



**REQUEST FOR PROPOSAL (RFP)
COVER SHEET**

TRAIL DESIGN & EXPANSION PROJECT

Full Legal Name of Respondent		RFP Number: 2020-RFP-004-001
Trade Name (if different than above)		RFP Issue Date: April 16, 2020
Full Address		RFP Closing: 2:00 pm Thursday April 30, 2020
Contact Name and Title		Contact: Sherri Bureyko, CAO
Contact Phone		Telephone: (403) 510-8083
Contact email		E-mail: proposal@waiparous.ca

Respondents are advised to pay careful attention to the wording used throughout the above noted RFP. Failure to satisfy any term or condition of the RFP may result in rejection of your Proposal. Proposals received unsigned or after the RFP closing date and time will be rejected. This cover page must be completed and signed by an authorized representative of the Respondent and included with the RFP. Ambiguous, unclear or unreadable Proposals may be cause for rejection.
Only E-mail Proposals will be accepted.

Respondent must sign and return this form with their Proposals.

Enclosed is our Proposal submitted in response to the above noted RFP. The Respondent consents, and has obtained written consent of any individuals identified in the Proposal, to the use of the information in the Proposal by the Summer Village

Signature of Respondent Representative

Name of Respondent Representative

Title of Respondent Representative

Date

Request for Proposals

Trail Design and Expansion Project

1. Introduction

The Summer Village of Waiparous (referred to herein as the “SVW”) is a residential / recreational community located at the confluence of the Ghost River and Waiparous Creek with 74 residences split between seasonal and permanent residences. The SVW is situated 32 kilometers west of Cochrane on Highway 40 via Highway 1A abutting the MD of Bighorn and leased Provincial Crown Land. Further details on the SVW can be found at www.waiparous.ca

SVW includes approximately 2,600’ of existing improved walking trails and another 2,600’+ of unimproved walking and animal trails within the municipal borders. There are also 2 separate leases of crown land, one to the east and one to the west of the municipal borders. These leased lands are specifically for recreational purposes only and are the main trails systems in use by residents. The trails located within the SVW are generally used as transportation channels within the Village. For the purposes of this RFP only the trails and public land located inside of the municipal boundaries of the Summer Village of Waiparous will be considered.

Currently the east and west sides of the Village, divided by the Waiparous Creek have limited access to one another by foot as the only option to cross the creek is the bridge located on Highway 40. Enhancing the connection of the Village by walking trail is a high priority of this project.

The Province of Alberta is currently planning on upgrading the Highway 40 bridge. This upgrade will involve a realignment of the current structure. Currently this project is in the preliminary engineering phase with Alberta Transportation. **Appendix A:** The most recent information regarding the realignment and upgrade that is available in the 2018 *Functional Review and Evaluation Report: Alternative Alignments for Upgrading Highway 40:14 Within the Summer Village of Waiparous Northwest of Cochrane, Alberta*. All trail planning must provide options to tie into this future realignment.

2. Anticipated Project Timeline

Phases 1-5 of the project must be completed by December 31, 2020. Construction timeline to be determined.

Activity	Anticipated Dates
Project awarded	May 7, 2020
Phase 1 – data gathering	by May 30, 2020
Phase 2 – preliminary design	By June 30, 2020
Phase 3 – Public engagement	July - August 2020
Phase 4 – final design	By October 31, 2020
Phase 5 – Invitation to Tender Process for Construction	By December 31, 2020
Phase 6 – Construction Substantial Completion	TBD – spring 2021

3. Project Specifications & Deliverables

The Completed Project will include 4 parts.

