



Ministry of Forests
and Range



Request for Proposals

Road and Bridge Survey and Design

Kuzkwa River and Tachie River

PACKAGE CONTENTS COVER SHEET

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Date: August 27, 2009

File: 11250-85/EN10Q0T006

Northern Interior Forest Region

5th Floor 1011 4th Avenue,
Prince George, British Columbia
V2L 3H9

Contractor Instructions:

- 1. Please check to ensure that your package is complete.***
- 2. If a Receipt Confirmation Form is included in this package, please complete and return it immediately to ensure you receive any further information regarding this RFP.***

NOTICE OF REQUEST FOR PROPOSALS

Road and Bridge Survey and Design
Kuzkwa River and Tachie River

CONTRACT EN10Q0T006

The ministry invites proposals from firms specializing in Road and Bridge Survey, Design and Quality Assurance for Road and Bridge Survey and Design at the Kuzkwa River and Tachie River. The objective of the project is to provide survey and design for the replacement of the Multi-span bridges at the Kuzkwa River and the Tachie River including the improvement of the low chain bridge approach grade and a concept for the temporary crossing required during construction at Kuzkwa. As a follow up, the consultant will provide Project monitoring and Quality Assurance for the construction of the bridges and road grade.

A site viewing will be held on September 16, 2009, at 10:30 a.m., at the Kuzkwa River bridge site at km 20.8 of the Leo Creek Forest Service Road. Attendance is mandatory.

Proponent inquiries will not be accepted after September 23rd, 2009, at 4:00 p.m. Inquiries are to be directed only to the Ministry Representative identified below.

Proposals will be received not later than 2:00 p.m., September 30th, 2009, at the address below. Late proposals will not be accepted. Proposals must be submitted in accordance with the terms and conditions specified in the information package.

Information packages are available from this BC Bid site as an electronic attachment.

To obtain further information, please contact the Ministry Representative: Raymond Getzlaf, Bridge Engineer, telephone (250) 565-7089 facsimile (250) 565-7089, or e-mail raymond.getzlaf@gov.bc.ca

The lowest priced or any proposal will not necessarily be accepted.

This solicitation is subject to the *BC/Alberta Trade, Investment and Labour Mobility Agreement* and Chapter 5 of the *Agreement on Internal Trade*.

Bill Quinn,
Northern Interior Forest Region
5th Floor, 1011 4th Avenue
Prince George, British Columbia
V2L 3H9

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PART A: ADMINISTRATION

1. GENERAL INFORMATION

1.1 Purpose

The purpose of this Request for Proposals (RFP) is to inform private sector businesses of a contract requirement of the Ministry of Forests and Range (the “Ministry”) of the Province of British Columbia (the “Province”), and to solicit detailed proposals from interested and qualified parties (“proponents”) setting out one or more means by which the stated goals, objectives and other requirements of the RFP may be best met.

1.2 Identification

This Request for Proposals includes:

- The Request for Proposals notice (the “Notice”);
- Part A: Administration (“Part A”);
- Part B: Requirements (“Part B”);
- Part C: Attachments (“Part C”).

A list of attachments is provided in the RFP Package Contents Cover Sheet. It is the responsibility of proponents to ensure that they have all the components of the RFP package, including all attachments and subsequent addenda.

References to the RFP in the Notice, in any Part, or in any attachment are references to the RFP in its entirety.

Proponents are advised to read the RFP thoroughly and respond appropriately to the entire RFP. An incomplete proposal may be rejected.

1.3 Changes to the RFP

Changes by the Ministry to the RFP will be made in the form of written addenda or of re-issued documents which will be available at least four working days prior to the RFP closing date. All addenda shall be considered to be integral to the RFP and having the same effect as if part of the original RFP.

The Ministry will make every effort to distribute addenda to all registered or known proponents. However, it is solely the proponent’s responsibility to be aware of and familiarized with any addenda or supplementary information issued.

Proponents are advised to return the RFP Receipt Confirmation Form to the Ministry, if one has been included with this RFP, to ensure that they receive any changes to the RFP.

Where the RFP has been made available electronically on BC Bid[®], the Ministry may post any addendum to the RFP on the BC Bid[®] website at <http://www.bcbid.ca>. Proponents are strongly encouraged to select “Send Me Amendments” that is included as an option on the Opportunity Notice published on BC Bid[®]. By selecting this option a registrant will be automatically notified of any amendment that may be issued. Proponents that are not registered with BC Bid[®] may register by selecting *Start your e-Service, Supplier Registration* on the BC Bid[®] home page, www.bcbid.ca. Proponents who do not register with BC Bid[®] are solely responsible to continually monitor the BC Bid[®] website on an ongoing basis to keep themselves informed of any addendum.

1.4 Ownership Of Proposals

All proposals submitted, other than any proposal withdrawn prior to the opening of proposals or any late proposal, become the property of the Ministry and will not be returned to proponents. Under the contract, the successful proponent will be required to assign copyright of the proposal and of all material produced during the project to the Province.

1.5 Freedom of Information

All proposals will be received and held in confidence by the Ministry and are subject to the disclosure provisions of the *Freedom of Information and Protection of Privacy Act*.

1.6 Conflict of Interest

Prospective proponents are not eligible to submit a proposal if current or past corporate or other interests of the proponent, or of any of the proponent's subcontractors to be engaged in this project, give rise, in the sole opinion of the Ministry, to a conflict of interest in connection with this project.

Acceptance of a proposal submitted in response to this RFP will preclude the successful proponent, and any subcontractor to be engaged on this project, from participating as a proponent on subsequent project phases where, in the sole opinion of the Ministry, a conflict of interest may arise.

1.7 Proponent Responsibility

While the Ministry has made every effort to ensure an accurate representation of information in the RFP, proponents must conduct their own investigations into the material facts affecting the anticipated contract. Nothing in this RFP is intended to relieve a proponent from forming their own opinions and conclusions in respect of this RFP.

1.8 Acceptance of Terms

Proposals are submitted and accepted on the basis that proponents have read and agree to all the terms and conditions of this RFP. Proposals which include any condition or modification, or otherwise contradict any of the terms and conditions of this RFP will be as if not written and do not exist.

