

Rocky View County



REQUEST FOR PROPOSAL

Proposal Number: RFP 09-040

**ENGINEERING SERVICES FOR ROCKY VIEW
COUNTY'S CAMPUS @ EAST BALZAC**

THIS IS NOT AN ORDER

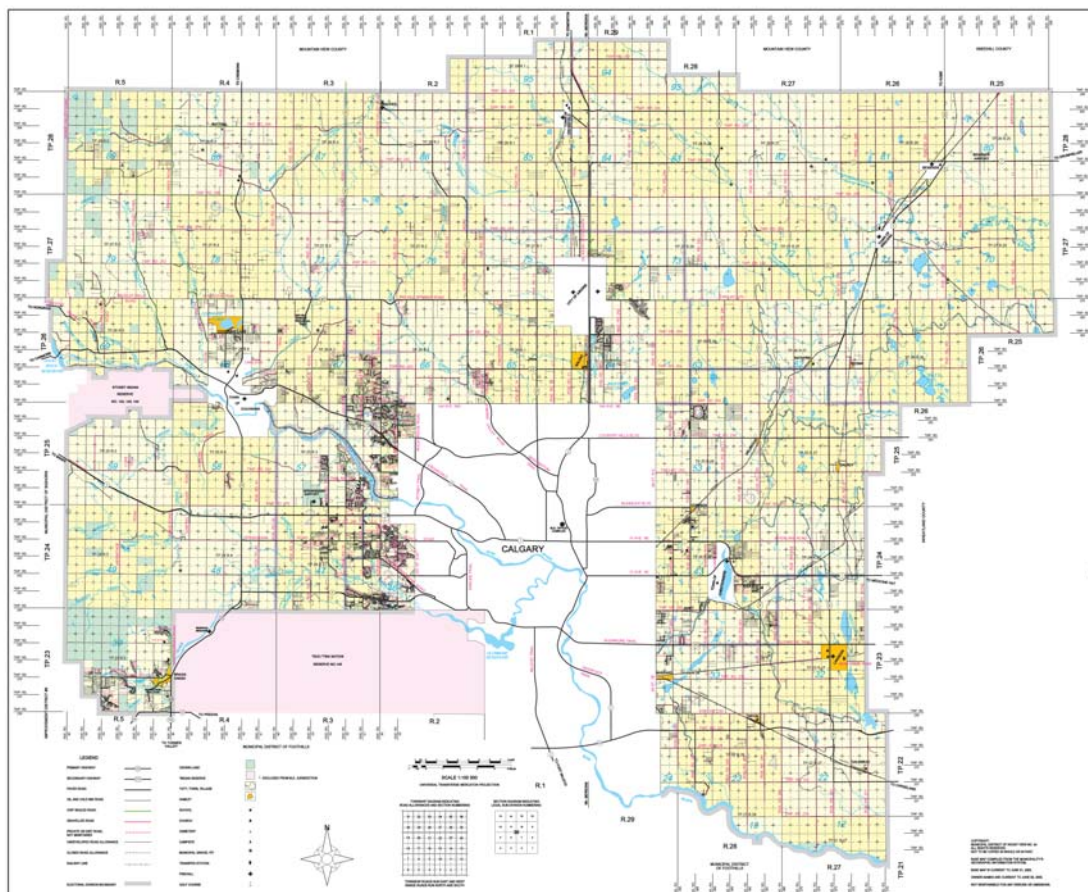
PROPOSAL WILL NOT BE OPENED PUBLICLY

1.0 INSTRUCTIONS TO PROPONENTS

1.1 INTRODUCTION

Rocky View County is located in the southern portion of the Province of Alberta. With its land area of 1,000,121 acres or 4,048.49 km², Rocky View County borders the City of Calgary on three sides, north, west and east. It has one of the largest common boundaries between a Rocky View County and an adjacent municipality in Canada. It has numerous farms, small acreages, commercial developments, natural resource extraction sites and some light industry relating to the oil and gas sector. It envelops a number of small urban centers, such as the City of Airdrie, the Towns of Cochrane, Chestermere, Irricana and Crossfield as well as the Hamlet of Langdon and the Village and Beiseker.

Rocky View County is nestled at the base of the foothills just east of the Rocky Mountains. Its varied landscape consists of prairie, rolling foothills and spectacular views of the white capped Rocky Mountains. Rocky View County is blessed with beautiful scenery and is proximate to the City of Calgary, which boasts a world class International Airport. Moreover the convenience and abundance of outdoor activities, in addition to well-located non-farm land suitable for development, makes the Rocky View County one of the most desirable places in which to live and do business in all of mid-western Canada.



1.2 PURPOSE

Rocky View County, as represented by its Purchasing Department, is requesting Proposals for our **Engineering Services for Rocky View County's Campus @ East Balzac**. Through this Request for Proposal Rocky View County seeks to:

- a) Select the successful Proponent.
- b) Specify the requirements that would govern any resulting agreement(s).
- c) Determine costs.

1.3 ISSUING OFFICE

Technical Issues to the RFP

Infrastructure & Operations Department
Rocky View County
911 32 Ave. NE
Calgary, AB T2E 6X6
TEL: (403) 520-1196
FAX: (403) 277-3113

Attention: Byron Riemann
E-mail: briemann@rockyview.ca

1.4 ROCKY VIEW COUNTY AUTHORIZED REPRESENTATIVES

The only persons who are, or shall be authorized to speak or act for Rocky View County with respect to this RFP, are those whose positions or names have been specifically designated in Section 1.3.

1.5 KEY DATES

a)	Issuance of RFP	December 14 , 2009
b)	Return Receipt Confirmation Form by	December 22, 2009
c)	Proposals Due	January 21, 2010

1.6 CLOSING DATE AND TIME

The sealed Proposal, signed and dated by the Proponent's authorized representative, must be received by the Issuing Office by registered mail, courier, or hand delivery, not later than **14:00 p.m. Mountain Standard Time (MST) on January 21, 2010** and marked:

TO HELP ROCKY VIEW COUNTY IDENTIFY YOUR SUBMISSION, WE ASK THAT YOU PLEASE:

"CUT OUT THE LABEL BELOW AND AFFIX THIS LABEL
TO THE OUTSIDE OF YOUR PROPOSAL SUBMISSION."



 PURCHASING ROCKY VIEW COUNTY 911 – 32ND AVE NE CALGARY, ALBERTA, T2E 6X6 CANADA		
FILE NUMBER RFP 09-040	CLOSING DATE January 21, 2010	CLOSING TIME 14:00:00
REPLY TO:	Garry Wotton	

All Proposals' shall be date and time stamped upon receipt by the Issuing Office. In the case of a date and/or time dispute the Issuing Office's date and time clock will govern.

Proposal's received after the deadline date and time will not be considered.

Proposal's received in the Purchasing Department after the closing date and time will be returned unopened.

1.7 PROPOSALS

This RFP states the instructions for submitting Proposal's, and the procedures and criteria by which Proponents will be selected. Please acknowledge receipt of this RFP by faxing the **Receipt Confirmation form only** (see Appendix A) to the Issuing Office.

Each Proposal shall contain 6 (six) paper copy, with original signatures and 1 (one) digital.

If the Proposal is a joint Proposal by more than one Proponent the Proposal must be submitted as a coordinated package with a primary Proponent identified.

Rocky View County reserves the right to reject any or all Proposal's, in the event that the Proposal's do not meet the requirements of this RFP. All costs incurred by Proponents in responding to this RFP are solely to the Proponent's account. Under no circumstances, including the cancellation of this RFP and/or the decision not to proceed with the RFP process, will Rocky View County be liable for any costs incurred by the interested Proponents. Furthermore, in no way will this document suggest or constitute a contractual arrangement between the Proponents and the Rocky View County.

