Request for Proposals (RFP)
Smithers Regional Airport Terminal Expansion Project
Phase 1 - Concept Development and Design

PURPOSE:

The Town of Smithers is seeking a professional engineering/architectural consulting firm to complete Phase I of the Smithers Regional Airport Terminal Expansion project.

BACKGROUND:

The Smithers Regional Airport is located in the Bulkley Valley of Northwest British Columbia 5 km outside the picturesque Town of Smithers. The Airport is owned by the Town of Smithers and is part of a regional air system with scheduled commercial passenger and charter flights that service the local community and surrounding population of approximately 20,000.

In recent years there have been a number of improvements to the Airport. This includes an expanded airport runway (2008), completion of an Airport Business and Land Use Plan (2009) and rezoning of 53.5 hectares of airport land to allow for airport-related development (2012). With the existing airport terminal at capacity, the expansion of the terminal building is an opportunity to build on this development activity.

The terminal building is located immediately adjacent to the flight services station and airside apron. The terminal is easily accessible from Yellowhead Highway 16 via a public service road. The terminal building was constructed in 1967 with an addition built in 1978. In 2010 approximately 65,000 passengers traveled through the airport terminal.

There are a number of challenges with the existing terminal building with regards to its size, capacity, building efficiency, overall functionality and aesthetics. Of immediate concern is:

1. Lack of public washrooms in the security holding room;
2. Congestion in the security screening area;
3. Congestion in the security holding room;
4. Congestion in the luggage area.
RFP: Smithers Regional Airport Terminal Expansion Project

A consulting firm is required to determine the best approach to address the immediately required renovation/expansion options as well as long term Airport terminal replacement.

PROJECT DESCRIPTION & SCOPE:

The Smithers Regional Airport Terminal Expansion project consists of the following activities:

1. Building Assessment - to determine the suitability of expanding the existing terminal building versus building a new facility. Specifically:
   a) Work closely with the Airport Manager and Town staff to compile the necessary background information.
   b) Evaluate the condition of the existing terminal (structural, mechanical, electrical and communications).
   c) Provide a cost benefit analysis of retaining the existing structure and adding to it, versus the cost of building a new terminal.
   d) Provide a building assessment report that summarizes the above findings.

2. Site & Space Analysis - to identify site and building space deficiencies, needs, areas for improved service delivery, safety and functionality. Specifically:
   a) Consult with user groups, airport administration, Town staff and Council.
   b) Conduct a site analysis, including drop-off/pick-up areas, traffic flow and pedestrian accessibility.
   c) Prepare an analysis of space needs to determine the optimum size and features of a new or expanded terminal, including both short term and long term projected space needs.
   d) Provide an analysis report that summarizes the above findings.

3. Concept Development – to develop a conceptual design for a new or expanded facility. Specifically:
   a) Prepare concept options, including a site plan, floor plan and elevation drawings for review with the Town of Smithers senior management team and Town Council. This includes providing both immediate and long term solutions for the identified deficiencies of the lack of washrooms in the security holding room and congestion in the luggage area, security screening area and holding room.
   b) Prepare a final concept with associated cost estimates and phasing plan.
   c) Provide a report that summarizes the final conceptual design.
4. *Construction Drawings* - to address immediate Airport terminal deficiencies. Specifically:

a) Provide an itemized list of recommendations to address the identified deficiencies based on areas of highest to lowest need utilizing cost effective measures.

b) Prepare detailed design drawings and tender-ready construction documents to address terminal deficiencies identified as highest priority.

c) Provide a report that summarizes the detailed design drawings.

Special consideration should be given to incorporating cost effective sustainable design solutions and meeting a high standard of energy efficiency. In addition, utilizing, where possible, locally sourced building materials and expertise. The final design should also reflect the unique history and flavour of the Bulkley Valley as well as be a welcoming point of arrival and departure for travelers, tenants and staff.

**DELIVERABLES:**

At a minimum, the following deliverables are required:

1. Final report that includes a summary of the building assessment, site and space analysis, final concept and cost estimates.

