

City of Terrace

Request for Proposals

Eby Street Staircase Project Design Services

Issue Date: May 1, 2023



Closing Date: May 26, 2023

City of Terrace
5003 Graham Avenue
Terrace, BC V8G 1B3

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1. INTRODUCTION

The City of Terrace (the City) is a vibrant and growing community centrally located in Northwest British Columbia and is the regional nexus for highway, rail, and air transportation routes. Terrace hosts many of the region's business, retail, post-secondary, medical and government services, and is known for its natural beauty and ease of access to outdoor recreation. Terrace's population is approximately 12,500 with an additional five to seven-thousand population in the immediately adjacent areas.

Terrace's mild climate, scenery and other factors make it a viable and attractive place to engage in active transportation year-round. Almost 10% of Terrace's population commutes to work via active modes (2021 Census), with many more people engaging in walking and cycling for recreation. The City has been establishing a comprehensive active transportation network consisting of multi-use paths, bike lanes, nature trails, enhanced sidewalks/boulevards, and end of trip facilities and has made significant progress in recent years. With multiple facilities having recently been completed and nearing completion, the City is preparing to commence its next major active transportation infrastructure project, the Eby Street Staircase. The project is an approximately 100-metre, all-season staircase with bike rail, connecting two sections of Eby Street at the escarpment near the fish hatchery and Pumphouse Trail (see Figure 1). First envisioned in the 2009 Active Transportation Plan, the Eby Street Staircase will provide a needed linkage between lower and upper Terrace and is anticipated to be a popular amenity for residents and tourists alike.

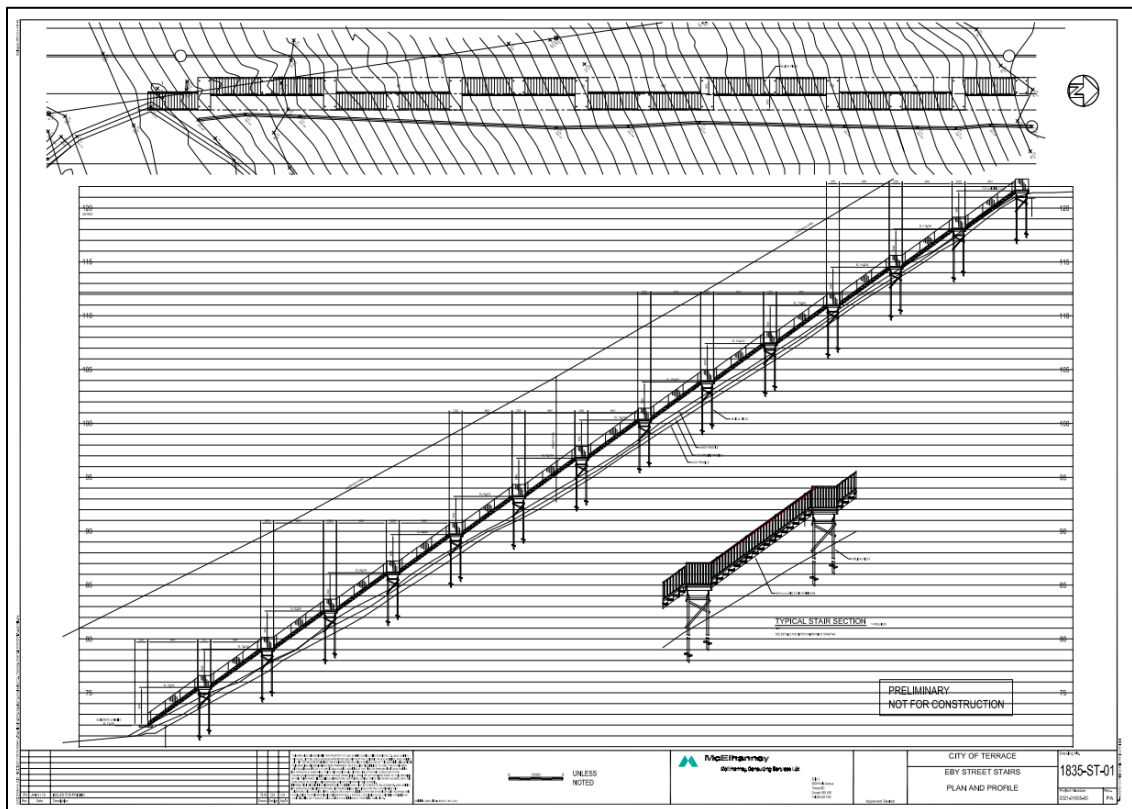
The City was recently awarded a grant through the Investing in Canada Infrastructure Program, Rural and Northern Communities (ICIP-RNC) stream to undertake this project. Design of the staircase is scheduled to be completed in 2023 with tendering and construction to occur in 2024. At this time, the City is requesting proposals from qualified, licensed, and professional consulting firms with proven experience to provide engineering services for the design of the Eby Street Staircase. The project area is identified in Section 2 and the Project Requirements are included in Section 3.

