



REQUEST FOR PROPOSALS

RFP-2023-03

June 14, 2023

Station Street Placemaking Project

City of Duncan, Planning Department
Attn: Larissa Barry-Thibodeau, City Planner
200 Craig Street
Duncan, BC V9L 1W3

Submission Deadline: July 14, 2023, 12:00 p.m. local time

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REQUEST FOR PROPOSALS

RFP PROJECT TITLE: STATION STREET PLACEMAKING PROJECT

2023-03

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.

“**City**” means the City of Duncan.

“**PROJECT**” means the Station Street Placemaking Project, as detailed in this RFP.

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

1.0 - INTRODUCTION

1.1 PURPOSE

This Request for Proposals (‘the RFP’) is an invitation to multi-disciplinary consulting firms to submit proposals for full completion of all aspects of the City of Duncan Station Street Placemaking Project (the ‘Project’), including surveys, detailed design, tendering, construction inspections, contract administration, and as-built drawings. The successful Proponent will work with the City to manage the Project through all stages from the kick-off meeting to completion of construction and preparation of as-built drawings, as further described in Section 5 of the RFP.

The Station Street Placemaking Project is a complete revitalization of a central business node in Downtown Duncan. The project includes new sustainable transportation infrastructure, space for pop-up mobile business opportunities, enhanced park and streetscape features, enhanced connectivity features to and from the park, a public washroom, and supports for events serving the community, broader region, and tourism initiatives. Extensive community consultation has been undertaken to arrive at the final design concept.

The purpose of this RFP is to solicit submissions from Proponents with engineering, landscape architecture, construction management and design portfolios who will:

- produce detailed design drawings based on the final design concept, site surveys, and direction from the City;
- prepare and issue a tender for construction;
- evaluate tender submissions and recommend a contractor;
- oversee all aspects of construction and contract administration, including final approval of the constructed works and preparing as-built drawings for City records; and
- prepare interim and final reports and information necessary to meet the City’s obligations

under the Rural Economic Diversification and Infrastructure Program.

1.2 BACKGROUND

The purpose of the Project is to facilitate economic development and enhancement in Downtown Duncan through the revitalization of the intersection of Craig Street and Station Street, the adjoining Station Park property at 85 Station Street (approximately 446 m²), and the immediate surrounding area, including a potential through connection via an alleyway.

The Project area is currently a well-used but underdeveloped space. The west half of 85 Station Street was acquired by the City of Duncan after an aged building was removed in 2014. After demolition, the site has largely remained a flat grass-covered public space. In recent years, some landscaping work and picnic tables have been installed to activate the space; however, additional design interventions are warranted to realize its full potential.

In 2020, the City retained an urban design firm – Communitecture – to undertake public engagement and prepare concept designs for two potential placemaking projects in Duncan. One of those projects is the Station Street Placemaking Project. Communitecture prepared three design scenarios, undertook engagement (including a survey), and, based on the feedback, prepared a final design. The final concept design and the summary report are included in the Appendices.

In early 2023, the City learned that it was successful in its grant application under the Rural Economic Diversification and Infrastructure Program in the amount of \$1 million for the Station Street Placemaking Project. Together with a \$200,000 contribution from the City, the total project budget is \$1.2 million.

Features of this Project will generally include the following:

- Drainage infrastructure required to accommodate the new landscaping, street design, and site features
- Public washroom (to be determined if this will be framed construction or prefabricated structure)
- Potential small storage building
- New on-street and off-street paved pathways and walkways
- Decorative brick pavers and paving stones
- New trees
- New plantings (native species and pollinators prioritized)
- Potential water bottle filling station
- Covered bike parking and solar power E-bike charging (if feasible)
- Bike parking (uncovered)
- Decorative street lighting
- Banners and banner poles
- Rain gardens
- Seating areas and benches
- Community bulletin board
- Totem refurbishment and potential relocation (within the project area)
- On-street mural and road art

- Food pod areas (electrical wiring)
- Trellises
- Natural play features for children
- Potential covered areas with green roofs or pergolas
- Pathway lighting
- Waste and recycling receptacles
- Potential covered platform with tables and seating, or pergola-type structure
- Lawn area
- Raised planters
- Wrapped pad mounted transformer (if required)
- Potential activated connection to lane from Canada Avenue
- Murals
- Removable projection screen

The City is seeking to expand opportunities to draw existing community events, such as the weekly Farmer’s Market, farther into and throughout the downtown and to create a venue for new community and regional events. This Project will create a venue to achieve these objectives, activate underutilized and underdeveloped public spaces, and be designed for adaptability in a changing climate.

