

REQUEST FOR PROPOSAL

RFP NO. ENG 24-01 ESQUIMALT ROAD ACTIVE TRANSPORTATION IMPROVEMENTS AND UNDERGROUND UTILITY RENEWALS

DATE OF ISSUE: June 4, 2024

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1. INTRODUCTION

The Township of Esquimalt (Township) is inviting qualified engineering consultants (Proponents) to submit proposals to provide engagement support, detailed design, cost estimating, tender preparation and support, contract administration, and inspection services for protected All Ages and Abilities (AAA) quick build cycling facilities and underground utility renewals on the Esquimalt Road corridor in Esquimalt.

The successful bidder (Consultant) will then enter into the Professional Services Agreement (see Schedule K) with the Township.

2. BACKGROUND

The Township approved its first Active Transportation Network Plan (ATNP – see <https://www.esquimalt.ca/business-development/engineering/active-transportation-projects>) in February of 2022. One of the big five moves of the Plan is to develop a 5.3 kilometer quick-build cycling network on three major roads: Tillicum Road, Lampson Street, and Esquimalt Road. Quick build facilities utilize the roadway between the existing curbs to minimize costs. These facilities provide cyclists with protection from vehicles using materials that are inexpensive and removable. Although these facilities may be treated as pilot projects, they can still be classified as AAA facilities by ensuring adequate protection is in place.

Following the ATNP adoption and construction of Tillicum Road and Lampson Street corridors, Esquimalt Road was chosen as the next protected bike facilities. Esquimalt Road Active Transportation Improvements will upgrade/implement 2.3 kilometres of bike lanes, improve pedestrian and bike crossings along the corridor and be the third protected bike corridor in Esquimalt. In conjunction with the transportation improvements, utility renewals will be completed as required along the corridor.

The extent of this RFP is for consultant services for the following projects:

Project 1: Esquimalt Road – Phase 1 – Dominion Road to Lampson Street

- a. Quick build protected bike lanes on Esquimalt Rd.
- b. Modify Esquimalt Rd. and Lampson St. traffic signal to remove split phasing, implement advanced left turns on Esquimalt Rd.
- c. RRFB multi-use crossing at Esquimalt Rd. and Macaulay St.
- d. RRFB crossing upgrade to existing crossing near 848 Esquimalt Rd.
- e. RRFB multi-use crossing at Esquimalt Rd./Dominion Rd./Dunsmuir Rd.
- f. Localized asphalt mill and overlay
- g. Storm and sewer utility renewals

Project 2: Esquimalt Road – Phase 2 – Lampson Street to Canteen Road

- a. Quick build protected bike lanes on Esquimalt Rd.
- b. RRFB multi-use crossing at Esquimalt Rd. and Fernhill Rd. to replace aging pedestrian half signal
- c. Review/implement intersection improvements – Esquimalt Rd./Fraser St.
- d. Review/modify traffic signal timing/sequencing at Esquimalt Rd. and Admirals Rd.
- e. RRFB pedestrian crossing at Esquimalt Rd. and Constance Ave.
- f. Full traffic signal at Esquimalt Rd. and Nelson St.
- g. RRFB pedestrian crossing at Esquimalt Rd. and Sturdee St.
- h. RRFB pedestrian crossing at Esquimalt Rd. and St Paul's Pl.

- i. Localized asphalt mill and overlay
- j. Storm and sewer utility renewals

Phase 1 of Esquimalt Road will be planned for construction in 2024/2025 with Phase 2 proposed for construction in 2025. Design for both Phase 1 and 2 should be planned for 2024, with Phase 1 taking priority. Due to the staggered concept development and budget approvals, two separate tenders will likely be required to separate the two Phases, but tender documents and specifications will be similar.

Through the 2024 budget process, Council approved a construction budget of \$2,800,000 for Phase 1. In addition, Council provided funding to complete the design of both phases in 2024. Construction of Phase 2 is subject to the 2025 budget process, with a planned amount listed in the 2024-2028 Financial Plan of \$3,500,000. The final breakdown of these budgets is subject to the detailed design process and Council approval; however, staff estimate the costs to be as follows:

- Phase 1 – Dominion to Lampson
 - Active Transportation Improvements = \$1,800,000
 - Utility Repairs = \$500,000
 - Road Repairs = \$500,000
- Phase 2 – Lampson to Canteen
 - Active Transportation Improvements = \$1,500,000
 - Utility Repairs = \$1,000,000
 - Road Repairs = \$1,000,000

Note the above does not include budget for development frontages or development contributions.

3. DESIGN OVERVIEW

Each of the projects will include technical reviews and recommendations, presentation style concepts based on Township designs for engagement (Township to complete engagement), detailed design, cost estimating, tender preparation and support, contract administration, and inspection services. The following is an overview of the design aspects of each project:

3.1 PROJECT 1: Esquimalt Road Active Transportation Upgrades – Phase 1 – Dominion Road to Lampson Street

Esquimalt Road Active Transportation Upgrades - Phase 1

The ATNP identifies uni-directional protected bike lanes using quick build materials on Esquimalt Rd. from Dominion Rd. to Lampson St. Where limited cross-section is available, pour in place median curbs and raised bikeways may be warranted. The western extent of Phase 1 will connect Esquimalt Road improvements to the existing Lampson St. AAA corridor. Minor pavement marking adjustments shall extend to Joffre St. to ensure a suitable transition on Esquimalt Rd. The eastern extent of Phase 1 is at the border between the Township and the City of Victoria, which is at the approximate mid point of Dominion Rd. The Township has provided concepts that reflect this scope in Appendix A and B.

The goal of this project is to improve active transportation through protected bike lanes, paving and crossings improvements while renewing aging underground utility assets along Esquimalt Rd. To accommodate this, changes to certain median islands and to the current roadway travel lane configurations are required. The corridor will still maintain a single traffic lane in each direction as well as a centre left turn lane/central median

where required/feasible. As a part of the ATNP, the Township has reduced posted speed limits. Esquimalt Rd. and other major roadways will be posted at 40km/h while collector and local roadways will be posted at 30km/h in 2024.

Paving limits to be identified during detailed design based on existing conditions and best use of available funding.

Due to several development frontages along Esquimalt Rd., some sections of Esquimalt Rd. will be excluded (or include lighter touches) from the Township's capital project with final AAA facilities being installed with the development's frontage works. These development frontages include pending and approved developments at the following addresses (817, 820, 852/856, 861/865, 900 Esquimalt Rd.)

At the Esquimalt Rd. and Lampson Signal, removing split phasing, implementing advanced left turn lanes and concurrent through movements on Esquimalt Rd. shall be actioned to reduce overall delay at the intersection.

At Esquimalt Rd. and Macaulay St., a Rectangular Rapid Flashing Beacon (RRFB) multi-use crossing shall be included to provide a safe connection across Esquimalt Rd. for pedestrians/bikes. Due to the topography, narrow sidewalks and the alignment of Esquimalt Rd. at Macaulay St., consideration for sufficient and advanced warning signs/lights for pedestrian/road users should be reviewed. The current concept plans look to mitigate these conditions with the use of RRFBs, expanded sidewalks and a median on the north side of Esquimalt Rd. to improve conditions/sightlines.

Near 848 Esquimalt Rd., an existing amber flashing beacon shall be upgraded to RRFBs. Any required signal asset renewal along with a new median island should be included.

At Esquimalt Rd./Dominion Rd./Dunsmuir St. intersections include a pedestrian and bike activated RRFB crossing with a two-way cycle connection on the north side of Esquimalt Rd. to connect the offset intersections. Due to the geometry of the roadway, advanced warning RRFB and signage should be included to warn eastbound movements.

Consultant to prepare engagement materials for public engagement based on the concepts provided in Appendix A and B. The Township will manage the engagement process, engagement materials will be required at key locations (example: Esquimalt Rd. and Dunsmuir intersection). Engagement process will be similar to the Tillicum and Lampson project. Materials provided for this engagement can be found at engagingesquimalt.ca/lampson-tillicum.

Storm and sanitary scope is identified within Appendix G, H and I Consultant to review the identified scope and make final scope recommendations based on best practice and available budget. Recommendations from Consultant to be discussed with the Township before moving into detailed design.

There are seven active bus stops between Dominion Rd. and Joffre St. for the #15 bus. Bus stops shall remain curb side stops and accommodations should be reviewed for shared cyclists/bus that align with quick-build best practices and current BC Transit guidelines.

3.2 PROJECT 2: Esquimalt Road Active Transportation Upgrades – Phase 2 – Lampson Street to Canteen Road

Esquimalt Road Active Transportation Upgrades - Phase 2

The ATNP identifies uni-directional protected bike lanes using quick build materials on Esquimalt Rd from Lampson St to Canteen Rd. Where limited cross-section is available, pour in place median curbs and raised bikeways may be warranted. The eastern extent of Phase 2 will connect to Phase 1 upgrades at Joffre St. The western extent of Phase 2 is at the border between the Township and Department of National Defense, which is at the approximate western edge of Canteen Rd.

The goal of this project is to improve active transportation through protected bike lanes, paving and crossings improvements while renewing aging signal and underground utility assets along Esquimalt Rd. To accommodate this, changes to certain median islands and to the current roadway travel lane configurations may be required. The corridor will still maintain a single traffic lane in each direction as well as a centre left turn lane/central median where required/feasible. As a part of the ATNP, the Township has reduced posted speed limits. Esquimalt Rd. and other major roadways will be posted at 40km/h while collector and local roadways will be posted at 30km/h in 2024.

Esquimalt Rd. is a bus route with several stops for the #15 and #26 bus. Bus stops shall remain curb side stops and accommodations should be reviewed for shared cyclists/bus that align with quick-build best practices and current BC Transit guidelines.

Paving limits to be identified during detailed design based on existing conditions and best use of available funding.

Storm and sanitary scope is identified within Appendix G, H and I. Consultant to review the identified scope and make final scope recommendations based on best practice and available budget. Recommendations from Consultant to be discussed with the Township before moving into detailed design

Phase 2 is comprised of two main segments that have fundamental design differences, challenges and opportunities in terms of bike facilities and streetscapes.

Esquimalt Road – Lampson Street to Admirals Road

Bike facilities on Esquimalt Rd. will continue west of Lampson St. using uni-directional protected quick build bike facilities on each side of the road. The ATNP identifies the removal of on-street parking along the corridor to accommodate bike lanes. W

Concepts have been developed to show two options between Park Place and Admirals Road:

- Phase 2 (Appendix C): Removal of parking on both sides of Esquimalt Road and maintain centre islands / left turn lane
- Phase 2a (Appendix F): Maintain parking on north side of Esquimalt Road and remove centre islands / left turn lane

The Consultant is required to evaluate these concepts and provide pros and cons, including technical challenges, and materials for public engagement. Council may direct staff to include further options for review along Esquimalt Road (examples: maintain parking between Park Place and Fraser Street). Staff will provide the Consultant with any conceptual designs, in a state similar to what's been provided in the Appendices. Should further concepts be required, the Consultant will be required to provide similar evaluations and materials for public engagement based on the concepts provided by staff.

As an optional item, the Consultant is to include pricing for developing off-corridor routing concepts, evaluations, pros and cons, and materials for public consultation. This optional item should consider the following routes:

1. AAA neighbourhood bikeway on Lyall Street with AAA connections to Esquimalt Road at Joffre St. and Canteen Rd. (neighbourhood bikeways for all facilities off Esquimalt Rd.)
2. AAA neighbourhood bikeway on Lyall Street with AAA connections to Esquimalt Rd. at Joffre St. and Nelson St. (neighbourhood bikeways for all facilities off Esquimalt Rd.)
3. AAA neighborhood bikeway on Carlisle Avenue utilizing multiple connections, including Fraser Street, Park Place, Comerford Street, Admirals Road (interim painted facility acceptable on Admirals) and consideration of a potential future mid block connection to through 533 Admirals Road
4. Combination of above options or alternate option identified by Consultant

Staff will utilize the engagement materials for any of the above options (Esquimalt Road and/or Neighbourhood Bikeways) to engage the public and seek direction from Council. Detailed design will only be required on the one selected option.

As a part of the detailed design the consultant should include the following elements:

- RRFB multi-use crossing at Esquimalt Rd. and Fernhill Rd. to replace aging pedestrian half signal
- Review/Implement intersection improvements – Esquimalt Rd./Fraser St.
- RRFB multi-use crossings on Esquimalt Rd. (if off corridor routing is selected)
- Incorporate Public Safety Building fire turning movements
- Incorporate commercial vehicles turning movements.

Esquimalt Road – Admirals Road to Canteen Road.

Bikes on Esquimalt Rd. will continue west of Admirals Rd. using uni-directional protected quick build bike facilities on each side of the road. The ATNP identifies the removal of on-street parking and peak hour travel lane along the corridor. The concept design that reflects this is provided in Appendix D.

As a part of the conceptual design the consultant should include the following elements:

- Review/modify traffic signal timing/sequencing at Esquimalt Rd. and Admirals Rd.
- RRFB pedestrian crossing at Esquimalt Rd. and Constance Ave.
- Full traffic signal at Esquimalt Rd. and Nelson St.
- RRFB pedestrian crossing at Esquimalt Rd. and Sturdee St.
- RRFB pedestrian crossing at Esquimalt Rd. and St Paul's Pl.

4 STAGES OF WORK

There are three Stages required to complete each of the two projects listed above:

- Stage 1 – Detailed Design Services
- Stage 2 – Tender Support Services
- Stage 3 – Tender/Contract Services

At this time, the Township will be proceeding with **Stage 1** only for each project. It is the Township's intention to continue Stage 2 and 3 with the Consultant chosen from this RFP, subject to future project authorization, performance, pricing and priorities.

The Township requests each proponent include all Stages in their proposal for each project so the Township can obtain comparative experience and costs for each Stage. Revisions to the scope of work for Stages 2 and 3 work may be requested from the Consultant after the successful completion of Stage 1.

The Township requests all proponents to provide separate pricing for Project 1 and 2; however, the Township expects proponents to price for efficiencies based on their proposed resources, methodology, and value added services. Consultants may consider completing Project 1 and 2 at the same time. In the Methodology Section of the proposal, proponents should identify any efficiencies they built into their pricing. The only exceptions to this are:

- Pricing should reflect two separate tenders and tendering processes;
- A construction contract for Project 2 cannot be awarded until budget approval in May 2025; and
- Project 1 is a higher priority than Project 2 and needs to be completed first or at the same time as Project 2.

5 SUMMARY OF DELIVERABLES

STAGE 1 – Detailed Design Services

- Corridor Review
- Kickoff Meeting
- Project Site Tour
- Baseline Data Collection / Survey and Assembly
- 3rd Party & Underground Conflict Assessment
- Intersection Modification Review / Analysis
- Utility Renewal Review and Recommendations
- Class D Cost Estimate
- Develop Concepts for Neighbourhood Bikeways (**Project 2 Only – Optional**)
- Develop Engagement Materials
- Engagement Debrief Meeting
- 60% Design Drawings
- Class C Cost Estimate / Quantities Submission (60% design)
- 60% Design Drawing Review Workshop
- 90% Design Drawings
- Class B Cost Estimate / Quantities Submission (90% design)
- 90% Design Drawing Review Workshop
- 100% Design Drawings
- Class A Cost Estimate / Quantities Submission (100% design)
- 100% Design Drawing Review Workshop
- Issued For Tender (IFT) Design Drawings
- Final Class A Cost Estimate / Quantities Submission (IFT design)

STAGE 2 – Tender Support Services

- Tender Document
- Technical Support
- Site Meeting
- Tender Award Recommendation
- Issued For Construction (IFC) Drawings

STAGE 3 – Contract Administration and Inspection Services

- Design Modification Support
- Contract Administration
- Inspection
- MMCD Standards
- As-Built Survey

6 DELIVERABLE DETAILS

PHASE 1 – Detailed Design Services

- a) **CORRIDOR REVIEW:** Evaluate the active transportation improvements presented in the ATNP and this RFP and provide suggestions for improvements to the identified scope where appropriate to further mitigate project impacts, reduce costs, improve safety, and / or balance the diverse needs of road users. Consideration of the construction budget should be given. A summary of this review will be presented to the Township during the *kickoff meeting*.
- b) **KICKOFF MEETING:** Meet with the Township representative(s) to confirm project scope, roles, responsibilities, deliverables and timelines. The Consultant will present the findings of the *corridor review* to Township staff. The Consultant shall identify any site-specific infrastructure challenges, information gaps, project risks, mitigation strategies, design considerations and uncertainties. Township staff shall provide typical bicycle design standards/criteria, design vehicles or other corridor specific information.
- c) **PROJECT SITE TOUR:** A site tour to clarify information from the *kickoff meeting*. Consultant should be prepared to seek input on any areas of concern. The outcome of this meeting is for the Township to provide the Consultant with the direction needed to develop *concept design drawings*.
- d) **BASELINE DATA COLLECTION / SURVEY AND ASSEMBLY** – Review and verify existing digital base plan information provided by Township for completeness and determine focus areas for additional survey pick-up with all survey work to be completed by the Consultant and scheduled to accommodate project timelines. Focus areas for survey shall be all intersections along the corridor, including short cross-sections of side streets along the corridors (0-15m off corridor) as well as any locations where underground renewals are highlighted.
- e) **3RD PARTY & UNDERGROUND CONFLICTS ASSESSMENT** – Complete BC One Call investigation for subject design areas and identify any potential underground conflicts associated with the proposed design and or construction related activities. Designs shall include all underground infrastructure and any potential conflicts shall be highlighted (most applicable with new signal work and proposed landscaping). Confirm underground infrastructure records with all 3rd party service providers (i.e. Telus, BC Hydro, Fortis Gas, etc.) to minimize conflicts with the proposed works.

- f) **INTERSECTION MODIFICATION REVIEW / ANALYSIS** – Assess intersection design along the corridor and provide recommendations for signal modifications, geometric design and sign and paint tactics to mitigate road user conflicts and discuss with staff to confirm design scope. Township staff to collect manual counts at key intersection for the Consultant’s review.
- g) **UTILITY RENEWAL REVIEW AND RECOMMENDATIONS** Provide the Township with complete review of the highlighted utilities scope with recommended renewal methods based on available Township budgets.
- h) **CLASS D ESTIMATE:** Provide the Township with a Class D estimate based on the concepts provided by the Township and approved utility scope.
- i) **DEVELOP CONCEPTS FOR NEIGHBOURHOOD BIKEWAYS (PROJECT 2 ONLY – OPTIONAL)** – Provide the Township with up to four off-corridor routing concepts (see Design Overview section for proposed options) in an effort to maintain parking on Esquimalt Road. This deliverable is to include scope and pricing to evaluate concepts and provide the Township with pros and cons, and materials for public consultation.
- j) **DEVELOP ENGAGEMENT MATERIALS:** Provide the Township with engagement materials for Township staff to use in public engagement and Council review for the concepts provided in the appendices (note: this deliverable excludes optional work for off-corridor routing, as this is included in above deliverable). Materials do not need to animate entirety of the corridor, just overall design and key locations (see example at engagingsquimalt.ca/lampson-tillicum).
- k) **ENGAGEMENT DEBRIEF MEETING:** Following the Township’s engagement process, meet with the Township to debrief and for the Township to provide clear direction for *60% design drawings*.
- l) **60% DESIGN DRAWINGS & CLASS C COST ESTIMATE / QUANTITIES SUBMISSION** – Provide the Township with 60% design drawings and technical specifications/construction details for Phase 1 and 2 inclusive of all horizontal and vertical civil alignments, road work details, proposed surface treatments including, but not limited to removals/eradication, surface material types, paint markings, signage type and locations, parking/ loading types noted, electrical design drawings, landscape and public realm drawings and other relevant drawing sets. Inclusion of an orthophoto base and turning templates will be encouraged at this initial design stage. Each Phase should be submitted separately if sequencing requires it to maintain schedule.
- Cost estimates will be prepared with relevant and recent unit rates and apply MMCD form of tender standards with supplementals as recommended from the consultant or requested by the Township. The consultant will be encouraged to highlight high-cost items and make recommendations to the Township for cost saving opportunities.
- Objectives of the 60% drawing set will be to confirm project scope, design dimensions and constraints, feasible turning movements and noted trade-offs, confirmed design approach at all road crossings for pedestrians and cyclists, accessibility enhancements, provide supplementary specifications, and confirm the drawing set layout with Township staff to inform the 90% drawing set. A minimum of two weeks for review time by Township departments and relevant external agencies can be anticipated.
- m) **60% DESIGN DRAWING REVIEW WORKSHOP** – Meet with the Township for a design review workshop to confirm design direction and establish clear design direction to inform the 90% design drawing set. Clear understanding of all design comments provided by the Township will be required from the Consultant with a

comment form / tracking sheet or drawing mark up for how design comments will be resolved in the subsequent drawing set.

- n) 90% DESIGN DRAWINGS & CLASS B COST ESTIMATE / QUANTITIES SUBMISSION – Provide the Township with all relevant 90% drawing sets informed by feedback from staff on the 60% drawing set. Provide the Township with a minimum of one week of review time.
- o) 90% DESIGN DRAWINGS REVIEW WORKSHOP – Meet with the Township for a design workshop to refine / confirm design direction where required and establish clear design direction to inform the issued for tender (IFT) drawing set.
- p) 100% DESIGN DRAWINGS & CLASS A COST ESTIMATE / QUANTITIES SUBMISSION – Provide the Township with all relevant 100% drawing sets informed by feedback from staff on the 90% drawing set. Provide the Township a minimum of one week of review time.
- q) 100% DESIGN DRAWINGS REVIEW WORKSHOP– Meet with the Township for a design workshop to refine / confirm design direction where required and establish clear design direction to inform the final issued for tender (IFT) drawing set.
- r) ISSUED FOR TENDER DESIGN DRAWINGS & CLASS A COST ESTIMATE / QUANTITIES SUBMISSION – Submit signed and sealed final detailed design drawings, final unit price and quantities in hardcopy and digital format (AutoCAD® 2018 or later).

PHASE 2 – Tender Support Services

- a) TENDER DOCUMENT: Provide the Township with a completed MMCD tender document. The Township will be responsible for posting the tender. Phase 1 and 2 should be priced to be tendered separately.
- b) TECHNICAL SUPPORT – Act as the Township’s technical Consultant during the tendering process responding to tender enquiries.
- c) SITE MEETING – Attend site meetings if required to answer questions and inform cost and scheduling related considerations.
- d) TENDER AWARD RECOMMENDATION – Provide a written recommendation for tender award.
- e) ISSUED FOR CONSTRUCTION DRAWINGS (IFC) – Update IFT’s to IFC drawing set following revisions with contractor through the tendering process.

PHASE 3 – Contract Administration & Inspection

- a) DESIGN MODIFICATION SUPPORT – The Consultant is to provide services and an allowance to accommodate any design changes through the construction process as requested by the Township and to the satisfaction of the projects engineer of record. An allowance of 10% of Phase 3 proposal fees or otherwise agreed to fee allotment will be confirmed in advance of the Township awarding Phase 3 of the work plan.

- b) **CONTRACT ADMINISTRATION** – The Consultant is to provide contract administration and certify progress payments for the construction services Phase. 20 hours / week is typically allocated for administrative services. An average of 8-month construction schedule (4 months each project) should be expected. Actual level of effort to be discussed upon successfully retaining a contractor for the works.
- c) **INSPECTION** – Provide full time site inspection during construction to provide technical guidance, on-site project management, QA/QC and to ensure adherence to the contract specifications by the contractor as per requirements of most recent MMCD contract documents (the successful consultant will need an MMCD certified inspector). Photo documentation, bi-weekly project updates and quantities variances should be a part of regular duties. An average of 30 hours / week should be allocated for inspection services conditional on the complexity of construction activities. An 8-month construction schedule (4 months each project) should be expected.

Variability in the level of effort to match the complexity or pace of construction should be considered when developing the fee schedule for both Construction Administration and Inspection services. Actual level of effort to be discussed upon successfully retaining a contractor for the works.

- d) **MMCD STANDARDS** – The Contract Administrator (CA) shall perform their duties in support of the MMCD contract documents, including preparation, review, and certification of progress payments.
- e) **AS BUILT SURVEY** – Provide as-built survey and drawing preparation within 3 months after substantial completion (identified as a separate optional line item in proposal).
- f) **AS BUILT DRAWINGS** – One (1) signed and sealed hardcopy set of the as-built drawings. One (1) digital copy of the as-built drawings in the Township’s defined coordinate system (AutoCAD® 2018 or later format).

7 PROPOSED SCHEDULING

Proponents are required to provide scheduling with the following key milestones:

- Initiate tender process for Project 1 in 2024
- Project 2 to be tender ready by March 31, 2025

The above milestones are based on Council awarding the project on July 22, 2024.

A potential schedule for Project 1 is shown below and is for consideration only. Proponents are to provide a schedule that reflects the same deliverables shown below, while meeting the above milestones.

Stage 1 – Detailed Design Services (July 2024 – November 2024)

- 1.1 – Develop engagement material (August 2024)
- 1.2 – Township engagement (September 2024)
- 1.3 – 60% design drawings (October 2024)
- 1.4 – 90% design drawings (October 2024)
- 1.5 – Draft IFC drawing set (November 2024)
- 1.6 – Final IFC drawing set (November 2024)

Stage 2 – Tender Support Services Phase (November 2024 – January 2025)

- 2.1 – Tender package development (November 2024)

- 2.2 – Tender support (November 2024–December 2024)
- 2.3 – Award tender and issued for construction drawing set (January 2025)

Stage 3 - Construction Services Phase (January 2025 – May 2025)

- 3.1 – Construction start (January 2025)
- 3.2 – Construction administration and inspection services (January 2025 – August 2025)
- 3.3 – Project close - as built drawings, contractor evaluation and lessons learned (August 2025–September 2025)

8 RFP SCHEDULE

The RFP schedule for this Work is as follows:

- RFP issued on **June 4, 2024**;
- RFP closes on **June 26th, 2024 at 2:00 P.M. local time**;
- Professional Services Contract awarded on or before **July 29th, 2024**;
- The Township intends to award the contract at the Esquimalt Council Meeting on July 22, 2024. To meet this timeline, **no extensions will be permitted**.
- It is the Township's expectation that work will progress in an organized and timely manner.

9 PROPOSAL ENQUIRIES

All enquiries should be written and directed to:

Charles Davie, ASCT, MMCD CCA
Manager of Engineering
Email: charles.davie@esquimalt.ca
Telephone: 250-414-7147

Inquiries can be made up to 2:00 p.m. local time on June 20th, 2024.

10 PROPOSAL REQUIREMENTS

Proposals are to be submitted by email to the email address indicated above in the Proposal Enquiries Section. Proposals will be clearly laid out to address the items listed below:

- **Title page:**
 - Reference the RFP number and title, the firm's address, the name and number of the contact person and the date of the Proposal.
- **Table of Contents**
- **Section 1 - Understanding and Methodology:**
 - The Proponent will outline their understanding of the scope of work and how they will deliver this work, including the following:
 - Clear understanding of the objectives and expected deliverables
 - Proposed methodology for each Phase of the deliverables

- Preference will be given to Proponents that identify efficiencies and demonstrate an understanding of the corridor, including challenges and opportunities
- Innovation and value-added services will be considered an asset

- **Section 2 - Schedule:**
 - Provide a schedule that shows completion of the work based on the work plan and methodology provided.
 - Preference will be given to Proponents that meet key milestones and have a shorter duration schedule, if they can demonstrate the capacity and methodology to achieve these results.

- **Section 3 – Key Staff Qualifications and Roles:**
 - The Proponent shall provide information on key individuals that will be undertaking this Work and their capacity to complete this Work. This information should highlight how the various individuals will be involved in the Project and their relevant experience. Preference will be given for individuals with directly related experience.
 - Capacity of key staff and level of involvement of specialists and experts will be a consideration during scoring.
 - If a sub-consultant/contract is to be utilized, this information should also be supplied.
 - The Consultant shall also provide a brief corporate profile, covering the company’s history, office location(s,) the corporate operating philosophy, etc.

- **Section 4 - References:**
 - Provide a minimum of 3, maximum of 5 selected projects. Preference will be given to Proponents that demonstrate past projects that are similar to this project and demonstrate the Proponent’s suitability.
 - Each reference shall contain the following:
 - Name of the contact person.
 - Position of contact person held in the previous project
 - Phone number and email address
 - Project name/description/cost of project
 - Name and role of relevant key staff listed in Section 3

- **Section 5 – Fee Proposal:**
 - Provide a fee proposal for the required scope of work to complete the deliverables, including rates for the personnel identified in Section 3, a breakdown of hours, and information on all additional rates such as office charge, administration, disbursements, travel (etc.).
 - At a minimum, the fee proposal should be split by project and align with the three Stages and deliverables listed in this RFP.

- **Section 6 - Insurance:**
 - Provide information that details the Proponent’s ability to secure insurance that meet the requirements of the request for proposal.

11 EVALUATION CRITERIA

The following criteria outlined below will be utilized in the evaluation of the Proposals.

Criterion	Weighting
Fee Proposal	30%
Key Staff Qualifications and Roles	25%
Understanding and Methodology	25%
Project Schedule	10%
References	10%

12 AVAILABLE INFORMATION

The following information is available to the Proponent:

- Cadastral drawing of the Township (AutoCAD)
- Access to the Township GIS database

13 GENERAL INSTRUCTIONS FOR THE PROPONENTS

The following instructions, terms and conditions apply to all Proposals related to this Request for Proposal.

13.1 THE CORPORATION OF THE TOWNSHIP OF ESQUIMALT EXPRESSLY RESERVES RIGHTS TO THE FOLLOWING:

- 13.1.1 To accept any Proposal;
- 13.1.2 To reject any and/or all irregularities in the Proposal submitted;
- 13.1.3 To reject any and/or all Proposals;
- 13.1.4 To accept a Proposal that is not the lowest cost;
- 13.1.5 To make decisions with due regard to quality of service and experience, compliance with requirements and any other such factors as may be necessary in the circumstances.
- 13.1.6 To work with any Participant whose Proposal, in the opinion of the Management, is in the best interest of The Township;
- 13.1.7 To cancel or re-issue the RFP.

13.2 ALL PROPOSALS MUST BE SUBMITTED TO THE ENGINEERING DEPARTMENT, BY EMAIL TO THE FOLLOWING:

Charles Davie, ASCT, MMCD CCA
Manager of Engineering
Email: charles.davie@esquimalt.ca

The Proposal is to be saved as an email attachment in PDF file format. Do not include your fee in the body of the email, as the attachments will not be opened until the Proposal closing time:

June 26th, 2024 2:00 P.M. local time

- 13.3** Email submissions could be delayed or rejected by the Township's email security system. The onus is on the Proponents to make sure the Township receives the email submission.
- 13.4** A Proposal will not be considered if it is deemed to be incomplete in any fashion or unsigned by the appropriate authority.
- 13.5** Any Proposal received after the hour and date specified will not be considered and will be returned unopened.
- 13.6** Telephoned or faxed Proposals will not be accepted.
- 13.7** Modification of a Proposal after RFP closing date will result in the return of the Proposal.
- 13.8** Any contract that may be entered into as a result of this Proposal will be subject to the laws of the Province of British Columbia.
- 13.9** It is the responsibility of the Proponent to thoroughly examine these documents and satisfy itself as to the full requirements of this RFP.
- 13.10** While the Township has used considerable effort to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for Proponents. The information is not guaranteed to be accurate, nor is it necessarily comprehensive or exhaustive. The Township will assume no responsibility for any oral information or suggestion(s).
- 13.11** Proponents are solely responsible for their own expenses in preparing a response and for subsequent negotiations, if any. If The Township elects to reject all responses, The Township will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the response, loss of any anticipated profit in connection with any final contract, or any other matter whatsoever.
- 13.12** All documents, reports, proposal submissions, working papers or other materials submitted to The Township shall become the sole and exclusive property of The Township and as such, are subject to Freedom of Information Legislation. To request documentation confidentiality, proponents must submit a covering letter, with their proposal, detailing the specifics of their request.
- 13.13** Except as expressly and specifically permitted in these General Instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.
- 13.14** The Proponent warrants that the Proponent is not employed by The Township, nor is an immediate relative of such an employee, if the goods or services to be supplied under this Proposal are intended to be supplied to the department in which such employee works.
- 13.15** If the Proponent is a company, the Proponent warrants that none of its officers, directors, or employees with authority to bind the company is an immediate relative of employees of The Township, if the goods or services to be supplied under this proposal are intended to be supplied to the department in which such employee works.

- 13.16** In this section “Immediate Relative” means a spouse, parent, child, brother, sister, brother-in-law, or sister-in-law of a municipal employee.
- 13.17** If any director, officer, employee, agent, or other representative of a Proponent makes any representation or solicitation to any Mayor, Councillor, officer, or employee of The Township with respect to the Proposal, whether before or after the submission of the Proposal, The Township shall be entitled to reject or not accept the Proposal.
- 13.18** The key personnel named in the Proponents RFP response, shall remain in these key positions throughout the project. In the event that key personnel leave the firm, or for any unknown reason are unable to continue fulfilling their role, the Proponent must propose a suitable replacement, and obtain written consent from The Township. Acceptance of the proposed replacement is at the sole discretion of The Township.
- 13.19** Any and all addendums to this RFP opportunity will be forwarded to all prospective Proponents. It is the sole responsibility of participants to ensure they have provided accurate contact information to receive all addendums prior to RFP closing.
- 13.20** Proponents responding to this competitive process agree to the terms and conditions of the Proposal opportunity as issued by The Township. Submissions shall not contain any alterations to the posted document other than entering data in the spaces provided or including attachments as necessary. Participants who alter the document as issued may be disqualified from this competition.
- 13.21** The Proponent shall indemnify and save harmless The Township and its officials, officers, employees and agents from any claim, lawsuit, liability, debt, demand, loss, or judgment (including costs, defence expense and interest) whatsoever and howsoever arising either directly or indirectly as a result of the granting of this contract or the use of The Township’s property or facilities
- 13.22** The Proponent shall waive all rights or subrogation or recourse against The Township as a result of the granting of this contract or the use of The Township’s property or facilities.
- 13.23** The Proponent shall indemnify and pay The Township promptly, on demand for any loss or damage to The Township’s property and facilities arising either directly or indirectly as a result of the use of the property or facilities under the terms of this contract.
- 13.24** The successful proponent must possess an inter-municipal or non-resident business licence and will be required to provide evidence of same.
- 13.25** The Proponent must be registered and remain in good standing, throughout the terms of this contract with WorkSafeBC and will be required to provide evidence of same.

13.26 INSURANCE

- 13.26.1.1 The Proponent shall, at their own expense, provide and maintain until the completion of the Project the following insurance in a form acceptable to The Township with an insurer licensed in British Columbia:

13.26.1.2 Comprehensive General Liability Insurance \$2,000,000.00

13.26.1.3 Professional Liability \$1,000,000.00

13.26.2 The Proponent shall provide and maintain Comprehensive General Liability Insurance with a minimum limit of \$2,000,000 and Professional Liability with a minimum limit of \$1,000,000 inclusive per occurrence, for bodily injury, death, and property damage. Such policy shall include:

13.26.2.1 The Township and its officers, employees, officials, agents, representatives, and volunteers as Additional Insured.

13.26.2.2 Cross liability and a waiver of subrogation or recourse against The Township Thirty (30) days prior written notice of cancellation or reduction in coverage in favour of The Township, to be delivered by registered mail to the attention of the Risk Manager at the address of Municipal Hall.

13.26.3 The Proponent shall be responsible for any deductibles or reimbursement clauses within the policy.

13.26.4 The Proponent shall provide The Township with a Certificate of Insurance prior to the commencement of the Proponent programs and within two weeks of the expiry date of the policy to evidence renewal of the policy and continuous coverage.

13.26.5 The Township shall be under no obligation to verify that the coverage outlined in Clause 9.25.2 is adequate for the needs of the Proponent.

13.27 The successful Proponent will enter into a contract in the format as in the attached in Appendix E, including all conditions included in the RFP.

13.28 All Proposals shall be irrevocable to remain open for acceptance for at least (60) sixty days after closing time, whether or not another Proposal has been accepted.

13.29 BEST OFFER

13.29.1 The Township will notify the successful Proponent that its Proposal has been selected as the Best Offer.

A contract is formed only when the owner issues a purchase order to the selected Proponent who has submitted the Best Offer.

APPENDIX A

APPENDIX B

APPENDIX C

APPENDIX D

APPENDIX E

APPENDIX F

APPENDIX G

APPENDIX H

APPENDIX I

APPENDIX J

APPENDIX K