

City of Terrace

Request for Proposals

Design Services

4800-4900 Graham Avenue Reconstruction

Issue Date: November 10, 2022



Closing Date: November 28, 2022

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

Contact:

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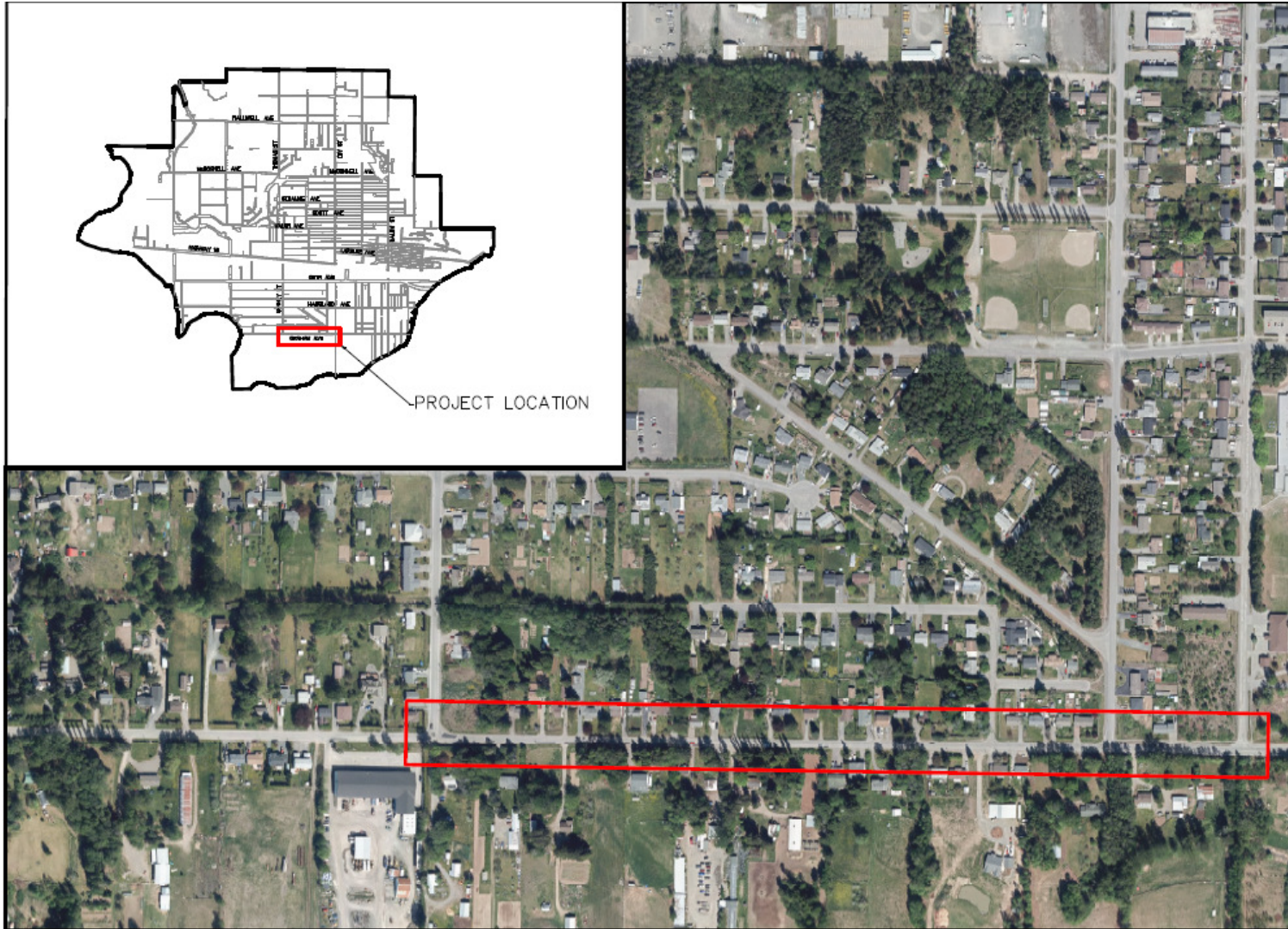
| | | |
|------|--|----|
| 1. | INTRODUCTION | 2 |
| 2. | LOCATION MAP | 3 |
| 3. | PROJECT REQUIREMENTS | 4 |
| 3.1. | Overview | 4 |
| 3.2. | Project Scope | 4 |
| 3.3. | Project Budget..... | 5 |
| 3.4. | Resources | 5 |
| 4. | PROJECT SCHEDULE | 6 |
| 4.1 | Estimated Time Frames..... | 6 |
| 4.2 | Key Date | 6 |
| 5. | REQUEST FOR PROPOSALS PROCESS | 6 |
| 5.1. | Proposal Preparation | 6 |
| 5.2. | Enquiries | 7 |
| 5.3. | Closing Date and Submission Requirements | 7 |
| 5.4. | Proposal Submission and Amendment Specifications | 8 |
| 5.5. | Evaluation and Selection Process | 8 |
| 6. | SPECIAL CONDITIONS..... | 9 |
| 6.1 | Acceptance of Proposals and Award of Contract | 9 |
| 6.2 | Liability for Errors..... | 9 |
| 6.3 | Ownership of RFPs and Freedom of Information | 9 |
| 6.4 | Use of Request for Proposals | 9 |
| 6.5 | Confidentiality of Information | 9 |
| 6.6 | Indemnity..... | 10 |
| 6.7 | Insurance..... | 10 |

