Request for Proposals

For

Architectural Design Services

Request for Proposals No.: 2023

Issued: December 1, 2014

Submission Date: 2:00 pm (Atlantic Time), January 12, 2015
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PART 1 – INTRODUCTION

1.1 Invitation to Proponents
This Request for Proposals (“RFP”) is an invitation by NSCAD University (NSCAD) to prospective proponents to submit proposals for the provision of architectural design services, as further described in Part 2 – The Deliverables (the “Deliverables”).

One of Canada’s oldest independent cultural institutions, NSCAD University continues to be regarded as a principal centre for education and research in visual culture in North America. NSCAD University fosters close creative relationships among artists, designers, academics and the public, and takes on leadership responsibilities in the regional, national and international art communities.

For the purposes of this procurement process, the “NSCAD Contact” shall be: Randall Turple (rturple@nscad.ca).

1.2 Type of Contract for Deliverables
The selected proponent will be requested to enter into negotiations for an agreement with NSCAD for the provision of the Deliverables. It is NSCAD’s intention to enter into an agreement with only one (1) legal entity. The term of the agreement is to be for a period sufficient to complete the deliverables. NSCAD retains the option to extend the agreement on the same terms and conditions for an additional term to facilitate additional work, to be determined following the completion of the deliverables. It is anticipated that the agreement will be executed on or around January 30, 2015.

1.3 No Guarantee of Volume of Work or Exclusivity of Contract
NSCAD makes no guarantee of the value or volume of work to be assigned to the successful proponent. The Agreement to be negotiated with the selected proponent will not be an exclusive contract for the provision of the described Deliverables. NSCAD may contract with others for the same or similar Deliverables to those described in the RFP or may obtain the same or similar Deliverables internally.

1.4 Trade Agreements
Proponents should note that procurements falling within the scope of Chapter 5 of the Agreement on Internal Trade and the Agreement on the Opening of Public Procurement for New Brunswick and Quebec are subject to those trade agreements, but that the rights and obligations of the parties shall be governed by the specific terms of each particular tender call. For further information on the Agreement on Internal Trade, please see the Internal Trade Secretariat website at http://www.ait-aci.ca/index_en.htm.
PART 2 – THE DELIVERABLES

2.1 Description of Deliverables
The RFP is an invitation to submit offers for the provision of Architectural Design Services, as further described in Appendix E – RFP Particulars – Section A. The Deliverables.

2.2 Material Disclosures
Proponents should refer to Appendix E – RFP Particulars – Section B. Material Disclosures.
PART 3 – EVALUATION OF PROPOSALS

3.1. Timetable and Submission Instructions

Proponents should submit their proposals according to the following timetable and instructions.

3.1.1 Timetable

<table>
<thead>
<tr>
<th>Issue Date of RFP</th>
<th>December 1, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tour of Facilities Hosted by NSCAD</td>
<td>December 8\textsuperscript{th}, 2014</td>
</tr>
<tr>
<td>Deadline for Questions</td>
<td>December 12\textsuperscript{th}, 2014</td>
</tr>
<tr>
<td>Deadline for Issuing Addenda</td>
<td>December 17, 2014</td>
</tr>
<tr>
<td>Submission Date</td>
<td>2:00 pm (Atlantic time), January 12, 2015,</td>
</tr>
<tr>
<td>Rectification Date</td>
<td>January 16, 2015</td>
</tr>
</tbody>
</table>

Invited proponents may be requested to participate in shortlisted provider presentations tentatively scheduled for late January 2015 in Halifax, Nova Scotia.

The RFP timetable is tentative only, and may be changed by NSCAD at any time.

3.1.2 Proposals Should Be Submitted in Prescribed Manner

Proposals should be submitted at: 5163 Duke Street, 4\textsuperscript{th} floor, Halifax Nova Scotia B3J 3J6

Proposants should submit two (2) hard copies and one (1) electronic copy in a sealed, opaque package.

Proposals are to be prominently marked with the RFP title and number (see RFP cover), with the full legal name and return address of the proponent, and with the Submission Date.

In the event of a conflict or inconsistency between the hard copy and the electronic copy of the proposal, the hard copy of the proposal shall prevail.

3.1.3 Proposals Should Be Submitted on Time at Prescribed Location

Proposals should be submitted at the location set out above on or before the Submission Date. Proposals submitted after the Submission Date will be rejected.

A proponent may, at its option, email the NSCAD Contact prior to the Submission Date with delivery details, including the anticipated arrival time of its proposal. In the event a proposal does not arrive as scheduled, NSCAD may provide those proponents who have given such prior notice one additional Business Day to affect the delivery of their proposals. The Submission Date shall be deemed to be adjusted accordingly for the purpose of accepting those proposals. For the purposes of this Section, “Business Day” means any working day between 8:30 a.m. and 4:30 p.m., Monday to Friday inclusive, but excluding statutory and other holidays that NSCAD has elected to be closed for business.

3.1.4 Withdrawing Proposals

At any time throughout the RFP process, a proponent may withdraw a submitted proposal. To affect a withdrawal, a notice of withdrawal must be sent to the NSCAD Contact and must be
signed by an authorized representative. NSCAD is under no obligation to return withdrawn proposals.

