



**City of Stratford**  
**REQUEST FOR PRE-QUALIFICATION (RFPQ) OF**  
**Architects for the development of**  
**Market Square**

**DOCUMENT NUMBER: RFPQ15 - 08**

**ISSUE DATE:**

6 October 2015

**CLOSING LOCATION:**

City of Stratford, City Hall  
ATT: Purchasing Department, RFPQ15- 08  
P. O. Box 818, 1 Wellington Street  
Stratford, Ontario  
N5A 6W1

**CLOSING DATE AND TIME:**

28 October 2015  
2:00 P.M. LOCAL TIME

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## Contents

1.0	INTRODUCTION .....	3
2.0	BACKGROUND .....	3
3.0	PURPOSE .....	5
4.0	REQUEST FOR PRE-QUALIFICATION (RFPO) REQUIREMENTS .....	5
5.0	SUBMISSION REQUIREMENTS .....	6
6.0	EVALUATION OF SUBMISSION .....	7
7.0	SCHEDULE .....	8
8.0	NON-EXCLUSIVE.....	8

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## 1.0 INTRODUCTION

The City of Stratford (the City) is issuing this Request for Prequalification (RFPO) to all interested Architects with experience in urban and landscape design who wish to be considered as prequalified to undertake the design for the redevelopment of Market Square. Interested proponents should follow the details in this document closely when responding to this RFPO.

Nothing in this document should, in any way, be construed to be a condition or terms of the yet to be issued contract documents, specifications, drawings and any addenda. The City reserves the right, in its sole discretion, to change the scope or conditions of the program or this procedure, in any manner, or to discontinue the RFPO process completely. The Request for Proposals issued to qualified proponents, and its documentation alone, and not this RFPO, shall govern the scope, terms and conditions of the eventual work program.

The City reserves the right, in its sole discretion, to disqualify Proponents which fail to provide all information as required by this RFPO.

## 2.0 BACKGROUND

Market Square is a unique feature in the heart of Stratford. Located behind City Hall, the space is surrounded on all sides by heritage main street façades at the center of Stratford's Downtown Heritage District. However, the historic city center is presently underutilized due to the demands of modern transit and parking. The former market place is the home of a bus terminal and 68 parking spaces.

Interest in Market Square was renewed in December 2002 when a Transit Study recommended this location for a permanent transit terminal. Because of the potential impact on the City core, the City Centre Committee requested that the recommendation be deferred pending public input and urban planning guidance. Consequently, efforts to revitalize Market Square have been ongoing for the past decade.

While enthusiasm for the revitalization of Market Square has remained extremely high, the project has continually been put on hold due to lack of funding. However, the recent contribution of \$1.25 million from Wal-Mart and \$250,000 from the Canada 150 Community Infrastructure Program will help the City of Stratford to partially realize a project many years in the making. Council is striving to design and complete phase 1 of the redevelopment in time for the Canadian Sesquicentennial on 1 July 2017.

When the contribution from Wal-Mart was secured, an options report was presented to Council in April 2014. Thereafter, a public meeting was held on 2 July 2014 that featured presentations from PLANT Architect Incorporated, the Market Square Committee, community stakeholders and the public. Council decided to initiate a public engagement process to demonstrate public support for the project, determine the scale of the development, and to ensure that the future design will reflect the community's vision for the historic public space.

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Accordingly, the City retained AtFocus Consulting to conduct a visioning exercise that established a vision and guiding principles for the redevelopment of Market Square. This process included stakeholder interviews, workshops, focus groups, and a public survey for which we received 1060 responses. The feedback from this public consultation process resulted Council approval for the redevelopment of Market Square according to the following principals:

### **a) Guiding Principles**

All design proposals for the redevelopment of Market Square should:

- Protect the heritage of the site;
- Demonstrate how all mandatory safety requirements are met (e.g. fire, police and highlights added security features);
- Ensure minimum accessibility requirements are met (demonstrate if enhanced accessibility is included);
- Ensure all target audiences addressed (young, elderly, tourists, residents);
- Incorporate/preserve what works well now;
- Incorporate options for business deliveries in “off times;”
- Incorporate a phased-in approach, where each phase can be a stand-alone (e.g. does not require the next phase to be completed to be effective);
- Demonstrate the level of flexibility to allow for future ideas and growth to be incorporated;
- If selected, demonstrate how input from the public, Council and City Staff will be incorporated into the final design;
- Demonstrate how the Plan encourages and creates an environment that “draws” visitors, residents and employees to Market Square;
- Highlight factors that encourage multiple/repeat visits by residents and visitors;
- Demonstrate economic impact;
- Include estimated ongoing operational cost and suggested required management structure options;
- Indicate the degree of modifications required to “convert space” if not permanent space.

