

City of Terrace

Request for Proposals

Lakelse Gateway Connection Project Design Services

Issue Date: November 29, 2021



Closing Date: December 20, 2021

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

Contact:

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Planner III

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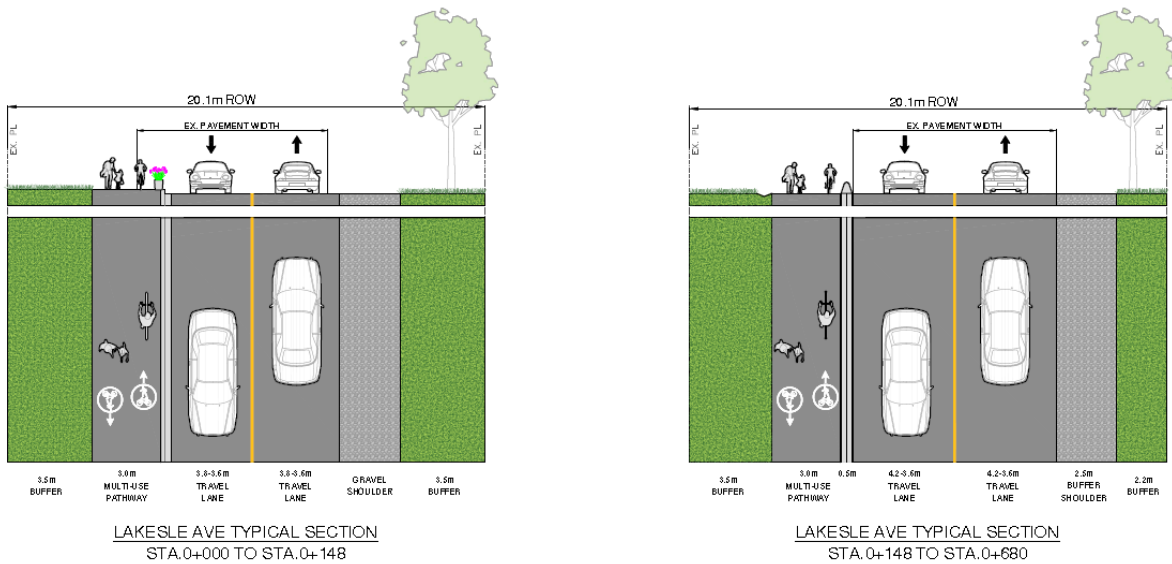


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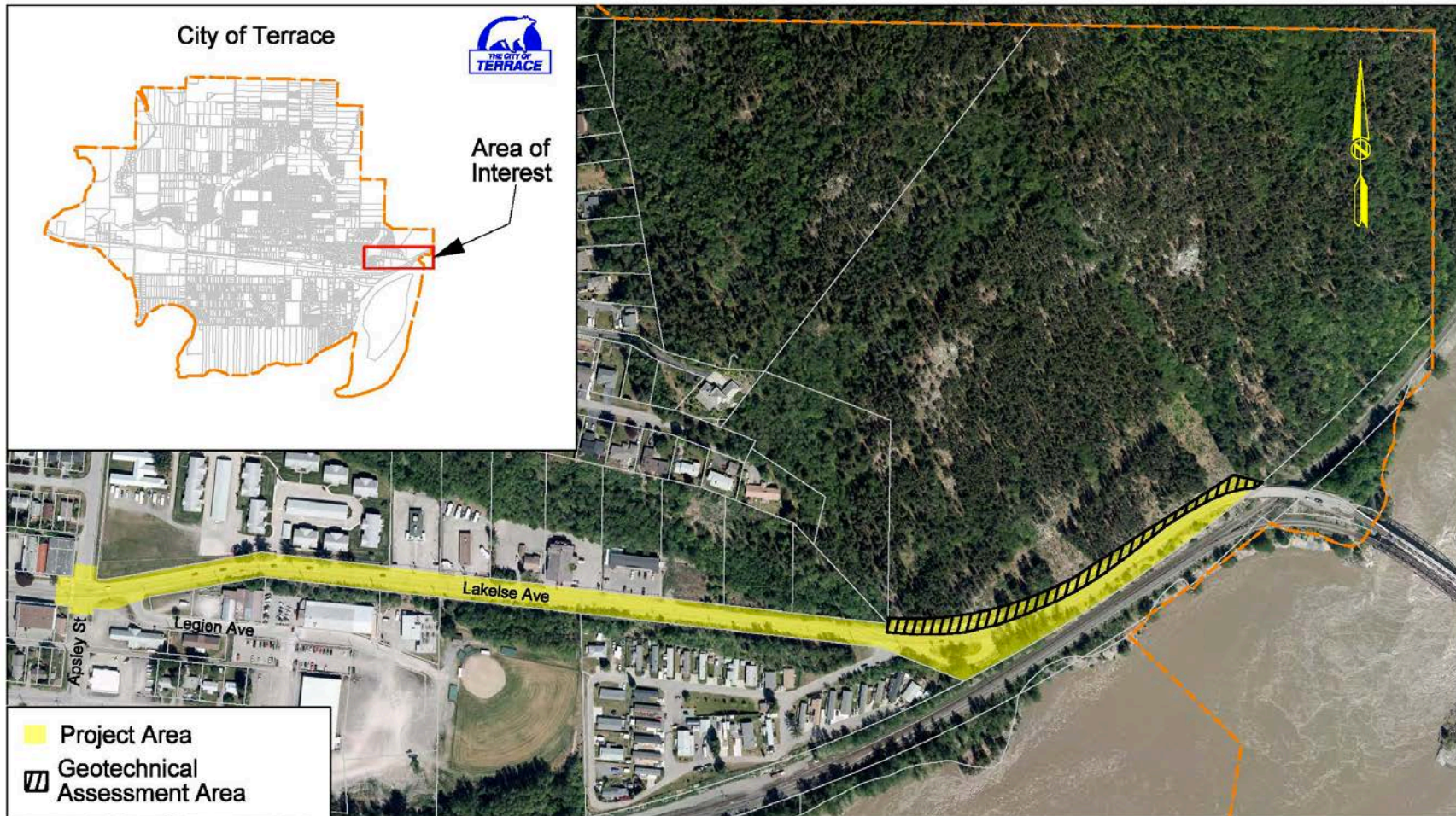
1. INTRODUCTION

