

Town of Fox Creek

2018-2019 ENGINEERING SERVICES

REQUEST FOR PROPOSALS

TERMS OF REFERENCE

PROVISION OF ENGINEERING SERVICES

FOR

PRELIMINARY ENGINEERING, DETAILED DESIGN, TENDER PREPARATION
CONSTRUCTION SUPERVISION & CONTRACT ADMINISTRATION, POST CONSTRUCTION,
PROJECT MANAGEMENT

MAY CONSIST OF ONE, SOME OR ALL OF THE FOLLOWING ELEMENTS

WATER TREATMENT PLANT DESIGN AND RELATED SERVICES

WATER DISTRIBUTION SYSTEM AND RELATED SERVICES

SEWER DESIGN AND RELATED SERVICES

STORMWATER MANAGEMENT DESIGN AND RELATED SERVICES

PAVEMENT AND SURFACING WORK

MUNICIPAL ENGINEERING – ENVIRONMENTAL COMPLIANCE SUPPORT, LONG TERM CAPITAL PLANNING
SUPPORT, CONDITIONAL ASSESSMENT OF EXISTING INFRASTRUCTURE, PROJECT MANAGEMENT

LEGAL LAND SURVEY

DEADLINE: Thursday May 31 - 2:00 PM

Issued by:

John Greathead

Director of Operations

1.0 INTRODUCTION

The Town of Fox Creek would like to retain the services of engineering consultants for the delivery of its 3-year capital construction program as outlined in these Terms of Reference. In this request, the proposal call will be structured so that all disciplines and services are included in a single Request for Proposals (RFP). **Firms are invited to submit proposals for one, some, or all of the work elements identified.**

This arrangement is intended to procure the engineering services required for 2018 - 2019

The work includes typical engineering consulting services for municipal activities. This includes road construction, pavement & surfacing work, municipal engineering (water/wastewater and solid waste), and legal land survey.

The successful firms will be engaged to undertake most engineering work in the categories for which they are successful commencing June 2018. A one year optional extension may be considered if required and mutually accepted. A service contract will initially be established at the start of the assignment to cover the contract services for 2018 and 2019 or as required to undertake other miscellaneous projects that may come up during the course of this agreement.

Interested firms are invited to submit their proposals containing the following information:

- Project understanding and overview of the proposed methodology for carrying out the work and meeting the schedule.
- Project organization and management
- Names of staff and sub-consultants (if any) that would be assigned to the project and the details of their involvement (roles and responsibilities)
- List of references for similar work experience.
- Estimated consulting costs based on the hourly charge out rates in accordance with the payment method as described in the Terms of Reference.
- Human resources allocation indicating the level of activity provided by the Prime Contact and the support staff during various phases of this undertaking.

Proposals will be reviewed using a Quality Based Selection system consistent with APEGGA guidelines insofar as possible and as outlined further within the Terms of Reference.

2.0 PROJECT TYPE AND GENERAL ELEMENTS

Currently the Town of Fox Creek requires the replacement of a sewage lift station. The preferred approach will be to install a vault containing submersible pumps adjacent to the existing lift station while keeping the sewer system live, allowing for a brief period when the piping will be connected. Anticipated cost of this project to be \$1.1 million TOTAL.

Completion of the Water System Upgrade including upgrade to the original (old) Water Plant including pipe works, pumps, electrical controls, installation of Greensand Plus filtration among other items to be completed during the life cycle of this contract. Anticipated cost \$3 million.

Site design and installation of truck scales.

Additionally the successful proponent may be requested to undertake conditional assessment of existing infrastructure, assist with long term Capital Planning, and provide advice on best practices and Regulatory Compliance.

3.0 PROJECT PHASES AND OBJECTIVES

Typically, the following four (4) project phases are identified for most projects. Some projects may have only certain components of these phases and generally do not apply to legal survey work.

These will constitute the primary roles and responsibilities for the Consultant and fall into the following general categories.

I. PRELIMINARY DESIGN AND SURVEY:

To carry out surveys and prepare preliminary designs for the projects as specified. Preliminary design will outline the design criteria, dimensions, and cost, etc. in order to undertake the projects. Written consent to survey must also be obtained during this phase. However, land acquisition is not included and will be a municipal responsibility unless otherwise specified. This phase involves carrying out all necessary surveys and preparing preliminary designs for the projects. The design parameters to be followed are those provided by the Government of Alberta, Ministry of Transportation, Alberta Environment and Parks or the appropriate governing agency.

