



Request for Proposals for

PRIME DESIGN CONSULTING SERVICES

LOWER ROAD, BAY BULLS

INFRASTRUCTURE UPGRADING PROJECT

In the Town of **Bay Bulls**

Project No. 1820

CLOSING DATE: SEPTEMBER 10TH, 2018 AT 4 PM

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1. Introduction

The Town of Bay Bulls (Owner; the Town) has identified the need for municipal infrastructure upgrading for approximately 650 metres of Lower Road, which requires Prime Design Consulting services for the reconstruction of Lower Road in Bay Bulls. The Town's intent is to repave the road, improve drainage, assessment and upgrading of underground infrastructure (i.e culverts and outfall), the inclusion of pedestrian walkways, and improvement of the Lower Road/Quay's Road/Southside Road intersection.

The Town requests responses to this Request for Proposals (RFP) to select a Prime Design Consultant to provide engineering services for the Lower Road Infrastructure Upgrading Project to address improper drainage, pedestrian and motorist safety, and its overall condition.

1.1. Background

The Town of Bay Bulls is located along Route 10 (Southern Shore Highway), approximately 32 kilometres south of St. John's, NL. With a population of approximately 1500 people, the Town offers their residents modern town infrastructure, a state of the art marine centre, new municipal centre, and a new Lifestyle Centre. Furthermore, the Town hosts a variety of tourism attractions, such as whale watching, icebergs, bird watching, world-class trails, boat tours, and local dining.

As part of the Town's Infrastructure Upgrading Development Plan, Lower Road has been identified to address a number of issues including poor drainage, insufficient roadway width, safety for pedestrians and motorists, and aging underground infrastructure.



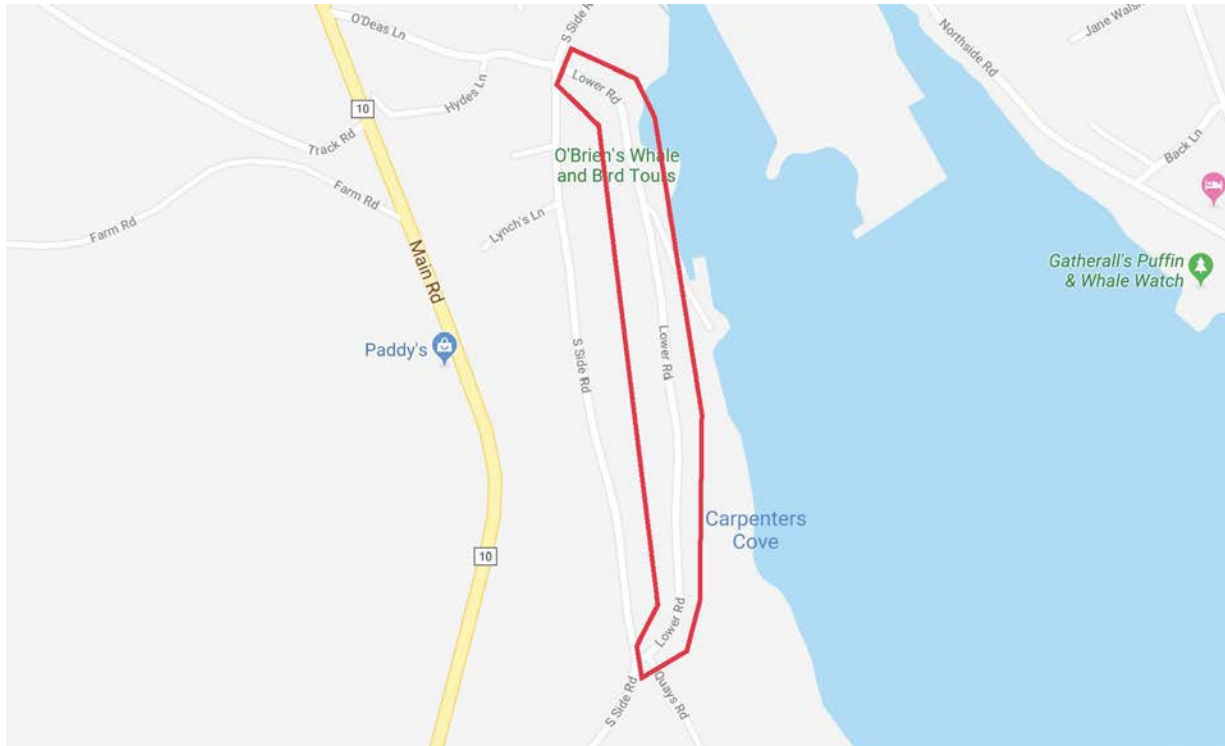


Figure 1: Lower Road, Bay Bulls (Project extents shown)

