

# Rossland Museum & Discovery Centre – Architectural Consulting Services Request for Proposal

Project Number: 2020-02-02

## A. Project Overview

The Rossland Historical Museum & Archives Association, located in Rossland, BC, Canada, is requesting Proposals from arts, culture, and recreation focused architectural design companies for consulting services associated with *Phase II: The Mine Experience* of the Rossland Museum Renewal Project.

**Proposals should be received by 4pm PST on September 2nd, 2020.**

## B. Project Background

The Rossland Historical Museum & Archives Association is a registered charity and BC society that operates the Rossland Museum & Discovery Centre (RMDC) on the “Mining in the Kootenays” Historic Site of Canada that encompasses the historic entrance to the Black Bear Mine, a number of large industrial mining artifacts and related outbuildings, and an outdoor community event/programming space. The community of Rossland came together in 1967 to plan and fundraise for the initial exhibition building for the Rossland Historical Museum on crown land given over to the City of Rossland for the purposes of a museum.

Since 1967, the main facility has been added onto in order to incorporate exhibition space that explores themes of local skiing history, hydroelectric power generation, mining and smelting, and the social and cultural history of Rossland and area. From 1967 to 2009, there was a very informative, experiential, and successful underground tour of the Black Bear Mine on the neighbouring property leased from Teck Metals Ltd. After a detailed safety review following the 2009 season and set of requirements to allow continued public access to the mine tunnel, it was concluded that the City of Rossland could not dedicate the funds to complete the necessary safety upgrades. Access to the mine was officially closed in 2012 by the property owners, and since then the museum association has endeavored to make up for this lost experiential opportunity through new interpretive displays, walking tours, gold panning, and other special programming.

The closure and subsequent lost revenue necessitated an organizational review of the Rossland Historical Museum, and Donald Luxton and Associates Inc. was engaged to prepare a “[Plan for Renewal](#)” finalized at the end of 2013. The Rossland Museum & Discovery Centre Board of Trustees, working closely with [Teck Metals](#) and the [City of Rossland](#), has prepared a phased

approach to this Renewal Project to strengthen the museum's capacity to play a central role within the community and act as a gateway to the region.

## The Renewal Project Vision

A Journey of Change...

- A refreshed and transformed Rossland Museum that will reinforce its position as one of the West Kootenay's leading museum and archives
- A landmark site to congregate, create, and strengthen links between diverse communities in the region
- A significant shift in public programming: new interactive exhibits, exciting visitor experiences, and innovative ideas
- An active presence in the community that supports local economy, spurs partnerships, and regenerates tourism

## Phase 1 of the Renewal Project - Complete

Phase 1 was completed in 2017 with the architectural consulting services of Fairbank Architects Ltd. and allowed for renovations to the Archives, administrative areas, washrooms, and the entryway to create a new Entrance Gallery - all within the existing building envelope.

## Phase 2 of the Renewal Project

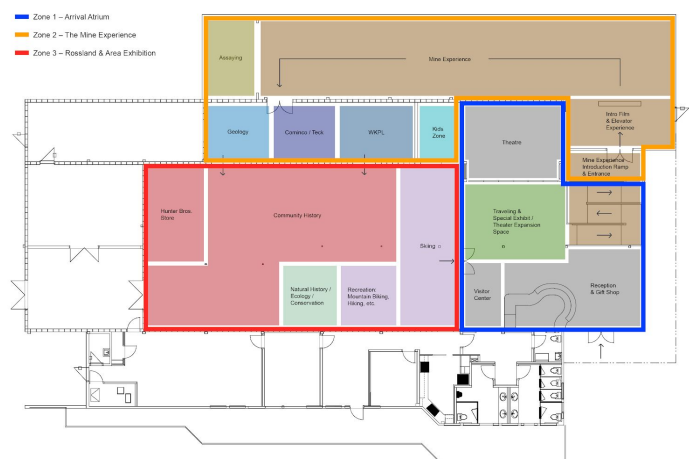
Thanks to generous contributions from local industries, businesses, and organizations, we are able to begin the planning of Phase II: The Mine Experience - a combination of the *Plan for Renewal's* Phases 2 & 3. The staff, consultants, and volunteers have conducted a number of open houses, strategic planning sessions, and community consultations since the beginning of the Renewal Project and have some key interpretive topics and permanent exhibitions to be covered in this interpretive & exhibition plan.

