



**CONTRACT 3486P**

**2009 Laneway Upgrade Design**

**1. INTRODUCTIONS**

The City of Richmond (the “City”) proposes to engage the services of a Civil Consultant (the “Consultant”) to provide design services for the 2009 Laneway Upgrade north of Williams Road between No. 4 Road and Shell Road.

The objective of this request for proposal is to provide the City with qualified proponents capable of carrying out the work herein defined. The subsequent proponent submissions will form the basis for evaluation, interview and selection.

**2. SUBMISSION DETAILS**

Four (4) copies of proposals marked “**Contract 3486P – 2009 Laneway Upgrade Design**” addressed to the Purchasing Section, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, until 3:00pm, Local Time on Thursday, March 26, 2009. Submissions received after this time will be returned to the sender.

The City reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their own discretion.

Proposals may be withdrawn by written notice only provided such notice is received at the office of the City’s Purchasing Section prior to the date/time set as the closing time for receiving proposals.

Proposals shall be open for acceptance for 90 days following the submission closing date.

All proposals will remain confidential, subject to the Freedom of Information and Privacy Act (BC).

Any interpretation of, additions to, deletions from, or any other corrections to the Proposal document, will be issued as written addenda by the City of Richmond. It is the sole responsibility of the potential Proponents to check with the City of Richmond’s Purchasing Section to ensure that all available information has been received prior to submitting a bid.

### 3. ENQUIRIES

3.1 Clarification of terms and conditions of the proposal process shall be directed to:

Purchasing

Kerry Lynne Gillis  
Buyer II  
Purchasing Section  
City of Richmond

Telephone: 604-276-4135  
E-mail: [purchasing@richmond.ca](mailto:purchasing@richmond.ca)

3.2 Technical clarification shall be directed to:

Technical

Anthony Fu  
Project Manager II  
Engineering & Public Works  
City of Richmond

Telephone: 604-247-4905  
E-mail: [afu@richmond.ca](mailto:afu@richmond.ca)

The City, its agents and employees shall not be responsible for any information given by way of verbal communication. Any questions that are received by City of Richmond Staff that affect the Proposal Process will be issued as addenda by the City of Richmond.

### 4. PROJECT SCOPE

#### **Project Background**

As part of Richmond's objective to enhance the overall neighbourhood liveability, staff have identified the need to upgrade the existing unpaved lane north of Williams Road, between No.4 Road and Shell Road. This upgrade would include a 6m wide asphalt pavement, a storm collection system, and all necessary tie-ins to adjacent properties.

The upgrade would enhance access, comfort and convenience for residents along Williams Road who use this lane as the only means to access their garages.

#### **Scope of Work**

The scope of work for this project is detailed as follows:

- Removal and disposal of existing asphalt and laneway structure for a length of approximately 815 lineal meters.
- Full laneway construction and regrade of surface to properly meet existing driveway and road elevations.
- Installation of new storm water collection system
- Installation of new street lighting system along laneway
- Upgrade of any existing storm water collection system if necessary, within extent of laneway upgrade.
- Adjustment of all other existing utilities and infrastructure to accommodate laneway upgrade.
- Geotechnical investigation and recommendation of materials for structure of laneway.

## 5. CONSULTANT DUTIES

The consultant shall provide an experienced and efficient team capable of undertaking the variety of tasks and acquiring the necessary approvals within the allocated time frame. The consultant's duties shall include, but not limited to, the following items:

### Background Information

- Review City Supplementary Specifications and Detail Drawings.
- Compile and review available hard copy record drawings.
- Inspect and become familiar with site conditions and constraints.
- Obtain all utility and service as-built information from the appropriate owners.
- Review City records.
- Review City Boulevard Bylaw #7174, Road Restoration Bylaw 7869 and Residential Access Bylaw #7222.
- Meet on-site with City Engineering and Public Works representative to review any potential conflicting utilities and general site restrictions.

### Survey and Base Plan Preparation

- Perform a Total Station or GPS survey of the subject and surrounding areas picking up all property pins, service connections, utility poles, edges of asphalt, driveways, parking areas, structures, property lines, trees, fences, ditches, legal data, etc...
- Prepare digital base plans showing all survey pickup in a neat readable manner.
- Transfer all hardcopy as constructed information to the plans.
- The City does not provide any legal cadastral base plan information. The successful proponent is responsible for preparing a base plan using registered LTO plans and survey pickup.

### Preliminary Design

- Prepare preliminary proposed alignment and layout for the storm water collection system detailed in the scope of work for City review.
- Submit formal Preliminary Design report detailing the following:
  - Recommendation for the road restoration;
  - Capacity analysis and recommendation for the storm water collection system layout;
  - Identification of all existing utilities and infrastructure that require adjustment to accommodate the laneway upgrade.
  - Property impact statement summary sheet
- Provide Class 'C' preliminary cost estimate based on the preliminary design and report.

