

THE UNIVERSITY COLLEGE OF THE CARIBOO

Request for Proposal

**CAMPUS PLAN (2003)
KAMLOOPS CAMPUS UPDATE**

Request for Proposal

Issue date:

September 9, 2002

Closing location:

MAIL ONLY:	COURIER/BY HAND:
P.O. Box 3010 Kamloops B. C. V2C 5N3 Attention: Barbara Chmilar	House # 4, 900 McGill Road Kamloops B. C. V2C 5N3 Attention: Barbara Chmilar

Closing date and time:

Closing Date: Monday September 30, 2002

Closing time: 2:00 PM Local Time

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Executive Summary

Summary of the Requirement

The University College of the Cariboo invites firms to submit a detailed Proposal for the update of the Campus Master Plan and the Development of a Landscape Plan for UCC's main campus located in Kamloops, British Columbia.

Fifteen (15) copies of the Consultant Services Proposals must be submitted no later than 2:00 pm local time, Monday September 30, 2002 to:

Barbara Chmilar, C.P.P.
UCC Purchasing Services
The University College of the Cariboo
900 McGill Road, PO Box 3010
Kamloops, B.C., V2C 5N3
Phone: 250-828-5386
Fax: 250-371-5512

Submissions shall be in sealed envelopes, clearly marked with the name and address of the proponent and the title "UNIVERSITY COLLEGE OF THE CARIBOO, CAMPUS MASTER PLAN UPDATE, CONSULTANT'S SERVICES PROPOSAL". Late submissions will not be accepted and will be returned to the proponent. Faxed or emailed submissions will not be accepted.

Technical questions regarding this Request for Proposal should be addressed to:

Adrian Kershaw, Project Facilitator
Phone: 250-828-2140
Fax: 250-314-1629
Email: akershaw@cariboo.bc.ca

Proposals to be submitted by the selected short-listed firms are to include the following detail:

- Description of project team members and organization, including qualifications and roles of project staff, and sub-consultants firms.
- Project design philosophy
- Project management methodology and work plan/schedule.

Chaired by the Vice President, Administration and Finance, the Campus Plan Advisory Committee, using the UCC consultant selection process, will review the Consultant Services Proposals. The short-listed firms will be required to attend an interview with the Campus Plan Advisory Committee. The Committee will reach consensus and make a recommendation to the Vice President, Administration and Finance.

UCC intends to negotiate with the successful Proponent to conclude a contract for services. If these negotiations are not satisfactorily concluded within 30 days, UCC may,

at its sole discretion, terminate negotiations and either negotiate with the next qualified proponent, or may choose to terminate the consultant selection process.

Those firms expressing an interest in the project will be provided with a copy of the existing Campus Master Plan and the associated building design guidelines.

Administrative Requirements

The following terms will apply to this Request for Proposal and to any subsequent Contract. Submission of a proposal in response to this Request for Proposal indicates acceptance of all the following terms.

Request for Proposal Terminology

Throughout this Request for Proposal, terminology is used as follows:

- a) “Contract” means the written agreement resulting from this Request for Proposal executed by the University College of the Cariboo and the Contractor;
- b) “Contractor” means the successful Proponent to this Request for Proposal who enters into a written Contract with UCC
- c) “UCC” means The University College of the Cariboo
- d) “Must”, or “mandatory” means a requirement that must be met in order for a proposal to receive consideration;
- e) “Proponent” means an individual or a company that submits, or intends to submit, a proposal in response to this “Request for Proposal”;
- f) “Should” or “desirable” means a requirement having a significant degree of importance to the objectives of the Request for Proposal.

Request for Proposal Process

Receipt Confirmation Form

Proponents are advised to fill out and return the attached Receipt Confirmation Form. All subsequent information regarding this Request for Proposal, including changes made to this document will be directed only to those Proponents who return the form. Subsequent information will be distributed by the method authorized on the Receipt Confirmation Form.

Enquiries

All enquiries related to this Request for Proposal are to be directed, in writing, to the following person. Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and may be distributed to all Proponents at UCC’s option.

