



— CITY OF —
PORT ALBERNI

REQUEST FOR PROPOSALS

FOR

CONSULTING SERVICES –
GENERAL MUNICIPAL ENGINEERING SERVICES

RFP #: 005-22

ISSUED ON: April 8, 2022

CLOSING DATE AND TIME: May 6 2022, 2:00pm PT

Summary, Contents & Instructions:

1. Summary:

Through this Request for Proposals, the City intends to engage the services of a qualified engineering Consultant to undertake the engineering and construction administration work for the City's Capital Program.

This RFP document sets-out: the details of the Services required; the process for submission, evaluation and award of the Contract; the terms and conditions of the Contract; plus, forms which outline the information a Respondent to this RFP should submit in their Proposal.

2. Contents:


This Request for Proposals (the "RFP") is organized into the following parts:

- **Part A: The Services** – full details of the Services required
- **Part B: The RFP Process** – the process for submissions, evaluation and award of the Contract
- **Part C: The Contract** – the Contract the City will enter into with the selected Contractor
- **Part D: Submission Forms** – the forms a Respondent should submit in their Proposal

3. Instructions:

Whenever you see the following symbol and box throughout this document, this box is providing instructions to a Respondent on what this section means and/or what a Respondent must do:

Example:

	Whenever you see this box throughout the RFP document, the text is providing instructions or information on what this section means and/or what a Respondent must do.
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Part A: The Services



This Part A provides details on the Professional Services required by the City of Port Alberni. Respondents should ensure they are fully capable of providing all of the requirements outlined, as this section will form the scope of work in the final Contract.

1. Overview:

The purpose of this Request for Proposal is to enter into a three (3) year non-exclusive Contract for Municipal Engineering and Consulting Services for administration, planning and implementation of the annual capital works program and general engineering/consulting services. The annual capital works budget typically ranges from \$3 to \$5 million and includes rehabilitation and upgrading of infrastructure for roads, sidewalks, water, wastewater and stormwater facilities and linear infrastructure. The City Engineering Department designs and manages smaller capital projects that are constructed by the City Public Works Department. This usually constitutes 1 or 2 projects with a capital budget under \$500,000. The intent is that the selected service provider works closely with the City Engineering Department on delivering the entire capital program. This strong working relationship will ensure the selection and scheduling of projects for the annual program result in best value and support the short- and long-term plans of the City.

This contract requires a professional engineering and consulting firm to support the City's goals and objectives over the long and short term and deliver quality service for the term of this contract. Proponents must have demonstrated relevant experience providing full service project delivery of municipal projects, technical expertise in multi-disciplined engineering projects, be knowledgeable of Master Municipal Construction Documents, and Best Practices in road and utility infrastructure design and provide innovative solutions for Port Alberni's particular challenges.

Through this RFP process, the City intends to engage the services of a qualified engineering consultant to undertake the necessary engineering work including pre-design, detailed design, complete construction engineering services, and all permitting and approvals.

2. Services Required (Scope of Work):

2.1. Prime Consultant

The qualified Engineering Consultant will assume the role of **Prime Consultant** and will be required to hire and provide a multi-disciplinary team of registered professional services including but not limited to:

- Civil Engineering

The **Prime Consultant** will coordinate* the following sub-services which will be contracted directly with the City:

- Archaeological and Heritage Services
- Survey Services
- Geotechnical Services
- Landscape Architect Services

***Note** - The Prime Consultant is required in their Task Fee Schedule to make allowance for the coordination of the sub-services. This will include Contract Administration duties and the approval of sub-service invoices prior to it being submitted to the City of Port Alberni for payment.

2.2. General

The successful proponent will work together with the City and develop a partnership that utilizes the City's strengths and knowledge to enhance all aspects of services provided. The successful proponent will also be expected to become familiar with the City's organizational structure, infrastructure, data collection, analysis and reporting systems, master plans and strategies. A significant goal of this collaborative approach is to capitalize on opportunities for value added services and innovation.

In addition to project selection, scheduling administration, planning and implementation of the annual capital program, the successful proponent is required on an "on-call" basis to support staff with unforeseen projects such as replacement of water mains when a break occurs, or unforeseen collaborative/grant projects that may not be in the capital plan.

Typical works will include full replacement of blocks of underground utilities and surface works, applying current standards and improving the area where possible through improved grading, infrastructure, pedestrian facilities and landscaping. Also included are programs such as the Combined Sewer Overflow program, improvements to the water system to meet growth demands and replace aging infrastructure, stormwater management plans and implementation.

All facets of municipal engineering and consulting services to provide full service project delivery including, but not limited to, planning, feasibility, asset management support, assessments, preliminary and detailed design, tendering (using MMCD), contract administration, surveying and site supervision, project management, and record drawings.

The scope of work may include provision of strategies and master plans depending upon the scope and resources available to the successful proponent. The City reserves the right to have another service provider complete these services depending on capability, resource availability and cost. This would include system modelling/calibration.

This RFP does not include transportation engineering or planning, though the City reserves the right to request the successful proponent to provide these services from time to time on a limited basis by acting as the Prime Consultant.

Ability to work with Civil3D and ArcGIS are expected.

Listed below is a summary of the scope of work:

- a. Review project specific information such as record drawings, geotechnical reports, survey data, lift station SCADA data, sewer/storm/water model, and determine if supplemental investigations and engineering work are required to support design and construction of the proposed work.
- b. Coordinate additional field work as necessary (survey, geotechnical, archeological, environmental, and other) to support design and construction of all works.
- c. Provide detailed engineering design of all work included in a project. To support tendering and construction design must include a comprehensive construction phasing and traffic staging plan for each phase of work.
- d. Provide preliminary Class "C" and pre-tender Class "A" cost estimates for all work. Cost estimates must also be further separated between new works, rehabilitated works, and the respective capital asset category, as required by current Public Sector Accounting Board (PSAB) recommended practice.
- e. Provide complete tendering and construction engineering services.
- f. Provide monthly progress reports and cost updates for all phases of the project. Note that cost updates must be separated to each different funding sources according to City practices.
- g. Provide complete post construction services including record drawings.

2.3. Pre-Design

The successful proponent will be responsible for reviewing existing sources of information, such as record drawings, geotechnical reports, survey, water/storm/sewer model, and pump station SCADA data, and carry out additional investigations in accordance with these terms of reference, in order to provide recommendations to advance to the detailed design phase. Example of deliverables for the pre-design phase are a design brief with recommendations for force main alignment; hydraulic analysis in order to determine the required infrastructure upgrades at various stages up to ultimate OCP build out conditions; method of construction; Class C cost estimates for all recommended infrastructure upgrades and where applicable a recommended phasing plan.