### **b) Vision for the redevelopment of Market Square:**

- Move parking away from Market Square once fully developed. Transition slowly - in interim retain some parking<sup>1</sup>;
- Move buses away from Market Square, however, retain bus stops close to City Hall (e.g. allow buses to stop on side streets)<sup>2</sup>;
- Close streets to cars occasionally for “events” - Make pedestrian only zone temporarily (e.g. only in summer) including re-work transportation system (e.g. bus directly to festivals). Make streets permanently one way and widen pedestrian access;
- Ensure availability of public facilities (e.g. washrooms);

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<sup>1</sup> A separate parking study for the City will be undertaken concurrently.

<sup>2</sup> A separate transit study is reviewing these options.

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- Showcase the “culture of Stratford” (e.g. theatre, statues, university, innovation, lightshow, art/theatre);
  - Incorporate unique use of lighting to welcome and in particular, celebrate evenings;
  - Focus on vibrancy, “people gathering” and “participating:”
    - Allow for a mix of permanent and non-permanent outdoor eating and shops;
    - Allow for the “arts” in a non-permanent way (e.g. temporary stages, galleries, “schools”, music performances);
    - Incorporate creative permanent and temporary use for various seasons (e.g. Ice Rink and Winter Sculpture Festival, water/splash pool);
    - Incorporate a water structure to be used “year round;”
    - No other permanent structures;
  - Mirror European and Canadian experiences;
  - Propose optional future refurbishing of the front of City Hall.

### 3.0 PURPOSE

The purpose of this RFPQ is to obtain submissions from qualified Architects to determine which proponents are qualified, in the opinion of the City, to undertake the design work for the redevelopment of Market Square. From the list of qualified proponents, the City will generate a short-list of proponents and invite only those proponents on the short-list to participate in the formal Request for Proposal process for the design redevelopment of Market Square. Only those proponents short-listed by the City will be permitted to bid on the work.

It is the intention of the City to short-list a minimum of **three (3)** qualified Architects for the design work. The maximum number will be based on the number of proponents submitting pre-qualification statements and the number of proponents deemed qualified by the City.

### 4.0 REQUEST FOR PRE-QUALIFICATION (RFPQ) REQUIREMENTS

- 4.1 This Call for RFPQ has been designed to elicit pertinent data that will be used in evaluating each proponent’s ability and qualifications. The proponent’s RFPQ must use the format identified in following sections of this document. The format has been designed to facilitate efficient evaluation of the RFPQ.
- 4.2 In the event that the proponent has questions as to any terms, conditions or provisions of this RFPQ, or the meaning or interpretation thereof, the proponent may request information or clarification by submitting such requests, in writing, by e-mail to Stephanie Potter at [spotter@stratfordcanada.ca](mailto:spotter@stratfordcanada.ca)
- 4.3 The Pre-qualification submissions must include the following information:
  - 1. One (1) executed original copy of the RFPQ submission (clearly marked) plus three (3) additional copies;

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2. Legal name and address of the company, including legal form of company;
  3. Company profile including number of employees, number of years in business;
  4. Resumes of key personnel to be assigned to this project including, as a minimum, the project manager and any assigned architects together with their qualifications and experience on similar work;
  5. Summary of the approach to this project that demonstrates a clear understanding of the project;
  6. Summary of related projects previously or presently undertaken including name of project, description of the work, date undertaken, client name and address, references, (including address and telephone number), proposed final cost, and anticipated completion date;
  7. A letter from the firm's insurer indicating the ability to obtain the following requirements:
    - Professional Liability minimum of \$2,000,000.00;
    - Commercial General Liability minimum \$2,000,000.00;
    - Motor Vehicle Liability minimum \$2,000,000.00.
  8. A commitment letter clearly stating the intent of the proponent to be pre-qualified and, if short-listed, to participate in the formal Request for Proposal process;

The above information must be included with the submission and failure to include such information, may, at the discretion of the City, cause the submission to be declared informal. In that event, the submission may be rejected.