3.2 Stages of Proposal Evaluation
NSCAD will conduct the evaluation of proposals in the following three (3) stages:

3.2.1 Stage I
Stage I will consist of a review to determine which proposals comply with all of the mandatory requirements. Proposals failing to satisfy the mandatory requirements as of the Submission Date will be provided an opportunity to rectify any deficiencies. Proposals failing to satisfy the mandatory requirements as of the Rectification Date will be excluded from further consideration.

3.2.2 Stage II
Stage II will consist of a scoring by NSCAD of each qualified proposal on the basis of the rated criteria.

3.2.3 Stage III
Stage III will consist of a scoring of the pricing submitted. The evaluation of price will be undertaken after the evaluation of mandatory requirements and any rated requirements has been completed.

3.2.4 Cumulative Score
At the conclusion of Stage III, all scores from Stage II and Stage III will be added and the highest ranking proponent will be selected for contract negotiations in accordance with Part 4.

3.3 Stage I – Mandatory Requirements, Submission and Rectification

3.3.1 Submission and Rectification Date
Other than inserting the information requested on the mandatory submission forms set out in the RFP, a proponent may not make any changes to any of the forms. Proponents submitting proposals that do not meet the mandatory requirements will be provided an opportunity prior to the Rectification Date to rectify any deficiencies.

3.3.3 Submission Form (Appendix B)
Each proposal must include a Submission Form (Appendix B) completed and signed by an authorized representative of the proponent.

3.3.4 Rate Bid Form (Appendix C)
Each proponent must include this form completed according to the instructions contained in the form as well as those instructions set out below:

(a) rates shall be provided in Canadian funds, inclusive of all applicable duties and taxes except for sales taxes, which should be itemized separately; and

(b) rates quoted by the proponent shall be all-inclusive and shall include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery to NSCAD, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.
3.3.5 Reference Form (Appendix D)
Each proponent must complete the Reference Form (Appendix D) and include it with its proposal.

3.3.6 Rectification Date
Proposals satisfying the mandatory requirements before the Rectification Date will proceed to Stage II. Proposals failing to satisfy the mandatory requirements will be excluded from further consideration.

3.4 Stage II – Evaluation of Rated Criteria
Proponents should refer to Appendix E – RFP Particulars – Section D. Rated Criteria for a breakdown of the Rated Criteria.

3.5 Stage III – Evaluation of Pricing
Proponents should refer to the Rate Bid Form at Appendix C and Appendix E – RFP Particulars – Section D. Pricing.

3.6 Cumulative Score and Selection of Highest Scoring Proponent
At the conclusion of Stage III, all scores from Stage II and Stage III will be added together and the highest ranked proponent will be selected for negotiations in accordance with Part 4 – Terms and Conditions of the RFP process.
PART 4 – TERMS AND CONDITIONS OF THE RFP PROCESS

4.1 General Information and Instructions

4.1.1 Proponents to Follow Instructions
Proponents should structure their proposals in accordance with the instructions in the RFP. Where information is requested in the RFP, any response made in a proposal should reference the applicable section numbers of the RFP where that request was made.

4.1.2 Proposals in English
All proposals are to be in English.

4.1.3 Institution’s Information in RFP Only an Estimate
NSCAD and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in the RFP or issued by way of addenda. Any quantities shown or data contained in the RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to proponents the general size of the work. It is the proponent’s responsibility to avail itself of all the necessary information to prepare a proposal in response to the RFP.

4.1.4 Proponents Shall Bear Their Own Costs
The proponent shall bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

4.2 Communication after Issuance of RFP

4.2.1 Proponents to Review RFP
Proponents shall promptly examine all of the documents comprising the RFP, and
(a) shall report any errors, omissions or ambiguities; and
(b) may direct questions or seek additional information;
in writing by email on or before the proponent’s Deadline for Questions to the NSCAD Contact.

All questions submitted by proponents by email to the NSCAD Contact shall be deemed to be received once the email has entered into the NSCAD Contact’s email inbox. No such communications are to be directed to anyone other than the NSCAD Contact. NSCAD is under no obligation to provide additional information.

It is the responsibility of the proponent to seek clarification from the NSCAD Contact on any matter it considers to be unclear. NSCAD shall not be responsible for any misunderstanding on the part of the proponent concerning the RFP or its process.

4.2.2 All New Information to Proponents by Way of Addenda
The RFP may be amended only by an addendum in accordance with this section. If NSCAD, for any reason, determines that it is necessary to provide additional information relating to the RFP, such information will be communicated to all proponents by addenda. Each addendum forms an integral part of the RFP.
Such addenda may contain important information, including significant changes to the RFP. Proponents are responsible for obtaining all addenda issued by NSCAD. In the Submission Form (Appendix B), proponents should confirm their receipt of all addenda by setting out the number of each addendum in the space provided.

4.2.3 Post-Deadline Addenda and Extension of Submission Date
If any addendum is issued after the Deadline for Issuing Addenda, NSCAD may at its discretion extend the Submission Date for a reasonable amount of time.

4.2.4 Verify, Clarify and Supplement
When evaluating responses, NSCAD may request further information from the proponent or third parties in order to verify, clarify or supplement the information provided in the proponent’s proposal. NSCAD may revisit and re-evaluate the proponent’s response or ranking on the basis of any such information.

