

David Douglas Botanical Garden Society

in conjunction with

The University of Northern British Columbia

Request for Information and Qualifications

RFQ # 2020- 1

**Landscape Architectural Services for
Development Plans and Construction Administration-
Botanical Garden Expansion**

Issue Date: April 6, 2020

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1. SUMMARY OF KEY INFORMATION

RFQ Reference	<p style="text-align: center;">RFQ # 2020-1</p> <p style="text-align: center;">LANDSCAPE ARCHITECTURAL SERVICES FOR DEVELOPMENT PLANS & CONSTRUCTION ADMINISTRATION - BOTANICAL GARDEN EXPANSION</p>
Overview of the Opportunity	The purpose of this RFQ is to receive submissions that identify interested and qualified professionals to submit a RFP to undertake, detailed design and construction administration for the landscape portion of the Botanical Garden Expansion.
Issue Date and Issuing Office	<p style="text-align: center;">Monday, April 6, 2020</p> <p style="text-align: center;">David Douglas Botanical Garden Society Planning Committee</p> <p style="text-align: center;">Project@ddbotgarden.bc.ca</p>
Closing Date and Time	<p style="text-align: center;">2:00 pm local time</p> <p style="text-align: center;">Wednesday May 4, 2020</p>
Obtaining RFQ Documents	<p>RFQ Documents are available for download from the D.D.B.G.S's website: www.ddbotgarden.bc.ca/home/our-future.</p> <p>Printing of RFQ documents is the sole responsibility of the Respondents.</p>
Instruction for	Submissions are to be consolidated into one PDF file and

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Submission	emailed to Project@dobotgarden.bc.ca .
Questions	<p>Inquiries: All inquiries are to be made via email: Project@dobotgarden.bc.ca.</p> <p>These questions and answers will be posted on the DDBGS website up to 5 business days prior to closing date.</p>
Addenda	<p>Respondents are required to check DDBGS's website for any updated information and addenda issued, 5 days before the Closing Date at the following website:</p> <p>www.dobotgarden.bc.ca/home/our-future.</p>
Submissions	<p>Submissions are to be delivered via email to: Project@dobotgarden.bc.ca prior to the Closing Date and Time. Submissions may be withdrawn by written notice only, made by an authorized representative of the Respondent sent to email: Project@dobotgarden.bc.ca prior to the Closing Date and Time.</p>

2. DEFINITIONS

In this Request For Information and Qualifications, the following terms will have the meaning set out below:

"Consultant" means the person(s), firm(s) or corporation(s) appointed by the DDBGS to carry out all duties, obligations, work and services outlined in a subsequent Request For Proposals (RFP) and all associated documentation, which also includes mutually agreed revisions and submission of a subsequent Proposal.

"Contract" means a **"Agreement For Design Services"**. This agreement form will be adapted by both parties, (Owner and Consultant), incorporating the unique circumstances of this project with information contained in this RFQ, the RFP, the consultant's response, addenda, subsequent negotiations, submission accepted, clarifications, and correspondence, the totality of which will constitute the Contract between the selected design team and DDBGS.

"DDBGS" means David Douglas Botanical Garden Society formed in 1991 to develop and maintain a premier northern botanical garden in Prince George, BC.

"Interactive Garden" refers to the design and development of a garden that a visitor can physically and / or emotionally interact with, rather than only visual engagement.

" Planning Committee / Evaluation Committee" - means the volunteer group of the planning committee appointed by the DDBGS to plan and develop the proposed Phase 2 expansion project.

"Preferred Respondents" means up to three (3) Respondents will be invited by the Evaluation Committee to respond to our RFP, (Request For Proposal), which will be forwarded shortly after the selection of the preferred RFQ respondents.

"RFQ" "Request for Information and Qualifications" shall mean and include the complete set of documents, information and addenda incorporated herein, and included in this Request for Information and Qualifications.

