

**REQUEST FOR PROPOSAL
TRAIL DESIGN AND EXPANSION PROJECT
SUMMER VILLAGE OF WAIPAROUS**

ADDENDUM 1

The purpose of this amendment is to provide answers to questions that have come in from potential vendors. Questions and answers are listed below.

To be clear this RFP does not require any actual design work – just a brief description of methodology showing an understanding of the type of community we are. The actual design work will come after the RFP is awarded.

1. Can you please tell us the location of the 2 pedestrian crosswalks that will be installed in the spring 2020?

Appendix A shows the locations of the 2 crosswalks that will be installed in the spring of 2020.

2. RFP mentioned that the new trail design will tie into Highway 40. We went over the report by Amec Foster Wheeler regarding the realignment of HWY 40 but could not find the final design. Can you please tell us if the final design of the HWY is determined?

The project is in the preliminary engineering phase and the design has not been done at this point. The location of the new bridge deck has been finalized as Alignment 1A. The intention for the request for the trail design to tie into the new alignment is to ensure that any trails that are built will be in proximity to the new bridge once it is completed based on the approved alignment. This way once the bridge is built there should only be a short span on either side of the creek to connect trails to the bridge deck. The bridge will include some sort of pedestrian walkway and will remain the only option for crossing between the east and west sides of the village

3. We found the trail map in Appendix 2 as shown below, can you please show us which area we will need to do our design for?

Part of the purpose of the RFP is to have a contractor provide options for new trails to be built on public land that will enhance the connectivity of the Summer Village. We are looking to the contractor to look at what is existing and provide options for us to implement.

Any newly constructed trails would be on the Community Reserve and Recreational land. See Appendix B for Land Use map

4. Public Engagement Process, will there be any requirement to engage with adjacent communities or First Nations?

We do provide notice to the MD of Bighorn for development projects but engagement is not required. There is no requirement or expectation to engage with First Nations

5. Is there previous report (i.e. geotechnical investigation, topographical survey, environmental reports) for previous trail works?

There are no technical studies, surveys, reports on the existing trails. Our community is small and most of the work has been done with volunteer work bees or small contracts to do improvements such as laying shale on the paths.

6. Can you provide drawing or sketch of the two proposed pedestrian crosswalk that will be installed this year?

See Appendix A

7. Is it correct that any in person meeting will follow current AHS guidelines or policies for mass gathering?

Yes.

Item 3.1 outlines 3 meetings to take place with Administration and Council. Meeting 2 and 3 can be virtual if Social distancing measures are still in place.

Meeting 1 is the only one that has to be in person as it is a walk through of the property. It would consist of 2 people from the Summer Village, the CAO and Mayor and minimal staff from the consultant. All physical distancing measures will be adhered to.

With respect to public engagement or mass gatherings item 3.2 of the RFP states: **Ensure the development and delivery of a Public Engagement plan that can be implemented with current social distancing constraints in place (video presentation substituting an in person open house for example)** We are looking for a plan for traditional public engagement with the hope that we will be able to hold public meetings, but with a contingency plan in place if the Public Health orders are not lifted.

8. Does of the Village have a budget for the completing the entire project (consulting & construction) ?

We have a soft budget at this time. \$70,000 has been approved for the Design and planning phase as well as a first phase of construction. Depending on the final design and construction estimates additional funding can be made available.

9. Can any GIS Mapping and Aerial photos be provided to successful proponent?

Yes the Summer Village does retain the services of the Old Man River Regional Services Commission (ORRSC) as our GIS provider. The successful consultant will be connected with the GIS specialist at ORRSC to access any of the files we have available.

10. Is there potential to extending the submission deadline by few days to May 4, 2020?

Close date has been extended to May 8, 2020 at 2:00 pm MDT – any dates that are based off the submission deadline such as Project award date and item 5.4 Project Schedule may all be moved forward by 7 days. Phases 1-5 must still be completed by Dec 31, 2020.

11. Do you have a concept level map highlighting the quantity and location of known issues and anticipated challenge areas for the proposed trail system?

