TOWN OF SIDNEY
British Columbia

REQUEST FOR PROPOSALS

ENGINEERING CONSULTANT SERVICES

AUGUST 12, 2020
1. **Objective**

The Town of Sidney is seeking the services of qualified engineering consultants for the design of underground utility and surface works projects to be constructed in 2021 / 2022. This will include all required background data collection, including topographical survey, base plan preparation, confirming the works are sized appropriately to meet design flows as noted in the Town’s Utility Study, preliminary design, detailed design, and survey layout.

The Consultant is to provide engineering design services and produce stand-alone drawing sets for each individual project. Subject to the delivery method for each project, the Consultant may be required to provide additional services including tendering, technical services, contract administration, inspection, and closeout.

The project locations are as follows:

- Amelia Avenue – Bowerbank Road to Grove Crescent (water, storm, and sanitary)
- James White Boulevard – Seventh Street to Pat Bay Highway (curb, sidewalk, storm and sanitary)
- Swiftsure Place – James White to end (water)
- Eighth Street – Orchard to Ocean (road widening, curb, sidewalk, drainage, fencing)

Project location maps are attached. A detailed description of each project is included in Section 3 – Project Scope.

The consultant will also update the Town’s existing Utility Study as part of this assignment. The West Side Utility Study will provide an update to accommodate for growth as a result of the West Side Local Area Plan (WSLAP). The existing utility study was completed in 2014 by Kerr Wood Leidal (KWL), prior to completion of the WSLAP. The revised Utility Study will provide guidance for upsizing utilities due to development potential. This update is required prior to the pre engineering phase of the James White project, as it is located downstream of the study’s subject area. The Town has chosen to include this update in this RFP in order to expedite the design process and welcomes bids from a consultant team if an individual consultant does not have the capacity to independently complete the utility study.

2. **Overview**

The above noted projects are part of the Town of Sidney’s Twenty Year Infrastructure Plan, which provides a long-term upgrade and replacement plan for Town infrastructure. The Twenty Year Plan ensures that infrastructure is maintained at an adequate and affordable level, without the need for external borrowing.

The reason for replacement under the Twenty Year Plan varies, and can include sizing, pipe material, age, or refresh due to other nearby works (ie. upgrade underground works before paving).

Results of the Utility Study update will also be incorporated into the Town's Twenty Year Infrastructure plan.

3. **Project Scope**

   3.1. **Design Project Descriptions**

   3.1.1. Amelia Avenue – Bowerbank Road to Grove Crescent
• Replacement of 285m of 350mm AC storm main pipe with 600mm on Amelia Ave, from Melissa St. to Grove Cres.
• Replacement of 344m of 100mm AC water main pipe with 150mm on Amelia Ave, Bowerbank Rd- Pleasant St and Amelia Cul de Sac.
• Replacement of 71m of 250mm AC with 375mm sewer main pipe on Amelia Ave, from Almond St to Melissa St.

3.1.2. James White Boulevard – Seventh Street to Pat Bay Highway
• Replacement of 335m of storm main pipe on James White, from Seventh St. to Swiftsure Pl. Existing pipe size ranges from 300mm to 450mm concrete, proposed sizes range from 450mm to 750mm.
• Replacement of 618m of 200mm VC sewer main pipe with 200mm on James White, from Seventh St to Pat Bay Highway. The Town also plans to replace the sewer crossing under the Pat Bay Highway (to James White West) as part of a separate contract involving multiple highway crossings in 2021. If possible, the design should include the abandonment of a double mained section at Seventh St (CO 246A to MH 246B) by connecting the laterals it serves to the new main.

3.1.3. Swiftsure Place – James White to end
• Located adjacent to the James White project but will be constructed by Town forces after the tendered construction of James White. This new line will complete a 150mm loop to Henry Ave.
• Replacement of 101m of 100mm PVC with 150mm PVC.

3.1.4. Eighth Street – Orchard Ave to Ocean Ave
• Road widening including curb, sidewalk, fencing and boulevard trees on the west side of Eighth Street in front of the Sidney Public Works Yard, complete with a crosswalk connecting Iroquois Park and Eighth Street. Relocation of an open channel drainage ditch is also required.