"RFP" means Request For Proposals from up to three (3) firms / proponents selected from this RFQ. The RFP will be issued shortly after the proponents have been short listed. Upon receipt of the RFP proposal from the selected proponents, one firm will be invited to enter into Contract with DDBGS to provide the said services.

"UNBC" means the University of Northern British Columbia.

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3. Purpose

DDBGS is seeking to short list qualified design teams with the necessary expertise, capacity and resources. Shortlisted respondents will be invited to submit a technical and fee proposal for the design and construction administration of the new, Phase 2 Botanical Garden at the UNBC Prince George campus.

Through this combined Request for Qualifications / Request for Proposals (RFQ / RFP) process, the DDBGS seeks to select a design team. RFQ responses and subsequent RFP proposals will be evaluated by the evaluation committee selected by DDBGS.

This RFQ includes the instructions for submitting Responses to the RFQ and details the process and criteria by which the shortlisted Respondents will be selected.

The DDBGS reserves the right to cancel, suspend or modify this RFQ process at any time.

4. Background Information

The David Douglas Botanical Garden Society was formed in 1991. Its vision is to develop and maintain a premier northern botanical garden. Its mission is to:

- establish and maintain an aesthetically pleasing botanical garden in partnership with the University of Northern British Columbia.
- provide horticultural and arboricultural education for the public.
- advance horticultural and arboricultural knowledge through ongoing research and promote the use of plant material that is viable in northern British Columbia.

Commencing in 2002 the DDBGS, in partnership with UNBC, and the donation of countless hours by Society volunteers, and donations in-kind by community organizations and companies, 2.6 acres of land have been developed as Phase 1 of the botanical garden, commonly referred to as `The Educational Display Garden`. This site is located in a prominent location on the University lands. Included within the Display Garden is the Alice Wolczuk Memorial Alpine Berm, lilac walk, Ike Barber arched pedestrian bridge, connecting walking trails, Novak Family Foundation waterfall feature, and the Rotary Pavilion. With the near completion of the Phase 1 Display Garden, the DDBGS would like to commence with the master plan design of a 23-acre parcel at the entrance to the university, approximately 500 metres from the Phase 1 Display Garden. Upon completion and acceptance of the master plan, work will continue with the development of detailed design, tendering and construction of Phase 2 components.

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The preliminary cost for the development of the entire botanical garden expansion and the associated visitor's centre is projected at \$ 5.9 million. Detailed design and construction of Phase 2 work is estimated to be approximately \$ 2.8 million, (\$1 million for the Visitor's Centre- work by others, and \$1.8 million for the development of the botanical gardens.) Phase 3 and 4 detailed design and construction will occur in the near future as funding permits, (i.e. approximately five years after the completion of Phase 2.)

5. Objective

The objective of this RFQ is to seek interest from qualified professional firm(s) who can provide the following services:

1. Provide landscape architectural services for the development of a master plan of the entire 23-acre site. (Note: A conceptual, indicative master plan was developed in 2017 prior to consultation with various stakeholders and user groups.) The indicative design is for reference only and need not be followed. Additional notes and project desires will be provided by the DDBGS planning committee from consultations held with various stakeholders, (which are currently taking place.)

Project design guidelines and terms of reference will be provided within a subsequent RFP package that will be distributed to three (3) teams, (maximum), selected from the RFQ selection process. The RFP package will include the operational expectations, feasibility, implementation strategy and information gathered from consultations between DDBGS planning committee and various stakeholders and user groups.

All background information in digital format including governance policy, utility drawings, contour drawing in 0.5-meter intervals, 2017 conceptual indicative master plan, air photos, and a geotechnical report.

