



REQUEST FOR PROPOSALS

FOR

CONCEPTUAL DESIGN & STRATEGY FOR CITY  
CENTRE REVITALIZATION & FAIRLEY PARK

RFP #: #2025-106

ISSUED ON: JUNE 27, 2025

CLOSING DATE AND TIME: JULY 22, 2025 AT 2:00PM LOCAL TIME

## Summary, Contents & Instructions:

### **Summary:**

Through this Request for Proposals, the City of Merritt seeks to select a professional consulting organization, experienced in the development of landscape/streetscape; strategies, conceptual plans, designs and associated services; to perform such services for the following two related projects within the City:

- **Project #1:** a City Centre Revitalization & Streetscaping Strategy, focused on a core block around Spirit Square, Quilchena Avenue (between Voght Street & Garcia Street), and the alleyway that sits between Spirit Square and Quilchena Avenue.
- **Project #2:** Upgrades to Fairley Park, located at Quilchena Avenue and Crosby Street.

Only an initial ‘Concept Design & Strategy’ Stage (Stage 1) is approved to proceed for each Project at the current time, however this RFP includes the option for the City to extend the consultant’s contract to future detailed design and construction administration stages, should the Projects be approved to progress further after Stage 1.

The City anticipates executing a contract with the successful Respondent for Phase 1 during early August 2025. Completion of Stage 1 Services, including a final strategy, conceptual plans, and a Class D Cost Estimate is due no later than December 31, 2025. The City has a maximum budget of \$50,000 for all Stage 1 Services across both Projects.

Further details on the project plus the services to be provided by the successful Respondent, are detailed in Part A of this RFP.

### **Contents:**

This Request for Proposals (the “RFP”) is organized into the following parts:

- **Part A: The Services** – full details of the Services required
- **Part B: The RFP Process** – the process for submissions, evaluation and award of the Contract
- **Part C: The Contract** – the Contract the City will enter into with the selected Consultant
- **Part D: Submission Forms** – the details a Respondent should submit in their Proposal

### **Instructions:**

Whenever you see the following symbol and box throughout this document, this box is providing instructions to a Respondent on what this section means and/or what a Respondent must do:

#### *Example:*

	Whenever you see this box throughout the RFP document, the text is providing instructions or information on what this section means and/or what a Respondent must do.
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## Part A: The Services



This Part A provides details on the professional consulting and associated services (collectively referred to herein as the “Services”) that are to be provided by the successful Respondent that is contracted as a result of this RFP (referred to herein as the “Consultant”). Both Projects are currently in the early stages, and therefore the potential Services required have been split into various ‘Stages’, including both ‘Base Services’ and ‘Optional Services’. Optional Services will only proceed as a result of this RFP, at the City’s sole option, and following any approval by City Council to advance further with either Project.

### 1. Background & Overview – City of Merritt & Background to Projects:

Background and details for the City of Merritt and the two Projects are as follows:

#### a. City of Merritt:

Further background on the City of Merritt (the “City”) are available at: [www.merritt.ca](http://www.merritt.ca)

#### b. Background Documents:

The following documents are available on the City’s website and provide background details for the City Centre Revitalization & Streetscaping Project:

- 2008 City Centre Improvement Plan Update: <https://www.merritt.ca/wp-content/uploads/2020/06/City-Centre-Improvement-Plan-Update-2008.pdf>
- 2022 Official Community Plan: [https://www.merritt.ca/wp-content/uploads/2024/10/2336\\_Official-Community-Plan\\_with-Amendments\\_2024\\_SM.pdf](https://www.merritt.ca/wp-content/uploads/2024/10/2336_Official-Community-Plan_with-Amendments_2024_SM.pdf)
- 2024-2026 Strategic Plan: [https://www.merritt.ca/wp-content/uploads/2023/11/STRATEGIC-PLAN-2024-26\\_Nov28-adopted\\_lowres.pdf](https://www.merritt.ca/wp-content/uploads/2023/11/STRATEGIC-PLAN-2024-26_Nov28-adopted_lowres.pdf)
- 2017 Parks, Recreation & Culture Master Plan: [https://www.merritt.ca/wp-content/uploads/2020/02/parks\\_recreation\\_and\\_culture\\_master\\_plan\\_compressed.pdf](https://www.merritt.ca/wp-content/uploads/2020/02/parks_recreation_and_culture_master_plan_compressed.pdf)
- 2015 Wayfinding Signage Strategy: <https://www.merritt.ca/wp-content/uploads/2020/06/2016-Merritt-Final-Wayfinding-Strategy-Report-03.15.2016.pdf>

#### c. Background to Projects:

Both the City Centre Core Block, and Fairley Park, are vital community spaces within the City. These spaces and amenities are enjoyed by residents and visitors alike, and the City seeks to update these spaces to rejuvenate the facilities and create vibrant areas for the public to gather and enjoy the charming small city-feel of Merritt.

All roads go through Merritt, so the City is an ideal stopping point for travellers heading east or west between the lower mainland, Kamloops, the Okanagan and beyond. The updating and revitalization of our public spaces is a key component to drawing those travellers off the highway and into the city, exposing them to our local attractions and the lifestyle that our residents cherish.

The City is also keenly aware of the impacts of climate change and drought in the region, and are looking for innovative design components in our amenities and landscaping to reduce our overall impact on the natural environment, and to provide protection to those enjoying our outdoor spaces.

The desired outcome is to create vibrant city spaces which promote place-making, activates the built environment and encourages residents and visitors to enjoy all that Merritt has to offer.

## 2. Scope of Services Required (the “Services”):

The following section details the requirements and deliverables that the Consultant must meet, at a minimum, in delivering the “Services”:



Base Service vs Optional Services: only the Base Services (Stage 1 –Concept Design & Strategy) are approved to proceed at this time. Those Services listed herein as ‘Optional Services’ are included within this RFP to enable the City to proceed through such Service phases with the same Consultant at its sole discretion, and subject to such further stages of the Project being approved by City Council. For the avoidance of doubt, no Services beyond the ‘Base Services’ are guaranteed to proceed with any Consultant selected from this RFP.

### 2.1. General Services Requirements:

The Consultant will be the Prime Consultant for the Project.

In addition to providing all Services for the Project, the Consultant will also recruit, contract with, and be contractually responsible for the work of the following sub-consultant disciplines as may be required as part of the Services:

- Landscape Architecture
- Public Engagement
- Civil Engineering
- Surveyor

Note: all of the above disciplines may not be required during the Stage 1 Base Services.