3.1.5. Project Scope Matrix

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Amelia Ave</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>James White Blvd</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Swiftsure Pl</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Eighth St</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>West Side Utility Study</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

3.2. Design General Requirements
3.2.1. Conduct project initiation meeting, preliminary design review, detailed design review and any other meetings as necessary to ensure that project remains on schedule and communication with the project team and
stakeholders is effective. This includes preparing meeting agendas and minutes. For the purpose of this RFP assume 3 meetings for the design phase of the project.

3.2.2. Design of all water, sanitary and storm mains and their appurtenances shall be designed in accordance with Town of Sidney Bylaw 1390, Schedule A through G, MMCD Platinum Edition and sound engineering judgment.

3.2.3. Unless affected by the West Side Utility Plan update, refer to the Town of Sidney Utility Study prepared by Kerr Wood Leidal, 2014, for storm and sanitary sewer capacity calculations. The Town will also provide a spreadsheet with proposed pipe sizing.

3.2.4. Utility replacement plan/profile engineering design drawings shall be prepared using AutoCAD Civil 3D 2018 format. Design drawings are to be at 1:250 scale, profiles at 5:1. All electronic submissions (60%, 90% and Issued for Tender/100%) should be provided in PDF and DWG formats. The DWG should be a single, fully useable drawing, retaining all Civil 3D objects including points, surfaces, alignments, and pipe networks (not exploded or blocked), with all references included and bound to the drawing.

3.2.5. AutoCAD drawings shall be laid out with design and survey in model space and the title page and following sheets to be found in same drawing on separate layout tabs numbered appropriately i.e. sheet 1 of 2, sheet 2 of 2. Sheet layouts to be complete with notes and annotation.

3.2.6. Drawings for each project must be separate and able to stand alone (i.e. no general or construction notes on an overall cover sheet). Each complete set of drawings shall have a title sheet with name of the project, location plan and list of all drawings. The design drawings should be set-up with the assumption that the work will be tendered and constructed via the design-bid-build competitive process.

3.2.7. The Consultant must use a secure file transfer system for sending and receiving digital files. The system shall conform to BC privacy laws, and no additional software, plug ins, or Windows administrative privileges should be required for Town staff to access the files.

3.2.8. Sanitary sewer, storm drain, and water digital models are in Innovyze InfoSWMM/InfoWater format. Should the Consultant want to apply these models in conducting their pipe analyses, they are required to obtain the necessary software at their cost. The Town will not bear the cost of software purchase for this project.

3.2.9. The Consultant will be responsible for all data compatibility and conversion for deliverables to the Town.

3.3. Pre Engineering and Concept Design

3.3.1. Contact BC One Call for reference drawings of private utilities such as gas, cable, hydro, telephone, etc. and the providers of any other underground or overhead services that may be in conflict with the proposed works. All relevant information is to be transferred to the design drawings. Liaise and obtain as-built information from utility companies if BC One Call information is schematic or incomplete, including but not limited to Telus, BC Hydro, Shaw Cable, and Fortis BC. Obtain field locates if potential conflicts exist and include field locates in topographical survey.

3.3.2. Relevant record drawings will be provided by the Town. These are to be reviewed and pertinent information inserted into the design drawings. The Town will also provide digital schematic maps in DWG format that contain cadastral and utility information.
3.3.3. Review and incorporate as applicable, any right-of-way documentation/information into the base plan. This information will be provided by the Town upon request.

3.3.4. Conduct preliminary control survey to tie in legal evidence based on NAD 83 UTM coordinate system converted to ground coordinates via the Town's common scale factor. Alternate coordinate systems are not acceptable.

3.3.5. Complete a topographical survey of each project area. Survey to conform to general surveying best practices and at a minimum, include pickup of the following features; face and top of curb; front and back of sidewalks; landscape areas – minimum 5.0m grid and changes in grade; Hydro, Telus and private utility poles; traffic control lights; manhole frames and pipe inverts; water meter boxes; valve castings and top of valve nut; irrigation boxes and sprinkler heads; fences and gates; face of building walls; roadway centre line, driving lanes, medians, islands, and edge of pavement (minimum 5.0m intervals); roadway paint lines; trees (caliper, generic type); bush or garden bed limits (width of hedging); ditches (top, bottom & centre); visible rock outcroppings; structures and street furniture; driveways; hydrants; inspection chambers; found property pins; and marked locates provided by BC One Call or utility companies.

3.3.6. Create an AutoCAD digital base plan drawing showing cadastral information and existing features and utilities, including but not limited to the elements described above in this section. This drawing is to be used as the foundation for the project designs.

