



The Peachland Wellness Centre Society

Request for Proposals (RFP) Architectural Prime Services for Peachland Hub Project

Architects are requested to submit proposals for full prime consulting services for a renovation and addition to the 50+ Activity Centre in Peachland, BC

RFP Issue Date:	April 11, 2022
RFP Closing Date and Time:	April 29, 2022 by 2:00 p.m. PDT
Site Visit (optional):	April 20, 2022 from 3:30 - 5:00 p.m. PDT
Receipt of Proponent Questions:	April 22, 2022 by 5:00 p.m. PDT
Response to Proponent Questions (via Merx Addendum):	April 26, 2022 by 5:00 p.m. PDT
Proponents Notified of Invitation to Interview:	May 3, 2022 by 12 noon PDT
Interviews (by Zoom):	May 4, 2022
Identification of Successful Proponent:	May 5, 2022 by 5:00 p.m. PDT
Contact:	Rick Ingram, Vice President rick.pwc@outlook.com

1.0 Project Description

1.1 Background

The Peachland Hub will be a new facility, created by renovating and adding to the existing 50+ Activity Centre, that will house many of Peachland’s non-profit groups, servicing Peachlanders of all ages.

The Hub concept was born of necessity, as the Peachland Wellness Centre (“PWC”), the Peachland Food Bank, the Peach Community Policing, and Peachland Lions groups started to look for new homes due to the pending demolition of their current homes to make way for the second tower of the Peachland Seniors Residences. PWC approached the Peachland and District Retirement Society (“PDRS”), the operators of the 50+ Activity Centre, about the possibility of creating a Community Services Hub.

Those discussions gained strength and momentum after a meeting convened at the Peachland Chamber’s offices in November 2021 brought other groups into the conversation and formalized the initiative. After receiving support in principle for the concept by District of Peachland (“District”) Council in December 2021, the process to build the Peachland Hub began in earnest.

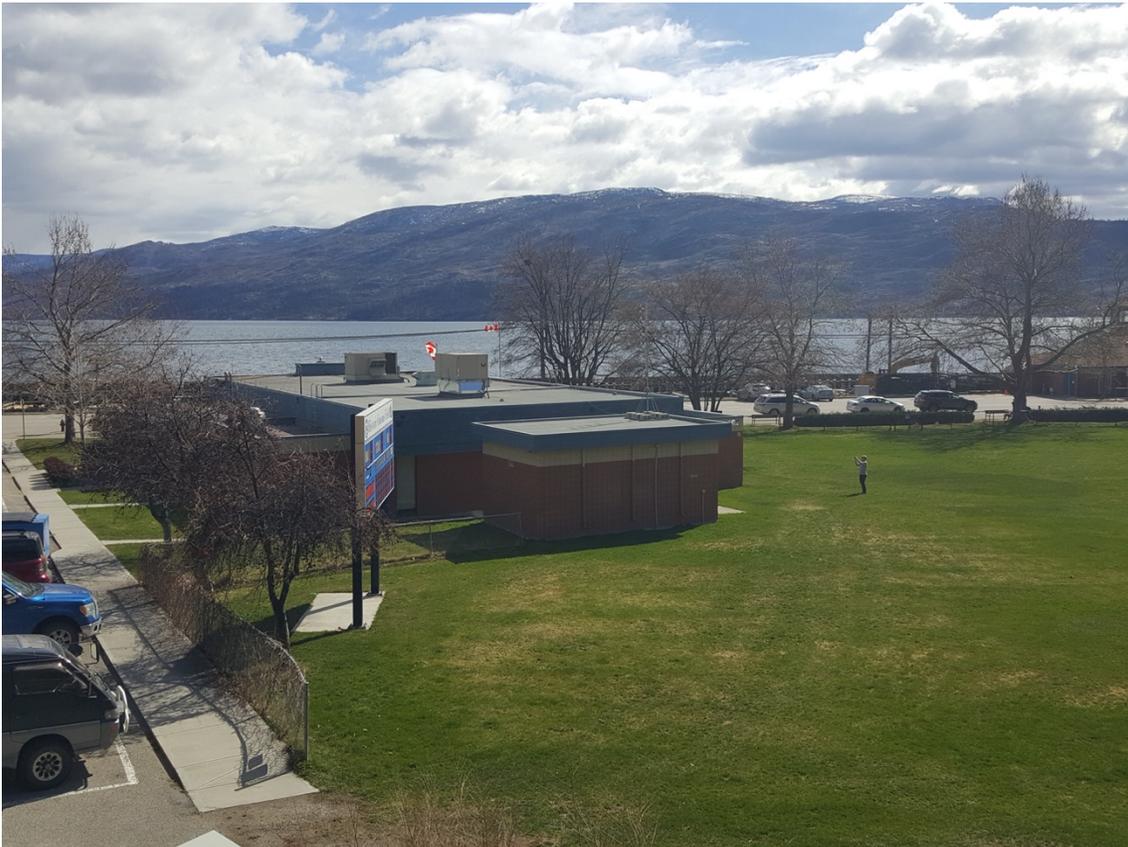
PWC is the Primary Contact Organization of the consortium of non-profit groups involved in the Peachland Hub project. The PWC is the leaseholder with the District, the Client for the services from this RFP and the construction Client.