No. There has been little to no trail maintenance done since the 2014 flood. At that time some trail repair was needed where the high water levels on the Ghost washed away portions of the banks and trails.

We do not anticipate any major issues, more than likely there may need to be some surface repair or trail widening in a few spots. The only areas of concern are where the trails actually descend down to the river and

creek. These areas may require upgrades for safety reasons. There are currently 3 points where existing trails go down to the river.

12. For the Existing Improved Trails:

- a. Section 3.1 states “Assessment of hazards or deficiencies on the existing trail system and options to mitigate or fix the issues”. Are there any known issues or problem areas that you could share with us currently?

See #11 above

13. For the Existing Unimproved Trail:

- a. On the GIS map showing the existing unimproved trail – do you foresee all of these trails to become improved?

No, at this time we don't think all the unimproved trails need to become improved trails. The bottom southwest corner is the only area we want to improve for sure. It would be up to the successful contractor to suggest other areas requiring improvements and rational for doing it.

- b. Is there flexibility to re-route these trails to avoid a fall line trail on a steep slope? For instance, the trail on the west side of the river, just north of the existing bridge is shown descending to the river elevation in a fall line manner as shown in the red circle in the image below.

There is some flexibility. Council is open to all suggestions with good rational.



14. For the Proposed Trails

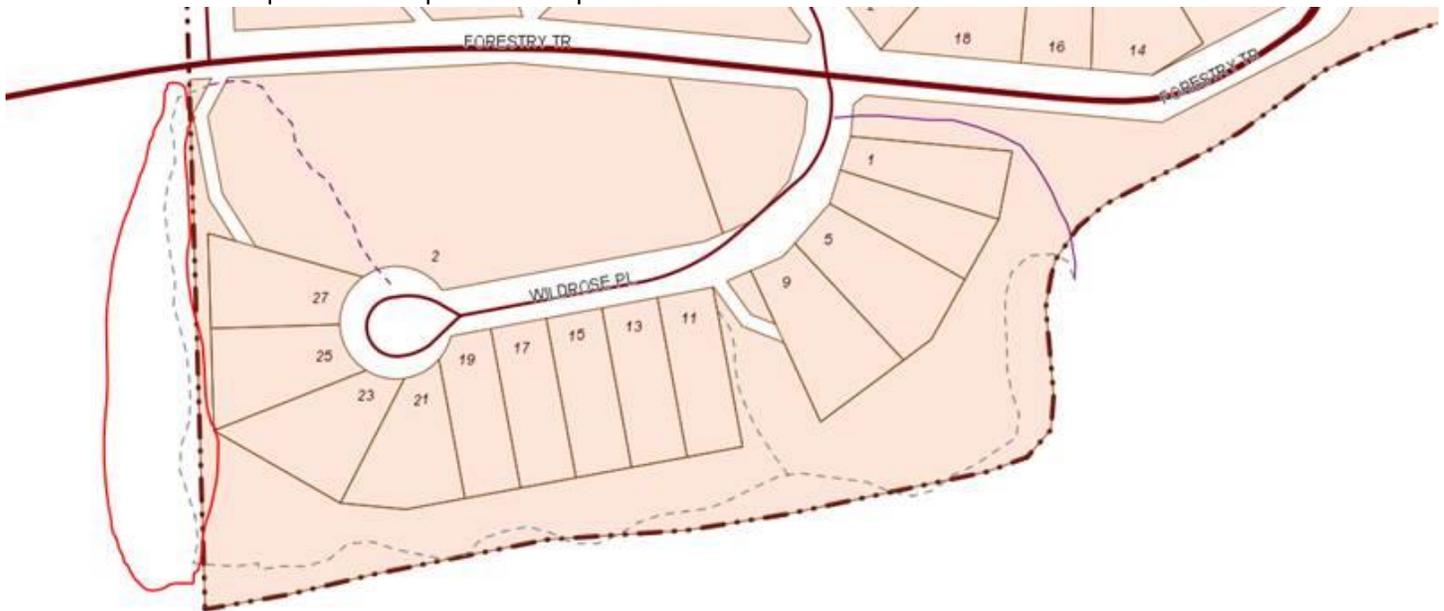
- a. Section 3.1, bullet point 1a. states "Connection to the 2 pedestrian crosswalks being installed in the spring of 2020 to the trail system". Where are these crosswalks located?

