



REQUEST FOR PROPOSAL

RFP 2020 - 01
(January 10, 2020)

CAIRNSMORE ROUNDABOUT
DESIGN and TENDERING

City of Duncan, Public Works and Development Services
Attention: Emmet McCusker,
Director of Public Works and Development Services,
City of Duncan, 200 Craig Street,
Duncan, BC, V9L 1W3

Submission Deadline: - February 3, 2020

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DEFINITIONS

“**CONTRACTOR or CONSULTANT**” means the Proponent whose Proposal has been accepted by the City of Duncan and is awarded a contract by the City of Duncan to carry out the Work.

“**CoD**” means the City of Duncan.

“**PROPONENT**” means the responder to this RFP.

“**PROPOSAL**” means a proposal to carry out the Work submitted by a Proponent in response to this RFP.

“**RFP**” means this Request for Proposal.

“**WORK**” means and includes everything required to be done for fulfillment and completion of the project in accordance with this RFP and Proposal.

1.0 - INTRODUCTION

1.1 INVITATION

The CoD invites qualified Engineering Consultants (Proponents) to submit Proposals for the provision of professional services for the design and tendering of a roundabout and other related infrastructure upgrades at the intersection of Cairnsmore, College and Government Streets. Such services will include:

- Field Surveys;
- Preparation of detailed design drawings, construction specifications and tender documents;
- Presentation of the design to CoD Council;
- Tendering of the works;
- Review of the tenders received;
- Provision of a written recommendation to the CoD for the award of the construction contract.

1.2 PURPOSE

The purpose of the proposed works is to improve traffic operations and related service levels, and appropriately replace and upgrade municipal utilities and services in the project area. Existing traffic signals will be replaced with a roundabout. Other works will include appropriate upgrading and replacement of associated road sections, pedestrian facilities, street lighting, sanitary sewers, storm sewers, watermains, landscaping, irrigation and other utilities and associated services.

- Figure 1 shows the approximate, currently anticipated, project limits.
- Figure 2 shows the existing utilities.

The final project limits will be established by the CoD, in consultation with the Consultant, as part of the detailed design stage of the work.

1.3 BACKGROUND

The traffic at the intersection of Cairnsmore, College and Government Streets is currently regulated by a four-phase traffic signal, with three main phases on

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Government, Cairnsmore and College, and a southbound left turn phase on Government Street. It is anticipated that the replacement of this signal with a roundabout will improve safety for all transportation modes, reduce emissions and improve traffic throughout.

There will be a significant change in traffic flow incorporated into the design, as the main entrance to Queen Margaret School (QMS) will be relocated from Brownsey Avenue and QMS will be directly accessed from the roundabout. The design and construction of the roundabout will be coordinated with the access construction on the QMS site. Any property acquisition required from QMS will be facilitated through an existing agreement. The roundabout will be designed to minimize additional property acquisition while maintaining full functionality and safety.

The CoD asset management system indicates that there may be a combination of ductile iron and cast-iron water mains, a combination of concrete and CSP storm sewer mains, and vitreous clay sanitary sewer mains, all within the proposed area of construction. The CoD will undertake a Ground Penetrating Radar survey to confirm utility locations.

Time is of the essence in this design, as construction is desirable during the spring and summer months of 2020.

2.0 - INSTRUCTIONS TO PROPONENTS

2.1 SUBMISSION OF PROPOSALS

The Proposal and their envelopes should be clearly marked with the name and address of the Proponent and the program title. The sealed envelope should be addressed to the following:

Emmet McCusker
Director of Public Works and Development Services
200 Craig Street
Duncan, BC, V9L 1W3
Office No. (250-746-6126), Fax No. (250-746-6129)
Email: emmet@duncan.ca

Proposals are to be received on or before the **Closing Time** of:

TIME: (TIME: 3pm) local time
DATE: (February 3, 2020)

Proposals (3 hard copies) will be accepted until the Closing Time specified. It is the Proponent's sole responsibility to ensure its Proposal is received at the address set out above by the Closing Time.