1. The detailed design and engineering for the expansion of the SVW Trail system, including upgrades to the existing improved and unimproved trails.
2. The development and execution of a Public Engagement Plan, and
3. Tendering Support for the construction of new and upgraded trails
4. Project Management of the construction of new, upgraded and/or expanded trails that are approved by Council as part of the design

3.1. DESIGN Specifications and deliverables:

- Engineering and Trail Expansion Design for the SVW focusing on the addition of trails that will make it safer and easier for residents to navigate the entire Village including but not limited to;
 - Connection to the 2 pedestrian crosswalks being installed in the spring of 2020 to the trail system
 - Assessment of hazards or deficiencies on the existing trail system and options to mitigate or fix the issues
 - Options for the final design to tie in with the proposed Alberta Transportation Highway 40 Bridge deck realignment and upgrade.
- Work in collaboration with the SVW administration and Council to refine designs. This shall include at least 3 in-person meetings with the Summer Village.
 - Meeting 1 is to be scheduled in Phase 1 and will include a detailed walk through of the priority areas with administration and Council.
 - Meeting 2 is to be scheduled at the end of Phase 2 to present the preliminary design
 - Meeting 3 is to be scheduled at the 90% stage of design completion for the Summer Village to identify any required changes prior to design completion.
 - Drafts of detailed designs will be submitted to the Summer Village for review at the prior to the start of Phase 3 and at the 90% stage of design completion, for the Summer Village to identify any required changes prior to design completion.
- Gather and review all relevant information pertaining to the project including, but not limited to, record maps, community plans, applicable bylaws, engineering standards, digital mapping, drawings and previously prepared reports.
- Perform on-site visits, geotechnical assessment, technical survey layouts and testing as required.
- Confirm utility systems locations and identify potential conflicts and upgrading requirements with SVW, Fortis AB, Telus, Shaw Cable and other utility companies as appropriate.
- Ensure that the detailed design can be constructed within the budget allotted
- Design of a Trail Map kiosk to be erected at the Village picnic grounds
- Develop a Class B cost estimate for construction of the final design
- Identify and obtain all necessary permits and approvals required for the construction of the final design
- Delivery of 5 High resolution, laminated, full color print outs in large format (2'x3') of the final approved trail system
- Updated trail maps to be integrated with existing GIS mapping system in coordination with the SVW GIS Service Provider

3.2. PUBLIC ENGAGEMENT Specifications and deliverables:

- 1 presentation at the Summer Village AGM – mid July
- 1 Open House for residents to attend – June-August
- 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)

- Opportunity for residents to provide feedback – either at events or through email, surveys, regular mail, etc.
- Digital copies of detailed maps showing proposed changes and upgrades to be used on Village website, in email correspondence, etc.
- Digital flyer that can be emailed out to all residents outlining the proposed design and opportunities for feedback
- Large format printed full color maps for use at AGM presentation and Open House (for in person engagement only)
- High resolution photography images of areas that are hazardous and require upgrades, changes, or repairs for residents to review.

3.3. TENDERING SUPPORT Specifications and deliverables:

- A complete tender package including an electronic set of “Issued for Tender” detailed design / engineering drawings, and supplementary specifications.
 - Supplementary specifications must include design details for signage
- The design, engineering, and technical support to the SVW Invitation to Tender process for construction of new, upgraded and/or expanded trails that are approved by Council as part of the Design Phase.
- The Invitation to Tender process will be performed by the Summer Village. This shall include support as required for the following:
 - Provide answers to any technical questions received by the Summer Village during the tender process.
 - Provide technical / engineering input to any addenda to the tender documents.
 - Lead a site meeting with proponents at the project location, to provide an overview of the project and answer questions.
 - Provide a technical / engineering review of tenders received and technical recommendations regarding the award of construction contracts.

3.4. PROJECT MANAGEMENT Specifications and deliverables:

- Project management of the trail work and all associated consultants including progress payment approvals
- Health and Safety management of the work site
- Procurement of Trail Map Kiosk and installation
- Bi-weekly updates to CAO on progress and concerns
- Final inspection and signoff

4. Definitions Used in this RFP

- 4.1.** “Addenda” or “Addendum” means additional information or amendments to this RFP, issued by the Summer Village in accordance with Section 11.
- 4.2.** “CAO” means Chief Administrative Officer of the SVW
- 4.3.** “Contract” means a written agreement for the provision of the Services that may result from this RFP, executed between the Summer Village and the successful Respondent to this RFP.
- 4.4.** “Closing Date and Time” means the date and time that Proposals to this RFP must be received by in accordance with Section 2.
- 4.5.** “Proposal” means a Proposal submitted by a Respondent in response to this RFP.
- 4.6.** “Respondent” means a person or entity that submits a Proposal to this RFP.
- 4.7.** “RFP” means this Request For Proposals # 2020-RFP-004-001, including all Appendix.
- 4.8.** “Section” means the numbered section of the referenced part of this RFP.

