

## ATTACHMENT No. 1

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### FORT YORK VISITOR CENTRE DESIGN COMPETITION COMPETITION PROCESS

Stage	Task
Project Start-Up and Competition Development	<ul style="list-style-type: none"><li>▪ Develop competition process, work plan and schedule</li><li>▪ Report to council – identification of funding and summary of competition process</li><li>▪ Establish Fort York Visitor Centre Steering Committee</li><li>▪ Retain professional advisor</li><li>▪ Prepare request for expression of interest (EOI) document and competition brief (professional advisor)</li></ul>
Stage I – Expression of Interest	<ul style="list-style-type: none"><li>▪ Launch design competition</li><li>▪ Release EOI document</li><li>▪ Review and evaluate Stage I submissions – jury, Steering Committee and technical advisory team</li><li>▪ Announce finalists</li></ul>
Stage II – Design Competition	<ul style="list-style-type: none"><li>▪ Release competition brief (RFP) to finalists</li><li>▪ Review and evaluate Stage II submissions – jury, Steering Committee, and technical advisory team</li><li>▪ Organize public exhibition and presentation of submissions</li><li>▪ Announcement of winner</li></ul>

The design competition for the Fort York Visitor Centre will be structured as an international, limited two-stage process. Eligibility to compete in this competition will only be open to firms or teams who meet the criteria as set out in the Expression of Interest document.

#### Competition Start-Up

**Establish steering committee** - A Fort York Visitor Centre Steering Committee (FYVCSC) will be established to provide input, advice and recommendations to the City on the competition process, design and implementation process, building design issues, and other matters submitted to the Committee for consideration. Membership composition will ensure that key stakeholders are represented.

**Retain a professional advisor** - A Professional Advisor will be retained (either with an honorarium, or through an RFP) prior to the release of the call for Expressions of Interest stage of the competition. The Professional Advisor will be responsible for preparing and finalizing the Competition Brief and administering the competition process.

**Prepare Expression of Interest document & competition brief** - The Expression of Interest and Competition Brief will include detailed information about the two-stage process and schedule; submission requirements for Stage I Design and Experience Statements; design submission requirements for Stage II; roles and responsibilities of the Professional Advisor, Fort York Visitor Centre Steering Committee, Stage I Evaluation Committee and Stage II Technical Evaluation Team; and the selection committee/jury composition, responsibilities and adjudication procedures.

#### Stage I Expression of Interest

The Fort York Visitor Centre Design Competition will follow a two-stage, juried process:

**Release Expression of Interest document** - eligible professionals with a reputation for excellence in design and implementation of public buildings, will be invited to submit a proposal for the Fort York Visitor Centre. Each team's proposal will include a Design Statement, identifying the key design issues and describing a design vision and philosophy for the Visitor Centre, as well as an Experience Statement, identifying the design team members and their respective qualifications and responsibilities as well as relevant projects completed by the design team.

**Evaluate submissions** – The evaluation committee will consist of appropriate City staff, professional advisor and jury members. The committee will evaluate, score and rank the submissions based on predetermined criteria, to establish which teams will proceed to compete in Stage II of the competition. A short list of no less than three and no more than five teams with the highest scores will be prepared, and each of the short-listed design teams will receive an honorarium (value to be determined with the assistance of the Professional Advisor) to prepare a more detailed design submission for Stage II. Honoraria are considered remuneration for work to be undertaken during Stage II, and are inclusive of all expenses (e.g. travel, accommodation).

#### Stage II Design Competition

**Release design brief** - The short-listed teams will receive a Design Brief which will outline Stage II submission requirements, and provide additional material required for design development. The design/ideas submissions together with cost estimates and fee proposals will be the subject of review by the evaluation committee. A quantity surveyor may be consulted, if necessary, through the RFP process to work with the technical advisory team to determine whether or not Stage II design schemes are technically feasible and can be constructed within the specified budget. Jury evaluation is based on criteria in the Competition Brief, and may include consideration of design and context, design program, technical issues and response to the budget. A winner will be selected and retained to complete schematic design, develop detailed design and working drawings and to provide full services for construction drawing development. Contract administration and construction review are contingent upon receipt of funds for construction.

**Announcement of winner and award of contract:** The jury's recommendations will be forwarded to Purchasing and Materials Management Division and the City Solicitor for negotiation of contract and award.