



TOWN OF STRATFORD

**234 Shakespeare Drive
Stratford, PE C1B 2V8
Phone: (902) 569-1995
Fax: (902) 569-5000**

Request for Proposals Engineering and Design Services

Kinlock Road Multi-Purpose Trail

The Town of Stratford is now accepting proposals for the selection of an engineering consulting firm to provide engineering and design services for the installation of a multi-purpose trail along Kinlock Road.

Three (3) copies of the proposal must be submitted in sealed envelopes clearly marked to identify the contents. Consultants are requested to submit proposals using a two-envelope system. One envelope contains the technical proposal of the engineering services exclusive of the engineering fees. The second sealed envelope outlines the engineering cost of the project (i.e., SECTION III PROPOSAL FORM). The evaluation of the consultant on the project will be completed prior to the second envelope with the engineering costs being opened.

All proposals are due at the Town of Stratford main office, 234 Shakespeare Drive, Stratford, PE C1B 2V8 **no later than 2:00 p.m. on Friday, August 12, 2022.**

Any questions may be directed to Jeannie Woodard, Project Manager, via email at jwoodard@townofstratford.ca or phone at (902) 367-3734.

SECTION I INFORMATION & INSTRUCTIONS

1.0 Submission Requirements

The complete original proposal must be submitted in a sealed package and received in accordance with the instructions detailed in the cover letter. All proposals shall be clearly marked - "Engineering and Design Services for the Kinlock Road Multi-Purpose Trail".

Consultants shall be responsible for the actual delivery of proposals during business hours to the address indicated in the cover letter. It shall not be sufficient to show that the proposal was mailed in time to be received before scheduled closing time.

No fax or email submission will be considered. All entries in the Proposal Form shall be made in ink or by typewriter. Entries and changes made in pencil shall, unless otherwise decided by the Town of Stratford, be invalid or informal.

1.1 Proposal Format

Proposals shall include the following information at a minimum:

- This request for proposal document signed by authorized representative;
- Consultant's qualifications, experience, similar projects completed;
- References from previous clients on similar projects completed;
- Proposed project team members;
- Fee proposal; and
- Time schedule.

It is the sole responsibility of the Consultant to assure that they have received the entire Request for Proposal (RFP). Any changes will be issued as an addendum and posted to the Town of Stratford website at www.townofstratford.ca and the Provincial Government Tenders and Procurement website at www.princeedwardisland.ca/en/tenders.

No verbal or written information which is obtained other than through this RFP or its addenda shall be binding on the Town of Stratford.

1.2 Right of Rejection of Lowest Fee Estimate

The Town of Stratford is under no obligation to award this project to the Consultant having the lowest fee estimate, or to any Consultant. The Town of Stratford has the right to award in whole or in part and to waive minor immaterial defects in proposal submissions. Evaluation criteria included in this document shall be used in evaluating proposals. The Consultant acknowledges that it shall have no claim against, or entitlement to damages from the Town of Stratford by reason of the Town's rejection of its proposal or of all proposals.

1.3 Request for Additional Information

Prior to the final selection, Consultants may be required to submit additional information which the Review Committee may deem necessary to further evaluate the Consultant's qualifications.

1.4 Denial of Reimbursement

The Town of Stratford will not reimburse Consultants for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.

1.5 Right of Withdrawal

A proposal may be withdrawn at any time up to the official closing time by submitting a letter bearing the signature of the authorized representative who has signed the proposal.

1.6 Right of Negotiation

The Town of Stratford reserves the right to negotiate with the selected Consultant the exact terms and conditions of the contract.

1.7 Insurance Requirements

The Consultant shall secure and maintain a minimum of \$2,000,000 Commercial General Liability Insurance and add as an additional insured the Town of Stratford. The Consultant shall provide to the Town of Stratford 30 days' notice of any material change or policy cancellation. The Consultant shall also provide Proof of Professional Liability Insurance in the amount of not less than \$2,000,000. The Consultant shall provide the Town of Stratford with a Certificate of Insurance complying with this RFP upon return of the Consultant signed agreement to the Town of Stratford.