2. Project Description

Currently, the condition of Lower Road in Bay Bulls presents a number of issues, including improper drainage, safety concerns for pedestrians, overall safety for motorists, and insufficient road width. The project area will be approximately 650 metres and the project extents are identified in Figure 1.

The Lower Road Project generally consists of the following required upgrades:

- Approximately 650m of roadway to be assessed;
- Improvement of water drainage along the entire project area,
- Replacement of culverts, catch basins, and any related infrastructure identified as insufficient or damaged;
- Relocation of the storm outfall at the wharf area/shoreline





- Widening of a section of Lower Road to allow sufficient lane widths for vehicles;
- Installation of a pedestrian asphalt walkway from Southside Road to the Wharf area;
- Clearing of existing ditches;
- Installation of curb and gutter where necessary to assist drainage;
- Assessment of pulverization vs complete excavation of roadway;
- Base and surface course asphalt; and
- Overall improvement of the Lower Road/Quay's Road/Southside Road intersection to address vehicular and pedestrian safety (see Figure 2).

3. Scope of Work

3.1. Pre-Design

The Prime Design Consultant (PDC) shall be required to review any relevant information supplied by the Town, infrastructure models and as-built data to support the upgrading of Lower Road.

The PDC shall be required to conduct a Topographic Survey of the project area to assist in determining any necessary improvements to achieve positive drainage.

The PDC shall be required to provide options to the Town for re-design of the Lower Road/Quay's Road/Southside Road intersection to improve vehicular and pedestrian safety. Due to the current layout of the existing intersection, vehicles have been observed entering and exiting at high speeds from all three roads with improper delineation to correctly handle and organize traffic flow. Please see Figure 2 below, which shows the intersection looking from Southside Road to offer some insight into the current layout.





Figure 2: Lower Rd/Quay's Rd/Southside Road Intersection (looking from Southside Rd)

The PDC shall be required to relocate a catch basin and re-route storm water on the bottom end of Lower Road, which is currently directed underneath a nearby structure (see Figure 3).