4.2.5 No Incorporation by Reference
The entire content of the proponent’s proposal should be submitted in a fixed form, and the content of websites or other external documents referred to in the proponent’s proposal will not be considered to form part of its proposal.

4.2.6 Proposal to Be Retained by NSCAD
NSCAD will not return the proposal or any accompanying documentation submitted by a proponent.

4.3 Negotiations, Notification and Debriefing

4.3.1 Selection of Top-Ranked Proponent
The top-ranked proponent, as established under Part 3 – Evaluation of Proposals, will receive a written invitation to enter into direct contract negotiations with NSCAD.

4.3.2 Timeframe for Negotiations
NSCAD intends to conclude negotiations within thirty (30) days commencing from the date NSCAD invites the top-ranked proponent to enter negotiations. A proponent invited to enter into direct contract negotiations should therefore be prepared to provide requested information in a timely fashion and to conduct its negotiations expeditiously.

4.3.3 Process Rules for Negotiations
Any negotiations will be subject to the process rules contained in this Part 4 – Terms and Conditions of RFP Process and the Submission Form (Appendix B) and will not constitute a legally binding offer to enter into a contract on the part of NSCAD or the proponent. Negotiations may include requests by NSCAD for supplementary information from the proponent to verify, clarify or supplement the information provided in its proposal or to confirm the conclusions reached in the evaluation, and may include requests by NSCAD for improved pricing from the proponent.

4.3.4 Terms and Conditions
The terms and conditions found in the Form of Agreement (Appendix A) are to form the starting point for negotiations between NSCAD and the selected proponent.
4.3.5 **Failure to Enter Into Agreement**

Proponents should note that if the parties cannot execute a contract within the allotted thirty (30) days, NSCAD may invite the next-best-ranked proponent to enter into negotiations. In accordance with the process rules in this Part 4 – Terms and Conditions of RFP Process and the Submission Form (Appendix B), there will be no legally binding relationship created with any proponent prior to the execution of a written agreement. With a view to expediting contract formalization, at the midway point of the above-noted timeframe, NSCAD may elect to initiate concurrent negotiations with the next-best-ranked proponent. Once the above-noted timeframe lapses, NSCAD may discontinue further negotiations with that particular proponent. This process shall continue until a contract is formalized, until there are no more proponents remaining that are eligible for negotiations or until NSCAD elects to cancel the RFP process.

4.3.6 **Notification to Other Proponents**

Other proponents that may become eligible for contract negotiations will be so notified at the commencement of the negotiation process. Once a contract is executed between NSCAD and a proponent, the other proponents may be notified directly in writing and shall be notified by public posting in the same manner that the RFP was originally posted of the outcome of the procurement process and the award of the contract.

4.3.7 **Debriefing**

Proponents may request a debriefing after receipt of a notification of award. All requests must be in writing to NSCAD Contact and must be made within sixty (60) days of notification of award. The intent of the debriefing information session is to aid the proponent in presenting a better proposal in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process.

4.3.8 **Bid Protest Procedure**

If a proponent wishes to challenge the outcome of the RFP process, it should provide written notice to NSCAD Contact within sixty (60) days of notification of award, and NSCAD will respond in accordance with its bid protest procedures.

4.4 **Prohibited Communications and Confidential Information**

4.4.1 **Prohibited Proponent Communications**

The proponent shall not engage in any Conflict of Interest communications and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix B). For the purposes of this Section, “Conflict of Interest” shall have the meaning ascribed to it in the Submission Form (Appendix B).

4.4.2 **Proponent Not to Communicate with Media**

A proponent may not at any time directly or indirectly communicate with the media in relation to the RFP or any contract awarded pursuant to the RFP without first obtaining the written permission of the NSCAD Contact.

4.4.3 **Confidential Information of Institution**

All information provided by or obtained from NSCAD in any form in connection with the RFP either before or after the issuance of the RFP

(a) is the sole property of NSCAD and must be treated as confidential;
(b) is not to be used for any purpose other than replying to the RFP and the performance of any subsequent Contract;
(c) must not be disclosed without prior written authorization from NSCAD; and
(d) shall be returned by the proponents to NSCAD immediately upon the request of NSCAD.

4.4.4 Confidential Information of Proponent
A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by NSCAD. The confidentiality of such information will be maintained by NSCAD, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed on a confidential basis, to NSCAD’s advisers retained for the purpose of evaluating or participating in the evaluation of their proposals. If a proponent has any questions about the collection and use of personal information pursuant to the RFP, questions are to be submitted to the NSCAD Contact.

4.5 Procurement Process Non-binding

4.5.1 No Contract A and No Claims
The procurement process is not intended to create and shall not create a formal legally binding bidding process and shall instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation: (a) the RFP shall not give rise to any “Contract A”-based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and (b) neither the proponent nor NSCAD shall have the right to make any breach of contract, tort or other claims against the other with respect to the award of a contract, failure to award a contract or failure to honour a response to the RFP.

4.5.2 No Contract until Execution of Written Agreement
The RFP process is intended to identify prospective vendors for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service shall be created between the proponent and NSCAD by the RFP process until the successful negotiation and execution of a written agreement for the acquisition of such goods and/or services.