2. Provide landscape architectural service for the development of a detail plan for Phase 2 of the work.
3. Provide, retain, and coordinate the work of supporting design professionals for the Phase 2 detailed design of contemplated garden features such as retaining walls, ornamental & safety lighting, overhead trellises / arbours, gazebo(s), water feature(s) including the construction of a natural pond to encourage the appearance and nesting of birds and waterfowl, walkways & ramps, and an irrigation system. Thus, it is envisioned that associated professionals that could be part of the design team will include qualified professionals in electrical / lighting, structural, civil, irrigation, water features and landscape architect.
4. Provide detailed design drawings and associated specifications ready for Tender of the identified Phase 2 work.

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5. Provide tender and construction administration services including preparing contemplated change orders, site instructions, monitor construction work progress and quality control through periodic site reviews, reviewing the Contractor's progress payment requests, develop digital as-built drawings, and working with the Owner's representative to bring the Phase 2 construction to a successful completion.
6. Work with the design team selected to design the Visitor's Centre within the botanical garden site. (Note: the design / construction process for the Phase 2 botanical garden and Visitor's Centre is the traditional design / bid / build model). Although the design for the Visitor's Centre will be undertaken by others, the successful consultant of this contract will provide the following services:
 - working with the building team to provide recommendations regarding building orientation,
 - desired and undesired views,
 - pedestrian circulation around the exterior of the visitor's centre,
 - determining final floor elevation of the visitor's centre,
 - the development and integration of indoor and outdoor spaces, and
 - the design of a 'green roof' and/or a green wall or similar feature for the Visitor's Centre,
 - the landscaping of the parking lot,
 - detailed design and associated drawings for pedestrian walkways in the garden and adjacent to the Visitor's Centre

6. Visitor's Centre

A contracted firm has just completed the indicative design for the Visitor's Centre. Shortly, an RFQ will be issued to seek interest from qualified proponents for the detailed design of the Visitor's Centre. The results of a preliminary Functional Planning exercise have determined that the Visitor's Centre will be approximately 3,000 sq. ft. in size facilitating a reception area, gift shop, small library, multi-purpose /meeting room, classroom, storage room, office(s), washrooms, and janitor's room.

As with the RFQ for the garden development, a short list of proponents will be invited to respond to a visitor's centre RFP.

It is envisioned that the timing of the visitor's centre design will coincide with the design of the botanical garden and thus the two teams will work together to address overlapping issues and develop a cohesive design solution for the visitor's centre and surrounding outdoor spaces. It is also envisioned that a couple of joint meetings between representatives of the Visitor's Centre design team, the Botanical Garden design team, and the DDBGS planning committee will be required to finalize design details.

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7. Schedule and Key Dates

The project will be delivered based on the following anticipated schedule:

Botanical Garden	2020										
	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	
Request of Qualification											
Short list 3 proponents											
Request of Proposals											
Design Award											
Conceptual & Detailed Design											

	2021											
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	May 2022
Tendering												
Construction Award												
Construction												
Commissioning/ Completion, including Post Construction Maintenance												

Open

Close

Request for Qualifications (RFQ)	April 6, 2020	2:00 pm; May 4, 2020
Short List 3 Proponents		May 11, 2020
Request for Proposals (RFP)	May 18, 2020	June 19, 2020
Design Award	July 24, 2020	
Conceptual and Detailed Design	July 25, 2020	Jan. 21, 2020
Tendering	March 2021	March 2021

Construction Award	April 2021	
Construction	May 2021	October 2021
Opening	May 2022	

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Note: Some of the dates may change during the project process. Any date changes prior to the closing date and time of this RFQ will be issued in an addendum.

The above design and construction schedule is based on the ability of the DDBGS raising sufficient project funding through the efforts of their fund raising committee and UNBC.

Responses, signed by either the Respondent or an authorized representative from the Respondent's firm, must be received by the DDBGS before 2:00 pm (PST), May 4, 2020.

The DDBGS will not accept submissions on any Responses after the closing date and time. Any submissions received or submitted after the closing date and time shall be considered disqualified. Under no circumstances will late submissions be accepted.

8. Response Submission and Format

All questions / queries and their answers from the DDBGS will be issued in written format and issued as an addendum and displayed on the DDBGS website. Any addenda shall be considered as part of the Response Documents.

