

City of Terrace

Request for Proposals

Pedestrian Overpass Concept Design & Feasibility Study

Issue Date: January 31, 2018



Closing Date: March 2, 2018

City of Terrace
5003 Graham Avenue
Terrace, BC V8G 1B3

Contact:

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INTRODUCTION

The City of Terrace is a vibrant and growing community, centrally located in Northwest British Columbia and is the regional nexus for highway, rail, and air transportation routes. Terrace hosts many of the region's business, retail, post-secondary, medical and government services. The population of the City of Terrace is approximately 12,000. In addition, there is an approximate population of 7,000 in the adjacent semi-urban areas of the Regional District of Kitimat-Stikine (Electoral Areas C and E) and the First Nations communities of Kitselas and Kitsumkalum.

The City of Terrace is seeking submissions from qualified professional consulting firms with proven experience to undertake a comprehensive feasibility study for the design and construction of a pedestrian overpass crossing the CN Railways main line and sidings at Kalum Street. The consultant will be responsible for examining the site constraints and developing design options which address the challenges of this site. The engineered conceptual level design will include the overpass and take into consideration the associated linkages to sidewalks and other existing pedestrian pathway networks. A high-level cost estimate for the construction of the finalized design shall form part of the study deliverables.

BACKGROUND, REQUIREMENTS AND PROJECT SCOPE

a) Background

The purpose of this study is to examine the feasibility for constructing a pedestrian overpass across the CN Railway at Kalum Street in order to improve public safety and increase connectivity between the North and South sides of the City. With limited areas for development due to physical and environmental constraints, the City of Terrace has grown in essence, around the railway. The City of Terrace is therefore bisected into North/South communities, leading to unique challenges in regards to pedestrian movement and accessibility to local services/amenities.

Currently, there are four railway crossings within the City: Old Highway 16 Bridge, Sande Street Overpass, Kenney Street (at grade) and Frank Street (at grade). Prior to the construction of the Sande Street Overpass, there was a historical at-grade crossing on Kalum Street. This was closed to accommodate the expansion of the railyard following the Highway 16 re-routing in the late 1970s. Despite large residential populations, there are few safe options for walking or cycling traffic to cross between the North and South sides of Terrace. This issue has been brought to light in recent years due to the number of train-related fatalities and injuries as a result of illegal crossings of the tracks by foot to the east of the Sande Overpass near our downtown core.

The East side of the City hosts a number of recreational facilities including the curling club, a gaming center, the ice arena and swimming pool, as well as the downtown core commercial area. Many of Terrace's low income housing complexes are situated on the South side. The mobility and financial challenges that prevent this population from travelling to take part in community activities, shopping

and the use of recreational facilities would be alleviated by a pedestrian overpass. A pedestrian overpass could also extend the popular Grand Trunk Pathway over the rail corridor, further encouraging outdoor activity and improving the overall safety and walkability of the City.

The City of Terrace has spent considerable time and effort working with CN and Transport Canada to improve rail safety for residents through the installation of fencing to limit illegal crossing and trespassing through CN lands. This study is required to determine whether a pedestrian overpass across the CN Railway at Kalum Street is feasible to further improve the safety of Terrace residents and improve our Active Transportation Network.

b) Budget

The budget for the Kalum Street/CN Rail Pedestrian Overpass Concept Design & Feasibility Study has been established at **\$50,000 (including taxes)**. The Proponent shall provide a detailed breakdown of tasks and work plan for the completion of all components. We gratefully acknowledge the financial support of the Province of British Columbia through the Rural Dividend Program.