1.8 Rights to Submitted Material

All proposals, responses, inquiries, or correspondence relating to, or in reference to, this RFP, and all reports, charts, and other documentation submitted by Consultants shall become the property of the Town of Stratford upon final payment to the Consultant.

1.9 Basis of Award

A Review Committee will be formed to evaluate the proposals according to the matrix noted below. Following individual evaluations by each member, the committee as a whole will review and discuss the results prior to a final decision being made.

	Evaluation Criteria	Maximum Points
1.	Experience of Firm <ul style="list-style-type: none"> • Local knowledge and experience in environmental design using proven sustainability objectives • Proven experience and success in similar projects • Proven success on past projects with the Town of Stratford – on budget, on schedule, etc. 	25
2.	Team Experience <ul style="list-style-type: none"> • Qualified local staff with professional affiliation/membership • Experience of key professional staff assigned to this project 	25
3.	Methodology <ul style="list-style-type: none"> • The proposed approach • Perceived issues and mitigation methods • Economic and environmental design consideration 	20
4.	Project Schedule <ul style="list-style-type: none"> • Resources dedicated to the project • Will current workload affect time required for completion of project 	10
5.	Fees	20
Total Score		100

The Town of Stratford reserves the right to conduct interviews with any or all Consultants as it deems necessary.

The points for the fees will be calculated based on the lowest bid receiving the maximum of 20 points. All other bids will be prorated, e.g. low bid of \$20,000.00 will receive 20 points while a bid of \$25,000.00 will receive $20,000/25,000 \times 20 = 16$ points.

The successful proponent will be the submission with the highest score out of the possible 100 points, i.e. technical + financial.

1.10 Termination of Contract

The Town of Stratford may cancel the contract at any time for breach of contractual obligations by providing the successful Consultant with a written notice of such cancellation. Should the Town of Stratford exercise its right to cancel the contract for such reasons, the cancellation shall become effective on the date as specified in the notice of cancellation.

The Consultant may cancel the contract at any time for breach of contractual obligations by providing the Town of Stratford with a written notice of such cancellation and proper supporting documentation.

1.11 Assignment

The successful Consultant shall not sell, assign, transfer or convey any contract resulting from this RFP, in whole or in part, without the prior written consent of the Town of Stratford.

1.12 Conflict of Interest

The Consultant covenants that they presently have no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. The Consultant further covenants that no person having any such known interest shall be employed or conveyed an interest, directly or indirectly, in the contract.

1.13 Contract

The contract between the Town of Stratford and the Consultant shall consist of (1) the Request for Proposal (RFP) and any amendments thereto, (2) the proposal submitted by the Consultant to the Town of Stratford in response to the RFP and (3) in the event of a conflict in language between the documents referenced above, the provisions and requirements set forth and/or referenced in the RFP shall govern. However, the Town of Stratford reserves the right to clarify any contractual relationship in writing with the concurrence of the Consultant, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the Consultants proposal. In all other matters not affected by the written clarification, if any, the RFP shall govern.

SECTION II SCOPE OF SERVICES

2.0 Overview

The Town of Stratford is soliciting engineering services for preparation of construction plans and specifications, and contract administration required for the installation of a paved multi-purpose trail along the Kinlock Road.

The project will extend along the east side of Kinlock Road, from J.K. Beauty Lane to the Trans Canada Highway, approximately 385 meters and connect to the existing path at the Trans Canada Highway intersection. The project will consist of a 3.0-meter-wide paved trail including storm water design, as well as the preparation for a crosswalk to the existing sidewalk on the west side, at J.K. Beauty Lane. Some sidewalk will need to be replaced with a pedestrian ramp to accommodate the crosswalk, to be installed in the future by the Province.

The properties along this section of the Kinock Road are residential and commercial, and the current storm water is conveyed through a combination of open ditch and infilled properties.

