



Request for Proposals

Professional Engineering Services For Memorial Avenue Streetscape and Utility Upgrades



Closing:

Three complete hard copies and one (CD or USB key) copy prepared in .pdf format
Response must be received before 2:00 PM Pacific Time on Tuesday March 19, 2019.

Closing Location:

City of Parksville – Parksville Civic & Technology Centre
Engineering (second floor)
100 Jensen Avenue East
Parksville, BC V9P 2H3

Contact Person:

Michael Lonsdale, ASCT, LEED GA
Engineering Technologist III
MLonsdale@Parksville.ca
250-951-2484

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1.0 BACKGROUND

Memorial Avenue extends from McMillan Street South to Alberni Highway (4A), approximately 225m, and is located in the downtown core of Parksville. The existing watermain was installed about 48 years ago, sanitary main about 56 years ago, and storm main about 57 years ago. All are nearing the end of their expected lifespans and have shown signs of damage due to their age as well as intrusion by tree roots. The roadway is not to current City of Parksville (City) standards and improvements to its functionality are required.

Memorial Avenue is a historic area within Parksville. The roadway is lined with 34 American Elm trees. These trees were planted following the First World War to memorialize local citizens who passed away while serving overseas in the war. Included with this RFP is a report prepared for the City which provides comments on the health of the trees and possible strategies to better mitigate their effects on new infrastructure.

The City's Professional Services Agreement will be used as the form of contract with the successful proponent; a copy has been included with this RFP.

This project is subject to available budget funding.

2.0 SCOPE OF WORK

The general scope of work to be addressed by the proponent should include, but not be limited to:

Utilities:

- Replacement of storm, sanitary, and water mains as well as associated services
- Hydro/Tel/Cable ducting
- Street lighting
- Coordination with Fortis for gas installation/preservation

Streetscape:

- Design to City of Parksville Downtown Roadway (RC6) standard with modifications as required
- Improvements to vehicular, pedestrian, and bicycle movements and safety
- Formalized street parking
- Landscaping, plantings, and improved utilization of public spaces
- Irrigation
- Evaluation of existing trees and incorporation into streetscape and utility designs

Public Engagement:

- Creating innovative presentation materials to inform public of project goals and options
- Facilitate public input and dialogue, record and aggregate this information, and report findings and recommendations

Tender and Construction Services:

- Manage the Tender process on behalf of the City
- Provide Contract Administration and inspection services

The following phases of work present the minimum workplan and submissions required. Additional items may be included by the proponent wherever they believe those items are required or would bring greater value to the City.

PHASE 1 – CONCEPTUAL DESIGN

In consideration of both the existing condition of Memorial Avenue and its important context in the history of Parksville, the City would like to explore multiple conceptual design options for streetscape and utility improvements prior to proceeding with detailed design. Conceptual designs should explore different ways to preserve and enhance the historic elements of Memorial Avenue, incorporate new opportunities for memorialization and interpretive materials, better utilize the road right of way and public spaces, and protect new infrastructure from future damage from tree roots.

- Review all available record drawings, perform underground utility locates, complete a detailed topographic survey, and provide a base plan for design.
- Assess the conditions of existing trees as required to determine long term viability for retention.
- Form an agenda for, chair, and minute a project kick-off meeting to be held at City Engineering offices.
- Prepare a report on existing trees commenting on project relevant factors and providing recommendations.
- Create a minimum of three (3) conceptual design options for streetscape upgrades and utility replacements in plan view.
- Prepare a Class C construction cost estimate for each conceptual design options.
- Submit conceptual designs, construction cost estimates, and tree report (electronically in .pdf format) to City staff for review.
- Revise conceptual designs based on City staff comments and resubmit (in digital .pdf format) if required.

PHASE 2 (OPTIONAL WORK ITEM) – PUBLIC ENGAGEMENT:

This phase will be treated as an optional work item by the City. The City may elect to not proceed with this phase of work after evaluating responses received. This decision will be based on the level of experience demonstrated, the degree of innovation proposed, perceived value to the City, as well as available funding.