Consultation with ratepayers, the project team and Council, any approving authorities such as Alberta Transportation, Alberta Environment, Department of Fisheries and Oceans or any other stakeholders must be arranged by the consultant at the onset of and during the project as needed.

Not limiting the foregoing, the following items are included in Phase I

- a) Evaluate the feasibility and impact of construction options and route alignments

- b) Establish/confirm design standards in consultation with the Director of Operations and Town CAO.
- c) Identify construction and location alternatives, costs, and scheduling
- d) Undertake and organize project site surveys, material testing. Field inspections, etc., as required.
- e) Recommend the preferred design and alignment
- f) Present the proposed project to Council if requested
- g) Obtain all necessary approvals (including Federal, Provincial and Local)
- h) Evaluate environmental or social impacts of each proposed project
- i) Consult with all utility companies who may be impacted.

II. DETAILED DESIGN, TENDER, PRE-CONSTRUCTION COORDINATION:

To produce all contract documentation, specifications, and a complete set of construction plans as required to call for construction tenders on the project and recommend award to Council.

Note: that the Town reserves the right to terminate any or all of the construction projects at this stage depending upon construction tender results, budget constraints or any other reason.

The following specific tasks are included in Phase II:

- a) Analysis of site conditions and completions of surveys
- b) Alignment finalization, utility coordination, site planning
- c) Development of detailed construction plans including all profiles, culverts, signs, cross-sections and aerial mosaics.
- d) Preparation of IOPs for the right-of-way acquisition
- e) Preparation of erosion & sediment Control plan
- f) Preparation of all required tender documents and plans
- g) Advertising of "Call for tenders"
- h) Site meetings (if required) and response to contractor inquiries
- i) Tender opening and recommendation of successful contractor

III. CONSTRUCTION SUPERVISION AND QUALITY CONTROL

To initiate, supervise, conduct quality control, carry out all administrative functions, and coordinate all construction activities related to project including associated planning and the utility work.

After the Contractor has been selected by the Town, the Consultant will assist with award of the Contract and the project start-up. This will then lead into the project management and construction supervision component of the project. All aspects of construction must be closely monitored to ensure compliance with the contract specifications is achieved. Surveys and collection of as-constructed records are essential.

Activities included in this phase are:

- a) Formal contract award to successful bidder

- b) Pre-construction and site meetings as required with the successful contractor
- c) On-site supervision of the project including coordination of quality/quantity control and material testing
- d) Compilation of as-built surveys to be used for preparation of final drawings
- e) Preparation and review of progress payments
- f) Preparation of contract amendments as required.

IV. FINAL DETAILS AND THE PROGRESS PAYMENT RECOMMENDATION

To prepare final documents upon project completion and produce final progress certificates for Greenview approval. As constructed drawings, Project Summary Report and relevant contract documents are required.

Activities included in this phase are:

- a) Preparation of final details covering all work components
- b) Preparation of bound as-constructed drawings
- c) Preparation of a detailed project summary report
- d) All relevant project completion documentation
- e) Preparation of final progress certificates and payment of holdbacks
- f) Acquisition of general releases and discharges

4.0 ENGINEERING TASKS

Utilizing the standard engineering practices applicable to the described scope of work, the successful consultant shall provide the appropriate services in accordance with the terms and conditions as detailed in the Terms of Reference and may use any other reference material deemed appropriate.

The required engineering and related tasks include, but are not limited to the following:

- Report to the Director of Operations or designate
- Coordinate/communicate with the officials designated by the Director of Operations to deal with the ongoing implementation of the engineering contracts, procedural matters, scope and personnel changes, contract amendments or any other matters deemed necessary
- Consult with the Director of Operations and his designate(s) to confirm the scope of work to be covered under the 2018-2019 capital work plan and update the scope of work yearly after the budget has been finalized, to adjust the required resources accordingly
- Perform the necessary roles and responsibilities required to undertake various project phases described in section 3.0 of the Terms of Reference entitled Project Phases and Objectives
- Prepare IOP's for the right-of-way acquisition task to be carried out by the land agents retained by the Municipal District, and provide assistance for timely completion of the task when requested
- Introduce appropriate budget control measures to ensure proper use of project funding
- Maintain effective communication with various stakeholders, regulatory agencies and public as required during all phases of work and keep the necessary documentation
- Attend Council meetings, Committee of The Whole (COTW) meetings, Infrastructure & Planning meetings if requested, or any other meetings deemed necessary

