



Contract 2768P

PROJECT MANAGER FOR THE LUBZINSKI MOVE

1. Introduction

The City of Richmond proposes to engage the services of a Project Manager to coordinate all aspects of the disassembly, removal, move and storage of artefacts from Marine Products Ltd. at their current location on No. 3 Road to the Britannia Shipyard, 5180 Westwater Drive. The Project move will be completed by January 31, 2006.

The objective of this request for proposal is to provide the City with qualified proponents capable of carrying out the work herein defined. The subsequent proponent submissions will form the basis for evaluation, interview and selection.

2. Submission Details

Four (4) copies of proposals marked “**Contract 2768P – Project Manager for the Lubzinski Move**” addressed to the Purchasing Section, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, until 4:00 pm, Local Time, on Friday, November 18, 2005. Submissions received after this time will be returned to the sender.

The City reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their own discretion.

Proposals shall be irrevocable until the City awards this Contract or cancels this Request for Proposals, whichever first occurs.

Proposals will remain confidential, subject to the Freedom of Information & Privacy Act.

Any interpretation of, additions to, deletions from, or any other corrections to the Proposal document, will be issued as written addenda. It is the sole responsibility of the potential Bidders to check with the City of Richmond’s Purchasing Section to ensure that all available information has been received prior to submitting a bid.

3. Enquiries

3.1 Clarification of terms and conditions of the proposal process shall be directed to:

Purchasing

David Phipps - Supervisor
Purchasing Department
City of Richmond

Tel: 604-276-4287

E-mail: purchasing@richmond.ca

3.2 Technical clarification shall be directed to:

Technical

Bryan Klassen
Britannia Site Supervisor
City of Richmond

Tel: 604-718-8044

E-mail: bklassen@richmond.ca

The City, its agents and employees shall not be responsible for any information given by way of verbal communication.

Any questions that are received by City of Richmond Staff that affect the Proposal Process will be issued as addenda by the City of Richmond.

4. Project Background

Marine Products Company, owned and operated by the Lubzinski Brothers, manufactures and sells ship wheels. The company has been in operation at its current location on No. 3 Road in Richmond since 1950. The current property has recently been purchased for redevelopment and the equipment has been offered to the City as a display of ship's wheel fabrication processes at the Britannia Heritage Shipyard. The process used and most of the equipment have been developed and built by Jack Lubzinski over the course of 55 years of operation.

The acquisition of this equipment presents the City of Richmond with a rare opportunity to commemorate an extremely specialized trade and the ingenuity of its founders. Although operational industrial equipment is not that rare, it can be stated with certainty that this particular collection would be unique in the world and even more valuable due to the fact it is still operational.

In order to set up an exhibit at Britannia, to tell the story of the building of ship's wheels and the ingenuity of the unique process, it has been determined that significant major pieces of equipment plus the foundry should be acquired and moved to Britannia.

5. Project Scope

Consultant Duties

The Project Manager will:

- Coordinate with owners regarding access, timing, site preparation and removal of artefacts;
- Coordinate with City staff and contractors regarding access and timing of trades for disconnection of services such as gas and power, and scheduling of any other required City staff and resources;
- Work with City staff to manage the move in the most cost effective manner;
- Coordinate with owners, professional movers, city staff and volunteers in loading and removal of artefacts from Marine Products Company;
- Prepare storage areas at Britannia Shipyard;
- Insure safe work practices are followed by all workers;
- Insure safe care and handling of all artefacts;
- Insure the highest standard of artefact storage possible within existing conditions.

6. Mandatory Site Visit

A mandatory site visit has been set for Thursday, November 10, at 9:30 am, local time. Please meet outside prior to 9:30 am at:

Marine Products
3211 No. 3 Road, Richmond, BC V6X 2B6

We will need to advise the owners of the expected number of people attending this site visit, so please confirm your attendance by contacting Bryan Klassen at 604-718-8044.

7. City Provided Items

The City will provide staff to inventory those items to be moved, staff to assist with the storage of those items and staff and vehicles as appropriate to move artefacts. The City will provide access to those buildings where the objects are to be stored.

8. Budget

A budget of \$9,000 Canadian, including all applicable taxes and disbursements, has been assigned to this project, including a final report and all associated costs. The budget for moving the equipment and artefacts is separate and in addition to the \$9,000.

9. Project Schedule

The project is to be completed by January 31, 2006, with work commencing as soon as possible in November 2005. A project schedule is to be submitted with the proposal.

10. Proposal Submissions

All proponents are required to provide the following information with their submissions, and in the order that follows:

- A Corporate profile of their firm outlining its' history, philosophy and target market if applicable.
- A detailed listing of industrial project management experience.
- A description of the understanding of the project objectives/outcomes and how these will be achieved.
- A detailed project methodology explaining each project task including what will be expected of both the Project Manager and the City with respect to each task.
- A complete definition of the process that will be employed to meet the objectives of this project.
- A detailed schedule of all activities, including milestones, project meetings, interim reports and progress reports required for this project.
- Provision of a priced methodology complete with a time allotment for each identified task you propose to employ to carry out the work, this shall form the basis for payments to the successful proponent. Supplement this with a schedule of fees for staff to be assigned to the project. These rates shall be the basis for adjustments to the value of the contract in the event the scope of work varies from that proposed.
- A minimum of three (3) client references from projects of a similar size and scope.

11. Working Agreement

The successful proponent will enter into a contract for services with the City based upon the information contained in this request for proposal and the successful proponents submission and any modifications thereto.

Proponents may include their standard terms of engagement.

12. Evaluation Criteria

Proposals shall be evaluated to determine the best value offered to the City against conformance to the following criteria:

- Understanding of project objectives/outcomes and vision
- Project Methodology
- Experience and Qualifications
- Project Deliverables
- Value for Money
- References
- Interview (if required)



Note: Receipt of this completed form will assist us in calling for future bids. Please complete and submit this form prior to the closing date and time as shown on the Request for Quotation/Proposal/Tender form.
Please remember to include Quotation/Proposal/Tender No. at right.

Quotation/Proposal/Tender
No **2768P**.

A Quotation/Proposal/Tender is not being submitted for the following reason(s):

- | | |
|--|--|
| <input type="checkbox"/> We do not manufacture/supply the required goods/services | <input type="checkbox"/> Cannot obtain raw materials/goods in time to meet delivery requirements |
| <input type="checkbox"/> We do not manufacture/supply to stated specifications | <input type="checkbox"/> Cannot meet delivery requirements |
| <input type="checkbox"/> Specifications are not sufficiently defined | <input type="checkbox"/> Cannot quote/tender a firm price at this time |
| <input type="checkbox"/> Insufficient information to prepare quote/proposal/tender | <input type="checkbox"/> Insufficient time to prepare quote/tender. |
| <input type="checkbox"/> Quantity too small | <input type="checkbox"/> We are unable to competitively quote/tender at this time. |
| <input type="checkbox"/> Quantity too large | <input type="checkbox"/> We do not have facilities to handle this requirement |
| <input type="checkbox"/> Quantity beyond our production capacity | <input type="checkbox"/> Licensing restrictions (please explain) |
| <input type="checkbox"/> Cannot meet packaging requirements | <input type="checkbox"/> Agreements with distributors/dealers do not permit us to sell directly. |
| <input type="checkbox"/> Cannot handle due to present plant loading | <input type="checkbox"/> Other reasons or additional comments (please explain below) |

I / We wish to quote / tender on similar goods / services in future <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Company Official – Signature and Title	Date
This space for City of Richmond Comments	Firm Name	
	Address	
	City	
	Province Postal Code	
	Telephone Number	