The current building is an asset of the District of Peachland as will be the upgraded facility. The facility is provided to the PWC by the District under a long-term lease.

District Council is expected to pass a Resolution on April 19, 2022 authorizing the Society to proceed with the project to renovate and expand the existing 50+ Activity Centre.

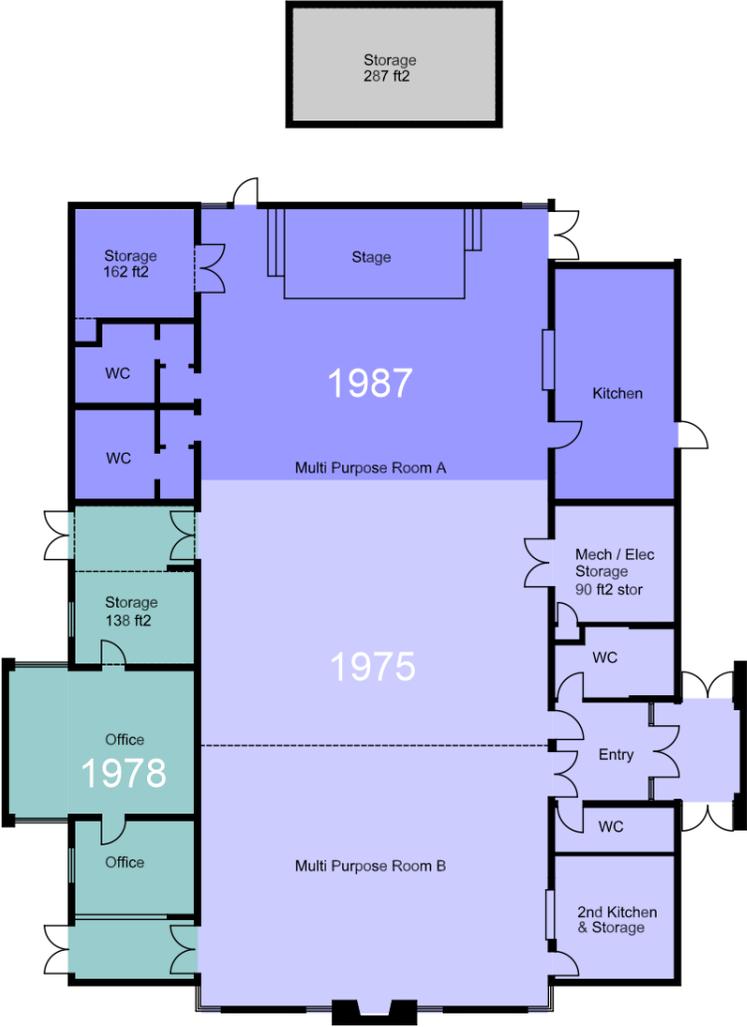
The site is ideal – centrally located in Peachland – on picturesque Beach Avenue, across the street from a marina and Swim Bay, and in the corner of a municipal park that includes a baseball diamond.







The Hub will expand on the existing 50+ Activity Centre, a 6,200 sq. ft. single storey building built in 1975 with two expansions in the subsequent decade. The 50+ Activity Centre was first constructed in 1975 as the Senior Citizens Activity Centre. The first expansion in 1978 to add three rooms on the south side for games, crafts and a small library (now used as office space) and again in 1987 to the west to enlarge the main hall and to add washrooms, a storage room and a larger kitchen. At some point a separate small storage building was built to the west of the main building.



Of simple construction, the exterior walls (and most interior walls) consist of a single wythe of painted concrete block, core filled with vermiculite. The west wall of the 1987 addition is wood with fibreglass insulation. The roof is supported by wood trusses.

The facility offers one of the largest public spaces in Peachland. The main hall is used for many community purposes and its location in the centre of town – adjacent to other civic facilities such as the Community Centre, the Visitor Centre and Gallery makes it part of the heart of Peachland’s cultural centre.

The renovations to the existing building will involve: energy efficiency and envelope upgrades; modernization of electrical, HVAC and kitchen facilities (extent of kitchen facility upgrade or potential to expand will be

determined during the SD phase); upgrading some washrooms to current barrier free code while decommissioning others; installing solar panels; and re-purposing some spaces into multi-function spaces.



