



Town of St. Paul
5101 – 50th Street
PO Box 1480
St. Paul, AB
T0A 3A0

**REQUEST FOR PROPOSAL
ENGINEERING CONSULTING SERVICES
FOR:
MUNICIPAL INFRASTRUCTURE
STANDING OFFER AGREEMENT**

RFP# TSP-2018-004

**Proposal Closing Time:
Tuesday, June 26, 2018
2:01 PM Alberta Time**

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1. Invitation to Submit Proposal - Standing Offer Agreement

The Town of St. Paul is seeking a brief proposal for the provision of professional engineering services through a Standing Offer Agreement as set out in this proposal call.

Closing Date for Submission: Tuesday, June 26, 2018

Closing Time: 2:01PM (local time)

The anticipated award of this assignment will be July 9, 2018. Commencement of this assignment will be approximately July 15th, 2018.

This Request for Proposal does not commit the Town to award a contract or pay any costs incurred in the preparation of a proposal, or attendance at a meeting with TOWN staff.

2. Instruction to Consultants

2.1 Inquiries

Refer all technical & proposal inquiries to Mr. Steven Jeffery, Director of Public Works by email at: sjeffery@town.stpaul.ab.ca or phone (780) 210-0500, or Mr. Bert Pruneau, Director of Utilities by email at: bpruneau@town.stpaul.ab.ca phone (780) 210-0342.

2.2 Proposal Return

Request for Proposal submissions shall be sent via email to Steven Jeffery, Director of Public Works at sjeffery@town.stpaul.ab.ca be considered.

Faxed proposals **will not** be accepted nor considered. Any proposals that are received via facsimile will be returned by mail to the consultant.

The Town of St. Paul is not responsible for the timelines of documents delivered.

2.3 Description of Assignment

The Town of St. Paul wishes to enter into, as many as three, but possibly less, (3) year Standing Offer Agreement (SOA) with a Professional Engineering Consulting Firm(s) that can offer engineering services for Municipal Infrastructure.

A more detailed description of each area of expertise is described in the Scope of Work.

The same consultant may not necessarily be hired for all disciplines.

Consultants may use sub-consultants for highly specialized areas of expertise within a specific category, i.e. geotechnical.

The main body of each category submission shall be no more than four (4) pages single sided. The consultant shall use an 11 point font with 1 inch borders all around for the 4 pages of the main body of the proposal. Appendices will be accepted.

The successful consultant must clearly demonstrate how entering into an SOA with their firm will allow the Town of St. Paul to draw upon the expertise in the successful consultant's organization and assist the Town of St. Paul to meet the service level objectives that will be established as part of the on-going service level review & Strategic Plan.

The Town of St. Paul reserves the right to assign specific projects to a preferred consultant other than the consultant which is a party to a standing offer agreement. This practice will be limited to:

- 1) Projects where there has been considerable work already performed by a consultant previously engaged by the Town of St. Paul.
- 2) Projects where the municipal council directs administration to advertise for open competition. In general, a request for proposal to provide engineering services may be required for larger projects over \$ 1,000,000.00
- 3) Projects where specific experience is required.
- 4) Projects where design/building is the chosen method for implementation.

2.4 Proposal Format

2.4.1 Covering Letter

The consultant shall submit a covering letter no more than one (1) page in length indicating their interest and signed by a corporate official who has the authority to enter into an agreement with the municipality.

2.4.2 Corporate Profile

The consultant shall provide a brief corporate profile which will cover the company's history and general information about the firm.

2.4.3 Response to Requirements

Vendors are required to detail their firm's ability to satisfy, at minimum, all aspects as outlined in the Scope of Work, Mandatory Requirements and Preferred Requirements.

2.4.4 Project Team

Consultants are to clearly identify each primary member of the project team and describe the involvement that they have on the team. Each member will have included a resume complete with related experience. This information may be included as an appendix.

2.4.5 Related Experience and Expertise

The consultant will provide a comprehensive list of clients for which they have performed similar work for starting with the most recent.

2.4.6 Pricing

A rate sheet for the engineering consulting firm should be attached which will apply for the entire three year (3) term. No escalation factor will be considered.

3. Mandatory requirements

3.1 Safety Prequalification

The assignment will only be awarded to a consultant(s) who, prior to the time fixed for receiving proposals, possess a Certificate of Recognition (COR) which is relevant to their industry and which is recognized by Alberta Employment and Immigration, Workplace Health and Safety, and is acceptable to the Town of St. Paul.

3.2 Professional Affiliation

Consultants are advised that the successful consultant must be licensed to practice engineering in the province of Alberta and shall remain a member in good standing with APEGGA during the delivery of services.

3.3 Insurance Requirements

The successful consultant is advised that they must have, prior to the time fixed for receiving proposals and maintain during delivery of services, Comprehensive General Liability Insurance, in accordance with the Alberta Insurance Act, an amount of \$5,000,000 inclusive per occurrence, insuring against bodily injury, personal injury and property damage including loss if use thereof. As well, the consultant must also possess and maintain Automobile Liability insurance all vehicles owned, operated or licensed in the name of the consultant in an amount not less than \$2,000,000, Professional Liability insurance in an amount of not less than \$1,000,000 for all services, and “All Risk” valuable papers insurance.

