



**Expression of Interest (EOI) 2018-01
Architectural Services for the
Design of a Sports Complex and a potential Community Centre**

Documents Available: July 16th, 2018 – 4:00 P.M. local time

Closing Date: August 16th, 2018 – 4:00 P.M. local time

Questions Due Date: August 7th, 2018 – 4:00 P.M. local time

Addenda Issue Deadline: August 13th, 2018 – 4:00 P.M. local time

Contents

Section 1.	Introduction	3
Section 2.	About The Nation Municipality	3
Section 3.	Instruction to Respondents	4
3.1.	<i>EOI Process and Award Contract</i>	<i>4</i>
3.2.	<i>EOI Questions</i>	<i>4</i>
3.3.	<i>Proposal Opening</i>	<i>4</i>
3.4.	<i>Submission of Proposals</i>	<i>4</i>
3.5.	<i>Amendment of Proposals</i>	<i>5</i>
3.6.	<i>Withdrawal of Proposals</i>	<i>5</i>
3.7.	<i>Respondent Expense</i>	<i>5</i>
3.8.	<i>Examination of Expression of Interest Documents</i>	<i>5</i>
3.9.	<i>Inquiries, Discrepancies and Interpretations</i>	<i>5</i>
3.10.	<i>Completion of the Proposal</i>	<i>6</i>
3.11.	<i>Errors and/or Omissions</i>	<i>6</i>
3.12.	<i>Competition Procedure</i>	<i>6</i>
Section 4.	Expression of Interest Content and Evaluation	6
4.1.	<i>EOI Format</i>	<i>6</i>
4.2.	<i>Letter of Transmittal</i>	<i>6</i>
4.3.	<i>Lead Applicant – Company Profile</i>	<i>7</i>
4.4.	<i>Project Team Experience</i>	<i>7</i>
4.5.	<i>Previous Experience with Similar Projects</i>	<i>8</i>
4.6.	<i>Capacity to Undertake Project</i>	<i>8</i>
4.7.	<i>EOI Evaluation</i>	<i>8</i>
Section 5.	Competition Procedure	9

Section 1. Introduction

The Corporation of The Nation Municipality is seeking proposals to retain the services of a qualified architectural and engineering team to design a Sports Complex and potentially a new Community Centre in Limoges, ON, henceforth referred to as “the Project”.

The Project will involve designing a facility to accommodate a regulation size soccer field, multipurpose surface playing field, walking track, change room, small conference room with kitchenette, offices, storage area, washroom and a reception area with sitting space in the main lobby and a potential community centre.

The Municipality wishes to retain a qualified team, led by an Architectural Prime Consultant, to provide complete design services for the Project. This will include, but will not be limited to developing conceptual and detailed designs, preparing of contract documents, and providing construction administration services.

A two-stage procurement process will be used to determine a Preferred Proponent. This EOI represents the first stage of the competition process and will be used to identify suitable Proponents who will subsequently be invited to submit a Request for Proposal (RFP) as the second and final stage of the procurement process.

Respondents are advised that the work included as part of the Project is to be awarded and completed in three distinct and separate Phases;

Section 2. About The Nation Municipality

The Nation Municipality, which is situated in the United Counties of Prescott and Russell in Eastern Ontario, has an area of 661 square kilometres and a population of approximately 12,000. The Nation was formed on January 1st, 1998, with the amalgamation of the Townships of Cambridge, South Plantagenet, Caledonia and the Village of St. Isidore. The Nation Municipality is situated close to several large centres. The Quebec border near the City of Montreal is a twenty minute drive to the east, the City of Cornwall and the American border are a 35 minutes’ drive to the south and the City of Ottawa, Canada’s Capital is just to the west.

Several fully bilingual services are offered such as libraries, community centres and halls, senior citizens homes, banking institutions and emergency services. The Nation Municipality’s staff is also fully bilingual.

Several tourist attractions make this a great place to visit and to live. The Larose Forest, being 11,000 hectares in size, is the second most important man made forest in North America. There are walking, bicycle, snowmobile and cross country ski trails in Larose Forest. The Moose Creek Bog and the Alfred Bog are also of significant importance. The Alfred Bog offers walking paths to observe the rare aquatic flora and the fauna of this important natural resource. The Casselview Golf course is situated just outside of

Casselman and is an award winning 18 hole course, enjoyed by many enthusiastic golfers. Calypso is probably one of the biggest tourist attraction in the area with its majestic water park and attracts hundreds of thousands of tourist every summer. We boast very active Recreation Associations who work hard to promote the well-being of the community. There are activities organised throughout the year in different villages such as carnivals, summer festivals and community dinners just to name a few. Some of these activities have become quite renowned. The “Festival de la Curd” in St. Albert attracts large crowds every year. The fair sponsored by the Riceville Agricultural Society is one of the oldest fairs in Ontario.