### 2.2. Stages of Projects (Base Services vs Optional Services):

The following table summarizes the various stages applicable to both Projects, including potential Optional Service Stages.

Stage #	Services Stages	Type	Required Completion Date	Remuneration Method	Maximum Budget Available
1	Concept Design & Strategy	Base Services	December 31, 2025	Fixed Fee	\$50,000 plus GST for both Projects combine.
2	Preliminary Design, plus Design Development &	Optional Services	To be defined	Time + Expenses	To be defined

	Construction Documents			(to be converted to a mutually agreed Fixed Fee)	
3	Construction Procurement Technical Support only	Optional Services	To be defined	Time + Expenses (provided on an 'if, as, and when required' basis)	To be defined
4	Construction Contract Administration Support	Optional Services	To be defined	Time + Expenses (provided on an 'if, as, and when required' basis)	To be defined

### **2.3. Stage 1 Concept Design & Strategy (Base Services) for Project #1: City Centre Revitalization & Streetscaping Strategy**

The Consultant shall perform the *Stage 1 Concept Design & Strategy (Base Services)* for Project #1 - City Centre Revitalization & Streetscaping Strategy, which shall include the following scope, objectives, and deliverables:

#### **2.3.1 Project Scope & Objectives:**

The City Centre Revitalization and Streetscaping Strategy will create a pedestrian friendly downtown core for events, markets, and local shopping. This Strategy will provide a cohesive and holistic vision for the identified locations for this project and the whole of the downtown in the future. Consideration will be given to the current infrastructure in-place and the character of the city during design of amenities. As this Strategy will set the design standards for future development; forward thinking about climate change and innovation will be necessary. The three locations which comprise this Project are:

- a. **Spirit Square** - when built was imagined as a key event and community gathering hub in the downtown core. This area also includes an older building which is likely to be replaced with a new structure that would have office or gallery space on the main level and 2-3 levels of housing above. Conceptual design for this building will be included in the Services scope.
- b. **Quilchena Avenue** – the block between Voght Street and Garcia Street is home to several local businesses and restaurants. This block needs to be revitalized to attract additional pedestrian traffic through re-imagining the streetscape, including hard and soft landscaping features.
- c. **The alleyway between Spirit Square and Quilchena Avenue** – Spirit Square opens up right into this alleyway which is currently in disrepair and poses safety risks for those in the area. The City would like to see this area become more usable as an extension of Spirit Square and as a pedestrian walkway to draw people to the businesses on Quilchena Avenue.

Exhibit A – City Centre Revitalization Scope Area (10 pages which accompany this RFP) provides further details on the scope area and locations detailed above, including overhead street plans and photographs.

The streetscaping concepts as part of the Services must allow for flexibility for a range of uses such as; festivals, markets, restaurant patios and casual gathering spaces. Recommended materials must provide the longest lifecycle possible and the lowest lifecycle costs, while enhancing the natural environment and conforming with the look and feel of the community. Accessibility and barrier free design should also be considered. Soft landscaping features should include local flora which is fire and drought resistant, reducing the demand for staff maintenance and water consumption.

**2.3.2 Stage 1 Engagements:**

During Stage 1 Services, the Consultant will complete the following engagements at a minimum:

- a. One initial visit on-site to meet with City Staff and to survey the Project locations identified. City staff will arrange additional meetings with specific stakeholders during this visit.
- b. Engagement (as required) with key stakeholders during the preparation phase of the two draft conceptual designs for the Project.
- c. In-person participation in an October 2025 City Open House, to present the two draft conceptual design options and solicit feedback from community members. This visit will also include a focus group meeting with business owners within the designated Project area.
- d. A final presentation to City Council on the final draft of the strategy and conceptual design, plus cost estimates and recommended order of implementation. This will be made to Council for adoption of the plan. This presentation may be completed virtually.

**2.3.3 Stage 1 Deliverables:**

As part of Stage 1, the Consultant will deliver the following:

- a. Two draft conceptual designs for the Project, for use during community engagement and feedback at the Open House engagement.
- b. A finalized conceptual design and strategy document for the Project, which addresses all Stage 1 Objectives and Desired Outcomes; to be presented to City Council for approval. The final conceptual design and strategy will include the following items to illustrate scale and character of the Project area:
  - Site inventory and analysis diagrams,
  - Master plan,
  - Concept designs of key areas,
  - Sections and elevations,
  - Other illustrative sketches or renderings to convey the intent of the design,
  - Design approach and philosophy
- c. A Class D Cost Estimate for the finalized conceptual design, plus recommended order of implementation for construction according to best value for cost.

**2.3.4 Timeline Requirements:**

The Consultant will perform the Stage 1 Services in order to meet the following Required Milestone Dates:

<b>Stage 1 Services Milestone:</b>	<b>Required Milestone Date</b>
Execution of Contract with Consultant:	Assume August 5, 2025
Draft Conceptual Drawings for October Public Open-House Engagement	No later than September 19, 2025
Presentation of Final Concept Design & Strategy to Council	Mid-November 2025
All Stage 1 Services & Deliverables Completed:	No later than December 31, 2025

## **2.4. Stage 1 Concept Design & Strategy (Base Services) for Project #2: Fairley Park Upgrade**

The Consultant shall perform the *Stage 1 Concept Design & Strategy (Base Services)* for Project #2 – Fairley Park Upgrade, which shall include the following scope, objectives, and deliverables:

### 2.4.1 Project Scope & Objectives:

Fairley Park is a small park, which has been identified as a toddler park. The park is named after a local firefighter who died in the line of duty and many of the current amenities were donated by the volunteer firefighter association. It is essential that their contribution be noted when creating a theme for this park. They will also be a key stakeholder to provide input and feedback in the design.

The park backs on to additional greenspace and an active transportation trail. A location for the installation of outdoor adult fitness equipment has been fabricated near the current footprint of the park. The City is interested in increasing the size of the park to take better advantage of the currently unused space and to include additional amenities, while maintaining the safety of a toddler park and increasing functionality for the neighbourhood. The current playground structure needs to be replaced and a structure or structures appropriate for toddlers will be included in the design. There is a permanent washroom facility on-site and a condition assessment will need to be completed as part of the Services, with any necessary work identified in the design and cost estimate. Because of increasing summer temperatures in the city, shade structures will also need to be considered. Other hard and soft landscaping amenities will align with those developed in Project 1 – City Centre Revitalization and Streetscaping Strategy, to develop continuity throughout city facilities.