1. INTRODUCTION

The City of Terrace (the City) 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, it is known for its natural beauty and ease of access to outdoor recreation. Terrace's population is approximately 12,500 with an additional five to seven-thousand population in the immediately adjacent urban areas.

The City of Terrace is requesting proposals from qualified, licensed, and professional consulting firms with proven experience to provide engineering services for the design of the full reconstruction of the 4800-4900 block of Graham Avenue (800m local road). This project will include roadway gravel replacement, asphalt paving, new sidewalk, new storm infrastructure, watermain replacement and sanitary main replacement. The successful consultant will complete Issued for Construction (IFC) civil design drawings incorporating all existing conditions and the needs of the City. This project will bring the street to the current City standard and provide the City with additional sanitary capacity to allow for more future development.

2. LOCATION MAP



3. PROJECT REQUIREMENTS

3.1. Overview

Graham Avenue is a collector road running East/West located at the south extents of the City of Terrace. The City has determined the need to increase the size of the sanitary main due to capacity issues. As a part of the sanitary main replacement the roadway will be fully re-constructed to current City standard. The 4800-4900 block of Graham Avenue is 800m in length and is currently a 7.5m asphalt roadway with ditch drainage. The existing underground infrastructure includes a gas main, 200mm asbestos cement watermain, 350mm asbestos cement sanitary main, some PVC storm main and services to each property.

At this time the City is soliciting proposals for engineering design services for the project.

The City engineering department has completed preliminary design work for the project including a topographic survey, and existing condition/removals CAD drawing which will be provided to the consultant to expedite the design. This project is a high priority to be constructed within the 2023 construction season, the City understands time is of the essence to issue the tender as soon as possible to appeal to contractors and allow time to order materials.

3.2. Project Scope

This project is to encompass, but is not necessarily limited to, the following deliverables within the required Engineering Services:

- a) **Conduct site visits** during the design phase to familiarize the project team with the project and particular site challenges.

The City engineering team has completed a topographic survey of the project area that will be provided to be utilized by the consultant for the design. The City engineering team can also assist with field measurements as needed to save costs. It is anticipated that the consultant will not be required to conduct a full survey of the project area.

- b) **Prepare detailed design of the following components ***

- 9m asphalt roadway with asphalt curbs
- 1.8m asphalt sidewalk on North side of roadway
- Tie ins to existing intersections, private property driveways and connections to existing infrastructure.
- New watermain and service connections.
- New storm infrastructure as necessary.
- New sanitary main and service connections.

*Sizing of water and sanitary mains has been pre-determined by City masterplans and modelling and the data will be provided to the consultant.

*The City would like the consultant to utilize all preliminary design work completed by the City engineering team to expedite the design.

c) Prepare an engineering Class "A" construction cost estimate incorporating all project components.

d) Prepare issued for tender/issued for construction drawings of the project components. (Final IFC drawings shall include all feedback from the City).

Note that all engineering design is to be consistent with the City of Terrace Bylaws (including Subdivision and Development Bylaw Schedule H – Design Criteria) and should meet current industry best practices. All final drawings are to be sealed by a Professional Engineer.

It is anticipated that the City engineering team will complete contract administration and quality control for construction.

3.3. Project Budget

The total project budget has been established at **\$2,590,000** which includes all costs for engineering/consulting, construction/materials, and contract administration. The consultants' approach and design fees will be considered in the proposal evaluation process.

3.4. Resources

The following documents and information are attached or will be made available upon request and should inform the creation of the Project.

- Graham Avenue record drawings
- Existing condition and removals CAD drawing from City Engineering Department in .dwg format (PDF drawing attached)
- Graham Avenue Proposed Road Cross Section (CAD available)
- Topographic survey data from City Engineering.
- City of Terrace Water Master Plan, 2017
- City of Terrace Sanitary Master Plan, 2017
- City of Terrace Sanitary Capacity Study (2022)

4. PROJECT SCHEDULE

It is expected that the successful Proponent will commence work immediately, following award of the contract. The successful Proponent is required to specify a work schedule with a completion date no later February 17, 2023. All proponents must commit to delivering all project components as per the schedule outlined under Section 4.