It is the responsibility of each Respondent to periodically check the DDBGS website to review updates to this RFQ, (Note: No addenda and updates will appear on the website closer than 5 business days before the close of this RFQ.)

If a respondent discovers any inconsistency, discrepancy, ambiguity, errors, or omissions in this RFQ, they must notify the DDBGS immediately in writing.

The DDBGS may, at any time, make and stipulate changes to this RFQ.

Responses must be submitted using the following method:

Submissions are to be consolidated into one PDF file and emailed to

Project@ddbotgarden.bc.ca..

DDBGS accepts no responsibility for non-receipt and / or delays in receipt of your response.

Respondents may not make modifications to their Responses after the closing date and time except as may be allowed by the DDBGS.

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Responses may be withdrawn provided such withdrawal is done prior to the Response closing date and time.

Proposals will NOT be opened publicly.

The DDBGS may reproduce any of the Respondent's Response and supporting documents for internal use or for any other purposes permitted by law.

9. Response Costs

The Respondent has the sole responsibility for any costs associated with preparing and submitting its Response to this RFQ. In no event will the DDBGS be responsible for the costs of preparation or submission of any Response.

10. Selection and Evaluation Criteria

RFQ Responses will be evaluated by an evaluation committee selected by DDBGS Planning Committee. It is the intent of the DDBGS to shortlist Respondents that meet the requirements of this RFQ and provides the best overall value to the DDBGS and the university. The DDBGS may or may not conduct discussions, request further information or clarifications, either in succession or concurrently, with selected Respondents on the content of their Response without becoming obligated to clarify or seek further information from any or all other Respondents. However, Respondents are cautioned that any request for clarifications will not be an opportunity either to correct errors or change their Responses in any substantive manner. The DDBGS will not be limited as to its criteria for evaluation of Responses. The DDBGS may take into account criteria and considerations as they relate to this RFQ and are deemed to be of value.

DDBGS is under no obligation to award any Contract, in whole or in part. The DDBGS reserves the right in its sole discretion to cancel this Request for Qualifications process at any time before or after closing without providing reasons for such cancellation.

Responses are expected to demonstrate to the Evaluation Committee:

- That the Respondent has the ability to deliver the design and construction, administration and,
- The multi-disciplined team it has assembled is able to identify and overcome the unique challenges of this project.

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Experience will be evaluated according to its relevance on working on similar, relevant projects; including but not limited to **First Nation gardens, botanical gardens / arboretums, water feature development, interactive gardens, garden structures such as gazebo(s) and overhead trellis, wayfinding / signage, sustainable practices, and northern climate (zone 3) considerations.**

The following criteria forms the basis upon which evaluation of submissions will be made:

Criteria	Weight
Team Structure and Experience	30
Relevant Past Projects	30
Team Individual(s) / Principal(s) assigned to this project	25
Sustainable Benefits	10
Completeness and Clarity of Response	5
TOTAL	100

10.1. TEAM STRUCTURE AND EXPERIENCE

(suggested length: 7 to 11 pages, including resumes)

Respondents should provide information of their corporate profile and their team composition including an organization chart outlining the various teams, team members and their contractual relationships.

- Qualified Professional team members to provide the following services:
 - prime consultant / landscape architect
 - lighting consultant
 - structural designer
 - water feature professional
 - irrigation designer
 - arborist
 - other consultants that you deem appropriate

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- Evidence and past projects that demonstrate how well the various team members and firms have worked together on previous projects.
- Provide information demonstrating the relevant experience and project expertise on working on projects of this scale and type, within a multidisciplinary environment.
- Evidence to confirm the respondent has a good understanding of construction costs in the Prince George area and thus can design to our projected budget for Phase 2 development.

10.2. RELEVANT PAST PROJECTS

(Suggested length of 5 to 10 pages.)