The Proponent's Proposal and all supporting information become the property of Rocky View County. All such documentation may be reproduced by Rocky View County, provided that such reproduction is made solely for internal use or for any purpose required by law.

2.0 GENERAL CONDITIONS OF PROPOSAL

2.1 SUBMISSION OF PROPOSAL

- 2.1.1 All communications regarding this Request for Proposal shall be sent to the Infrastructure & Operations Department, Rocky View County will assume no responsibility for oral instructions or suggestions. Should the Proponent find discrepancies in, or omissions from the specifications, or should the Proponent be in doubt as to their meaning, the Proponent shall notify Purchasing, who may if necessary, send written addenda to all Proponents.
- 2.1.2 If space provided for submission of your Proposal is insufficient, extra sheets may be attached. All such sheets shall be identified by the Proponent as being part of the Proposal submission
- 2.1.3 Proponents are advised that all the instructions to Proponents and General Conditions of Proposal as may be supplemented herewith, must be strictly complied with. Failure to do so either in whole or in part may invalidate the Proposal submitted.
- 2.1.4 Each Proposal of \$100,000.00 or over must have the Proponents corporate seal affixed, or Rocky View County must have on file the Proponents authority to execute Proposals without seal.

2.2 PROPOSAL CLOSING DATE

- 2.2.1 To be considered, all Proposals must be received by, Purchasing by the closing time stated and at the location listed in the Instructions of this Request for Proposal

2.3 PROPOSAL PRICES

- 2.3.1 Only firm prices will be considered, unless otherwise stipulated, and if a Proposal is accepted, the successful Proponent may make no variation on any quoted price except for changes due to increase or decrease of eligible governmental taxes or duties, or governmental transportation tariffs.
- 2.3.2 Prices quoted shall be in Canadian Currency. If not stated otherwise, Rocky View County shall assume prices quoted are in Canadian funds.
- 2.3.3 Prices quoted shall include all applicable taxes, duties and costs of packing, cartage and transportation and other charges, unless otherwise expressly stipulated.

- 2.3.4 Unless specified otherwise by the Proponent, Rocky View County will assume prices to be firm for acceptance within 90 days of Proposal closing.

2.4 GOODS AND SERVICES TAX AND CUSTOMS DUTY

- 2.4.1 The successful Proponent agrees that all Canadian G.S.T. and/or Customs, Duty entitlements provided by the *Excise Tax Act* and/or Customs/Tariff Acts and Tax or Custom Duty rate decreases and/or exemptions resulting from amendments, re-classifications, remissions, or clarifications thereof on tax and/or duty-included goods and materials, whether recognized or not at the time of award, shall be passed on to Rocky View County.

2.5 PATENTS

- 2.5.1 The successful Proponent shall pay all royalties and patent license fees or other fees in respect of our intellectual property right required for the performance of the contract. The successful Proponent shall, at its own expense, defend all suits and proceedings instituted against Rocky View County and indemnify Rocky View County against any award of damages, demands, losses, charges or costs made against Rocky View County if such suits or proceedings are based on any claim that any of the products, documentation, parts and equipment, as supplied by the successful Proponent, constitutes an infringement, or an alleged infringement, of any patent or other intellectual rights by the successful Proponent or anyone for whose acts he may be liable.
- 2.5.2 If any of the products, documentation, parts and equipment constitute an infringement of patent or other intellectual property rights and its use is enjoined, the successful Proponents shall, at its own expense, procure for Rocky View County the right to continue using same, replace or modify same, so it becomes non-infringing and meets Rocky View County's requirements, or pay Rocky View County for loss of use of same and for consequential damages or losses, which occur as a result of the alleged infringement or infringement of any patent or other intellectual property rights by the successful Proponent or anyone for whose acts it may be liable.

2.6 INDEMNIFICATION

- 2.6.1 The successful Proponent by its acceptance of the purchase order, shall indemnify and hold harmless Rocky View County, its agents and employees, from and against all loss or expense by reason of the liability incurred by Rocky View County, its officials, officers, employees and agents, for damages because of bodily injury, including death, at any time resulting there from, sustained by any person or persons, or on account of damage to property, including loss of use thereof, arising out of or in consequence of the performance of this contract.

2.7 COMMITMENT

- 2.7.1 Proponents are advised that no commitment shall exist under this Request for Proposal, until such time as the successful Proponent receives official written confirmation from Rocky View County.

2.8 LIMITATION OF LIABILITY

- 2.8.1 Any liability of Rocky View County as a result of or in connection with the acceptance of the Proposal of any Proponent or the rejection of the Proposal of any Proponent, or the rejection of all Proposal s shall be limited to the less or of the reasonable costs of the preparation of the Proposal of the Proponent or the Proponents claiming damages. The foregoing limitation of liability applies in respect to all Proposal s in connection with this Request for Proposal, whether compliant, non-compliant, regular or irregular.

2.9 ACCEPTANCE OR REJECTION

- 2.9.1 Rocky View County reserves the right to reject any or all Proposals. Without limiting the generality of the foregoing, any Proposal which:
- a) is incomplete, obscure, irregular or unrealistic
 - b) has erasures or corrections
 - c) omits a price on any one or more items in any Schedule
 - d) fails to complete the information required in any Schedule or tabulation
 - e) is accompanied by a Proposal Deposit in an unsatisfactory form or insufficiently executed or of insufficient amount may at Rocky View County's sole discretion be rejected. Further, a Proposal may be rejected on the basis of the Proponents past performance, financial capabilities, completion schedule and compliance with Federal, Provincial and Municipal Legislation. As it is the purpose of Rocky View County to obtain a Proposal most suitable to the interests of Rocky View County and what it wishes to accomplish, Rocky View County has the right to waive any irregularity or insufficiency or non-compliance in any Proposal submitted and to accept the Proposal which is deemed most favorable to the interest of Rocky View County.

2.10 ASSIGNMENT OF CONTRACT

- 2.10.1 Any resulting contract from this Proposal shall not be assigned or transferred in any manner whatsoever without the prior written permission from Rocky View County.

2.11 FREEDOM OF INFORMATION AND PRIVACY ACT (FOIP)

- 2.11.1 Rocky View County acknowledges that each Proposal may contain information in the nature of a Proponents trade secrets or commercial, financial, labour relations, scientific or technical information of or about a Proponent. Rocky View County acknowledges and agrees that Proposals in response to this Request for Proposal are provided in confidence and protected from disclosure to the extent permitted under law. Rocky View County is bound by the *Freedom of Information and Privacy Act* (Alberta) and all documents submitted to Rocky View County will be subject to this protection and all disclosure provisions of this legislation.

2.12 COST OF PREPARATION

- 2.14.1 Any cost incurred by the Proponent in the preparation of this Proposal shall be borne solely by the Proponent.

2.13 ENVIRONMENTAL CONSIDERATIONS

- 2.15.1 Proponents are advised that Rocky View County consider offers on products and services that are "*Environmentally Preferred*".

The purpose of this policy is to support the purchase of products and services that will minimize the negative impact on the environment. Rocky View County recognizes that the procurement decisions of our employees can make a difference in pursuit of improving environmental performance. Rocky View County will purchase environmentally preferred products whenever they perform satisfactorily and can be obtained at a reasonable cost.

"*Environmentally Preferred products*" means products that have a lesser impact on human health and the environment when compared with competing products. This comparison may consider raw materials acquisition, production and manufacturing, packaging, distribution, re-use, operation, maintenance or disposal of the product. An "environmentally preferred product" will have the Eco-Logo or 3rd party certification that the product meets the criteria of the Eco-Logo program.

"Recycled Products" are products manufactured with government approved post consumer waste that has been recovered or diverted from the waste stream and would otherwise be land filled.

"Practical" means the product can perform the intended function at least as well as a product produced from only virgin materials, and the cost of the environmentally preferred product reasonably approximates the cost of the product produced from virgin materials. Reasonable cost may require a "Life Cycle Cost Analysis" for the product or service in question. Life Cycle Cost Analysis compares the cost of manufacturing, operating, maintaining and disposing of similar products.

2.14 APPENDICES

- A. Vendor Participation/Non Disclosure Form
- B. Special Conditions
- C. Terms of Reference: Specifications, Special Conditions
- D. Background Information
- E. Company References

APPENDIX A
RECEIPT CONFIRMATION FORM
VENDOR PARTICIPATION/NON - DISCLOSURE

**RFP 09-040 – ENGINEERING SERVICES FOR ROCKY VIEW COUNTY'S CAMPUS
@ EAST BALAC**

Please complete these forms (Pages 9, 10) and fax IMMEDIATELY to:

Rocky View County
Attention: Mr. Byron Riemann, Project Delivery
911 32 Ave. NE
Calgary, AB T2E 6X6

Facsimile: (403) 277-3113

Failure to return these forms MAY result in a termination of communication regarding this RFP.

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

CONTACT PERSON: _____

PHONE NO: _____ FAX NO: _____

EMAIL ADDRESS: _____

I have received a copy of the above noted RFP.

☐

Yes, I will be responding to this RFP. I also authorize Rocky View County Purchasing Services to send further correspondence that it deems to be of an urgent nature by the following method:

☐

Courier collect

☐

Facsimile

☐

Email

☐

No, I will not be responding to this RFP. I understand that if I do not submit a Proposal, this will not affect our company's status as a potential Proponent to Rocky View County in the future. I also understand that if I do not return this form, our company will not receive any further notices with regard to this RFP.

SIGNATURE: _____

TITLE: _____ DATE: _____

RECEIPT CONFIRMATION FORM
VENDOR PARTICIPATION/NON - DISCLOSURE

**RFP 09-040 – ENGINEERING SERVICES FOR ROCKY VIEW COUNTY'S CAMPUS
@ EAST BALAC**

NON-DISCLOSURE AGREEMENT

The content of this RFP is regarded as proprietary to Rocky View County and the Proponent. This RFP, any subsequent Contract and all pertinent information, are deemed confidential and may not be disclosed to any third party without the prior written permission of both parties.

CORPORATE NAME AND ADDRESS:

Company Name: _____

Street Address: _____

P.O. Box: _____ Phone: () _____

CITY: _____ Fax: () _____

Province: _____ Postal Code: _____

Email Address: _____

REMIT TO: _____

LOCAL REPRESENTATIVE: _____

Address: _____ Phone: _____

_____ Fax: _____

CONTACTS: (include address, phone and fax numbers, if different from above):

Accounting: _____

Technical Information: _____

Contract Administration: _____

APPENDIX B

RFP 09-040 – ENGINEERING SERVICES FOR ROCKY VIEW COUNTY’S CAMPUS @ EAST BALAC

SPECIAL CONDITIONS

1. **Prices**

These Prices shall be in effect until completion of the scope of work from the official date of acceptance by Rocky View County where specified in Appendix C.

2. **Award**

Rocky View County reserves the rights to determine the low Proponent, by considering both base Proposal and or a combination of selected options which may/shall be considered in evaluation for award.

3. **Validity**

Proponents are advised that all offers must be valid for 90 days.

4. **Cancellation**

Rocky View County reserves the right to cancel this complete Proposal, purchase order, or any portion thereof by giving fifteen (15) days written notice to the successful Proponent(s), if the service provided by the successful Proponent(s) in respect to supply and delivery of such supplies is not satisfactory, in the opinion of the Purchasing Department. In all cases, notice of cancellation will be from Rocky View County, Purchasing.

Rocky View County reserves the right to determine which, if any, purchase order should be cancelled in the event the noted delivery dates are not met.

5. **Currency**

All prices quoted must be for payment in **Canadian funds**

6. **Warranty**

Proponent to supply all warranty information which applies to their offer and also supply CD's, manuals of operation to be included with each item where applicable.

7. **Freight**

To ensure full consideration, Proponent shall quote freight costs Free On Board (FOB) Destination.

8. Alternate Proposal Submissions

The Proponent may choose to offer more than one (1) submission, but must clearly mark the original offer as "ORIGINAL OFFER" and any other submissions must be identified as "ALTERNATE #1, Alternate #2, etc. For these alternates to be considered, they must be in Rocky View County's best interest and must fulfill or exceed Rocky View County's requirements.

9. Statutes

The law applicable to this agreement shall be the law in force in the Province of Alberta. Without limiting the generality of the foregoing, the Proponent, its employees, and agents shall comply with every statute of Canada and of the Province of Alberta, and every regulation made under every such statute, which is or could be applicable to the agreement, and shall similarly comply with every provision of every By-law or regulation of Rocky View County applicable to the operations hereunder.

APPENDIX C

RFP 09-040 – ENGINEERING SERVICES FOR ROCKY VIEW COUNTY'S CAMPUS @ EAST BALAC

TERMS OF REFERENCE,

SPECIFICATIONS, SPECIAL CONDITIONS

1.0 PROJECT INFORMATION

The acquisition of the SE ¼ 14-26-29-W4M located in the East Balzac area enables the County, for the first time in its history, to establish a major physical presence within Rocky View County. The County has presented a Master Site Development Plan (MSDP) to develop a Civic Campus to accommodate the County's growth. The MSDP has been endorsed by Council. The MSDP proposed a variety of public uses including Municipal Hall and Maintenance Facility, Recycling Facility, Emergency Services Centre, Outdoor Gathering Plaza, Fitness Trails, Athletic Fields and a Recreation Centre. Over the longer term, it is possible that a range of additional compatible uses, both public and private, could locate on the site. Additional uses could include a library, performing arts, wellness/medical services, research facilities and other government uses.

The main guiding principal of the Civic Campus is to encourage healthy lifestyle and to push the envelope of innovation to achieve practical solutions. The Rocky View County Civic Campus will be located on SE1/4 14-26-29-W04M and consists of 157 acres of land with approximately 60% being suitable to support development. The remaining 40% will be dedicated to open space and environmental reserves. The Balzac Fire Station will be the first of the facilities constructed at the Civic Campus site.

2.0 BACKGROUND INFORMATION & REPORTS

The County is currently undertaking the preliminary engineering studies for the quarter section based on the approved Master Site Development Plan. The target date of completion is expected for the end of January and the list of the study can be found in Appendix D under Preliminary Engineering Studies. Draft report or summary of key findings and recommendations for the Preliminary Engineering Studies will be an addendum to this RFP that will be available the first week of January 2010. **Please note that this addendum will only be provided to the Consultant who has provided the Receipt Confirmation Form & Vendor Participation/Non – Disclosure as outlined in Appendix A.** In addition to the preliminary engineering studies, a list of the background information is available is also included in the same appendix.

3.0 ENGINEERING RESPONSIBILITY

The Consultant shall be the engineering representative of the County to complete the pre-engineering design for the Master Site Development Plan, detail design for the Phase 1A of construction, contract administration, and project management. The Consultant shall monitor all aspects of public safety as well as monitoring health and safety issues for workers on the project.

The Consultant shall strive to obtain efficient and effective designs utilizing innovative methods of design construction to obtain the best value for the owner. Appropriate standards must be used

to accommodate the proposed development and comply with the appropriate Alberta Statutes and current Engineering Design Practices.

The Consultant shall supply all personnel, material, and equipment required to provide the services in accordance with these guidelines. Each professional engineering company or individual is responsible for the engineering integrity and professional liability for the component of work that they have engineered and also for ensuring that their work is compatible with other components of the work.

4.0 OCCUPATIONAL HEALTH AND SAFETY

The Consultant shall familiarize themselves, their staff, their sub-consultants and sub-contractors with the terms of the Occupational Health and Safety Act. When the Consultant is administering a contract on behalf of the County, the Consultant assumes responsibilities as an agent of the County. The Consultant acknowledges that as defined in the Occupational Health and Safety Act and associated regulations, they may have responsibilities as either a prime contractor, employer or worker, or assigning the responsibility of, as designated by the County.

4.1 WORK SITE HAZARD

The Consultant has the responsibility to identify work site hazards and shall develop operational occupational safety policies, procedures and plans that are specific to the work being performed to ensure the safety of workers, whether employed by the Consultant, or sub-consultant(s). The impact on the public traveling through the site must be considered when developing these plans (if applicable). When requested by the County, the Consultant shall provide copies of these safety policies, procedures and plans prior to the commencement of the work, along with verification that they have been submitted to Alberta Labour and Occupational Health and Safety.

In cases of recognized imminent danger or when the Consultant fails to comply with safety orders issued by the County, an authorized County representative may order the cessation of the work until it is safe for the work to resume. The County's interpretation of the work site hazard will be considered as final in all cases.

4.2 SAFETY CERTIFICATE OF RECOGNITION

The County will only award assignments to Consultants who have achieved accreditation/recognition in a safety certification program which is relevant to their industry and which is recognized by the Alberta Construction Safety Association and Occupational Health and Safety.

It is the prospective Consultant's responsibility to ensure that their registration in the program is properly documented with the Alberta Construction Safety Association, and that the County will assume no liability for any errors or omissions by the Alberta Construction Safety Association in this regard.

4.3 FLAG PERSON

When the Consultant is undertaking surveying/engineering operations that may cause interruptions to traffic, delays or hazards to the traveling public or anyone on the work site, appropriate flag persons will direct and control traffic. The Consultant shall ensure

that flag persons are instructed in the use of proper traffic control procedures appropriate for the prevailing conditions. Flag persons should be trained and certified on traffic control procedures through construction zones.

Flag persons shall be dressed in current industry apparel as dictated by Alberta Transportation specifications.

During hours of darkness, flag persons shall be additionally equipped with a red signal hand-light of sufficient brightness to be clearly visible to approaching traffic. Overhead lighting shall illuminate flagging stations. Signs indicating hazardous conditions and signs requiring increased attention shall be marked with flashers.

4.4 ACCIDENT INVESTIGATION WITHIN THE PROJECT LIMITS

Should any accident involving highway/roadway users occur within the project limits during the construction of a project, the Consultant shall investigate the accident and provide the County with a report (i.e. Report of Motor Vehicle Traffic Accidents Occurring in Construction Zones) in a suitable format within 72 hours of knowledge of the occurrence. If fatal or major accidents involving serious personal injury or major property damage occur, immediate notification of the incident should be made. The accident report will include a record of conditions at the time of the accident (photos required) including description of all pertinent signing and other traffic control devices in place at the time.

5.0 INSURANCE REQUIREMENTS

The successful Consultant will be required to sign the Consultant Services Agreement prior to commencement of the work. This agreement will stipulate that the Consultant must possess or obtain the following insurance with insurers licensed in Alberta.

- a) General Liability in an amount not less than \$5,000,000 per occurrence
- b) Professional Liability in an amount not less than \$2,000,000
- c) Automobile Liability in an amount not less than \$1,000,000

6.0 APPROVALS

The Manager of Project Delivery will approve the following:

- o Preliminary design and associated drawings
- o Underground servicing design and associated drawings
- o Road right-of-way requirement and standards
- o Final project design, cost estimates and tender packages
- o Specified project start/completion dates
- o Low bidder of the tender prior to award
- o Unit prices for bid items that were not included in the original tender
- o Changes to aggregate source/designation
- o Any force account work
- o Contract and design changes
- o Contract claims resolution

- o Additional engineering services

7.0 SCOPE OF SERVICES

The County is requesting proposals from qualified Consultants for:

- o Preliminary engineering Services for the preliminary engineering design of the County's Campus Master Site Development Plan @ East Balzac
- o Detailed design of Phase 1A including any required offsite infrastructures.
- o Specification and Tender document preparation
- o Field Service including project & contract administration

Engineering Services will also include but not be limited to land surveying, landscaping design, roadway design, water and wastewater system design, utility locating and any civil design aspect of the site outside of the building envelope. These services will require a close collaboration and meetings with the County's Architect, preparation of public presentation materials, tender documents and detailed specifications, contract administration and project management and construction management.

The Master Site Development Plan was approved under the Public Services District Land Use Bylaw and as such construction of any Municipal buildings and infrastructure will NOT require a formal Subdivision and Development Approvals Process of Rocky View County. However, the internal review and approval of the design will be similar to that of the Subdivision and Development Approval Process. Design that does not meet the requirements of the Land Use Bylaw (i.e. setback requirements etc.) may be required to follow the Development Application and Approval Process. It should also be noted that the reference parcel will remain as one fee-simple title with the exception of the Supporting Uses that may be subdivided.

The successful Consultant will be required, but not limited to, provide the following services:

7.1 GENERAL SERVICES

- The Consultant will be expected to provide a full range of engineering services and accept project management responsibility at all levels.
- All work shall be completed using the latest engineering design and construction standards or guidelines, practices and procedures, as amended.
- Engineering services for related review of reports completed by others including Stormwater, Water and Wastewater Servicing, Transportation Studies, Geotechnical Assessment, Biophysical Impact Assessment and environmental site assessment.
- Technical assistance related to Federal or Provincial grants submission.
- Preparation and submission of all applications and permits required for the project to the appropriate Municipal, Provincial and Federal Agencies.
- Work collaboratively with the County's Architect and Project Team to ensure scope, budget, and schedule is maintained.
- Represents the County to coordinate all works relating to shallow utilities requirements.

- The Consultant will be expected to provide detailed engineering services for Phase 1A of the proposed development from the design stage through to tendering, construction and inspection, CCC, FAC and close out report(s).
- A Preliminary design for the entire site will also be required to ensure that future roadways, site grading, Stormwater reuse, utility servicing will be compatible with Phase 1A detailed design.
- The Consultant will be required to follow the County's Internal Approval Process with regards to review and evaluation of the design. This will include but not be limited to Engineering Services Department, Senior Management and Presentation to Council.

7.2 PRELIMINARY ENGINEERING DESIGN

- Preliminary engineering design shall be for the entire quarter section based on the approved Master Site Development Plan taking all the Preliminary Engineering Studies into consideration.
- Preliminary Engineering Design will need to show the plan view and elevation details. **Profile will NOT be required at this stage, however can be provided at the option of the Consultant.**
- The Preliminary Design plans shall include, but not be limited to the following all in accordance with Rocky View County's Servicing Standards Section 200 (Drawing Requirements) as amended:
 - o Legal Survey Plans augmented by Lidar information
 - Plan of survey of the quarter section
 - Utility right-of-way/easements
 - Road right-of-way
 - Drainage easements
 - o Site Plan
 - o Preliminary Phasing Plan
 - o Layout of Roadways, pathways, sidewalks etc.
 - o Innovative design of irrigation system that consider water re-use and allow for zero loss in potable water consumption may be required.
 - o Wetland mitigation and design if required
 - o Stormwater infrastructure
 - o Location of existing utilities
 - o Water and sanitary systems
 - o Lift stations
 - o Overall site grading

- o Site lighting concept for the entire site
- o Shallow utilities coordination and/or design as needed
- o Offsite upgrades of utilities and relating infrastructures
- o Erosion Sedimentation Control Plan
- Be advised that the communication tower/antenna can be either free standing or incorporated within the building, a final decision has NOT yet been made.
- Written monthly progress reports throughout the duration of the design as part of the billing submitted.

7.3 DETAIL AND FINAL ENGINEERING DESIGN

- Only the first phase of the Master Site Development Plan will require detailed engineering design. This includes the Fire Hall Station and Recycling Facility. The Consultant will be responsible for all civil work outside of the building envelope.
 - o The Consultant will provide technical input to the design of the Fire Hall Station on behalf of the County with regards to servicing and site design.
 - o Recycling Facility will be dependent on budgetary approvals, however it should be considered as a potential addition to the site. The Recycling Facility plans is to only include bins and will only be serving residential recycling. This component of the project shall be shown as an additional item to the proposal.
- The Consultant will be responsible for cooperating with the architect with regards to detail site design outside of the building envelope to ensure the architectural control is maintained and the needs of the facility are met. This could include attendance at a few (possibly 5) meeting with Rocky View County and the Architect
- Detailed engineering design plans will include both plan view as well as profiles all in accordance with the County's Servicing Standards Section 200 (Drawing Requirements) as amended.
- The design plans must locate all existing utilities and structures. They must be shown both plan and profile in relation to the proposed improvements. All utility conflicts must be identified and relocation/removal plans must be coordinated through the appropriate utility companies.
- Detailed design of all onsite and offsite Stormwater, Water and Wastewater infrastructure as well as road works required. The Design plans shall include, but not be limited to the following all in accordance with Rocky View County's Servicing Standards Section 200 (Drawing Requirements), as amended:
 - o Detailed design of Roadways, pathways, sidewalks etc.
 - o Wetland mitigation if required
 - o Stormwater infrastructures

- o Location of existing utilities
- o Water and Sanitary systems
- o Site grading
- o Site Lighting
- o Shallow utilities
- o Offsite upgrades of utilities and relating infrastructures
 - Sanitary Force-main and associated lift station
 - SCADA system, mechanical, electrical, structural and hydraulic
 - Water mains and associated pump station
 - SCADA system, mechanical, electrical, structural and hydraulic
 - Intersection Design
 - Pre-empt signal as required by the Fire Hall Station
- o Erosion Sedimentation Control Plan
- o Landscaping Plan that include irrigation system (no potable water will be use for irrigation purposes) that utilize the conservation, reuse, recapturing of Stormwater.
- o Detailed Parking Design with integration with the Architect
 - Sufficient parking for the operation of the Fire Hall Station & Recycling Facility
 - Allowing for appropriate vehicle and Fire Truck movements
 - Accommodating appropriate vehicle types for the Recycling Facility
- Biweekly or monthly progress meeting will be required for the duration of the design phase to account for the County's input.
- Near the completion of the Final Design Phase the Consultant shall provide the County 5 (five) A1 size sets of the plans for review. The plans should be approximately 90-95% complete. The Consultant shall be prepared to provide the County with drawings in electronic format (AutoCAD or PDF). Comments provided by the County and other affected agencies shall be incorporated into the final set of documents.

7.4 PROJECT MANAGEMENT

The successful Consultant will required to manage the project from the detail design of Phase 1 of the Master Site Development plan through to tendering, construction, inspections, CCC, FAC and final project close out report. The Consultant will be required to prepare:

- Contract documents and specifications for bidding purposes
- Estimate of pre-tender cost estimates
 - o Contractors pre-qualifications
- Obtain all necessary approvals (Municipal, Provincial and Federal)
- Advertisement in local publications (advertisement costs are covered by the County)
- Attend pre-construction meetings with Contractors and County as required
- Attend Tender Opening at the County office and verify tenders
- Conduct analysis of tenders and perform reference checks (if required)
- Prepare a letter to Council recommending Contract Award
- Prepare Contract documents as required
- Provide coordination and liaison duties as required with utility companies, contractors, County, landowners and other agencies
- Coordinate weekly or biweekly meetings as required with the County and other job site meetings with contractors
- Maintain a record of all payments and prepare progress payment certificates as required for payment by the County
- Maintain other documentation that may be required
- Quality control and quality assurance is of paramount for this project. Frequency of control testing (i.e. road works) shall be determined by the Consultant, but shall be approved by the County.
- Resident inspectors shall be provided for in-field construction supervision for the duration of the construction period.
- Conduct final inspection of the project, prepare as-built drawings and project close out reports: itemizing deficiencies and corrective actions until maintenance period has expired for the purposes of CCC, FAC accordingly.
- Operation and Maintenance Manual for the Facilities

7.5 COMMUNICATIONS & CONSULTATION

Communication activities should be clearly defined within the proposals with regards to the number of meetings anticipated, public consultation and stakeholder consultation should be identified as a separate item. Communication activities could include but not be limited to the following:

- Scheduling, taking minutes and circulation of the minutes for all meetings
- Preparation and distribution of stakeholder correspondence

- Review or correspondence by the Technical Review Committee before forwarding to stakeholders
- Preparation and distribution of Provincial or Municipal correspondence including the drafting of briefing notes and memos.
- Communication materials prepared in support of public consultation activities
 - o All cost associated with hall rental and advertisement for public consultation will be covered by the County
- Writing, placement and distribution of advertising, public announcements (cost of advertisement will be covered by the County)

8.0 FEE STRUCTURE

Preparation of a detailed fee structure and cost estimate of the project tasks outlined under the scope of this RFP will be required as part of the submission.

- Preliminary Engineering: Fixed fee + disbursement
- Detailed Engineering Design: Fixed fee or Percentage of Construction Value
- Tender Administration & Specifications: Fixed fee or Percentage of Construction Value
- Field Services (include CCC & FAC): Percentage of Construction Value

9.0 BILLING PROCEDURE/PROGRESS REPORTS

Invoice and budget status reports should be submitted monthly, in a form acceptable to the County. The invoice should reflect the following:

- Breakdown of the number of hours spent on each study task by each individual working on the project
- Breakdown of the dollar amount invoiced by study task and by individuals working on the task
- Approved original budget
- Total invoice amount, amount invoiced to date and amount of remaining budget

Progress reports are to be prepared and submitted by the Consultant on a monthly basis. The monthly progress report should contain a summary of the project progress since last report (issues resolved to date and outstanding issues), an updated project flow chart and a summary of expenditures as outlined in the billings procedures section.

The County will not entertain any budget overruns unless additional tasks outside of the original scope of the study are requested and written approval by the Department.

10.0 COMPLETION DATE

- Phase 1 of the Master Site Development Plan (Fire Hall Station & Recycling Facility) is expected to be operational by August, 2011.
- Detailed Engineering Design completion date shall be set for June 30, 2010.

11.0 PROPOSALS

The proposal shall be no longer than 20 PAGES (single side). The consultant shall use a 12-point font with one-inch border around all pages within the main body of the proposal. The letter of submittal, manpower budget spreadsheet, fee schedule summary, project schedule (GANTT) chart organizational diagram and resumes are not counted as pages.

12.0 ASSESSMENT OF PROPOSALS

The County will assess the proposals utilizing the rating system shown below. The RFP submissions will be reviewed for completeness with reference to the requirements outlined.

	Weight	Consultant Score (1 to 5)	Weight * Score
Project Budget	15%		
Scheduling & Organization	25%		
Project Comprehension	30%		
Project Team & Availability	30%		
Totals	100%		

APPENDIX D

RFP 09-040 – ENGINEERING SERVICES FOR ROCKY VIEW COUNTY’S CAMPUS @ EAST BALZAC

BACKGROUND INFORMATION

1.0 STUDY AREA

The primary focus of this study will be limited to the quarter section of the Master Site Development Plan for the Rocky View County Campus @ East Balzac outlined in red on the Figure 1 below.

Figure 1 – Study Area

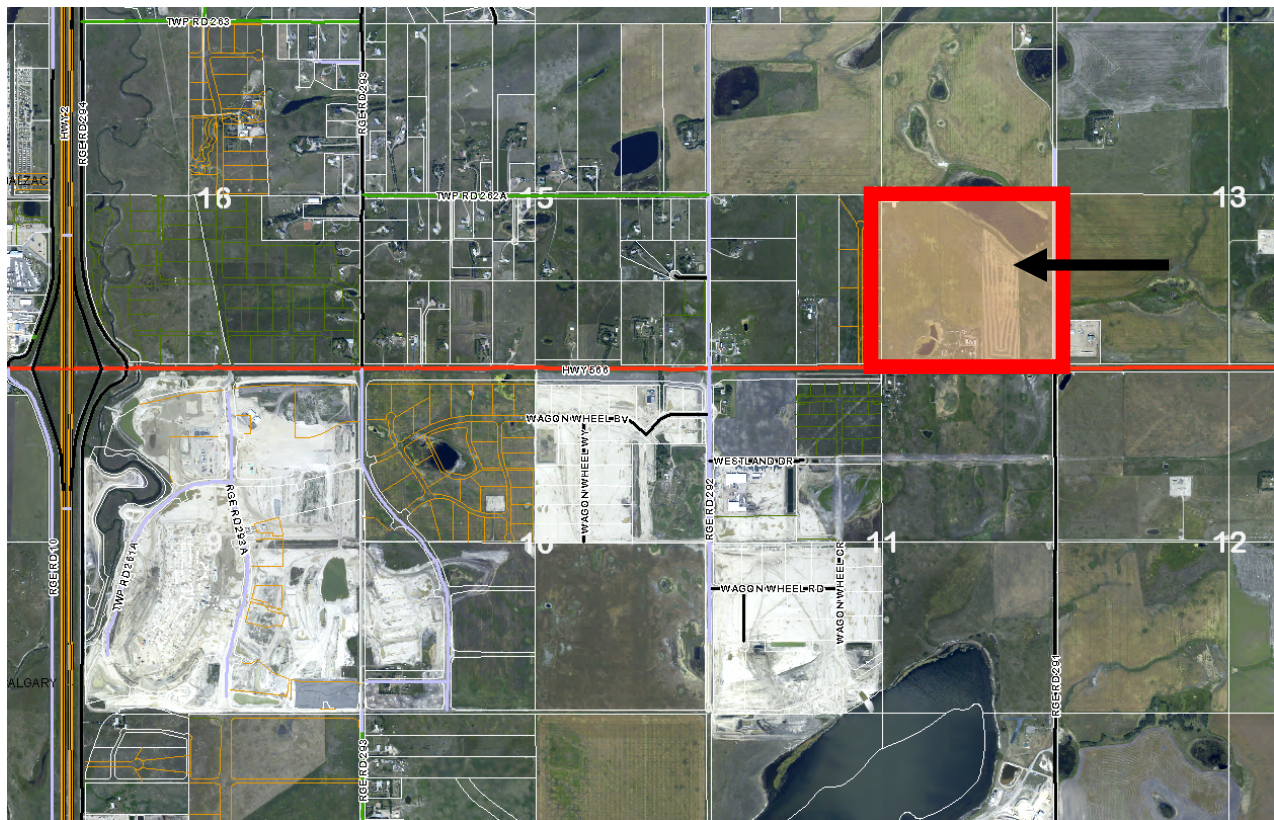


Figure 2 – Proposed Design Layout

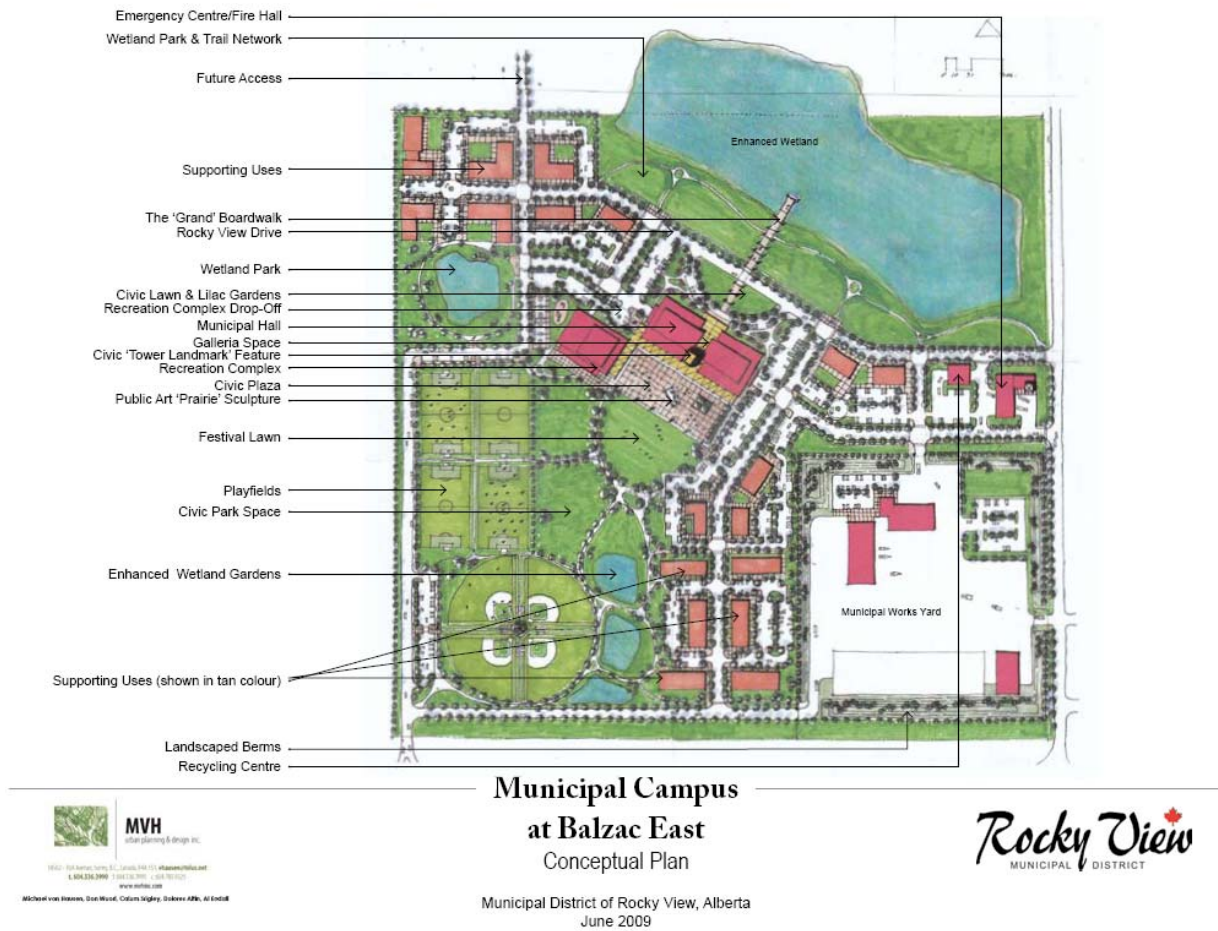
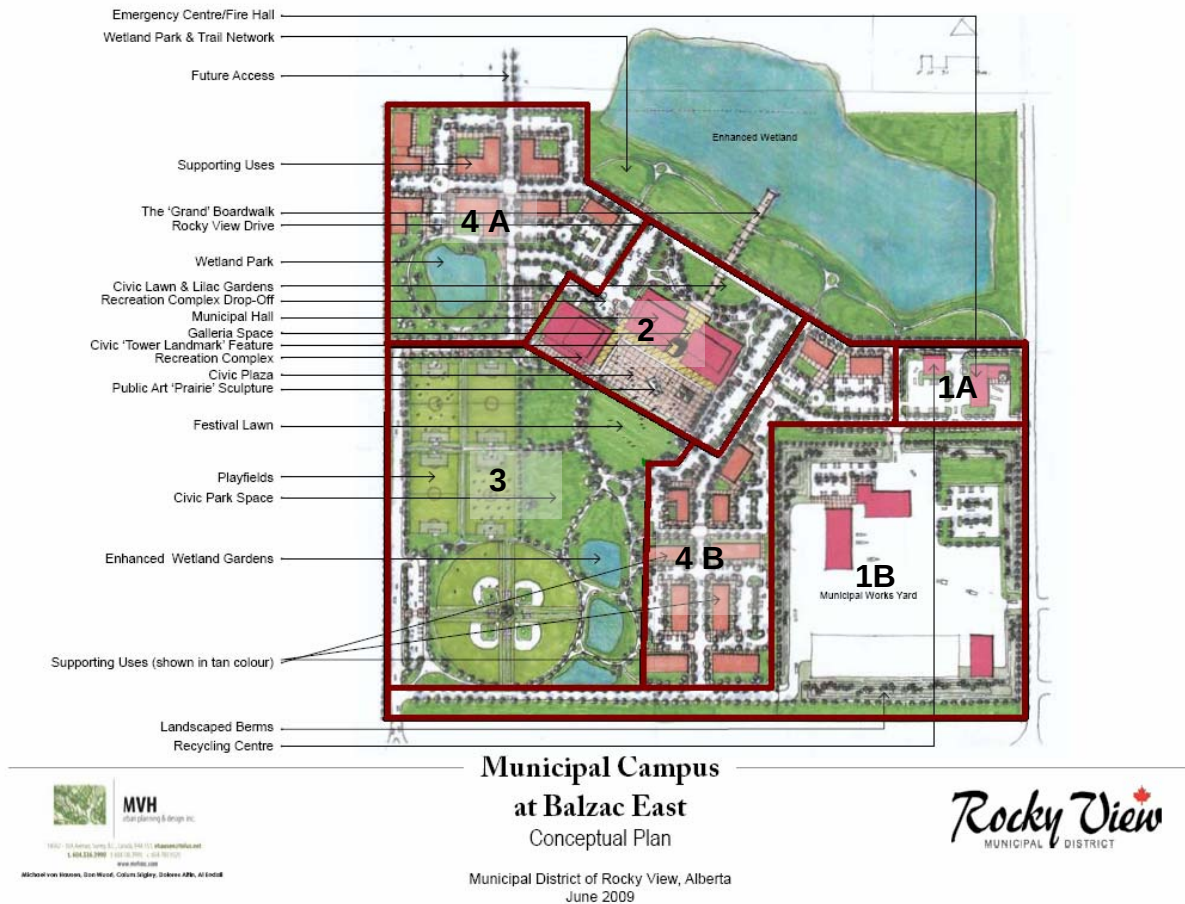


Figure 3 – Proposed Phasing Plan

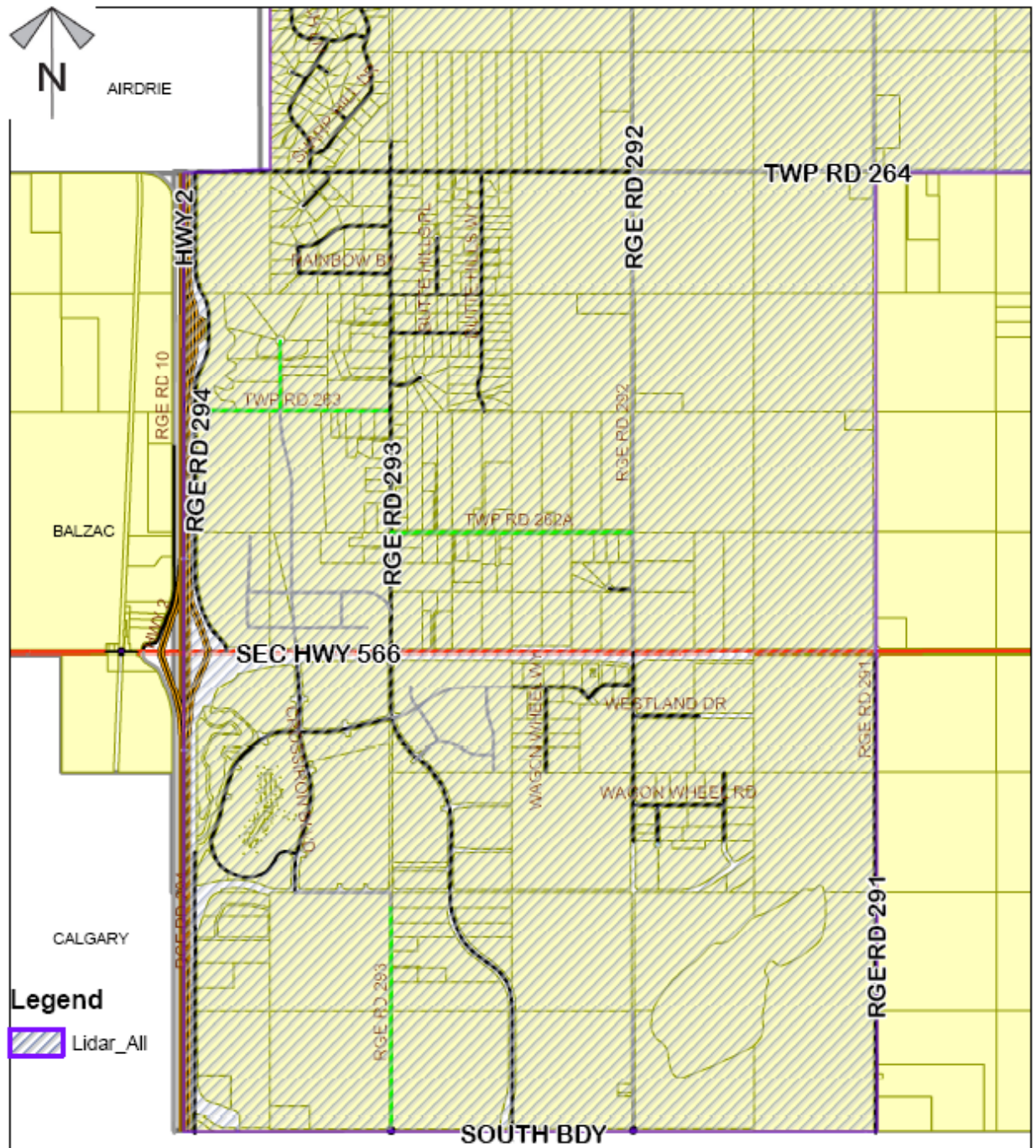


2.0 PRELIMINARY ENGINEERING STUDIES

- Phase 1 Environmental Assessment
- Stormwater Management Plan
- Water and Wastewater Servicing Strategy
- Geotechnical Assessment
- Transportation Impact Assessment
- Biophysical Impact Assessment and Historical Resources Study

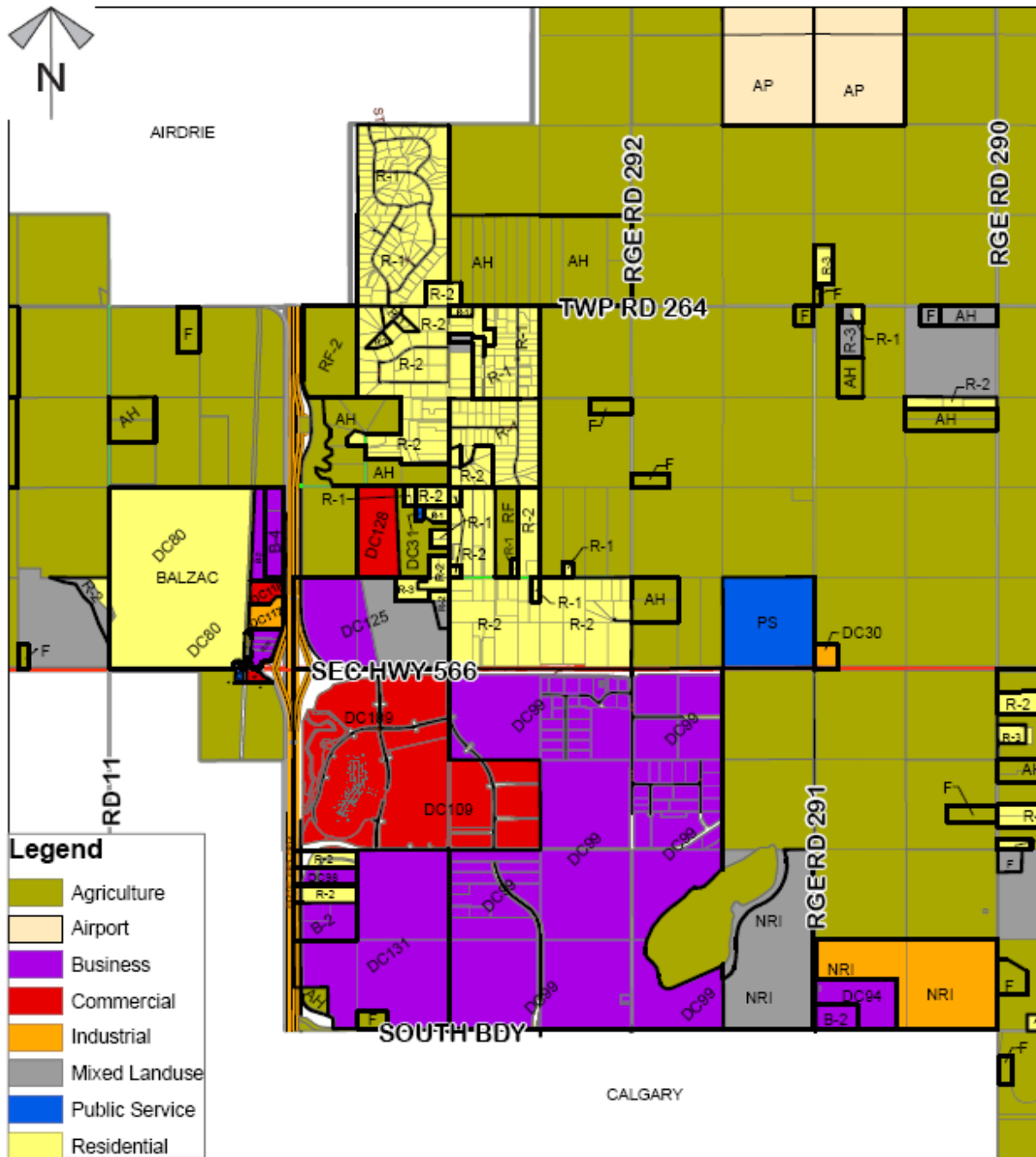
3.0 AVAILABLE DATA

- 2007 aerial photograph for the area
- Available topographic information



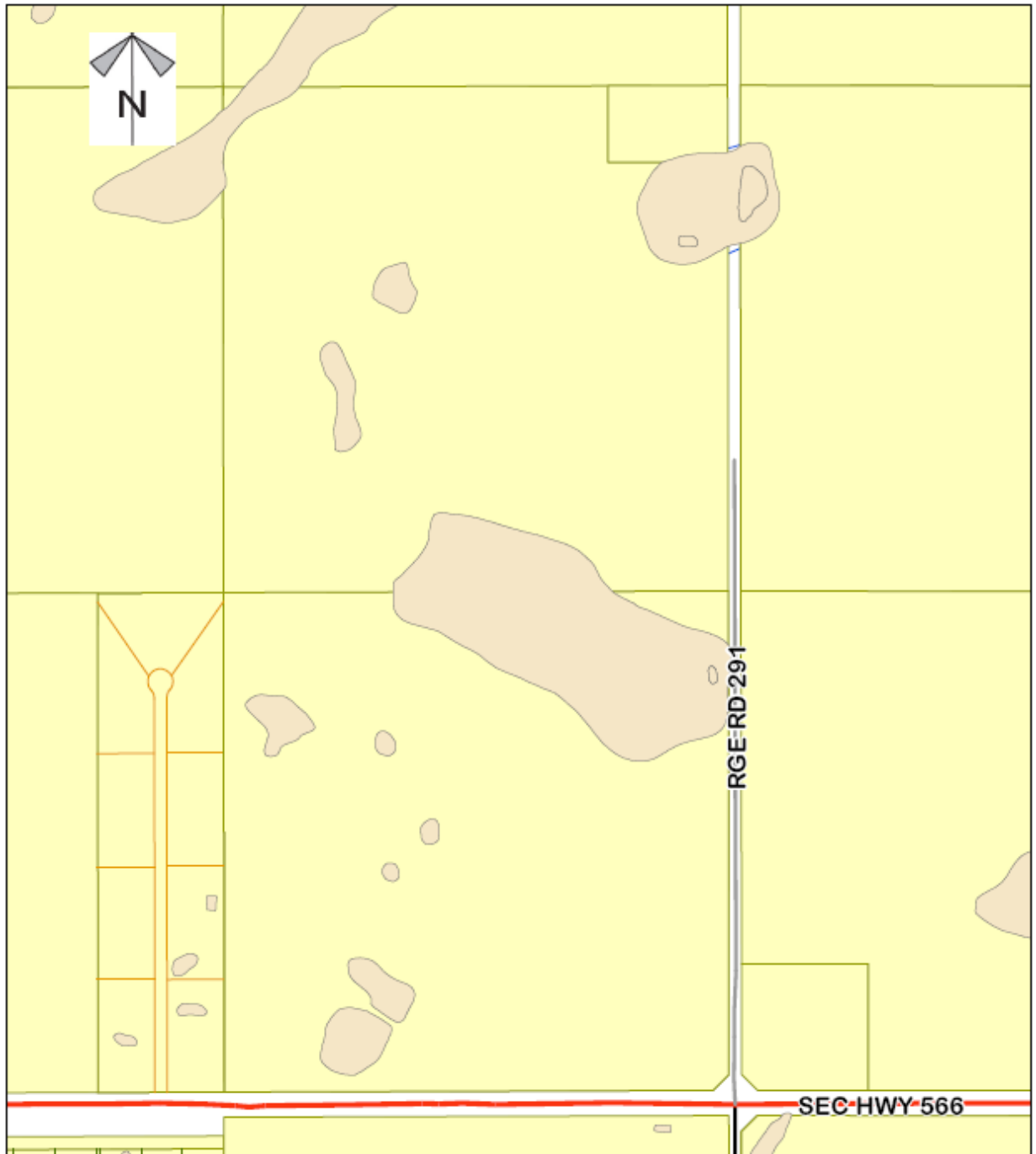
Rocky View
COUNTY

LIDAR Data Availability



Existing Land Use

Rocky View
COUNTY



Wetland Inventory

Rocky View
COUNTY

APPENDIX E

RFP 09-040 – ENGINEERING SERVICES FOR ROCKY VIEW COUNTY'S CAMPUS @ EAST BALAC

COMPANY REFERENCES

Reference #1

Company _____ Location _____

Contact Name _____ Title _____

Telephone _____

Type of services provides _____

Year(s) that service's were provided _____

Project Name _____

Reference #2

Company _____ Location _____

Contact Name _____ Title _____

Telephone _____

Type of services provides _____

Year(s) that service's were provided _____

Project Name _____

Reference #3

Company _____ Location _____

Contact Name _____ Title _____

Telephone _____

Type of services provides _____

Year(s) that service's were provided _____

Project Name _____