MAIL ONLY:	COURIER/BY HAND:
PO Box 3010 Kamloops B. C. V2C 5N3 Attention: Adrian Kershaw, Project Facilitator	900 McGill Road Kamloops B. C. V2C 5N3 Attention: Adrian Kershaw, Project Facilitator

Fax **250 371-5859**
E-mail **akershaw@cariboo.bc.ca**

Closing Date

Fifteen (15) complete copies of each proposal must be received by 2:00 PM, Local Time, on **Monday September 30, 2002** at:

MAIL ONLY:	COURIER/BY HAND:
PO Box 3010 Kamloops B. C. V2C 5N3 Attention: Barbara Chmilar, Purchasing Services	House #4, 900 McGill Road, Kamloops B. C. V2C 5N3 Attention: Barbara Chmilar, Purchasing Services

Proposals must not be sent by facsimile. Proposals and their envelopes should be clearly marked with the name and address of the Proponent, and the project or program title.

Late Proposals

Late proposals will not be accepted and will be returned to the Proponent.

Eligibility

Proposals will not be evaluated if the Proponent's current or past corporate or other interests may, in UCC's opinion, give rise to a conflict of interest in connection with this project.

Evaluation Committee

Evaluation of proposals will be by a Campus Plan Advisory Committee and may include a representative of the Purchasing Department or other UCC Department Representatives

Evaluation and Selection

The evaluation committee will check proposals against the mandatory criteria. Proposals not meeting all mandatory criteria will be rejected without further consideration. Proposals that do meet all the mandatory criteria will then be assessed and scored against the desirable criteria. It is UCC's intent is to enter into a Contract with the Proponent who has the highest overall ranking.

Negotiation Delay

If a written Contract cannot be negotiated within thirty days of notification of the successful Proponent, UCC may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the Request for Proposal process and not enter into a Contract with any of the Proponents.

Debriefing

At the conclusion of the Request for Proposal process, all Proponents will be notified.

Estimated Time-Frames

The following timetable outlines the anticipated schedule for the Request for Proposal and contract process. The timing and the sequence of events resulting from this Request for Proposal may vary and shall ultimately be determined by The University College of the Cariboo.

Event	Anticipated Date
Request for Proposal is issued	September 9, 2002
Request for Proposal closes	September 30, 2002
Proposal evaluation completed	October 31, 2002

Proposal Preparation

Signed Proposals

A person authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to this Request for Proposal must sign the proposal.

Irrevocability of Proposals

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. By submission of a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with The University College of the Cariboo.

Changes to Proposal Wording

The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by UCC for purposes of clarification.

Working Language of the Province & UCC

The working language of the Province of British Columbia and UCC is English and all responses to this Request for Proposal must be in English.

Proponents' Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with UCC, if any. If UCC elects to reject all proposals, UCC will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

Limitation of Damages

Further to the preceding paragraph, the Proponent, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal and the Proponent, by submitting a proposal, waives any claim for loss of profits if no agreement is made with the Proponent.

Proposal Validity

Proposals will be open for acceptance for at least 90 days after the closing date.

Firm Pricing

Prices will be firm for the entire Contract period unless this Request for Proposal specifically states otherwise.

Currency and Taxes

Prices quoted are to be:

- a) In Canadian dollars;
- b) inclusive of duty, where applicable;
- c) FOB destination, delivery charges included where applicable; and
- d) exclusive of Goods and Services Tax and Provincial Sales Tax.

Completeness of Proposal

By submission of a proposal the Proponent warrants that, if this Request for Proposal is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Consultant at no charge.

Additional Terms

Sub-Consultant

- a) Using a sub-consultant (who should be clearly identified in the proposal) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful performance of the contract and this should be clearly defined in the proposal.
- b) Sub-consulting to any firm or individual whose current or past corporate or other interests may, in UCC's opinion, give rise to a conflict of interest in connection with this project will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this Request for Proposal.
- c) Where applicable, the names of approved sub-consultants listed in the proposal will be included in the Contract. No additional sub-consultants will be added, nor other changes made, to this list in the Contract without the written consent of UCC.