## **5.0 SUBMISSION REQUIREMENTS**

The Proponent shall submit one (1) original and three (3) copies of the RFPO. RFPO's are to be submitted in packages with the following information clearly marked on the outside of the package:

1. Name of Proponent.
2. Title # RFPQ15 - 08

Proponents are to submit their proposals to:

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**City of Stratford, City Hall**  
**ATT: Purchasing Department, RFPQ15- 08**  
**P. O. Box 818, 1 Wellington Street**  
**Stratford, Ontario**  
**N5A 6W1**

Proposals will be received up to: **2:00 p.m. on Wednesday, 28 October, 2015.**

No further information will be made available at that time.

The City will not, under any circumstances, reimburse any Proponent for any costs associated with the preparation of the RFPQ.

The City may, in its sole discretion, disqualify Proponents who fail, in the opinion of the City, to meet the requirements of the Call for RFPQ.

The City reserves the right to revise this Call for RFPQ prior to the due date. Any revisions to the RFPQ will be issued as an addendum on the City's website on the "Bid Opportunities" page:

[https://www.stratfordcanada.ca/en/insidecityhall/bidopportunities.asp?\\_mid\\_=2707](https://www.stratfordcanada.ca/en/insidecityhall/bidopportunities.asp?_mid_=2707).

The City reserves the right to extend the date by which the RFPQ's are due.

## **6.0 EVALUATION OF SUBMISSION**

- 6.1 Submissions will be evaluated by the City using the information submitted. The City reserves the right to use its own judgement in rating each of the submissions.
- 6.2 The ranking will be carried out on the criteria listed below. The total scores will be added together and the highest scoring submissions may be short-listed. At the discretion of the City, this may result in the submission being declared informal as outlined. In that event, the submission will not be further considered.
- 6.3 The selection committee will evaluate the proposals based on the following criteria:
  1. **Firm Information**: Exhibited strength of firm to complete this project based on the information provided in the proposal including, experience of Project Manager; project management structure; technical discipline leads, support project engineers and other professional staff; sub-consultants; and location(s) of key personnel, including sub-consultants. **(30 POINTS)**
  2. **Project Understanding**: Summary of the approach to this project that demonstrates a clear understanding of the project. **(30 POINTS)**

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3. Similar/pertinent project **experience** and references. **(30 POINTS)**
  4. Overall quality, readability and responsiveness of the **proposal**. **(10 POINTS)**

## 7.0 SCHEDULE

The following outlines the currently anticipated schedule for pre-qualification of proponents and subsequent request for proposal for this project. This is only a tentative schedule and the City reserves the right to modify the schedule for any reason. The City may issue addenda at any time that may also affect the schedule.

Event	Anticipated Date
Publish notice of Pre-qualification	6 October 2015
Last day for submitting e-mail inquiries	16 October 2015
Final Response to Bidder Inquiries	20 October 2015
<b>Proposals due from Firms</b>	<b>28 October 2015</b>
Review of qualifications	1 November 2015
Notification of pre-qualified General Proponents	20 November 2015
RFP Released to Short Listed Firms	1 December 2015
<b>Proposals due from Short Listed Firms</b>	<b>13 January 2016</b>
Interview Short-Listed Firms	27 January 2016
Selection of successful bidder	29 January 2016
Project Initiation	1 February 2016
Final design completed	31 May 2016

## 8.0 NON-EXCLUSIVE

Any contract awarded as a result of this Request for Pre-Qualification will be non-exclusive. The City may at their sole discretion, purchase the same or similar services from any one of the pre-qualified respondents or other sources.

The City reserves the right to accept or reject any or all submissions received.

The City has the unilateral and exclusive right to change the dates, schedule, deadlines, process and requirements described in this Request for Pre-Qualification; to change the limits and scope of the Request for Pre-Qualification; to cancel this Request for Pre-Qualification or to abandon this process for any reason whatsoever, without incurring any liability for costs and damages incurred by any respondent.