2.0 - INSTRUCTIONS TO PROPONENTS

2.1 SUBMISSION OF PROPOSALS

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

**Larissa Barry-Thibodeau, City Planner
City of Duncan
200 Craig Street
Duncan, BC V9L 1W3
Phone: 250-746-6126
Email: larissa@duncan.ca**

Proposals must be received on or before the Closing Time and Date of:

**Time: 12:00 p.m. local time
Date: July 14, 2023**

Submissions will be opened publicly:

**Time: 2:00 p.m. local time
Date: July 14, 2023
Location: Council Chambers, 200 Craig Street Duncan, BC, V9L 1W3**

Proposals (3 hard copies and 1 electronic copy on a USB drive) will be accepted until the Closing Time and Date specified. It is the Proponent’s sole responsibility to ensure its Proposal is received at the address set out above by the Closing Time and Date.

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

2.2 INQUIRIES AND SOLICITATION OF COUNCIL MEMBERS AND STAFF

Proponents and their agents will not contact any member of the City Council or City staff with respect to this RFP at any time other than the City Representative named in this RFP.

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 City Representative named in this document. 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 the City. All Addenda are to become part of the Proposal Documents and receipt of Addenda must be acknowledged by the Proponent in the submission.

2.3 PROPONENT REPRESENTATIVE

Each Proponent must designate one individual to whom any additional information deemed relevant to this RFP may be communicated. This information must be emailed to the City Representative noted above.

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 the City will be accepted. The City 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

The City recognizes that “Best Value” is the essential part of purchasing a product and/or service and therefore the City may prefer a Proposal with a higher price, if it offers greater value and better serves the City’s interests, as determined by the City, over a Proposal with a lower price. Proposals will be evaluated based on the criteria listed below and detailed in Appendix F Project Evaluation Form. The evaluation team will not be limited to the criteria listed below, 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.

The City, 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 minor irregularity 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 the City in evaluating Proposals;
- Negotiate changes with the successful Proponent; and
- Withdraw the Request for Proposals.

Item	Evaluation Criteria
1.	Inclusion of specifically requested items such as, but not limited to: schedule, price quotation, reference list, WorkSafe BC information, etc.
2.	Qualifications, experience, past performance, and references of Proponent.
3.	Specifications of the proposed methodology to be used to complete the Work.
4.	Clarity and readability of the Proposal itself.
5.	Quoted price.
6.	Project Management and Quality Assurance.
7.	Ability to conduct all field inspections and meetings onsite in Duncan within a timely manner (less than 2.5 hours).

3.3 PROPOSAL PRESENTATION

The City reserves the right to request one or more of the Proponents, whose submissions are of particular interest to the City, to make verbal presentations to the City.

3.4 PROPOSAL CONFIDENTIALITY AND PROPRIETARY INFORMATION

All submissions become the property of the City and will not be returned to the Proponent. The City 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 the City is a “public body” as defined in and subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

If a Proponent believes any of the information requested in this RFP and provided by the Proponent is confidential, 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 the City, its elected or appointed officials or employees, and any property ownership direct or indirect in the jurisdiction. The City may rely on such disclosure.

3.6 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 the City 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 or contract and does not commit the City 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 the City 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 the City 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 the City 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 the City will be prepared by the City. The agreement attachments will include the entire Request for Proposals, the Proponent's total Proposal submission and any mutually agreed upon modifications, changes or negotiated adjustments. In the event of a conflict between the RFP and the Proponent's submission, the RFP will take precedence.

4.0 - PROPOSAL CONTENT

Proposals must, at minimum, contain the following:

4.1 GENERAL

Full name, address and telephone number of the submitting office of the Proponent and where applicable, the name, address and telephone number of any branch office, affiliate or sub-consultant(s) that will be involved in the Project.

4.2 PERSONNEL

4.2.1 Project Manager

The Proposal must identify the proposed project manager who will be the single point of contact responsible for direct interaction with the City, including stating their position and professional discipline. The Proposal must describe the work to be performed by the project manager, their qualifications and substantive experience directly related to the proposed Work.