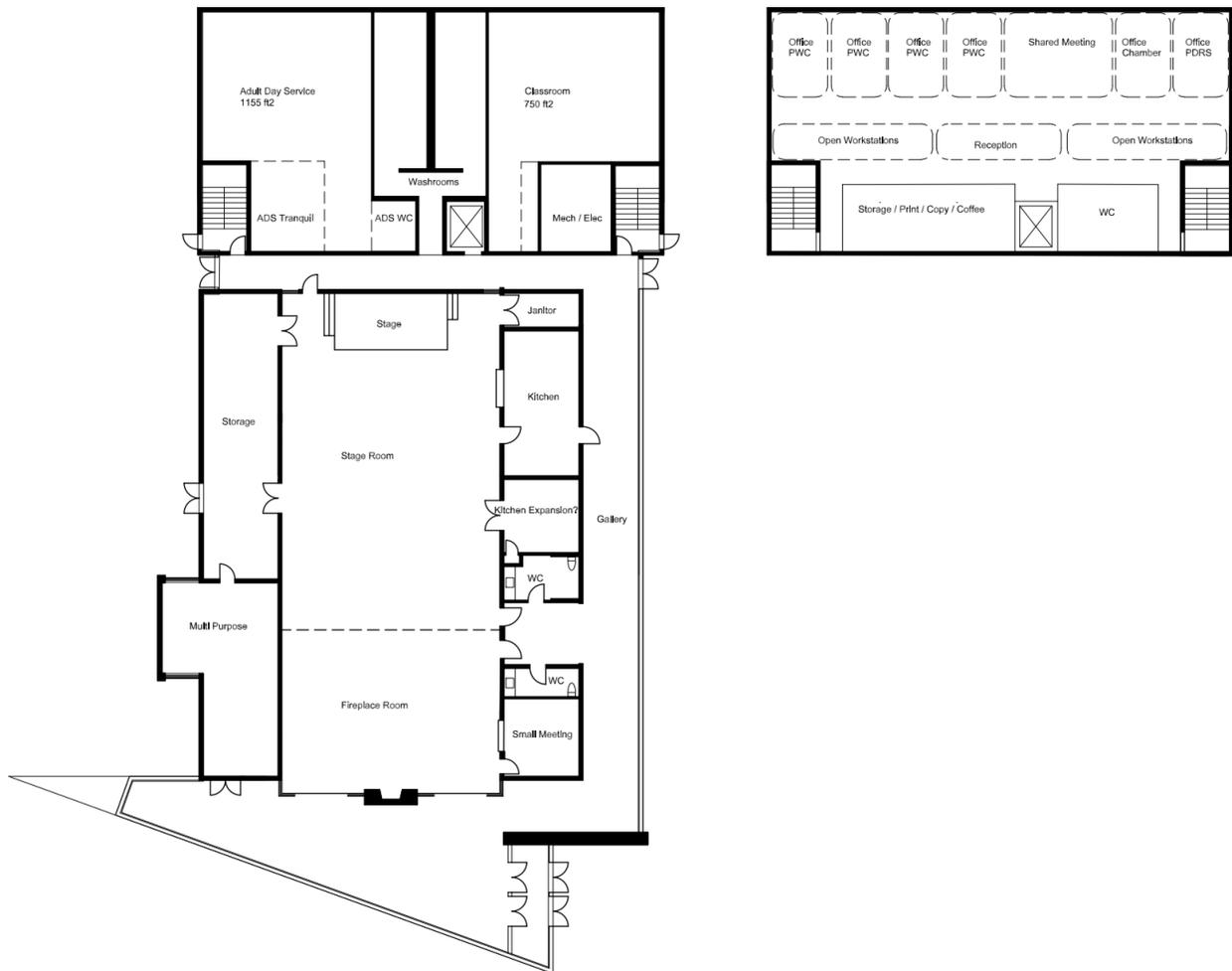




Expansion will involve adding 3,000 sq. ft. of required circulation and a new street face for the building (via a pre-function space/lobby), as well as a two-storey addition with 3,640 sq. ft. per floor providing two multi-purpose spaces and washrooms on the ground floor and office space on the upper floor. Solar panels will be included on the roof of the addition.