For this assignment, the successful consultant will undertake a feasibility assessment, identify a preferred alignment and staircase configuration/design, and complete Issued for Construction (IFC) civil design drawings. A preliminary concept has already been completed for the Eby Street Staircase to inform the design process (see Figure 2 below). As part of this project, the consultant will assess the feasibility of the concept design (including geotechnical, cost to construct, and other considerations) and will make a recommendation to the City on a preferred alignment and staircase configuration/design solution. Ideally, the final proposed design shall be accommodated within the project budget.

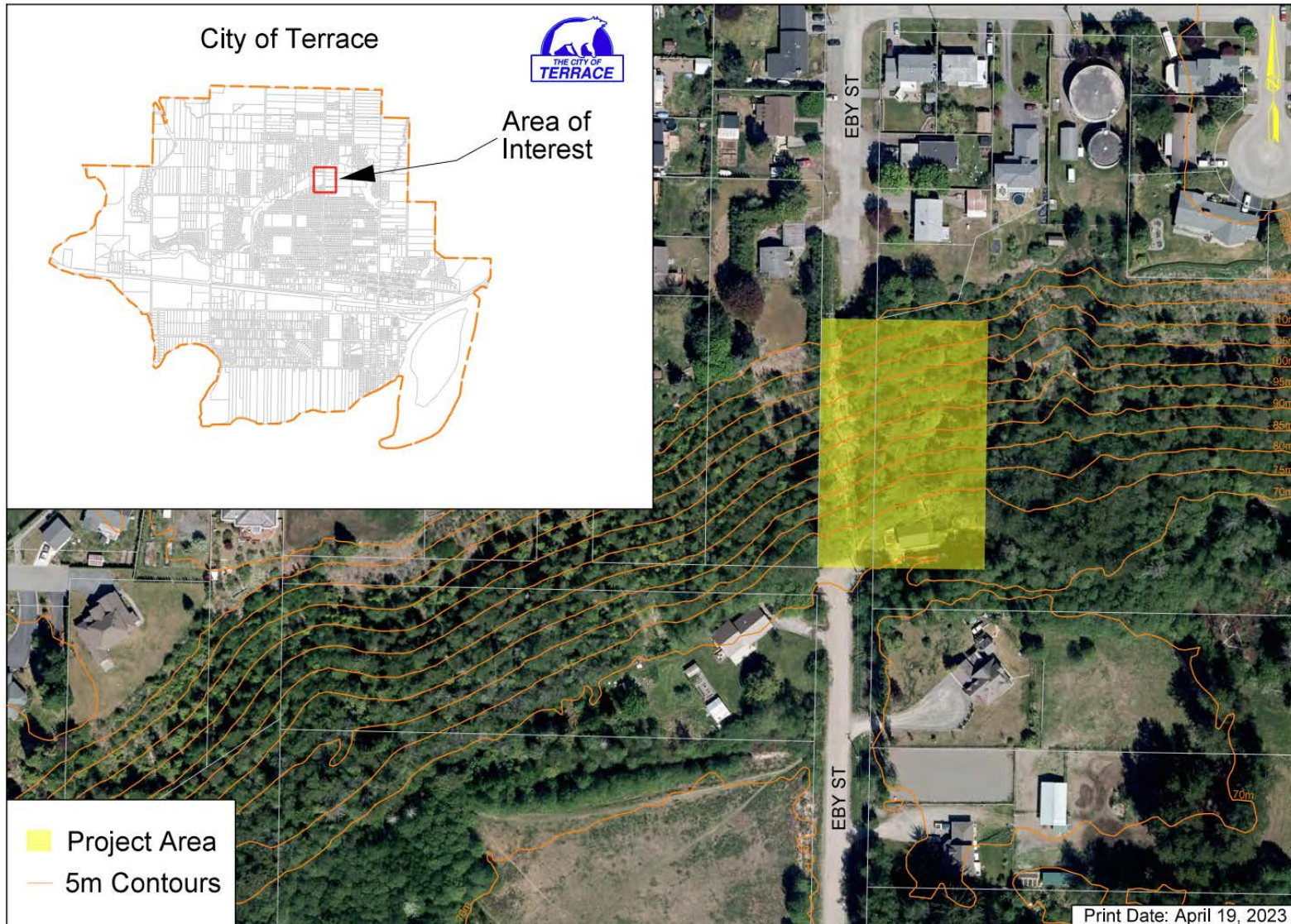
Figure 1 – Project Area Photos



Figure 2 – Concept Design



2. LOCATION MAP



3. PROJECT REQUIREMENTS

3.1 Overview

The City has secured funding in the amount of \$721,451.00 to both undertake design and complete construction of the Eby Street Staircase. The project is to be an approximately 100-metre, all-season staircase with bike rail utilizing public land within the Eby Street right-of-way. As indicated in the location map in Section 2, adjacent public land to the east of the Eby Street right-of-way may also be utilized for the project if needed. The project scope and other requirements are outlined in sections 3.2-3.4 below.

3.2 Project Scope

This scope of work is to encompass, but is not necessarily limited to, the following deliverables within the required engineering services:

- a) **Project kick-off meeting** with the City's project team.
- b) **Conduct site visit(s)**, including one visit with the City's project team, to familiarize the consultant with the project and particular site challenges.
- c) **Complete a topographic survey** for the study area addressing any relevant site considerations. It is the consultant's responsibility to collect the appropriate amount of survey data as needed to complete the project design.