Proponents wishing to make changes to their Proposals after submission but prior to the Closing Time may do so by submitting the revisions by fax, email or hard copy. It is the Proponent's sole responsibility to ensure the revisions are received by the CoD prior to the Closing Time.

2.2 INQUIRIES

Proponents shall carefully examine the RFP documents and shall fully inform themselves as to the intent, existing conditions and limitations which may affect their Proposal submission. No consideration will be given after submission of a Proposal to any claim that there was any misunderstanding with respect to the conditions imposed.

Proponents finding discrepancies or omissions in the Contract or RFP or having doubts as to the meaning or intent of any provision, should immediately notify the above listed project contact. If there are any changes, additions, or deletions to the Proposal scope, conditions, or closing date, Proponents will be advised by means of an Addendum issued by CoD. All Addenda are to become part of the Proposal Documents and receipt of Addenda should be acknowledged by the Proponent in the submission.

Verbal discussion between CoD Councillors or staff and a Proponent shall not become a part of the RFP or modify the RFP unless confirmed by written Addendum.

3.0 - GENERAL TERMS OF PROPOSAL PROCESS

3.1 PROPOSAL PREPARATION COSTS

All expenses incurred by the Proponent in preparation and submission of this Proposal are to be borne by the Proponent, with the express understanding that no claims for reimbursements against CoD will be accepted. CoD shall not be responsible for any costs involved in or associated with any meetings, discussion or negotiation following submission that could lead to acceptance of the Proposal and award of a contract.

3.2 PROPOSAL EVALUATION

CoD recognizes that “Best Value” is the essential part of purchasing a product and/ or service and therefore CoD may prefer a Proposal with a higher price, if it offers greater value and better serves CoD’s interests, as determined by CoD, over a Proposal with a lower price. Appendix “ A” contains the information regarding how Proposals will be evaluated. The evaluation team will not be limited to the criteria listed in Appendix A, and the evaluation team may consider other criteria that the team identifies as relevant during the evaluation process. However, any criteria considered will be applied evenly and fairly to all Proposals.

CoD, at its sole discretion, reserves the right to:

- Reject any or all Proposals whether complete or not;
- Reject any Proposal it considers not in its best interests;
- Waive any irregularity, deficiency, or insufficiency in the Proposal submitted;
- Not be liable for misunderstandings or errors in the Request for Proposals;
- Issue addenda to the Request for Proposals;
- Contact references provided by the Proponents;
- Retain independent persons or contractors for assistance in evaluating Proposals;
- Request points of clarification to assist CoD in evaluating Proposals;
- Negotiate changes with short listed Proponents; and
- Withdraw the Request for Proposal.

3.3 PROPOSAL PRESENTATION

CoD reserves the right to request one or more of the Proponents whose submissions are of particular interest to CoD, to make oral presentations to CoD.

3.4 PROPOSAL CONFIDENTIALITY AND PROPRIETARY INFORMATION

All submissions become the property of CoD and will not be returned to the Proponent. CoD will consider all Proposals submitted as confidential but reserves the right to make copies of all Proposals received for its internal review and for review by its financial, accounting, legal, and technical consultants.

Proponents should be aware that CoD is a “public body” as defined in and subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

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If the Proponent believes any of the information requested in this RFP and provided by them is confidential, then they should identify it as such and provide a rationale as to why it should not be released under “Freedom of Information” legislation.

The rationale for keeping information confidential under this legislation includes:

- a. Trade secrets of the Proponent;
- b. Financial, commercial, scientific or technical information, the disclosure of which could reasonably be expected to result in material financial loss or gain or could reasonably be expected to prejudice the competitive position of the Proponent; or
- c. Information the disclosure of which could be reasonably expected to interfere with contractual or other negotiations of the Proponent.

3.5 CONFLICT OF INTEREST

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with CoD, its elected or appointed officials or employees, any property ownership direct or indirect in the jurisdiction. CoD may rely on such disclosure.

