

City of Terrace

Request for Proposals Terrace Wolfpack Trail Construction

Issue Date: March 13, 2025



Closing Date: April 2, 2025

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 trail builders to construct new trail and upgrades to the Terrace Mountain hiking and mountain biking trail network. In 2021, a sculpture installation at a viewpoint facing the Skeena River off the existing "Flathead" bike trail was completed. The installation encourages pedestrian users to travel in the reverse direction of downhill mountain bike traffic to access the viewpoint resulting in conflicts and unsafe interactions for both user groups.

The proposed works consist of creating two trails to separate multi-use traffic and downhill mountain bike traffic between the Johnstone trailhead and the "Terrace Wolfpack" art installation. Some existing trail will be converted from mountain bike to pedestrian optimized, and segments of new trail construction will be required as well to develop independent parallel routes. The proposed work also includes minor upgrades to the Johnstone entrance area. The Appendices show maps and other technical data describing the work to be completed.

SCOPE OF WORK

TRAIL LAYOUT & FIELD REVIEW

Preliminary grade flagging of the trail alignments was completed by the Trail Designer (McElhanney) in Summer 2024, generally in accordance with the design criteria shown on the TMO Summaries attached to this RFP. The Contractor shall be responsible for conducting a 1-day site visit for detailed layout and field marking with the Trail Designer. The purpose of the collaborative effort is to ensure layout is in suitable form for the Contractor's crews and subcontractors, to make small-scale adjustments if desired prior to tree clearing, and to minimize significant alignment changes and clarifications during construction. The Contractor shall be represented at a minimum by the proposed on-site construction supervisor for the project and any other relevant staff.

NEW TRAIL CONSTRUCTION, UPGRADES, SIGNAGE INSTALLATION AND DECOMMISSIONING

The Contractor shall provide all labour, materials, equipment, and other services required to construct the Project described in this RFP. Trail construction shall conform with the specifications outlined in this RFP, Whistler Trail Standards, and IMBA Trail Standards as applicable. All works are subject to all

applicable City of Terrace bylaws and standards, including the Environmental Sensitive Area Strategy included in Appendix D.

An overview of the scope main items include:

- New mountain bike and hiking trail construction.
- Upgrades to existing trails.
- Decommissioning of existing trails.
- Signage installation.
- Rock steps/trail stairs – contractor propose best-value option.

Maps of the work area are included in Appendix A. A description of each trail, the design criteria, approximate quantities of work, and a summary of the drainage, Technical Trail Feature (TTF), and other construction requirements for each trail are provided on the Trail Management Objective (TMO) Summary sheets in Appendix B.

REPORTING AND MEETINGS

The Contractor should include in the work program a weekly written report (by email) to the City and the Consultant providing project status updates on the following items:

- Construction progress;
- Schedule updates;
- Questions/clarifications; and,
- Project cost updates.

Bi-weekly construction progress meetings and participation in occasional field reviews must also be included with McElhanney and/or the City as applicable. Communication needs (i.e. trail closures/interruptions must be communicated on an as needed basis to the City of Terrace.

PRIME CONTRACTOR

The Contractor shall assume the role of Prime Contractor for the duration of construction and shall be responsible for all aspects of site/worker safety, public safety/management, temporary access controls, and all other associated items. When feasible, public access should be maintained during construction. The Contractor must conform to all applicable WorkSafe BC regulations including training regulations for employees. The Contractor will be required to meet all applicable laws and regulations for work on crown land relating to fire hazard and protection, supply all required equipment onsite to meet the requirements, and abide by all work restrictions due to fire hazard during construction.

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:

Tara Irwin, Director of Parks, Recreation and Culture

Telephone: (250) 615-3021

Email: tirwin@terrace.ca

Alternative Contact:

Monty Gill, Manager of Facilities and Operations

Telephone: (250) 615-3022

Email: mgill@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, work plan, methodology, proposed staff/equipment, and milestones/timeline.
- 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 April 2, 2025**.

Proposals are to be submitted via email bids@terrace.ca Att: Wolfpack Trail.