Alignment and construction method recommendations should consider suitability of alternate construction methods, such as horizontal directional drilling, for installing the proposed force main pipe, and construction work the city could complete in order to reduce the overall project cost and risk.

Any additional pre-design scope recommended should be identified in proponent's proposals and specific task fee items included to clearly identify additional scope.

In general, the design shall be carried out in accordance with the following:

- City of Port Alberni bylaws;

- City of Port Alberni Engineering Standards;
- Engineers and Geoscientists BC guidelines;
- Transportation Association of Canada (TAC) guidelines and standards;
- Master Municipal Construction Documents Association (MMCDA) documents, and
- Ministry of Forests, Lands, and Natural Resource Operations, and Rural Development standards and requirements.

Note that the pre-design must be documented in a design basis. The design basis is an important project document and reference for the City and future project teams. The design basis should be submitted as a draft and updated after the pre-design review meeting to capture feedback from the project team. A final version must be signed and sealed by the Professional of Record at the end of the project and submitted to the City.

Preliminary Design Deliverables:

- Preliminary design drawings (PDF and AutoCAD Civil 3D)
- Design basis
- Phasing plan (if applicable)
- Preliminary class "C" ($\pm 25-40\%$) cost estimate
- Updated project schedule
- Preliminary design review meeting

2.4. Geotechnical and Hydrogeological

Where applicable a geotechnical report will be required and reviewed to determine if additional investigations (geotechnical and hydrogeological) are required in order to provide recommendations for utility installations, dewatering, road structure rehabilitation, and supporting information for tendering such as presence of groundwater, and subsurface soil conditions.

The City will engage the services of a qualified geotechnical engineering consultant directly if additional geotechnical and hydrogeological investigations are required. The Consultant is responsible for coordinating all geotechnical work, including material testing during construction.

2.5. Topographic Survey

Topographic survey to be included in the proposal. At their discretion the City will complete some topographic survey where resources permit, and in coordination with the successful proponent. The Consultant will be responsible for coordinating all survey work. Legal survey is not included in this request.

2.6. Archeological and Heritage Services

The Consultant will be responsible for coordinating the services of a qualified archaeological professional where applicable.

The Consultant is responsible for incorporating any of the archaeological recommendations into the construction specifications.

2.7. Attachments:

Attached for reference is the capital portion of the proposed 2022-2026 Five Year Financial Plan indicating the 5-year capital program. The proponent is only expected to support the municipal engineering projects.

The entire proposed plan can be found on the City website, and in the January 30, 2022 Council Agenda.

Capital Projects 2022-2026		Total Project Expenditure
STRATEGIC CAPITAL PROJECTS 2022		
<u>PAVING & ROAD CONSTRUCTION</u>		-
7th Ave - Redford St to Bute St 180m (ptp, st, sani, wtr)		420,000
Argyle / 10th Roundabout (ptp, w, st, s) Design only		135,000
2023 Capital project design - detail to follow		180,000
Argyle 1st to 3rd Avenue - CSO		100,000
15th Ave-Montrose to Bruce (westside half road reconstruction)		120,000
6th Ave - Argyle to Angus St - Cost escalation		160,000
		1,115,000
<u>TRAFFIC UPGRADES</u>		-
3rd Ave/Argyle Street - Signal Controller Replacement		27,000
		27,000
<u>STORM</u>		
<u>Main Renewals & Upgrades</u>		
Re-lining Project (Coal Creek - 3rd Ave Crossing/ South St - 2nd to 3rd/ 6th Ave - Montrose to Melrose)		300,000
CSO - 7th Ave-Redford to Bute 180m (ptp, st, sani, wtr)		95,000
		395,000
<u>WATER WORKS</u>		-
Dead Ends & Distribution Upgrades		100,000
Argyle / 10th Roundabout (ptp, w, st, s) Design only		15,000
2023 Capital project design - to be identified		60,000
Cowichan Reservoir to Burde St. New Twin Main Ph 6 (15th Ave, Fowlie Cres to Cowichan Res- 580m of 500mm HDPE; 16th Ave, Argyle St to Church St/17th Ave - 220m of 300mm PVC)		95,000
CSO - 7th Ave-Redford to Bute 180m		203,000
		473,000

<u>SEWER SYSTEM</u>	
Harbour Road Trunk Sewer Replacement	300,000
Argyle & Josephine Forcemain Somass River Crossing inspection and design	120,000
Argyle 1st to 3rd Avenue - CSO - design	15,000
2023 Capital project design - to be identified	60,000
Argyle / 10th Roundabout (ptp, w, st, s) Design only	4,000
CSO - 7th Ave-Redford to Bute 180m (ptp, st, sani, wtr)	79,000
Sewer Crawler	80,000
CSO - 6th Ave Bruce -Melrose	230,000
CSO - Wallace 4th - 6th (300m)	45,000
Small Capital Main Replacements	100,000
-	1,033,000
TOTAL CAPITAL 2022	6,871,296
-	-
OPERATING CAPITAL PROJECTS 2023	Total Project
FUNDING SOURCES	Expenditure
STRATEGIC CAPITAL PROJECTS 2023	
<u>PAVING & ROAD CONSTRUCTION</u>	
2024 Capital Design - Paving and Storm design costs	250,000
CSO - 6th Ave Bruce -Melrose (Ptp stm, sewer, water)	340,000
CSO - Wallace 4th - 6th (ptp, st, w, s)	230,000
-	820,000
<u>TRAFFIC UPGRADES</u>	
Intersection Safety #1a Gertrude/Roger	52,000
-	52,000
<u>STORM</u>	
CSO Project aligned with sewer project	380,000
-	380,000
<u>WATER WORKS</u>	
Small Capital Water projects	100,000
Dunbar St-10th Ave to 11th Ave loop 200mm PVC	100,000
Bainbridge Plant to Cowichan Reservoir Supply Main Replacement DESIGN ONLY	150,000
Cowichan Reservoir to Burde St. New Twin Main Ph 6 (15th Ave, Fowlie Cres to Cowichan Res- 580m of 500mm HDPE; 16th Ave, Argyle St to Church St/17th Ave - 220m of 300mm PVC)	940,000
Burde St-11th Ave to Estevan 650m - Development	160,000
CSO - Argyle (1st-3rd) (240m st,w revitalisation)	115,000
CSO - 6th Ave Bruce -Melrose	48,000
CSO - Wallace 4th - 6th (120m)	
-	1,613,000
<u>SEWER SYSTEM</u>	
Harbour Road Trunk Sewer Replacement	300,000
Sewer Main Video Program	
CSO - 6th Ave Bruce -Melrose	
CSO - Wallace 4th - 6th (300m)	