Several residential developments are located in attractive settings and many are serviced with municipal water and sewers. The Nation Municipality is also made up of large areas of rich agricultural lands which support agricultural industries such as the St. Albert Cheese Factory which is renowned for its delicious cheese and other milk products. Some villages such as Limoges also have a fully serviced industrial park.

Section 3. Instruction to Respondents

3.1. EOI Process and Award Contract

For the purposes of this procurement all enquiries relative to the Proposal and Award process, the “EOI Contact” will be Josée Brizard, Clerk : jbrizard@nationmun.ca.

3.2. EOI Questions

Respondents may direct questions or seek additional information by submitting queries via email at jbrizard@nationmun.ca on or before the Deadline for Questions.

Respondents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the Municipality, other than the EOI Contact, concerning matters regarding this EOI. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent’s proposal.

3.3. Proposal Opening

Respondents are advised there will NOT be a public opening for this EOI. Submissions received, by the date and time of closing, will be opened administratively by respective members of the Corporation at a time subsequent to the closing.

3.4. Submission of Proposals

Proposals must be delivered at 958 route 500 west, Casselman (Ontario) K0A 1M0 on or before submission deadline as specified in the EOI. Submissions by any other methods will not be accepted.

3.5. Amendment of Proposals

Proponents may amend their proposals prior to the Submission Deadline by contacting Josée Brizard, Clerk via email at jbrizard@nationmun.ca.

3.6. Withdrawal of Proposals

At any time throughout the competition process until the execution of a written agreement for provision of the Deliverables, a proponent may withdraw a submitted proposal. To withdraw a proposal prior to the Submission Deadline, a proponent should contact Josée Brizard at jbrizard@nationmun.ca. Following the Submission Deadline, a notice of withdrawal must be sent to the EOI Contact and must be signed by an authorized representative of the proponent.

3.7. Respondent Expense

Any expenses incurred by the Respondent in the preparation of the EOI submission are entirely the responsibility of the Respondent and will NOT be charged to the Corporation.

3.8. Examination of Expression of Interest Documents

Each Respondent must satisfy himself/herself by a personal study of the EOI documents and respecting the conditions existing or likely to exist in connection with the proposed work. There will be no consideration of any claim, after Submission of Proposals, that there is a misunderstanding with respect to the conditions imposed by this EOI.

Should the Respondent require more information or clarification on any point, it must be obtained prior to the deadline for questions for the EOI.

3.9. Inquiries, Discrepancies and Interpretations

Should a Respondent find omissions from or discrepancies in any of the EOI documents, or should the Respondent be in doubt as to the meaning of any part of such documents, the Respondent shall notify the Municipality via email at jbrizard@nationmun.ca no later than the Deadline for Questions date and time. If the Municipality considers that a correction, explanation or interpretation is necessary or desirable, an addendum or clarification will be sent to all respondents.

The EOI may be amended only by addendum in accordance with this section. Should the Municipality determine for any reason that if the provision of additional information relating to this EOI may be necessary, such information will be communicated to all respondents by addendum issued via email. Each addendum forms an integral part of the EOI and may contain important information, including significant changes to this EOI. The respondent will be deemed to have read and taken into account all addenda issued by the Municipality prior to the Deadline for issuing Addenda.

No oral explanation or interpretation will modify any of the requirements or provisions of the Proposal documents.

3.10. Completion of the Proposal

All items shall be submitted according to any instruction in the Expression of Interest Documents. They shall be delivered directly to the Municipal office at 958 route 500 west, Casselman (Ontario) K0A 1M0.

Proposals which are incomplete, conditional, or that contain additions not called for, reservations, erasures, alterations incorrectly submitted, or irregularities of any kind may be rejected.

3.11. Errors and/or Omissions

The Corporation shall not be held liable for any errors and/or omissions in any part of this EOI. While the Corporation has used considerable efforts to ensure an accurate representation of information in this EOI, the information contained in the EOI is supplied solely as a guideline for Respondents. The information is not guaranteed or warranted to be accurate by the Corporation, nor is it necessarily comprehensive or exhaustive. Nothing in the EOI is intended to relieve the Respondents from forming their own opinions and conclusions with respect to the matters addressed in the EOI.