Expenses related to the project for meeting room rentals and audio visual equipment will be the responsibility of the City of Terrace and are outside the established budget. The City will provide service at its cost to print materials and to plot and mount any presentation panels prepared by the successful Proponent for the project.

c) Objectives

The Pedestrian Overpass Concept Design & Feasibility Study will:

- Provide an analysis of existing conditions and constraints as it pertains to the proposed development and study area.
- Develop and assess concept design options and cost analysis for the construction of a pedestrian overpass in the location specified and will consider accessibility as a component in the design process.
- Provide an evaluation of the visual, environmental and social impacts which may arise from the proposed development and solutions for mitigating those impacts.
- Outline safety and maintenance considerations arising from the proposed development.
- Build on work previously completed, including but not limited to the Active Transportation Plan, Transportation Master Plan and Official Community Plan.

d) Goal

The target outcome for this project is the completion of an assessment of the site specific challenges/constraints, development of a concept design for a pedestrian overpass and estimating a high-level cost to construct the overpass. This process determines whether a pedestrian structure is feasible and will provide Council with the necessary information to consider the budgetary impacts to construct this enhancement to the pedestrian network. The report will place the City in a strong position to consider possible infrastructure grants to assist in a future capital construction project.

e) Consultation & Engagement

The successful Proponent will be expected to consult with various approval agencies such as CN Railway and the Ministry of Transportation and Infrastructure in order to obtain the required information/regulations which would influence the overall design and construction of a pedestrian overpass in the specified location. The Proponent will be responsible for facilitating and arranging meetings with City Staff and presenting the final deliverables to Council at project conclusion.

f) Study Area

The Pedestrian Overpass Concept Design & Feasibility Study will focus primarily on the areas located adjacent to Kalum Street and the CN Railways Mainline. See Schedule "A" attached hereto for your reference. Where required, the engineering process may consider areas beyond these boundaries in order to provide a thorough and complete analysis and conceptual design.

g) Background Review and Site Familiarization

Provide a comprehensive background review of the study area. Conduct site visits to make observations, verify information, and conduct analysis. Review, summarize, and provide key findings on the following:

- Evaluate all relevant documentation and data such as existing policies, regulations, zoning requirements, reports, engineering and planning documents, etc. Identify gaps and deficiencies and collect new data where required.
- Identify opportunities and challenges based on good engineering practices and site planning context.

h) Review Past Work

The following documents and information will be made available to the successful Proponent and should be included as part of the background review (above):

- Official Community Plan (Bylaw No. 2042-2018), and all schedules and appendices
- Transportation Master Plan (2017)
- Parks & Recreation Master Plan (2015)
- Zoning Bylaw (No. 2069-2014)
- Active Transportation Plan (2009)
- Downtown Plan (2008)

i) Mapping & Concept Designs

The City of Terrace GIS Department will provide the successful Proponent with base maps and other related mapping support, as required.

REQUEST FOR PROPOSAL PROCESS

a) Enquiries

All enquiries related to this Request for Proposals are to be directed, by email or phone, to the following:

David Block, Director of Development Services

Telephone: (250) 615-4028

Email: dblock@terrace.ca

Alternative Contact:

Rob Schibli, Director of Public Works

Telephone: (250) 615-4043

Email: rschibli@terrace.ca

Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and may be distributed to all Proponents at the City of Terrace's option.

b) Submission

- i. Proponents are requested to submit a project schedule, including work plan, milestones/timeline, project meetings, progress reports and final plan/report.
- ii. Proposals should be delivered in an electronic format (PDF file format preferred).
- iii. Addenda may be issued during the proposal period.
- iv. Amendments to the submitted proposals will be permitted, if received prior to the closing date.
- v. Proponents are advised that all taxes relating to the services shown herein will be included in the stipulated pricing.
- vi. Proponents are requested to submit information in the order requested (see PROPOSAL PREPARATION). This will assist the evaluation team in their review.
- vii. Proponents shall be solely responsible for the delivery of their proposals in the manner and time prescribed.

c) Closing Date

Proposals to be considered by the City of Terrace must be received by **4:30 p.m. on Friday March 2, 2018.**

Proposals are to be submitted via email to dblock@terrace.ca, to the attention of David Block, Director of Development Services.