Exhibit B – Fairley Park Scope Area (3 pages which accompany this RFP) provides further details on the scope area and locations detailed above, including overhead street plans and photographs.

### 2.4.2 Stage 1 Engagements:

During Stage 1 Services, the Consultant will complete the following engagements at a minimum:

- a. One initial visit on-site to meet with City Staff and to survey the Project location. City staff will arrange additional meetings with specific stakeholders during this visit.

- b. Engagement (as required) with key stakeholders during the preparation phase of the two draft conceptual designs for the Project.
- c. In-person participation in an October 2025 City Open House (held at the same time as Project #1 Open House), to present the two draft conceptual design options and solicit feedback from community members.
- d. A final presentation to City Council on the final draft of the conceptual design, plus cost estimates and recommended order of implementation. This will be made to Council for adoption of the plan. This presentation may be completed virtually.

#### 2.4.3 Stage 1 Deliverables:

As part of Stage 1, the Consultant will deliver the following:

- d. Two draft conceptual designs for the Project, for use during community engagement and feedback at the Open House engagement.
- e. A finalized conceptual design document for the Project, which addresses all Stage 1 Objectives and Desired Outcomes; to be presented to City Council for approval. The final conceptual design and strategy will include the following items to illustrate scale and character of the Project area:
  - Site inventory and analysis diagrams,
  - Master plan,
  - Concept designs of key areas,
  - Sections and elevations,
  - Other illustrative sketches or renderings to convey the intent of the design,
  - Design approach and philosophy
- f. A Class D Cost Estimate for the finalized conceptual design, plus recommended order of implementation for construction according to best value for cost.

#### 2.4.4 Timeline Requirements:

The Consultant will perform the Stage 1 Services in order to meet the following Required Milestone Dates:

<b>Stage 1 Services Milestone:</b>	<b>Required Milestone Date</b>
Execution of Contract with Consultant:	Assume August 5, 2025
Draft Conceptual Drawings for October Public Open-House Engagement	No later than September 19, 2025
Presentation of Final Concept Design & Strategy to Council	Mid-November 2025
All Stage 1 Services & Deliverables Completed:	No later than December 31, 2025

**2.5. Optional Services (Both Project #1 & #2) – Preliminary Design, Design Development & Construction Documents:**

Should the City add this Optional Services stage to the Contract for either or both Projects; then the Consultant shall perform the Preliminary Design plus Design Development & Construction Documents services for mutually agreed Project scope areas, which shall include the following desired outcomes and deliverables:

Desired Outcomes:

Upon completion of this stage, the Consultant will deliver a construction ‘tender-ready’ detailed design package of drawings, specifications and an MMCD 2019 format Schedule of Quantities & Prices that addresses the following:

- a. Preliminary and Design Development documents to illustrate the detailed appearance and integration of materials providing a clear idea of what the project will look like in critical areas. Including
  - Site plan,
  - Sections and elevations,
  - Materials, finishes and preliminary colour schemes
  - Outline specifications
- b. Construction documents consisting of drawings and specifications setting forth in detail the requirements of the work to construct the design.
- c. A ‘Schedule of Quantities’ style list of work items and estimated quantities with ‘Class A’ construction cost estimate.

Reviews & Meetings:

During the Preliminary and Detailed Design stages, the Consultant shall meet with City staff at a minimum, for the following:

- Preliminary Design Review
- Detailed Design commencement / start-up.
- 50% design review
- 75% design review
- 90% design review
- Final draft design review, with presentation to City staff.

Final Deliverables:

The Consultant’s final deliverables for the Detailed Design stage shall include the following:

- a. A full ‘Tender-ready’ package of specifications, drawings, and a MMCD 2019 Format Schedule of Quantities & Prices, suitable for the City’s Procurement Agent to issue competitive requests for quotations for the construction of the Project.
- b. CAD files and all other design documentation to be provided to the City.

**2.6. Optional Services (Both Project #1 & #2) – Technical Support to Construction Procurement:**

The City's Procurement Agent shall manage the procurement and contracting of construction services for the Project. Following completion of the Detailed Design Stage Services, the City may at its sole option request the Consultant to provide Technical Support to Construction Procurement services for the Project. These Services will be reimbursed on a 'Time & Expenses' basis, in accordance with the rates for such Optional Services in the Contract. During this stage, the Consultant will be expected to provide the following Services on an 'if, as and when required' basis:

- **Site Meeting:** attend a contractor site meeting for the construction work, where the Consultant Team Lead will provide an overview of the Project construction work and answer any questions.
- **Answers to technical questions:** The Consultant shall provide answers to any technical and/or scope questions received from bidders to the construction contract for the portions of the work which relate to the Consultant's Services.

**2.7. Optional Services (Both Project #1 & #2) – Contract Administration:**

Once the City has executed a final contract for construction of the Project, the City may at its sole option and upon mutual agreement of pricing and terms, add some Contract Administration support optional services to the Consultant's Services for the Project. Such support will be related to technical oversight of the Project construction works, plus related services.

## Part B: The RFP Process



This Part B details the terms and conditions of how this RFP process will be run by the City, and how the Consultant will be selected. Respondents to this RFP must ensure they follow all the terms detailed below. Failure to follow the terms of this Part B may result in a Proposal being rejected.

### 1. Key Details:

#### 1.1. Questions Regarding this RFP:

Any question a Respondent has related to this RFP process must be submitted to the City through the Bids & Tenders System by clicking on the “Submit a Question” button for the specific bid opportunity.

Questions regarding this RFP must not be submitted to the City via any other method. Answers to questions received will be provided either directly to the Respondent or via an addendum to all Respondents, through the Bids & Tenders System. Information obtained from any source other than the City through the Bids & Tenders System is unofficial and must not be relied upon as part of this RFP.

All questions regarding this RFP must be submitted prior to the ‘Deadline for Questions’ detailed under Section 1.2 of this Part B. Questions received after the Deadline for Questions will be addressed if time permits.

The Respondent is solely responsible for seeking any clarification required regarding this RFP, and the City shall not be held responsible for any misunderstanding by the Respondent.

#### 1.2. Timetable:

This RFP process will run to the following timetable. This timetable may be amended at the City’s discretion through the issuance of an addendum to this RFP.