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 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 each item will be completed.
- iii. A **completed cost sheet** as outlined in Appendix C and any additional services deemed necessary by the Proponent, including disbursements.
- iv. **Confirmation of each member of the project team and proposed equipment.**
- v. **At least three samples of similar work**, preferably a recent project, completed within the past 5 years shall be included in the proposal.

EVALUATION MATRIX

	<i>Evaluation Matrix</i>	<i>Weighting</i>	<i>Score</i>
a.	<i>Methodology and related experience</i>	<i>35%</i>	
b.	<i>References</i>	<i>15%</i>	
c.	<i>Price, including costs to be incurred by the Owner</i>	<i>50%</i>	
	<i>Total</i>	<i>100%</i>	

It is anticipated that the Proponent that is evaluated to have the highest aggregate score will be selected as the Preferred Proponent, but the Owner reserves the right for the Evaluation Committee to decline to recommend any Proponent which the Evaluation Committee, acting reasonably and fairly, determines would, if selected, result in greater overall cost or greater material risk to the Owner as compared to another Proponent, considering any relevant factors, including a Proponent's financial resources, safety record, claims and litigation history, work history and environmental record.

Notes on Evaluation Criteria

- a. *"Methodology and related experience" refer to the experience and expertise of the Proponent team (including the experience of any identified Sub-contractors) and means the experience with work or services like the scope and nature of the work or services required under the Contract, and with the relevant resources to perform such work or services on a timely manner. See the "proposal preparation" segment below for more instructions about this area.*

- b. *“References” the City will reach out to the proponents references to acquire to confirm past performance work that they have done*
- c. *“Price” refers to the overall amount to be paid by the Owner for the performance of the Contract, including all costs that will be incurred by the Owner and risks to be assumed by the Owner.*

A comprehensive list of the Contractor's personnel must be submitted to the City of Terrace prior to the initiation of any work.

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 \$5,000,000.00 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.

PROPOSED PROJECT SCHEDULE

It is expected that the successful Proponent will commence work shortly after award of the contract when site conditions permit. The successful Proponent is required to specify a work schedule with a completion date to be no later than June 30, 2025. Key dates are proposed below.

KEY DATES	DATE
<i>RFP Circulation</i>	<i>March 13, 2025</i>
<i>Question Submission Deadline</i>	<i>March 26, 2025</i>
<i>Closing Date</i>	<i>April 2, 2025</i>
<i>Proposal Evaluation</i>	<i>April 4, 2025</i>
<i>Proposed Contract Award</i>	<i>April 7, 2025</i>
<i>Trail Construction Completion (latest date for completion)</i>	<i>June 30, 2025</i>

