



Three Rivers

• WHERE HISTORY IS MADE •

TOWNS OF THREE RIVERS

EXPRESSION OF INTEREST

ARCHITECT SERVICES - NEW ADMINISTRATION OFFICE

November 14th, 2019

OVERVIEW:

Submissions are being sought from qualified architects which are to be placed in a sealed, opaque envelope, clearly marked on the outside, "EoI – Architectural Services – “New Administration Office” c/o Ashley Higginbotham, CPA, CA, Accountant; Administration Office 24 Queen’s Road, Montague, PE, C0A 1R0", and must be received by the Accountant before **2:00:00 pm local time on Thursday, December 5th, 2019**. It is the responsibility of the respondent to deliver the sealed bid to the Administration Office before the time indicated. Late submissions will **not** be accepted and will be returned to the respondent unopened.

Two (2) copies of the submission document are required. No fax, email or electronic submissions will be accepted as the sole method of submission although an electronic copy (PDF or Microsoft WORD) of the submission would be appreciated either included in the envelope noted above or emailed following the closing date and time. It is the respondent’s responsibility to ensure that their submission is received prior to the closing date and time noted above. **There will be no public opening of submissions received.**

This Expression of Interest (EoI) creates no obligation on the part of the Town to award the contract or to reimburse respondents for EoI preparation expenses. The decision as to which submission best satisfies the needs of the Town rests solely with the Town and any decision is not open to appeal.

All questions in respect of this EoI must be addressed, in writing, by email to Ashley Higginbotham, CPA, CA, Accountant (ahigginbotham@threeriverspei.com). Questions must be received no less than three (3) business days before the closing date of this EoI.

Introduction:

This EoI is for the selection of an architect or architectural firm for the design of a “New Administration Office” for the Town. The former Administration officers were lost in a fire in 2018. The project is further described in greater detail in the attached Schedule A.

Statement of Qualifications:

Interested architects **must** submit the following information:

1. Name, and description of individual or firm
2. Location of Office
3. Resume of Individual(s) who would be working on this assignment
4. Previous experience with similar projects

Bid Evaluation:

Award will be based upon:

1. The Architect’s history and capability to perform required services
2. The Architect’s design approach and methodology
3. Related experience on similar type projects

4. Experience and skills in project management
5. Understanding of the project
6. Architect's ability to provide sound cost estimates that reflect actual construction costs

Other considerations will be the Town's desire for imagination and ingenuity within budget, and the ability to establish a desirable rapport.

All submissions should address the above in their response.

Specifications:

All submissions shall stipulate the schedule of fees for service.

The Location Map, attached hereto in Appendix "B", is for information purpose only. The architect shall be responsible for visiting the site prior to submission.

The successful architect shall commence work immediately after award and have the preliminary design(s) and cost estimates by no later than February 14th, 2020 and have the specifications and design work ready for public tender within one hundred twenty (120) days of acceptance by the Town.

APPENDIX “A” DESCRIPTION OF PROJECT

The Town is planning to build a sustainable, fully accessible and “green” Administration Office at 24 Queen’s Road, Montague. The Town has filed an application to the Province for funding for a carbon neutral facility.

The building will be approximately 6,000 square feet with office space for twelve (12), two (2) committee rooms and a Council Chambers, and the additional amenities associated with a modern office building (reception area, kitchen/staff room, photocopy room, file storage, janitorial closet, first aid room, accessible washrooms, vault etc.).

A landscaping plan is to be included and adequate parking shall be provided on the property.

The architect is to illustrate the possibility of an expansion of a further 4,000 square feet at a future date as need dictates.

The property is in the ownership of the Town and is approximately 20,000 square feet of vacant land. Full services are available to the site.

Approximate budget: \$1M

Please see Appendix “B” for a map of the site.