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, it 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 urban areas. This project will provide a safe multi-modal connection for community residents and outlying communities of Thornhill (Regional District of Kitimat Stikine) and beyond to Kitselas First Nation communities.

The City of Terrace is requesting proposals from qualified, licensed, and professional consulting firms with proven experience to provide engineering services for the design of a one-kilometer multi-use destination pathway referred to as the “Lakelse Gateway Connection Project” overseen by the City of Terrace Development Services and Engineering staff. The successful consultant will complete Issued for Construction (IFC) civil design drawings of the pathway, incorporating road and intersection, drainage/ storm water management, and signage improvements; as well, design an area for a gateway feature that signals the arrival into the downtown.



2. LOCATION MAP



3. PROJECT REQUIREMENTS

3.1. Overview

The City of Terrace has received a grant of \$921,352 from the Ministry of Municipal Affairs, Community Economic Recovery Infrastructure Program (CERIP) to be used for design, engineering, and construction of a one-kilometer multi-use pathway, gateway feature and related works referred to as the “Lakelse Gateway Connection Project”.

At this time the City is soliciting proposals for engineering design services for the project’s study area shown in Section 2.0 Location Map.

The project incorporates five (5) main components.

- **Multi-use pathway design** consisting of 3.0-meter-wide, traffic separated, multi-use pathway for approximately one kilometer connecting the Old Skeena Bridge to Downtown Terrace at Apsley Street.
- **Intersection improvements** at Lakelse Avenue and Apsley Street to incorporate active transportation treatments.
- **Stormwater drainage** improvements to effectively manage stormwater runoff.
- **Geotechnical assessment and design** of any needed mitigation works, such as rock fall hazard, and stormwater infiltration.
- **Public realm enhancements** including a gateway feature area incorporated into the intersection at Apsley and Lakelse to stage a future public art piece and define the entrance to downtown as specified under the City of Terrace Downtown Action Plan and Urban Design Guidelines. Public realm enhancements shall also include incorporation of elements such as self-watering planters, other decorative features and/or landscaping along the pathway and opportunities for sidewalk furniture.

3.2. Project Scope

This project is to encompass, but is not necessarily limited to, the following deliverables within the required Engineering Services:

- a) **Conduct site visits** during the design phase to familiarize the project team with the project and particular site challenges.
- b) **Complete a topographic survey** for the study area including the identification of encroachments, constraints due to third party utility infrastructure, surface drainage patterns, and other site considerations. It is the consultant’s responsibility to collect the appropriate amount of survey data as needed to complete the project design.

- c) Prepare detailed design of the following components**
- Multi-use pathway consistent with the BC Active Transportation Design Guidelines including but not limited to:
 - Trees, planters, landscaping, furniture, etc.
 - Separation from vehicle traffic.
 - Pavement marking and signage plan.
 - Intersection improvements at Lakelse/Apsley to incorporate active transportation treatments as per BC Active Transportation Design Guidelines.
 - Gateway feature area including landscaping, lighting, and civil works design (public art/ signage feature to be designed by others).
 - Stormwater system
 - Drywells, piping, CBs, swales, ditches, connection to piping network, curbing, etc. to effectively manage stormwater runoff.
 - Incorporate best management practices and account for climate change.
 - Roadwork improvements
 - Replacement of all existing asphalt curbing with new concrete barrier curb and gutter.
 - Pedestrian crossing at vehicle pullout/viewpoint.
- d) Complete a geotechnical assessment and design of any needed mitigation works for rock fall hazard.**
- It is anticipated that a site visit and desktop study will suffice and that an exploratory program (drilling) will not be required.
- e) Complete a stormwater infiltration assessment to determine the suitability of soils to accept stormwater runoff from drywells/perforated pipes.**
- It is anticipated that test pitting will be required.
- f) Prepare an engineering Class “A” construction cost estimate incorporating all project components.**
- g) Provide public information drawings including presentation drawings and property impact drawings to assist in communicating the multi-use pathway to the public through printed and social media sources.**
- h) Prepare issued for tender/issued for construction drawings of the project components. (Final IFC drawings shall include all feedback from the City).**
- i) Presentation of the design to the City of Terrace project team at the 30%, 70%, and 90% stages through Microsoft Teams or Zoom meetings.**