1.9 Form of Agreement

Included in this RFP is a pro forma, specimen contract which the successful proponent will be expected to enter into should a contract be awarded as a result of this RFP. An accepted proposal may form part of this contract.

Proponent's are cautioned to thoroughly review the specimen contract to ensure, before incurring the expense of proposal preparation, that they are capable of meeting all terms and conditions of the contract.

1.10 Funding Limitation

Notwithstanding any other provision of this RFP, the contract contemplated by this RFP and the financial obligations of the Ministry pursuant to that contract are subject to the availability of funds in accordance with the *Financial Administration Act*.

1.11 Use of Request for Proposal

Any portion of this document, or any information supplied by the Province in relation to this Request for Proposal may not be used or disclosed, for any purpose other than for the submission of proposals. Without limiting the generality of the foregoing, by submission of a proposal, the Proponent agrees to hold in confidence all information supplied by the Province in relation to this Request for Proposal.

1.12 No Lobbying

Proponents must not attempt to communicate directly or indirectly with any employee, contractor or representative of the Province, including the evaluation committee and any elected officials of the Province, or with members of the public or the media, about the project described in this RFP or otherwise in respect of the RFP, other than as expressly directed or permitted by the Province.

2. PREPARATION AND SUBMISSION

2.1 Proponent's Conference

A proponent's conference, if any, will be held at the time and in the location specified in the Notice. Proposals will not be accepted from proponents who do not attend a mandatory proponent's conference in its entirety.

At the conference, proponents may raise questions and seek clarification on any matters related to this RFP. While verbal questions will be permitted during the meeting, questions of a complex nature, or questions where a proponent requires anonymity, should be forwarded before the meeting in writing to the Ministry Contact named in the Notice. Questions which cannot be answered by the Ministry at the meeting will be responded to in writing in an attachment to the meeting minutes.

Minutes of the meeting will be prepared and forwarded to each proponent in attendance at the conference, and, if the conference attendance is not mandatory, also to those proponents who have returned the RFP Receipt Confirmation Form, if one has been included with this RFP or posted electronically on BC Bid as an amendment to the RFP Notice.

2.2 Site Viewing

A guided site tour, if any, will be held at the time and location specified in the Notice. Proposals will not be accepted from proponents who do not attend a mandatory site viewing in its entirety.

2.3 Inquiries

Inquiries must be directed only to the Ministry Contact specified in the Notice. The Ministry Contact may require that an inquiry be submitted in writing.

Inquiries and responses may be posted electronically on BC Bid as an amendment to the RFP Notice or distributed to all proponents at the Ministry's option.

Inquiries will not be received after the date and time, if any, indicated as the inquiry deadline in the RFP Notice.

2.4 Proposal Outline

All copies of the proposal must conform to the proposal outline provided in the attachment to this RFP. Failure to follow the prescribed outline may result in a reduction in evaluation points or may be cause for rejection. If alternative solutions are offered, submit the information in the same format using subheadings to identify alternatives.

2.5 Proposal Price

Proponents are solely responsible for their own expenses in preparing a proposal, including expenses related to attending the proponent's conference, the site viewing, and to conducting negotiations with the Ministry, if any.

All prices provided in the proposal shall be in Canadian dollars and shall not be increased or decreased after the submission deadline, or during or after a presentation or interview, except as provided for in section 3.10.

The Province of British Columbia does not pay the federal Goods and Services Tax (GST), therefore all proposal prices shall exclude GST.

The Province pays the provincial Social Services Tax (also known as the Provincial Sales Tax or PST) on certain goods and services. It is the proponent's responsibility to properly include the PST in the proposal price. Proposal prices are considered to be inclusive of all applicable taxes and duty.

Unless otherwise specified in Part B or C, bids on multi-year contracts are to be inclusive of inflation in future-year portions of the contract.

The proposal price shall be submitted in a separate envelope from the management and technical sections of the proposal, and in the manner specified in Parts B and C of this RFP.

2.6 Cooperating Firms / Subcontractors

Where two or more independent firms are cooperating in the submission of a proposal, the proposal shall be submitted in the name of one firm that shall be considered by the Ministry to be the prime contractor. Firms other than the prime contractor shall be identified in the proposal as subcontractors. The proposal must identify all subcontractors, their qualifications, and their respective roles in the project.

Negotiations during proposal evaluation, award and execution of the contract, and all contract payments shall be between the Ministry and the prime contractor.

2.7 Submission

Three complete hard copies of the proposal must be received at the location and before the time specified in the Notice.

Proposals must be submitted in envelopes clearly marked with the name and address of the proponent and the words, "**Proposal for Road and Bridge Survey and Design, Kuzkwa River and Tachie River**" on the envelope. The proposal price should be submitted in a separate envelope marked, "Proposal Price". All envelopes should be sealed.

Proponents are solely responsible for timely delivery of their proposals to the Ministry location specified. Late proposals will be returned unopened.

Unless otherwise provided for in Part B, proposals will not be accepted by facsimile or electronic transmission.

2.8 Revisions

Revisions to the proposal may be made prior to the Closing Date. Revisions:

- must be submitted in writing and identify the firm and the proposal being revised;
- must be in accordance with all RFP requirements;
- should be submitted in a sealed envelope to the Ministry address shown in the RFP Notice;
- if not in a sealed envelope or if submitted by facsimile or electronic transmission, any price revision should be stated in the form of an increase or decrease to the bid price by a specified value or unit, in words and figures, without disclosing the original price; and
- must be signed or electronically submitted to the Ministry Contact specified in the Notice and sent by an authorized official of the firm, preferably by the same person signing the original submission.

The proponent is solely responsible for the timely delivery of revisions. The Ministry will not accept responsibility for the lack of availability of a facsimile machine at the closing location or for systems or other problems that may affect an electronic submission.

2.9 Withdrawal

Unless specified in Part B as irrevocable, a proposal may be withdrawn by submitting a written request to withdraw to the Ministry Contact identified in the Notice. Facsimile or electronic transmission of a request to withdraw is acceptable. A proposal withdrawn after the Closing Date cannot be resubmitted.

2.10 Independent Submission

Bidrigging is a criminal offense under the federal Competition Act. The Ministry will report any suspicion of bidrigging immediately to the Director of Investigation and Research appointed under the Competition Act.