All proposed public engagement activities should be based on a strong knowledge of the principles of effective public engagement including International Association of Public Participation (IAP2) methodology.

The public participation event should employ appropriate tables, charts and visual aids to support clear understanding of a variety of scenarios but also allow for completely new concepts to be presented.

All public engagement materials and strategies must be approved by the City's Manager of Communication prior to initiation.

- Prepare an agenda for, chair, and minute a public engagement kick-off meeting to be held at City Engineering offices with City Engineering, Communications, and Administrative staff.
- Create innovative and inclusive public engagement presentation materials and event agenda for a public engagement session.
- Submit materials and agenda (electronically or in hardcopy as appropriate) to City staff for review.
- Revise materials and agenda if required.
- Host, in conjunction with City staff, a structured public engagement session at City facilities.
- Document and compile feedback received during public engagement sessions and prepare a report summarizing findings, the key issues raised, raw data on attendees (numbers, demographics, place of residence, associations with groups, etc.), and providing recommendations on how to proceed.
- Submit report (electronically in .pdf format) to City staff for their use.

PHASE 3 – 80% DETAILED DESIGN

- Prepare detailed design drawings and specifications to an 80% Detailed Design level based on feedback received during public engagement sessions and review comments from City staff.
- Prepare a Class B construction cost estimate.
- Submit drawings and cost estimate (electronically in .pdf format) to City staff for review.

PHASE 4 – 95% DETAILED DESIGN AND PERMITTING

- Revise drawings based on City review comments and complete detailed design drawings and specifications to a 95% Detailed Design level.
- Prepare and submit all required permit applications and liaise with permitting agencies on behalf of the City.
- Prepare a Class A construction cost estimate.
- Submit drawings, cost estimate, and copy of permit application (electronically in .pdf format) to City staff for review.

PHASE 5 – 100% DETAILED DESIGN AND TENDER DOCUMENT PREPARATION

- Revise drawings based on City and permitting agency review comments and complete detailed design drawings and specifications to a 100% Detailed Design level.
- Prepare tender documents in latest MMCD format.
- Submit drawings (four full-size hard copies as well as electronically in .pdf format) and tender documents (electronically in .pdf format) to City staff for review.

PHASE 6 – TENDER SERVICES

- Revise tender documents based on City review comments.
- Submit .pdf files of the tender documents and the invitation to tenderers to the City. City staff will post the invitation to tenderers to the City website as well as BC Bid.
- Manage the tender process, including distributing tender documents, hosting and minuting a non-mandatory tenderers meeting on site, responding to tender questions, preparing any required addenda, receiving and reviewing tenders, and preparing a recommendation for award.

PHASE 7 – CONSTRUCTION SERVICES

- Prepare construction contract documents in latest MMCD format, including any required supplementary conditions and specifications.
- Manage the construction contract, including but not limited to, progress payments, change orders, inspections, conducting materials testing, shop drawing reviews, substantial and final completion certificates, and maintenance period liaising and review if required.
 - Assume a 10 week construction schedule with full-time inspection and materials testing to be conducted by the successful proponent.
- Prepare record drawings for the project and submit (electronically in .pdf format) to City staff for review.
- Revise record drawings as required and submit four full-size copies as well as electronically in .pdf format.
- Prepare and submit (electronically) a project record package including all photos, test results, daily inspection reports (typed), and any other data collected during construction to the City.

3.0 SCHEDULE

The following dates, other than the RFP closing date, are guidelines only and may be adjusted based on the schedule proposed by the successful proponent.

RFP Closing Date:	March 19, 2019
Anticipated Award Date:	April 18, 2019
Construction Tender Posting:	October 1, 2019
Construction Tender Closing:	November 19, 2019
Submission of Recommendation of Award:	November 25, 2019

4.0 PROPOSAL FORMAT

This section describes the expectations for proposal formatting. Any proposal submitted should be in general alignment with these expectations to facilitate comparative evaluation.

COVER LETTER

Provide a single-page cover letter that succinctly demonstrates the proponent's understanding of key project issues and associated risk(s), experience, and strategies to make the project successful. The letter must include the name, address, telephone number, title and signature of the proponent's contact person for this proposal.