3.6 NO COLLUSION

Except as otherwise specified or as arising by reason of the provision of the contract documents, no person whether natural, or body corporate, other than the Proponent has or will have any interest or share in this Proposal or in the proposed contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponents in connection with Proposals submitted for this project and the Proponent has no knowledge of the contents of other Proposals and has made no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the Proposal.

3.7 LITIGATION

Proponents who, either directly or indirectly through another corporation or entity, have been or are in litigation, or who have served notice with intent to proceed with court action against CoD in connection with any contract for works or services, may be considered ineligible Proponents. Receipt of Proposals from such Proponents may be disqualified from the evaluation process.

3.8 NO CONTRACT

This RFP is not a tender and does not commit CoD in any way to select a preferred Proponent. By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contractual, tort or other legal obligation of any kind is formed under or imposed on CoD by this RFP or submissions prior to the completed execution of a formal written Contract.

3.9 ACCEPTANCE OF PROPOSAL

The acceptance of a Proposal will be made in writing from CoD and will be addressed to the successful Proponent at the address given in the submitted Proposal. Following acceptance and approval to proceed with the Proposal, the Proponent is expected to enter into a contract with CoD to perform the works or services set out and agreed upon in the Proposal.

The agreement that the successful Proponent will be expected to execute with CoD will contain terms similar to those contained in the MMCD Standard Client Consultant Agreement. The agreement attachments will include the entire Request for Proposal, the Proponent's total Proposal submission and any mutually agreed upon modifications, changes or negotiated adjustments.

3.10 PROPOSAL CONTENT

Content to be included in the Proposal, but not limited to:

- Full name, email, address and telephone number of the submitting office of the Proponent and where applicable, the name, email, address and telephone number of any branch office, affiliate or sub-consultant(s) that will be involved in the project.
- Project Manager: The Proposal shall identify the proposed project manager who will be the single point of contact, responsible for direct interaction with CoD. State his/ her position and professional discipline. Describe the work to be performed by the project manager, his/ her qualifications and substantive experience directly related to the proposed Work.
- Proposed Project Team: The Proposal shall list key individuals including the project manager who will have major responsibilities for the performance of the Work. Describe the work to be performed by each listed individual and their qualifications in terms of education and substantive experience directly related to the proposed project.

The Proposal should include the following endorsement:

"Identified Key Project Team members shall only be replaced with written approval of the CoD."

- Methodology: The Proposal shall contain an outline of strategies and skills that will be used to manage the project's expectations, resources, budget, and quality control. Discuss how each task will be carried out and what services or interaction is required from/ with CoD. Suggest alternative, if appropriate. Identify any specialized equipment, unique approaches, or concepts or cost saving measures which you company may use relevant to the required services.
- References: The Proposal shall provide no less than two (2) references that are relevant to the proposed Work. The references should be from a third party who can provide information about the performance of the Proponent in delivering services for the experience cited.

3.11 SUBCONTRACTORS

The Proposal shall include the company name of all sub-contractors and sub-consultants proposed to be used in the performance of the Work with a description of the work they would be performing.

The sub-contractors and sub-consultants listed in the Proposal may not be changed without the written consent of CoD. If CoD so requires, the Proponent shall be prepared to confirm to CoD the competence of sub-contractors and sub-consultants prior to acceptance of the Proposal.

3.12 PROPOSAL CONTENT & INNOVATION

The Proponent shall address in the Proposal submission, all the information as requested in the RFP documentation. The Proponent is also encouraged to include innovative, alternative or unique solutions to the Proposal subject that may, along with other things, indicate cost initiatives, improved environmental impacts, better public relations and/ or project acceptance, reduced risk, improved management or administrative efficiencies, etc. Any alternative Proposals submitted should include all the requirements of the original RFP with costs identified for comparative purposes.

3.13 WORKERS COMPENSATION ACT

The Proponent, and any proposed sub-contractors and sub-consultants, should provide a Work Safe BC (Workers Compensation Board) Registration Number in the Proposal and shall at the time of signing a contract agreement, provide proof of payment of claims in good standing with Work Safe BC.