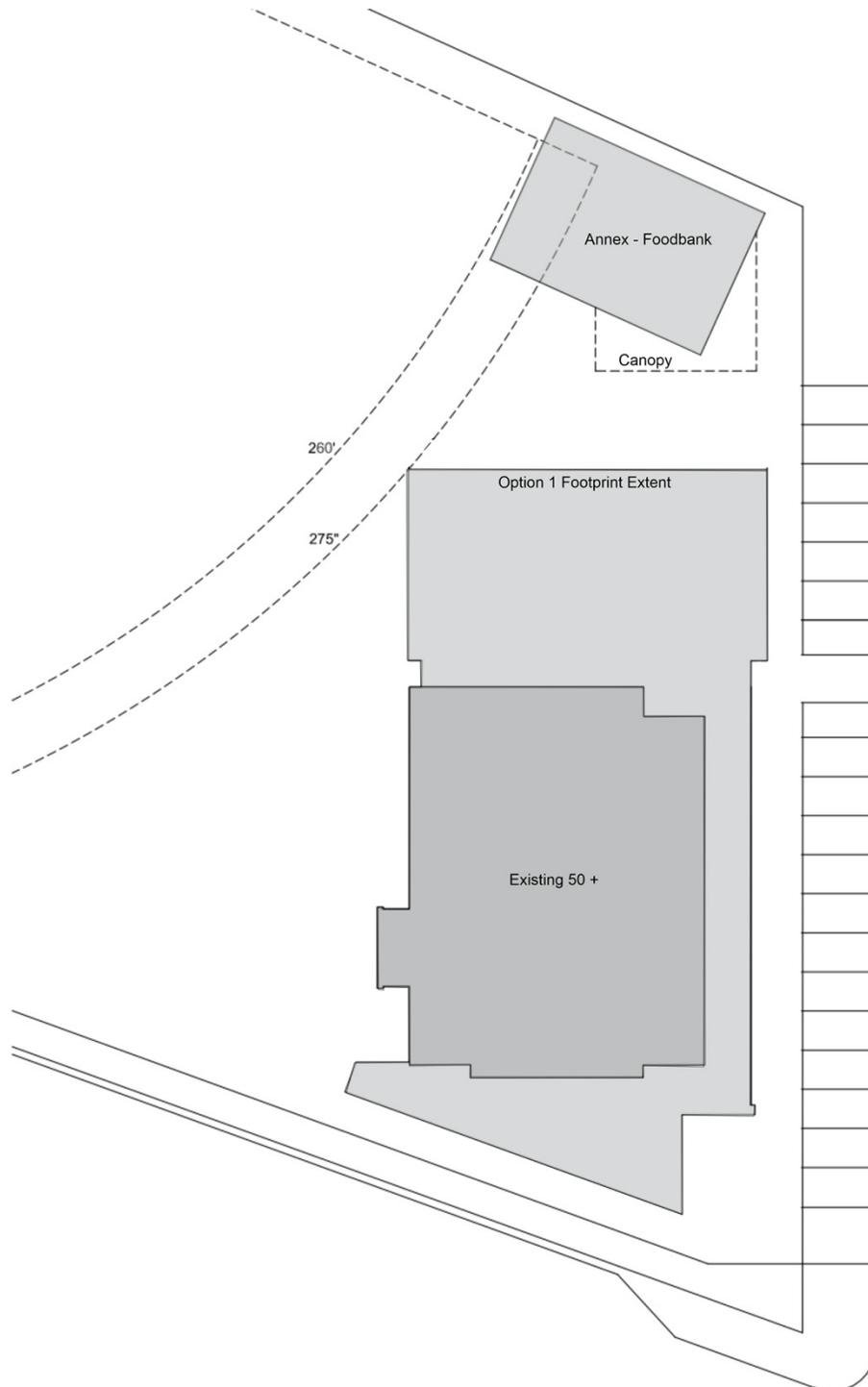
The 50+ Activity Centre is currently operated by the Peachland and District Retirement Society (“PDRS”). A review of the programs, services and activities offered by PWC and PDRS, together with the meeting, office and storage needs of other participating groups was undertaken to develop the facility programming requirements.

Below is a test layout of the functional program completed to confirm that the available site could accommodate the enlarged facility. It demonstrates the desired relationships between program elements, and captures some of the key design considerations (detailed in the Business Case - V1 document) This is a spatial test only and does not confirm required code elements such as exit widths, occupant load, etc. This enabled the determination of approximate square footage required by the project. It is not a requirement or expectation that the successful proponent conforms to these test layouts or other images developed as part of this test.



Test Layout

The overall Peachland Hub complex will consist of two buildings: the main Hub building and a smaller Annex. The services provided through this RFP are only for the main Hub building.



Site Plan of Hub Test Layout

1.1.1 Peachland Hub: Business Case - V1

The 'Peachland Hub: Business Case - V1' document was submitted to the District on April 2, 2022. This document, attached to this RFP, contains greater details about the project background, the existing facility, the facility space programming and test layout activities that have been undertaken, as well as the fundraising activities currently underway.

1.2 Scope of Services

Delivery of the project will be through the Architect as prime who will enter into a contract with PWC for the delivery of its services. The Architect will be responsible to retain, manage and coordinate its team of sub-consultants throughout the duration of the project.

The Architect's project team shall consist of, but not limited to, the sub-consultants or in-house specialists listed below:

- A. Structural Engineer
- B. Mechanical Engineer
- C. Energy Modeler
- D. Electrical Engineer
- E. Civil Engineer
- F. Kitchen Consultant
- G. Commissioning Agent
- H. Landscape Architect
- I. Cost Consultant

PWC will retain geotechnical (if required), and survey services.

1.3 Form of Contract

The selected proponent will be required to enter into a Canadian Standard Form of Contract for Architectural Services, Document 6 Agreement (2018 Edition). This will be modified to include supplementary conditions (including insurance requirements) to be mutually agreed.

1.4 Project Delivery Method

The decision between Design-Bid-Build and Construction Management at Risk as the construction delivery method will be made during the Schematic Design process in consultation with the successful proponent.

1.5 Project Funding and Phasing

The capital funding for this project will be provided through a combination of grants, donations and other fundraising activities by the consortium of non-profit organizations. The project will be divided into three phases, with progression from one phase to the next dependent on successfully attaining the next level of fundraising.

1.5.1 Base Services

The first phase will be for Pre-Design & Schematic Design. This phase will result in deliverables required as part of an application to Infrastructure Canada's Green and Inclusive Community Buildings fund ("**GICB**"). An application to the FCM Green Municipal Fund's 'Study: New construction of energy-efficient municipal facilities' program ("**GMF**") is being pursued in parallel with this RFP process to support this phase.