- d) **Review the City's preliminary concept design.** Preliminary plan, profile and detail drawings will be provided to the successful consultant for review. Note that the City recognizes there may be constraints that will affect the feasibility of the concept and the concept may or may not be achievable in its entirety within the project budget. The feasibility of the concept in light of the project budget is to be investigated as per (e) below.
- e) **Complete a feasibility assessment** to review the feasibility of the concept design and ultimately inform the detailed design in (f) below. This component is to include a geotechnical site investigation which may include an exploratory program (drilling) if deemed necessary by the consultant. The feasibility assessment will identify key challenges and suggest modifications/options for detailed design.
- f) **Prepare detailed design** of the preferred solution, including:
 - Site grading and foundation design
 - Stormwater management
 - Wayfinding and information signage at the base and top of the staircase
 - Staircase design, conforming to relevant standards per CSA B651-12 (Accessible Design for the Built Environment, Section 5.4 Stairs) and the BC Active Transportation Design Guidelines where applicable. Depending on feasibility, the staircase may be one continuous staircase with landings as per the concept design, or a series of individual separated staircases with

integrated at-grade trail sections, either of which must be accommodating of bicycles with a bike rail on one side. The concept design assumes grated aluminum will be used as the primary staircase material to achieve a durable and low maintenance staircase, however other materials may be explored for consideration through the design process. The chosen consultant is encouraged to explore creative design solutions that can reduce cost to construct the staircase.

- g) Prepare an engineering Class “A” construction cost estimate incorporating all project components.
- h) Provide public information drawings including presentation drawings/renderings to assist in communicating the project to the public through printed and online methods. Examples of public information drawings from the recent design process for the Lakelse Gateway Connection Project are shown below in Figure 3.