Small Capital Main Replacements	100,000
-	775,000
-	
TOTAL CAPITAL 2023	8,378,035
-	
OPERATING CAPITAL PROJECTS 2024 FUNDING SOURCES	Total Project Expenditure
<u>PAVING & ROAD CONSTRUCTION</u>	-
Design for 2025 Capital projects	250,000
Capital plan designed in 2023	800,000
	1,050,000
<u>TRAFFIC UPGRADES</u>	-
Intersection safety	150,000
-	150,000
<u>STORM</u>	-
CSO projects	380,000
-	250,000
<u>WATER WORKS</u>	
Small Capital Water projects	100,000
Design and project for 2024	1,200,000
	1,300,000
<u>SEWER SYSTEM</u>	
Small Capital Sewer projects	100,000
Design and project for 2024	1,200,000
-	1,300,000
TOTAL GENERAL CAPITAL 2024	5,134,847
OPERATING CAPITAL PROJECTS 2025 FUNDING SOURCES	Total Project Expenditure
<u>PAVING & ROAD CONSTRUCTION</u>	-
Design for 2025 Capital projects	250,000
Capital plan designed in 2023	800,000
	1,050,000
<u>TRAFFIC UPGRADES</u>	-
Intersection safety	150,000
-	150,000
<u>STORM</u>	-
CSO projects	380,000
	1,580,000
<u>WATER WORKS</u>	-
Small Capital Water projects	
Design and project for 2025	1,250,000
	1,350,000
<u>SEWER</u>	-
Small Capital Sewer projects	100,000

Design and project for 2025	1,200,000
	1,300,000
TOTAL CAPITAL 2025	5,669,011
OPERATING CAPITAL PROJECTS 2026 FUNDING SOURCES	Total Project Expenditure
<u>TRAFFIC UPGRADES</u>	-
Traffic Signal Controller Replacement	33,000
	33,000
<u>WORKS-OTHER</u>	-
Garbage Carts	630,109
	630,109
<u>WATER WORKS</u>	
Small Capital Water projects	100,000
Design and project for 2026	1,200,000
	1,350,000
SEWER SYSTEM	-
Upgrades	1,200,000
Small Capital Main Replacements	100,000
	1,300,000
TOTAL CAPITAL 2026	4,825,756

2.8. Sub Consultants

When this RFP is awarded the Prime Consultant will be expected to detail sub-consultants for individual projects including any related fees and also provide hourly rates for all personnel. The successful proponent may be expected to engage sub-consultants directly and coordinate all aspects of their work, including payment for services. Sub-consultant payments will be based on the specific task fee item/cost and invoices must be included with the successful proponent's monthly invoicing to justify payment.

2.9. Detailed Design

Projects will include all aspects of design and, where applicable, shall also incorporate other work such as shallow utilities, sewer, storm, and water that are proposed to be constructed in conjunction with the City of Port Alberni works. In general, the design shall be according to City of Port Alberni, Transportation Association of Canada (TAC), Master Municipal Construction Documents (MMCD), industry standards, and should include the following:

- a. The design will be conducted with full recognition of all existing and planned utilities to ensure a design whereby grade conflicts are avoided, or can be resolved. To minimize utility conflicts during construction, the consultant shall be responsible for the excavation/location of all utilities critical to the design. Where resources and timing permit the City shall provide the necessary equipment/resources to carry out the excavation work. The consultant shall be responsible for locating, directing, supervising, surveying, traffic management, permits, and all

- other necessary work to complete the utility locate excavations. In the event that grade conflicts are unavoidable, the consultant shall coordinate relocation with the respective utility.
- b. Digital drawings are to use **MMCD's** latest version of Civil 3D and Port Alberni Design Template, available on the City website.
 - c. The Consultant shall prepare a detailed traffic staging plan showing detour routes, lane and road closures, special signage and/or other traffic control devices required during construction. The traffic staging plan (TSP) shall be included as part of any tender drawing set. The Consultant shall use the current edition of the "Traffic Control Manual for Work on Roadways" published by the Province of British Columbia as the guideline for the traffic plan for this project. The traffic plan is to include reference to standard Ministry of Transportation and Infrastructure (MOTI) signs as well as details for any non-standard signs that are to be made by the contractor. Note that a detailed traffic management plan will be submitted by the construction contractor's traffic control professional as part of the road usage permit process, and will be based on the traffic staging plan prepared by the engineering consultant.
 - d. Provide supporting information and apply for all permits required such as heritage conservation act permits, environmental, provincial public highway permit, and others.
 - e. Create an Environmental Management Plan for all related construction activities, where required, for inclusion in contract documents.
 - f. Submit a pdf and two (2) sets of drawings and specifications to the City of Port Alberni for review and approval prior to finalizing the tender ready package at 60% and 90%. The Consultant should allow a minimum of two weeks review by the City for each submission. The Consultant will be responsible for meeting with the City after each submission and shall take accurate notes of these meetings and compile comments for review and incorporation into the final drawings and specifications.
 - g. Prepare cost estimates for each phase of the proposed works for budget comparison purposes, with cost breakdown according to funding source. Note that cost estimates shall include all third-party work that must be constructed in conjunction with the project.

Detailed Design Deliverables:

- Affected property owners, residents, and businesses feedback review meeting
- Detailed design drawings for City review (PDF and AutoCAD Civil 3D)
- Final detailed design drawings approved by the City (PDF and AutoCAD Civil 3D)
- Updated design basis
- Class "A" ($\pm 10-15\%$) cost estimate
- Updated project schedule
- Detailed design review meeting
- Submit all applicable notifications
- Obtain all applicable permits and business licences

2.10. Traffic Staging Plan

The Consultant shall prepare a detailed traffic staging plan showing detour routes, lane and road closures, special signage and/or other traffic control devices required during construction.

The traffic staging plan shall be included as part of the tender drawing set. The traffic management plan submitted by the construction contractor's traffic control professional will be based on the traffic staging plan.

Use the most recent Traffic Management Manual for Work on Roadways, as a guideline. Reference standard signs, as per MoTI. Note non-standard signs that the contractor will be required to create.

Traffic Staging Plan Deliverables:

- Traffic Staging Plan drawings

2.11. Procurement Services and Support

The Consultant will assemble and provide Issued for Tender (IFT) documents to the City of Port Alberni Procurement Services staff who will manage and host the competitive bid process using its front-end documents and electronic procurement portal. The intent is to issue a formal Tender, select a qualified low bid and award a MMCD Construction Contract.

The Consultant will be requested to provide technical advisory services on an “as required basis” during the Tendering process, and generally includes the answering of questions, preparation of addenda, and all other services normally expected of the engineer to the point of the receipt of tenders.