This combined phase includes three main zones:

### Zone 1 - The Arrival Atrium

This new eye-catching, architectural addition to the museum will house the reception area, gift shop, visitor information centre, a presentation/digital theatre with integrated displays, and a temporary exhibit and theatre-expansion flex space. In addition, a brand new entrance ramp/stairwell to the Atrium will be constructed with accessible design in mind and intended to help attract highway traffic attention.

Rossland Museum & Discovery Centre Renewal Project – Phase 2 Preliminary Zone & Layout Plan



## Zone 2 - The Mine Experience

This wholly new exhibit will largely be housed in a new addition to the museum, and will recreate an authentic mine tunnel environment and experience above ground, incorporating hands-on and interactive displays on a variety of mining and related industry topics.

## Zone 3 - The Rossland Social/Sport History Main Hall

Contained within the existing museum footprint, this will house a mix of existing, refurbished, and renovated exhibits on Rossland's history, culture, sports, and environment.

Detailed design, specification, and implementation of these zones will be executed in two steps: Step One - Zones 1 & 2, Step Two - Zone 3.

# C. Project Scope

## Deliverables

The Architectural Consulting Services for Phase II: The Mine Experience will include the following deliverables:

- A. A review of past/existing schematic design documentation and up to date schematic design
- B. Civil/Structural Engineering review
- C. Coordination with Exhibit Design company for development of the Phase II Exhibition & Interpretive Plan
- D. Cost estimating for construction phase
- E. Coordination support of project, including preparing tender documents and support in the tendering process

## Intended Project Outcomes & Measures of Success

When it is completed, Phase II: The Mine Experience is expected to result in the following:

- Creation of an immersive exhibit experience that conveys the essence of Rossland's mining history, industries, culture, communities, and natural environment
- More responsiveness in the Rossland Museum & Discovery Centre's exhibits and operations to the needs and desires of our community through the employment of "multiple intelligence" and universal design approaches
- Elevation of the Rossland Museum & Discovery Centre's exhibits to a new level of design and professionalism, resulting in greater engagement with our visitors, interest groups, stakeholders, and the community at large
- A stronger, active link between the Rossland Museum & Discovery Centre, the Rossland community, and its surrounding region

- A financially and environmentally sustainable operation that benefits from direct and active experience with environmentally conscious design and on-site community education
- An attractive and inclusive gateway to the Kootenays that meets visitor services needs of a resort town and destination

The success of Phase II will be measured by the following:

- An increase in attendance to the Rossland Museum & Discovery Centre by attracting and appealing to traditional and non-traditional museum audiences of all ages and interests
- Effectiveness in meeting the Rossland Museum & Discovery Centre's learning and interpretive objectives
- Effectiveness in meeting the Rossland Museum & Discovery Centre's environmental sustainability objectives
- Elevated support from stakeholders, donors, volunteers, and visitors
- Elevation of the Rossland Museum & Discovery Centre to a regionally and nationally recognized destination

## D. Project Budget

Phase II: The Mine Experience Construction Budget is estimated at \$1,700,000, not including architectural, engineering and other consulting fees.

This amount includes:

- Site services
- Site development
- Demolition & Disposal of existing walls for additions/renovations
- Base building of additions including all essential systems; mechanical, electrical, etc
- Millwork and finishing materials
- Fixtures
- Exhibits & Furnishings
- Landscaping and paving
- Design contingencies
- Construction escalation
- Signage

This amount excludes:

- Consulting services, including Exhibition & Interpretive Plan, Contract Admin & Tendering, and Concept Drawings
- Construction Management Fees
- Land costs
- Project Marketing & Communications

## E. Construction Schedule

The project schedule calls for commencement of site preparation by April 2021, construction of facility by June 2021, and completion of construction by February 2022.