2. Presentation display boards of the final concept, including the site plan, floor plan and elevation drawings.

3. Design drawings and specifications for the identified deficiency areas that may be used as construction documents for the tendering process.

4. Three (3) paper copies of all reports and drawings and one (1) digital copy in PDF format.

**TIMELINE:**

The proposed project timeline is as follows:

<table>
<thead>
<tr>
<th>Consultant RFP proposals received</th>
<th>Sept. 18, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract awarded by Council</td>
<td>Oct. 9, 2012</td>
</tr>
<tr>
<td>Building analysis completed</td>
<td>Dec. 31, 2012</td>
</tr>
<tr>
<td>Site &amp; space analysis completed</td>
<td>Feb. 15, 2013</td>
</tr>
<tr>
<td>Final concept completed</td>
<td>March 8, 2013</td>
</tr>
<tr>
<td>Construction drawings completed</td>
<td>April 19, 2013</td>
</tr>
<tr>
<td>Final report submitted</td>
<td>May 17, 2013</td>
</tr>
</tbody>
</table>
PRE-SUBMISSION MEETING:

A pre-submission meeting will be held to review the project and visit the site. The meeting will be held at 11:00 am Wednesday August 15th, 2012 at the Smithers Regional Airport located at suite 1, 6421 Airport Rd. Smithers, BC. Proponents are encouraged to attend the pre-submission meeting but if not attending, proposals will still be accepted.

SUBMISSION CONTENTS:

- Firm name and contact information.
- Key team member resumes/qualifications. Work must be completed by, or under the supervision of professional registered architects with the Architectural Institute of British Columbia and professional engineers registered with the Association of P. Eng’s and Geoscientists of BC.
- Summary of project understanding, methodology and tasks, including a communication and consultation plan and timelines.
- Samples of similar types of work completed.
- Minimum of three contacts that may be used as references.
- 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.
- Itemized fee estimate to complete each phase of the project as outlined above, including sub-consultant fees, travel costs and disbursements (excluding HST).

EVALUATION

Proposals will be evaluated to determine the best value offered to the Town of Smithers and the Smithers Regional Airport based on the following criteria:

- Quality and clarity of proposal – thorough, clear approach that demonstrates a clear understanding of project objectives, desired outcome and vision.
- Project methodology – appropriate processes for tasks outlined, including a communication and consultation plan.
- Ability to adhere to stated project timeline.
- Corporate profile – financial viability, quality assurance, relevant corporate references, delivery of successful projects of similar size and nature in the past.
- Team composition – consultants have appropriate qualifications.
- Total fees estimated to perform the requested work.
SUBMISSIONS:

Proposals will be received up until **4:00 pm on Tuesday, September 18th, 2012.** Please submit five (5) copies and one (1) electronic copy of the proposal in a sealed envelope marked “Proposal for the Smithers Regional Airport Terminal Expansion Project - Phase 1- Concept Development and Design” addressed to:

Rob Blackburn, Airport Manager  
Town of Smithers  
Box 879, Smithers, BC V0J 2N0

Electronic submissions will not be accepted. Contents of the submission must include as a minimum the requirements detailed in this Request for Proposals.

For information about the Airport please contact:

Rob Blackburn, Airport Manager  
Ph: (250) 847-3664  
rblackburn@smithers.ca

For technical enquiries please contact:

Mark Allen, P. Eng, Director of Development Services  
Ph: (250) 847-1600  
mallen@smithers.ca

All proposals will become the property of the Town of Smithers. All proposals are confidential and will be so treated.

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.

The Town of Smithers reserves the right to waive informalities in or reject any or all proposals, or to accept the proposal deemed most favourable in the interest of the Town. The lowest cost of any proposal may not necessarily be accepted. The Town’s purchasing policy shall apply.

**Background Documents:**

1. Smithers Regional Airport Business and Land Use Plan  
2. Airport Terminal Building Floor Plans  
3. Airport Terminal Site Plan