall provide a minimum of five references that the owner is able to contact.

### 5.10 Section 10 – Unique Qualifications

Respondents shall explain why their firm should be selected by the owner.

### 5.11 Submission Format

Submissions must include all data and information requested and must be submitted in accordance with these instructions. Respondents shall assume that the Board has no prior knowledge of their experience, and the submission evaluation will be based solely on the information presented in the submission.

The submission shall include the Acknowledgement of Process, Declaration of Conflict of Interest (if required as per item 3.8) and be divided into sections as described below. Page limits for each section are summarized in the following table:

Section	Page Limit
Acknowledgement of Process	1
Declaration of Conflict of Interest (if applicable)	1
Company Profile	2
Design Innovation/Unique solutions	1
Project Experience	10
Cost Effective Design	2
Budget/Design within Budget	2
Legal Proceedings	1
Project Approach and Methodology	2
Project Team for this Project	5
References	1
Unique Qualifications	1

Page limits for Project Experience will allow for one 8.5 x 11 inch page for each project, in addition to the Appendix B forms, and one 8.5 x 11 inch page to describe legal processes.

The content of each section shall address the subjects in the order and format detailed through 5.1 - 5.10.

Submissions will be evaluated up to the page limits listed in the format instructions. Material exceeding the specified page limits will not be evaluated. Excess material will be removed from the section to which the page limit applies.

### 5.12 Page Format

Pages shall be single spaced. Page size shall be 8.5 x 11 inches. All margins shall be no less than 1 inch. Pages should be numbered sequentially.

All copies of the submission shall be printed single sided.

### **5.13 Binding and Labelling**

Each copy of the submission should be bound together. Each bound copy should have the request for qualification number, the Respondent's name, and copy number printed on the cover.

### **5.14 Proprietary Content**

Information which the Respondent considers to be of a proprietary or confidential nature must be clearly marked "PROPRIETARY".

**Part 6: SCHEDULE**

**6.1 Schedule for Selection**

With respect to this selection process, the anticipated schedule (subject to change) is as follows:

**Schedule for RFQ**

Issue RFQ	Friday, March 9, 2012
Final Date for Questions to RFQ	Friday, March 23, 2012
Post Responses to Questions	Monday, March 26, 2012
Qualification Submittals Due	Tuesday, March 27, 2012
Announce Shortlist of Architects	Monday, April 2, 2012

**Schedule for RFP (for Shortlisted Firms Only)**

Issue RFP	Monday, April 2, 2012
Briefing Session	Thursday, April 5, 2012
Confirm Intent to Submit a Proposal	Tuesday, April 10, 2012
Final Date for Questions to RFP	Friday, April 20, 2012
Issue Responses to Questions	Monday, April 23, 2012
RFP Submittals Due	Tuesday, April 24, 2012
Interview Process	Thursday, April 26, 2012
Selection of Preferred Architect	Tuesday, May 8, 2012

**APPENDIX A - ACKNOWLEDGEMENT OF PROCESS**

To: St. Clair Catholic District School Board

I/We, the undersigned, acknowledge that I/We have read the terms of the St. Clair Catholic District School Board's Request for Qualifications # 715-CP1301 Architectural Services for Sarnia Secondary Schools Consolidation, signify our compliance as completed below, and submit the attached response in accordance with the stated conditions.

It is understood that the Board is under no obligation to call on any Respondent for the provision of services as a result of this prequalification process.

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

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

**City:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_

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

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

**Position/Title** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_









<b>Project Details - #4</b>	
Owner:	Project Name:
Completion Date:	Location:
Construction Budget:	Final Construction Cost:
<b>Contact Information</b>	
Name:	Position:
Phone:	Email:
Information about the project that may be of value to the Board:	

