



Architectural and Engineering Plan

Request for Proposal

Golden & District Historical Society

About the Golden & District Historical Society

The Golden & District Historical Society is committed to preserving, promoting, and presenting the diverse history of Golden and its neighbouring communities. Our guiding principles are to inspire curiosity, involve our community, and share our story. The Golden & District Historical Society is the governing body of the Golden Museum and Archives. It comprises of 7 Board Members, responsible for supervising the Executive Director of the Golden Museum. The museum has two full-time permanent employees and one part-time permanent employee.

Purpose

The Golden & District Historical Society (GDHS) seeks proposals from firms and individuals to provide the services of qualified, properly licensed consultants with expertise in all phases of the design and renovations of public buildings. It is anticipated that the successful contractor provides a comprehensive plan to renovate a 1904 CPR Train Station into a functional community space, in accordance with the GDHS's specifications. This proposal should be designed to be easily broken down into phases of renovations. It must include both Architectural and Engineering assessments. These proposals will serve as a quote to secure grant funding, should the costs of a plan require outside funding.

Who May Respond

GDHS requires a professional that has demonstrated experience in creating architectural drawings for existing heritage type buildings and understands the necessity of integrating function into a building without reducing the integrity of its character. The consultant will liaise with GDHS staff and board, the Town of Golden planner and building inspector, additional external professionals (i.e. engineering firms), and if necessary, legal advisors to ensure that the completed plans are up to code with allowances made for existing buildings, of sound structure, and adhere to the standards set by the *Standards and Guidelines for the Conservation of Historic Places in Canada* document as much as possible. Experience working with heritage buildings and non-profit organizations is an asset.

Project Budget and Compensations

Please provide a detailed budget with your proposal. If travel is required, please note that current milage rate in BC is \$0.70/km, per diem is \$80/day, and hotel rates are approximately \$200/night in Golden. Please be as accurate as possible and err on the higher side of estimates, as this project will be grant funded and operate with very little cushioning for overage.

Scope of Work and Deliverables

GDHS's intent is for the consultant to evaluate the old CPR Train Station, located at the Golden Museum and Archives, 1302 11th Ave S, Golden, BC and:

- a) Determine its structural health;
- b) Assess its current safety as a public building;
- c) Consult on and create a plan for the future of the building

The expected deliverables of this project are as follows:

- Evaluate the building and property immediately surrounding it to determine structural safety, and generate an engineering report outlining any necessary upgrades,
- Provide a conceptual architectural report and plan, including drawings, for Golden's old CPR Station that are in line with the vision of the GDHS and the public engagement survey;
- A section in the plan that identifies priority areas for work based on the following criteria:
 - Repairing and preventing future damage
 - Public safety;
- Proposed phases of renovation and restoration to create achievable and affordable steps;

Project process:

- a) The contractor will meet with the Executive Director to review project planning, coordination, and desired features
- b) The contractor will provide a proposed work plan, detailing expected timeline of deliverables, project approach, and any preliminary recommendations;
- c) The contractor will create a draft document with all reasonable efforts to streamline the document into an easy-to-use guide for GDHS staff and board members, while ensuring the necessary professional outcomes and appropriate language are present to provide a best practices product;
- d) The contractor will review the draft plans with the Executive Director and appropriate Board Members;
- e) The contractor will prepare a final plan incorporating revisions from such review
- f) The contractor will provide all deliverables in electronic format, preferably PDF, for easy reference.

Ownership and Confidentiality

All intellectual property created under this project will remain the property of the contractor, with the right to use being given to the GDHS. All data used to compile the plans remains the sole property of GDHS. The contractor shall further agree to keep confidential any business information or proprietary information learned through its dealings with GDHS.

Proposal Requirements

To best evaluate the ability of the consultant to meet our goals, please include the following in your proposal:

- A brief biography of your company, including your mission and guiding principles, if any, and a link to your company's website or social media
- Examples of similar projects
- A summary of experience with heritage buildings
- Three client references
- Suggested project timeline with major tasks and milestones
- Project budget by line item, including estimated hours, travel time, accommodation and supply costs
- Identify who will be involved on your project team, their role, their relevant experience, and contact information. If multiple people are on your team, please identify the point person and the secondary preferred contact.