## F. Proposal Requirements & How to Submit

All Proposals become the property of the RMDC upon submission and will not be returned. Proponents must be licensed to practice in British Columbia in accordance with the laws of the province of British Columbia.

Proponents must have Professional Liability Insurance with a minimum 'Errors & Omissions' coverage of \$2,000,000.

Proponents shall carefully examine all RFP documents and shall fully inform themselves as to the intent, existing conditions, and limitations which may affect their Proposal submission and future delivery of the service within that proposal submission.

Pricing must be firm for 60 days after the final closing date and include all applicable taxes. The lowest price Proposal will not necessarily be accepted. The RMDC reserves the right to accept or reject any or all Proposals, accept a Proposal deemed to be in the best interest of the RMDC, or cancel this RFP at any time. The RMDC will not be responsible for any costs incurred by Proponents in preparing a response to this RFP. This is not a Tender.

Proposals must include the following in this order and conform to the format detailed below:

- A. Summary of proponent's background, resources, and relevant experience. *Max 2 pages*
- B. Examples from past projects of a similar size and scope. If projects of similar size and scope have not been completed by the proponent, then include examples that are felt to be the most relevant in demonstrating the proponent's ability to complete this project. *Max 5 pages*
- C. Statement of proponent's design philosophy and capabilities. How do you view the relationships between designers, architects, and clients? What arrangements have worked out best for you on past projects? Proponents without extensive experience in arts & cultural sites should be sure to specify in this section why they feel they are best suited to handle this project. *Max 3 pages*
- D. References from past clients of projects of a similar size and scope.
- E. Proponent's expectations regarding the RMDC's role and responsibilities
  - a. Any conditions that the RMDC must comply with to ensure the success of Proponent
- F. Proposed schedule, including project stages, milestones, client review and sign-off points, and payments. *Max 2 pages*
  - a. Identify how the Proponent intends to provide internal quality control on deliverables, i.e. what project management practices will be in place
- G. Proposed budget by major categories.
- H. Names and resumes of key personnel that will be *directly involved* in the project. *Max 2 pages per person*

Proponents should demonstrate in their Proposal that they, together with their sub-consultants, have the capacity available to manage and perform all of the consulting services and producing all of the deliverables required for this project, within the project schedule.

- a. Proponents should assemble and identify in their Proposal, a consulting team that includes, at a minimum, the following specialist disciplines:

- Architectural
- Civil Engineering
- Structural Engineering
- Mechanical Engineering
- Electrical Engineering
- Specification Writer (responsible for 'front end' & architectural specifications, and overall specifications coordination across disciplines)

Proponents should indicate whether each of the above disciplines will be resourced through the Proponent's own staff or through sub-consultants.

- b. The Proponent should exclude the following sub-consultants from their team; the RMDC will be responsible for providing a sub-consultant of their choice.
  - Exhibit Design

Proponents should provide the name, address, telephone number, primary contact name and professional credentials for all proposed sub-consultants.

Describe how the prime consultant and the sub-consultants will be organized, by indicating formal reporting lines of communication, preferably in chart form.

- I. Supporting materials of the proponent's choosing (e.g., brochures, case studies, testimonies, etc.) may be included. *Max 5 pieces*

Proposals deemed to be either incomplete and/or lacking sufficient information for its proper evaluation may be rejected at the sole discretion of the RMDC.

All costs incurred by the Proponent in the preparation and presentation of their proposal will be at their own expense. The RMDC shall not be obligated in any manner to any Proponent whatsoever until a written agreement has been duly executed relating to an approved proposal. No Contract is formed as a consequence of this invitation to submit proposals.