Event:	Date:
Issue Date of this RFP	June 27, 2025
Deadline for Questions	July 11, 2025
Last Day for Issue of Addenda	July 15, 2025
RFP Closing Date and Time:	July 22, 2025 at 2:00PM Local Time
Contract Execution Date (estimated)	August 5, 2025

#### 1.3. N/A

#### 1.4. Submission of Proposals (Location, Date & Time, Format):

Proposals to this RFP should be submitted in accordance with the following:

- **Electronic Submissions Only:** Proposals must be submitted electronically through the online *Bids & Tenders* System of the City’s Purchasing Agent at <https://interiorpurchasing.bidsandtenders.ca>. Proposals sent by Email, paper copy, fax, or other methods will not be accepted.

- **RFP Closing Date and Time:** Electronic Proposals must be completed and confirmed as ‘submitted’, in accordance with the submission requirements of the *Bids & Tenders System* instructions, no later than the RFP Closing Date and Time detailed in section 1.2. The RFP Closing Date and Time shall be determined by the *Bids & Tenders System* web clock. Late submissions are not permitted in the *Bids & Tenders System*.
- **Format:** A Proposal must be submitted in accordance with the *Bids & Tenders System* submission requirements, which will include submitting all of the information required in the forms listed under Part D – Submission Forms, of this RFP.
- **Bids & Tenders System Instructions:**
  - All Respondents shall have a *Bids & Tenders System* ‘Vendor Account’ and shall be registered as a ‘Plan Taker’ for this RFP opportunity, which will enable the Respondent to follow the on-screen instructions to: download the RFP document; receive addenda email notifications; download addenda; and submit a Proposal electronically through the *Bids & Tenders System*.
  - Respondents are cautioned that the timing of their Proposal submission is based on when the Proposal (also referred to in the system as the “Bid”) is received by the *Bids & Tenders System* and not when a Proposal is submitted. Uploading of Proposals can be delayed due to file transfer size, transmission speed and other factors. For this reason, it is recommended that Respondents allow sufficient time to upload their Proposal, including all attachments and other submission details.
  - If any problems are encountered in using the *Bids & Tenders System*, Respondents should contact the *Bids & Tenders Support* team at [support@bidsandtenders.ca](mailto:support@bidsandtenders.ca) at least 24 hours prior to the RFP Closing Date and Time.
  - Once a Proposal is successfully submitted, the *Bids & Tenders System* will send a confirmation email to the Respondent advising that the Proposal was submitted successfully. If this confirmation email is not received, Respondents should contact [support@bidsandtenders.ca](mailto:support@bidsandtenders.ca).
  - Attachments uploaded to the *Bids & Tenders System* should not exceed 20MB in total file size.

The City, including its Purchasing Agent – The Interior Purchasing Office Inc. assumes no responsibility for the receipt of Proposals where the instructions detailed above, or on the *Bids & Tenders System*, have not been complied with by the Respondent.

## 2. Definitions Used in this RFP:



The following are definitions used in this RFP document. Whenever one of the following terms is used with a capitalized first letter, the term shall have the meaning as set out in this section.

- 2.1. “Addenda” or “Addendum” means additional information or amendments to this RFP, issued by the City in accordance with Section 5 of this Part B.
- 2.2. “Bid”, “Bids” or “Tenders” are terms used in the *Bids & Tenders System* and mean either the RFP opportunity within the system, or an aspect of the RFP opportunity, depending on the

context. The use of these terms in no way infer that this RFP is an irrevocable bid or tender process.

- 2.3. “*Bids & Tenders System*” means the online bidding platform of the City’s Purchasing Agent, which all Respondents must register, login and follow in order to submit a Proposal to this RFP. The *Bids & Tenders System* is accessed at <https://interiorpurchasing.bidsandtenders.ca>.
- 2.4. “Consultant” means the successful Respondent to this RFP who enters into a Contract with the City.
- 2.5. “Contract” means a written agreement for the provision of the Base Services that may result from this RFP, executed between the City and the successful Respondent to this RFP.
- 2.6. “City” means the City of Merritt.
- 2.7. “Proposal” means a Proposal submitted by a Respondent in response to this RFP.
- 2.8. “Respondent” means a person or entity that submits a Proposal to this RFP.
- 2.9. “RFP” means this Request For Proposals # 2025-106, including all Parts A to D.
- 2.10. “RFP Closing Date and Time” means the date and time that Proposals to this RFP must be received by in accordance with Section 1.4 of this Part B. The time will be determined by the *Bids & Tenders System* web clock.
- 2.11. “Section” means the numbered section of the referenced part of this RFP.
- 2.12. “Services” means the consulting Base Services which the City seeks to be provided by the Consultant, as outlined in Part A. The Services does not include any work listed as ‘Optional Services’.

### 3. Amendment of a Proposal by Respondent:

A Respondent may amend a Proposal at any time up until the RFP Closing Date and Time. Amendments may be submitted in the same way as the original Proposal, as detailed in Section 1.4 of this Part B.

### 4. Withdrawal of a Proposal by Respondent:

A Respondent may withdraw a Proposal that is already submitted at any time throughout the RFP process, including after the Closing Date and Time. To withdraw a Proposal before the Closing Date and Time, the Respondent should amend the Proposal through the *Bids & Tenders System*. To withdraw a Proposal after the Closing Date and Time, the Respondent should submit a request in writing to: Attn: Cynthia White – CAO, City of Merritt, 2185 Voght St, Merritt, BC. V1K 1B8.

### 5. Addenda Issued by City:

This RFP may only be amended by way of an Addendum issued in accordance with this Section. At any time up until the Closing Date and Time, the City may issue an Addendum in order to amend, clarify, or answer questions to this RFP. Each Addendum will be issued through the RFP opportunity on the *Bids & Tenders System*. Each Addendum will form an integral part of this RFP. Respondents are solely responsible for checking for Addenda up until the Closing Date and Time. If the City deems it necessary to issue an Addendum after the Last Day for Issue of Addenda, as detailed in Section 1.2 of this Part B, then the City may extend the RFP Closing Date and Time in order to provide Respondents with more time to complete their Proposal.

Respondents will be requested to acknowledge any addenda issued through the *Bids & Tenders* System before they can submit a Proposal.

## 6. Evaluation of Proposals & Award of Contract:

The City will conduct the evaluation of Proposals and selection of a successful Respondent in accordance with the process detailed in this Section. Evaluation of Proposals will be by an evaluation committee which may include the City's Purchasing Agent and key City employees. The City's intent is to enter into a Contract with the Respondent who has met all mandatory criteria and minimum scores, and who has the highest overall ranking based on this evaluation process.

### 6.1. Mandatory Criteria:

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration in the evaluation process.