4.0 - SCOPE OF WORK AND SCHEDULE

4.1 STATEMENT OF UNDERSTANDING

In their own words, the Proponent must show that they have an understanding of what the Work involves and what is required to complete the project. It is the Proponent's responsibility to demonstrate that they possess the required knowledge, understanding and capacity to carry out the Work as outlined in this RFP.

4.2 SCHEDULING

Proponents will provide a proposed project schedule indicating the tasks and deliverables. Time is of the essence in this project.

4.3 TERMS OF REFERENCE

The roundabout will be designed and constructed to replace the intersection of Cairnsmore, Government and College Streets, with the addition of a direct access and egress servicing the Queen Margaret School property.

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Design speeds entering and exiting the roundabout will be discussed and confirmed with CoD staff and will generally conform to school zone speeds. Visibility of pedestrians will be of paramount importance, as there are schools in the area. The design will include roadworks, sidewalks, storm drainage, pedestrian crossings, bicycle lanes, road markings, street lighting, crosswalks, landscaping and irrigation. Landscaping will be designed to incorporate stormwater management where possible. The design will also include appropriate upgrades to sanitary sewers, storm sewers, watermains, electrical and other utilities and associated services. Specifically, overhead electrical and communications utilities will need to be considered and accommodated in the design.

Coordination with Queen Margaret School Design

QMS is currently designing a parking lot and reconfiguring the internal access points for their school site, and the consultant is expected to coordinate with the QMS consulting engineers to maximize safety and accessibility.

4.4 PROJECT SUMMARY

The anticipated scope of the project is the complete design of a roundabout including design of the upgrading and replacement of the appropriate associated underground and surface infrastructure located within the approximate Project Limits reflected on Figure 2.

The work will include the design and tendering of the complete project including:

- A roundabout to replace the traffic signals;
- Upgrades to road and pedestrian facilities;
- Streetlighting and associated electrical infrastructure;
- Replacement of water main and services, as illustrated on Figure 2 (to be clarified prior to detailed design);
- Replacement of sanitary sewer mains and services, as illustrated on Figure 2 (to be clarified prior to detailed design);
- Replacement of storm sewer mains and services, as illustrated in Figure 2 (to be clarified prior to detailed design), and installation of catch-basins and drainage improvements to accommodate the road improvements;
- Landscaping and irrigation incorporating stormwater management where possible;
- Accommodating requirements of other utilities (e.g. Telus, Fortis, BC Hydro, Shaw); and
- Identifying any required right of way for the installation of the roundabout and associated utilities and providing drawings and area calculations for the City's negotiations with property owners.

A robust traffic management plan, inclusive of vehicles, pedestrians and cyclists, will be designed by a qualified transportation consultant. This plan will include an effective closure/detour plan to facilitate traffic movement during the construction and will ensure that pedestrians, bicycles and scooters have safe passage through the construction zone.

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The Consultant will:

- Review and assess the available information and finalize the scope of work in consultation with CoD staff;
- Make associated recommendations towards ensuring the project is completed in a cost-effective manner, and in accordance with appropriate life cycle considerations and existing conditions;
- Complete the final design of the works, including all associated technical design work, drawings and specifications, all based on the final, agreed upon scope of work;
- Prepare the complete 'Tender Document' to allow the CoD to immediately advertise for bids from qualified contractors;
- Provide professional services during the Tender process, including amendments/addenda and management of phone/email queries; and
- Review the Tenders received and make a recommendation to the CoD for the award of the construction contract.

4.5 PRESENTATION(S)

Proponents should provide optional pricing of one presentation to Council of either a draft design or the final design.

4.6 CONSTRUCTION MANAGEMENT / PROJECT ADMINISTRATION

Proponents should provide optional pricing for construction management of the project works. This shall include minimum hours per week and proposed scope as well as hourly rates.

5.0 - COMMUNICATIONS

Regular updates to CoD project manager are required throughout the project.