3.3.7. Review pipe inspection videos provided by the Town to confirm locations of lateral service connections.

3.3.8. The Consultant is expected to conduct site visits to identify any notable gaps in the existing information and be satisfied that they have sufficient information to complete the design.

3.3.9. Storm Mains:
  - The Consultant shall perform the necessary calculations to confirm the new storm sewer pipe size(s). Consideration should be given to the impact of climate change over the life cycle of the new mains. The Consultant shall provide a recommendation with respect to the pipe size(s) and whether/not any increased cost to accommodate climate change in the design is an effective investment by the Town based on the potential risk. This information shall be presented in a technical memorandum or as part of the Pre-Design Brief deliverable.
  - All connecting services are to be replaced to the property line with 150mm PVC, including an inspection chamber. Existing service can remain if previously upgraded to 150mm PVC.
  - Consultant to consider the reduction of redundant or abandoned service laterals in the design process. Proposed solutions to be included in the Pre-Design Brief.
  - All catchbasin leads to be replaced with 200mm PVC. Existing catchbasin leads can remain if previously upgraded to 200mm PVC.
  - Consultant to determine if connecting manholes are suitable for re-use or must be replaced.

3.3.10. Sanitary Mains:
  - The Consultant shall perform the necessary calculations to confirm the new sanitary sewer pipe size(s). Consideration should be given to the impact of climate change on I/I rates over the life cycle of the new mains.
The Consultant shall provide a recommendation with respect to the pipe size(s) and whether/not any increased cost to accommodate climate change in the design is an effective investment by the Town based on the potential risk. This information shall be presented in a technical memorandum or as part of the Pre-Design Brief deliverable.

- All connecting services are to be replaced to property line including an inspection chamber to match existing size. Existing service can remain if previously upgraded to PVC.
- Consultant to consider the reduction of redundant or abandoned service laterals in the design process. Proposed solutions to be included in the Pre-Design Brief.
- Consultant to determine if connecting manholes are suitable for re-use or must be replaced.

3.3.11. Water mains:
- All hydrants and services (to property line) within the project extents are to be replaced along with the mainline and appurtenances. Proposed main sizes will be provided.

3.3.12. Surface restoration:
- Include surface restoration details for each project location (either on the design or as a separate sheet). Denote the existing surface conditions, i.e. property lines, addresses, edge of pavement, gravel shoulder, concrete curb and sidewalk, grassed boulevard, driveway materials, etc. and proposed finished condition, i.e. limit of paving, gravel works, restoration of boulevards, driveways, etc. to restore the site to pre-construction conditions.

3.3.13. Determine whether any construction work will be in the vicinity of intermediate or high pressure gas mains and indicate if gas crossing permit(s) will be required.

3.3.14. Determine whether any construction work will be in the vicinity of or cross any third party infrastructure and indicate if any permits will be required.

3.3.15. Identify constraints such as Fisheries, M.O.E., archaeological, geotechnical and environmental issues. Indicate if any necessary approvals are required from external agencies. Unless noted otherwise, required approvals will be obtained by the Town.

3.3.16. Provide a draft pre-design brief outlining the proposed pipe sizes, alignments, potential conflicts and/or construction challenges and proposed resolution. Consensus on the proposed pipe alignments is to be determined prior to proceeding to preliminary design stage.

3.4. Preliminary Design

3.4.1. Determine locations where the proposed pipe alignments may be in conflict with existing utilities and require further field investigation (test pits) in order to complete preliminary design. Provide the Town with a map showing the proposed test-pit locations. Town crews will then perform test pitting as necessary, while the Consultant will be responsible for collecting survey data during the exposures.

3.4.2. Create preliminary engineering designs (plan/profile) for the proposed utility replacements to the 60% design stage. For proposed pipe connections to existing mains at intersections or other lateral locations, a plan/profile of this section of pipe shall also be provided in the design package with the necessary crossing and detail information.
3.4.3. Submit two (2) hard copy sets of preliminary engineering designs (60% design) as well as the electronic submission requirements laid out in item 3.2 above. Allow staff up to three weeks for review. Incorporate Town comments and any further findings from 60% to 90% design stage into the detailed designs.

3.5. **Detailed Design**

3.5.1. Submit two (2) hard copy sets of the detailed engineering designs (90% design) as well as the electronic submission requirements laid out in item 3.2 above. Allow staff up to three weeks for review. The drawings shall be to a level such that the project would be almost ready to construct. Only minor adjustment and revisions shall be necessary to bring the drawings to tender/100% stage.