1.5.2 Optional Services

The second phase will be for Design Development and Construction Documents.

The third phase will be for Bidding, Construction Administration and Post Completion Review.

1.6 Phase One: GMF and GICB Grant Considerations

Proponents must demonstrate familiarity with the requirements of both of these funding programs.

1.6.1 Green Municipal Fund - 'Study: New construction of energy-efficient municipal facilities'

Financial support for Phase One from the GMF is being sought in parallel with this RFP process. The program has a requirement that projects strive to be net-zero energy. One component of the Energy Study of this phase will be an analysis of whether net-zero energy is attainable for the Hub, and if so at what additional cost (i.e. can the existing roof structure support solar panels, etc.).

The following is suggested content for a GMF Feasibility Study:

- The problem to be addressed, context background on the options considered, and criteria used to select the proposed option according to predetermined criteria.
- Baseline information on the proposed project's environmental performance.
- Technical explanation of how the project will perform and meet or exceed GMF environmental eligibility criteria.
- Financial and business case assessment and development from the perspective of the operation and maintenance costs of the projects (if available).
- Triple-bottom-line assessment, i.e. environmental, social and economic impacts, of one or more project options that will address the problem (if available).
- Key project risks, as well as some solutions and discussion about how to manage these risks.
- Models that support expected environmental performance.
- Detailed design documents.
- Anticipated project schedule.
- Life cycle analysis (e.g. including construction, operation, renewal and end of life).
- Proposed financial plan

1.6.2 Green and Inclusive Community Buildings

The schedule and deliverables for the first phase are tied to the requirements and timing of the GICB funding program. The 2022 call for this program is expected to be made during the period of this RFP process. Assumptions of similar timing to last year have been made - with the Call Announcement in mid-April and applications due by early July. Variances from these assumptions will result in either a tightening of the schedule (unlikely) or a relaxing of the deadline (possible). Additional information will be provided to registered Proponents when it becomes available in April.

The GICB program has a requirement for a RETScreen energy analysis for retrofit projects. New building projects require the project be designed to meet the Zero Carbon Building Design Standard V2 and that on completion the project seeks and obtains the Canada Green Building Council Zero-Carbon Building Design Certification.

1.7 Scope of Work

The Scope of Work for this project is detailed in the attached 'Doc 6 2018 Schedule A - Services'. Note that items 5.9 and 5.10 have been added to reflect GMF study and GICB application requirements.

1.8 Basis of Fee

The fee for services rendered under this RFP will be:

- A fixed fee for the Base Services; and
- Either a percentage-based fee or a fixed fee for the Optional Services, to be determined by mutual agreement during the Base Services period;
For bidding purposes, the percentage rate and fee (inclusive of all listed sub-consultants except Kitchen Consultant) and its allocation to phases will be included in the response to this RFP.

1.9 Certification of Receipt

Proponents must certify their receipt of all addenda for this RFP by filling in the attached (Schedule A) Proponent Certification of Receipt Form and include it with their submission.

1.10 Attached Documents

The following documents are attached to and considered part of this RFP:

- Peachland Hub, Business Case - V1 *Hub-001_BusinessCase_V1.pdf*
Includes appendices: A - Consolidated Space Program;
B - Individual Groups - Programs & Activities
- Doc 6 2018 Schedule A - Services *Hub-001_ScheduleA.pdf*
- 2021 Facilities Condition Assessment *Hub-001_2021_Facilities.pdf*
- 2015 - Hazardous and Regulated Materials Inventory Report, 50 Plus Activity Centre *Hub-001_2015_Hazardous.pdf*
- Nail & Screw Removal, Risk Assessment *Hub-001_Nail_RA.pdf*
- Nail & Screw Removal, Work Procedures *Hub-001_Nail_Procedures.pdf*
- 2021 GICB Applicant Guide *Hub-001_2021_GICB_Guide.pdf*

2.0 Construction Budget

2.1 Base Construction Cost Estimate

The construction cost for the main Hub building has been calculated as follows:

\$350/ft ² for new construction - 10,280 sf.	\$3,598,000
\$250/ft ² for renovation - 6,200 sf.	\$1,550,000
base construction cost estimate	\$5,148,000

2.1.1 Escalation and Contingency Allowance

An allowance of 25% of the base construction cost for escalation and contingency has been made.

25% escalation/contingency allowance	\$1,287,000
construction cost estimate	\$6,435,000

2.2 Funding Status

At the time of RFP release, fundraising activities have recently begun. Funds for the project are yet to be raised from individual donor campaigns, grant applications and fundraising events.

Specific fundraising targets and project phase triggers are discussed in section 3.2 of this RFP.

3.0 Project Schedule

3.1 Key Dates

3.1.1 Base Services Milestones

The following outlines the milestone dates for the Base Services phase:

- Select Architect May 5, 2022
- Pre-Design & Schematic Design May 9, 2022 – Jul 8, 2022

3.1.1 Optional Services Key dates

The following outlines the key target dates for the Optional Services phases:

- Design Development May 2023 (GICB awarding) – Aug 2023
- Construction Documents Sep 2023 – Apr 2024
- Construction Start May 2024
- Construction Completion Dec 2025

Phase starts are all dependent on success level of fundraising activities.