3.4 Disclaimer of Liability and Indemnity

By submitting a Proposal, a Proponent agrees:

- 3.4.1 to be responsible for conducting its own due diligence on data and information upon which its Proposal is based;
- 3.4.2 that it has fully satisfied itself as to its rights and the nature extended to the risks it will be assuming;
- 3.4.3 that it has gathered all information necessary to perform all of its obligations under its Proposal;
- 3.4.4 that it is solely responsible for ensuring that it has all information necessary to prepare its Proposal and for independently verifying and informing itself with respect to any terms or conditions that may affect its Proposal;
- 3.4.5 to hold harmless the Municipalities, its elected officials, officers, employees, agents, advisors and insurers and all of their respective successors and assigns, from all claims, liability and costs related to all aspects of the RFP process;
- 3.4.6 that it shall not be entitled to claim against the Municipalities, its elected officials, officers, employees, insurers, agents or advisors on grounds that any information, whether obtained from the Municipalities or otherwise (including information made available by its elected officials, officers, employees, agents or advisors), regardless of the manner or form in which the information is provided is incorrect or insufficient;
- 3.4.7 that the Municipalities will not be responsible for any costs, expenses, losses, damages or liability incurred by the Proponent as a result of, or arising out of, preparing, submitting, or disseminating a Proposal, or for any presentations or interviews related to the Proposal, or due to the Municipalities' acceptance or non-acceptance of a Proposal; and

3.4.8 to waive any right to contest in any proceeding, case, action or application, the right of the Municipalities to negotiate with any Proponent for the Contract whom the Municipalities deems, in its sole and unfettered discretion, to have submitted the Proposal most beneficial to the Municipalities and acknowledges that the Municipalities may negotiate and contract with any Proponent it desires.

4. Preferred Requirements

4.1 Facility and Office Location

Due to the location of the municipality and the administrative offices, the successful consultant must demonstrate its ability to serve the requirements of the municipality by providing timely, cost effective and efficient response to the needs of the municipality. In order to meet this requirement, the successful consultant must clearly identify its present office locations and how the location of those offices will benefit the municipality.

4.2 Local Knowledge

The successful consultant should be familiar with the Town of St. Paul and its territory. First Nations communities, and industry. The successful consultant must clearly indicate their knowledge of the local area and how that knowledge will benefit the municipality.

4.3 Relevant Experience

The municipality covers a wide and diverse area. Much of the area is remote, forested and not easily accessible. The successful consultant should be able to clearly indicate its relevant experience operating in similar areas.

4.4 Staffing

In order to meet the needs of the municipality, the successful consultant must identify the present staffing levels within each of the identified offices (as above) that will provide services to the municipality. The consultant shall identify what type of staffing or service is provided in each office (i.e.: drafting, survey).

5. Scope of Work

The successful consultant would become familiar with the Town of St. Paul's Policies, Procedures and Organizational Structure. The consultant must be available on an on-call basis to address any engineering consulting requirements the Town may have. Typical projects that may occur on a regular basis are outlined below. Note that various other related activities that may not be listed below may arise from time-to-time and the successful consultant will be required to fulfill those duties:

Municipal Infrastructure

- Water and Wastewater Treatment and Distribution
 - Preliminary Design and Feasibility Studies
 - Detailed Design and Tendering services for construction
 - Modeling
 - Project Management and Construction Supervision – the consultant must be able to supply project supervision for projects performed by Town forces

- Conduct assessments of underground infrastructure conditions to generate reports on findings for future planning and replacement
- Water Management/Storm Water Management
 - Preliminary Design and Feasibility Studies
 - Modeling
 - Detailed Design and Tendering
 - Construction Supervision and Project management - the consultant must be able to supply project supervision for projects performed by TOWN forces
- Transportation Network
 - Detailed design and tendering services for road construction
 - Soil Sampling/Materials and Compaction Testing
 - Geotechnical Investigation and Recommendations
 - Construction Supervision and Project management - the consultant must be able to supply project supervision for projects performed by TOWN forces
 - Conduct assessments of asphalt roads and concrete sidewalk conditions to generate reports for future planning and replacement
- Planning Studies
 - Solid Waste Management Master Plans
 - Transportation Master Plans and Updates
 - Utilities Master Plans and Updates
 - Storm Water Master Plans

6. Proposal Evaluation Criteria

An evaluation of the written proposal will be completed by the evaluation team and will be rated on the following criteria. Points will be subtracted for proposals not complying with either the page limit or the format requested.

Description	Weighting/Points
Value Added Benefit/Commitment to Providing Engineering Services	20
Cost of the Service and Cost Benefits	15
Project Team and Experience	20
Firm's location, local knowledge, staffing	20
Consultants comprehension and compliance with requirements	20
Quality of proposal	<u>5</u>
Total Points	100