See Appendix A

- b. Section 3.1, bullet point 1c. states "Options for the final design to tie in with the proposed Alberta Transportation Highway 40 Bridge deck realignment and upgrade." Other than this connection, are there proposed trails that are not shown on the Proposed Trails Layer on the GIS map?

No – those tie ins would be part of the new trails that are needed.

- c. On the Proposed Trails layer, the trail at the end of Wildrose PI shows the alignment outside of the SVW property boundaries – would this trail (circled in red below) be included in the scope of work as it would be required to complete the loop?



Yes this trail is included. There is likely an issue with the current mapping of this trail as it does all fall within the municipal boundaries. Please keep in mind the current municipal trails have not been surveyed and were added as a layer to the GIS map off a hand drawn map.

15. For any of the trails, do you foresee any structures such as bridges or staircases?

We are not looking at any bridges at this time. The main reason is the ongoing maintenance needed. The Summer Village is small with no public works staff and as such we do not want to increase our infrastructure in a way that will be difficult or costly to maintain.

There may need to be between 2-3 staircases added depending on final design.

16. Do you have a desired finished trail surfacing in mind – such as granular surfaced trails (similar to the 4.5 - 5 foot wide trail that you currently have, as opposed to paved)?

We want to maintain a rural feel to the trail system with no pavement. A similar feel to the existing trails is what we would like.

17. Section 3.1, bullet point #4 discussed geotechnical assessment. Where within the trail system were you anticipating the need for geotechnical services – could you please clarify the level of effort anticipated?

I do not anticipate any need. I added it into the RFP for the off chance that the successful consultant finds an area that further studies are required for, or if a trail is designed in a way that permits from Alberta Environment are needed and they require the studies.

Section 3.1, bullet point #6 says *“Ensure that the detailed design can be constructed within the budget allotted”*

- a. Can you share with us your project budget for this RFP?
- b. Do you have a construction budget for the new trail system that you can share with us?

See #8 above

18. Section 3.1, bullet point #7 says *“Design of a Trail Map kiosk to be erected at the Village picnic grounds”* Are you anticipating the successful proponent would complete all the mapping, graphics, and wording for this trail map?

Yes however this element will need final council approval and may not actually go beyond the design phase.

19. Section 3.1, bullet point #9 says *“Identify and obtain all necessary permits and approvals required for the construction of the final design”*.

- a. Are there any known wetlands or stream crossings that impact the trails?

There are no crossings – current trails do go down the embankment to the river bed in a number of places

- b. Is Alberta Transportation in support of a trail within the existing/new highway Right of Way?

This is part of the permitting requirements that will need to be confirmed. In our discussions with them regarding the new bridge they do accept the need for this but it has not been formally identified or approved.

- c. Are there any other known permits or approvals that are anticipated to be challenging to acquire for this project?

No

20. Section 3.3 bullet point #1a states *“Supplementary specifications must include design details for signage”*. Can you clarify if this is referring to using stock catalogue signs (such as from Alberta Transportation) or creating new graphics for SVW specific signage?

This was referring to the Trail Kiosk signage if the construction and printing was going to be tendered out for completion. If the consultant can complete this in house tendering documents will not be necessary.

21. Section 10 – Site Meeting, states that no site meeting will be held for this RFP. However, given the challenges in understanding the scope of work, if Physical Distancing measures were observed, would you consider holding a site review to clarify the anticipated scope of work?

Unfortunately, we are not able to provide this. I would however entertain the idea of a teleconference/web conference style meeting where I can make a brief presentation of our intent with this project and take questions.

I will issue a second addendum with details for the call.

22. Section 12 – will you accept an FTP link to download the PDF proposal? If not, what is the maximum email file size of a PDF that you can receive?

Yes FTP is fine.

23. If a contractor were part of the consultant team, would this eliminate them from being allowed to be awarded the construction work?