## Proposal Format:

1. Proposals must be submitted in 8.5"x11" format, in English
2. If sent by mail, One (1) signed original and four (4) complete copies of the proposal must be delivered
  - a. The five (5) copies should be sealed in one package with the following clearly marked on the outside of the package: "Rossland Museum & Discovery Centre Architectural Consulting Services RFP Submission"
3. If sent electronically, One (1) signed digital copy attached

## Supplementary Information and Interviews

- Following the evaluation team's initial evaluation of the Proposals, the RMDC may at its discretion require some or all of the Proponents to submit supplementary clarifying information in writing, interview or both. Unsolicited supplementary information received after the closing time will not be considered.
- If the RMDC decides to hold an interview with a Proponent, it will take place at a time and place determined by the RMDC and the Proponent will be responsible for all travel and accommodations expenses incurred by the Proponent.
- The RMDC reserves the right to independently verify the past performance of any Proponent or any member of the Proponent's project team.
- Following receipt of supplementary information, interviews or both, the RMDC's evaluation team may modify their initial evaluation scores to reflect the clarifying information obtained through any of the foregoing processes.
- If the RMDC intends to obtain supplementary information and or interview(s) with the Proponent, the RMDC will notify the Proponent no later than 15 days after the closing time of this RFP.
- No consideration will be given after submission of a Proposal to any claim that there was any misunderstanding with respect to the conditions presented within the RFP document and/or that may be imposed on/by that Proponent's proposal submission. Proponents are also advised to read and respond appropriately to all sections of their submitted RFP upon any clarification request issued from/by the RMDC in order for the RMDC to properly evaluate any submitted proposal that may be received.
- The Proponent agrees to provide any services rendered under this RFP within the powers, rights or obligations of any public statute, regulation or by-law or other enactment that is in place, and/or will become effective during the time period of any legally binding contract. The Proponent shall also be required to have in their possession, a valid Business Licence prior to conducting any work in the City of Rossland.

## G. Evaluation Criteria

Each Proponent will ensure it provides its correct name, address, email addresses, website information, telephone number to the RMDC at the time the Proponent submits their Proposal Documents.

Proposals will be evaluated by the RMDC using all or some of the evaluation criteria and weightings specified in Appendix C – Proposal Evaluation Form. The RMDC reserves the right to amend the evaluation criteria, in its sole discretion and without notice to any Proponent, at any time.

While cost will be a consideration, proposals will be judged primarily on the proponent's past success in completing similar projects on time and within budget. In all cases, preference will be given to the proposal that the Museum feels will best help it achieve the Project Outcomes and Measures of Success for the completed project.

## H. Expected Date of Award & Schedule of Deadlines

### **RFP Questions**

Questions about the project, RFP, or proposal submission requirements must be emailed by **August 14th, 2020** to [museumdirector@rosslandmuseum.ca](mailto:museumdirector@rosslandmuseum.ca)

Formal responses to all bidder questions will be issued in writing via email to all bidders by **August 21st, 2020**.

### **Proposal Deadline & Delivery**

Proposals must be received by the Rossland Museum & Discovery Centre by **4pm PST, on September 2nd, 2020**.

Proposals received after the closing time stated above will not be accepted.

Please deliver proposals to:

Joelle Hodgins  
Museum Director  
[museumdirector@rosslandmuseum.ca](mailto:museumdirector@rosslandmuseum.ca)  
1100 BC-3B, PO Box 26  
Rossland, BC Canada V0G 1Y0  
(250) 362-7722