- 4.9. "Services" or "Work" means the detailed design and Project Management services for the SVW Trail Design & Expansion Project which the Summer Village seeks to be provided by the Respondent, as detailed in Section 3.
- 4.10. "Summer Village" means the Summer Village of Waiparous

5. Mandatory Requirements

The following **must** be submitted in order for the proposal to qualify for the evaluation process:

5.1. Completed and signed Cover Sheet

5.2. Proposed Methodology & Team

- a) Outline activities your company plans to undertake in order to guide the project through from project launch through to successful conclusion. For each phase of the work outline the proposed methodology, deliverables and Summer Village involvement.
- b) Please provide the following details of all team members from your company that will be involved in delivering the services outlined in Section 3.
 - i. Name
 - ii. Position
 - iii. Relevant experience

5.3. Company and Project History

- a) Letter of introduction including a brief overview of the company's history.
- b) References from past trail design clients and/or, other similar trail-industry related experience.
 - i. **Note:** *By submitting a proposal, the proponent agrees that the Summer Village may contact these references at its discretion. In addition, the Summer Village may also contact any other organization for the purposes of evaluating the proponent's company and proposal.*

5.3. Pricing Form

- a) Complete the supplied Pricing Form – Appendix C

5.4. Project Schedule

- a) Successful Proponent to provide their proposed project schedule assuming the contract is awarded on or before May 12, 2020.

6. Insurance

- 6.1. The Successful Respondent shall carry at all times during the performance of the work General Liability/ Umbrella Liability Insurance with a limit of not less than FIVE MILLION DOLLARS (\$5,000,000) inclusive per occurrence for bodily injury (including death) and damage to property including loss of use thereof. Such insurance shall at a minimum include coverage of broad form property damage, contractual liability, cross liability, completed operations and product liability, and such other types of insurance as would be carried by a prudent person performing such contract work and as the SVW may from time to time require.

- 6.2. The Successful Respondent shall carry at all times during the performance of the work Automobile Liability Insurance for owned and non-owned automobiles with a limit of not less than FIVE MILLION DOLLARS (\$5,000,000) inclusive per occurrence.
- 6.3. The Successful Respondent shall at all relevant times carry Workers Compensation Board coverage of either of Alberta or of another AWCBC board that will extend the required amount of coverage to cover the employee outside of their home province. Respondent shall submit their WCB Clearance Letter indicating there are no outstanding fees, fines, claims or debts due on the Respondent's account to the SVW prior to the commencement of the work.

7. Indemnification

- 7.1. The Successful Respondent agrees to indemnify and save harmless the Summer Village of Waiparous, its councillors, officers, agents, representatives, and employees, against all suits or claims, requests, legal action and liability regardless of the nature and expenses sustained from injuries or death or any damages or loss to property as a result of the usage of premises or in the execution of the Successful Respondent functions arising from this contract except to the extent of the Summer Village of Waiparous gross negligence.
- 7.2. At no time will the Summer Village of Waiparous be responsible for any injury sustained by the Respondent, their employees or any person on the Summer Village of Waiparous premises, nor will the Summer Village of Waiparous be responsible for any loss, including loss of profits or damage caused to the goods of the Successful Respondent, their employees or any other person, including damage to vehicles and their contents, while these goods are on the Summer Village of Waiparous premises or site.
- 7.3. The Summer Village of Waiparous shall not be liable for any incidental, indirect, special or consequential damages or any loss of use, revenue or profit of the Successful Respondent arising out of or in any way related to this RFQ or subsequent contract.