Acceptance of Proposals

- a) This Request for Proposal should not be construed as an agreement to purchase goods or services. The University College of the Cariboo is not bound to enter into a Contract with the Proponent who submits the lowest priced proposal or with any Proponent. Proposals will be assessed in light of the evaluation criteria. UCC will be under no obligation to receive further information, whether written or oral, from any Proponent.
- b) Neither acceptance of a proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

Definition of Contract

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

Form of Contract

By submission of a proposal, the Proponent agrees that, should it be identified as the successful Proponent, it is willing to enter into a Contract with the University College of the Cariboo.

5.5 Liability for Errors

While UCC has used considerable efforts to ensure an accurate representation of information in this Request for Proposal, the information contained in this Request for Proposal is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by UCC, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposal is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposal.

Modification of Terms

UCC reserves the right to modify the terms of this Request for Proposal at any time in its sole discretion. This includes the right to cancel this Request for Proposal at any time prior to entering into a Contract with the successful Proponent. Circumstances, which may result in cancellation of the process, include, but are not limited to insufficient funds to proceed.

Ownership of Proposals

All documents, including proposals, submitted to UCC become the property of the UCC. They will be received and held in confidence by UCC, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

Use of Request for Proposal

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

Confidentiality of Information

Information pertaining to UCC obtained by the Proponent as a result of participation in this project is confidential and must not be disclosed without written authorization from UCC.

Reciprocity

UCC may consider and evaluate any proposals from other jurisdictions on the same basis that the government purchasing authorities in those jurisdictions would treat a similar proposal from a British Columbia supplier.

Project or Program Requirements

UCC Overview

The University College of the Cariboo was established in 1970 as a public post secondary institution. With a progressive history as a community and technical college and later, a University, UCC has broad experience in addressing the needs of the community, the work force and academe.

Accredited and supported by the Ministry of Advanced Education, UCC offers recognized certificate (completion under one year), diploma (completion under two years) and full degree (completion in four years) in about 100 technical and academic areas. UCC's reputation for grounded, practical and applied methodology in preparing trainees for the "real -world" work force is exemplary.

Since the mid-1990s, the university has had a growing focus on research, particularly applied research as it relates to regional economic development. The institution's growing economic importance in the City of Kamloops (and in particular in the south west of the community) is reflected in the recent work on the "McGill Corridor." This project, completed in cooperation with the City of Kamloops and surrounding landowners and business operators, will result in zoning changes which will emphasize and promote functional relationships between the campus and the surrounding land uses.

Over the past decade, UCC has developed one of the largest international education activities in the Province of British Columbia. Currently, UCC has 850 students on campus from over 40 countries and plans to expand its international student enrolment in concert with increases in domestic student enrolments. The university is active overseas, with flourishing partnerships in Asia, the Caribbean, Europe and Central and South America.

The university is mid way through a five year strategic plan. This plan emphasizes the importance of the institution's unique mix of programs and services and its commitment to meeting the needs of the region it serves. The strategic plan also focuses on the importance of teaching, scholarship and research in the lives of both its students and staff. Finally, it emphasizes the importance of creating an organizational and built environment which will be supportive of student success and staff well being. As part of this latter strategy, the university is currently involved in planning for the development of a major bus terminus close to the centre of campus and is working with a community group on the development of a proposal for a major sportsplex to be located adjacent to McGill Road. The institution also plans, in the near future, to construct a large classroom block and, in conjunction with a private sector partner, additional student housing.

UCC Campus Plan

The UCC Campus Development Plan (CDP) was implemented in early 1991. The CDP was developed for the university by Downs/Archambault and Partners, Architects/Planners. It set a spatial and design context which governed the rapid expansion and continued growth of the Kamloops campus. The CDP was conceived in three phases, each driven by student enrolment thresholds. The plan also laid out a palette of building design characteristics which has allowed for the development of unique architectural responses to each new building while maintaining a visual coherence amongst the buildings. Against this background, the time has now come to update the campus development plan in order to reflect the campus expansion of the last decade and to set the stage for future development tied to enrolment growth. Ideally, the Campus Plan (2003) would describe future development phases of 10,000, 13,000, and 16,000 students.