4.2.2 Proposed Project Team

The Proposal must list the project team members, including proposed Project roles and responsibilities, qualifications, and substantive experience. Proposals need not show team members who will not actually be involved in the project. The City's expectation is that if a person is listed in the Proposal, they will be actively involved in the Project. The City does not place increased value on Proposals that identify larger project teams or high profile professionals if it is evident that the person listed as a Project team member is unlikely to be directly involved in the Project.

The Proposal should include the following endorsement:

"Identified civil engineering and landscape architectural professionals on the Project team shall only be replaced with the written approval of the City of Duncan."

4.3 CORPORATE EXPERIENCE

The proposals are to include a list of experience on similar projects and descriptions as to how the Proponent would handle administration, supply and installation, and overall project management.

4.4 PROJECT APPROACH

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, and discuss how each task will be carried out and what services or interaction is required from/with the City. The Proposal may suggest alternatives, if appropriate. The Proposal must identify any specialized equipment, unique approaches, or concepts or cost saving measures which your company may use relevant to the required services.

4.5 REFERENCES

The Proposal must 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.

4.6 CONSULTANT LOCATION

The consultant and all authorized sub-contractors and sub-consultants (per section 4.7) must be located within 2.5 hours total travelling time for onsite meetings and field inspections.

4.7 SUB-CONTRACTORS

All site survey, civil engineering, landscape architectural, tendering, and contract administration

Work must not be sub-contracted. The Consultant must have the in-house professionals and experience to carry out this Work. Other aspects of the Project, such as site lighting design, electrical work, and public washroom design may be sub-contracted.

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 the City. If the City so requires, the Proponent shall be prepared to confirm to the City the competence of sub-contractors and sub-consultants prior to acceptance of the Proposal.

4.8 PROPOSAL CONTENT & INNOVATION

The Proponent must 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.

4.9 WORKERS COMPENSATION ACT

The Proponent, and any proposed sub-contractors and sub-consultants, must 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.

4.10 PRICES

The Proposal must include a schedule of fees and disbursements as to adequately perform the Work and satisfy the Scope of Work in Section 5. In addition, a schedule of hourly rates must be included to be used in the event of unforeseen extra work. It is suggested that this schedule should include, but not be limited to, the following:

- a) Hourly rates of all office staff;
- b) Hourly rates of all field staff etc.; and
- c) Hourly or unit rates of all equipment.

All prices shall be in Canadian Funds and are to show taxes (if applicable) separately.

4.11 OTHER ITEMS

Proponents must ensure they provide confirmation that all materials and services conform with the requirements of the RFP, and that all requested data is included in the Proposal.

5.0 – SCOPE OF WORK AND SCHEDULE

5.1 PROJECT BUDGET

The total budget for the entire Station Street Placemaking Project, including site surveys, confirming the conceptual design, detailed design work, BC Hydro design and construction costs, tendering, project management, inspections, all construction work, and necessary contingencies, is \$1.2 million. The Work completed by the Consultant must be predicated on this total budget. For clarity, the Consultant is expected to prepare a design that, with a high level of confidence, can be completed without exceeding the City’s total budget.

5.2 PROJECT SCHEDULE

The entire Station Street Placemaking Project, including completion of construction, must be completed by April 30, 2024. Specific related details would be negotiated upon award and signing of the Project contract. A work schedule must be provided with consideration to potential Project delays. In general terms, the City envisions the following Project schedule:

POTENTIAL SCHEDULE	
Selection of successful Proponent and execution of contract with Consultant	July 28, 2023
Kick-off meeting between the City and Consultant project team	Early August
Meeting between Consultant and City to review new draft concepts prepared by Consultant	Early September
Meeting between Consultant and City to review draft detailed design	Early October
Meeting between Consultant and City to review and approve final detailed design	Early November
Issue Tender	Early December
Construction	January – March 2024
Final construction review and preparation of as-built drawings	April 2024

Notwithstanding the above, the City reserves the right to negotiate a timeline with the successful Proponent dependent on their submission and projected timeline feasibility.

5.3 DATA COLLECTION

The Consultant will be responsible for coordinating all data and ensuring all necessary data is present and suitable.

5.3.1 Existing Information

The City of Duncan will make available to the Consultant drone imagery, background reports, as-built drawings, and any relevant bylaws, in addition to infrastructure mapping.

Additional information and file formats may be available upon request.

5.3.2 Required Information

The Consultant is required to inform the City of Duncan of any additional information that will be needed to complete the study, and arrangements will be made to provide the information.