3.5.2. If applicable, submit an application to the Island Health Authority for a water supply system construction permit.

3.5.3. Upon final review of 90% sets, submit three (3) hard copy sets of the detailed engineering designs (100% or IFT design) as well as the electronic submission requirements laid out in item 3.2 above.

3.5.4. Prepare and provide AutoCAD control surveys suitable for construction layout.

3.5.5. Consultant to provide costs to provide survey layout, including cut sheet, for projects to be constructed by Town forces as optional work.

3.5.6. Provide a Class A cost estimate for each project.

3.6. **Project Management General Requirements**

For projects constructed and managed by the Town, the assignment ends at the completion of the detailed design phase. For projects to be constructed by an open tender process, the Consultant shall manage the project to completion.

3.6.1. The Consultant shall provide project management services for the duration of the project from initiation to design completion including but not limited to, project initiation; planning; reporting, including meetings; tracking schedule and budget; scope management; change control.

3.7. **Tendering Support**

3.7.1. Prepare and submit complete tender package in accordance with the MMCD Platinum Edition 2009 (including front end). The Town does not have a standard front end template to provide to the Consultant. Assume up to three weeks for the Town to review a draft tender package, then incorporate Town comments into the final Tender package. Tender package submissions to be in digital PDF format. As a part of the tender package the Consultant will provide:

- Invitation to Tenderers
- Instructions to Tenderers
- Complete Form of Tender
- Recommended Supplementary General Conditions
- Supplementary Specifications
- A schedule of quantities

3.7.2. Answer questions for inclusion in Tender addenda as required. Pre-Tender and Tender site meetings are not mandatory, and not anticipated for these projects.

3.7.3. Receive and review tender submissions, report on results and provide written recommendation for contract award.
3.7.4. Prepare three (3) sets of Issued for Construction drawings, signed and sealed, including all modifications required arising from the project tender addenda.

3.8. **Contract Administration Services**
   
   The Contract Administrator’s (CA) role during the construction period shall follow the role of the CA as defined by the MMCD. Assume for the purposes of this RFP that the CA will expend approximately 2 hours per day undertaking this function. The CA responsibilities will include but not be limited to the following:

   3.8.1. Schedule, coordinate and chair a pre-construction meeting with all relevant project team members including the preparation/circulation of an agenda and the preparation/circulation of meeting minutes.

   3.8.2. Schedule, coordinate, and chair monthly construction progress meetings including the preparation/circulation of an agenda and the preparation/circulation of meeting minutes.

   3.8.3. Liaise with Town staff, general contractor, and utility companies (BC Hydro, Fortis BC, Telus, Shaw, etc) as necessary to ensure the timely progression of work.

   3.8.4. Respond to the Contactor's requests for information (RFI) in a timely manner during construction and issue appropriate Field Instructions or Field Orders.

   3.8.5. Review and respond to any requested changes during construction that may affect cost and schedule. Recommend and issue Contemplated Change Notices (CCN) and Change Orders (CO) where appropriate and in MMCD format.

   3.8.6. Track and record site instructions, change orders and force account work. Ensure necessary approvals are obtained and coordinate budget availability with Town project manager.

   3.8.7. Prepare monthly progress payments, review invoices submitted by the general contractor and recommend appropriate payment certificates.

   3.8.8. Anticipate and identify variations in scope, budget and schedule and report these to the Town with recommendations to mitigate in a timely manner.

   3.8.9. Schedule, coordinate and attend, substantial completion/deficiency inspection; prepare a deficiency list, estimated holdback requirements and schedule for completion.

   3.8.10. Undertake inspections in coordination with the project site Inspector and General Contractor as appropriate to review work, issue substantial and total completion certificates and conclude project warranty period.

3.9. **Inspection Services**

   It is expected that the site inspector will be onsite an average of 50% of the time during construction (approximately 4 hours per day). It is expected that more time will be spent during key periods of construction such as project start-up, tie-ins to existing infrastructure, testing of materials, at key infrastructure crossings, monthly quantity reviews and at close out. Less time in other instances. This work includes, but is not limited to:

   3.9.1. Liaise with the Town staff, engineer, CA, general contractor and other parties as necessary to support the construction work in conformance with the contract documents.