<b>Mandatory Criteria:</b>
The Proposal must be received by the RFP Closing Date and Time, in accordance with the requirements of Section 1.4

### 6.2. Scored Criteria:

Proposals that meet all of the Mandatory Criteria will be further assessed against the following scored criteria.

<b>Scored Criteria</b>	<b>Weighting</b>	<b>Minimum Score (Out of 100)</b>
Total Cost - Fixed Fee For Stage 1 Base Services (based on Appendix A submission)	20%	NA
Suitability of Methodology, Approach and Schedule (based on Appendix B submission)	50%	30
Suitability of Team (based on Appendix C submission)	30%	30
Suitability of Experience & References (based on Appendix D submission)	PASS/FAIL	PASS

Proposals that do not meet the minimum score within a scored criterion will not be evaluated further.

### 6.3. Scoring Method:

The following method will be used to score the scored criteria:

- **Total Cost:** Total Cost will be scored relative to other Respondents' Total Cost using the following formula:
  - $(\text{Lowest Total Cost} \div \text{Respondent's Total Cost} \times 100) \times \text{Weighting} = \text{Weighted Score}$
  - 'Total Cost' shall be the Fixed Fee for the Stage 1 Base Services, as defined in the Appendix A – Pricing Form.
- **Other Criteria:** All other criterion (except Total Cost) will be scored by the evaluation committee out of 100, which will then be multiplied by the Weighting factor to provide a weighted score. Scoring out of 100 will be completed in accordance with the Scoring Method shown in each Submission Form of Part D.

#### 6.4. Clarifications & Remedy Period:

Notwithstanding the requirements for mandatory criteria and scored criteria detailed in this Section 6, the City will allow the following remedies and clarifications at its sole discretion:

- Remedy for missing submission requirements: If the City finds that a Proposal fails to meet all of the submission requirements required of this RFP, then the City may provide written notification to a Respondent which identifies the requirements not met and provides the Respondent with 48 hours to remedy and supply the requirements. The 48 hours shall commence upon notification by the City to the Respondent. This option to remedy missing requirements shall not apply to Proposals not received by the RFP Closing Date and Time.
- Clarification of Proposals: During evaluation of the scored criteria, the City may at its sole option, request further details or clarification from the Respondent and/or third parties, on aspects of a Proposal by way of a written request for clarification. The written request shall clearly state the required clarification and time limit to supply the information requested. Following receipt of the clarification information, the City may use this information to reassess and/or re-score the Proposal according to the scored criteria.

#### 6.5. Ranking of Respondents:

Following completion of the evaluation against the scored criteria, the weighted scores for each Proposal will be added together, and Proposals will be ranked according to their total weighted scores. The Respondent with the highest-ranked Proposal will be invited to conclude a Contract with the City. In the event that two or more Proposals have an equal total weighted-scored, then the Respondent with the Lowest Total Cost will be invited to enter into a Contract with the City.

#### 6.6. Conclusion and Execution of a Contract

Neither the City nor any Respondent will be legally bound to provide or purchase the Services until the execution of a written Contract. Following an invitation to a Respondent, by the City, to conclude a Contract, it is expected that the City and that Respondent would enter into discussions which may include, among other things:

- Discussion on Time-Based Rates and/or Expenses & Disbursements Fees for potential Optional Services, should the City find that the Respondent's Proposal is not in line with market rates (in the City's sole opinion).
- Clarification or amendment to the scope of service, plus any resulting price adjustments, based on items submitted in the Proposal.
- Agreement on the Contract terms and conditions (per instructions in Part C).

The City would seek to execute a Contract within 5 working days of issuing an invitation to the Respondent to conclude a Contract. If the City and Respondent do not, for any reason, execute a Contract within this time-period, the City may discontinue the process with that Respondent and invite the Respondent with the next-highest-ranked Proposal to conclude a Contract. The

City may then continue this process until a Contract is executed, or there are no further Respondents, or the City otherwise elects to cancel the RFP process entirely. For clarity, the City may discontinue discussions with a Respondent if at any time the City is of the view that it will not be able to conclude a Contract with that Respondent.

## 7. Other Terms & Conditions of this RFP Process:

The following terms and conditions shall also apply to this RFP:

### 7.1. Proposals in English:

All Proposals are to be in the English language only.

### 7.2. Proposals to Contain All Content in Prescribed Forms:

All information that Respondents wish to be evaluated must be contained within the submitted Proposal. Proposals should not reference external content in other documents or websites. The City may not consider any information which is not submitted within the Proposal.

### 7.3. References and Experience:

In evaluating a Respondent's experience, as per the scored criteria, the City may consider information provided by the Respondent's clients on the projects submitted in the Proposal, and may also consider the City's own experience with the Respondent. The City is not obligated to contact any project references during the RFP evaluation.

### 7.4. RFP Scope of Work is an Estimate Only:

While the City has made every effort to ensure the accuracy of the Services described in this RFP, the City makes no guarantees as to the accuracy of the information provided. Any quantities or measurements provided are estimates only and are provided to describe the general nature and scale of the Services. Respondents must obtain all information they deem necessary, including verification of quantities or measurements in order to complete a Proposal.

### 7.5. Respondent's Expenses:

Respondents are solely responsible for their own expenses in participating in this RFP process, including costs in preparing a Proposal and for subsequent finalizations of an agreement with the City, if required. The City will not be liable to any Respondent for any claims, whether for costs, expenses, damages or losses incurred by the Respondent in preparing its Proposal, loss of anticipated profit in connection with any final Contract, or any matter whatsoever.

### 7.6. Retention of Proposals and FOIPPA:

All Proposals submitted to the City will not be returned and will be retained in accordance with the Freedom of Information and Protection of Privacy Act ("FOIPPA"). Respondents should note that in accordance with the provisions of FOIPPA, certain details of this RFP and any executed Contract may be made public, including the Consultant's Name and total Contract price. Respondents should identify with their Proposal any information which is supplied in confidence, however, Respondents should be aware of and review the City's

obligations under FOIPPA and the City's limited ability to refuse to disclose third party information pursuant to FOIPPA.

**7.7. Notification and Feedback to Unsuccessful Respondents:**

At any time up until or after the execution of a written Contract with the Contractor, the City may notify unsuccessful Respondents in writing through the *Bids & Tenders* System that they have not been selected to conclude a Contract. Unsuccessful Respondents may then request a feedback email or telephone call with a City representative in order to obtain feedback on how their Proposal faired in the evaluation. Such requests for feedback must be made within 30 days of notification of the RFP results to the unsuccessful Respondent. Details of feedback provided will be at the City's sole discretion in order to protect the confidentiality of other Respondents and the City's commercial interest.