Process for Proposal Submission and Evaluation

a) **Closing Submission Date:**

Proposals are due by 5:00 PM on Friday, April 12th, 2024.

b) **Inquires:**

Inquiries concerning this RFP should be directed at Brittany Newman (contact information below) no later than Monday, March 25th, 2024

Brittany Newman, Executive Director

museum.golden@gmail.com

c) **Conditions of Proposal:**

All costs incurred in the preparation of a response to this RFP are the responsibility of the bidder and will not be reimbursed by GDHS.

d) **Submission instructions:**

Proposals should be submitted in PDF format via email to museum.golden@gmail.com before the closing submission date. If the file is too large for email, a link to the file should be provided.

Late arrivals will not be accepted. Mail submissions will not be accepted.

It is the responsibility of the bidder to ensure that the response is received by GDHS by the closing submission date. A response may be judged nonresponsive and excluded for further consideration if it is not received by the deadline or does not follow the specified format.

e) **Right to Reject:**

GDHS reserves the right, in its sole discretion, to reject any and all responses received in response to this RFP. A contract for the accepted response will be based upon the factors described in this RFP.

f) **Notification of Selection and Timeline:**

It is expected that a bidder will be selected within two to three weeks of the closing submission date, although this timeline is subject to change. GDHS reserves the right to cancel this RFP at anytime. Upon conclusion of negotiations with the successful bidder, all bidders submitting responses to this RFP will be informed in writing of the name of the successful firm or individual.

RFP Released: March 7, 2024

Questions on RFP due: March 25th, 2024

Proposals due: April 12th, 2024

Follow up and Interviews with Contractors: April 29th – May 10th, 2024

Contractor selection made: May 17th, 2024

Project begins: Upon funding approval, no later than August, 2024

Project must be complete by: September 30, 2025

g) **Evaluation and Scoring:**

Proposals will be reviewed and evaluated based on the following Criteria:

- Qualifications – 30%
 - Consultant has the qualifications necessary to successfully complete the scope of work
 - The consultant has prior experience working on similar projects
 - The consultant has prior experience working with similar organizations
- Scope of Proposal – 30%
 - The proposal demonstrates an understanding of the project objectives and desired results
 - The proposal illustrates an approach to the scope of work that will likely lead to the successful development of policies
 - The proposal illustrates the vendor’s ability to successfully execute the proposed approach
 - The proposal includes an appropriate process to interact with board members and staff

- Work Plan – 25%
 - The proposal adequately details project activities and milestones or deliverables associated with each stage of the scope of work
 - The proposal includes an estimated timeline for each stage
 - The work can be completed within the project timeline
- Budget – 15%
 - The proposal includes a detailed budget for each stage of the scope of work
 - Proposed costs are reasonable

Conflict of Interest

The Bidder must disclose, in an exhibit to the proposal, any possible conflicts of interest that may result from the award of the Contract or the services provided under the Contract. Except as otherwise disclosed in the proposal, the Bidder affirms that to the best of its knowledge there exists no actual or potential conflict between the Bidder, the Bidder’s project manager(s) or its family’s business or financial interests (“Interests”) and the services provided under the Contract. In the event of any change in either Interests or the services provided under the Contract, the Bidder will inform GDHS regarding possible conflicts of interest, which may arise as a result of such change and agrees that all conflicts shall be resolved to the GDHS’s satisfaction or the Bidder may be disqualified from consideration under this RFP. As used in this Section, “conflict of interest” shall include, but not be limited to, the following:

1. Giving or offering a gratuity, kickback, money, gift, or anything of value to a GDHS official, officer, or employee with the intent of receiving a contract from GDHS or favorable treatment under a contract;
2. Having or acquiring at any point during the RFP process or during the term of the Contract, any contractual, financial, business or other interest, direct or indirect, that would conflict in any manner or degree with Bidder’s performance of its duties and responsibilities to GDHS under the Contract or otherwise create the appearance of impropriety with respect to the award or performance of the Contract; or
3. Currently in possession of or accepting during the RFP process or the term of the Contract anything of value based on an understanding that the actions of the Bidder or its affiliates or Interests on behalf of GDHS will be influenced.