3.12. Competition Procedure

Unless stated otherwise, the following procedures will apply:

- The Corporation will invite those Respondents who have been selected to submit responses to a subsequent Request for Proposals if approved by council. A schedule outlining the timelines associated with this stage of the competition will be included in the Request for Proposal documents issued by the Municipality.

Section 4. Expression of Interest Content and Evaluation

4.1. EOI Format

EOI responses must be received by the Municipality prior to the closing date and time as per the instructions outlined in Section 3 of these documents.

The maximum allowable number of pages shall not exceed 15 pages (Transmittal letter shall not count towards the page limit). Any additional information or appendices provided by Respondents beyond the specified page limit will not be reviewed or evaluated by the Municipality.

4.2. Letter of Transmittal

Respondents should include in their submissions a transmittal letter which states their business name, address, and type (e.g. corporation, partnership, joint venture). A single contact person should be identified as the point of contact on behalf of the Respondent

organization. This person will be responsible for correspondence between the organization and the Municipality and will receive all Project-related communications from the Municipality. The Letter of Transmittal should include the point of contact's address, telephone and fax numbers, and e-mail address, and should be signed by Authorized Representatives of the Respondent organization. If the Respondent is a joint venture, the joint venture members shall all sign the letter but a single contact person shall still be identified. Should the Respondent not yet be a legal entity, the major participants should sign the Letter. The Letter of Transmittal must certify the truth and correctness of the contents of the EOI Response and attest that the Respondent is aware of the qualification requirements listed in the EOI.

4.3. Lead Applicant – Company Profile

The proposal must include a company profile of the Proposal Team's Lead Applicant, including the type and nature of the company, years in business, areas of operation, related experience, and any other relevant information. Respondents should provide evidence in their submissions that they have the ability and necessary qualifications to provide the services listed in these documents in a satisfactory manner. The ideal applicant will have past experience working on the following type of projects:

- Designing sports complexes
- Recreation centre modifications and expansions
- Designing buildings for public and commercial use

Respondents will be evaluated based on their company's experience in conducting projects of similar scope.

4.4. Project Team Experience

Proposals should identify individual Project Team members, their responsibilities relative to the Project, and a description of any recent and relevant experience which they may possess. A Project Manager and main point of contact for the project team should also be identified.

This information should be summarized in the form of a Curriculum Vitae for each team member, outlining their technical qualifications and relevant experience. The available time commitment of each team member for this project should also be included.

Respondent teams will be evaluated on their:

- Ability to fill the roles outlined in these documents;
- Experience with projects of a similar size and scope; and

Extra consideration will be given to proponents who demonstrate previous experience as a team on projects that directly align with the scope of work for the Project, specifically pertaining to sports complex and renovation of recreation centres.

4.5. Previous Experience with Similar Projects

The proposal should include examples of similar project which were undertaken by the Project Team. This must include experience with building recreation infrastructure.

Note: evaluators will only consider projects constructed by the proposal closing date.

4.6. Capacity to Undertake Project

The proposal should include a section which outlines the Project Team's capacity to undertake the project.

Respondent teams will be evaluated on the capacity of each team to complete the project within the required timelines. This must include the available time commitment for the Project for each key member of the project team as compared to the average hours worked per week.

4.7. EOI Evaluation

The technical merit of each proposal will be assessed against the following criteria.

Evaluation Criteria – Technical Score	Scoring	Minimum score req'd
1. Prime Consultant – Company Profile	15	10.5
2. Project Teams	20	14
3. Previous Experience with Similar Projects	20	14
4. Capacity to Undertake the Project	10	7
Overall Technical Score	/65	45.5

Minimum scores are established for each of the rated requirements and a total score of a least seventy percent (70%) must be achieved for the Technical Proposal. Failure to achieve the minimum score for any requirement, or in total, will result in the Technical Proposal being deemed non-compliant.

Results from this evaluation process will be used to develop a shortlist of firms who will be invited to submit a Request for Proposal as part of the second phase of the procurement process for this project. Proposals will be scored based on meeting or exceeding the expectations of the established evaluation criteria.

Section 5. Competition Procedure

The purpose of this competition process is to provide the best value to the Municipality for the successful completion of the Project in accordance with the Project goals.

Accordingly, the Municipality reserves the right to choose a Proponent which, in its sole opinion, will be deemed most advantageous to the Municipality. To this end, the evaluation process will consist (in addition to the overall discretionary powers reserved above) of consideration being given to ability to deliver, price, quality of services offered, performance, and the qualifications and reliability of each respondent.

Sections 6.1.2 and 6.1.3 of these documents outline the competition process which will be used to identify a Preferred Proponent for this project. These processes are subject to change at the discretion of the Municipality.