By submission of the proposal, the proponent certifies that the contents and prices in the proposal were independently developed without consultation with any other proponent or potential proponent.

Bidrigging, if proven, will be sufficient cause for rejection of the proposals of all proponents involved in that bidrigging and may result in disqualification from submission on all future Ministry contracts for up to two years.

3. EVALUATION AND AWARD

3.1 Contract Award

Depending on the proposals submitted in response to this RFP, a contract will normally be negotiated and executed with the leading proponent (the “frontrunner”) selected in accordance with the evaluation format contained in this RFP. The lowest priced or any proposal will not necessarily be accepted.

The Ministry reserves the right to:

- (a) award portions of the project to different proponents through separate contracts;
- (b) accept proposals in whole or in part, with or without negotiation;
- (c) refuse award of the contract to a proponent the Ministry judges to be fully or over committed on other projects;
- (d) refuse award of the contract to a proponent where, in the Ministry’s sole opinion, the proposal does not represent fair value;
- (e) refuse award of the contract to a proponent where, in the Ministry’s sole opinion, the proposal price is considered too low to properly perform the contract; and
- (f) in the case of a sole proposal being received, either:
 - (i) cancel the RFP, return the proposal unopened to the proponent, and re-solicit proposals for better response with or without any change being made to the RFP; or
 - (ii) open the proposal without reference to the proponent, and, if such proposal does not merit contract award under the terms and conditions of this RFP, cancel the RFP and re-solicit proposals with or without any change being made to the RFP.

The proponent will ensure that each member of the workforce who will perform the services in Canada under the contract is either a Canadian citizen, a permanent resident of Canada, or holds a valid employment visa from the Government of Canada.

3.2 Opening of Proposals

Envelopes containing the technical and management sections of the proposals are normally opened on or shortly after the Closing Date. To avoid the potential for price bias in the evaluation of proposals, proposal price envelopes are not opened until after the evaluation of the technical and management sections of proposals is completed, or as otherwise provided for in section 3.5.

Proposal opening and evaluation is not open to the public.

3.3 Mandatory Requirements

Proponents are cautioned to carefully read the mandatory requirements specified in the RFP and respond appropriately. A “mandatory” is an item of information that must be submitted as part of a proposal as proof of eligibility, or may apply to required attendance at a site viewing or proponent’s conference. **Proposals not meeting all mandatory requirements of the RFP will be rejected without further consideration.**

3.4 Evaluation of the Technical and Management Sections of Proposals

The technical and management sections of proposals will be evaluated in accordance with the Proposal Evaluation Form attached to this RFP. Proposals must achieve the minimum evaluation points specified in the Proposal Evaluation Form in order to be placed on a shortlist for further consideration.

3.5 Presentation/Interview - Process and Evaluation

This subsection applies where a proposal presentation or interview of proponent personnel is indicated in Part B to be a part of the evaluation process.

Where, following the evaluation under section **Error! Reference source not found.**, the number of shortlisted proponents is in excess of the ministry’s needs, the ministry may reduce the number of eligible proposals to not less than three by:

- opening the proposal price envelopes;
- completing a preliminary price evaluation in accordance with the method indicated in the Proposal Evaluation Form; and
- selecting, up to the number of proposals the ministry desires, the highest ranked proposals based on the preliminary price evaluation.

Proposals of those proponents who are not selected for a presentation/interview shall not be considered further in the evaluation.

The presentation/interview process shall be conducted in accordance with additional specifications provided in Part B of the RFP, if any. Presentations/interviews are for the purpose of determining proponent suitability and for expanding upon or clarifying information contained in the proposal. Presentations/interviews are not to be used by proponents as an opportunity to amend their proposals or the proposal price. Proponents may have evaluation points deducted where an attempt is made to do so.

Following a presentation or interview process, the Ministry shall evaluate the presentations/interviews in accordance with the Proposal Evaluation Form. Proposals must achieve the minimum required evaluation points specified in the form in order to remain on the shortlist for further consideration.

3.6 Clarification

Notwithstanding that a presentation/interview process has not been indicated in the Proposal Evaluation Form, at the ministry's sole discretion, one or more proponents may be asked to provide additional clarification respecting their proposals, or to address areas where the Ministry clarifies its needs.

3.7 Evaluation of Proposal Price

Prices of only those proposals on the shortlist shall be evaluated in accordance with the method indicated on the Proposal Evaluation Form. The proponent selected according to the method in use shall be the "frontrunner".

3.8 Frontrunner Notification

The frontrunner shall be notified in writing of his/her status. Where possible, verbal notification shall also be given.

3.9 Suitability of the Frontrunner

The frontrunner may be interviewed and/or the Ministry may conduct such independent reference checks or verifications as are deemed necessary by it, to clarify, test, or verify information contained in the proposal and to confirm the suitability of the frontrunner, including reference checks from any Ministry of Forests & Range office or other Provincial government office in which the frontrunner has been under contract. If the frontrunner is deemed unsuitable by the Ministry, or if the proposal is found to contain errors, omissions or misrepresentations of a serious nature, the originally selected frontrunner may be rejected and another proponent selected as the frontrunner according to the evaluation format, or the Ministry may choose to terminate the RFP process and not enter into a contract with any of the proponents.

The Ministry may interview key persons to assess their scientific, technical or managerial abilities and to determine if they would be adequate for the proper performance of the proposed contract.

3.10 Negotiation with the Frontrunner

Negotiations may be held with the frontrunner including, but not limited to, matters such as:

- price, insofar as a change in price is directly associated with a change in the proposal as a result of negotiations;
- changes in technical content;
- contract details;
- contract payment details; and
- expectations of the parties applicable to the service requirements.

If a written contract cannot be negotiated within seven days of notification to the frontrunner, the Ministry may terminate negotiations with that proponent and negotiate a contract agreement with another proponent selected as the frontrunner according to the evaluation procedure, or may choose to terminate the RFP process and not enter into a contract with any of the proponents.

The Ministry shall not be obligated in any manner to any proponent whatsoever until a written contract has been duly executed relating to an approved proposal.

The Ministry reserves the right to modify the RFP at any time during the negotiation phase without notification to other proponents.