Procurement Services Deliverables:

- Issued for Tender (IFT) drawings and specifications to be used by the City for tendering (PDF, Excel, and Word formats)
- Schedule of Quantities
- Bid comparison table of all tenderer’s unit prices based on the Schedule of Quantities along with the Consultant’s estimate
- Recommendation to the City on tender acceptance and award
- Digital Issued for Construction (IFC) drawings and contract documents, and two sets of hardcopies to be supplied to the successful Contractor

2.12. Construction Administration

Administer the contract in accordance with the MMCD documents and guidelines. The Consultant will be appointed the role of Contract Administrator (CA) and will be responsible for administering all aspects of the project construction contract, including those items that fall outside of the general contractor’s responsibility.

The services shall be performed in the City of Port Alberni, unless otherwise authorized by the City, and under the direct supervision of a Professional Engineer licensed to practice in BC. Provide a full-time qualified inspector, acceptable to the Owner(s), at the project site. If less than full time is proposed on a project the City will need to understand the rationale and approve the request on a project by project basis. Rationale may include circumstances such as the inspector working on simultaneous City projects where the Responsible Registrant approves.

The following duties are in addition to those listed in the most recent MMCD Platinum Edition Volume 1 Section 3:

- The CA shall coordinate construction with other projects, events, and stakeholder needs, as required.
- Coordinate all work required to comply with Acts, regulations, permits, and approvals authorizing work on the project, and ensure the contractor is complying with the requirements of the respective permits and approvals. Coordinate and provide, as required, qualified professionals at the place of work.

- The CA shall provide the Owner(s) with a copy of all significant correspondence related to the project within two Days of receipt or dispatch and report promptly upon discovery of any significant and unusual circumstances.

Construction Services Deliverables

- Provide property owners and residents with advanced written notice of proposed construction work, and meet with all parties to identify and resolve issues, such as service interruption and property access, which may reasonably occur during construction. Written notifications to be provided by City of Port Alberni Communications Officer.
- Provide and update signs to inform the community of the construction work and schedule.
- Coordinate and administer a pre-construction meeting with the Owner(s), Contractor, and other stakeholders
- Coordinate and attend regular **weekly** construction meetings with the contractor and other parties
- Provide the City with an updated project schedule and cost estimate which includes all project costs such as engineering, construction administration, and any third-party contracts, to accompany all monthly construction progress payments.
- Provide written and photographic record of the project area, including the inside of private buildings that could reasonably be affected by construction activities, prior to construction, and sufficient to provide valid substantiation and relevant testimony in the settlement of any claim involving the Owner(s)
- Coordinate a structural evaluation of all structures that may be affected by construction activities, prior to construction, and sufficient to provide valid substantiation and relevant testimony in the settlement of any claim involving the Owner(s)
- Provide survey information and sufficient control points within the construction area to allow the Contractor to accurately layout and construct the proposed works
- Complete Inspector's daily site diaries using a MMCD template or equivalent

2.13. Meetings

Proponents should be aware that regular meetings with the City and other parties are required for successful delivery of this project.

The following provides an overview of meetings to be included for the project.

- a. Meet with City of Port Alberni staff to review the design concepts and to gather information. The consultant will provide a detailed schedule of the proposed work plan as well as an itemized account of information required from the City of Port Alberni and the timing of City input. The Consultant shall record minutes of all meetings and distribute to all in attendance. These minutes shall clearly show the requisite actions that are necessary for all individuals.

- b. Meet with City staff, as required, to review the design and interim issues that may arise during preparation of the design.
- c. Meet with all affected utilities, at the onset of the project, to determine if system improvements are desired and coordinate design and construction of the work to occur in conjunction with City works.
- d. Review all available information and meet with the City and other utility providers to verify the location of all City utilities and other utility and service companies' infrastructure, along with planned infrastructure that may affect design. Proponents must also meet with the respective parties to identify any relocation or upgrading work that may need to be performed prior to or during the construction of this project, including any planned maintenance. Where the City is responsible for the proposed changes, submit detailed drawings and estimates of the work to be done and meet with the City to review these proposed items.
- e. Meet with City staff to review pre-design concepts and recommended options prior to proceeding to detailed design stage.
- f. Meet with all affected utilities to review the Detailed Design at the 60% completion milestone. The consultant shall be responsible for coordinating all utility designs and work completed by others to ensure the proposed project completion date is met.
- g. Meet individually with all affected property owners, residents, and businesses, prior to the 90% design completion milestone. Prior to advancing design to the next stage, proponents must have met with owners and residents and reviewed results of these meetings with City staff. Feedback from these meetings will be used to inform the final design and construction contract documents with consideration of impact to private property and owners' requirements.
- h. Meet with City Staff to review the Detail Design at the 90% completion milestones.
- i. Meet with stakeholders prior to construction of the project. The City will be responsible for sending invitations, advertising and reserving the meeting facility. The Consultant shall be responsible for the preparation and conduct of the meeting as well as all equipment and other resources.
- j. Meet with Emergency Services and other affected service suppliers such as garbage and recycling and transit/school bus if applicable to review access during construction.
- k. The Consultant shall clearly include in the proposal any proposed addition or modification to the above format.

Meeting Deliverables:

- The Consultant will prepare and distribute an agenda in advance of all meetings, and record and distribute minutes within two business days after all meetings. Meeting minutes shall clearly show the requisite actions required for all individuals.

2.14. Post Construction Record Drawings and Documents

The Consultant shall prepare and submit to the City sealed as built record drawings in paper and electronic format to City's current version of Civil 3D compatible digital computer data as well as service cards for the project. Record Drawings and other supporting information shall be in accordance with City and MMCD standards and submitted within sixty (60) calendar days from the date of substantial completion of the work. Engineering survey to confirm as-constructed works shall be independent of the survey work carried-out by the Contractor.

Where applicable the consultant shall supply Operations and Maintenance Manuals for sedimentation devices, instream works, lift stations, pump stations, valve chambers, flushing chambers, and other works as required.

To accommodate the City's accounting and reporting standards (PSAB) the consultant shall provide, in a format approved by the City, a detailed accounting of all new and rehabilitated infrastructure for each of the City's PSAB infrastructure classes, as well as for each funding source. This information shall be based on actual quantities constructed and shall include location information.

Post Construction Deliverables

- Signed and sealed digital PDF record drawings
- Digital record drawings must use the MMCD's latest templates and be compatible with the City's version of Civil 3D (currently 2022)
- Operations and Maintenance manuals, if applicable
- Memorandum with maintenance recommendations and permit/licence instructions
- Final design brief memorandum documenting all work completed on the project
- Service card(s) development and updates
- Digital photos accrued during construction of construction

3. Proposed Schedule and Milestones:

The City is working towards completing project designs one year and tendering/constructing the following year. With award of this contract the successful proponent would commence designs for the proposed 2023 Capital Construction year. Design and construction for the 2022 year has already been awarded to a consultant. The City has proceeded in this manner to provide the successful proponent an opportunity to work on a few projects initially and get familiar with the City prior to the pressures of construction. This also provides the successful proponent an opportunity to ensure they have the right resources available to Port Alberni projects to avoid scheduling slips.