Figure 3 – Public Information Drawing Samples, Lakelse Gateway Connection Project



- i) Prepare issued for construction drawings of the project components.** Final IFC drawings shall include all feedback from the City. Note that all engineering design is to be consistent with relevant standards per CSA B651-12 (Accessible Design for the Built Environment, Section 5.4 Stairs) and the BC Active Transportation Design Guidelines where applicable. Engineering design must also conform to City of Terrace Bylaws (including Subdivision and Development Bylaw Schedule H – Design Criteria) and should meet current industry best practices. All final drawings are to be sealed by a Professional Engineer.
- j) Presentation of the design** to the City's project team at the 30%, 70%, and 90% stages in-person or through Microsoft Teams or Zoom meetings.

3.3 Project Budget

As noted in Section 1, the City was recently awarded a grant through the Investing in Canada Infrastructure Program, Rural and Northern Communities (ICIP-RNC) stream to undertake this project, with the grant covering 90% of costs. The total project budget has been established at \$721,451.00 which includes all costs for engineering/consulting, construction/materials and contract administration. Proponents' approach and design fees will be considered in the proposal evaluation process. Responses to this Request for Proposals for the staircase design should reflect a reasonable percentage of the total project budget.

3.4 Resources

The following documents and information will be made available upon request and should inform the creation of the project:

- City of Terrace, Eby Street Staircase Preliminary Design, prepared by McElhanney, 2019
- City of Terrace Official Community Plan, Bylaw No. 2142-2018
- City of Terrace Active Transportation Plan, 2009
- City of Terrace Transportation Master Plan, 2017
- City of Terrace GIS data (Orthophoto, LiDAR, 1 and 5 metre contours, etc.)
- Relevant geotechnical reports in the vicinity of the Eby Street Staircase Project site

4. PROJECT SCHEDULE

It is expected that the successful consultant will commence work immediately following award of the contract. The successful consultant is required to specify a work schedule that results in a completion date for all final deliverables of no later than November 15, 2023, as indicated in Table 1 below. Deadlines are non-negotiable and the successful consultant must commit to delivering all project components as per the schedule.

Table 1 – Key Dates

| KEY DATES | DATE |
|---|------------------------------------|
| <i>RFP Circulation</i> | <i>May 1, 2023</i> |
| <i>Closing Date</i> | <i>May 26, 2023</i> |
| <i>Proposal Evaluation and Contract Award</i> | <i>May 29, 2023 – June 9, 2023</i> |
| <i>Final Deliverables</i> | <i>November 15, 2023</i> |

5. REQUEST FOR PROPOSALS PROCESS

5.1 Proposal Preparation

Evaluation of proposals is facilitated when proponents respond in a similar manner. Each proposal should be submitted with the following information:

- a) A work plan and methodology, which provides clear description of the tasks proposed to carry out the various aspects of the work identified in the scope of services. This work plan should clearly show the level of effort planned and time commitment for all members of the consulting team on each part of the project.
- b) A timetable/schedule for the completion of all tasks. Included in this timetable should be an indication of when meetings will be required with the City's project team.
- c) Rates and pricing broken down by the activities listed in the work plan.
- d) A total upset fee to complete the assignment as outlined above and any additional services deemed necessary by the proponent, including disbursements.
- e) At least one sample of similar work.
- f) Confirmation of each member of the consulting team complete with resumes and a schedule of hourly rates.
- g) An estimate of the level of commitment by the City's project team.

5.2 Enquiries

All enquiries related to this Request for Proposals are to be directed, by email or phone, to the following:

Ryan Beaudry, Planner III
Telephone: (250) 615-4041
Email: rbeaudry@terrace.ca

Ben Reinbolt, Director of Engineering and Public Works
Telephone: (250) 615-4043
Email: breinbolt@terrace.ca

Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and may be distributed to all proponents at the City's discretion.

5.3 Closing Date and Submission Requirements

Proposals to be considered by the City of Terrace must be received by **12:00 p.m. PST on May 26, 2023**. Proposals are to be submitted in electronic format via e-mail to rbeaudry@terrace.ca, to the **attention of Ryan Beaudry, Planner III**. Proposals received after the closing date and time will not be accepted and the proponent will be notified.

