

**Request For Proposals - # NWRA 2018 – TEP2  
Terminal Expansion Project Phase Two**

DATE ISSUED: 30<sup>th</sup> November 2018  
PRE-SUBMISSION MEETING: 11<sup>th</sup> Dec. 2018 (11:30am)  
PROPOSAL SUBMISSION DATE (TIME): 1st February 2019 (1:00pm)



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Northwest Regional Airport Terrace-Kitimat  
Administration Office  
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Terrace BC V8G 0E9

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## PURPOSE

Northwest Regional Airport (NWRA) is seeking a professional architectural firm to complete Phase 2 of their Terminal Expansion Project.

## BACKGROUND

Terrace is located in Northern British Columbia, 575km north-west of Prince George by road. Terrace, Kitimat and the surrounding region are home to a variety of industries such as forestry, mining, oil and gas and tourism.

Kitimat, the proposed location for multiple large oil and gas developments, is located approximately 60km south-west of Terrace along the Stewart-Cassiar Highway or Highway 37. Northwest Regional Airport is the closest airport to Kitimat with commercial airline service.

The airport is located wholly within City of Terrace. Road access to the airport is provided off of Highway 37, which links Terrace and Kitimat. The City of Terrace Official Community Plan (OCP) and the relevant zoning bylaws define the land use of the airport.

The airport is the busiest in Northwest British Columbia in terms of aircraft movements and passenger numbers. It has experienced recent growth in demand due to significant investment into the many new projects in the region. This trend is expected to continue over the short to long-term due to the demand for natural resources found in this area of British Columbia.

The airport Terminal Building Expansion Phase One was completed in June of 2018. This included an enlarged departures area, an enlarged boarding lounge, as well as a significant increase in office areas. The existing arrivals area is now reaching its capacity due to the significant increase in demand and the airport is required to expand this area to ensure it provides a satisfactory level of service its passengers.

## OBJECTIVES

### Phase 2 a

- Secure an Architectural firm to provide professional architectural and engineering services to create an approved conceptual design and costing of Phase 2 expansion/renovation of the Northwest Regional Airport Terrace-Kitimat terminal building. The design will complement the recently completed Phase 1 of the Terminal building expansion and renovation. The design should include two baggage belts, an enlarged arrivals area, complete with a double man trap on the inside airside arrivals doors, enlarged washrooms, relocated administration and rental car offices, as well as a possible enlarged restaurant area.
- Secure funding for this project.

### Phase 2 b

- The Architectural firm will provide professional architectural and engineering services to bring the concept design to schematic, detailed and engineered IFT drawings, IFC drawings, as well as all required documentation for construction and post construction.



## PROJECT DESCRIPTION & SCOPE

The Northwest Regional Airport Terminal Expansion Phase 2 Project consists of, but is not limited to, the following activities:

1. Building Systems Assessment - to determine mechanical, electrical and communications requirements for the expanded building based upon ultimate design.
2. Provide Architectural concept design and preliminary budgeting.
3. After funding is secured, the detailed design, development, engineering and costing.
4. Bid / tender, contract administration services and related construction documentation.
5. Coordination of all sub-consultants including but not limited to:
  - Structural, Mechanical, Electrical and IT Systems Engineering
  - Cost Estimating
  - Interior Design, Wayfinding and;
  - Airport planning disciplines.
6. A complete set of As-built drawings at the conclusion of the project, including Architectural, Mechanical, Electrical, Structural, and Civil, consisting of one full size and one half size paper copy, and one electronic copy in Auto Cad lite.

An architectural firm is required to prepare a design development package for client sign-off. The package should include:

- Development permit submission set of documents,
- Building permit submission set of documents,
- Report summarizing the detailed design drawings and phasing plans,
- Pre-tender estimate documents for costing at 60% and 90% drawing completion,
- Issue for tender set of documents to award construction contracts, and
- Issue for construction documents.

Special consideration should be given to incorporating cost effective sustainable design solutions and meeting a high standard of quality and energy efficiency. In addition, utilizing, where possible, locally sourced building materials and expertise. The final design should also reflect the existing design of the recently completed phase one expansion.

## DELIVERABLES

At a minimum, the following deliverables are required:

1. Concept design and costing;
2. Final report including overview of detailed design of Phase Two of the terminal expansion, costing and phasing plans;
3. Presentation display boards of the final concept, including the site plan, floor plan and elevation drawings;
4. Design drawings and specifications for the terminal expansion that may be used as construction documents for the proposed tendering;
5. A complete set of Construction drawings;
6. Upon completion of the project, a complete set of As-built drawings.





## SUBMISSION CONTENTS

1. Firm name and contact information,
2. Key team member's resumes / qualifications should be of the actual team members who will be undertaking the work of the Northwest Regional Airport Terminal Expansion Project. Work must be completed by, or under the supervision of professional registered architects with the Architectural Institute of British Columbia (AIBC) and professional engineers registered with the Association of Professional Engineers and Geoscientists (APEG) of BC,
3. Summary of project understanding, methodology and tasks, including a communication and consultation plan and timelines,
4. Samples of similar types of completed work,
5. Minimum of three contacts that may be used as references,
6. A declaration of any potential conflict of interest, and a statement as to other major commitments which the firm has during the project duration and how this will affect this project,
7. Itemized fees to complete each phase of the project as outlined above, including sub-consultant fees, travel costs and disbursements (excluding HST). The fee estimate will include hourly staff bill out rates. Please note that fee's must clearly indicate **all costs** for Phase 1 a (design) and Phase 2 b (construction).

## EVALUATION CRITERIA

## RATING

Proposals will be evaluated to determine the best value offered to the NWRA based on the following weighted criteria:

Quality and clarity of proposal - thorough, clear approach that demonstrates an understanding of the project objectives, desired outcome and vision;	15
Project methodology - appropriate processes for tasks outlined, including communication and consultation plans;	15
Ability to adhere to stated project timeline;	15
Corporate profile - financial viability, quality assurance, relevant corporate references, delivery of successful projects of similar size and nature within the last 10 years;	20
Team composition - confirmation of appropriate qualifications for all consultant and sub-consultant team members;	15
Total fees to perform the requested work.	20



## SUBMISSIONS

Questions regarding this RFP can be emailed to Airport Manager ([info@yxt.ca](mailto:info@yxt.ca)) up until 4:00pm on Monday, January 21st, 2019.

Proposals will be received up until 1:00pm on Friday, February 1st, 2019.

Please submit two (2) bound hard copies and one (1) electronic copy of the proposal (via email) with the subject line "Proposal for the Northwest Regional Airport Terminal Expansion Project Phase Two".

Addressed to:

Northwest Regional Airport Terrace-Kitimat

Attention: Airport Manager

103-4401 Bristol Rd.

Terrace, B.C. V8G 0E9

Email: [info@yxt.ca](mailto:info@yxt.ca)

Phone: (250) 635-2659 ext. 223

All proposals will become property of the Northwest Regional Airport. All proposals are confidential and will be treated as such.

All proposals must be firm offers, and valid for sixty (60) calendar days following the last day to accept proposals.

As expressly and specifically permitted in these instructions to proponents, no proponent shall have any claim for compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.

Northwest Regional Airport reserves the right to waive informalities in or reject any or all proposals or to accept the proposal deemed most favorable in the interest of the airport. The lowest cost of any proposal may not necessarily be accepted. Northwest Regional Airport's purchasing policy shall apply. All requests for the return of printed (hardcopies) of documentation from Northwest Regional Airport, will be recovered at cost.

## APPENDED DOCUMENTS

- Phase 1 drawings