The original CDP also spoke to the landscape surrounding the buildings, envisaging the campus as ‘an active botanical garden within which buildings and carefully designed spaces created by them will provide a creative learning and teaching environment.’ The intention is to formally integrate into the overall Campus Plan (2003) a landscape design plan. Moreover, this landscape plan will be driven by a set of design principles capable of guiding changes to the landscape plan over time.

Requirements

Proponent to submit a detailed Consultant’s services proposal, which should include an estimated schedule for the project.

The Campus Plan (2003) will reflect changes to the original campus development plan but will also encompass a landscape plan. However, the existing design guidelines pertaining to building character and external finishes will remain in place. Also, the focus on open spaces as ‘pearls on a string’, coupled with a pedestrian friendly campus are still seen as fundamental design principles.

Specifically, the Consultant will be required to provide the following:

- a. Incorporate into the Campus Plan
 - Topographical detail not previously included
 - Reflect the actual building footprints of any new construction which has occurred since the existing plan was drawn
 - Integrate existing and newly constructed roads, parking lots, walkways, and landscape features

b. Review/revise building site decisions and building height guidelines

- Review the building site identification and building siting decisions in the original CDP in the light of recent and planned program initiatives and any newly available topographical data
- Review the building height guidelines and confirm or recommend changes
- Reflect existing and planned functional relationships with adjacent land uses and traffic patterns

c. Revise plan phases

- Review the original building phasing decisions, and their associated student enrolment thresholds, and modify them in the light of the current built environment and any construction planned for the immediate future

d. Revise infrastructure elements

- Review existing and planned infrastructure developments and integrate into the overall campus plan. The infrastructure elements will include:
 - Road networks, with reference to current and planned changes/adjustments to public roads on the periphery of the campus
 - Public transport provisions
 - Footpath and bicycle path networks designed for student use and use by members of the public visiting the campus
 - Parking areas (student, staff, service, handicapped), including potential for multi-storey parkade(s)
 - Service access to buildings
 - Fire and emergency access to buildings

e. Reflect relationship between the campus and adjacent land uses (current and future)

- Integrate appropriate elements of the McGill Corridor project into the Campus Plan (2003)
- Consider potential for partnerships between the university and adjacent land owners for such developments as technology parks, university housing, etc.

f. Prepare an integrated landscape design plan

- Develop a set of landscape design principles which complements the building design principles and which can be used to inform the evolution of the campus landscape over time
- Develop a landscape plan to be integrated into the Campus Plan (2003) and into the plan's future phases

g. Update the campus plan poster

- Provide the updated campus plan poster in a digital format which is updateable by UCC

h. Document requirements

- Provide the written plan, complete with associated graphics, in digital format which is updateable by UCC
- UCC will retain the copyright on all final plan documents.

The Consultant will be required to confer with a Campus Plan Advisory Committee during the development of the campus plan and landscape plan. The terms of reference for this committee can be found in the Appendix.

Evaluation Criteria

Mandatory Criteria

The following are mandatory requirements. Proposals not clearly demonstrating that they meet them will receive no further consideration during the evaluation process.

Criteria	
a)	The proposal must be received at the closing location by the specified closing date and time.
b)	The proposal must be in English and must not be sent by facsimile.
c)	Fifteen (15) copies of the proposal must be submitted
d)	A Senior representative must assigned to the project
e)	A person authorized to sign on behalf of the Proponent must sign the proposal.
f)	Proof of Professional Errors and Omissions Liability Insurance.

Desirable Criteria

The Campus Plan Advisory Committee will further assess proposals meeting the mandatory requirements against the following desirable criteria (see below). (Criteria not necessarily in the order of weighting).