5.4 Proposal Submission and Amendment Specifications

- a) Proposals should be delivered in an electronic format (PDF file format preferred). Proponents are entirely responsible of ensuring that their proposals are successfully delivered to the City.
- b) Addenda may be issued during the proposal period via BC Bid.
- c) Amendments to the submitted proposals will be accepted, if received prior to the closing date and time and must be signed by an authorized signatory of the proponent.
- d) Project budget cost to exclude GST.
- e) Proponents are requested to submit information in the order requested (see Section 5.1) as this will assist the evaluation team in their review.
- f) Proponents shall be solely responsible for the delivery of their proposals in the manner and time prescribed.

5.5 Evaluation and Selection Process

Evaluation of proposals will be by an informal committee formed by the City. The committee will review proposal content and check that all mandatory criteria are met. Proposals not meeting mandatory criteria may be rejected without further consideration at the sole discretion of the City. Proposals accepted for further evaluation will be evaluated using a scoring method applied to mandatory and desirable criteria. Evaluation criteria will include but not necessarily limited to:

- Capacity of the proponent to complete the work in a timely manner as specified above
- Expertise and experience of the consulting team, and quality of references
- Quality of the proposal, including format, clarity, completeness, and methodology
- Proposed work plan and schedule
- Consultant fee and unit rates
- Project cost estimates

The City reserves the right to accept any proposal or reject any or all proposals. The City reserves the right to waive informalities in or reject any or all proposals or accept the proposal deemed most favorable in the interest of the City. Proponents agree, by submission of a proposal, that the City's evaluation and selection will be final.

6. SPECIAL CONDITIONS

6.1 Acceptance of Proposals and Award of Contract

Proposals will remain open to acceptance for a period of thirty (30) days after the closing date. The City is not bound to accept the lowest fee, or any proposal of those submitted. Notice sent to a proponent confirming the acceptance of its proposal by the City and the subsequent full execution of a written award letter or agreement will constitute a contract for service. No proponent will acquire any legal or equitable rights or privileges relative to the service until the occurrence of both such events. Any contract resulting from this Request for Proposals will be governed by and will be construed and interpreted in accordance with any federal, provincial, or municipal statutes, regulations and/or bylaws. After the selection process, the City will advise all proponents of its selection prior to entering into a contract.

6.2 Liability for Errors

While the City of Terrace has made efforts to ensure an accurate representation of information in this Request for Proposals, the information contained in this document is supplied solely as a guideline for proponents. The information is not guaranteed or warranted to be accurate by the City of Terrace, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposals is intended to relieve proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposals.

6.3 Ownership of RFPs and Freedom of Information

All proposal documents submitted to the City of Terrace for the purposes expressed in this Request for Proposals shall become the property of the City of Terrace. They will be received and held in confidence by the City, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

6.4 Use of Request for Proposals

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

6.5 Confidentiality of Information

Information pertaining to the City of Terrace obtained by proponents as a result of participation in this project is confidential and must not be disclosed without the written authorization from the City of Terrace.

6.6 Indemnity

If a negligent act, wrongful act or omission by a party (“Indemnifying Party”) results in liabilities, actions, damages, claims, losses, orders, fines, penalties, costs or expenses (“Claims”) being brought against, or suffered or incurred by the other party, its officials, officers, employees, agents, contractors, successors and assigns (“Indemnified Parties”), the Indemnifying Party will indemnify, release and save harmless each of the Indemnified Parties to the extent the Claim arises from the negligence, wrongful act or omission of the Indemnifying Party.

6.7 Insurance

The successful consultant must, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the contract term, Comprehensive General Liability in an amount not less than \$3,000,000 inclusive per occurrence insuring against bodily injury, personal injury and property damage and including liability assumed under contract in the forms and amounts acceptable to the City of Terrace. If, in the opinion of the City, the project contains added risks, the City reserves the right to increase the limit required. All required insurance will be endorsed to provide the City of Terrace with 30 days advance written notice of cancellation or material change. The Proponent will provide the City of Terrace with evidence of the required insurance, in the form of a completed Certificate of Insurance, immediately following execution and delivery of the contract. The City of Terrace is to be added as Additional Named Insured.