4.5.3 Non-binding Price Estimates
While the pricing information provided in responses will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the responses and the ranking of the proponents. Any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation, ranking or contract award.

4.5.4 Disqualification for Misrepresentation
NSCAD may disqualify the proponent or rescind a contract subsequently entered if the proponent’s response contains misrepresentations or any other inaccurate, misleading or incomplete information.

4.5.5 References and Past Performance
NSCAD’s evaluation may include information provided by the proponent’s references and may also consider the proponent’s past performance on previous contracts with NSCAD or other institutions.
4.5.6. **Inappropriate Conduct**
NSCAD may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, and such inappropriate conduct shall include but not be limited to the following: (a) the submission of quotations containing misrepresentations or any other inaccurate, misleading or incomplete information; (b) the refusal of the supplier to honour its pricing or other commitments made in its proposal; or (c) any other conduct, situation or circumstance, as solely determined by NSCAD, which constitutes a Conflict of Interest. For the purposes of this Section, “Conflict of Interest” shall have the meaning ascribed to it in the Submission Form (Appendix B).

4.5.7 **Cancellation**
NSCAD may cancel or amend the RFP process without liability at any time.

4.6 **Governing Law and Interpretation**

4.6.1 **Governing Law**
The terms and conditions in this Part 4 – Terms and Conditions of RFP Process (a) are included for greater certainty and are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision); (b) are non-exhaustive (and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations); and (c) are to be governed by and construed in accordance with the laws of the province of Nova Scotia and the federal laws of Canada applicable therein.
APPENDIX A – FORM OF AGREEMENT

Proponents shall include a proposed terms of engagement document that NSCAD and the successful proponent will use as the basis of the negotiation phase of the contract development process.
APPENDIX B – SUBMISSION FORM

1. Proponent Information

Please fill out the following form, and name one person to be the contact for the RFP response and for any clarifications or amendments that might be necessary.

| Full Legal Name of Proponent: | [enter your response here] |
| Any Other Relevant Name under Which the Proponent Carries on Business: | [enter your response here] |
| Street Address: | [enter your response here] |
| City, Province/State: | [enter your response here] |
| Postal Code: | [enter your response here] |
| Phone Number: | [enter your response here] |
| Fax Number: | [enter your response here] |
| Company Website (If Any): | [enter your response here] |
| RFP Contact Person and Title: | [enter your response here] |
| RFP Contact Phone: | [enter your response here] |
| RFP Contact Facsimile: | [enter your response here] |
| RFP Contact E-mail: | [enter your response here] |

2. Acknowledgment of Non-binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal legally binding bidding process, and that there will be no legal relationship or obligations created until NSCAD and the selected proponent have executed a written contract.

3. Ability to Provide Deliverables

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required under the RFP. The proponent represents and warrants its ability to provide the Deliverables required under the RFP in accordance with the requirements of the RFP for the Rates set out in the Rate Bid Form and has provided a list of any subcontractors to be used to complete the proposed contract. The proponent encloses herewith as part of the proposal the mandatory forms set out below:
FORM

INITIAL TO ACKNOWLEDGE

<table>
<thead>
<tr>
<th>Proposed Terms of Engagement</th>
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<tbody>
<tr>
<td>Submission Form</td>
<td></td>
</tr>
<tr>
<td>Rate Bid Form</td>
<td></td>
</tr>
<tr>
<td>Reference Form</td>
<td></td>
</tr>
</tbody>
</table>

Notice to proponents: There may be forms required in the RFP other than those set out above. See the Mandatory Requirements section of the RFP for a complete listing of mandatory forms.

4. Non-binding Price Estimates

The proponent has submitted its Rates in accordance with the instructions in the RFP and in the Rate Bid Form set out in Appendix C. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its quotation or its eligibility for future work.

5. Addenda

The proponent is deemed to have read and accepted all addenda issued by NSCAD prior to the Deadline for Issuing Addenda. The onus remains on proponents to make any necessary amendments to their proposal based on the addenda. The proponent is requested to confirm that it has received all addenda by listing the addenda numbers or, if no addenda were issued, by writing the word “None” on the following line: ______________________. Proponents who fail to complete this section will be deemed to have received all posted addenda.

6. Conflict of Interest

For the purposes of this section, the term “Conflict of Interest” means

(a) in relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of NSCAD in the preparation of its proposal that is not available to other proponents, (ii) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the RFP process; or

(b) in relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, the proponent’s other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

If the box below is left blank, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, check the box.
The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

If the proponent declares an actual or potential Conflict of Interest by marking the box above, the proponent must set out below details of the actual or potential Conflict of Interest:

The following individuals, as employees, advisers, or in any other capacity (a) participated in the preparation of our proposal; AND (b) were employees of NSCAD or a NSCAD member institution and have ceased that employment within twelve (12) months prior to the Submission Date:

| Name of Individual: |
| Job Classification: |
| Department: |
| Last Date of Employment with NSCAD: |
| Name of Last Supervisor: |
| Brief Description of Individual's Job Functions: |
| Brief Description of Nature of Individual's Participation in the Preparation of the Proposal: |

(Repeat above for each identified individual)

The proponent agrees that, upon request, the proponent shall provide NSCAD with additional information from each individual identified above in the form prescribed by NSCAD.

7. Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by NSCAD to NSCAD’s advisers retained for the purpose of evaluating or participating in the evaluation of this proposal.

Signature of Witness

Signature of Proponent Representative

Name of Witness

Name and Title

Date:

I have authority to bind the proponent
### APPENDIX C – RATE BID FORM

Fixed Project Costs: 

Estimated Variable Project Costs (if any)

<table>
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<tr>
<th>Description</th>
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<td>Other (define)</td>
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<td>Other (define)</td>
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</table>

Total Estimated Variable Project Costs: 

TOTAL PROJECT COSTS: 

APPENDIX D – REFERENCE FORM

Each proponent is requested to provide three (3) references from clients who have obtained similar goods or services to those requested in the RFP from the proponent in the last three (3) years.

**Reference #1**

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<td>Contact Name:</td>
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<td>Contact Telephone Number:</td>
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<td>Date Work Undertaken:</td>
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**Reference #2**

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<td>Nature of Assignment:</td>
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APPENDIX E – RFP PARTICULARS

A. BACKGROUND
NSCAD University was founded in 1887 by Anna Leonowens, the personal tutor to the King of Siam and the inspiration for the play/movie “The King and I”. NSCAD is the oldest art school in Canada, and one of only four degree granting fine arts programs in the country; the other three include the Ontario College of Art and Design (OCAD), the Alberta College of Art and Design (ACAD), and the Emily Carr University of Art + Design (ECUAD).

Originally known as the Victoria School of Art and Design, NSCAD has occupied a number of locations in Halifax over the past 125 years including the Union Bank building, the Five Fisherman restaurant, and a facility on Coburg Road. In 1969 NSCAD moved to leased space in the Granville Block (now known as the Fountain Campus), and in 2002 was able to purchase this collection of 23 historic buildings.

In 2002 Alliance Atlantis donated the 32,000 SF Academy Building at Sackville and Brunswick Streets to NSCAD. In 2006 NSCAD leased and retrofitted 74,000 SF of space from the Halifax Port Authority (the Seaport Campus) in order to relocate key programs such as the ceramics and sculpture to a new facility.

ECS Space Study. In 2013 NSCAD retained Educational Services Consulting (ECS) to conduct a space assessment of NSCAD’s operations. This study concluded that NSCAD occupies too much space relative to its enrolment (+/-800 students). The ECS report provided a range of future options for NSCAD including keeping its current three campus configuration, as well as constructing a new facility. In the spring 2014, the NSCAD Board of Governors committed to retaining the Fountain campus until at least 2022, when the mortgage is paid. In the interim, the Fountain Campus is in need of upgrades, as well as improvements to the functionality of the space.

Fountain Donation. In 2014, Margaret and David Fountain donated $3 million to NSCAD to assist it in refurbishing the Granville Block (now known as the Fountain Campus). Based on internal consultations within the NSCAD community, approximately half of these funds ($1.5M) has been targeted for Fountain Campus building updates, including safety upgrades, energy efficiency upgrades, and signage. The remaining $1.5 million has been designated for space renovations that will enhance the student experience at the Fountain Campus. It is these enhancements that are the focus of this current RFP.

During the fall of 2014, NSCAD completed work on three projects at the Fountain campus including the repainting of ground floor window and door trim, as well as the facades facing Hollis Street, security access upgrades for the exteriors doors, and the installation of efficiency controls on the hot water circulator pumps to reduce energy consumption and improve occupant comfort.

Signage. As part of the sale of the former Lismer Block (currently RBC Waterside), NSCAD signed an agreement with the Armour Group that requires NSCAD to retain spaces on the ground floor of the Fountain Campus for active retail use, and requires the continued use of “Historic Properties” signage so that this cluster of buildings (Fountain Campus, RBC Waterside and the waterfront properties) can continue to be marketed as a retail district.

In October 2014 NSCAD retained Breakhouse to design signage for the Fountain Campus. The intent of the new signage is to promote NSCAD’s presence in the downtown community and to commemorate the renaming of the Granville complex as the Fountain Campus. The scope of work for the signage project includes new entrance signage for the Fountain Campus. As the architectural aspects of the Fountain Campus entrance are included in this current RFP, Breakhouse will require
the architect’s recommendation as a result of this project before completing the entrance section of their work. As such, the architects retained under this RFP should budget a meeting with Breakhouse to discuss the issue of NSCAD’s entrance.

**Heritage Constraints.** The consultants should be aware that most of the 23 structures at the Fountain Campus are municipally registered heritage buildings, and that the whole block has also been recognized with a Federal heritage designation (there is no Provincial heritage designation). This does not create any constraints on interior renovations, but does have an impact on NSCAD’s ability to reconfigure its main entrance, replace exterior windows and install new signage.

**THE CURRENT CONSULTING PROJECT**
The objective of this Request For Proposal is to receive proposals from interested respondents able to perform Architectural Design Services for the Fountain Campus renovation.

To assist in identifying which improvements need to be made in order to enhance the student experience, NSCAD held five consultation sessions during September and October 2014 to obtain input on renovation options. This feedback has been summarized and is attached in Appendix F.

As a result of these sessions, the following four areas within the Fountain campus were identified as a priority, including:
1. Renovations to the Anna Leonowens student art gallery (on the Granville Mall);
2. Upgrades to the student lounge;
3. The creation of a library learning commons; and,
4. Enhancements to the main entrance on Duke street.