8. Conflict of Interest

By submitting a proposal, the Respondent warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Respondent, has any financial or personal relationship or affiliation with any elected official or employee of the Summer Village or their immediate families which might in any way be seen by the Summer Village to create a conflict.

The Respondent must attach to its proposal a statement addressing the independence of the firm as it relates to other services or project work being performed for other government or private agencies that may compromise the ability of the Respondent to fulfil the service requirements of this RFP. Any issues which may be perceived as conflicts of interest should be identified.

9. Inquiries

All inquiries regarding this RFP shall be directed in writing by e-mail, to the Chief Administrative Officer as listed on the Cover Sheet of this document. Verbal response to any inquiries shall not be binding on either party.

Unless otherwise requested in writing by the Chief Administrative Officer, the Respondent must not contact or communicate with any elected official in relation to the Request for Proposal prior to the award of such proposal by the Summer Village. Any such communication will result in disqualification of the Respondent from further consideration.

10. Site Meeting

No site meeting will be held for this RFP. Respondents should submit any questions they may have in accordance with Section 9.

11. Issuing Addenda

Written Addenda are the only means of amending or clarifying any of the information contained in the information package. The Summer Village may amend or clarify the information package by issuing an Addendum. No employee or agent of the Summer Village is authorized to amend or clarify the content of the information package or any Addenda except by issuing an Addendum. The Summer Village makes no guarantee as to the timely delivery of the Addendum.

12. Closing Time and Date

Proposals clearly marked with the Respondents name and address, and the words **“Waiparous Trail Design and Expansion Project”** in the subject line, will be accepted up to **Thursday, April 30, 2020 2:00 p.m.** Alberta Time, via email and in a .pdf file format at the following email address: **proposal@waiparous.ca**

It is the Respondents responsibility to ensure delivery of the email by **2:00 pm Thursday, April 30, 2020**. Any proposals “In Transit” after **the deadline date and time** will be considered late.

Late proposals will **not be accepted**.

13. Proposal Withdrawal

Withdrawals must be in writing, must be received by the Summer Village prior to the closing date and time for receipt of proposals and must be signed by an authorized representative of the Respondent. The words “Withdrawal of Proposal” must be clearly written in the subject line. Emailed requests for withdrawal of proposals, to the attention of Chief Administrative Officer at proposal@waiparous.ca, will be accepted by the Summer Village up to and including the closing date and time for receipt of proposals. The Summer Village is not responsible for lost or misdirected emails or other processing problems. The Summer Village assumes no liability for claims, losses or damages arising from transmission, illegibility or other processing problems.

14. Amendments to Proposals

Respondents may submit amendments to their previously submitted proposals. Amendments must be in writing, with the name of the project, name and address of the Respondent and the words *“Amendment of Proposal”* written in the Subject line. Amendments must be received at the email address set out on the Cover Sheet prior to the Closing Time and Date and must be signed by the Respondent or its representative. Amendments must show only the following information:

- a) For pricing, the amount of the **change** to the unit and/or total bid price;
- b) Information not included in the original proposal.

The Summer Village assumes **no liability** for claims, losses or damages arising from transmission, illegibility or other processing problems. It is the bidder's responsibility to ensure that its bids, any amendments, and any withdrawals are received by the Summer Village prior to the closing time.

15. Submission Requirements

The following guidelines must be followed in order to have the proposal evaluated:

- a) A complete proposal in .pdf electronic format must be submitted by the Respondent.
- b) Proposals shall contain, at a minimum, all the items listed in Section 5 of this RFP "**Mandatory Requirements**".
- c) Proposals must be received in the manner specified and by the RFP closing date and time indicated in Section 10.
- d) One (1) **Cover Sheet**, complete with an authorized signature of the Respondents Representative must be attached to the proposal.

16. Award of Contract

The Summer Village, through the Chief Administrative Officer, will notify the Successful Respondent in writing that it has been awarded the contract.

The Proposal, the RFP and such other documents including all amendments or addenda, shall form the basis for the contract between the Successful Respondent and the Summer Village.