6.0 - FEES AND DISBURSEMENTS

The Proponent shall provide a lump sum fee up. Any costs incurred by the Consultant above the submitted lump sum cost will be the sole responsibility of the Consultant unless pre-approved by CoD.

The Proponent should provide sufficient pricing detail on the various data collection methods and their linkage to the deliverables, to enable the City to determine the cost benefit of undertaking the various data collection methods.

A schedule of hourly rates for all personnel proposed, equipment and disbursement rates for the project shall be included in the Proposal. Ensure sufficient detail is provided to facilitate evaluation of level of effort by task and cost.

Fee Estimates must include all applicable taxes but show taxes as separate items.



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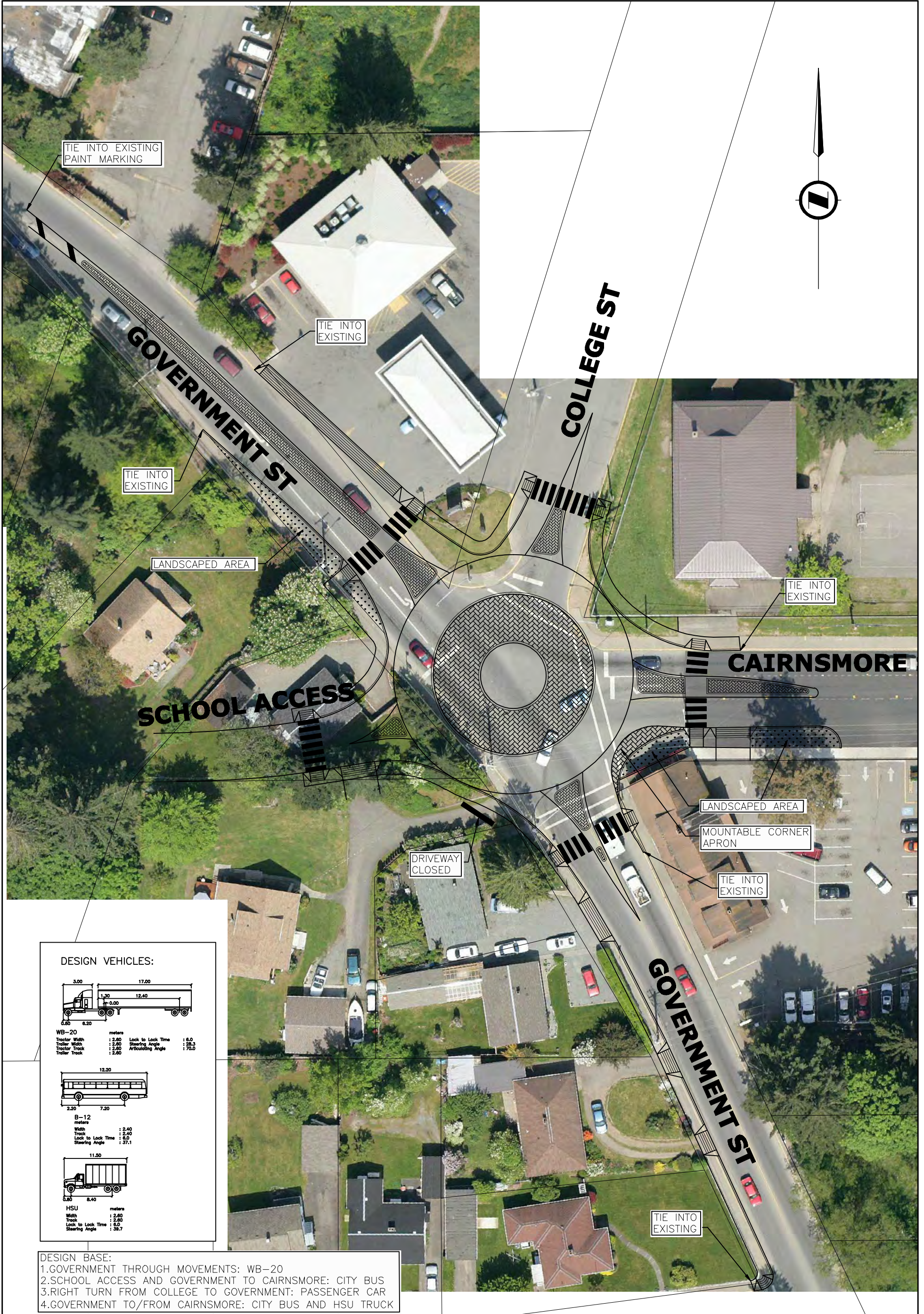
APPENDIX "A"