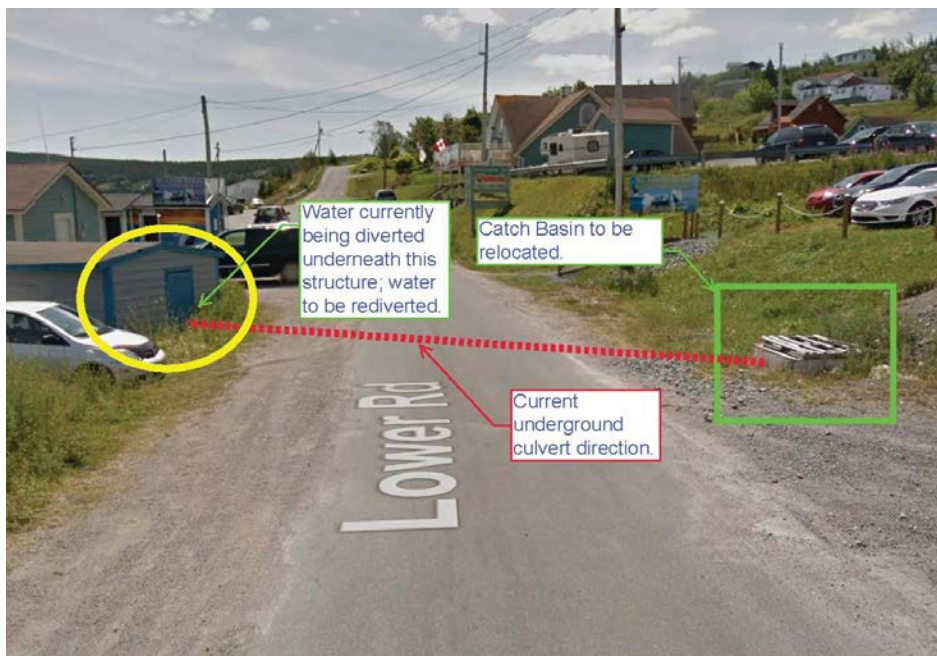


Figure 3: Catch Basin to be Re-Located; Water to be Re-Diverted





3.2. Schedule

MILESTONE	START
AWARD DESIGN CONTRACT	17-Sep-2018
ISSUE CONSTRUCTION TENDER	12-Nov-2018
AWARD CONSTRUCTION CONTRACT	14-Dec-2018
START CONSTRUCTION	24-May-2019
SUBTANTIAL COMPLETION	15-Jul-2019
FINAL COMPLETION	30-Jul-2019

3.2.1. Permits

Submit design packages to all Authorities Having Jurisdiction to obtain needed permits, including but not limited to Department of Environment and Climate Change, Department of Transportation and Works, Department of Fisheries and Oceans, Newfoundland Power, etc. All fees relative to these permits to be included in the Prime Design Consultant fees and reimbursable allowances submitted with the Proposal.

3.2.2. Inspections

Full time Resident Inspection services are not included in the scope for this RFP. The PDC will be required to visit the site for the following inspections:

- .1 Inspect relocation of storm MH and outfall (assume 2 site visits);
- .2 Inspect sub grade prior to placing Class A and Class B granulars (assume 2 site visits); and
- .3 Inspect final works.

The PDC shall provide written site inspection report(s) to note findings and any deficiencies witnessed during the site visit.





Assume an 8-week construction duration for the work.

3.3. Deliverables

- .1 Concept design, which details the infrastructure to be upgraded to support the Lower Road Project. This report shall include the concept design, relocation for the catch basin identified in Figure 3, construction phasing, etc.;
- .2 Concept design for the intersection reconfiguration;
- .3 Issued for Review Drawings and Specifications for tender packages;
- .4 Issued for Tender Documents (including supplementary general conditions and supplementary specifications) for tender packages;
- .5 Issued for Construction Drawings and Specifications for construction contracts; and
- .6 Shop drawing review (maximum of 5 days for review) for all construction packages.

3.3.1. Project Controls

The OPM will perform cost control and schedule tracking on a monthly basis throughout the project. The PDC shall provide monthly cost and schedule updates for design tasks during the detailed design stage.

The PDC shall perform cost control for their own resources. The PDC shall be expected to apply adequate resources to meet the milestones identified in Section 3.2 of this RFP. No extra cost will be approved to recover schedule slippage unless additional scope has been identified and approved by the Town.

3.4. Contract Administration & Engineering During Construction

The OPM will perform scope, schedule and cost management through all work packages. The PDC will provide periodic technical support during construction and perform inspections, as noted in Section 3.2.2. The team will take a proactive





approach to construction management to reduce the risk of unforeseen conflicts or deficiencies that can lead to scope creep and schedule delays.

The PDC may be required to adjust the design to fit site conditions during construction as well as provide support to the Town and OPM for troubleshooting construction related unforeseen issues. It will be the responsibility of the successful proponent to draw from their past experience to estimate the level of effort required to support the Town, Contractor, and OPM during construction. Extra hours will not be approved by the Town for engineering support during construction or contract administration, unless the PDC can clearly justify additional scope from that stated herein this document.

Confirmation of actual quantities for unit price work and approval of progress payments is not included in the PDC's scope of work.

4. Instructions to Proponents

4.1. Response Content

Proposals should include all of the following sections:

4.1.1. Table of Contents

Proposals should include a table of contents properly indicating the section and page of numbers of the information included.

4.1.2. Executive Summary

Responses shall include an abstract of no more than two (2) pages on the information presented in the proposal and the Proponent's qualifications and services.





4.1.3. Scope of Work Statement

The Proponent shall demonstrate clear understanding of the project scope, project objectives, and deliverables as well as identify any constraints or limitations that may impact the project delivery or its success.

4.1.4. Work Plan

The Proponent shall identify the process by which they plan to approach the challenge including how the project will be organized and executed. The Proponent shall list all key personnel working on the project and their roles and responsibilities.

4.1.5. Delivery Schedule

The Proponent shall provide a milestone schedule, including expected completion dates for all stages of design and tendering.