**7.8. Conflict of Interest:**

All Respondents must disclose an actual or potential conflict of interest, by answering the questions related to Conflict of Interest that are requested of Respondents by the *Bids & Tenders* System when submitting a Proposal. The City may, at its sole discretion, disqualify any Respondent from this RFP process, if it determines that the Respondent's conduct, situation, relationship (including relationships of the Respondent's employees and City employees directly involved in the RFP evaluation or contract conclusion) create or could be perceived to create a conflict of interest.

The City may rescind or terminate a Contract entered into if it subsequently determines that the Respondent failed to declare an actual or potential conflict of interest during this RFP process.

**7.9. Confidentiality:**

All information provided to Respondents by the City as part of this RFP process is the sole property of the City and must not be disclosed further without the written permission of the City.

**7.10. No Contract A and No Claims:**

This RFP process is not intended to create and no contractual obligations whatsoever (including what is commonly referred to as 'Contract A') shall arise between the City and any Respondent upon the submission of a Proposal in response to this RFP. For extra clarity, both the Respondent and the City are free to cancel their participation in this RFP process at any time up until the execution of a written Contract for the Services.

Without limiting the above paragraph, no Respondent shall have any claim whatsoever against the City for any damage or other loss resulting from a Respondent's participation in this RFP, including where the City does not comply with any aspect of this RFP and including any claim for loss of profits or Proposal preparation costs should the City not execute a Contract with the Respondent for any reason whatsoever.

**7.11. Right to Cancel RFP:**

Although the City fully intends to conclude a Contract as a result of this RFP, the City may at its sole discretion, cancel or amend this RFP process at any time without any liability to any Respondent.

**7.12. Governing Law and Trade Agreements:**

This RFP is governed by the laws of the Province of British Columbia and any other agreements which exist between the Province of British Columbia and other jurisdictions.

## Part C: The Contract



No Contract terms and conditions are included in this Part C. Following selection of the highest-ranked Proposal, the City and the Respondent shall seek to mutually agree the terms of contract based on the City's standard terms and conditions for Professional Consulting Services.

## Part D: Submission Forms



This Part D contains forms detailing the information that should be submitted with the Proposal, as detailed in Part B.

### Part D Contents:

This Part D contains the following forms:

- Appendix A – Pricing Form
- Appendix B – Methodology, Approach & Schedule Form
- Appendix C – Team Form
- Appendix D – Experience & References Form

## APPENDIX A – PRICING FORM

	<p>Proposals must include the accompanying Microsoft Excel or PDF version of this Appendix A – Pricing Form, with all pricing tables completed. No changes to the pricing tables or terms shall be made, except for completing the requested pricing information in the spaces provided.</p> <p>The completed MS Excel or PDF version of this Appendix A – Pricing Form must be uploaded with the Proposal as prompted by the ‘Document Upload’ instructions in the <i>Bids &amp; Tenders</i> System.</p> <p>Respondents are reminded that the Total Fixed Fee for all Stage 1 Base Services must not exceed the City’s Maximum Budget of \$50,000 plus GST for both Projects combined.</p> <p><u>Scoring Method:</u> The pricing submitted under this form will be evaluated using the Scoring Method detailed in Part B of this RFP.</p>
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### 1. Pricing Basis:

Pricing entered into the table of section 2 below, shall be on the following basis:

- a. All Prices are in Canadian funds, are inclusive of all applicable duties and taxes including the PST, but not the GST which shall be itemized separately where indicated.
- b. Fixed Fees are all-inclusive and shall include for all labour, materials, supplies, travel to/from the Project Site and City of Merritt Municipal Office for in-person meetings, expenses, disbursements, overheads, profit, insurance, and all other costs and fees necessary to deliver the Base Services outlined in Part A.

### 2. Stage 1 Base Services Fixed Fee:

For performance of the Stage 1 Base Services (Concept Design & Strategy) for both Projects #1 and #2, as detailed in Part A, remuneration to the Consultant shall be as follows:

#	SERVICES ITEM	FIXED FEE
1	All Stage 1 Concept Design & Strategy Services for Project #1 - City Centre Revitalization & Streetscaping Strategy	\$
2	All Stage 1 Concept Design & Strategy Services for Project #2 – Fairley Park Upgrades	\$
3	Any Other Costs (specify if any):	\$
4	<b>TOTAL FIXED FEE (SUM OF ALL ROWS ABOVE):</b>	\$
5		GST: \$

### 3. Optional Services Time & Expenses Unit Rates:



As Part of the Appendix A Pricing Form Submission, Respondents are required to provide Time-Based rates, plus expenses/disbursement fees that would apply to any Optional Services (as detailed in Part A). It is preferred that such Optional Services remuneration rates are provided in the formats of sections a) and b) herein.

**a) Hourly Rates:** Hourly Rates entered below shall be on the following basis:

- All rates exclude GST
- Hourly Rates include for labour, benefits, insurance, and all other overhead costs applicable to the team member position.

Team Member Position	Team Member Name	Rate Per Hour (2025 & 2026) (excl. GST)
Lead Consultant		
Lead Landscape Architect		
Landscape Technician / Designer		
Engagement Lead		
<i>Respondent to specify</i>		
<i>Respondent to specify</i>		

**b) Expenses & Disbursements % Fee:**

For expenses and disbursements incurred by the Consultant during the Optional Services, the Consultant shall be compensated an 'Expenses & Disbursements Fee' as follows:

<see next page>

Expense & Disbursement Type	Remuneration Basis / Expenses & Disbursements % Fee
<p>For all Consultant expenses and disbursements, including the following:</p> <p><u>A) reproduction graphic services including:</u></p> <ol style="list-style-type: none"> <li>1. Small format (ledger sized sheet or smaller) colour or black and white photocopying of original hard copies or printing of digital files.</li> <li>2. Large format (greater than ledger sized sheet) colour or black and white photocopying of original hard copies or printing of digital files.</li> <li>3. Scanning original hard copies to create digital files.</li> <li>4. Printing and binding of reports and specifications.</li> <li>5. Printing and binding of construction drawings.</li> </ol> <p><u>B) Special reproduction graphic services, including:</u></p> <ol style="list-style-type: none"> <li>1. High-quality colour or black and white printing of digital files.</li> <li>2. Mounting or framing of prints.</li> <li>3. Production of marketing or presentation materials.</li> </ol> <p><u>C) Delivery costs, including:</u></p> <ol style="list-style-type: none"> <li>1. Couriers</li> <li>2. Registered or express mail</li> <li>3. Postage</li> </ol> <p><u>D) Communications charges including:</u></p> <ol style="list-style-type: none"> <li>1. Long distance telephone and facsimile charges</li> <li>2. Internet services</li> <li>3. Video and teleconference services</li> <li>4. Collaborative project-specific internet sites</li> <li>5. Project web camera</li> <li>6. Cell phone charges</li> </ol> <p><u>E) Internet based services</u></p> <ol style="list-style-type: none"> <li>1. Virtual storage</li> <li>2. FTP site</li> <li>3. Project management file sharing service</li> </ol> <p><u>F) All Travel to the Project Site (regardless of Consultant Team Member's Office/Home Location), including:</u></p> <ol style="list-style-type: none"> <li>1. Taxis</li> <li>2. Use of personal vehicles</li> <li>3. Automobile rental</li> <li>4. Parking</li> <li>5. Flights and Hotel Accommodation, if required</li> </ol>	<p>Items A to F all covered by a per invoice 'Expenses &amp; Disbursements Fee' of _____ % of Total Charges for Hourly Rates billed on invoice.</p>

#### 4. Payment Terms:

The Consultant shall be paid as follows:

- For Stage 1 Services: the Consultant may submit an invoice for payment of the Fixed Fee for each Project as per the following milestones:
  - 30% of the Fixed Fee following completion of two conceptual designs for public engagement, and submission to the City.
  - 20% of the Fixed Fee following finalization of conceptual design, and submission to the City.
  - Final 50% of the Fixed Fee following completion of all Service deliverables for Stage 1 Services, and submission to the City.
- For Optional Services: the Consultant shall submit an invoice each calendar month for the hours completed plus expenses & disbursements % fee incurred during the prior month.
- The City may, at its sole discretion withhold payment for any Services not performed in accordance with the Contract. The City shall pay all undisputed portions of invoices within 30 calendar days of receipt of invoice.

## APPENDIX B – METHODOLOGY, APPROACH & SCHEDULE FORM



Proposals must include, in a format of your choice, the details requested in this Appendix B – Methodology, Approach & Schedule Form.

This section of your Proposal must be labelled as “Appendix B – Methodology, Approach & Schedule Form” and must be uploaded with the Proposal as prompted by the ‘Document Upload’ instructions in the *Bids & Tenders* System.

### Scoring Method:

Suitability of methodology, approach, and schedule will be scored in accordance with the following scoring table, considering the specific items listed under sections 1 and 2.

Score	Description
100	<b>Exceeds Expectations:</b> Methodology, Approach & Schedule exceeds all expectations in addressing the specific items listed. Excellent probability of project success.
90	
80	<b>Somewhat Exceeds Expectations:</b> Methodology, Approach & Schedule somewhat exceeds expectations in addressing the specific items listed. High probability of project success.
70	
60	<b>Slightly Exceeds Expectations:</b> Methodology, Approach & Schedule slightly exceeds expectations in addressing the specific items listed. Good probability of project success.
50	<b>Meets Expectations:</b> Methodology, Approach & Schedule meets expectations. Nothing more, nothing less
40	<b>Slightly Below Expectations:</b> Methodology, Approach & Schedule is slightly below expectations in addressing the specific items listed. Fair probability of project success.
30	
20	<b>Does Not Meet Expectations:</b> Methodology, Approach & Schedule does not meet expectations in addressing the specific items listed. Low probability of project success.
10	
0	<b>Incomplete:</b> Methodology, Approach & Schedule is incomplete or demonstrates a misunderstanding in addressing the specific items listed. No probability of project success.

### 1. Methodology and Approach for the Services:

Please provide, in a format of your choosing, the following details regarding your proposed methodology and approach to deliver the Stage 1 Base Services detailed in Part A, for both Project #1 (City Centre Revitalization & Streetscaping Strategy) and Project #2 (Fairley Park Upgrades):

- a) **Company Profile & Expertise:** Provide an overview of your organization, including your organization’s relevant experience and expertise in delivering strategies and conceptual designs for revitalization of similar urban and park areas in British Columbia.
- b) **Methodology:** Provide your proposed methodology to deliver the Stage 1 Base Services as detailed in Part A. This methodology must include the following for both Projects:
  - i. A description of the approach, key tasks and activities to be undertaken.
  - ii. Detail on the number and type (where in-person or via another format) of meetings / interviews / engagement sessions you will include in the Services.
- c) **Stakeholder Engagement Plan:** provide details on your engagement plan and approach, to meet the public and business engagement requirements and objectives for the Stage 1 Base Services.
- d) **Service Enhancements:** List any proposed enhancements to the Services, that you propose to provide for the Stage 1 Fixed Fee quoted in Appendix A; that you feel will provide particular benefit for the City regarding the Service objectives.

e) **Tasks and Fees Breakdown:** Provide a 'Tasks & Fees Breakdown Schedule', (separately for each of Project #1 and Project #2) which details the following that has been included for in the Fixed Fee for the Stage 1 Base Services for each Project (as proposed in Appendix A Pricing Form).:

- the total number of hours you propose to work in delivering the Stage 1 Base Services.
- a breakdown of sub-tasks showing hours to be worked per task for each team member.
- Detail of allowances for expenses and disbursements. This should identify allowances for all required travel to/from in-person meetings.

Note: this breakdown is for the purposes of understanding the approach and level of effort included in the proposed methodology, and shall not be used as the basis of remuneration.

## 2. Schedule for the Services:

For each of Project #1 and Project #2; provide a detailed timeline/schedule that you propose to complete the Stage 1 Base Services to, in a gantt chart format, showing sequence by activity/phase and how the required Service 'Required Milestone Dates' (as detailed in Part A) will be met.

## APPENDIX C – TEAM FORM



Proposals must include, in a format of your choice, the details requested in this Appendix C – Team Form.

This section of your Proposal must be labelled as “Appendix C – Team Form” and must be uploaded with the Proposal as prompted by the ‘Document Upload’ instructions in the *Bids & Tenders System*.

### Scoring Method:

Suitability of team will be scored in accordance with the following scoring table, considering the specific items listed under sections 1 and 2.