Note that all engineering design is to be consistent with the BC Active Transportation Design Guidelines, 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.

3.3. Project Budget

The total project budget has been established at \$921,352 which includes all costs for engineering/consulting, construction/ materials (including a \$25,000 gateway art/signage feature), and contract administration. The consultants' approach and design fees will be considered in the proposal evaluation process.

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, Lakelese Gateway Connection Project Preliminary Design, prepared by Urban Systems, 2020
- City of Terrace Official Community Plan, Bylaw No. 2142-2018
- City of Terrace Downtown Action Plan, and Urban Design Guidelines, Bylaw No. 2153-2018
- City of Terrace Active Transportation Plan, 2009
- City of Terrace Transportation Master Plan, 2017
- Lakelse Avenue record drawings, 1973 (available upon request)

4. PROJECT SCHEDULE

It is expected that the successful Proponent will commence work immediately, following award of the contract on January 4th, 2022. The successful Proponent is required to specify a work schedule with a completion date no later than March 15, 2022. Deadlines are non-negotiable, and all proponents must commit to delivering all project components as per the schedule outlined under Section 4.

4.1 Estimated Time Frames

The following timetable outlines the anticipated schedule for the Request for Proposal and contract process. The City will not be responsible for any costs incurred by the Consultant related to changes in the estimated timeframes.

EVENT	DATE (anticipated)
<i>Contract award and start-up meeting</i>	<i>January 4 -7 2022</i>
<i>First design submission (25%)</i>	<i>January 31, 2022</i>
<i>Public Information Drawings and second design submission (50%)</i>	<i>February 7, 2022</i>
<i>Third design submission (75% - 90%)</i>	<i>February 28, 2022</i>
<i>Final design submission - Signed and Sealed IFC package and Class A Cost Estimates, and imagery for printed and social media sources.</i>	March 15, 2022

4.2 Key Date

The successful consultant will enter a contract with the City which may contain special provisions related to late deliverables and potential penalty clauses.

KEY DATES	DATE
<i>RFP Circulation</i>	<i>November 29, 2021</i>
<i>Closing Date</i>	<i>December 20, 2022</i>
<i>Proposal Evaluation</i>	<i>December 21 - December 31, 2021</i>
<i>Proposed Contract Award</i>	<i>January 4, 2022</i>
<i>Final Deliverables</i>	<i>March 15, 2022</i>

5. REQUEST FOR PROPOSALS PROCESS

5.1. Proposal Preparation

Evaluation of proposals is facilitated when the Proponents respond in a similar manner. The 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 project 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 City staff.
- c) Provide 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 should be included in the submission.
- f) Confirmation of each member of the project team complete with resumes. A schedule of hourly rates for all personnel who might be utilized on the project should be included.

- g) The Proponent should define what level of commitment by the City of Terrace staff will be necessary in the work plan.

5.2. Enquiries

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

Jennifer MacIntyre RPP, MCIP, Planner III

Telephone: (250) 615-4032

Email: jmacintyre@terrace.ca

Kevin Sousa P.Eng., Engineering Manager

Telephone: (250) 615-4042

Email: ksousa@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 of Terrace'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 December 20, 2021**

Proposals are to be submitted in electronic format via e-mail to jmacintyre@terrace.ca, to the **attention of Jennifer MacIntyre, 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). The Proponent shall be entirely responsible to ensure that their Proposal is successfully delivered to the City.
- b) Addenda may be issued during the proposal period. All addenda items will be provided to each Proponent via their primary contact email.
- 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) Submitted costs are to exclude GST.
- e) Proponents are requested to submit information in the order requested (see Proposal Preparation Section). 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 project 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 proposal 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 the Proponent 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

The Proponent must indemnify, save, and hold harmless the City from and against all claims, actions and loss; including, injury, death, and economic loss, damage, expense, and costs; including, legal fees and disbursements on a solicitor-client basis, whatsoever in law or equity, made by any person, arising directly or indirectly and whether by reason of negligence of the contractor in the performance of requested work under the terms of this agreement.

6.7 Insurance

The Proponent 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.