- Ensure all provincial and federal acts & regulations and municipal requirements where applicable are strictly complied with at all time
- Assist the Town in carrying out the interim and/or final inspections of the projects and producing the completion and final acceptance documentation
- Assist the Town in preventing unnecessary claims through timely addressing of the issues as they arise and provide critical information required for claim resolution when required.
- Undertake Value Added Engineering when required to explore all feasible alternatives to achieve optimal cost savings through innovative design.
- Additional related duties as required

5.0 AVAILABLE INFORMATION

Information available from the Town of Fox Creek may include aerial photographs, digital cadastral maps, Web map mapping, GIS database and disposition information and general file history of the projects.

6.0 CONSULTANT STAFF, COMMUNICATION, AND PROJECT CONTROL

The Consultant will designate a primary contact who will communicate regularly with the Director of Operations, or his designate(s). The contact person will provide the project updates for, and attend if required, the Council meetings, or any other meetings deemed necessary by the Municipality.

A project initialization meeting will be held with the successful consultant(s) soon after the award to confirm the pertinent requirements of this undertaking, scope of work, deliverables and other expectations. Administrative procedures necessary to successfully carry out the assigned tasks will also be addressed in this meeting.

Project Commencement/Preconstruction meetings (for various projects contained in the 2-year work plan) will be held at the start of individual projects

Qualifications and status of personnel assigned to the job are to be clearly defined. Brief staff resumes highlighting the related work experience are to be included in the proposal document.

The roles and qualifications of sub-consultants involved in this undertaking must be clearly defined and fully integrated in the proposal.

An organizational chart showing lines of reporting for key members of the project team is to be provided.

Please include a list of references for similar work.

7.0 PROJECT SCOPE, BUDGET, AND FEE SCHEDULE

A tentative scope of work has been provided in section 2.0 of the Terms of Reference. **An upset limit is not required for this RFP** and will be established upon engagement of the successful consultant(s). Actual scope of work will be confirmed at the start of each year upon approval of budget and the upset limit will be adjusted accordingly. However, the total upset fee shall not be exceeded without the prior express written approval of the Municipality. Include a typical rate structure for each project type (an all-inclusive cost estimate based on **typical time** required for projects) clearly showing staff allocations for various

tasks, hourly rates, and the necessary disbursements for each category of work. Also include a current schedule of hourly charge out rates for engineering services.

Engineering fees presented in the rate structure will be applicable to the base year (the year prior to the year in which the contract is dated). For the subsequent years, the inflationary influences will be accounted for by adjusting the fees in accordance with the accumulated change in the APEGGA Annual Salary Survey for “Engineers – All industries”.

All disbursements will be paid at Town of Fox Creek rates as shown in the attached appendix. These rates are adjusted by Council regularly to reflect the current costs.

Engineering fee will be based on the proposed rate structure (adjusted for escalation) and will be paid monthly with necessary supportive documentation attached. This payment shall be the full compensation received by the Consultant for performing all work and shall include all fees, expenses, disbursements, sub-consultants and other costs.

8.0 SCHEDULE

Submissions are due by **2:00 p.m. Thursday May 31**. Consultants are invited to contact **Mr. John Greathead, Director of Operations**, via email john@foxcreek.ca, to make necessary inquiry prior to submission of proposals.

The Town of Fox Creek intends to have the procurement process concluded by June 21, 2018 in order to have the necessary preparations finalized for the timely execution of projects for the 2018-2019 period.

Project initialization meetings will be held soon after the awards of assignments.

9.0 PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated using Quality Based Selection criteria but not specifically the “Two Envelope System”. All evaluations are subject to final Council approval.

The main body of this proposal shall be no more than 8 pages (single sided). The Consultant shall use a 12 point font with 1 inch border all around for the pages of the main body of the proposal. Demerit points will be used for proposals not complying with either the page limit or the format requested. The letter of submittal, manpower allocation/fee schedule spreadsheets, organizational diagrams and resumes are not counted as pages. Appendices will not form part of the evaluation. Three (3) bound copies and one (1) unbound copy are to be provided.