2.1 Consultant Responsibilities

The Consultant is required to determine the most practical and feasible method for conveying the storm water along the new trail. Currently, road runoff flows over the shoulder into the ditch or into the infilled storm infrastructure. A separation between the trail users and vehicle traffic is required, which may be a boulevard or curb and gutter. The Consultant is to review the existing conditions and survey information and present the most feasible option to the Town for accommodating storm water drainage.

The Consultant is required to ensure the design meets all applicable standards, acts, regulations and codes. The Consultant will be required to coordinate with all utility owners and must include relocation of utilities in the design, if required. The Consultant must identify trees, fences, flower gardens, etc. that may be within the right-of-way and may be impacted by the sidewalk installation. The Town will approach property owners for discussion of any such concerns.

The Consultant will act as an independent agent and provide design services, preparation of permitting documents if applicable, preparation of tender documents, preparation of construction plans and specifications, on-site inspection during the construction phase of the project to ensure the contractor completes the work in accordance to the plans and specifications, and warranty period review. Survey data acquisition will be the sole responsibility of the consultant to ensure the necessary design information is collected.

The consultant will provide the necessary design and supervision services for a complete project including, but not limited to, the following:

- complete a legal survey to identify the Kinlock Road east side right-of-way boundary through the project limits;
- complete a topographical survey, extending 3 meters behind the established legal right-of-way boundary on the east side to the estimated right-of-way boundary on the west side, survey pickup to include all features, structures, utilities, etc. required to ensure a complete and accurate set of design drawings can be prepared;
- prepare detailed design and tender specifications for the project;
- obtain all necessary approvals and permits for the work including, but not limited to, approvals and permits required from the Prince Edward Island Department of Transportation and Infrastructure;
- assist the Town of Stratford in identifying and obtaining easements that may be required;
- tender administration including, but not limited to, preparation of paper sets of tender documents if requested, advertising the tender in local newspaper, Provincial procurement website and Construction Association website, fielding contractor

- inquiries, preparation of addenda during tender call, review of tenders and tender award recommendation;
- contract administration and inspection during construction including, but not limited to, preparation of contract documents within 10 days of award, review of shop drawings, site supervision as required to ensure specifications are met, scheduling and administering job meetings, preparing minutes of meetings, issuing of instructions, preparation of change orders, certification of payments, substantial performance inspection and certification of substantial performance;
 - geotechnical testing including at minimum compaction of select borrow and gravels, and asphalt mix analysis;
 - warranty period services will include follow-up with the contractor on any deficiencies that may arise throughout the warranty period. The Consultant will be responsible to monitor the project throughout the warranty period to ensure prompt attention to any deficient items that may arise and attend a warranty inspection 11 months after substantial completion of the work; and
 - the site inspector for the project shall be a qualified engineer, engineer-in-training or Certified Engineering Technician with a minimum of two (2) years' experience in similar projects or an individual with equivalent experience and technical abilities in similar projects.

The schedule will be as follows:

Anticipated award of design	August 19, 2022
Preliminary Design Concept	September 30, 2022
75% Design Submission	October 21, 2022
Tender Package Submission	November 11, 2022
Issue Tender	January 13, 2022

SECTION III**PROPOSAL FORM**

I have read and understand the requirements of this request for proposal (RFP) and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material and equipment to provide the services as outlined including communications devices, computer hardware and software, any travel or per diem expenses and any other miscellaneous expense involved. The fixed lump sum fee for providing the required service as described herein is:

Design	\$ _____
Tender and Award	\$ _____
Contract Administration during Construction (including warranty period)	\$ _____
Geotechnical Investigation and Testing	\$ _____
HST (15%)	\$ _____
TOTAL	\$ _____

In addition to the above, please provide an hourly rate for on-site inspection services during construction. This will be as required to ensure specifications are met. For the purpose of bidding only, assume 5 hours per day for 25 days. The final construction schedule will be determined after the tender and award of the project.

Fixed Hourly Rate for on-site inspection
during construction, includes all expenses \$ _____

SUBMITTED BY:

CONSULTANT: _____

BY: _____
SIGNATURE

NAME (PRINT): _____

ADDRESS: _____ POSTAL CODE: _____

TELEPHONE: (____) _____