   3.9.2. Perform regular field reviews/inspections during construction and perform or cause the performance of Quality Assurance testing to ensure that the work by the general contractor conforms to the specifications, engineering designs and contract documents.
3.9.3. Prepare daily inspections reports including photographic and video documentation, to be submitted to the Town on a weekly basis.

3.9.4. Ensure that the general contractor is performing the necessary Quality Control to verify conformance with the contract documents.

3.9.5. Work with the general contractor to ensure that quantity estimates and surveys are completed in a timely manner to support monthly progress certificates.

3.9.6. Review and recommend quantities for monthly progress certificates to the CA.

3.9.7. Ensure all pipe testing, including CCTV, is performed by the general contractor and reviewed to determine that the work was performed in accordance with the contract documents, prior to final surface works and/or paving.

3.10. **Closeout**

After construction completion of a project, the Consultant will perform the following services (including but not limited to) and tasks during the project close out phase:

3.10.1. Ensure that the construction general contractor's mark-up drawings are complete and accurate, as required for as-constructed drawing preparation.

3.10.2. Conduct topographic survey as necessary to undertake as-constructed record drawing preparation.

3.10.3. Prepare as-constructed record drawings and submit to the Town in both .dwg and .pdf format.

3.10.4. Prepare and submit copies of all documentation related to the project including but not limited to as-constructed record drawings (2 sets; one signed/sealed); all reports, photos, permits, meeting minutes, test results, field memos, drawings and relevant communications. All correspondence submitted, including emails, shall be in PDF format.

3.10.5. Prepare Tangible Capital Asset (TCA) form as provided by Town staff.

3.11. **West Side Utility Study General Requirements**

Update the Town’s utility study to incorporate the West Side Local Area Plan (WSLAP). The WSLAP covers the portion of Sidney west of the Pat Bay Highway, but will have downstream effects on some utilities east of the Pat Bay. The updated study should be a stand-alone document that would function as an addendum to the KWL report, and should only include infrastructure affected by the WSLAP.

3.11.1. Review existing Town of Sidney Utility Study and West Side Local Area Plan. The WSLAP is publically available on the Town of Sidney website under Town Hall / Document Library, the Town’s Utility Study will be provided by request.

3.11.2. Develop demand projections for each utility (water, storm, and sanitary).

3.11.3. Input data to update the Town’s utility model. Model is in Innovyze InfoSWMM/InfoWater format, and the model must be updated and remain in that format to ensure compatibility with the Town’s software (no exports or conversions from other formats).

3.11.4. Calibrate the models to a level of accuracy acceptable to the Town. In order to meet milestone dates for the James White project, the Town will accept pipe sizing outputs at this stage of the study.

3.11.5. Use the models to identify deficient sections for each utility.

3.11.6. Prioritize the construction/replacement sections for each utility.

3.11.7. Provide cost estimates for the prioritized work.
3.11.8. Update / recreate the following overall maps and tables that are part of the KWL study

- Figure 2-5 - Existing Sanitary Sewer System 2035 PWWF Model Results
- Figure 3-5 - 2035 Max Day Demands Peak Hour Pressure Model Results (water system)
- Figure 3-6 - 2035 Max Day Demands Available Fire Flow Model Results (water system)
- Figure 4-13 - 2035 Land Use, 10 Year Return Period Storm - Storm Model Results for Pipes < 900 mm Diameter
- Figure 4-14 - 2035 Land Use, 25 Year Return Period Storm - Storm Model Results for Pipes > 900 mm Diameter
- Appendix D, Table D-2 : Future Storm System Deficiencies
- Existing Sanitary System Deficiencies (not included in KWL report, to match format of drain table D-2)
- Future Sanitary System Deficiencies (not included in KWL report, to match format of drain table D-2)

3.11.9. Submit draft report in digital PDF format. Allow staff up to three weeks for review. Incorporate Town comments into final report.

3.11.10. Submit 3 (three) bound hard copies of the final report as well as the electronic PDF version.

4. Project Schedule

The following table outlines the schedule for the Request for Proposals process. The timing and sequence of some events listed in the table may vary at the discretion of the Town of Sidney:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Proposals is issued (i.e. commencement of advertising)</td>
<td>August 12, 2020</td>
</tr>
<tr>
<td>Last day for Proponents to ask questions</td>
<td>August 26, 2020</td>
</tr>
<tr>
<td>Last day for Town to issue Addendum</td>
<td>August 28, 2020</td>
</tr>
<tr>
<td>Request for Proposals closes</td>
<td>September 2, 2020</td>
</tr>
</tbody>
</table>

The Consultant shall provide a complete milestone schedule that reflects the Town’s priorities for project implementation as indicated below:

<table>
<thead>
<tr>
<th>Event</th>
<th>Anticipated Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of Detailed Design – James White Boulevard</td>
<td>Q4 2020</td>
</tr>
<tr>
<td>Submission of Detailed Design – Amelia Ave</td>
<td>Q4 2020</td>
</tr>
<tr>
<td>Submission of Detailed Design – Eight Street</td>
<td>Q1 2021</td>
</tr>
<tr>
<td>Submission of Detailed Design – Swiftsure Place</td>
<td>Q1 2021</td>
</tr>
<tr>
<td>Issue Tender – James White Boulevard</td>
<td>Q1 2021</td>
</tr>
</tbody>
</table>
5. Proposal Submission Requirements

a. Company Profile, Project Team Experience and Qualifications

Proposals shall include but are not limited to providing the following:

- Company profile and project experience specifically as it relates to the subject work in comparably sized communities.

- The proposed project team’s experience including recent and current relevant projects, that clearly demonstrates the proponent’s ability to undertake the roles and deliverables and that the proponent has the capacity, reputation and experience required to successfully carry out the services anticipated by this RFP. Proponents are encouraged to provide information on a minimum of three and a maximum of six relevant projects. For each project, provide information on the project (e.g. scope, schedule and budget), the proponent’s specific role(s) on the project, and the name of a reference to confirm satisfactory performance on the project.

- A Summary of Experience, that clearly identifies each individual team member’s expected role in providing the services anticipated in this RFP and summarizes their recent relevant project team experience with the company and knowledge, skills and abilities to perform that role in the delivery of these services. The Summary of Experience for each team member should not exceed two pages.

- A resume or curriculum vitae for each team member describing the team member’s education and broader work experience, as it may pertain to the roles and deliverables anticipated in this RFP.

b. Organization and Quality Management

Proposals shall provide the following:

- An organizational chart for the project and a description of the proponent’s proposed Study organization, indicating key members/firms that will make up the Study team, their roles and responsibilities and reporting relationships. One person must be clearly nominated as the team lead. The team lead will be the proponent’s primary liaison with the Client and will lead the planning and delivery of the services.

- A description of the proponent team’s quality management processes for this assignment.

c. Understanding of Assignment and Methodology

Proposals shall provide the following:

- A summary of the proponent's understanding of the assignment and considerations, identifying challenges that are likely to affect the satisfactory performance of their expected roles and delivery of the project scope. Include an explanatory narrative of how the proponent’s cited qualifications and experience are particularly suitable to address those issues and service delivery considerations.

- A brief work plan that addresses all scope elements identified in the Project Scope and Considerations section and describes the proponent’s proposed methodology for undertaking the assignment.
d. Schedule

Submissions shall include a project schedule in table format (Gantt chart or Excel format) and identify resources (including sub-consultants) required to undertake the work.

e. Price

Submissions must show total upset fees, broken down per task as listed in 3.1.5. Project Scope Matrix (excluding GST, including disbursements), which will be compared to each project’s budget.

f. Fee Schedule

The proponent’s fee schedule for the Study shall include the following tabulated information:

- The names and classification for all staff that would be assigned to this project. Those working for the consultant and those working for sub-consultants should be identified along with the type of tasks to be undertaken by the individuals. An organization chart is to be provided indicating reporting relationships and clearly identifying the team lead. The team lead will be the proponent’s primary liaison with the Town.
- Hourly rates for all staff to be included in the proposal.
- Hours assigned to each staff member and sub-consultant for each of the identified list of tasks.
- Disbursements.
- Any other anticipated costs.

The Town reserves the right to request and negotiate changes to any part of this RFP and any part of the proponent’s submission including hourly rates. The Town further reserves the right to select any proposal that is deemed to be in the best interest of the Town or, conversely, to reject any or all proposals that are deemed not to be in the best interest of the Town. Costs incurred by any proponent in association with the submission of a proposal in response to this RFP will not be reimbursed by the Town.

g. Submission Format

The following format, sequence, and instructions should be followed in order to provide consistency in the proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

a) Table of contents including page numbers.
b) A short (one or two page) summary of the key features of the proposal.
c) The body of the proposal, including pricing, i.e. the “Proponent Response”.

By submission of a clear and detailed written notice, the proponent may amend or withdraw its proposal prior to the closing time.
h. Proposal Delivery Format

Complete proposal packages should be received by 2:00 p.m., September 2, 2020.

In consideration of the pandemic, electronic proposal submissions will be accepted. The name and address of the Participant and the Request for Proposal title must appear on the title page of the submission. The email subject line should include the Request for Proposal title, the due date and time, and the name of the Participant. Submissions will not be opened in public.

Please send complete application packages to:
Andrew Hicik, Director of Corporate Services
Re: Engineering Consultant Services RFP
Town of Sidney
2440 Sidney Avenue
Sidney BC V8L 1Y7
Email: tenders@sidney.ca

For additional information or questions, please contact:
Ryan Campeau, Senior Engineering Technologist
Town of Sidney
2440 Sidney Avenue
Sidney BC V8L 1Y7
Phone: 250-656-4502
Email: rcampeau@sidney.ca

6. Proposal Evaluation

Proposals will be reviewed and evaluated by the Town of Sidney using the following weighted criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall understanding of the project noted in the Proposal Submission</td>
<td>10%</td>
</tr>
<tr>
<td>Familiarity with the various technical issues specific to this assignment including proposed approach to the work</td>
<td>20%</td>
</tr>
<tr>
<td>Project methodology and task list</td>
<td>10%</td>
</tr>
</tbody>
</table>
### 7. Contract

**a. Acceptance of Proposal**

This RFP shall not be construed as an agreement to purchase goods or services. The Town of Sidney is not obligated to enter into a contract with the proponent who submits the lowest priced or highest rated proposal, or with any proponent. By submission of a proposal, the proponent agrees that should it be identified as the preferred proponent, the proponent is willing to enter into a contract on the terms set out in this RFP.

**b. Form of Contract**

The Contract may be drafted by the Town of Sidney, or on behalf of the Town, subject to the Town's approval of the content, terms and conditions therein, and may include parts of this RFP and parts of the proponent’s proposal, including any clarifications, rectifications, and negotiated changes. Where any part of the proponent’s proposal contradicts or conflicts with the RFP or any other part of the contract, the RFP or other part of the contract shall prevail.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee(s) schedule and resulting “upset” cost to the Municipality (includes disbursements, excludes GST)</td>
<td>30%</td>
</tr>
<tr>
<td>Past performance of firm on similar projects and identified key staff</td>
<td>15%</td>
</tr>
<tr>
<td>Quality of the project schedule and completion date for deliverables</td>
<td>10%</td>
</tr>
<tr>
<td>All other relevant facts or matters mentioned in the detailed proposal the Municipality may consider relevant in making its determination</td>
<td>5%</td>
</tr>
</tbody>
</table>
Schedule A: Project Areas
James White Boulevard – Seventh Street to Pat Bay Highway - Storm Drain

Legend
- Storm Manhole
- Storm Catch Basin
- Catchbasin
- Double Catch Basin
- Lawn Basin
- Grate
- Storm Manhole Vault
- Storm Catch Basin Lead
- Storm Encasement
- Storm Gravity Main
- Storm Pressurized Main
- Storm Service Line
- Property Line
- Town Boundary
- Over Land
- Over Water
- Water Course
- Reay Creek
- High Water Mark
- Bareland Strata Line
- Property Line
- Park
- Green Space
- Recreational

Notes
- Storm Manhole
- Storm Catch Basin
- Catchbasin
- Double Catch Basin
- Lawn Basin
- Grate
- Storm Manhole Vault
- Storm Catch Basin Lead
- Storm Encasement
- Storm Gravity Main
- Storm Pressurized Main
- Storm Service Line
- Property Line
- Town Boundary
- Over Land
- Over Water
- Water Course
- Reay Creek
- High Water Mark
- Bareland Strata Line
- Property Line
- Park
- Green Space
- Recreational

This map is a user-generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION.
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

NAD_1983_UTM_Zone_10N

THIS MAP IS NOT TO BE USED FOR NAVIGATION
CONCEPT PLAN FOR EIGHTH STREET IMPROVEMENTS

- Crosswalk to Iroquois Park
- 1.5m sidewalk w. curb & gutter
- Fencing or hedge buffer
- Drainage improvements
- Secondary yard access (limited use)
- Fence to be removed & access closed - ex. gate at Ocean Ave will be used for yard access
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.