No it would not preclude them, they would still need to submit a bid when the job goes out to tender

24. Depending on when we receive answers to these questions, Would you consider an extension to this RFP?

See # 10 above

25. What is meant by “Region of opportunity: Restricted” on the opportunity notice?

Because the value of this project is under the Trade Agreement Thresholds we are under no obligation to open the bid to companies outside of Alberta.

26. Can the construction budget be provided?

See #8 above

27. Please provide clarification regarding the scope of the Tender Support and Contract Administration “Additional Services” found on Page 13. Are these items separate from section 3.3 and 3.4?

Yes – this would be any out of scope work requested by the Summer Village during the Tender Support and Contract Administration phases.

28. What is the evaluation criteria for the proposal submissions?

Proposals that do not include all mandatory criteria, Section 5, will be excluded from further consideration in the evaluation process.

If all mandatory criteria has been provided, the proposal will be further assessed against the following scored criteria.

Scored Criteria	Weighting	Minimum Score (Out of 100)
Total Estimated Cost (based on Appendix C submission)	50%	NA
Suitability of Methodology & Project Team Based on response to 5.2	25%	50
Suitability of Experience Based on response to 5.3	25%	50

Proposals that do not meet the minimum score within a scored criterion will not be evaluated further. The following method will be used to score the scored criteria:

- Total Estimated Cost:
 - Total Estimated Cost will be calculated by the Summer Village by combining a) the Total Fixed Lump Sum Contract Price for the Services, and b) the Total Estimated Cost for Additional Services.
 - Total Estimated Cost will then be scored relative to other Respondents' Total Estimated Cost using the following formula:
 - $Lowest\ Total\ Estimated\ Cost \div Respondent's\ Total\ Estimated\ Cost \times Weighting = Score$
- Other Criteria: All other criterion (except Total Estimated Cost) will be scored out of 100, which will then be multiplied by the Weighting factor to provide a weighted score.

29. Does SVW have any initial plans for the location of new trails, or will it be the responsibility of the designer to select options for the location?

SVW is looking to have someone look at the existing inventory and available space and give them an idea of what to do. The proposal should contain a quick description of what we're planning (no options yet).

30. Can SVW confirm that the connector trail improvements will be constructed prior to the HW 40 upgrade?

The HW 40 project is in its preliminary design phase. Construction for that project will likely be 3-5 years away or more. – Provincial Funding dependant

31. Page 3 of the RFP suggests that the detailed design must be prepared so that it can be constructed within the budget allotted. Can SVW share details regarding the construction budget at this stage of the project?

See #8 above

32. The HW 40 functional review and evaluation report includes minutes showing discussion of a pedestrian or bike path adjacent to the highway. Is this option still being considered?

The pedestrian crossing is still on the table and SVW is pushing for it. SVW anticipates some kind of accommodation will be made for pedestrian crossings on the bridge.

33. Can you share whether the SVW has determined a construction budget for this project, and what that budget is.

See #8 above

34. Can you please clarify the definition of “Qualified Environmental Specialist” listed under hourly rates for additional services.

We do not have any specific requirements – the intention was get an idea of cost that could be incurred if the approved design requires any kind of special permitting or negotiating with Alberta Environment, or to complete any technical studies that AE may require. See # 19 above regarding permitting.

35. Section 3.1 of Project Specifications & Deliverables mentions the performance of geotechnical assessments. Can the SVW please specify whether they have a specific concern(s) pertaining to geotechnical assessments that have not been addressed or completed by previous work performed thus far for the Highway 40 Upgrades. If geotechnical assessments have been performed by the Hwy40 project team, will that information be shared with the successful proponent.