For evaluation of the proposals, the following general criteria and weighting shall apply.

Criteria	Percentage
Clarity and Presentation	5%
Project Comprehension	15%
Resource Budget	15%
Project Control	5%
Organization	5%

Project team	25%
Past Performance	30%
Total	100%

Any proposal considered by the selection committee to be unacceptable in any of the evaluation criteria may be rejected by the Municipality and will not be considered.

10.0 PROPOSAL ACCEPTANCE

The Town of Fox Creek reserves the right to accept or reject any or all proposals and waive irregularities and informalities at its discretion. The Town of Fox Creek reserve the right to accept the proposal other than the lowest proposal without stating reasons. By the act of submitting its proposal, the company waives any right to contest in any legal proceeding or action the right of the Town of Fox Creek to award the work to whomever it chooses, in its sole and unfettered discretion, and for whatever reasons the Municipality deems appropriate. Without limiting the generality of the forgoing, the Town of Fox Creek may consider any other factor besides price and capability to perform work that it deems in its sole discretion to be relevant to its decision including but not limited to the following:

1. Any past experience with the Company, or lack thereof;
2. The results of any reference check done by the Municipal District of Greenview;
3. Information relating to the financial state of the Company.

The information on this proposal form is being collected for the purpose of committing to an expenditure under the authority of the Municipal Government Act. The successful Consultant will be required to sign a Town of Fox Creek Service Contract prior to commencement of the assignment.

11.0 INSURANCE AND SAFETY REQUIREMENTS

The Town of Fox Creek Service Contract stipulates that the Consultant must possess or obtain Comprehensive General Liability Insurance, in accordance with the Alberta Insurance Act, in an amount of \$2,000,000 inclusive per occurrence against bodily injury, personal injury, and property damage including loss of use thereof. As well, Consultant must also possess Automobile Liability Insurance on all vehicles owned, operated or licenced in the name of the Consultant in an amount not less than \$2,000,000, and other applicable insurance coverage as required.

The successful consultant must have a valid Safety Certificate of recognition in an approved safety accreditation program at the time of the proposal submission.

The Consultant shall comply with the workers Compensation Act if applied and provide a certificate from the Worker's Compensation Board showing the Consultant is registered with the board.

12.0 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The purpose of collecting information through this RFP is to enable the Town of Fox Creek to ensure the accuracy and reliability of the proposal, and to evaluate the submission in accordance with the specified selection criteria. The information provided by the proponent may become public information. All documents submitted to the Municipality are subject to the protection and disclosure provisions of the Freedom of Information and Protection of Privacy Act (FOIP Act)

13.0 CONTACT PERSONNEL

Project Sponsor

John Greathead
Director of Operations
Town of Fox Creek

(780) 622-3896

TOWN OF FOX CREEK
REQUEST FOR PROPOSALS
PROVISION OF ENGINEERING SERVICES
FOR

ROADS, PAVEMENT, MUNICIPAL WATER/WASTEWATER & SOLID WASTE, LEGAL SURVEY

The Town of Fox Creek invites proposals for the provision of necessary engineering services required to undertake the execution of 2015-2017 capital construction program.

REQUIREMENTS

The proposals must specify the Contact Person, specific related experience, and company profile. Please submit three (3) copies of the proposals including one unbound copy

LOCATION

The Town of Fox Creek is situated along highway #43 approximately 263 kilometers northwest of Edmonton. The population of 1979 people serve a variety of specialized operations predominately serving the Forestry and Energy sectors.

SCOPE OF WORK

The assignments will involve preliminary engineering, detailed design, construction supervision & contract administration and post construction of specified projects and other professional services as required. A detailed description of the scope of work and required deliverables is included in the Terms of reference. Project management will include all aspects of general project design, control and supervision.

To obtain further information please contact **John Greathead, Director of Operations via email** john@foxcreek.ca

SUBMIT PROPOSALS TO

Town of Fox Creek

PO Box 149

Fox Creek, AB. T0H 1P0

Attention: John Greathead - Director of Operations **Proposals must be received by**

2:00 p.m., Thursday May 31 2018