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Include a list of all sections and appendices in the proposal and indicate corresponding page numbers.

PROJECT TEAM AND CORPORATE COMMITMENT

Establish that the proponent's organizational structure and proposed team, including sub-consultants and specialists, has the necessary technical and managerial knowledge to successfully complete the requirements of this project. As well, confirm the proponent's corporate commitment to the adhering to the terms and conditions of this RFP.

- Provide a brief introduction of the proponent's company and any required sub-consultants.
- Identify the primary contact for the project. Should this primary contact not have the signing authority required to execute an agreement with the City, identify the individual who will fulfill this role in addition to the primary contact.
- Summarize the past relevant experience and performance of the proposed team's key personnel.
- Provide an organization chart showing the names and responsibilities of key personnel.
- Provide resumes (maximum 2 pages in length) for key personnel.
- State the corporate commitment to maintaining the proposed staffing for the entirety of the project and acceptance that subsequent substitution of staff and/or sub-consultants shall be submitted in writing for review and approval by the City. Acceptance of any requested substitution is at the sole discretion of the City. The City reserves the rights to request that the successful proponent replace a staff person assigned to the contract should the City consider such a replacement to be in the best interest of the City.

- State the corporate commitment to completing this project within the scope, budget, and timelines outlined.
- State the corporate acceptance of the terms and conditions of this RFP and attached Professional Services Agreement.
- Confirm that the proponent carries adequate insurance, meeting or exceeding the levels specified within the Professional Services Agreement, and that proof of the required insurances will be submitted upon request.
- Any deviation or exceptions to the terms and conditions included within this RFP must be fully described. Any proposal which contains terms or conditions that are contrary to, or inconsistent with, those included within this RFP may be rejected at the discretion of the City.
- Declare that the proponent, if successful, will purchase a City of Parksville business license prior to beginning the project.
- Include a completed copy of section 8.0 *Proposal Commitment* from this RFP.

PAST PERFORMANCE AND REFERENCES

Present recent similar projects completed by the proponent, demonstrating a documented history of success at completing works similar to those described within this RFP.

- Provide an overview of a minimum of three and maximum of six recent similar projects. Include details of what aspects of these projects were undertaken by the key personnel of the proposed project team and/or any proposed sub-consultants.
- List the name, position, and telephone number of a contact person from each project to serve as a reference. References may be contacted to confirm the proponent's ability to meet budget, schedule, and quality targets.

PROJECT UNDERSTANDING, METHODOLOGY, TASK LIST, AND DELIVERABLES

Communicate in detail your understanding of the project, its requirements, and important issues. Describe both the project management and technical methodologies proposed to be used. Clearly indicate all services which are to be included, excluded, optional, or to be provided by others.

- Describe the proposed methodology and approach to manage the project, as well as identification and management of risks to the project and how those risks will be managed.
- Identify areas where innovative solutions supporting the purpose of the project are proposed and how they could be leveraged to drive project success.

- Provide a description of the communication requirements and expectations between the City and the successful proponent.
- Outline the strategy for public engagement including the proposed timeline, type and format of the proposed public engagement event, as well as advertising and promotion approaches. The strategy must include details about the resources needed to support the event (before, during and after) and the proposed deliverables.
- List all phases of work, breakdown each phase into tasks, and discuss what is to be undertaken for each discrete task. Identify deliverables for each phase of work. At a minimum the phases of work and deliverables listed in Section 2.0 *Scope of Work* of this RFP must be present. Additional phases and deliverables proposed to support innovative solutions or project management strategies will be acceptable.
- Provide a Gantt Chart style schedule of each task and deliverable required to successfully complete all phases of work. The schedule is to start at the Anticipated Award Date listed in section 3.0 *Schedule* of this RFP. The schedule should include 15 working days for review of all submissions to the City and 20 working days for review of all submissions to permitting agencies.