The Summer Village is not under any obligation to award a contract and may elect to terminate this RFP at any time.

Subject to the requirements of FOIP, such evaluations shall be confidential and no totals or scores of such ratings shall be released to any party. Bidders are entitled, upon request, to a general overview of their own results.

17. Terms and Conditions

1. The Summer Village shall not be responsible for any cost incurred by any Respondent in preparing and submitting proposals.
2. All proposals and accompanying documentation received under this solicitation will become the property of the Summer Village and will not be returned to the Respondent.
3. The Summer Village reserves the right to reject any and all proposals, to accept any proposal, or to accept any offer which it may consider in the best interest of the Summer Village.
4. Proposals shall be final and binding on the Successful Respondent for 30 days from the closing date.
5. The SVW administration shall evaluate the proposals and the decision shall be final.

6. By the act of submitting its proposal, the Respondent waives **any** right to contest in any legal proceeding or action the right of the Summer Village to award the project to whomever it chooses, in its sole and unfettered discretion, and for whatever reasons the Summer Village deems appropriate. Without limiting the generality of the foregoing, the Summer Village may consider any other factor besides price and capability to perform the project that it deems in its sole discretion to be relevant to its decision
7. The successful Respondent shall be required to enter into an agreement with the Summer Village within seven (7) days of receipt of the Agreement. Respondents should expect to sign the Summer Village's contract without revision to its standard terms and conditions. The Summer Village is under no obligation to negotiate or agree to changes.
8. The lowest or any other quote will not necessarily be accepted by the Summer Village.
9. Corporations submitting bids must be properly registered under a Provincial Business Corporation Act or the Canada Business Corporation Act before any contract will be executed by the Summer Village.

18. Freedom of Information and Protection of Privacy (FOIP)

All information and documents submitted to the Summer Village becomes the property of the Summer Village and are subject to the provisions of the Freedom of Information and Protection of Privacy Act. For further information about the Act please contact the FOIP office at (403) 510-8083.