For formal documentation requiring review by the Town, please allow three (3) weeks from the time the information is submitted to the Town until a reply is received. For general requests for information, please allow two (1) week for replies from the Town. For the purposes of the work schedule, Proponents may assume a project start date of **September 24th, 2018**.

4.1.6. Past Experience

Provide general information on the Proponent, including a brief history of the firm and the number of years in business. For key personnel involved in this RFP, the proposal should include resumes, relevant project experience including duration and budget. Project experience should include a list of relevant municipal infrastructure projects undertaken in the past five years (list a minimum of 3 and no more than 5 projects), supported with information on initial cost estimates versus final costs for similar sized projects. Examples should indicate demonstrated expertise and practical experience of the project team members in design of municipal projects.





4.1.7. Schedule of Rates, Fees and Expenses

The Proponent shall describe how professional fees will be calculated, based on level of effort, for each of the tasks outlined in Section 3. This summary should include any services not itemized, but deemed necessary by the Proponent. The Proponent may use the the DMA Table 1 – Engineering Fee Schedule template of similar detail sheet.

This section of the proposal should also include:

1. Hourly rate for design services;
2. Hourly and daily rate of personnel on site and associated expenses; and
3. Their relative participation (estimated number of days/hours).
4. Lump sum totals for pre-design, detailed design, tendering, construction support, inspections and closeout.

4.1.8. Mandatory Requirements

The Proponent shall have a valid Permit to Practice from the Professional Engineers and Geoscientist of Newfoundland and Labrador (PEGNL) for the disciplines undertaken.

4.1.9. Other Benefits

The Proponent should describe any other services or benefits the Town may realize through these services.

4.2. Submission Requirements

Proposals will be evaluated using a two-step procedure whereby the **Technical and Financial (Cost of Services) responses will be submitted in two separately sealed envelopes**. Proponents will be evaluated on the Technical proposal prior to the opening and evaluation of the Cost of Services responses as detailed below.





- Provide **2 hard copies** and one electronic copy (in Acrobat PDF format) entitled; *“Proposal for Prime Design Consultant Services – Lower Road Infrastructure Upgrading Project”*, addressed to:

Todd Tremblett
Jr. Project Manager
Vigilant Management Inc.
69 Karwood Drive, Unit 9
Paradise NL

- Proposals must be delivered to Vigilant Management on or before the time advertised. Proposals will **not** be accepted by email or facsimile.
- All prices quoted in the proposal are to be in Canadian funds and are to show all applicable taxes.
- Proposals, rather than tenders, have been requested in order to afford consultants an opportunity to demonstrate their specific expertise and potential for an innovative approach in providing consulting services. The proposed approach should satisfy the Town’s needs in a cost-effective and timely manner.
- Proposals must be based on this RFP.
- Proposals must clearly show the complete company name, name and telephone number of primary contact person(s).
- Proponents are solely responsible for any costs or expenses related to the preparation and submission of proposals.
- The Proposal must remain valid for a period of 60 days after the date of submission.





- Only proposals received at the above address before the closing date and time shall be accepted. Proposals submitted after the closing date and time shall be returned to the Proponent unopened.
- The laws of the Province of Newfoundland and Labrador shall govern this proposal and any subsequent contract resulting from this proposal.

4.3. Access to Information

The Town is subject to the provisions of the *Access to Information and Protection of Privacy Act*. Section 27 of the Act excludes the disclosure of information that would be harmful to the business interests of a third party and any disclosure by the Town would be subject to that provision.

4.4. Evaluation Process

The preferred Proponent will be selected on the basis of the highest overall combined score achieved by totaling the Technical score with the Financial score.

The successful Proponent will be required to enter into a separate *Standard Form of Agreement Between Owner and Prime Consultant* for Prime Design Consultant services related to the project. The Agreement for services will be adjusted for the scope of work undertaken if it differs from the statement herein.

All proposals will be evaluated by the Town's Staff and Vigilant Management according to the same criteria. The Prime Design Consultants will be scored according to the Experience, Schedule, Methodology and Financial Criteria contained in their proposal.

The Town reserves the right to conduct pre-selection meetings in order to clarify or adapt the selected proposal.