### **Project Award:**

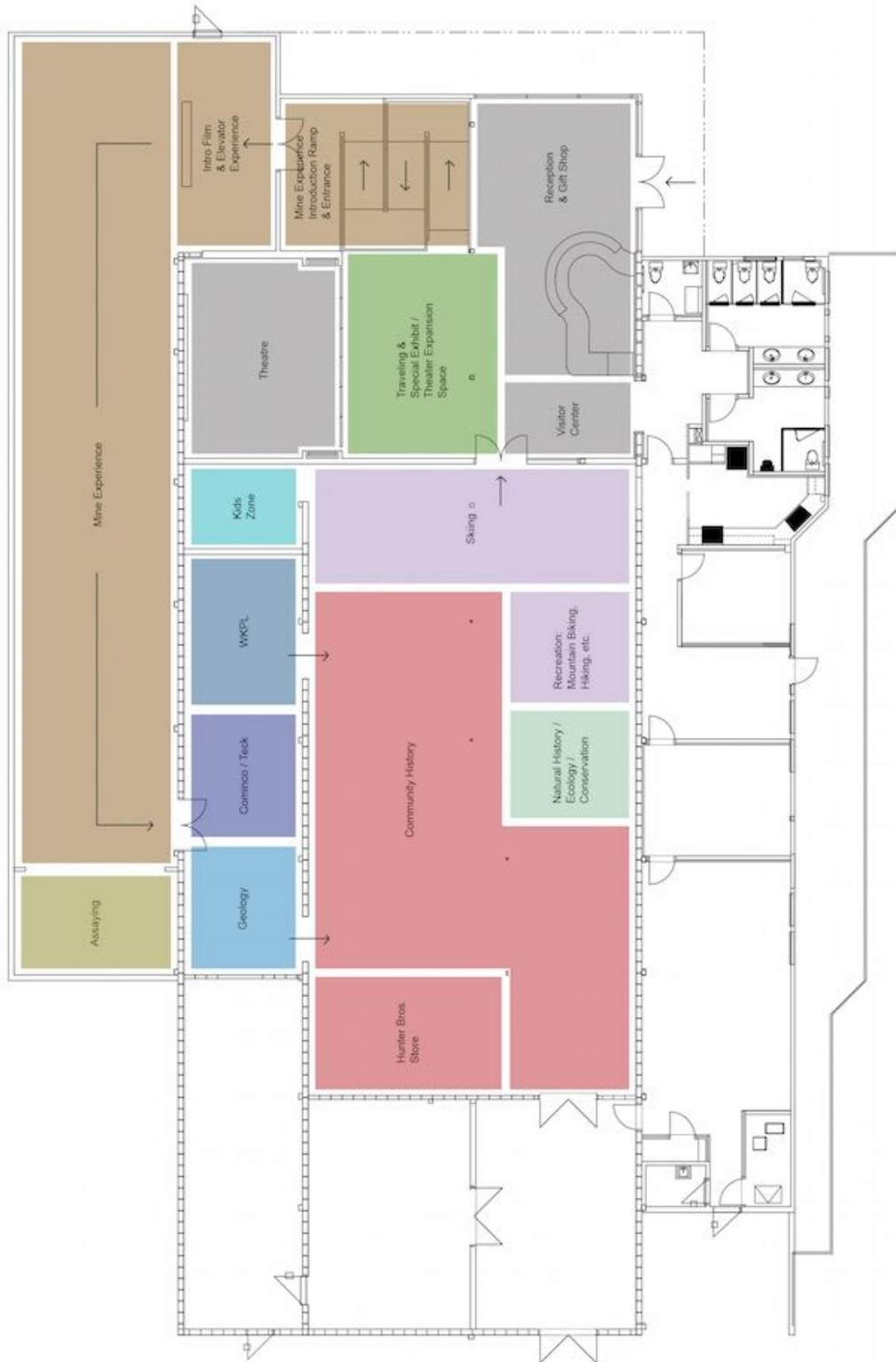
Award of the project is expected to take place on **September 18th, 2020**. All bidders will be informed of the results of their bid.