See #5 and 17 above

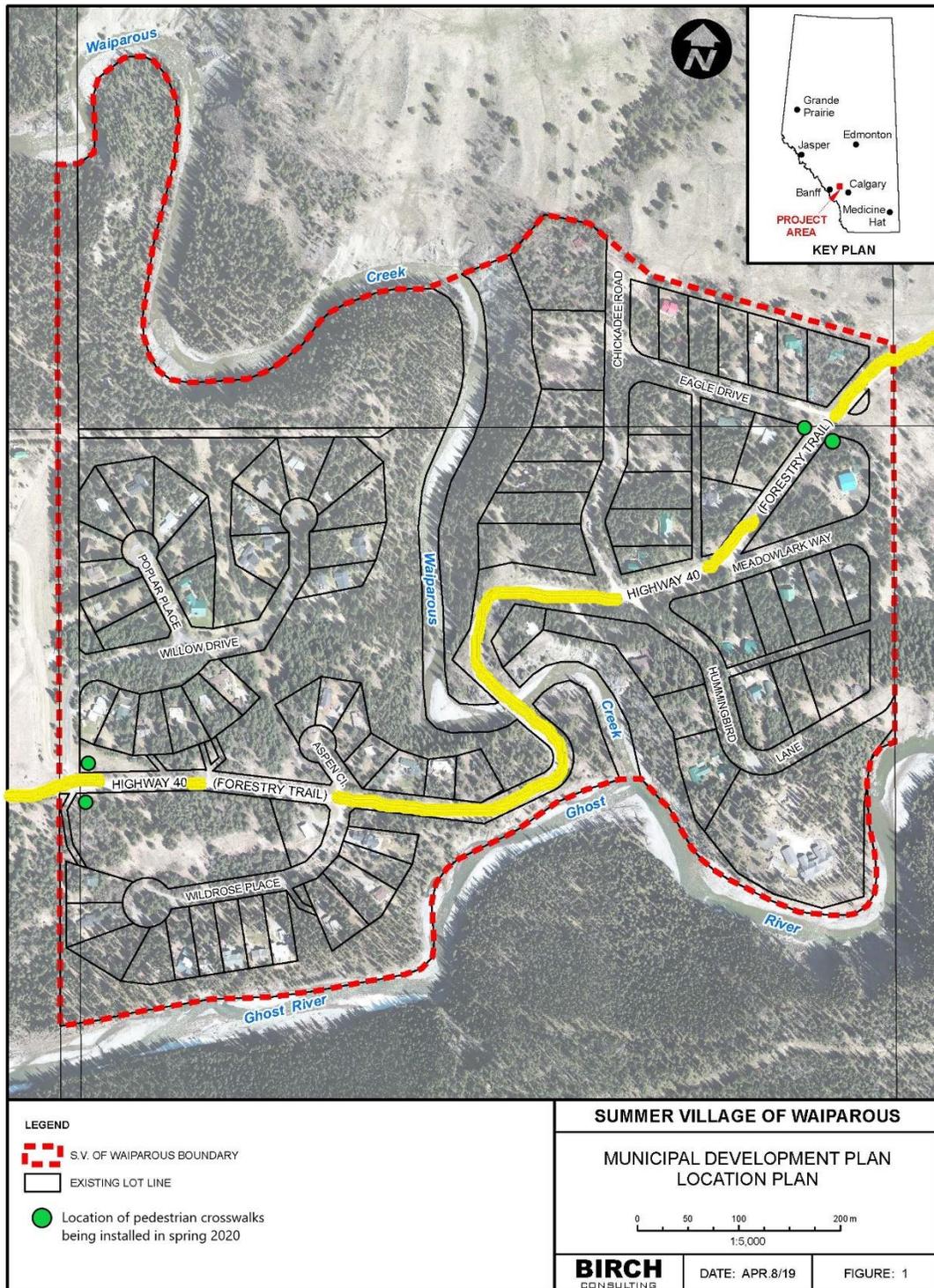
36. Is the SVW able to disclose which alignment for the highway they are considering pursuing. Some of the options outlined in the Alignment Report propose significant grade changes that would require stairs or ramps to accommodate trail tie ins. Can the SVW clarify whether they require the proposed trail network to meet certain accessibility requirements or if structures will be permitted in the event the SVW selects an alignment option such as Option B-4.

See #2 above

ADDENDUM 1

Appendix A

Final approved locations of pedestrian crosswalks over Highway 40 in the Summer Village of Waiparous.



APPENDIX B LAND USE MAP