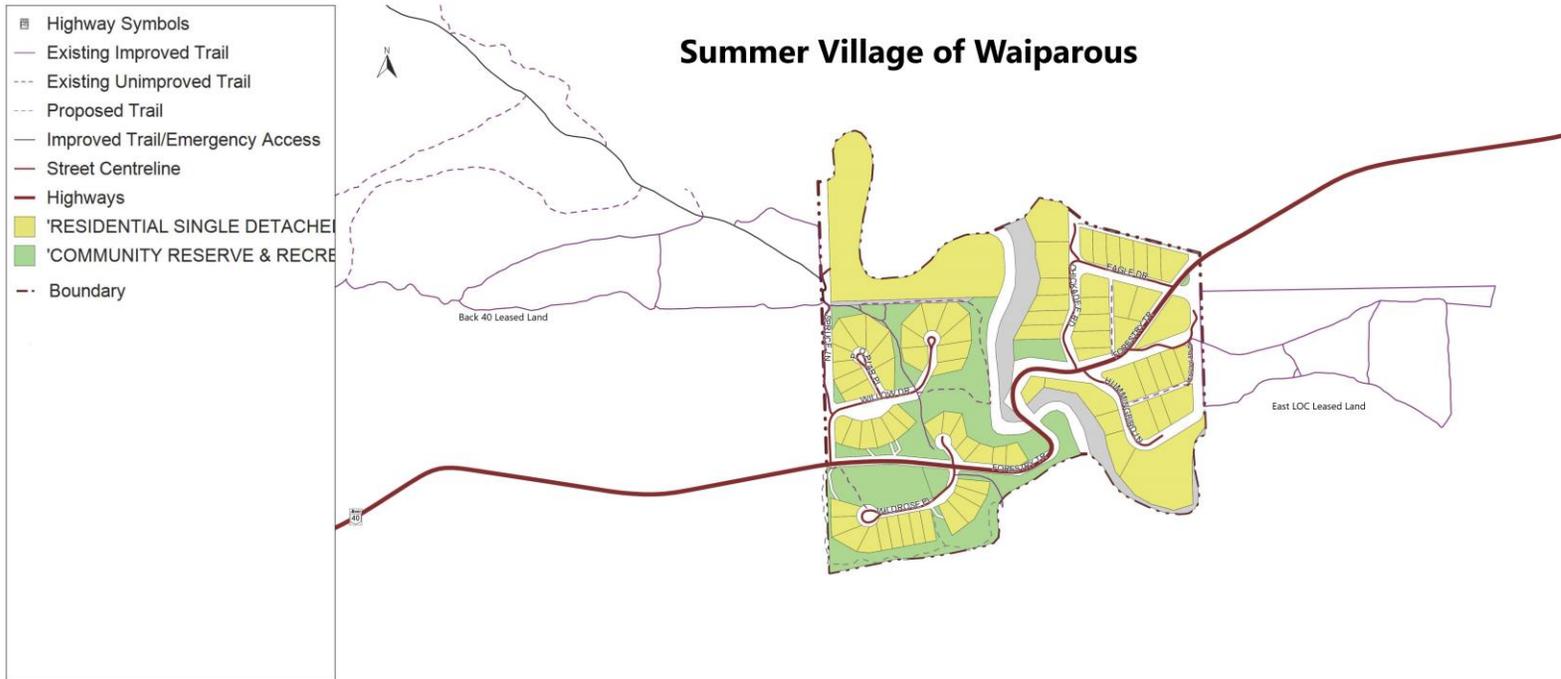
Appendix A

Functional Review and Evaluation Report:
Alternative Alignments for Upgrading Highway 40:14 Within the Summer Village of Waiparous
Northwest of Cochrane, Alberta

See attachment

APPENDIX B - Map

Trail Design and Expansion Project



This map is only intended to be an example. Maps can be accessed by Respondents through the publicly available GIS Mapping tool located at <http://waiparous.ca/administration/mapping/>

APPENDIX C - Pricing Form
Trail Design and Expansion Project

Fixed Lump Contract Price for the Services:

Pricing entered into the tables of this section, shall be on the following basis:

- a. All Prices are in Canadian funds, are inclusive of all applicable duties and taxes, except the GST which shall be itemized separately where indicated.
- b. The Total Lump Sum Contract Price is all-inclusive and includes for all labour, materials, supplies, travel, overheads, profit, insurance, site visits, expenses, disbursements, and all other costs and fees necessary to deliver the Services outlined Section 3.
- c. Prices shall be firm for the entire Contract term.

For completion of all Services as detailed in Section 3, the Respondent shall be reimbursed as follows:

SERVICES ITEM	FIXED LUMP SUM PRICE
All Detailed Design & Engineering Services as detailed in Section 3.1	\$
All Public Engagement Services as detailed in Section 3.2	\$
All Tendering Support Services as detailed in Section 3.3	\$
All Project Management Services as detailed in Section 3.4	\$
Any Other Costs (specify if any):	\$
TOTAL FIXED LUMP SUM CONTRACT PRICE <i>Exclusive of GST</i>	\$
GST	\$

Hourly Rates for Additional Services:

If the Respondent is requested by the Summer Village to provide some or all of the Additional Services, the following hourly rates shall apply to this work:

Additional Services Item	Position:	Named Individual:	Rate Per Hour	Estimated Hours Quantity*	Total Estimated Cost:
Tender Support	Senior Design Consultant		\$	15	\$
Contract Administration	Senior Design Consultant		\$	60	\$
	Junior Consultant / Inspector		\$	120	\$
	Qualified Environmental Professional		\$	10	\$
TOTAL ESTIMATED COST FOR ADDITIONAL SERVICES:					\$

**Estimated Hours Quantity is an estimate for the purposes of the RFP evaluation. Actual Hours may vary and will be confirmed upon the Summer Village instructions to add any Additional Services. No minimum hours for the above work are guaranteed.*

Expenses / disbursements incurred by the Respondent for Additional Service shall be charged at the following markup:

Cost plus _____%