Project briefs of the prime consultant for 3 - 8 projects; plus a few paragraphs of relevant past projects that subconsultants have worked on, (preferably in conjunction with the prime consultant).

- Respondents should provide information on similar relevant projects undertaken by the prime consultant and core team members. Include information for each project that highlights the role(s) of the individual key personnel. Provide the project Owner's contact name and contact information of references. (Respondents authorize the DDBGS to verify information provided. Information obtained from respondents will not be disclosed or discussed with any Respondents.)
- Relevant past project experience of the prime consultant and team members should cover the following, in descending order of importance:
 - Botanical gardens and arboretums
 - Relevant projects in zone 3 or colder climate
 - First nation gardens
 - Develop interactive gardens
 - Use of sustainable methods and techniques
 - Develop a hierarchy of wayfinding / signage
 - Arborist
 - Water features, (both formal and natural)
 - Research gardens
 - 'green roof' and/or a green wall or similar feature
- Describe and / or demonstrate your ability to complete projects within an approved budget and schedule.

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10.3. TEAM INDIVIDUALS ASSIGNED TO THIS PROJECT

(Suggested length is 4 to 7 pages.)

The landscape architectural firm, as prime consultant, is deemed responsible for the ownership of the contract, unless otherwise stated. The DDBGS expects the Respondent to identify the following key design personnel for the project. Evaluation will be weighted heavily based on these key personnel.

- The landscape architectural firm shall appoint a **'Project Director'** who will be responsible for overall delivery of the project on behalf of the Respondent and shall be involved in the Project from beginning to end. The Project Director need not be involved in the Project on a day to day basis.
- A **'Project Design Manager'** who will be responsible for day to day delivery of the project. The Project Design Manager will be the primary contact for the Owner's Project Manager / Advisor and shall be involved in the project from beginning to end. The Project Design Manager will have authority to instruct subconsultants at the Respondent's discretion. The Project Design Manager shall be registered with the CSLA and his / her role may be combined with another role on the project.
- As discussed above, the number and variety of subconsultants for various disciplines will be confirmed upon completion of the 'Project Master Plan' and beginning of the detailed design. Although the exact scope of work of these subconsultants cannot be confirmed, it is anticipated the following designers will be required and thus are to be identified with their relevant experience and past projects.
 - **Landscape architect and / or architect** who will be responsible for the design of various garden features such as gazebo(s), overhead trellis, focal points / sculptures, lookouts, fencing & gates, structure / design feature to honor project sponsors, etc. It is expected that the architect shall be registered with the AIBC and / or the landscape architect registered with the BCSLA.
 - **Structural designer** who will assist the landscape architect / architect in the detailed design of the above garden features as well as design of garden features such as retaining walls, foot bridges, etc. The structural engineer shall be registered with the EGBC (Engineers and Geoscientists of British Columbia.)
 - **Lighting consultant** who will be responsible for the design, layout, material selection of both outdoor 'safety' lighting within the garden and walkways as well as 'ornamental' lighting of various garden features and plant material. It is expected the lighting

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consultant will have previous experience in developing a consistent, dramatic lighting theme for similar projects, including special events such as Christmas display and special events such as wedding receptions. In addition, the lighting plan shall be flexible to accommodate plant / tree growth and the ability to install the lighting scheme in stages as funding permits.

- **Wayfinding / signage consultant** throughout the garden will be important.
- **Irrigation consultant** will be responsible for designing a temporary watering system for plant establishment for a two-year period, as well as the design of a permanent, sustainable watering system for long term healthy plant growth. The watering system is to be capable of expansion to address future watering requirements associated with garden expansion. The irrigation consultant shall be a member in good standing with the IIABC.

10.4. SUSTAINABLE BENEFITS

The applicant shall list environmental, social, economic, financial, ethical and community initiatives, innovations, and practices, and how these would benefit the project. Describe the framework of how you can deliver these benefits based upon previous performance and time-tested practices.