3.11 Contract Execution

Following completion of negotiations, if any, or following the notification to a frontrunner of acceptance of his/her proposal, the Ministry shall complete as appropriate the specimen contract attached to this RFP and forward the contract to the frontrunner for execution. The Ministry reserves the right to modify the contract as necessary to be commensurate with the proposal or to recognize any new matter which may have arisen since the commencement of the RFP process.

The frontrunner must complete and return the contract within the time period specified in the letter forwarding the contract for signature. Failure to do so may result in cancellation of the award.

4. SUMMARY OF CAUSES FOR REJECTION OF A PROPOSAL - PART A

A proposal **will** be rejected for the following reasons:

- (a) failure to attend a mandatory proponent's conference or site viewing in its entirety;
- (b) failure to include a specified "mandatory";
- (c) failure to achieve the required minimum scores in the evaluation;
- (d) the proposal contains errors, omissions or misrepresentations which, in the sole opinion of the Ministry, are of a serious nature;
- (e) the proponent is deemed unsuitable by the Ministry;
- (f) in the sole opinion of the Ministry, a proponent conflict of interest exists in connection with the project;
- (g) a proposal is submitted after the Closing Date;
- (h) unless otherwise provided for in Part B, a proposal is submitted via facsimile or electronic transmission; or
- (i) other reasons specified in Part B of the RFP.

A proposal **may** be rejected for the following reasons:

- (a) failure to negotiate a contract with the frontrunner within seven days of notification;
- (b) failure to return a duly executed contract within the time specified in the Ministry forwarding letter;
- (c) failure to follow the required outline;
- (d) the proposal is incomplete;
- (e) the proposal includes a condition contrary to the terms and conditions of the RFP;
- (f) technical/performance requirements specified in the RFP are not met;
- (g) the proposal specifies a pricing or a basis of payment which differs from that specified in the RFP; or
- (h) other reasons specified in Part B of the RFP.

PART B: REQUIREMENTS

1. INTRODUCTION/BACKGROUND

This Request for Proposals consists of survey and Professional Design for the replacement structures for Two Multi Span Bridges within the Fort St James Forest District of the Northern Interior Forest Region. The Structures are over the Kuzkwa River and the Tachie River.

Kuzkwa River

The Kuzkwa River crossing is located at approximately 20.8 km of the Leo Creek Forest Service Road (FSR) approximately 65 km NW of Fort St James.

The existing structure which was installed in 1993 is a 4 span single lane steel girder concrete deck bridge on steel piles. The continuous spans are 17m - 20.5m - 17 m with an additional 12m simple span on the high chain side for a total length of 66.5 meters. The bridge has had a history of structural and safety issues related to, high traffic volumes, poor soils, installation and maintenance issues, and steep approach grades. The Ministry's plans to reduce the approach grades and install a double lane bridge at the existing crossing in order to attempt to elevate these issues. Because of the high volume of public travel through this site a detour bridge will be required for the duration of the project.

Tachie River

The Tachie River Crossing is located at approximately 8.8 km on the Tanizul Forest Service Road 9 (FSR) approximately 56 km NW of Fort St James.

The existing structure which was installed in 1982 is a 4 span Glu-lam bridge on steel piles. The spans are 27m – 40 m – 40 m – 27 m for a total length of 134 meters. The Ministry plans to replace the Glu-lam superstructure at this time and install a single lane steel girder concrete deck superstructure utilizing the existing steel H-pile sub-structure. The Ministry is not anticipating installing a detour at this site during construction unless the contractor chooses to install a work bridge.

2. PROJECT DESCRIPTION

The Ministry of Forests and Range (MoFR) requires proposals for conceptual and detailed designs to replace the bridge at the Kuzkwa River and Tachie River.

The design of the replacement of the Bridge at **Kuzkwa River** includes:

First Year

- Complete a site survey site plan and archaeology assessment.
- Complete an accurate survey and measurements of the existing substructure and utilities
- Complete an accurate inspection and evaluation of the existing substructure
- Review Ministry files and reports from previous designs and construction
- Liaison with utility agencies regarding relocation of utilities.
- Complete 3 concept bridge designs with a cost comparison
- Complete concept road and detour route including erosion control measures

- Compete preliminary cost estimate for project
- Present to the Ministry the conceptual designs and recommendations for review purposes
- If necessary complete Navigable Waters approval documents
- Complete an Environmental Management Plan (EMP)
- Complete final detailed road and bridge designs, detour road design and cost estimate
- Complete construction Special Provisions for all aspects of the project

Second Year:

- Review Contractor's Submitted Drawings
- Provide full time Contract Monitoring during construction phase
- Provide Quality Assurance during the construction phase
- Provide Field Survey and Measurement Verifications during the construction phase
- Complete accurate As-built documents
- Complete an accurate construction report
- Complete the final certification document for the new bridge.

The design of the design of the replacement of the Bridge at **Tachie River** includes:

First Year

- Complete a site survey site plan and archaeology assessment.
- Complete an accurate survey and measurements of the existing substructure and utilities
- Complete a detailed inspection and evaluation of the substructure
- Review Ministry files and reports from previous designs and construction
- Liaison with utility agencies regarding relocation of utilities (if required).
- Complete concept road and bridge design
- Compete preliminary cost estimate for project
- Present to the Ministry the conceptual designs and recommendations for approval
- If necessary complete Navigable Waters approval documents
- Complete an Environmental Management Plan (EMP)
- Complete final detailed road and bridge designs and cost estimate
- Complete construction Special Provisions for all aspects of the project

Second Year:

- Review Contractor's Submitted Drawings
- Provide full time Contract Monitoring during construction phase
- Provide Quality Control during the construction phase
- Provide Field Survey and Measurement Verifications during the construction phase
- Complete accurate As-built documents
- Complete an accurate construction report
- Complete the final certification document for the new bridge.