4.1 Estimated Time Frames

The following timetable outlines the anticipated schedule for the Request for Proposal and contract process. The City will not be responsible for any costs incurred by the Consultant related to changes in the estimated timeframes. The City is open to schedule adjustments, but the final submission date is firm to give the City a chance to tender the project as early as possible to increase the chance of receiving bids.

| EVENT | DATE (anticipated) |
|---|----------------------------------|
| <i>Contract award and start-up meeting</i> | <i>December 5-9 2022</i> |
| <i>First design submission (30%)</i> | <i>January 1, 2023</i> |
| <i>Second design submission (70%)</i> | <i>January 20, 2023</i> |
| <i>Third design submission (90%)</i> | <i>February 10, 2023</i> |
| <i>Final design submission - Signed and Sealed IFT package and Class A Cost Estimates</i> | <i>Feb 17, 2023/ ASAP</i> |

4.2 Key Date

| KEY DATES | DATE |
|--------------------------------|---|
| <i>RFP Circulation</i> | <i>November 10, 2022</i> |
| <i>Closing Date</i> | <i>November 28, 2022</i> |
| <i>Proposal Evaluation</i> | <i>November 28 - December 2, 2022</i> |
| <i>Proposed Contract Award</i> | <i>December 6, 2022</i> |
| <i>Final Deliverables</i> | <i>Feb 17, 2023, ASAP</i> |

5. REQUEST FOR PROPOSALS PROCESS

5.1. Proposal Preparation

Evaluation of proposals is facilitated when the Proponents respond in a similar manner. The proposal should be submitted with the following information:

- a) A work plan and methodology, which provides clear description of the tasks proposed to carry out the various aspects of the work identified in the scope of services. 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.
- b) A timetable/ schedule for the completion of all tasks. Included in this timetable should be an indication of when meetings will be required with City staff.
- c) Provide rates and pricing broken down by the activities listed in the work plan.
- d) A cost estimate with contingency to complete the assignment as outlined above.
- e) At least one sample of similar work should be included in the submission.
- f) 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 should be included.
- g) The Proponent should define what level of commitment by the City of Terrace staff will be necessary in the work plan.

5.2. Enquiries

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

Rhett Munson A.Sc.T, Engineering Supervisor

Telephone: (250) 615-4044

Email: rmunson@terrace.ca

Ben Reinbolt, Director of Engineering & Public Works

Telephone: (250) 615-4043

Email: breinbolt@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 discretion.

5.3. Closing Date and Submission Requirements

Proposals to be considered by the City of Terrace must be received by **12:00 p.m. PST on November 28, 2022**

Proposals are to be submitted in electronic format via e-mail to rmunson@terrace.ca, to the **attention of Rhett Munson, Engineering Supervisor**

Proposals received after the Closing Date and Time will not be accepted and the Proponent will be notified.

5.4. Proposal Submission and Amendment Specifications

- a) Proposals should be delivered in an electronic format (PDF file format preferred). The Proponent shall be entirely responsible to ensure that their Proposal is successfully delivered to the City.
- b) Addenda may be issued during the proposal period. All addenda items will be provided to each Proponent via their primary contact email.
- c) Amendments to the submitted proposals will be accepted, if received prior to the closing date and time and must be signed by an authorized signatory of the Proponent.
- d) Submitted costs are to exclude GST.
- e) Proponents are requested to submit information in the order requested (see Proposal Preparation Section). This will assist the evaluation team in their review.
- f) Proponents shall be solely responsible for the delivery of their proposals in the manner and time prescribed.

5.5. Evaluation and Selection Process

Evaluation of proposals will be by an informal committee formed by the City. The committee will review proposal content and check that all mandatory criteria are met. Proposals not meeting mandatory criteria may be rejected without further consideration at the sole discretion of the City. Proposals accepted for further evaluation will be evaluated using a scoring method applied to mandatory and desirable criteria. Evaluation criteria will include but not necessarily limited to:

- Capacity of the Proponent to complete the work in a timely manner as specified above
- Expertise and experience of the project team, and quality of references
- Quality of the Proposal, including format, clarity, completeness, and methodology
- Proposed work plan and schedule
- Consultant fee and unit rates
- Project cost estimates

The City reserves the right to accept any Proposal or reject any or all Proposals. The City reserves the right to waive informalities in or reject any or all Proposals or accept the Proposal deemed most favorable in the interest of the City. Proponents agree, by submission of a Proposal, that the City's evaluation and selection will be final.

6. SPECIAL CONDITIONS

6.1 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.

6.2 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 proposals.

6.3 Ownership of RFPs and Freedom of Information

All proposal documents submitted to the City of Terrace for the purposes expressed in this request for proposal 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.

6.4 Use of Request for Proposals

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

6.5 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.

6.6 Indemnity

The Proponent must indemnify, save, and hold harmless the City from and against all claims, actions and loss; including, injury, death, and economic loss, damage, expense, and costs; including, legal fees and disbursements on a solicitor-client basis, whatsoever in law or equity, 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.

6.7 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.