The rationale in selecting these areas for renovation was that they had the greatest potential to enhance student experiences, while also showcasing the donation in a way that befits the generosity of the gift. Some points brought forward during the consultations:
1) The second floor student lounge requires update and possible expansion;
2) There is a desire to renovate a portion of the library to develop a learning or creativity commons area, perhaps one that is contiguous to the student lounge;
3) Library commons space should be multi-functional and adaptable so that it can be used for socialization, quiet space, exam space, and student meeting spaces;
4) The NSCAD entrance requires renovation or re-location;
5) The art gallery should be upgraded as it is an important public space at the university;
6) Accessibility should be a priority in all of the renovated space;
7) The ability to exhibit art should be a priority in all of the renovated spaces.

The renovated spaces should embrace the rest of the campus and create a new center, hub and flow between renovated space and the existing space that invite people to meet and gather. The renovated spaces should be dynamic and multi-functional and clearly identify with a school of art and design.

As indicated earlier, NSCAD has allocated 50% of the Fountain Donation ($1.5 million) to fund these student enhancements. This allocation includes all hard and soft costs. NSCAD recognizes that it would be possible to spend much more on these improvements than has been allocated, therefore the consultant will need to help NSCAD rationalize the allocation of funds. As a university that teaches and promotes creativity, NSCAD is looking for options that can be used to achieve the university’s goals without exceeding the allocated budget. This approach also recognizes that it is possible NSCAD could be relocating to a new facility in the next decade, therefore the proposed improvements should match this potential investment timeframe.

The primary deliverable associated with this project is to use the feedback gained from the fall consultation sessions to develop conceptual designs and order of magnitude pricing for the various
renovation scenarios so that the consultants can meet with the key stakeholders to obtain input BEFORE the preparation of contract documents. Construction planning is expected to commence in spring 2015, with a slated renovation completion date of August 2016.

This architectural design project will include a review of the existing infrastructure and systems in the aforementioned spaces to determine upgrade requirements for the following elements:

- space configuration and fit-up;
- communication and data;
- mechanical, electrical and safety systems; and
- accessibility.

The renovated student spaces should be designed to encourage collaboration and teamwork with an emphasis on innovation and creativity. Opportunities for students to overlay their art into the new build environment would also be desirable.

The design should embrace NSCAD’s reputation as a premier school of art and design while also preserving the historic character of the Fountain campus.

PROJECT GOALS
1. Incorporate architectural elements while maintaining the general look and feel of the connecting buildings and the historic buildings
2. The renovated spaces should embrace the rest of the campus and create a new center, hub and flow between renovated space and the existing space that invite people to meet and gather.
3. The renovated spaces should be dynamic and multi-functional and clearly identify with a school of art and design.
4. The design and renovations should assist with leveraging future donations and named spaces within the Fountain campus.
5. The intent is to do the renovations during the May-August 2016 period when the facilities are less busy.
6. Project must stay within budget.

PROJECT AREA

| Existing 2nd floor student lounge and café | 1,722 SF |
| Anna Leonowens Art Gallery               | 4,528 SF |
| Library (on 4 levels)                    | 6,299 SF |
| Entranceway                              | 600 SF   |
| **Total Area**                           | **13,150 SF** |

PROJECT PLANNING SCENARIOS

The following planning scenarios (or combinations thereof) shall be developed for consideration. Preliminary budget estimates, including soft costs and furnishings, should be developed for each scenario within the $1.5 million budget.

1. Renovate the current NSCAD entrance, second floor student lounge, gallery, and third floor of library to create a learning commons.
2. Develop a new NSCAD entrance and creativity commons within the first floor of the library as described on page 1, Appendix F, bottom paragraph of the design brief. Renovate second floor student lounge and gallery. Create learning commons space on a floor of the library.
3. Renovate the entire library, including the development of a learning commons. Renovate the current NSCAD entrance, second floor student lounge and gallery.
4. Develop a new gallery in the first floor of the library (replacing a portion of the current gallery space), contiguous with a renovated NSCAD entranceway. Renovate the second floor student lounge and a floor of the library to create a learning commons.

The pricing of each of these scenarios should factor in the lost opportunity of rental revenue of ground floor spaces at the Granville block, if applicable. NSCAD will work with the consultant to provide a financial analysis of each of these four options.

The architectural design consultant should develop a functional program, conceptual plans and an order of magnitude cost estimates for each of the four scenarios. These scenarios would then be presented to the NSCAD stakeholder groups including the Academic Resource Committee for review and consultation.

The University will select the scenario that best meets the project objectives and is within the available budget. The Finance and Physical Resource Committee will review the options and will make a recommendation to the Board of Governors.

Once a scenario is approved, the architectural design consultant will finalize the design and prepare the associated construction tendering documents and assist with securing the required permits.