Request for Proposal
Evaluation Form

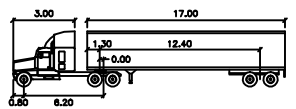
APPENDIX “A”

REQUEST FOR PROPOSAL EVALUATION FORM

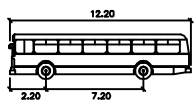
Proponent's Name: _____			
Project Title: Cairnsmore Roundabout Design and Tendering			
Evaluation Date: _____			
Evaluator: _____			
Step 1:		YES	NO
Mandatories	Proposal received prior to closing		
	Sub-consultant list submitted		
	Project Manager identified		
	Proposed schedule included		
	Reference List		
	Hourly rates provided		
	Lump sum fee included		
	Complete proposal as requested		
Step 2:		Assigned Points	Points
Proponent	Qualifications of firm and project team members		
	Experience of firm and project team members		
	Past Performance / References		
	Resources		
Proposal	Scope		
	Methodology		
	Environmental Performance		
	Scheduling		
	Project Team - Level of Effort		
	Clarity of Proposal		
Price	Points for Price = (lowest cost Proposal divided by Proposal being evaluated) x (20% weight)		
Total Score	Proponent + Proposal + Price Scores		



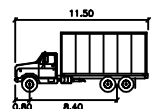
DESIGN VEHICLES:



WB-20	meters	Lock to Lock Time	: 6.0
Tractor Width	: 2.40	Steering Angle	: 28.3
Trailer Width	: 2.80	Articulating Angle	: 70.0
Tractor Track	: 2.20		
Trailer Track	: 2.60		



B-12	meters	Lock to Lock Time	: 6.0
Width	: 2.40	Steering Angle	: 37.1
Tractor Track	: 2.20		
Trailer Track	: 2.60		

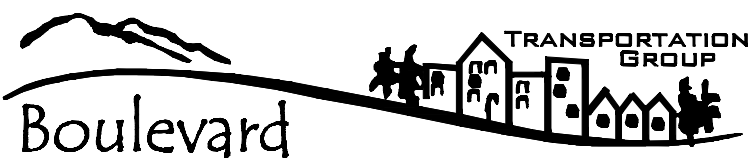


HSU	meters	Lock to Lock Time	: 6.0
Width	: 2.40	Steering Angle	: 36.7
Tractor Track	: 2.20		
Trailer Track	: 2.60		

DESIGN BASE:

- 1.GOVERNMENT THROUGH MOVEMENTS: WB-20
- 2.SCHOOL ACCESS AND GOVERNMENT TO CAIRNSMORE: CITY BUS
- 3.RIGHT TURN FROM COLLEGE TO GOVERNMENT: PASSENGER CAR
- 4.GOVERNMENT TO/FROM CAIRNSMORE: CITY BUS AND HSU TRUCK

PROJECT: Y:\Project Files\1488 - Government_Cairnsmore Roundabout - Duncan\Draw - Government_Cairnsmore Roundabout - 3/13/2013 3:01 PM PLOTTED BY: M. O.



TITLE:
GOVERNMENT ST/CAIRNSMORE ST
 ROUNDABOUT PRELIMINARY DESIGN
 35m INSCRIBED CIRCLE DIAMETER

DESIGNED: MJ	DRAWN: mjo	SCALE: 1:500
DATE: Mar 13-2013	DRAWING NO: 1488_DWG 1	REV.

FIGURE 2