3.2 Fundraising Considerations for Phases

3.2.1 Pre-Design & Schematic Design

Fundraising for this phase is underway. The Start-up Funding campaign must be complete in order to initiate work on the project.

Deliverables from this phase are required as part of an application to the Green and Inclusive Community Buildings funding program. The specific dates for the 2022 intake for this program are unknown at the time of RFP release and are expected to be announced during the RFP period. Based on the 2021 call, the expectation is that the announcement will be in mid-April and the application deadline will be in early to mid-July.

An application to the GMF 'Study: New construction of energy-efficient municipal facilities' program to support this phase concurrent with this RFP. The phase may commence as soon as two conditions are met:

- the Start-up Funding Campaign is complete; and,
- the full application to GMF has been submitted by PWC.

3.2.2 Design Development and Construction Documents

Commencement of this phase will be dependent on being awarded, and signing a contribution agreement for the GICB grant.

Conditions of the grant may necessitate that services resulting from this RFP be undertaken using two contracts in order for services from Design Development on to be supported. This will be confirmed and communicated to registered Proponents.

3.2.4 Bidding, Construction Administration, and Post-Completion Review

Commencement of this phase will be dependent on 100% of funding for the construction of the facility.

4.0 Submission Requirements

Submissions are to include responses to the following questions, in the order presented, using the numbering provided. Submissions are to be by PDF using 8.5x11 page size in portrait using a minimum 10pt font. Point form is appreciated.

4.1 Prime Consultant Qualifications; 1 page

Provide a one-page description of the Architectural Prime Consultant firm inclusive of the following:

- a. Firm Name
- b. Number of Employees
- c. Years in Existence
- d. Closest office location to the project site
- e. Unique qualifications of the firm for this project
- f. Experience delivering sustainable projects (note highest certification level achieved)
- g. Experience delivering projects with a combination of renovations and new construction
- h. Project Team Experience (if any) with the Zero Carbon Building Standard and Net Zero Energy Analysis

General Firm brochure with illustrations that demonstrate the firms architectural design skill to be included in the appendix

4.2 Project Understanding; 1 page

The purpose of this section is to determine if the proponent has familiarized themselves with RFP criteria and information. Scoring will focus on the proponents understanding of the requirements for the Schematic Design Phase deliverables to facilitate the application for the Green and Inclusive Community Buildings Fund (**GICB**) and study report to the Green Municipal Fund (**GMF**).

Provide a maximum 1 page text that demonstrates understanding of the project inclusive of:

- Potential challenges / opportunities upgrading the existing facility
- Sustainable design option development and selection methodology
- Proposed methodology and steps to achieve the deliverables and schedule for the Base Services phase

4.3 Project Team, 5 Pages

The purpose of this question is to determine the experience level of the full project team on projects of similar size and complexity with a focus on **integrated, sustainable design delivery**. Project teams that have demonstrated experience working together will be favorably considered.

4.3.1 Organizational Chart, 1 Page

Provide an Organizational chart on one page that includes the following and illustrates the reporting structure through to and including the Client group

For the Architectural Prime Consultant:

- Firm Name
- Partner in charge
- Project Architect
- Technical Team Lead
- Contract Administrator

For the Structural, Mechanical and Electrical Consultants:

- Firm Name
- Lead Engineer

Energy Modelling:

- Firm Name
- Energy Modeler

All other required subconsultants

- Firm Name / Discipline
- Team Lead

4.3.2 Key Personnel Resumes, 3 Pages

On a maximum of 3 pages, provide a brief resume for the Project Architect, Mechanical, Electrical, Structural Lead Engineers and the Energy Modeler that includes for each:

- Accreditations
- Years of experience
- Location
- Brief description of relevant experience as it relates to their role on this project

Mandatory:

- (i) Contract Administrator's location be within a 2 hour drive of the site according to Google Maps
- (ii) Energy Modeler has RETScreen experience on multiple client projects

Capacity:

Confirm that the named individuals are available to start immediately on May 9.

4.3.3 Collaboration, 1 Page

Provide additional text on one page maximum that describes:

- A description of collaborative techniques, tools and software that will be used to facilitate coordination of design, technical information and models / drawings between all disciplines.
- The level of previous experience of the proposed team working together on other projects

For all the subconsultant firms, brief firm brochures and resumes of identified individuals to be included in the appendix.

4.4 Project Experience: 2 Pages

The purpose of this question is to determine the proponent firm's relevant project experience with **institutional** projects of similar size and complexity, and with a **sustainable design achievement**. Similar projects could include (but not be limited to) civic halls, community centers, schools, recreational centers. Emphasis on scoring will be placed on similar completed projects with a high level of sustainable design and delivered by the proposed team members.