5.4 DELIVERABLES

In general, the scope of the Deliverables will be described below and within an agreement between the City and the Consultant.

The Proponent is responsible for the review of all materials to date, planning and execution of meetings, site surveys, production of all design work, provision of detailed Class A cost estimates, project tendering, contract administration, and production of as-built drawings, as well as project reporting.

5.4.1 Work Plan

The Proponent is responsible for providing a work plan with a proposed timeline for the Project. The work plan must divide the work into phases, provide a task list, project milestones, budget, and meetings with City staff.

The work plan must also include a kickoff meeting, and at least two subsequent in-person meetings, dividing time between City Hall and the project site. Additional meetings may be scheduled as needed. The City may invite the Downtown Duncan Business Improvement Area Society (DDBIA) Executive Director to one or more meetings, or schedule separate meetings for the Consultant to review the detailed designs with the DDBIA Executive Director.

The work plan must describe an iterative design process to refine the current concept design, and include a proposed schedule for the completion of the detailed landscape architecture plan, engineering drawings, washroom building design, issuance and approval of construction tender, project construction, final reports, and as-built drawings.

5.4.1 Financing Reporting

- The Proponent is responsible for preparing and maintaining a detailed and ongoing project budget with regular updates to the City.
- The Consultant is expected to prepare a design that, with a high level of confidence, can be completed without exceeding the City's total budget.
- All aspects of the project budget must be considered, including contingencies and projections for associated future costs such as maintenance and operating costs.

5.4.2 Meetings

The Proponent is responsible for scheduling and administration of all meetings, including those described in the “Potential Schedule” table on page 11. This includes sending meeting invitations and confirming scheduling and availability of required participants. Meetings will be held in person at City Hall, 200 Craig Street, Duncan BC V9L 1W3 and on site at 85 Station Street, Duncan BC V9L 1M2. Additional meetings may be scheduled as required.

5.4.3 Review and Analysis of Relevant Reports, Drawings, and Images

The Proponent will review all relevant documents including: the Station Street Placemaking Project Report and Design Concept, 2010 Craig Street Revitalization as-built drawings, drone imagery, the draft Official Community Plan (OCP), and the Transportation and Mobility Strategy (TMS). Additional file formats will be provided to the successful Proponent.

The complete review will be delivered as a brief report and must identify current design concept considerations which could be expanded, updated, or removed, and provide accompanying rationale. The rationale must outline the feasibility of current concept designs and suggest alternatives in keeping with the spirit of the concept plan and budget-improved design components are encouraged that align with concept plan and vision.

5.4.4 Concept Design Process

The Proponent will visit the Project site and undertake a survey of all existing site features within the Project area. This work may be completed by an Applied Science Technician/Technologist or BC Land Surveyor. The Proponent must prepare an ‘existing conditions’ plan that shows all existing site features and infrastructure, including underground infrastructure.

The Proponent shall create a refined concept design through an iterative design process in line with the Project budget and the concept design endorsed by Duncan City Council.

The design will demonstrate consideration for the following:

- Connections to and through the Project Area;
- Accessibility for all ages and abilities;
- Adaptive use of hardscaped spaces;
- Lighting and safety;
- Management of public art on private property (i.e., murals/art walls);
- Management of food pods;
- Responsible stewardship of the environment; and
- Incorporation of the Council-endorsed project features (see background 1.2).

The Proponent is responsible for the delivery of two progressively detailed landscape and engineering plans, and a Final Landscape Architecture Plan and Final Engineering Drawings. The final deliverables are further described in 5.4.5 and 5.4.6.

Both iterative plan versions will be reviewed by staff, with revisions completed by the Proponent.

5.4.5 Detailed Landscape Architecture Drawings

The Proponent is responsible for producing a detailed landscape architecture plan which includes all hard and soft landscaping, proposed species, locations, and detailed irrigation and maintenance plan

with associated long-term maintenance costs including comparisons for water requirements (water intensive plantings).

The Proponent must provide detailed cost estimates appropriate for construction including contingency. The estimate must include all hard and soft landscaping costs, and projected costs for long-term maintenance must be included (separate from the Project costs).

5.4.6 Detailed Public Washroom Building Design

The Proponent is responsible for preparing a range of public washroom building options including a minimum of two prefabricated options, and two framed construction concept designs.