B. MATERIAL DISCLOSURES
1) NSCAD has three locations within the city of Halifax and is the only independent degree granting fine arts university east of Toronto. Others in Canada include, OCAD, ACAD and ECUAD.
2) NSCAD intends to retain an architectural firm eligible to practise in the province of Nova Scotia to provide the professional services.
3) NSCAD has no operating budget to assist with funding this project so it is important to develop scenarios can be accomplished within the allocated budget.
4) Fountain campus drawings are available upon request to Randall Turple, Director Facilities Management

C. OTHER MANDATORY REQUIREMENTS
1) Terms of Engagement (Appendix A) Proponents shall include a proposed terms of engagement document that NSCAD and the successful proponent will use as the basis of the negotiation phase of the contract development process.

D. RATED CRITERIA
1) Experience and Qualifications, including project team
Each proponent should provide the following in its proposal:

i) a brief description of the proponent;

ii) a description of the goods and services the proponent has previously and/or is currently delivering, with an emphasis on experience relevant to the Deliverables (i.e., work in a university setting);

iii) the roles and responsibilities of the proponent and any of its agents, employees and subcontractors who will be involved in providing the Deliverables, together with the identity of those who will be performing those roles and their relevant respective expertise. Proponents shall include CV’s related to the personnel that will be assigned to this project. Respondents shall outline the percentage contribution that is anticipated from each team member;

iv) its knowledge, skills and expertise as it pertains to the Deliverables;

v) a Reference Form in accordance with the instructions set out in the Form attached as Appendix D to the RFP.

2) Methodology
The proponent shall outline the methodology that will be used to complete this work. How and from whom will the necessary information be gathered? Define the contribution anticipated from NSCAD member representatives. Include a work plan and define the key milestones.

3) Scope of Work
The respondent shall clearly indicate what components are within the scope of the base project and clearly indicate any optional components of the project.

4) Timeline
The proponent shall define the proposed timeline and key milestones associated with the proposed work.

5) Pricing
The proponent shall clearly indicate the project costs. If the respondent includes a provision for reimbursement of expenses, the proponent shall include a budget for anticipated expenses and a recommendation for cost management and approvals process. Proponents should review and complete the Rate Bid Form at Appendix C.

Pricing will be scored based on a relative pricing formula using the Rates set out in the Rate Bid Form.

Each proponent will receive a percentage of the total possible points allocated to price for the particular category it has bid on by dividing that proponent’s price for that category into the lowest bid price in that category. For example, if a proponent bids $120.00 for a particular category and that is the lowest bid price in that category, that proponent receives 100% of the possible points for that category ($120/120 = 100%). A proponent who bids $150.00 receives 80% of the possible points for that category ($120/150 = 80%), and a proponent who bids $240.00 receives 50% of the possible points for that category ($120/240 = 50%).

Lowest rate

\[
\frac{\text{Lowest rate}}{\text{Second-lowest rate}} \times \text{Total available points} = \text{Score for proposal with second-lowest rate}
\]

\[
\frac{\text{Second-lowest rate}}{\text{Third-lowest rate}} \times \text{Total available points} = \text{Score for proposal with third-lowest rate}
\]

And so on, for each proposal.
The following is an overview of the categories and weighting for the rated criteria of the RFP. Proponents who do not meet a minimum threshold score for a category will not proceed to Stage III of the evaluation process.

<table>
<thead>
<tr>
<th>Rated Criteria Category</th>
<th>Weighting (Points)</th>
<th>Minimum Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience with similar project types</td>
<td>25 points</td>
<td>20</td>
</tr>
<tr>
<td>Methodology</td>
<td>15</td>
<td>12</td>
</tr>
<tr>
<td>Capacity for the project</td>
<td>15</td>
<td>12</td>
</tr>
<tr>
<td>Key team personnel</td>
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<td>Pricing</td>
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</tr>
<tr>
<td><strong>Total Points</strong></td>
<td>100</td>
<td>N/A</td>
</tr>
</tbody>
</table>

N/A – Not Applicable
Appendix E(1) RFP Requirement Details

Consulting Services
The proponent’s team shall include functional programmers, architectural interior design, structural, mechanical and electrical consultants, furniture space design and acoustical specialists. The proponent shall be an architectural firm eligible to practise under license in the Province of Nova Scotia. The proponent shall have proven functional programming and design experience in similar projects. The proponent shall perform directly all its services in accordance with generally accepted architectural standards and in compliance with all applicable statutes, codes, regulations and bylaws and in accordance with the requirements of this agreement. Plans and specifications for construction shall be reviewed, certified and stamped by professional architects or professional engineers, as the case may be, who are registered by their Associations.

Specific deliverables:
1) Consultations with key stakeholder groups to assess requirements
2) For 4 scenarios, develop functional programs, design documents, concept plans and drawings and costing—all within the allotted budget of $1.5 million and with consideration of lost rental revenue opportunity.
3) Present the scenarios to the key stakeholder groups and assist with narrowing the options
4) Work with the Director of Communications to develop briefings to keep the NSCAD community apprised of the project progress
4) For the selected scenario, develop final design plans and drawings all within the allotted budget, include considerations for HVAC upgrades, lighting, ventilation, fire safety systems, AV requirements, and furniture requirements.
5) Assist with identifying temporary swing space during construction, if required
5) Prepare the construction tendering documents, specifications and construction phasing plan
6) Assist with securing required permits and ensure project meets codes and by-laws
7) Review the construction tenders and provide recommendations
8) Develop a plan for NSCAD to verify the contractor’s performance on the major components of the contractor’s work

The functional space programs shall define the function and purpose of the elements of the site, the function and number of people using the identified elements, the standards for the space, how it will operate/function, including any special requirements such as noise concerns and site needs. The architectural designs and plans for each scenario examined should include consideration for the following:

1) Reconstruction of the spaces aligned with NSCAD pedagogy and key stakeholder requirements
2) Structural, mechanical and electrical engineering requirements
3) Lighting requirements
4) Data and communications requirements
5) Furniture requirements
6) Security system and access control
7) Fire safety systems

Develop and review these conceptual designs, cost estimates and functional space programs with the key stakeholder groups including Facilities management, the Office of Academic Affairs, the Office of Finance and Administration, as well as the Academic Resource Committee which includes students and faculty, the primary users of the space.