The following table provides a general outline and timing of key milestones.

Key Milestone and Schedule Consideration	Completion Date
RFP Period Close	May 6, 2022
Estimated Award	May 20, 2022
Preliminary Meeting to discuss 2022 work	June 3, 2022

Proponents should provide a detailed work plan (including GANNT chart) showing key milestone dates, permit lead times, and the required tasks proposed to successfully deliver each of the future projects. Proponents are encouraged to provide a realistic and achievable schedule that allows for overall project completion. A sample of a Gantt chart should be included in this RFP.

4. Funding

Budget for engineering design is anticipated to be approved before the award of this RFP as part of the annual capital budget approval process. Award is contingent upon Councils approval.

Current accounting practices (PSAB) require the City to identify new works and rehabilitated works separately. The Consultant shall be required to further separate costs into new and rehabilitated works as well as the respective capital asset categories to assist with the City's public sector accounting practices.

5. Disclosures by the City:

The proposal must contain the following endorsement:

- "Identified key project team members shall only be replaced with written approval of the City's Project Manager.

The Proponent shall provide a brief consolidated listing of all proposed modifications and/or deletions of the Terms of Reference, or it will be deemed that every clause will be strictly adhered to.


Sub-consultants are subject to all the Terms and Conditions specified in the Request for Proposal.

The pre-conditions of award that apply to this RFP, if any, are set out below.

Upon notification of award, the successful Consultant shall provide the following:

- Valid General Liability Insurance policy naming the City of Port Alberni as additional insured with a minimum of \$5,000,000 liability coverage.
- Valid Errors & Omission Insurance Minimum \$2,000,000.

Part B: The RFP Process

	<p>This Part B details the terms and conditions of how this RFP process will be run by the City, and how the Contractor will be selected. Respondents to this RFP must ensure they follow all the terms detailed below. Failure to follow the terms of this Part B may result in a Proposal being rejected.</p>
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1. Key Details:

1.1. RFP Contact Person:

The sole point of contact at the City of Port Alberni for any queries or questions related to this RFP is:

[Rob Dickinson, Director of Engineering & Public Works](#)

Rob_dickinson@portalberni.ca

The above-named RFP Contact Person is the only person that any Respondent to this RFP may contact during this RFP process. Information obtained from any source other than the RFP Contact Person is unofficial and must not be relied upon as part of this RFP. Respondents must not contact any other employees, officers, consultants, agents, elected officials or other representatives of the City of Port Alberni regarding matters related to this RFP. Any Respondent found to have contacted persons other than the RFP Contact Person, may be disqualified from submitting a Proposal, or have their Proposal rejected.

All questions regarding this RFP must be submitted in writing prior to the Deadline for Questions detailed under Section 1.2 of this Part B. Questions received after the Deadline for Questions will be addressed if time permits. The Respondent is solely responsible for seeking any clarification required regarding this RFP, and the City shall not be held responsible for any misunderstanding by the Respondent.

1.2. Timetable:

This RFP process will run to the following timetable. This timetable may be amended at the City's discretion through the issuance of an addendum to this RFP.

Event:	Date:
Issue Date of this RFP	April 8, 2022
Deadline for Questions	April 22, 2022
Last Day for Issue of Addenda	April 29, 2022
RFP Closing Date and Time:	May 6, 2022 02:00 PM
Notice of Award Date (estimated)	May 20, 2022, 2:00pm

1.3. Submission of Proposals (Address, Date & Time, Format):

Proposals to this RFP should be submitted in accordance with the following instructions to submit via our Public Portal:

1.3.1 Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement
Appendix A - Certification Form	File Type: PDF (.pdf)	Multiple	Required
Appendix B - Pricing Form	File Type: PDF (.pdf)	Multiple	Required
Appendix C - Respondent's Proposal	File Type: PDF (.pdf)	Multiple	Required

Requested Documents:

Please note the type and number of files allowed.

1.3.2 Delivery of the Proposal

Proposals shall be submitted by email to Rob Dickinson, Director of Engineering & Public Works at rob_dickinson@portalberni.ca , or 1 paper copy and an electronic copy on a USB stick can be delivered to:

City of Port Alberni,
4850 Argyle Street,
Port Alberni, BC
V9Y 1V8

Proposals received after the Closing Time shall not be considered. Proponents are solely responsible for ensuring that their Proposal is received by the Closing Time.

The Closing Time for this RFP is: May 6, 2022 at 2:00pm PDT.

2. Definitions Used in this RFP:



The following are definitions used in this RFP document. Whenever one of the following terms is used with a capitalized first letter, the term shall have the meaning as set out in this section.

- 1.1. "Addenda" or "Addendum" means additional information or amendments to this RFP, issued by the City in accordance with Section 5 of this Part B.
- 1.2. "City" means the City of Port Alberni.
- 1.3. "Contract" means a written agreement for the provision of the Services that may result from this RFP, executed between the City and the successful Respondent to this RFP.
- 1.4. "Contractor" means the successful Respondent to this RFP who enters into a Contract with the City.
- 1.5. "Closing Date and Time" means the date and time that Proposals to this RFP must be received by in accordance with Section 1.2 of this Part B.
- 1.6. "Proposal" means a Proposal submitted by a Respondent in response to this RFP.
- 1.7. "Respondent" means a person or entity that submits a Proposal to this RFP.
- 1.8. "RFP" means this Request for Proposals RFP005-22, including all Parts A to D.
- 1.9. "Section" means the numbered section of the referenced part of this RFP.
- 1.10. "Services" means the Services which the City seeks to be provided by the Contractor, as outlined in Part A.
- 1.11. "Subcontractor" means a person, partnership, firm or corporation that the Respondent proposes to contract with to deliver part of the Services, in a subordinate relationship to the Respondent.

3. Amendment of a Proposal by Respondent:

A Respondent may amend a Proposal at any time up until the RFP Closing Date and Time. Amendments must be submitted in the same way as the original Proposal, as detailed in Section 1.3 of this Part B. Amendments to a Proposal must be clearly labelled as such, must contain the RFP reference number and title, and the full legal name and legal address of the Respondent. Amendments must clearly detail which part(s) of the Proposal is being amended or replaced.

4. Withdrawal of a Proposal by Respondent:

A Respondent may withdraw a Proposal that is already submitted at any time throughout the RFP process, including after the Closing Date and Time.