PRICING

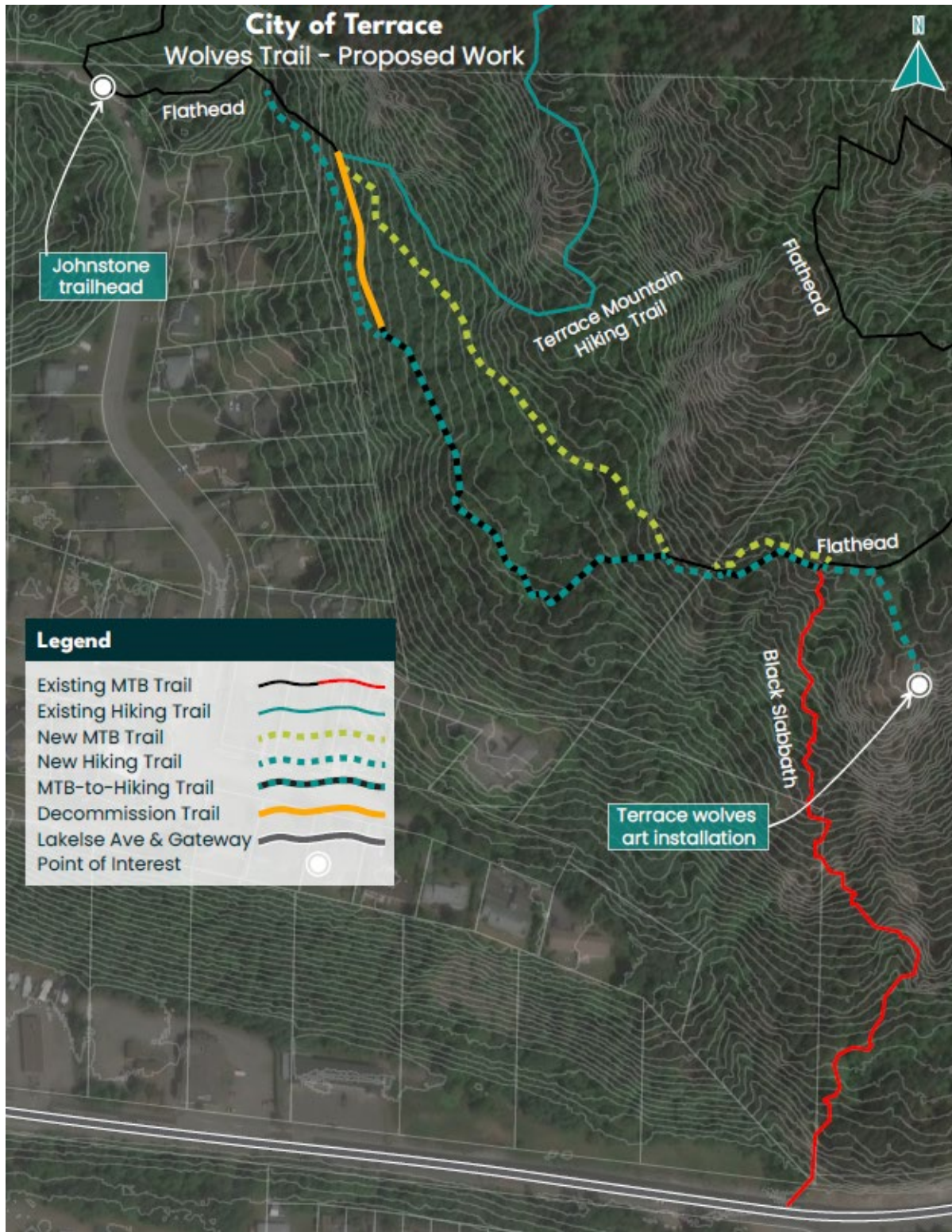
Costing is to be provided as per the attached Cost Form in Appendix C. Construction costs must be inclusive of any living out allowance, accommodations, and other applicable costs to complete the work, but must exclude mobilization/demobilization which shall be priced separately as per the Cost Form. The lump sum total prices provided shall include all the Contractor's provisions for all works and estimated quantities/length described in these Contract Documents.

The alignments shown on the Maps, and the trail lengths shown throughout this RFP are based on handheld GPS measurements by the Consultant with +/-10 m accuracy and include a 5% length addition to account for the measurement method. Payments shall be made on a lump-sum basis per trail for all works described in this RFP unless significant alignment adjustments (+/-10% length) are made and approved by the City during construction. Unit rates are requested on the Cost Form only for adjustments if required or for consideration of progress payment requests.

Provisional items shall be paid based on a unit rate basis as measured by the above methods. For mass-based unit rates, quantities shall be determined by scale measurements of truck deliveries to site (e.g. truck tickets w/ scale measurements from the supplier required).

Progress payment requests may be made monthly by the Contractor.

Appendix A



Appendix B

Cost Sheet

SEGMENT	Unit Rate (\$/m or each)	Quantity	Sub-Total (\$)
New Trail Construction		430 m	
Trail Decommissioning		150 m	
Upgrade Existing Trail		375 m	
Trail Stairs		50 m	
Single Wood Signpost (4x4)		8	
Mobilization/Demobilization	n/a	n/a	
LUMP SUM TOTAL (excluding taxes)			

Appendix C

Submission Form

I / WE, the undersigned, are satisfied and fully understand the intent and extent of this proposal call, the quality of work required the quality and quantity of materials, equipment and manpower required to complete the work satisfactorily and the limitations and conditions under which the work is to be performed.