The Proponent must also provide detailed, comparative information on the benefits and drawbacks of each design, including costs to construct, install, operate and maintain long-term. Product reviews (if relevant), and any other pertinent information for each proposed option, should be included.

Upon selection of a design, the Proponent must provide a detailed estimate appropriate for construction including contingency; estimate must include projected costs for long-term maintenance, for the selected design.

5.4.7 Detailed Engineering and Lighting Design Drawings

The Proponent is responsible for:

- Producing detailed engineering and lighting design drawings.
- Producing as-built drawings to be provided to the City at the conclusion of the project in a timely manner.
- Liaising directly with BC Hydro for the completion of any required BC Hydro design work for electrical servicing.

The detailed drawings must include:

- Consideration of regulatory requirements and associated future outlook.
- Detailed cost estimates appropriate for construction, including contingencies; all works to follow City of Duncan standards.

Drawings shall be provided as follows:

- All drawings shall use metric units throughout;
- All drawings shall use Geodetic datum and NAD83(CSRS) / UTM zone 10N CGVD2013 coordinates;
- Drawings shall be drawn and saved in DWG format, and shall meet standards acceptable to the City;
- All drawings shall also be provided in PDF format;
- All drawings shall be signed and sealed by a Professional Engineer registered in the Province of British Columbia; and
- Two (2) hard copies, as well as electronic (CAD and PDF) of all the Record Drawings will be provided to the City.

DOCUMENT TYPE	REQUIRED FILE FORMAT
Written Documents	Microsoft Word
Spreadsheets	Microsoft Excel
Technical Drawings	Autodesk AutoCAD 2019 (or newer)
Non-technical Graphics	.jpg, .jpeg, png, Adobe pdf
Database	Microsoft Access
Drawings, Maps and Spatial Data	Individual Plan drawings/maps must be supplied in both digital PDF and paper hard copy. Drawing/map source data must be delivered in ESRI ArcGIS shape file or Autodesk Spatial Data File (sdf) NAD 83, UTM Zone 10N projection and accurately overlay onto the City’s existing base mapping. Core attributes and label names must be defined or included in the source data feature class tables with attribute domains created to constrain field values (where possible). From the final map series, a set of symbology layer files must be rendered for all map themes. All digital data are to be delivered on media compatible with the City’s computer equipment.

5.4.8 Construction and Tender Management

- The Proponent is responsible for the preparation and issuance of a tender for construction; evaluating tender submissions and recommending a contractor; overseeing all aspects of construction and contract administration, including final approval of the constructed works; and preparing as-built drawings for City records.
- The Proponent will conduct all field inspections and reviews as the construction progresses.
- Upon receipt of tender submissions, the Proponent will review the proposals and provide the City with their advice on the most qualified submission. The City will make final selections.
- The Proponent will manage the construction contractor and will serve as first point of contact for all change-orders, with final sign off required by the City.

5.4.9 Reporting

- The Proponent will prepare all interim and final reports and information necessary to meet the City’s obligations under the Rural Economic Diversification and Infrastructure Program.
- The Proponent will prepare a brief illustrated report identifying best practices with respect to the following criteria:
 - Adaptive use of hardscaped spaces;
 - Management of public art on private property (i.e., murals/art walls);
 - Management of food pods; and
 - Management of self-cleaning public restrooms.

5.4.10 Images and Graphics

The proponent will develop a coherent design scheme for any supporting documents including the project report and provide all source files used in the final and supporting documents. Files shall be provided in a format that is project-ready for future editing.

5.4.11 Communication

The Proponent shall appoint a single contact person to represent the Proponent to the City and the City will appoint a single contact person to represent the City to the Proponent. Each party is responsible to indicate a replacement for their single contact should it be deemed necessary.

Communication will be a mix of email, telephone and in-person and virtual meetings.

6.0 - LIST OF APPENDICES

Please refer to the following appendices for additional background information:

APPENDIX A - Station Street Placemaking Project Concept Design

APPENDIX B - Station Street Placemaking Project Report

APPENDIX C - 2023 Drone Imagery

APPENDIX D - 2023 Photogrammetry Survey

APPENDIX E - 2010 Craig Street Revitalization As-built Drawings

APPENDIX F – Proposal Evaluation Form

NOTE TO ALL BIDDERS: The City of Duncan may negotiate with the Proponent to adjust or change some of the requested scope and duties prior to signing a contract.