3. TIMING, MAJOR MILESTONES, AND REPORTING REQUIREMENTS

The successful proponent must meet the following milestones for the **Kuzkwa River Bridge Project**:

<u>Milestone</u>	<u>Completed by</u>
- Pre-work meeting	October 14, 2009
- Survey and Substructure Inspection	November 13, 2009
Final Conceptual Design, Detailed design, Cost Estimate and Special Provisions	March 15, 2010

The Successful proponent must meet the following Milestones for the **Tachie River Bridge Project**:

<u>Milestone</u>	
- Pre-work meeting	October 14, 2009
- Survey and Substructure Inspection	November 13, 2009
Final Conceptual Design, Detailed design	January 15, 2010
Cost Estimate and Special Provisions	March 15, 2010

Within a week after the Contract is awarded the Consultant shall attend a Pre-work meeting with the Ministry.

The Consultant shall complete a work schedule for the services and deliverables identifying task completion dates.

- The first year schedule shall accommodate the above mentioned milestones.
- The second year schedule shall have tentative dates since the installation and road construction time frames are unknown.

4. REQUIRED OUTPUTS/DELIVERABLES

The successful Consultant will be required to provide the deliverables at various stages throughout the project in both digital and hard copies in formats and paper sizes that will be decided by the Ministry at the time of the Deliverables task completion dates. Copies of all field notes, digital data and drawings shall be forwarded to the Ministry.

The Final Submission(s) shall include the following:

- Original Field Notes
- Corrected Field Notes – where applicable
- All final signed and sealed design drawings and reports are to be submitted digitally in Adobe Acrobat (PDF) format.
- 2 Full Sized Paper Copies of All final Signed and Sealed design drawings
- 3 Half Sized Paper Copies of All final Signed and Sealed design drawings

- Design Drawings must also be submitted in AutoCAD (DWG) format.
- All final signed and sealed Stream Assessment reports and Environmental Management Plans are to be submitted digitally in Adobe Acrobat (PDF) format.
- 2 Paper Copies of all final Signed and Sealed Stream Assessment reports and Environmental Management Plans.
- PDF of any and all design reports and any and all construction reports
- 2 Paper copies of any and all design reports and any and all construction reports

5. PROPONENT QUALIFICATIONS

The contractor shall have the following minimum qualifications:

- The survey staff have completed minimum of three projects of similar size, nature and project difficulty in the past 5 years.
- The bridge designer and the reviewer **must** be Professional Engineers licensed to practice in British Columbia and have completed a minimum of three projects of similar size, nature and project difficulty in the past 5 years.
- As a minimum the road reviewer **must** be a Professional Engineer, licensed to practice in British Columbia and shall be able to determine that the road design is consistent with the any Geotechnical recommendations.
- The construction field supervisor and quality assurance supervisor shall have completed a minimum of three projects of similar size, nature and difficulty in the past 5 years.
- The Environmental Management Plan (EMP) shall be at a minimum reviewed and stamped by a Biologist, licensed to practice in British Columbia.
- The consultant must demonstrate that they have adequate depth of resources in order to provide continuous services.

Proponents having the following preferred qualifications will be allotted more evaluation points than those not having them:

- Consultants with a proven financial stability record, highly qualified alternative personnel and any additional resources will be preferred.
- A List of all British Columbia forestry sector and highway secondary road projects that your company(s) have worked on in past three (3) years for projects that the total project value is over \$ 500 000. Each project shall have a project reference. Only projects with bridge design and road design need to be forwarded. For each project state your company's or personnel's involvement in the project

6. MANDATORIES

The following are mandatory's for this project:

- List of all key personnel for each major phase including resumes and references.
- A key person to act on behalf of your company(s) as the **Project Manager**. The Project Manager shall be the main contact for the Ministry's staff. The Project Manager shall be the Consultant's representative for all works and services provided within this contract.

- A list of qualifications outlining the *Proponents Qualifications* in **Clause 5** of this section.
- A corporate resume demonstrating the long-term financial stability of your company(s).
- A list of all field equipment that will be utilized for this project.
- A list of all the drawing and design programs that will be used for this project.
- A Work Schedule to meet the requirements outlined in *Timing, Major Milestones, and Reporting Requirements* in **Clause 3** of this section.

7. MINISTRY RESPONSIBILITIES

The Ministry will supply to the Contactor previous drawings, the Geotechnical Report(s), and access to the previous construction files.

The Ministry will have on staff a Bridge Engineer, Road Engineer and the District Staff that will be available throughout this project to provide guidance and answer questions throughout the project.

The Ministry will provide advice and comments on recommendations made by the Consultants specialists.

The Ministry will review and approve the recommended concept(s) in order for the Consultant to proceed to the detailed design.

8. RISK MANAGEMENT REQUIREMENTS

The Proponent must, at their own expense, obtain WCB coverage for themselves, their sub-contractors, all workers and any shareholders, directors, partners or other individuals employed or engaged in the performance of the Services. You must comply with all conditions of the *Workers Compensation Act* and regulations there under, and upon request, must provide the Ministry with proof of such compliance.

The Proponent must meet all insurance requirements as outlined in Schedule D.

9. AVAILABLE FUNDS

Our obligation to pay money to you is subject to Financial Administration Act, which makes that obligation subject to an appropriation being available in the fiscal year of the Province during which payment becomes due.

10. CONTRACT PRICING AND PAYMENT

Payment for the works and services in this contract will be made using the following milestone payments:

Kuzkwa River:

No. Year One	Item	Payment Type
K1-1	Field Survey and Site Plan	Lump Sum Payment
K1-2	Sub-structure Inspection and Evaluation	Lump Sum Payment
K1-3	Three conceptual alternative designs and tentative cost estimate for each concept	Lump Sum Payment
K1-4	Archaeological impact assessment (AIA)	Lump Sum Payment
K1-5	Navigable Water documentation, application, and approval consultation	Lump Sum Payment
K1-6	Environmental Management Plan (EMP)	Lump Sum Payment
K1-7	Final Detailed Design	Lump Sum Payment
K1-8	Final Construction Cost Estimate	Lump Sum Payment
K1-9	Additional Geotechnical Investigation	Lump Sum Payment
K1-10	Construction Special Provisions	Lump Sum Payment

Year Two

K2-1	Contract Monitoring	Hourly Payment
K2-2	Quality Control	Hourly Payment
K2-3	Review Contractor's Submitted Drawings	Lump Sum Payment
K2-4	As-built documents	Lump Sum Payment
K2-5	Construction report	Lump Sum Payment
K2-6	Final certification document	Lump Sum Payment