Criteria		
Suitability of the proposed solution		
<ul style="list-style-type: none"> 1. Extent to which the proposal meets the needs of UCC 2. Creativity of Proposal 3. Design Philosophy 		
Company Background <ul style="list-style-type: none"> 1. Proponents Experience on similar post secondary campus plans and landscape plans 2. Project team, and available corporate support 3. Historic & Financial stability 4. Contract account management 5. References 		
Contract Methodology <ul style="list-style-type: none"> 1. Scheduling, time lines, 2. Work plans Professional Fees Breakdown <ul style="list-style-type: none"> 1. Campus plan design services 2. Landscape architect design services 3. Poster and planning documentation development 4. Estimated disbursements (Combined) 5. Other Total Fee Disbursement		

Proponent Response

In order to receive full consideration during evaluation, proposals should include the following:

To Meet Mandatory Criteria

- a) The proposal must be received at the closing location by the specified closing date and time.
- b) Proposal must be in English and must not be sent by facsimile.
- c) Fifteen (15) copies of the proposal must be submitted
- d) Dedicated representative must assigned to the project
- e) The A person authorized to sign on behalf of the Proponent must sign the proposal.
- f) Proof of Professional Errors and Omissions Liability Insurance.

To Meet Desirable Criteria

- a) Full description of Project team members and organization, including qualifications and roles of project staff and sub-consultants
- b) Project design philosophy
- c) Project management methodology and work plan/schedule
- d) Related experience with college/university projects

11 Receipt Confirmation Form

CAMPUS PLAN UPDATE

Closing date: September 30, 2002

THE UNIVERSITY COLLEGE OF THE CARIBOO

To receive any further information about this Request for Proposal please return this form to:

Attention: BARBARA CHMILAR

Mail: The University College of the Cariboo
PO Box 3010
Kamloops B. C. V2C 5N3
Or: Fax: 250-371-5512

COMPANY: _____
STREET ADDRESS: _____
CITY/PROVINCE: _____ POSTAL CODE: _____
MAILING ADDRESS IF DIFFERENT: _____
PHONE NUMBER: _____ FAX NUMBER: _____
CONTACT PERSON: _____
E-MAIL: _____

UNLESS IT CAN BE SENT BY FAX, FURTHER CORRESPONDENCE ABOUT THIS REQUEST FOR PROPOSAL SHOULD BE SENT BY:

COURIER COLLECT.
PROVIDE COURIER NAME AND ACCOUNT NO: _____

MAIL

SIGNATURE: _____
TITLE: _____

12. Campus Plan Advisory Committee: Terms of Reference

MANDATE

The Campus Plan Advisory Committee will provide advice to the Vice President, Administration and Finance on the redevelopment of the Campus Plan and the associated Landscape Plan for the campus. The Committee will provide advice and input to the planning consultant during the development of the draft(s) of the plan.

MEMBERSHIP

The membership will comprise:

- Two faculty members
- One student
- One representative of the Landscape Advisory Committee
- One representative from the Planning Department of the City of Kamloops
- One representative from the South West Business Association
- Director of Facilities (or designate)
- One Dean
- One support staff member
- Administrator – research focus
- Administrator – planning
- Board member
- Members of the Executive (ex-officio)
- Project Facilitator (Chair)

TERMS OF REFERENCE

The Committee will be provided with an orientation to the planned short to medium term developments both on campus and on property adjacent to the campus. Following this orientation the Committee will:

- assist in the selection of a planning consultant
- meet with the consultant once every three weeks through the planning process, or more frequently as required
- provide advice and input to the consultant during the development of the campus plan and landscape plan
- gather input from the university community
- arrange open house(s) for the internal and external community
- advise the Vice President, Administration and Finance, on the preferred plan(s)
- be dissolved once the new campus plan is in place.

TIMELINES

Date	Action
Sept. 9	Request for proposal issued
Sept. 30	RFP closes
Oct. 7	Advisory Committee assists in shortlisting of RFPs
Oct. 22	Advisory Committee assists in final selection
Nov. – Feb.	Advisory Committee meets with consultant on routine basis
Dec. 5	Formal presentation and open house for internal community
January 31, 2003	Formal presentation and open house for internal and external community
Feb. 28	Final plan recommended by Advisory Committee to VP.
March 7	Committee dissolved