FEES

Please note that the fee schedule must be clearly marked and contained in a separate sealed envelope from the main proposal. The fee schedule must also be included with the digital submission as a separate and clearly identifiable file. Do not list any fees or hourly rates outside of the separate envelope and digital file. Fee schedules will only be opened and reviewed if the proponent meets the terms and conditions of the Request for Proposal.

- Provide a fee schedule matching the phasing and detailed tasks proposed. The fee schedule should identify:
 - Hourly rates and number of hours budgeted for each team member to complete each task proposed;
 - Any expected travel time, expenses, and disbursements required to complete each task proposed; and,
 - A total cost for each proposed task, a subtotal for each proposed phase of work, and a total cost for completion of the project.
- State the proponent's commitment to maintain hourly rates for all staff and any required sub-consultants for the duration of the project.
- Hourly rates listed in the fee schedule shall be used for any extra work that is negotiated during the course of the contract.

5.0 PROPOSAL EVALUATION CRITERIA

The City will evaluate each proposal submitted on the basis of how well the proponents respond to the requirements of the RFP. Each submission will be assessed using a matrix scoring system as set out below.

PROJECT TEAM AND CORPORATE COMMITMENT - 20%

- Relevant experience
- Years of experience
- Professional accreditation

PAST PERFORMANCE AND REFERENCES – 30%

- Recent similar projects successfully completed by the project team
- Established history of utilizing creative design solutions in constrained, older developed areas to preserve and enhance historical elements
- Demonstrated ability to plan and lead engaging and inclusive public engagement initiatives utilizing a variety of modern presentation mediums and methods
- Proven ability to collect, organize, and summarize feedback from the public to provide actionable directions
- Established history of construction contract administration and inspection for projects located in historic/older developed areas

PROJECT UNDERSTANDING, METHODOLOGY, TASK LIST, AND DELIVERABLES – 40%

- Ideas for innovation and methods to deliver maximum value to the City
- Demonstrated understanding of project risks, opportunities, and requirements
- Clearly articulated, well detailed plans for each project phase. Breaking down each phase of work into the tasks to be undertaken and deliverables to be issued

FEES – 10%

Evaluation criteria for fees will be as per the following formula:

$$\text{Fees score} = \frac{\text{Lowest Price} \times 10 \text{ Points}}{\text{Proposal Price}}$$

6.0 EXTRA WORK

The consultant must receive written approval prior to commencing any additional works which will affect the project cost or schedule. The consultant is to submit a Change Order indicating the impact these extra or additional works will have on the project for written approval from the City.

A Change Order must also be submitted in the event the consultants fees will exceed the original Proposal amount (i.e. change to original budget must be requested and must be approved in writing). In this situation the consultant may be requested to provide scope change alternatives to meet the original budget.

An invoice encompassing additional works that has not been approved in writing will not be accepted by the City.

7.0 PROPOSAL SUBMISSION

7.1. General

Before submitting proposals, proponents must satisfy themselves about the nature and location of the work, local conditions, the professional services, equipment, technology and facilities needed for the execution of the work, and all other factors that might have a bearing on their proposal. Proponents are fully responsible for obtaining all information required for the preparation of proposals and the execution of the work.

Proponents are solely responsible for their own expenses in preparing and submitting proposals, and for any meetings, negotiations, or discussions with the City or its representatives and consultants, relating to or arising from this RFP. Proponents agree that by participating in the RFP process, and/or submitting a proposal, they have no claim for compensation.

7.2. Inquiries

All inquiries regarding this request for proposal must be directed to:

Michael Lonsdale, ASCT, LEED GA (or his designate)
Engineering Technologist III
City of Parksville
Telephone: 250 951-2484
Email: MLonsdale@Parksville.ca

All requests for information (RFI) related to this RFP are to be submitted in writing by email at least 10 calendar days prior to the Closing Date.

RFIs and answers will be recorded and distributed via addendum posted to BC Bid (www.bcbid.gov.bc.ca). It is the responsibility of the proponent to download and obtain any addenda posted. Information obtained from any other source is not official and should not be relied upon.

7.3. Instructions, Terms, and Conditions

The following terms and conditions will apply to this Request for Proposal. Submission of a proposal indicates acceptance of all the terms that follow and that are included in any addenda issued by the City.