For the Board selected scenario, the design team will, along with delivering a final schematic design and conceptual drawing and floor plans, assist with the development of a construction phasing plan.
and the prepare the construction tendering documents based on the 1.5 million budget. Assist with vendor review and selection.

Also, for the Board selected scenario, include a furniture design plan which itemizes existing furniture, determine what new furniture needs exist relative to the new layout, provide specifications for all new furniture to be included in a separate tender and assist with tender development and review.
Appendix F

Interim Report of Academic Resources Committee to Academic Council
21 October 2014

Members: Bruce Barber; Mark Bovey; Adrian Fish; Rory MacDonald; Michael LeBlanc; Marylin McKay; Rebecca Hannon; Ann-Barbara Graff (chair); Kenneth Honeychurch; Caleb Hung; Ryan Jossey; Rebecca Young; Rudi Meyer; Jan Peacock; Sharon Johnson-Legere

In brief: The Fountain Donation has been earmarked, in part, for renovations to improve the student experience at NSCAD. In order to have the widest effect, it has been suggested that the available funds be used to renovate the gallery, student lounge, library, and entrance way.

The President conducted 2 public consultations (September 19 and 22, 2014) and the Academic Resources Committee met following (September 29, October 5 and October 12, 2014). The Academic Resources Committee had open meetings on October 5 and 12 to ensure that those interested in the discussions could participate.

The community who spoke and wrote to the Committee recognized that, while there may be many worthy projects deserving of attention, there is a value in concentrating attention on the gallery, student lounge, library, and entrance way. Renovating these four areas has the potential to benefit students immediately, repair and renovate areas in need of attention, redress some accessibility issues with the campus, and showcase the donation in a way that befits the generosity of the gift.

The Academic Resources Committee took the approach that, as a first step in consultation, the qualities inherent to NSCAD which it would hope/expect to see in any design were clearly articulated. These priorities are meant to frame and inform the design; these priorities could be used to guide the immediate renovations and future renovations:

* NSCAD is a place were art is made, and should be seen. It is about the production and appreciation of art, craft and design and their processes. Its spaces should show proudly what is done here.
* NSCAD has a rigorous academic core. In the case of the library, students, staff, faculty, and visitors should be able to access material in ways that enhance research objectives.
* NSCAD is welcoming, open, and flexible. Its spaces should reflect these qualities, and allow its members to work in dynamic configurations.
* NSCAD is a community. Its spaces should allow for people to come together.
* Safety is a priority.

Some thoughts on the Particulars of the Project
The Committee is reticent to advise any plan that compromises the viable footprint of the library; libraries are the hubs of universities, but if the library resources and services can be moved to the 2-4th floors, then the Committee could see the first floor (where the library is currently) as NSCAD’s showcase/storefront. This would redress some of the current problems with the entrance (i.e., it would be made accessible; it could be made to seem intentional, rather than accidental; the entrance could be impressive which would convey the impressive quality of work that goes on at NSCAD). A reference desk might be maintained there, but there could be a very active student space, bookstore, art supply, etc. The objective would make that space an active space that would suggest what goes on throughout the campus.
On the second – fourth floors, the Library would need to have flexible space to allow students to work in groups, alone in quiet space. There should be space to be reconfigurable for Sh1dent Services to use to proctor exams/tests, bookable space for meetings, etc. Since Sh1dents rely on digital technologies to do their work, there should be many terminals and multimedia support. The objective is to make the upper floors of the library working spaces for Sh1dents and faculty, while maintaining the stacks. The Committee considered storing monographs offsite, and rejected such a possibility.

The student lounge (a space for Sh1dents to relax, work together, SUNSCAD offices) is elemental to the lifeblood of the institution. The Committee entertained the possibility that the wall between the current student lounge and library could be removed not only to increase the size of the library, but also to integrate the functions of the sh1dent lounge in that space.

The gallery is a public space but also, most importantly, a student exhibition space. Accordingly, the renovations prioritized by the interim director which focus on basic maintenance, heat, safety make sense as part of this phase of construction.

Going forward, the Academic Resources Committee will continue to solicit feedback from the community, and work iteratively with the architect chosen through RFP. This project represents an important space-enhancing initiative to enhance student experience and invite Halifax and beyond through our doors. It is the hope of the member of ARC that any architectural firm tendering for the renovations will make a presentation to ARC as part of the process. The initiatives of this project and developments of the Anna Leonowens Gallery will help to showcase what is being accomplished at NSCAD and may well foster further gifts to the University.

Respectfully submitted,

Ann-Barbara Graff, Chair