I / WE submit this offer to perform and complete the works described above, subject to the conditions set forth herein.

I / WE give a total cost of:

\$ _____ *plus applicable taxes*

SUBMITTED BY:

<i>Signature</i>		<i>Title / Position</i>	
<i>Print Name:</i>		<i>Date:</i>	
<i>On behalf of Company Name:</i>			
<i>Mailing Address Code</i>		<i>City</i>	<i>Postal</i>
<i>W.C.B. Registration #</i>	<i>Phone #</i>	<i>Fax #</i>	

ACCEPTED BY:

<i>Signature</i>		<i>Title / Position</i>	
<i>Print Name:</i>		<i>Date:</i>	

Appendix E

City Environmentally Sensitive Area Strategy

Large document; please see link:

[terrace.ca/sites/default/files/ESA Strategy - FINAL.pdf](https://terrace.ca/sites/default/files/ESA%20Strategy%20-%20FINAL.pdf)

Appendix F

Trail Management Objective (TMO) Summaries.

TRAIL MANAGEMENT OBJECTIVE (TMO) SUMMARY & DESIGN BRIEF					
Trail Name	Trail Length	Recreation Setting	Level of Development	Trail Type (Season)	
Terrace Wolf Viewpoint Trail	500 m	Mid-Country	Moderately Developed	Snow-Free	
Segment ID	Segment Length	Preferred Direction	Mode of Travel	Use Type	
n/a	n/a	Bi-Directional	Non-motorized	Single-Use	
Design Activity	Prohibited Activities	Other Permitted Activities	Difficulty Level	Level of Service	
Pedestrian	All other activities	Snowshoe & winter pedestrian if appropriate for the conditions	Moderate	Low	
DESCRIPTION OF THE TRAIL EXPERIENCE					
<p>This trail serves as pedestrian access to the Terrace Wolves art installation and viewpoint on Terrace Mountain. This route replaces the existing bi-directional pedestrian use to access the viewpoint on the Flathead mountain bike trail, which is downhill only through that section resulting in safety concerns and user conflict.</p> <p>The focus of the user experience is to provide an efficient and direct hiking/walking route to get to the viewpoint. This finished trail will provide natural trail surface through technical/rocky terrain, but will be wider, smoother, and optimized for hiking more than the current Flathead trail is. Steep sections of the trail will have wooden/rock stairs to keep inexperienced users comfortable.</p>					
TRAIL DESIGN PARAMETERS					
Tread Width	Target Grade	Max Grade	Target Cross Slope	Clearing Width	Tread Surface
1.2 m	10-20%	30% for short durations	2%	2.2 m	Native mineral soil or rock surface with frequent protrusions up to 20 cm.
TECHNICAL TRAIL FEATURES AND CORNERS					

All existing mountain bike Technical Trail Features (TTFs) on the portions of Flathead to be upgraded should be removed. Corners should be simple, easy to navigate, and built to avoid shortcutting by users.

Two sections of the trail where grades exceed 30% have been specified for staircase construction for hiking rather than using switchbacks through rocky terrain. During detailed design, the Trail Designer will determine if wood-cribbed stairs or rock steps will be the best solution.

DRAINAGE FEATURES AND REQUIREMENTS

Where ground works are specified, frequent natural grade reversals and trail out-sloping are to be used to prevent pooling and water flow on trail tread for extended periods. No bridges, culverts, or crossing structures are required for this work.