Tachie River

No. Year One	Item	Payment Type
T1-1	Field Survey and Site Plan	Lump Sum Payment
T1-2	Sub-structure Inspection and Evaluation	Lump Sum Payment
T1-3	Conceptual designs and tentative cost estimate	Lump Sum Payment
T1-4	Archaeological impact assessment (AIA)	Lump Sum Payment
T1-5	Navigable Water documentation, application, and approval consultation	Lump Sum Payment
T1-6	Environmental Management Plan (EMP)	Lump Sum Payment
T1-7	Final Detailed Design	Lump Sum Payment
T1-8	Final Construction Cost Estimate	Lump Sum Payment
T1-9	Construction Special Provisions	Lump Sum Payment

Year Two

T2-1	Contract Monitoring	Hourly Payment
T2-2	Quality Control	Hourly Payment
T2-3	Review Contractor's Submitted Drawings	Lump Sum Payment
T2-4	As-built documents	Lump Sum Payment
T2-5	Construction report	Lump Sum Payment
T2-6	Final certification document	Lump Sum Payment

11. TRAVEL AND OTHER OUT-OF-POCKET CONTRACTOR EXPENSES

Expenses for all items including travel, accommodation, administrative overhead, and incidental expenses shall be all inclusive in the **Lump Sum Payment** or the **Hourly Payment**. The marshalling point for all works shall be Ft. St James. The Hourly work is based on an 11 hour day including travel to and from the marshalling point with a minimum stand-by time of 5 hours including travel to and from the marshalling point.

For estimating the **Hourly Payment** the Consultant shall use 60 days for Contract Monitoring and 25 days for the Quality Control for the Kuzkwa River Project; and 40 days for the Contract Monitoring and 12 days for the Quality Control for the Tachie River Project.

Equipment for surveying and soils testing in the Quality Control item shall be including in the Consultant's price bid for **Hourly Payment**.

12. OTHER TERMS AND CONDITIONS

This Contract involves 'personal information' as defined in the Freedom of Information and Protection of Privacy Act, therefore, a Privacy Protection Schedule is attached and will form part of the Contract.

12.1 Proposal Requirements

The format and content requirements should follow the “Required Proposal Outline” included in Part C of this RFP in order to facilitate consistency in Proposal evaluation and to ensure each Proposal full consideration.

Each of the **three (3)** complete copies of the Proposal contained with the package(s) should be loose-leaf or in a 3-ring binder printed single sided on 8.5” x 11” paper.

The purpose of each Proposal should be to clearly demonstrate through the submission of a valid Proposal that they have the skills, resources and experience necessary to successfully carry out the foreseeable Services anticipated by this RPF in a timely and cost effective manner to appropriate professional and technical standards.

As outlined in *Part A Section 3.2* the proposal price shall be in a separate envelope (Envelope 2). This envelope shall be sealed and labelled as “Envelope 2, Do Not Open”.

12.2 Quality Management

The Ministry’s Regional Engineering Officer is responsible for assuring that the quality of work submitted by designers meets the standards and guidelines expected by the Ministry. Periodic quality management audits may be performed by MoFR staff to ensure compliance with the Consultant’s plan.

The Quality Management activity is composed of two parts, Quality Control and Quality Assurance.

Generally Quality Control is the responsibility of the Consultant and Quality Assurance is the responsibility of the Ministry for Road and Bridge Design.

The Consultant is responsible for controlling the quality of the work done by its staff in accordance with APEGBC Bylaw 14(b).

The Ministry may conduct formal audits as well as Informal Quality Assurance, which is an ongoing review and discussion, on the quality of documents, drawings and reports submitted by the Consultant.

In the preparation of the proposal, the Consultant’s Project Manager will include an outline of the Quality Control Plan which will demonstrate how the Consultant will achieve the following results:

- a) All design is carried out in accordance with the Engineering practices of the Ministry.
- b) All drawings, calculations and other items submitted to the Ministry are free of errors.
- c) Effective communication between the Consultant and sub and associated Consultants is ensured.

The Quality Control Plan will outline a general review and checking program to be carried out by identified members of the Consultant’s staff. The Quality Control Plan will also describe the internal communication system relating to dissemination of information on standards, guidelines and engineering information.

The designer, checker, draftsperson and quality control reviewer will be identified by name on the Contract drawings. Initials are not acceptable. The persons designated in the Quality Control Plan will initial all reports, construction control documents and other relevant work. All original drawings and calculations will be retained on file by the Consultant for the duration of the Contract, or until required to be submitted as specified by the Ministry.

The Consultant's Project Manager will convene periodic quality control meetings with members of the project team.

The Quality Control Plan will contain the following basic components:

- a) Specific tasks and the persons responsible for checking these tasks.
- b) Specific procedures will be identified in the following three areas:
 - Design methods - the senior designer will establish a written design process, which will identify the standards, guidelines, procedures, etc. to be used and will monitor and document reviews of work to ensure that the above process has been appropriately used.
 - Calculations – the recording for all calculations will be done in a neat and logical order. The checkers will complete the checking of a component of the design as soon as possible following design of that component. Errors noted will be recalculated by the designer and rechecked.
 - Drawings – will be checked by the designated checker and the senior designer for conformity with design standards or guidelines, clarity and professional practice.
- c) The Quality Control staff and the nature of their responsibilities will be identified. Chart format is useful to show the designer, checker and the senior technical person responsible for quality in that area of work.
- d) Documentation related to the Project will be kept in files separate from files for other work the Consultant may have. All design notes, calculations and written information will be prepared neatly and maintained in design folders or binders. All computer files will be backed-up in accordance with a specified schedule.

In Year 2, the consultant will supply the Ministry Representative on site. Therefore, the consultant will provide Quality Assurance to the construction Contractor's Quality Control.

12.3 Pre-submission Briefings

A pre-submission has not been scheduled. The Ministry reserves the right to schedule pre-submission briefings at its discretion. Eligible parties will be advised by the Contact Person of the time and location of any pre-submission briefing.

Private briefings will not be available however inquiries can be directed to the Contact Person up to 5 working days prior to the Proposal deadline. Information disclosed at any briefing does not form part of this RFP and is not binding on the Ministry, except to the extent subsequently verified by Addendum.