PROPOSAL PREPARATION

Evaluation of proposals can be completed most efficiently and fairly when the Proponents respond in a similarly-structured manner. The proposal must be submitted with the following information:

- i. A **work plan and methodology**, which provides a clear description of the tasks proposed to carry out the various aspects of the work and to fulfill the objectives. The Proponent shall provide a detailed breakdown of their work plan. This work plan should clearly show the level of effort planned and time commitment for all members of the project team on each part of the project.
- ii. A **timetable/schedule** for the completion of all tasks. Included in this timetable should be an indication of when meetings will be required. A presentation to Mayor and Council should be included at the final project submission stage.
- iii. A **total upset fee to complete the assignment** as outlined above and any additional services deemed necessary by the Proponent, including disbursements.
- iv. **Confirmation of each member of the project team complete with resumes.** A schedule of hourly rates for all personnel who might be utilized on the project must be included.
- v. The Proponent must define, in detail, **what level of commitment by the City of Terrace staff will be necessary** for each activity identified in the work plan. An expectation of the type of information and assistance required by the Proponent at the various stages in the project is to be itemized.
- vi. **At least one sample of similar work**, preferably a recent project, completed within the past 3-5 years shall be included in the proposal.

SPECIAL CONDITIONS

a) Acceptance of Proposals and Award of Contract

Proposals will remain open to acceptance for a period of thirty (30) days after the closing date. The City is not bound to accept the lowest fee, or any proposal of those submitted. Notice sent to a Proponent confirming the acceptance of its proposal by the City and the subsequent full execution of a written award letter or agreement will constitute a contract for service. No Proponent will acquire any legal or equitable rights or privileges relative to the service until the occurrence of both such events. Any contract resulting from this Request for Proposals will be governed by and will be construed and interpreted in accordance with any Federal, Provincial, or Municipal statutes, regulations and/or Bylaws. After the selection process, the City will advise all Proponents of its selection prior to entering into a contract.

b) Liability for Errors

While the City of Terrace has made efforts to ensure an accurate representation of information in this Request for Proposals, the information contained in this document is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the City of Terrace, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposals is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposal.

c) Ownership of RFPs and Freedom of Information

All proposal documents submitted to the City of Terrace for the purposes expressed in this RFP shall become the property of the City of Terrace. They will be received and held in confidence by the City, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

d) Use of Request for Proposals

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

e) Confidentiality of Information

Information pertaining to the City of Terrace obtained by the Proponent as a result of participation in this project is confidential and must not be disclosed without the written authorization from the City of Terrace.

f) Indemnity

The Proponent must indemnify, save and hold harmless the City from and against all claims, actions, loss, damage, expense and costs, made by any person, arising directly or indirectly and whether by reason of negligence of the contractor in the performance of requested work under the terms of this agreement.

g) Insurance

The Proponent must, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the contract term, Comprehensive General Liability in an amount not less than \$3,000,000 inclusive per occurrence insuring against bodily injury, personal injury and property damage and including liability assumed under contract in the forms and amounts acceptable to the City of Terrace. If, in the opinion of the City, the project contains added risks, the City reserves the right to increase the limit required. All required insurance will be endorsed to provide the City of Terrace with 30 days advance written notice of cancellation or material change. The Proponent will provide the City of Terrace with evidence of the required insurance, in the form of a completed Certificate of Insurance, immediately following execution and delivery of the contract. The City of Terrace is to be added as Additional Named Insured.

DELIVERABLES

The successful Proponent shall provide, as a minimum, the following deliverables to the City of Terrace through the course of the project:

- Assessment of the site constraints for the construction of a pedestrian overpass and its connectivity to existing sidewalk and pedestrian pathway networks.

- Preliminary and final engineering conceptual designs for the Kalum Street/CN Rail Pedestrian Overpass.
- A high-level cost estimate to construct the overpass based on the final design, chosen by the City.

Digital copies, in an accepted format, of the final deliverables must be submitted. The final document(s) and all drafts and supporting items prepared by the successful Proponent will be owned solely and copyrighted by the City of Terrace.

PROPOSED PROJECT SCHEDULE

It is expected that the successful Proponent will commence work immediately upon award of the contract. The successful Proponent is required to specify a work schedule with a completion date to be no later than June 15, 2018.

Key dates are proposed below:

KEY DATES	DATE
<i>RFP Circulation</i>	<i>January 31, 2018</i>
<i>Closing Date</i>	<i>March 2, 2018</i>
<i>Proposal Evaluation</i>	<i>March 5-9, 2018</i>
<i>Proposed Contract Award</i>	<i>March 9, 2018</i>
<i>Final Deliverables</i>	<i>June 15, 2018</i>



Appendix A