Provide two (2) project descriptions. For each project provide the following information on one page using the numbering provided:

- a. Project size (m²), **minimum** 1,100 m²
- b. Project Type (Renovation, Addition and or New)
- c. Project Value (construction only, exclusive of land and soft costs), **minimum** \$5M
- d. Date Completed
- e. Sustainable design goals, attributes, achievements, and certifications
- f. Project Team members (inclusive of consultants) who were involved and are also proposed for this project
- g. Brief description on the relevant and related design features to the Peachland Hub Project
- h. Provide image(s) to illustrate the architecture / urban design

Note: These are to be projects by the Proponent firm, not by the proposed team members at prior firms (merged firms OK).

4.5 References

Provide two (2) references, one from each of the projects listed in 4.4 above. Provide name, position title, and contact email and telephone.

PWC reserves the right to contact these references.

4.6 Fee Proposal

Provide your Fee Proposal using the Fee Proposal Form included as Schedule B.

Use 'Doc 6 Schedule C - Time Based Rates' to provide hourly rates for all items marked F3 on 'Doc 6 Schedule A - Services', as well as for all individuals named in your Proposal.

5.0 Evaluation and Selection

5.1 Proposal Evaluation Criteria

Proposals will be evaluated based on the following:

Criteria		Points
Prime Consultant Qualification (4.1) and Project Understanding (4.2)		20
	Prime Consultant Qualification	10
	Project Understanding	10
Individual Qualifications (4.3)		35
	Partner in Charge	4
	Project Architect	10
	Structural Lead Engineer	4
	Mechanical Lead Engineer	4
	Electrical Lead Engineer	4
	Energy Modeler	6
	Other Identified Individuals	3
Comparable Projects (4.4)		20
	Comparable Project 1	10
	Comparable Project 2	10
Fee Proposal (4.6)		25
	Base Services - Fixed Fee	10
	Optional Services - Percentage Fee	15
Total Point Available		100

5.2 RFP Evaluation Process and Conditions

- Person(s) selected by PWC will carry out evaluation of Proposals. This may include Consultants.
- Up to 3 Proponents will be invited for an interview. Interviews will be for clarification of items in the submissions and may result in modification of evaluation scores
- Fee points will be calculated by:

$$(lowest_fee / proponent_fee) * points_available$$
- Non-fee evaluation criteria will be evaluated by each evaluation team member on a scale of 100, these will then be averaged and multiplied by points available.
- In the event of a conflict of interest by one of the evaluation team members, they will not submit evaluation numbers for that Proponent.

- f. In evaluating a Proponent's experience, as per the scored criteria, the District may consider information provided by the Proponent's clients on the projects submitted in the Proposal
- g. Before any contract or obligation relative to the subject matter herein becomes binding on PWC, approval thereof by the Board of PWC must first be obtained.

6.0 General Conditions

6.1 Proposals in English

All Proposals are to be in the English language only.

6.2 Proposals to Contain All Content in Prescribed Form

All information that Proponent's wish to be evaluated must be contained within the submitted Proposal. Proposals should not reference external content in other documents or websites. PWC may not consider any information which is not submitted within the Proposal.

6.3 No Obligation

This RFP does not commit the PWC in any way to select a Preferred Proponent, or to proceed to discussions or negotiations for a Contract, or to award any contract, and the PWC reserves the complete right to at any time reject all Proposals, and to terminate this RFP process for any reason.

6.4 Proponents Expenses

Proponents are solely responsible for their own expenses in preparing, submitting Proposals, and for any meetings, negotiations or discussions with the PWC or its representatives and contractors relating to or arising from this RFP. PWC will not be liable to any Proponent for any claims, whether for costs, expenses, damages or losses incurred by the Proponent in preparing its Proposal, loss of anticipated profit in connection with any final Contract, or any matter whatsoever.

6.5 No Contract and No Claims

By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contract of any kind (including what is commonly referred to as a 'Contract A') is formed under, or arises from, this RFP, prior to the signing of a formal written Contract. For extra clarity, both the Proponent and the District are free to cancel their participation in this RFP process at any time up until the execution of a written Contract for the Services.

Without limiting the above paragraph, no Proponent shall have any claim whatsoever against PWC for any damage or other loss resulting from a Proponent's participation in this RFP, including where PWC does not comply with any aspect of this RFP and including any claim for loss of profits or Proposal preparation costs should PWC not execute a Contract with the Proponent for any reason whatsoever.

6.6 Insurance

PWC is exploring the establishment of a Project Specific Professional Liability Policy and other options at the time of this RFP. These options will be discussed with the successful Proponent, and appropriate modifications made to the Document 6 contract. However, at a minimum we will require:

- i. Professional Liability Insurance (Errors and Omissions) coverage of a minimum of \$2,000,000.
- ii. Comprehensive Liability Insurance with not less than \$2,000,000 coverage per occurrence, together with a Standard Non-Owned Automobile Liability. The District and PWC must be named as an additional insured on this policy and the policy shall contain a cross-liability clause.

6.7 Conflict of Interest

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the PWC, its elected or appointed officials or employees. The PWC may rely upon such disclosure.