The evaluation team will use the following criteria and weight factors to evaluate the proposal submissions:





Evaluation Criteria	Sub Score	Max Score
Technical Evaluation		
Methodology & Schedule		30
Scope of Work Statement	5	
Work Plan	20	
Schedule	5	
Experience , Qualifications and Expertise		30
Experience of Consultant on Past Projects	10	
Experience of key Personnel	15	
Demonstrated expertise, other benefits or value added	5	
Subtotal Technical Score		60
Financial Evaluation		
Cost of Services		40
Subtotal Financial Evaluation		40
Total of Technical & Financial Evaluation		100

4.4.1. Methodology & Schedule Criteria

A total of 30 points may be awarded to the proposed design and construction schedule, and methodology approached to deliver the project. The scoring is as follows:

- .1 Up to 5 points will be awarded to the Proponent who clearly demonstrates their understanding of the scope of work to be executed.
- .2 Up to 20 points will be awarded to the Proponent who clearly communicates how they intend to execute the project and demonstrate an accurate understanding of the project scope, goals and complexity.





- .3 Up to 5 points if schedule allows for Total Completion on or before dates shown in Section 3.2.

4.4.2. Experience Criteria

Up to 15 points may be awarded to the experience of the team's key personnel offering the Prime Design Consultant services in the proposal. Proponents shall provide a project organizational chart along with profiles of the key team members executing the work.

Up to 10 points may be awarded to the Proponent for past project experience including project success against the metrics listed in Section 4.1.6.

Up to 5 points may be awarded to the Proponent that can demonstrate other benefits that are unique to the firm or team of a value added service not currently realized in the typical Prime Design Consultant's scope.

4.4.3. Financial Criteria

The proposal with the lowest price will be awarded 40 points. The next lowest price will receive 35 points. Points for other submissions will be assigned with 5 fewer points for each successively higher priced financial proposal. However, the same score will be awarded if successive prices are within 2.5% of the lowest price.

4.4.4. Contract Award

The Town is not bound to accept the lowest cost or any proposal.

The Town, at its discretion, may negotiate any aspect of any Proposal with one or more of the Prime Design Consultants at any time. Negotiations with any Prime Design Consultant shall not oblige the Town to enter into a Contract with any Prime Design Consultant or be construed as an acceptance of the Proposal.

The Town has no obligation whatsoever toward Prime Design Consultants as a result of the acceptance or rejection of any Proposal. By submitting a response to this RFP, Prime Design Consultants acknowledge and accept that they cannot challenge, in any





way whatsoever, the Town's decision to accept or reject any Proposal, nor request any compensation, or claim damages as a result thereof.

Evaluation criteria are not subject to discussion or negotiation with Prime Design Consultants.

The Town will review the responses and rank them based on neutral and objective criteria for the purpose of selecting a qualified Prime Design Consultant.

The preferred Prime Design Consultant will be the one that provides the best overall value to the Town.

The Town is under no obligation to award the contract to the lowest price or to any Prime Design Consultant.

By responding to this RFP, Prime Design Consultants agree to accept the decision of the Town as final.

Acceptance of any proposal shall be by purchase order issued by the Town on the Town's form. This document and the Prime Design Consultant proposal shall be attached to and form part of the contract.

4.5. Reporting Structure

After project award, the Prime Design Consultant will report directly to:

Grant Horwood, P.Eng.
Owner's Project Manager
Vigilant management

All enquiries regarding this RFP must be directed to:

Todd Tremblett
Jr Project Manager
Vigilant Management Inc.
Phone: 709-782-5950
Email: todd@vigilantmanagement.ca





All questions should be submitted, in writing at least three (3) days prior to the closing time and date.

Any verbal representations, promises, statements or advice made by employees of the Town other than written responses offered through the office of the Town or the OPM should not be relied upon.





APPENDIX A: Confirmation of Offer



Appendix A

CONFIRMATION OF OFFER *To be returned with the Request for Proposal*

CONFIRMATION OF OFFER

By completing this offer, the Undersigned confirms that they are authorized to enter into a contractual agreement on behalf of the Consultant named below.

Name of Firm and/or Individual (The Consultant)

Complete Mailing Address

Postal Code

Contact Person:

Name

Telephone Number

Email Address

Fax Number

PER: _____ WITNESS NAME: _____

TITLE: _____ TITLE: _____

SIGNATURE: _____ SIGNATURE: _____

DATE: _____ DATE: _____