Appendix A: Phase I Construction Drawings

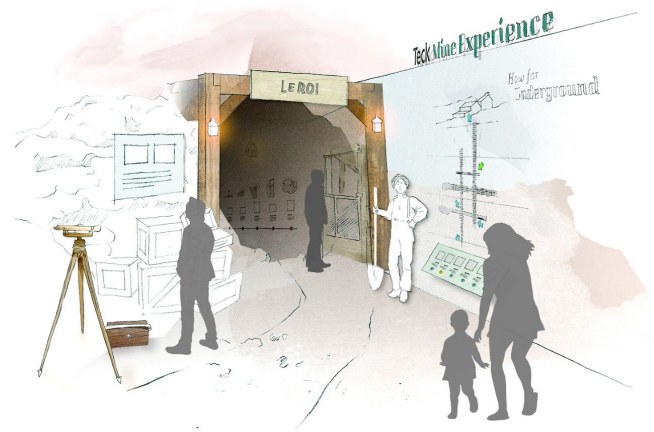
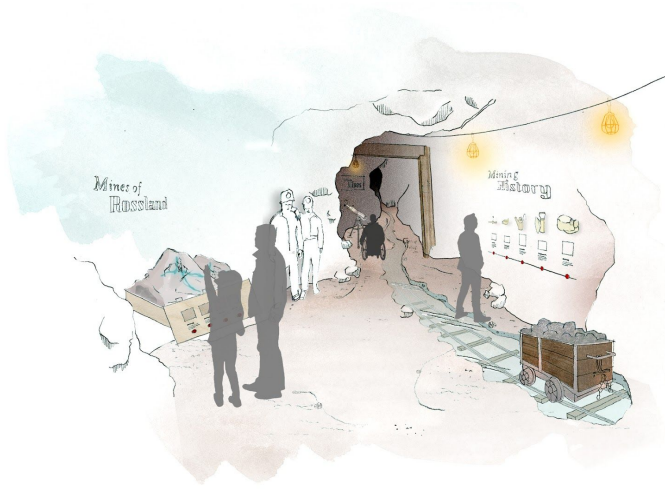
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Appendix B: Preliminary Designs



Perspective 1: Interior of the Mine Experience (condensed view)

Perspective 2: Entrance to the Mine Experience



Perspective 3: Exterior of the Rosslund Museum & Discovery Centre



# Appendix C: Proposal Evaluation Form

Proponent: \_\_\_\_\_

## Mandatory Criteria

Proposal received on time and signed by authorized person	
Comprehensive project management strategy	
Project Team Matrix showing all proposed team members	
All inclusive fixed fee quote with breakdown of fees, administration and expenses (expenses must be broken down by: travel, accommodations, meals, other)	
Proposal is clear, concise and unambiguous with resumes clearly supporting the knowledge, skills, and abilities of the proposed team members	

Evaluation Team may disqualify Proposal if any of the above items are un-checked.

## Scoring:

1 – Poor      2 – Acceptable      3 – Fair      4 – Good      5 – Excellent

### Suitability – 15%

Firm has experience working for Registered Charity/Arts & Culture Orgs/Recreation Buildings	
Firm has good understanding and appreciation for museums	

1 – Poor      2 – Acceptable      3 – Fair      4 – Good      5 – Excellent

### Qualifications & Experience – 15%

Overall capacity and qualifications of staff – Architect	
Overall capacity and qualifications of sub-consultants	
Architect has completed projects of equal value in rural locations	
Firm has experience building in the similar climate/access	

Firm has experience building museums	
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Total:

### Prime Consultant's Record – 30%

Previous projects (listed in Proposal) completed on schedule	
Previous projects (listed in Proposal) complete on budget	
Firm has met or exceeded the RMDC's expectations on previous projects (listed in Proposal)	
Firm has demonstrated ability to design facilities that are functional and cost effective	
Firm is known to stand behind their work and support clients post occupancy	
Firm is known to engage and collaborate with clients in design process to ensure satisfaction	

Total:

### Approach & Methodology – 25%

Clarity – understands contract requirements, risks and assumptions	
Project Team – clearly defined structure, roles, time allocation	
Clearly defined methodology and work plan	
Proponent demonstrated a clear understanding of the RMDC's expectations	

Total:

### Fee – 15%

Fee reflects firm's relevant experience and expertise	
Fee is competitive relative to other Proponents	

Total: