



DISTRICT OF PORT HARDY

REQUEST FOR PROPOSALS

Master Service Agreement Engineering Services

RFP 1220-20-561-2021

Addendum # 1 - September 17/2021

Addendum # 2 - September 21/2021

The District of Port Hardy ("The District") is requesting proposals from qualified firms to provide professional on-call municipal engineering services to support the District's Capital and Maintenance Programs.

Proposals will be received by the District until Oct 15th, 2021 at 2:00 p.m. *Addendum #2-21/09/2021*

Please email your proposal with the subject line "District of Port Hardy Master Service Agreement Engineering Services, RFP 1220-20-561-2021. The three (3) copies is not required. *Addendum#2-21/09/2021*

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tenders@porthardy.ca

The District will not accept proposals or revisions to proposals that are received by facsimile machine.

For further information, please contact Kam So, at (250) 949-0676 or by email at kso@porthardy.ca.



TERMS OF REFERENCE

DISTRICT OF PORT HARDY

The District of Port Hardy (“The District”) is requesting proposals from qualified firms to provide professional on-call municipal consulting services to support the District’s Capital and Maintenance Programs.

1. Background

The District of Port Hardy is located at the northern-most point of Highway 19 on Vancouver Island. The District has a total area of 40.81 square km and a population of 4,132 (2016 census). Neighbouring First Nations and the community of Coal Harbour account for a further 1,050 people.

As the southern terminal for the Port Hardy to Prince Rupert ferry and the Discovery Passage ferry, Port Hardy is a primary service provider to thousands of people who live in the growing Mid Coast. We take pride in having facilities and services expected to be found only in much larger areas.

Tourism is the fastest growing industry in the area and we enjoy recreational opportunities including trails, scuba diving, sport fishing and wildlife viewing.

The seine floats serve as the primary moorage site for the large vessel fleet that fishes the Central Coast, North and West Coast of Vancouver Island and other offshore waters.

The OCP reflects our vision on sustainability and innovation and will establish realistic greenhouse gas reduction targets for the municipality and our residents. The District views sustainability as an industry and economic driver.

2. Description

Due to the sporadic need for such consulting support services, the District is requesting proposals from professional firms, mainly municipal engineering firms (“Consultant”) with the intent of selecting three (5) firms to perform consulting services on an “on-call” basis. The contract with each of the five (5) selected firms (“Selected Consultant”) shall cover a 5-year period for a not-to-exceed amount of \$100,000 and may be extended at the sole discretion of the District.

The contract with each Selected Consultant will consist of task orders prepared and issued by the District. Each task order shall define the exact scope of work for each project and what services the Selected Consultant shall provide. The Selected Consultant shall provide a cost proposal and a schedule for each task order issued. The Selected Consultant's proposal for each task order shall identify the deliverables to be provided and any work proposed to be performed by District staff. The budget for each task order shall be tracked separately.

Being selected does not guarantee that a Consultant will be requested to submit on any task order or that the Consultant will receive any assignments. Consultants should note that future work assignment would be based on the quality of work product produced, timely submittal of deliverables, and the Consultants ability to meet staff's expectations. The number of projects is unknown, as the volume of work assigned to Consultant is dependent on the District staff workload and funding availability.

The District at their own discretion can still issue separate RFP's to additional work requests.

2. Scope of Work

The professional services may result in the preparation of engineering reports, predesign, detail design, public presentations or the preparation of plans, specifications, and estimates suitable for the public bidding process.

The following is a list of the types of consulting services being considered. Each consultant is not required to have expertise in all of the items listed:

- Stormdrain infrastructure analysis and design, including hydrology and hydraulic analysis.
- Street geometrics, striping and signage analysis and design.
- Street design, including repair/replacement of curb, gutter, sidewalk, driveways, ramps, street trees, signs, pavement, etc.
- Grading design.
- Utility Projects (WTP, WWTP, Distribution)
- Structural analysis and design.
- Traffic studies.
- Erosion control and design of Best Management Practices.
- Floodplain analyses.
- Mapping existing utilities and evaluating new/existing utility conflicts.
- Preparation of engineering plans, specifications and estimates in District-approved format.
- Electrical/Mechanical services
- Landscaping Design
- Construction Support services include attending construction meetings, responding to requests for information, reviewing contract submittals, and evaluating design changes during construction.

Additional requirements are as follows:

1. The Consultant's Project Manager shall be available for periodic meetings to discuss issues related to task orders.
2. The Consultant must be adequately insured for liability and property damage pursuant to the conditions of the Agreement.
3. All work shall be performed and delivered in metric units or as required by the District.
4. All survey work shall be performed using appropriate industry standards.
5. Plans and Maps shall be submitted in the AutoCAD format, point files shall be submitted in ASCII format, and any estimates, schedules, or reports shall be submitted in Microsoft Office format.
6. Consultant may be required to provide topographic surveys to support their work product as necessary

3. Timeline

Projects will be issued on an As and When basis and there is no guarantee of work. The deadline for each project will be issued by the District as the work is defined by District Staff.

4. Project Team

The project will be led by the Project Consultant. The Project Consultant will be responsible for all components and costs of completing the project.

5. District Involvement

District staff will be available to assist with finding background documents and statistics and providing one copy of relevant reports. District staff will assist in identifying key stakeholders and securing contact information for these individuals and groups.

6. Budget

The total budget for an individual project is not to exceed \$100,000. A schedule of fees should be provided for each major part or key task required to complete the project, including those that may be considered as optional items.

7. Commitment by the District

The District will make the following available to the Project Consultant at no cost:

- a. Existing maps, plans, copies of relevant bylaws, reports, etc.
- b. District meeting rooms and venues, when available and when arranged in advance through District Administration;

8. Consultant's Proposal

Consultants are requested to an email copy of the proposal with the following support information:

- a. Transmittal Letter
- b. Executive Summary
- c. Background Information
- d. Firm Experience
- e. Project Staff
- f. Sub-consultants
- g. Project Approach
- h. Quality Assurance/Quality Control
- i. Exceptions
- j. Rate Schedule
- k. Any other information that may enhance your submission, especially that which pertains to similar projects completed by the Consultant

Prices are to be in Canadian funds and include all costs excluding taxes. Further information on proposal content and format is included in Appendix A.

9. Evaluation Criteria and Award

- a. Proposals will be evaluated on the basis of overall best value to the District. The following criteria form the basis upon which evaluation of proposals will be made:
 - i) Expertise and relevant experience of assigned personnel (50%)
 - ii) Suitability and quality of methodology (25%)
 - iii) Cost and schedule (25%)
- b. The District reserves the right:
 - i) To reject any or all proposals, or any part thereof;
 - ii) To accept the proposal that is in the best interest of the District;
 - iii) To negotiate the terms of any proposal;
 - iv) To select a Consultant based on a combination of relevant experience, expertise, cost, schedule and completeness and clarity of submission
- c. Except as expressly and specifically permitted in these instructions, 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.

10. Freedom of Information

The District of Port Hardy is subject to the British Columbia *Freedom of Information and Protection of Privacy Act* and as such any reports and/or documents produced on behalf of the District are subject to public review under the *Act*.

11. Ownership

All information generated and presented through the course of this project will become the property of the District of Port Hardy, including, but not limited to:

- a. AutoCAD drawings;
- b. Written material including sketches, illustrations and graphic material;
- c. Presentation boards.

The Project Consultant will provide both a hard and a soft copy of all computer information including drawings, graphics and written material.

It is required that all written material be prepared in Microsoft Word format and all drawings prepared in AutoCAD.

12. Reporting

The Project Consultant will report to the Director of Engineering and Operations.

Part I - PROPOSAL CONTENT AND FORMAT

GENERAL INFORMATION

Proposals shall be 8½" x 11" in size. Three (3) spiral-bound copies and one unbound original are required and PDF format. General brochure type information is to be kept to a minimum and the proposal shall be a maximum of twenty (20) one-sided sheets or ten (10) twosided sheets. The General Information Form, dividers and Appendix items are not counted toward the twenty (20)-sheet maximum. The minimum acceptable font size for the proposal is 11 point. Most information should directly address this particular project.

In order to facilitate the evaluation of the proposals, Consultants should format their proposals using the following sections:

A. TRANSMITTAL LETTER

A transmittal letter, signed by an officer who is authorized to bind the Consultant, shall be included with the proposal and the letter must state that the proposal is binding for 90 days from the submission deadline for proposals.

1. Consultant Contact

Please provide the name, address, telephone number, email address, and facsimile number of the prime contact. This will be the individual who can be contacted during proposal evaluation if the District has questions about the proposal.

2. Location(s)

Please provide the location of the Consultant's headquarters. In addition, provide the location of any local support offices which will provide service to the District.

3. Company Management/Ownership

The District is looking for a consultant that can provide a measure of proven stability and reliability given the nature of an on-call contract. Please describe the Company's (and any subconsultant's) size, company management and ownership.

B. EXECUTIVE SUMMARY

A brief summary of the key characteristics of the proposal is required.

C. BACKGROUND INFORMATION

Background information should describe in general the firm's history and its experience in the various types of services provided. Indicate the extent of professional civil engineering services. The District is also interested in similar projects managed by the respondent's proposed project manager.

List of contracts terminated (partially or completely) by clients for convenience or default within the past three years. Include contract value, description of work, sponsoring organization, contract number, and name and telephone number of contracting entity.

D. FIRM EXPERIENCE

Provide specific information on the firm's experience, particularly in services similar to those discussed in this RFP. List and describe at least two CIP projects completed by the firm within the past five years. For all projects, list the:

- Project title, location and description
- Construction (capital improvement) costs
- Year performed services and date constructed
- Firm's fee
- Firm's project manager
- Services provided
- Project owner's name
- Client contact person, address and phone number
- Type of contract (on-call or fixed scope)

E. PROJECT STAFF

Identify the Project Manager and key personnel on the project team that will be assigned to the contract through its duration. For all project team members, describe specific services they will perform, and illustrate clearly the applicability of the individual's background, education, and experience to his or her assigned role. Provide resumes for key personnel expected to expend significant effort on the project.

F. SUBCONSULTANTS

If any part of the work described in the proposal is to be provided by subconsultants provide the following:

- A description of each subcontractor's role
- A description of previous joint ventures between the Consultant and subcontractor
- The corporate or company name and names of officers or principals of companies proposed as subcontractors
- Particular experience of key personnel, including past projects and resumes. Show the key personnel in the organization chart.

G. PROJECT APPROACH

Describe how the Consultant's approach will meet the particular needs of an on-call professional civil engineering services contract, with an emphasis on the ability to perform the required services. Describe the methods used in the performance of civil engineering tasks.

H. QUALITY ASSURANCE/QUALITY CONTROL

Describe how quality assurance ("QA") and quality control ("QC") will be provided for each project delivered under a task assignment. Identify the individuals that will be involved in QA/QC services and at what milestones they will be provided. If your firm has a structured Quality Assurance/Quality Control Program, describe it briefly and show how it will be applied to the project.

I. EXCEPTIONS *REMOVED as per Addendum #1 Sept. 17/2021*

Please include a statement regarding any proposed exceptions to the sample contract. If no exceptions are included, the District will expect the Consultant will be able to sign the District's contract and provide the required insurance and indemnification.

J. RATE SCHEDULE

Please submit a schedule of hourly rates by employee classification, including terms and rates of overtime for additional work if requested.