

May 29, 2013

The Corporation of the District of West Vancouver
Pre-Qualification / Expression of Interest EO13 29

Centre for Art, Architecture & Design – Architectural Services

The District of West Vancouver invites submissions of Expressions of Interest from established and experienced consultants interested in providing professional design services for a proposed new 30,000 sf Centre for Art, Architecture & Design in West Vancouver, BC.

The District expects to receive Expressions of Interest from Architectural firms only, who would act as the prime consultant for the project. The project delivery method and ultimate contract structure has not been determined. Submissions should include a list of alternate contracting methods (e.g. design-build) that your firm has experience with. Submissions for services other than Architectural design will not be considered, and inquiries related to any other service will not be responded to at this time.

The supporting Design Brief expresses the vision for West Vancouver's Centre for Art, Architecture and Design (CAAD). It outlines the central role the community played in the development of modernism on the West Coast. Central to this are the artists, architects and designers who continue to be recognized nationally and internationally as leaders. CAAD celebrates these achievements through programs, exhibitions and collections that link local and international practices past and present.

The brief states the need for renewed arts facilities and the mandate of exhibition, education and collection that are intended for the Centre.

Project specific questions can be directed to:

Carrie Stepney, Program Assistant
P: 604.913.2772 E: cstepney@westvancouver.ca

Submissions should be limited to 20 pages and include the following information:

- Legal name, name of principles, number of years in business, and number of employees
- Company background and significant accomplishments or highlights
- List of similar projects successfully completed
- Include one photo and list the size, location, and value of all similar projects noted
- References associated with list of similar projects
- List of proposed sub-consultants (optional)
- List of alternate contracting methods (optional)
- Additional information may be requested by the District at any time

Submission of an Expression of Interest will not guarantee an invitation to participate in any future contracting process. The District reserves the right to accept or reject any or all Expressions of Interest. Criteria for evaluation will include experience designing facilities of a similar nature, experience working for municipal governments, history of disputes / lawsuits, references, and other criteria as determined by the District. The evaluation criteria may be revised by the District at any time without notice.

Depending on the number and quality of submissions received, it is anticipated that a select number of firms or teams will be contacted for interviews with an Architectural Selection Committee. The intent is to then invite approximately three firms or teams to participate in a funded concept proposal to engage ideas for this unique site and mandate. Firms will be invited to present their concepts to an Architectural Selection Jury and material will be available for public display. The final decision will be determined by an Architecture Selection Jury.

This is a call for expressions of interest, and not a request for binding offers. The District does not intend to enter into contractual relations as part of this EOI process and no contractual obligations whatsoever will arise between the District and any firm who submits a response to this EOI until and unless the District and any firm enter into a formal, written contract for the firm to undertake the project described in this EOI.

A Request for Proposal process may or may not take place as a result of the Expressions of Interests received. This project is subject to budget approval by Council, which has not occurred. In the event the District receives no acceptable submissions, the District may reject all submissions and explore alternate procurement strategies for the provision of these services. Interested persons or firms shall be responsible for all costs associated with preparing their submissions. Submit six hard copies of your Pre-Qualification / Expression of Interest by 2:00pm local time, June 13, 2013 to:

Clay Nelson, Purchasing Manager
3755 Cypress Bowl Road, West Vancouver, BC, V7S 3E7
P: 604.925.7062 E: cnelson@westvancouver.ca