5. Addenda Issued by City:

This RFP may only be amended by way of an Addendum issued in accordance with this Section. At any time up until the Closing Date and Time, the City may issue an Addendum in order to amend, clarify, or answer questions to this RFP. Each Addendum will be issued at the same location and in the same manner as this RFP document (website location). Each Addendum will form an integral part

of this RFP. Respondents are solely responsible for checking for Addenda up until the Closing Date and Time. If the City deems it necessary to issue an Addendum after the Last Day for Issue of Addenda, as detailed in Section 1.2 of this Part B, then the City may extend the Closing Date and Time in order to provide Respondents with more time to complete their Proposal.

Proposals should confirm receipt of all Addenda in Appendix A – Certification Form of their Proposal.

6. Evaluation of Proposals & Award of Contract:

The City will conduct the evaluation of Proposals and selection of a successful Respondent in accordance with the process detailed in this Section. Evaluation of Proposals will be by an evaluation committee which may include the City’s Finance and Engineering Departments and stakeholders, as well as key City employees. The City’s intent is to enter into a Contract with the Respondent who has met all mandatory criteria and minimum scores, and who has the highest overall ranking based on this evaluation process.

6.1. Mandatory Criteria:

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration in the evaluation process.

Mandatory Criteria:	
1	The Proposal must be received by the Closing Date and Time, in accordance with the requirements of Section 1.4
2	The Proposal must include the following completed form: <ul style="list-style-type: none"> Appendix A – Certification Form

6.2. Scored Criteria:

Proposals that meet all of the Mandatory Criteria will be further assessed against the following scored criteria.

Scored Criteria	Weighting
Project Team & Qualifications	30 points
Relevant Experience & Past Performance of the Team	30 points
Annual Project Delivery Plan	10 points
Understanding of Typical Project Risks & Mitigation	15 points
Cost	15 points

Respondent Proposals should be;

- Informed by Part A – The Services;
- Take direction from **Appendix C** – Respondent Proposal

6.3. Scoring Method:

The following method will be used to score the scored criteria:

- **Hourly Rates:** Total Annual Contract Price will be scored relative to other Respondents' Total Annual Contract Prices using the following formula:

$$\text{Score} = \frac{\text{Lowest Total Contract Price}}{\text{Respondent's Total Contract Price}} \times \text{Weighting}$$

To determine the Total Annual Contract Price we will estimate 3000 hours of service is required per year, each consultant is then to assign hours as per the following Task-Fee Schedule:

Task	Hours	Hourly Rate	Fee
Project Management	200 Hours		
Project Engineering	500 Hours		
Design Drafting	1000 Hours		
Construction Inspection	1000 Hours		
Contract Administration	200 Hours		
Administration	100 Hours		
Sub-Total	3000 Hours		\$

Though not considered in the "Total Annual Contract Price" we do expect consultants to provide hourly rates in their proposal for any services they expect to provide over the course of the 3-year contract including but not limited to topographic survey, Senior Partner oversight, and any specialists. These can be outlined in the task Fee Schedule without hourly commitments and not added to the Total Annual Contract Price.

- **Other Criteria:** All other criterion (except Total Contract Price) will be scored by the evaluation committee out of 100, which will then be multiplied by the Weighting factor to provide a weighted score.

6.4. Clarifications & Remedy Period:

Notwithstanding the requirements for mandatory criteria and scored criteria detailed in this Section 6, the City will allow the following remedies and clarifications at its sole discretion:

- **Remedy for missing Mandatory Criteria:** If the City finds that a Proposal fails to meet all of the mandatory requirements detailed in Section 6.1, then the City may provide written notification to a Respondent which identifies the requirements not met and provides the Respondent with 5 calendar days to remedy and supply the requirements. The 5 calendar days shall commence upon notification by the City to the Respondent.

This option to remedy missing requirements shall not apply to Proposals not received by the Closing Date and Time.

- Clarification of Proposals: During evaluation of the scored criteria, the City may at its sole option, request further details or clarification from the Respondent and/or third parties, on aspects of a Proposal by way of a written request for clarification. The written request shall clearly state the required clarification and time limit to supply the information requested. Following receipt of the clarification information, the City may use this information to reassess and/or re-score the Proposal according to the scored criteria.

6.5. Ranking of Respondents:

Following completion of the evaluation against the scored criteria, the weighted scores for each Proposal will be added together, and Proposals will be ranked according to their total weighted scores. The Respondent with the highest-ranked Proposal will be invited to conclude a Contract with the City. In the event that two or more Proposals have an equal total weighted-scored, then the Respondent with the Lowest Hourly rates will be invited to enter into a Contract with the City.

6.6. Conclusion and Execution of a Contract

Neither the City nor any Respondent will be legally bound to provide or purchase the Services until the execution of a written Contract. Following an invitation to a Respondent, by the City, to conclude a Contract, it is expected that the City and that Respondent would enter into discussions which may include, among other things:

- Clarification or amendment to the scope of work, plus any resulting price adjustments, based on items submitted in the Proposal.
- Amendments to the terms and conditions of the Contract (Part C), based on items submitted in the Proposal.

The City would seek to execute a Contract within 30 days of issuing an invitation to the Respondent to conclude a Contract. If the City and Respondent do not, for any reason, execute a Contract within this time-period, the City may discontinue the process with that Respondent and invite the Respondent with the next-highest-ranked Proposal to conclude a Contract. The City may then continue this process until a Contract is executed, or there are no further Respondents, or the City otherwise elects to cancel the RFP process entirely. For clarity, the City may discontinue discussions with a Respondent if at any time the City is of the view that it will not be able to conclude a Contract with that Respondent.

7. Other Terms & Conditions of this RFP Process:

The following terms and conditions shall also apply to this RFP:

7.1. Proposals in English:

All Proposals are to be in the English language only.

7.2. Only One Entity as Respondent:

The City will accept Proposals where more than one organization or individual is proposed to deliver the Services, so long as the Proposal identifies only one entity that will be the lead entity and will be the Respondent with the sole responsibility to perform the Contract if executed. The City will only enter into a Contract with that one Respondent. Any other entity involved in delivering the Service should be listed as a Subcontractor. The Respondent may include the Subcontractor and its resources as per of the Proposal and the City will accept this, as presented in the Proposal, in order to perform the evaluation. All Subcontractors to be used in the Service must be clearly identified in the Proposal.

7.3. Proposals to Contain All Content in Prescribed Forms:

All information that Respondents wish to be evaluated must be contained within the submitted Proposal. Proposals should not reference external content in other documents or websites. The City may not consider any information which is not submitted within the Proposal or within the pre-prescribed forms set-out in this RFP.

7.4. References and Experience:

In evaluating a Respondent's experience, as per the scored criteria, the City may consider information provided by the Respondent's clients on the projects submitted in the Proposal, and may also consider the City's own experience with the Respondent.

