

City of Terrace

Request for Proposals

Grand Trunk Pathway Completion (Skeena River Walk)

Feasibility Review

Issue Date: May 14, 2018



Closing Date: June 1, 2018

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

Contact:

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City Planner
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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 to undertake a feasibility review for the design and construction of the final phase of the Grand Trunk Pathway, the "Skeena River Walk." This is required in order to analyze the challenges and constraints of the development, reconnect with key stakeholders and reaffirm the commitment to constructing this final Section of the Pathway. It has been several years since the construction of Section 2 "Grand View Walk" and almost a decade since the Grand Trunk Pathway Master Plan (2008) was completed.

BACKGROUND, REQUIREMENTS AND PROJECT SCOPE

a) Background

The City of Terrace undertook the Grand Trunk Pathway (GTP) Master Plan in 2008 in order to guide the extension and completion of our primary pedestrian pathway. The Plan saw the linking of downtown Terrace to the Kitsumkalum River. The Master Plan contained a general, high level design concept for the entire pathway, adopting the general character of the existing Millennium Section which was completed in 2002. Since the adoption of the GTP Master Plan, two of the three sections have been completed. The remaining section, the "Skeena River Walk" will extend the "Grand View Walk" (completed in 2015), which terminates at Frank Street, west to the Kitsumkalum River and link the City of Terrace to the community of Kitsumkalum. See Schedule "A" attached hereto for your reference.

Prior to securing the funding to construct this final section of the GTP, there is the need to revisit, review and update where necessary the design work completed in the GTP Master Plan. There are unique constraints and challenges on this section of the GTP, including but not limited to a narrow right of way, a highway crossing and watercourses. The Feasibility Review will provide further analysis of these challenging sections as these areas were not reviewed in great detail as part of the original GTP Master Plan. Since the completion of the GTP Master Plan, a signalized crossing at Frank Street has also been installed. As such, the Review may consider the feasibility of relocating the last section of Pathway to the north side of the Highway. Updated budgetary information and a high-level cost estimate for the proposed development shall be included in the Feasibility Review.

Overall, completing this linear pathway will provide the Terrace community with a significant linear parkway spanning the City and act as a link between a number of existing and proposed recreational trails. It will also increase the safety of those choosing active modes of transportation by providing a

separated pathway from Highway 16. The completion of a Feasibility Review is the next critical step in being ready to apply for grant funding to construct the "Skeena River Walk" section when infrastructure grant funds become available.

b) Budget

The budget for the Feasibility Review has been established at **\$11,250.00 (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 Grand Trunk Pathway "Skeena River Walk" Completion Feasibility Review will:

- Provide an analysis of existing conditions and constraints as it pertains to the proposed development and identify solutions / provide recommendations for construction.
- Consider the feedback of community stakeholders in the development of the overall design and layout of the Pathway.

d) Consultation & Engagement

Engage with City Staff and key stakeholders to ensure comprehensive feedback is incorporated into the Feasibility Review.

- Consult and communicate directly with key stakeholders, including, but not limited to: Kitsumkalum First Nation, CN Rail, Ministry of Transportation and Infrastructure, Department of Fisheries and Oceans and the Greater Terrace Beautification Society

e) Deliverables

The Grand Trunk Pathway "Skeena River Walk" Completion Feasibility Review will:

- Provide a comprehensive review of the current GTP Master Plan "Skeena River Walk" section, and provide an updated preferable design for the final phase of the pathway (that compliments the existing sections of the GTP).
- Include a design concept for the "Skeena River Walk" at a level of detail similar to what is found in the current GTP Master Plan.
- Provide a detailed summary of stakeholder consultation.

- Provide updated budgetary information and a high-level cost estimate for the construction of the final design.

f) Document Review & Site Familiarization

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
- Grand Trunk Master Plan (2008)
- Parks & Recreation Master Plan (2015)
- Active Transportation Plan (2009)

Provide a comprehensive background review of the study area. Conduct site visit(s) to make observations, verify information, and conduct analysis. Review, summarize, and provide key findings on, including but not limited to, the following:

- Identify gaps and deficiencies and collect new data where required.
- Identify opportunities and challenges based on best practices and site planning context.

g) 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:

Tara Irwin, City Planner
Telephone: (250) 615-4026
Email: tirwin@terrace.ca

Alternative Contact:

Jayme Lamoureux, Planner I
Telephone: (250) 615-4041
Email: jlamoureux@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 **short proposal** which includes a project schedule, work plan, milestones/timeline, project meetings, progress reports and final plan/report.
- ii. Proponents are requested to submit one (1) sample of similar work, preferably a recent project, completed within the past 3-5 years shall be included in the proposal.
- iii. Proponents are requested to submit confirmation of each member of the project team complete with resumes.
- iv. Proposals should be delivered in an electronic format (PDF file format preferred).
- v. Addenda may be issued during the proposal period.
- vi. Amendments to the submitted proposals will be permitted, if received prior to the closing date.
- vii. Proponents are advised that all taxes relating to the services shown herein will be included in the stipulated pricing.
- viii. Proponents are requested to submit information in the order requested (see PROPOSAL PREPARATION). This will assist the evaluation team in their review.
- ix. 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 June 1, 2018**.

Proposals are to be submitted via email to jlamoureux@terrace.ca, to the attention of Jayme Lamoureux, Planner I.

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

At its completion, the final Feasibility Review must be provided in a manner that is suitable for proceeding to the City of Terrace Council for endorsement. 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 September 28, 2018.

Key dates are proposed below:

KEY DATES	DATE
<i>RFP Circulation</i>	<i>May 14, 2018</i>
<i>Closing Date</i>	<i>June 1, 2018</i>
<i>Proposal Evaluation</i>	<i>June 4-7, 2018</i>
<i>Proposed Contract Award</i>	<i>June 8, 2018</i>
<i>Final Deliverables</i>	<i>September 28, 2018</i>



Appendix A