- Proposals clearly marked “5330-20-MEM19 - City of Parksville, Memorial Avenue Streetscape and Utility Upgrades” must be received by the **Closing Date: before 2:00 PM Pacific Time on Tuesday March 19, 2019.**
- Proposals should be delivered to the attention of Michael Lonsdale, ASCT, LEED GA, Engineering Technologist III, at the City of Parksville Engineering Department as follows:

By hand delivery, courier or mail:

City of Parksville
Engineering Department
PO Box 1390
100 Jensen Avenue East
Parksville, BC V9P 2H3

- Proponents are cautioned to carefully read and follow the instructions, terms and conditions required by this Request for Proposal as any deviation, omission, as well as any inaccuracies or misstatements may be cause for rejection. However, the City reserves the right, at its sole discretion, to waive minor irregularities and defects in a proposal and proceed with that respondent.
- In the event only one proposal is received, the City reserves the right to return that proposal unopened. Proposals received after the closing time will be returned unopened.
- Proposals must be executed by an authorized signatory of the proponent utilizing the Proponent Commitment section of this Request for Proposal.
- All proposals and subsequent information or material received shall become the property of the City and will not be returned. The proposals will be held in confidence by the City subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.
- Proposals may be withdrawn by written request only to Michael Lonsdale, ASCT, LEED GA, Engineering Technologist III, or his designate, at any time prior to the scheduled closing time. Proposals remain valid and may not be withdrawn, for a period of sixty (60) days following the deadline date for submission of proposals.
- Prior to the deadline date for submission of proposals, proponents must not contact any other representative of the City regarding this Request for Proposal, other than Michael Lonsdale, ASCT, LEED GA, Engineering Technologist III, or designate. Unauthorized contact with any City representatives, including members of City Council, may be cause for the rejection of the proponent’s proposal.

- The City is under no obligation to award a contract as a result of this Request for Proposal and reserves the right to terminate this Request for Proposal process for any reason, at any time. The City may then do nothing, re-tender, sole-source or complete the work with the City's own forces.
- No proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this Request for Proposal process, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.
- This Request for Proposal and the successful proponent's response may form part of any contract or professional services agreement entered into with the City of Parksville.
- Any information acquired about the City by a proponent during this process must not be disclosed unless authorized by the City, and this obligation will survive the termination of the Request for Proposal process.
- The proponent, including all consultants, sub-consultants, corporation or individual members of a proponent, will promptly disclose to the City any potential conflict of interest and existing business relationships they may have with the City or evaluation committee. The City reserves the right to disqualify any proponent who in its opinion has a conflict of interest, whether such conflict exists now or is likely to arise in the future.
- Pricing will be firm for the contract period unless this Request for Proposal states otherwise. All prices quoted are to be in Canadian funds including fees, charges, contingencies and applicable taxes.
- Any dispute arising from this Request for Proposal, or subsequent agreement, will be resolved according to the laws of the Province of British Columbia.
- Using a subcontractor (who must be clearly identified in the proposal) is acceptable. This includes a joint submission by two proponents having no formal corporate links. However, in this case, one of these proponents must be prepared to take overall responsibility for successful interconnection of the two products and this must be defined in the proposal.

8.0 PROPOSAL COMMITMENT

This section must be completed by the proponent and included as an appendix with their submitted proposal:

Provided that this proposal is accepted within sixty (60) calendar days from the closing date, the undersigned agrees on behalf of the company named below, to supply the goods and services listed at the prices quoted, under the terms and conditions set forth in this RFP document, the proponent's proposal, any and all addendum, which shall together form the agreement. This proposal is valid and enforceable for a period of not less than sixty (60) days following the closing date. In accordance with the terms, conditions, instructions and specifications the undersigned agrees to supply products and services at the prices quoted.

Company Name:

Company Address:

Postal Code:

Phone Number:

Email Contact:

Signature of Signing Officer:

Printed Name of Signing Officer:

Title of Signing Officer:

Date:

Appendix 1

Tree Report

Appendix 2

*Sample Professional Services
Agreement*