7.5. RFP Scope of Work is an Estimate Only:

While the City has made every effort to ensure the accuracy of the Services described in this RFP, the City makes no guarantees as to the accuracy of the information provided. Any quantities or measurements provided are estimates only and are provided to describe the general nature and scale of the Services. Respondents must obtain all information they deem necessary, including verification of quantities or measurements in order to complete a Proposal.

7.6. Respondent's Expenses:

Respondents are solely responsible for their own expenses in participating in this RFP process, including costs in preparing a Proposal and for subsequent finalizations of an agreement with the City, if required. The City will not be liable to any Respondent for any claims, whether for costs, expenses, damages or losses incurred by the Respondent in preparing its Proposal, loss of anticipated profit in connection with any final Contract, or any matter whatsoever.

7.7. Retention of Proposals and FOIPPA:

All Proposals submitted to the City will not be returned and will be retained in accordance with the Freedom of Information and Protection of Privacy Act ("FOIPPA"). Respondents should

note that in accordance with the provisions of FOIPPA, certain details of this RFP and any executed Contract may be made public, including the Contractor's Name and total Contract price. Respondents should identify with their Proposal any information which is supplied in confidence, however, Respondents should be aware of and review the City's obligations under FOIPPA and the City's limited ability to refuse to disclose third party information pursuant to section 21 of FOIPPA.

7.8. Clarification of Proposals:

The City may, at its sole discretion, seek clarification from Respondents on any aspect of their Proposal, in order to clarify meaning, intent or to help inform the City's evaluation process outlined under Section 6 of this Part B.

7.9. Notification and Feedback to Unsuccessful Respondents:

At any time up until or after the execution of a written Contract with the Contractor, the City may notify unsuccessful Respondents in writing that they have not been selected to conclude a Contract. Unsuccessful Respondents may then request a feedback email or telephone call with the City's Purchasing Department in order to obtain feedback on how their Proposal fared in the evaluation. Such requests for feedback must be made within 30 days of notification of the RFP results to the unsuccessful Respondent. Details of feedback provided will be at the City's sole discretion in order to protect the confidentiality of other Respondents and the City's commercial interest.

7.10. Conflict of Interest:

All Respondents must disclose an actual or potential conflict of interest, as set-out in Appendix A – Certification Form. The City may, at its sole discretion, disqualify any Respondent from this RFP process, if it determines that the Respondent's conduct, situation, relationship (including relationships of the Respondent's employees and City employees) create or could be perceived to create a conflict of interest.

The City may rescind or terminate a Contract entered into if it subsequently determines that the Respondent failed to declare an actual or potential conflict of interest during this RFP process, as required under Appendix A – Certification Form.

7.11. Confidentiality:

All information provided to Respondents by the City as part of this RFP process is the sole property of the City and must not be disclosed further without the written permission of the City.

7.12. No Contract A and No Claims:

This RFP process is not intended to create and no contractual obligations whatsoever (including what is commonly referred to as 'Contract A') shall arise between the City and a Respondent upon the submission of a Proposal in response to this RFP. For extra clarity, both the

Respondent and the City are free to cancel their participation in this RFP process at any time up until the execution of a written Contract for the Services.

Without limiting the above paragraph, no Respondent shall have any claim whatsoever against the City for any damage or other loss resulting from a Respondent's participation in this RFP, including where the City does not comply with any aspect of this RFP and including any claim for loss of profits or Proposal preparation costs should the City not execute a Contract with the Respondent for any reason whatsoever.

7.13. Right to Cancel RFP:

Although the City fully intends to conclude a Contract as a result of this RFP, the City may at its sole discretion, cancel or amend this RFP process at any time without any liability to any Respondent.

7.14. Governing Law and Trade Agreements:

This RFP is governed by the laws of the Province of British Columbia and any other agreements which exist between the Province of British Columbia and other jurisdictions.

Part C: The Contract



This Part C details the Contract terms and conditions that the City will enter into with the Contractor at the conclusion of the process outlined in Section 6.6 of Part B.

1. Terms and Conditions

The City and the successful Respondent shall enter into a Contract for the Services using the following terms and conditions:

The Standard Master Municipal Construction Document

Client Consulting Agreement

A Copy of the standard MMCD document is attached for reference. Where conflicts between the attached contract and this RFP occur, the RFP is to take precedence.

2. Sample Invoice Format

Invoice for Professional Services [Insert Company Name & Information]

Remit to:

The Corporation of the City of Port Alberni
4850 Argyle Street
Port Alberni, BC V9Y 1V8

Project No:
Date:
Invoice No:
PO No:

Invoice for Professional Services for the Month of _____

RE: [Insert project Name]

Milestone	Description	Current	Spent to Date	Budget	Remaining	Percent Complete
1						%
2						%
3						%
4						%
5						%
6						%
7						%
	Subtotals					
Taxes	GST (5%)					
Total Invoice Amount						

Work Completed this Period

- Reference attached Task Fee Schedule
- Fees broken by funding source

Part D: Submission Forms




This Part D contains forms detailing the information that should be included in a Proposal, as detailed under Section 6 of Part B.

1. Part D Contents:

This Part D contains the following forms:

- **Appendix A – Certification Form** (*supplied for submission*)
- **Appendix B – Pricing**
- **Appendix B1 – Task Fee Schedule**
- **Appendix C – Respondent’s Proposal** (*Respondent to upload in order identified in Proposal Layout*)
- **Appendix D – Project Experience & Profiles** (*supplied for submission*)
- **Appendix D1 – Sample Project Experience & Profiles** (*supplied for reference*)

APPENDIX A – CERTIFICATION FORM

	<p>Respondents must complete all details requested in this Appendix A – Certification Form and include this completed form in the Proposal, as detailed under Section 6.1 (Mandatory Criteria) of Part B. No changes to this form must be made, except for completing the requested information in the spaces provided.</p>
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1. Respondent Details:

Full Legal Business Name of Respondent:	
Other “DBA” Names the Respondent Uses:	
Registered Business Address:	
Respondent Contact Person Name & Title:	
Contact Person Phone No.:	
Contact Person Email:	

2. Certification & Acknowledgement of RFP Process:

By signing this Appendix A – Certification Form, we the Respondent, certify and acknowledge the following:

- a. We have carefully read and examined this RFP document, including all Parts and Appendices, and have conducted such other investigations as were prudent and reasonable in preparing this Proposal. We are able to provide the Services detailed in Part A for the pricing submitted in this Proposal.
- b. We certify that the statements made in this Proposal are true and submitted in good faith.
- c. We acknowledge and understand that the RFP process and the submission of this Proposal do not give rise to any contractual obligations whatsoever (including what is commonly referred to as ‘Contract A’) between the City and us, the Respondent, and that no contractual obligations shall arise between the City and us, the Respondent, until and unless we execute a written Contract with the City.
- d. We certify that in relation to this RFP process, we have not engaged in any conduct which would constitute a conflict of interest and we understand that a conflict of interest would include the following situations:
 - i. The Respondent has an unfair advantage or engages in conduct which may give it an unfair advantage;
 - ii. The Respondent has had access to confidential information of the City which is not available to other Respondents to this RFP.