6.8 Disclaimers/ Limitations of Liability

Neither acceptance of a Proposal nor execution of a Contract constitute approval of any activity or development contemplated in any Proposal that requires any approval, permit or license pursuant to any federal, provincial, regional or municipal statute, regulation or bylaw. It is the responsibility of the Proponent to obtain such approval, permit or license prior to commencement of the work under the anticipated Contract.

The PWC, its elected officials, appointed officers, employees, agents, contractors and volunteers expressly disclaim any and all liability for representations or warranties expressed, implied or contained in, or for omissions from this RFP package or any written or oral information transmitted or made available at any time to a Proponent by or on behalf of the PWC. Nothing in this RFP is intended to relieve a Proponent from forming its own opinions and conclusions in respect of this RFP.

The PWC, its appointed officers, employees, agents, contractors and volunteers will not be liable to any Proponent for any claims, whether for costs, expenses, losses, damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by a Proponent in preparing and submitting a Proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this RFP. By submitting a Proposal, each Proponent shall be deemed to have agreed that it has no right to make such claims.

6.9 Confidentiality

The RFP documents, or any portion thereof and any other confidential information to which a Proponent may have access as a result of this RFP process, may not be used by a Proponent for any purpose other than submission of Proposals.

By submitting a Proposal, every Proponent agrees not to divulge, release or otherwise use any information that has been given to it or acquired by it from the PWC on a confidential basis as a result of or during the course of the RFP process.

6.10 Ownership of Proposals and Freedom of Information

Each Proposal submitted, as well as any other documents received from a Proponent, becomes the property of the PWC, and as such subject to the Freedom of Information and Protection of Privacy Act ("FOIPPA"). FOIPPA grants a general right of access to such records, but also includes grounds for refusing the disclosure of certain information.

Proponents are asked to specifically identify information contained in their Proposal that is submitted on a confidential basis. Subject to any requirement for access under FOIPPA, the PWC will hold in confidence any such information received from a Proponent. However, the PWC specifically reserves the right to distribute information about any Proposal internally to its own directors, officers and employees, to its consultants and contractors where the distribution of that information is considered by the PWC to be necessary to its internal consultation process.

6.11 Time

The timing for the submission and receipt of Proposals and any amendments thereto shall be determined by reference to the PWC local area network time.

6.12 PWC Rights

The District reserves the right to:

- (a) make public the names of any or all Proponents;
 - (b) make changes, including substantial changes, to this RFP provided that those changes are issued by way of addendum in the manner set out in this RFP;
 - (c) request written clarification or the submission of supplementary written information in relation to the clarification request from any Proponent and incorporate a Proponent's response to that request for clarification into the Proponent's Proposal;
 - (d) assess and evaluate a Proponent's Proposal on the basis of:
 - (i) its sole opinion considering the evaluation criteria listed; and
 - (ii) in addition to any other evaluation criteria or considerations set out in this RFP, consider any other relevant information that arises during this RFP process;
 - (e) waive formalities and accept Proposals that substantially comply with the requirements of this RFP;
 - (f) verify with any Proponent or with a third party any information set out in a Proposal;
 - (g) check references other than those provided by any Proponent;
 - (h) disqualify a Proponent, rescind a notice of selection or terminate a contract subsequently entered into if the Proponent has engaged in any conduct that breaches the process rules or otherwise compromises or may be seen to compromise the competitive process;
 - (i) select a Proponent that the District considers provides the best value to the District and other than the Proponent whose Proposal reflects the lowest Total Estimated Cost to the District;
 - (j) cancel this RFP process at any stage in whole or in part at any time for any reason; or reject any or all Proposals;
 - (k) issue another request for Proposals for the same or similar Services or on the same or different terms, sole source the Contract to anyone, or do nothing further, without liability to any Proponent or non-Proponent;
 - (l) enter into discussion with one or more of the Proponents without such discussions in any way creating a binding contract between the District and any such Proponent;
 - (m) negotiate changes to the Services with any one or more Proponents without having any duty or obligation to advise any or all other Proponents;
 - (n) change the date to accept a Proposal; or
 - (o) accept any Proposal in whole or in part
- and these reserved rights are in addition to any other express rights or any other rights that may be implied in the circumstances.

6.10 Acceptance of Terms

The submission of a Proposal constitutes the agreement of the Proponent that all the terms and conditions of this RFP are accepted by the Proponent and incorporated in its Proposal.

SCHEDULE A: CERTIFICATION OF RECEIPT FORM

Architectural Prime Services
Peachland Hub Project
5672 Beach Avenue, Peachland, BC

Name of Proponent/Company: _____

Address: _____

City/Province: _____ Postal Code: _____

Mailing Address (if different): _____

Contact Person: _____ Title: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

Received Addendum #

SCHEDULE B: FEE PROPOSAL FORM

Base Services

Fixed Fee for Pre-Design & Schematic Design _____

Optional Services

Percentage Fee Rate _____

Estimated Construction Costs (from 2.1.1) \$6,435,000

Phase	Fee Portion (%)	Fee Amount (\$)
Design Development		
Construction Documents		
Bidding & Construction Administration		
Post Completion Review		
TOTAL	100	

Provide hourly rates on 'Document 6 - Schedule C' for all identified roles and individuals.