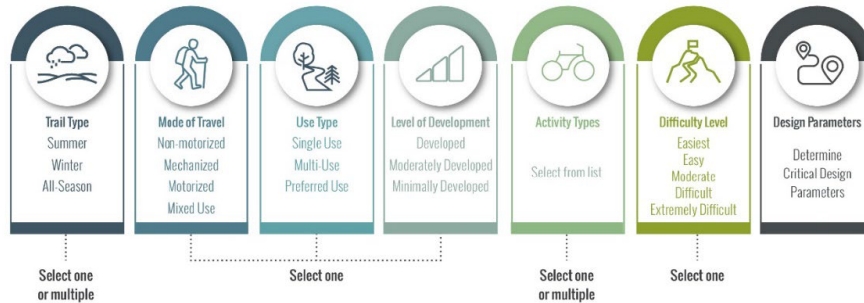
Performance criteria for drainage include, but are not limited to:

- Water must not be permitted to pool on the trail tread surface.
- Water velocity, volume, and run distance along the trail tread must be minimized as to prevent erosion of the trail tread.
- Grade reversals shall be out-sloped adequately to prevent clogging with fines within 1 year of construction.
- Grade reversals must have adequate positive drainage as to not cause pooling on the trail tread during wet conditions.

CONSTRUCTION SPECIFICATIONS & QUANTITIES

Item	Quantity	Notes
Trail Decommissioning - Complete	80 m	Approx. 1.5 m wide existing trail
Type G Trail – New Construction	150 m	New trail construction
Re-Bench Cut Existing Trail	300 m	Convert existing portions of Flathead to hiking trail to above design criteria. Remove all mountain bike TTFs.
Trail Stairs	50 m	Rock step or wood-crib stairs to be determined during detailed design.

TRAIL MANAGEMENT OBJECTIVE (TMO) SUMMARY & DESIGN BRIEF



Trail Name	Trail Length	Recreation Setting	Level of Development	Trail Type (Season)
Flathead	Total trail approx. 7 km	Mid-Country	Moderately Developed	Snow-Free
Segment ID	Segment Length	Preferred Direction	Mode of Travel	Use Type
Wolf viewpoint re-route	500 m	Downhill	Non-motorized	Single-Use
Design Activity	Prohibited Activities	Other Permitted Activities	Difficulty Level	Level of Service
Mountain Biking	Motorized Equestrian	Pedestrian	Advanced	Low

DESCRIPTION OF THE TRAIL EXPERIENCE

Flathead is one of the oldest MTB trails in Terrace, known for being rough, technical, and challenging; but also rewarding for experienced mountain bikers. The experience of the Wolf Viewpoint re-route is intended to remain the same, rerouting a lower section of the trail to avoid conflict with users hiking up the old trail to access an art installation.

The re-routed section is not intended to be suitable for beginners and will challenge all intermediate riders.

TRAIL DESIGN PARAMETERS

Tread Width	Target Grade	Max Grade	Target Cross Slope	Clearing Width	Tread Surface
1.0 m	8-15%	30% for short durations	2%	2.0 m	Rough, natural surface with many root and rock protrusions. Natural rock surface should be incorporated wherever present.

TECHINCAL TRAIL FEATURES AND CORNERS

The trail should have frequent technical features to challenge and engage users of an advanced skill level. Corners are to be minimally bermed or insloped enough for the expected user speed. Corner style and radius can and should vary throughout the trail. During detailed design, rock TTFs (slabs and small optional drops up to 1.2 m) will be identified and incorporated into the alignment wherever possible. No wood features to be included.

DRAINAGE FEATURES AND REQUIREMENTS

Where ground works are specified, frequent natural grade reversals and trail out-sloping are to be used to prevent pooling and water flow on trail tread for extended periods. No bridges, culverts, or crossing structures are required for this work.

Performance criteria for drainage include, but are not limited to:

- Water must not be permitted to pool on the trail tread surface.
- Water velocity, volume, and run distance along the trail tread must be minimized as to prevent erosion of the trail tread.
- Grade reversals shall be out-sloped adequately to prevent clogging with fines within 1 year of construction.
- Grade reversals must have adequate positive drainage as to not cause pooling on the trail tread during wet conditions.

CONSTRUCTION SPECIFICATIONS & QUANTITIES

Item	Quantity	Notes
Type G Trail – New Construction	350 m	New trail construction
Re-Bench Cut Existing Trail	75 m	Upgrade to existing portions of Flathead near trailhead and junctions