- iii. The Respondent has influence over an employee of the City who is a decision-maker involved in this RFP process, which could reasonably be perceived as giving the Respondent an unfair advantage or preferential treatment.

3. Confirmation of Addenda Received:

We confirm receipt of the following addenda that were issued by the City up until the Closing Date and Time:

Addendum #	Issued On Date:

4. Certification Signature:

The Respondent hereby certifies that the above statements are true and that the individual signing below has the authority to bind the Respondent:

Signature of Respondent Representative

Name of Respondent Representative

Title of Respondent Representative

Date

APPENDIX B – PRICING



Respondents must complete the requested pricing in Appendix B1 – Task Fee Schedule and include the completed form in the Proposal, as detailed under Section 6.2 (Scored Criteria) of Part B.

1. Pricing Basis:

Pricing, shall be on the following basis:

- a. All Prices are in Canadian funds, are inclusive of all applicable duties and taxes including the PST, but not the GST which shall be itemized separately where indicated.
- b. Prices are all-inclusive and include for all labour, materials, supplies, travel, overheads and profit, insurance, mobilization/demobilization, and all other costs and fees necessary to deliver the Services outlined in Part A.
- c. Prices shall be firm for the entire Contract term, therefore if there is any annual cost escalation it is to be provided for / referenced in the RFP submission.

2. Payment Terms:

The Consultant shall invoice as follows:

- a. Fixed Lump Sum Prices, when asked for, shall be invoiced following the completion of each Scope of Work Item. The City shall pay all undisputed portions of invoices within 30 calendar days of receipt of invoice.
- b. Unit Price work shall be invoiced at a monthly frequency for unit price work completed and expenses incurred during the prior month.

The City shall pay all undisputed portions of invoices within 30 calendar days of receipt of invoice.

3. Progress Payments

Monthly progress payments will be issued for all fees and reimbursable disbursements incurred by the Consultant for tasks completed during the preceding month.

- Payment will be limited to the amount associated to each task as identified by the consultant in the task-fee schedule in the proposal.
- Payment may be issued for partially completed tasks on the basis of the percentage of verifiable and acceptable work that has been performed on each individual task.

- ❑ Invoices shall be broken down by the various funding sources to allow the City to apportion costs on a monthly basis, the simplified funding sources are the Water Utility, Sanitary Sewer Utility and General Revenue.
- ❑ Invoices for all sub-consultants must be included as part of the monthly progress claim where applicable.
- ❑ Payment will be in accordance with the specific task fee item and cost identified in the task fee schedule with no additional payment made unless approved as part of a scope change.

Progress payments shall be substantiated with a summary of actual hours worked by each staff member by project phase and task.

APPENDIX B1– TASK FEE SCHEDULE

1. Task Fee Schedule (Level of Effort to be completed for the Total Annual Contract Price referenced in Section 6.3)

Describe the general tasks and/or roles by staff to be completed for typical projects and the team member who is going to carry out the task. Tasks breakdowns shall take funding sources into consideration.

Task Fee Schedule format can be customized but may be as simple as the schedule shown in Section 6.3.

APPENDIX C – RESPONDENTS PROPOSAL



Proposals must include the details requested in this Appendix C – Respondents Proposal, as detailed under Section 6.2 (Scored Criteria) of Part B.

1. Proposal Layout:

The Respondent's proposal should include the following:

1. **Appendix C** – Respondents' Proposal
 - a. Cover Page
 - b. Executive Summary
 - c. Project Team and Qualifications
 - d. Relevant Project Experience and Past Performance of the Team
 - e. Project Delivery Plan (*may include and unpriced Task Fee Schedule*)
 - f. Understanding of Project Risks and Mitigation
2. **Appendix A** – Certification Form
3. **Appendix B** – Pricing
 - a. Appendix B – Pricing / Hourly Rate Schedule
 - b. Appendix B1 - Detailed Priced Task Fee Schedule

2. Proposal Content

The Respondent's proposal should convey, at minimum, the following information in a clear and concise manner:

Executive Summary (*max 2 pages*)

- Name, address, telephone number, and contact person.
- A brief history of the company including how many employees and their roles.
- Reasoning why your solution/firm should be selected and what differentiates it from similar products.
- Any information that may be of benefit that may not be outlined in the RFP.

Project Team Composition and Qualifications (*max 5 pages not including resumes*)

- Demonstrates the team and firm's qualifications delivering infrastructure projects using the Master Municipal Contract Documents (MMCD)
- Explains why the firm and project team are well suited to this particular project
- Identifies all key project personnel, roles, and involvement expressed as a per cent of total hours
- The team poses the necessary skills, abilities, and competencies

- The team balances senior, intermediate, and junior staff to provide good value
- Team reporting structure and accountability is clear and includes subconsultants if applicable

Relevant Experience and Past Performance of the Team (*max 6 pages – two page per project not including client references*)

- Provides relevant project examples and details to demonstrate proven experience of the proposed team
- A minimum of three recent, relevant examples, are provided using the attached template
- Describes initiatives, methods, and approaches that were applied in the delivery of the examples
- Explains how the team reacted to challenges that arose during the project examples
- Describes what made each project successful and how the experienced gained will translate to this project
- Strong positive references provided, as may be verified by the City

Typical Project Delivery Plan (*max 2 pages*)

- Provides a clear, concise, and organized plan to show how the project will be delivered
- Included & excluded services, optional services, and services provided by others are clear
- A clear breakdown of tasks by discipline is provided
- All deliverables are identified for each task and meets the needs of the project
- A detailed schedule is provided
- Sound approach to schedule, budget, and quality controls
- Presents opportunities for innovation

Typical Understanding of Project Risks and Mitigation (*max 1 pages*)

- Discusses the risks to delivering the project on time and on budget
- Demonstrates understanding of the project risks, challenges, and deliverables
- Explains how the project manager will manage risk and mitigate schedule delays during both the design and construction phases
- Describes how the City will be kept informed of emerging issues and communication with the public and stakeholders

Pricing and Fees (*pricing is to be limited to Appendix B and B1 only*)

- Appendix B1 - Detailed Task Fee Schedule - A task person-hour schedule showing hours for each team member expressed as a percentage
- Hourly rates provided for all personnel, including sub consultants whether they are included in the calculation of the Total Annual Contract Price or not