Score	Description
100	<b>Exceeds Expectations:</b> Overall, the proposed Core Team is suitable and the Core Team members have experience and expertise performing the positions which greatly exceeds expectations. All of the team skills/experience preferences are met by this proposed Core Team.
90	
80	<b>Somewhat Exceeds Expectations:</b> Overall, the proposed Core Team is suitable and the Core Team members have experience and expertise performing the positions which somewhat exceeds expectations. Many of the team skills/experience preferences are met by this proposed Core Team.
70	
60	<b>Slightly Exceeds Expectations:</b> Overall, the proposed Core Team is suitable and the Core Team members have experience and expertise performing the positions which slightly exceeds expectations. Some of the team skills/experience preferences are met by this proposed Core Team.
50	<b>Meets Expectations:</b> Overall, the proposed Core Team is suitable and the Core Team members have experience performing the positions which meets expectations. Nothing more, nothing less. Some of the team skills/experience preferences are met by this proposed Core Team.
40	<b>Slightly Below Expectations:</b> Overall, the proposed Core Team is suitable but the Core Team members have experience performing the positions which is slightly below expectations. Few of the team skills/experience preferences are met by this proposed Core Team.
30	
20	<b>Does Not Meet Expectations:</b> Overall, the proposed Core Team is not suitable and/or the Core Team members have experience performing the positions which does not meet expectations. None of the team skills/experience preferences are met by this proposed Core Team.
10	
0	<b>Incomplete:</b> Core Team members information is incomplete or demonstrates a misunderstanding of the requirements.

### 1. Core Team Members:

Please provide, in a format similar to the table below, the following details for the Core Team of individuals that will provide the Services from your organization and Sub-Consultants (if applicable).

Note: the City seeks a consistent Core Team throughout the Base Services. The Core Team named below cannot be changed during the Base Services, except for reasons beyond the control of the Core Team (e.g. termination of employment, sickness).

The following are the City’s preferences for experience of individuals for each Core Team Position:

- **Lead Consultant:** Experienced in project management for urban landscape design projects of a similar size and scale as the Services. Experienced in leading engagement with elected officials and the general public for such projects.
- **Lead Landscape Architect:** should be BCSLA Member in good-standing, minimum 5 years experience in landscape design. Experienced in leading urban streetscape revitalization projects of a similar nature and scale to the Project.
- **Landscape Design Technician:** minimum 1 year experience

Core Team Position:	Name: (name only one person for each position)	List All Relevant Certifications/Professional Designations	Is this Person a Direct Employee of the Respondent? (YES/NO)	Normal Office Location (City, Province):
Lead Consultant (may be same individual performing other Core Team positions)				
Lead Landscape Architect				
Landscape Technician / Designer				
Engagement Lead (may be same individual performing other Core Team positions)				
Other Core Team Members (specify if any)				

## 2. Team Member Resumes:

Please provide a resumé or overview of relevant educations/skills/experience for each Core Team Member as detailed in section 1. This should specifically identify all educations/skills/experience relevant to the Services, and demonstrate the skills/experience preferred by the District (as listed in section 1). Where a skill/experience is not demonstrated in the resumé, it shall be assumed that the individual does not possess this skill/experience.

## APPENDIX D – EXPERIENCE & REFERENCES FORM



Proposals must include, in the format prescribed herein, the details requested in this Appendix D – Experience & References Form.

This section of your Proposal must be labelled as “Appendix D – Experience & References Form” and must be uploaded with the Proposal as prompted by the ‘Document Upload’ instructions in the *Bids & Tenders* System.

Scoring Method:

- Suitability of the Respondent’s Experience & References Form submission in addressing the items listed in sections 1 will be scored in accordance with the following table:

Score	Description:
PASS	The Proposal demonstrates TWO Project References which meet all criteria a) to e) as specified in Section 1 of this Appendix.
FAIL	The Proposal does not meet the ‘PASS’ criteria stated above.

Note:

The purpose of this Appendix is to evaluate the Respondent’s experience in managing and delivering similar Services. Where the term “Respondent” is used, it means the exact same legal entity that submits the Proposal to this RFP (named under ‘Company Name’ in the Bids&Tenders System) and is proposed to be the ‘Consultant’. If a Proposal contains Project References in this Appendix for projects that were delivered by other legal entities (e.g. projects delivered by individuals while working for a previous employer/entity), then the Project Reference will be deemed as not meeting the criteria.

### 1. Project References:

Using all of the fields in the tables provided, provide details on TWO Projects the Respondent has performed in the past which each meet **all** of the criteria a) to e) listed below.

- a) the Respondent was the lead consultant on the Project, which contracted directly with the Client for delivery of design services.
- b) The primary objective of the Project was to develop designs and plans for the revitalization of an urban streetscape within Canada, for at least one city block.
- c) The Project involved the Respondent delivering all of the following:
  - i. Conceptual designs.
  - ii. Cost estimates for the conceptual designs, to at least a ‘Class D’ level.
  - iii. Engagement with the public on conceptual designs.
- d) The Project included the services of a registered Landscape Architect.
- e) The Project Client does not have any documented and verified negative experience with the services of the Respondent on the Project.

**Project Reference #1:**

-	Project Name & Brief Description (the "Project"): (NAME ONE PROJECT PER REFERENCE ONLY)	
-	Client Organization Name & Address:	
a)	Was the Respondent the lead consultant on the Project, which contracted directly with the Client for delivery of design services? (YES/NO)	
b)	Was the primary objective of the Project to develop designs and plans for the revitalization of an urban streetscape within Canada, for at least one city block? (YES/NO)	
c)	Did the Project involve the Respondent delivering all of the following; i. Conceptual designs ii. Cost estimates for the conceptual designs iii. Engagement with the public on conceptual designs? (Confirm YES/NO for i., ii, and iii.)	i. ii. iii.
d)	Did the Project include the services of a registered Landscape Architect? (YES/NO)	
e)	Client Reference Contact Name & Tel:	

**Project Reference #2:**

-	Project Name & Brief Description (the "Project"): (NAME ONE PROJECT PER REFERENCE ONLY)	
-	Client Organization Name & Address:	
a)	Was the Respondent the lead consultant on the Project, which contracted directly with the Client for delivery of design services? (YES/NO)	
b)	Was the primary objective of the Project to develop designs and plans for the revitalization of an urban streetscape within Canada, for at least one city block? (YES/NO)	
c)	Did the Project involve the Respondent delivering all of the following; i. Conceptual designs ii. Cost estimates for the conceptual designs iii. Engagement with the public on conceptual designs? (Confirm YES/NO for i., ii, and iii.)	i. ii. iii.
d)	Did the Project include the services of a registered Landscape Architect? (YES/NO)	
e)	Client Reference Contact Name & Tel:	