12.4 Independent Investigation

The Proponent shall not rely on the representations or information contained in this RFP or referenced in this RFP, or otherwise obtained from the Contact Person or from any briefing as being descriptive of the risks and conditions associated with the locality, nature and scope of the Services required by the Ministry.

Each Proposal shall be made and shall be accepted on the basis that:

- The Proponent has fully investigated and satisfied itself of all risks regarding conditions affecting the service, including but limited to the site conditions, labour, equipment, material and other resources to be provided;

- The Proponent's investigation has been based on its own independent examination, experience, knowledge, information, and judgment and not upon any representation or information made or given by the Ministry; and
- The Proponent is willing to assume and does assume all risks regarding conditions affecting their ability to perform their obligations arising from the Contract.

12.5 Acceptance of Proposals

This RFP should not be construed as an agreement to purchase goods or services. The Ministry is not bound to enter into a Contract with the Proponent who submits the preferred Proposal or with any Proponent. The Ministry will be under no obligation to receive further information, whether written or oral, from any Proponent.

Neither acceptance of a Proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any Proposal that requires any approval, permit or license pursuant to any statute, regulation or by-law.

12.6 Proposal Presentation/Proponent Interview and Award

Where the Technical Proposal evaluation shows a clear winner, by more than 5%, the Proposal Price (Envelope 2) for the highest rated Proponent will be opened and the Ministry will enter into negotiations, leading towards award of the Consulting Services Contract.

The Ministry may request a Proposal presentation from the front runner prior to opening the Fee Proposal. Should the top two or more Technical Proposals be evaluated to be within 5%, the Ministry may request a Proposal presentation from those Proponents as well to identify the Proponent with whom the Ministry will enter into negotiations.

Proposal presentations shall be no longer than two hours in length. The presentation team must include, but is not limited to, a management representative, the project manager, and the key personnel who will be directly working on the project, to a maximum of five individuals. The Ministry may require certain proponent personnel to attend.

Should negotiations fail, the Ministry reserves the right to negotiate and enter into a contract with one of the other Proponents, to cancel the RFP, or to re-tender the work.

13. SUMMARY OF CAUSES FOR REJECTION OF A PROPOSAL - PART B

See Part-A; *Summary of Causes for Rejection of a Proposal Clause 4*

PART C: ATTACHMENTS



Ministry of Forests
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REQUEST FOR PROPOSAL Proposal Evaluation

PROPOSAL EVALUATION

PROJECT		CONTRACTOR IDENTIFICATION				
PROJECT NAME:		A				
PROJECT NUMBER:		B				
CONTRACT NUMBER:		C				
NATURE OF WORK:		D				
LOCATED AT:		E				
OPENING AND COMPLIANCE		A	B	C	D	E
• Late, Withdrawn, Unsolicited						
• Attended Mandatory Conference/Viewing						
• All Mandatories Submitted with Proposal						
•						
ACCEPTED FOR EVALUATION (Yes/No) Attach details regarding reasons for rejecting any proposal.						
PROPOSALS OPENED AT ____ A.M./P.M. ON THE ____ DAY OF _____ 20____.						
WITNESSES: _____ PRESIDING OFFICIAL: _____						

PROPOSAL EVALUATION		ONLY ACCEPTED PROPOSALS CONSIDERED									
		Rating = Evaluation "Decimal" Scale on following page Score = Rating x Maximum Points									
		Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
		A		B		C		D		E	
TECHNICAL	Max Points										
	• RFP Objectives Met	15									
	• Methodology	10									
	• Scheduling	10									
	• Equipment/Technology;	5									



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REQUEST FOR PROPOSAL Proposal Evaluation

Compatibility with Ministry Systems									
• Deliverables	25								
• Alternatives/Suitability of Proposal	30								
• Clarity of Proposal	5								
(1) Subtotal Points: Min = 65 Max =	100	---		---		---		---	
MANAGEMENT	Max Points	A	B	C	D	E			
• Proponent Experience	15								
• Proponent Stability	10								
• Corporate Supervision/Management	10								
• Project Personnel	40								
• Response Time	5								
• Risk Management	5								
• Corporate Quality Management	15								
(2) Subtotal Points: Min = 65 Max =	100	---		---		---		---	



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REQUEST FOR PROPOSAL Proposal Evaluation

(3) GRAND TOTAL (1) + (2) Max =		---		---		---		---		---	
---------------------------------	--	-----	--	-----	--	-----	--	-----	--	-----	--

SHORTLISTING	A	B	C	D	E
SHORTLISTED Each subtotal point score must equal or exceed the minimum required score in line (1)& (2) (Enter 'Yes' or 'No')					

PRICE EVALUATION		ONLY SHORTLISTED PROPOSALS CONSIDERED				
☐ Lowest Qualified Price: Front-runner has lowest price in line (5) below						
☒ Lowest Price Per Point: Front-runner has lowest price per point in line (6) below						
		A	B	C	D	E
(4) Proposal Price	\$					
(5) Price Per Point (4) ÷ (3)						
FRONTRUNNER (Mark with an 'X')						
RECOMMENDATIONS					SIGNATURES: _____ _____ _____ Evaluation Team Chair	
AWARD		SIGNATURE OF AUTHORIZED EXPENSE AUTHORITY:			DATE:	
PROPOSAL _____ ACCEPTED (A,B, or C, etc.)						



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REQUEST FOR PROPOSAL Proposal Evaluation

TECHNICAL EVALUATION

TECHNICAL EVALUATION	
Term	The award of evaluation points is based upon the degree to which the proposal:
RFP Objectives Met	- addresses the objectives of the project stated in the RFP. - demonstrates an understanding of the project.
Methodology	- methodology is suitable towards achieving the project objectives. - demonstrates an up-to-date approach. - demonstrates a level of effort (days/hours of managerial, professional & technical staff time) that is adequate to deliver what is proposed.
Scheduling	- complies with project timing requirements stated in the RFP. - provides adequate allowance for problems/delays. - provides a realistic timetable.
Equipment/ Technology/ Compatibility with Ministry Systems	- demonstrates the use of up-to-date techniques and equipment. - provides products/solutions that fit well with existing ministry systems (computer, administrative, other).
Deliverables	- demonstrates that the proposed product meets the ministry's requirements. - provides a clear report outline.
Alternatives	- provides adequate and realistic alternatives. - Innovation of proposed alternatives. - Cost benefits of analysis of alternatives to minimize overall ministry costs
Clarity of Proposal	is clear, concise, logical, and well-written.

MANAGEMENT EVALUATION

MANAGEMENT EVALUATION	
Term	The award of evaluation points is based upon the degree to which the proposal:
Proponent Experience	- demonstrates that the firm has successfully completed similar or larger projects as stated in the RFP. - demonstrates that the proponent has a satisfactory previous work record with the ministry. - provides client references which confirm the proponent's abilities
Proponent Stability	- demonstrates that the proponent has been in business for a reasonable period of time. - demonstrates the proponent is financially stable and able to finance the carrying costs of the project. - demonstrates the proponent has a stable workforce, a sufficient number of staff and any necessary equipment or facilities available..



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REQUEST FOR PROPOSAL Proposal Evaluation

Term	The award of evaluation points is based upon the degree to which the proposal:
Corporate Supervision/ Management	7. indicates that the firm will apply an adequate level of supervision to the project.
Project Personnel	8. demonstrates that the project personnel are knowledgeable in the required fields. 9. demonstrates that project personnel have experience in conducting similar projects. 10. demonstrates that project personnel have the necessary educational/professional qualifications as specified in the RFP. 11. provides client references which confirm the project personnel abilities
Response Time	12. indicates the response time in which additional unforeseen services will be delivered.
Risk Management	13. minimizes legal, financial, and project risk to the ministry, including safety management plans and traffic management.
Corporate Quality Management	14. demonstrates a quality control system within their corporation that ensures a high quality product. 15. demonstrates an understanding of the quality control and quality assurance requirements within the scope of the proposed works.

MINIMUM EVALUATION POINTS REQUIREMENT

Proposals must achieve the specified minimum evaluation points in **each of** the technical, management, and presentation/interview evaluations to be considered further in the evaluation and award process. Proposals that meet or exceed **all** minimum values are classified as "shortlisted" proposals.



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REQUEST FOR PROPOSAL Proposal Evaluation

PRICE EVALUATION

The selection of either of the following price evaluation methods is indicated in the Price Evaluation section above.

Lowest Price Per Point Method	The total evaluation points of the technical, management, and presentation/interview sections of each shortlisted proposal are divided into the proposal price to obtain a price per point. The contract is awarded to the proponent having the proposal with the lowest price per point.
Lowest Qualified Price Method	The contract is awarded to the proponent having the lowest-priced shortlisted proposal.

- If the lowest price per point method is used, and two proposals are identically scored having the same price per point, the contract will be awarded based on the lower price. If the lowest qualified price method is used, and two qualified proposals have the same low price, the contract will be awarded based on the higher evaluation score.
- If, after either of the above alternatives are exercised and both proposals are still equal, then the contract may be awarded based on further evaluation criteria as determined by the ministry.



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REQUEST FOR PROPOSAL Proposal Evaluation

EVALUATION "DECIMAL" SCALE

Rating	Description	
1.0	Excellent	Exceeds the requirements of the criterion in superlative beneficial ways; very desirable.
0.9	Very Good	Exceeds the requirements of the criterion in ways that are beneficial to the ministry's needs.
0.8	Good	Exceeds the requirements of the criterion, but in a manner that is not particularly beneficial to the ministry's needs.
0.7		Fully meets all requirements of the criterion.
0.6	Average	Adequately meets most of the requirements of the criterion. May be lacking in some areas that are not critical
0.5		Barely meets most of the requirements of the criterion to a minimum level. May be lacking in some areas that are not critical.
0.4	Poor	Addresses most, but not all, of the requirements of a criterion to the minimum level. Lacking in critical areas.
0.3		Poor to very poor.
0.2	Very Poor	Minimally addresses some, but not all, of the requirements of the criterion. Lacking in critical areas.
0.1		Very Poor to unsatisfactory.
0.0	Unsatisfactory	Does not satisfy the requirements of the criterion in any manner.

REQUIRED PROPOSAL OUTLINE

Contractor Instructions: *The proposal must be prepared in accordance with the following outline. Be sure to address all the requirements of the RFP. This outline is not intended as a guide to, nor does it replace, the requirements of the RFP.*

1. TITLE PAGE

Show the RFP name, contract or file number, submission closing date, proponent name, address, telephone number, facsimile number, email address, and the name of the proponent contact person.

2. LETTER OF INTRODUCTION

One page, introducing the firm and the proposal, signed by the person(s) authorized to sign on behalf of, and bind the firm to, statements made in the proposal.

3. TABLE OF CONTENTS (Optional where proposals are less than 20 pages.)

Show the page numbers of all major headings.

4. EXECUTIVE SUMMARY (Optional where proposals are less than 20 pages.)

Summarize in no more than three pages the key features of the proposal, excluding price.

5. TECHNICAL PROPOSAL

Indicate your understanding of the key requirements of the project and the methodology you will use in undertaking the project. Indicate timelines, milestones and products to be delivered. If subcontractors are being used, clearly indicate the role of each in the delivery of the project. **Be sure to address all the requirements and specifications contained in the RFP.**

6. MANAGEMENT PROPOSAL

Indicate the firm's qualifications for the project, including past projects having similar requirements to the one being bid upon. Summarize the qualifications of key staff and how these staff will be organized and supervised on the project. If subcontractors are being used, include the same information for each of them.

Be sure to include all mandatory items as required in the RFP. Failure to do so will result in the proposal receiving no further consideration.

7. PRICE PROPOSAL (submitted separately)

It is the practice of the ministry to evaluate the technical and management proposals without the knowledge of proponent prices. This avoids any possible perception of price-related bias in the evaluation. To make this manner of evaluation possible, submit the price proposal and bid security (if required by the RFP) in a separate envelope from the remainder of the proposal.

The price proposal shall be made in accordance with the requirements of the RFP.

8. ATTACHMENTS

Attach any additional information such as company brochures, a list of previous projects undertaken by the firm, personnel resumes, etc.