### Detailed Design

- Upon City approval of Preliminary Design report recommendations and conclusions, prepare detailed drawings in accordance with City Design Specifications and drafting standards.
- Allow for a minimum of three sets of reviews, comments, and revisions of final completed detailed design drawings.
- Identify locations where pre-locating of utilities is required (The City will organize and pay for the actual pre-location services).
- Allow 2 weeks for each City review.
- Submit signed and sealed drawings once drawings are completed.
- Submit full set of drawings to City drafting standards on CD after final approval. Digital file review will occur prior to final payment.
- Identify and provide list of special provisions or specifications needed.
- Provide Class 'A' construction cost estimates for all projects based on Detailed Design ready for tendering and City budgeting.

#### **Meeting with City Staff and Consultation with the Public**

- Allow for sufficient meetings with City staff and outside agencies during preliminary design and detailed design process.
- Allow for site meetings with Engineering and Operations staff to review proposed alignments and particulars.
- Chair meetings at City Hall, and record and prepare all minutes.

#### **Consulting Services During Construction Phase**

The City intends to complete the construction inspection and contract administration using City staff resources. However, the consultant shall allow an additional 30 hours (20 hours for the Engineer of Record and 10 hours for drafting services) of time for advisory services during the construction phase to address any design issues, issue drawing revisions, and provide clarifications needed by the City. Invoicing shall be based on actual time spent. As-constructed survey and drawings will be completed by the City.

### **6. CITY PROVIDED ITEMS**

The City will provide as-constructed information of City utilities in hard copy format only.

The City of Richmond Drafting Standards – August 2002, Supplementary Specifications and Detail Drawings – June 2005, and Design Specifications – June 2008 are available at no charge to the successful consultant.

The City will pay for any permits required.

### **7. PROJECT SCHEDULE**

The following is the targeted schedule for deliverables:

### **Preliminary Design Stage**

- Preliminary Design Report – **May 15, 2009**
- Preliminary drawing indicating alignment and location of upgrades – **May 15, 2009**

### **Detail Design Stage**

- Detail design drawings for approval – **June 19, 2009**
- Class 'A' construction cost estimate – **June 19, 2009**
- Final signed / sealed design drawings Issued for Tender – **July 10, 2009**

A project schedule is to be submitted with the proposal detailing how the Consultant intends to reach the targeted milestones and deadlines. If you cannot reach the targeted milestones and deadlines, please provide a revised schedule.

## **8. PROPOSAL SUBMISSION**

All proponents are required to provide the following information with their submissions, and in the order that follows:

- A summary of the total survey hours and total project hours (survey included) on the cover sheet of the proposal.
- A Corporate profile of their firm outlining its history, philosophy and target market.
- A detailed listing of recent laneway design and local drainage improvement projects.
- A description of the consultant's understanding of the project objectives/outcomes and vision, and how these will be achieved.
- A detailed project methodology explaining each project task including what will be expected of both the consultant and the City with respect to each task.
- Team Composition – a complete listing of all key personnel who will be assigned to this project. This will include their relevant experience, qualifications for this project, roles and responsibilities, leadership, etc., in addition to their availability for this project.
- A detailed proposal of what will be delivered, including the expected outcome and benefits to the City of Richmond.
- A complete definition of the process that will be employed to meet the objectives of this project, e.g., approach to be taken, feasibility and market study, etc.
- A detailed schedule of all activities, including milestones, project meetings, interim reports and progress reports required for this project.
- Provision of a priced methodology complete with a time allotment for each identified task you propose to employ to carry out the work, this shall form the basis for payments to the successful proponent. Supplement this with a schedule of fees for staff to be assigned to the project. These rates shall be the basis for adjustments to the value of the contract in the event the scope of work varies from that proposed.
- Present disbursements as an estimated lump sum cost for review. However, charges to the City are to be based on actual disbursement costs incurred by the successful proponent during the design process
- A minimum of three (3) client references from projects of a similar size and scope.

- A charge out list for all staff

## 9. WORKING AGREEMENT

The successful proponent will enter into a contract for services with the City based upon the information contained in this request for proposal and the successful Proponents submission and any modifications thereto.

Currently, the City is reviewing the standard Master Municipal Construction Documents (MMCD) Consultants Agreement. The Successful Proponent will enter into a standard, slightly modified MMCD Consultants Agreement with the City based upon the information contained in this request for proposal and the successful Proponents submission. Supplementary General Conditions of Contract will be included with this contract (please see Appendix A for these Supplementary General Conditions).

MMCD documents may be purchased at:

**Master Municipal Construction Documents Association**

c/o Support Services Unlimited

102-211 Columbia Street

Vancouver, B.C. V6A 2R5

Phone: 604-681-0295

Fax: 604-681-4545

## 10. EVALUATION CRITERIA

Proposals shall be evaluated to determine the best value offered to the City against conformance to the following criteria:

- Understanding of project objectives/outcomes and vision
- Project Methodology
- Team Composition – Experience and Qualifications of those staff to be assigned to the project
- Company experience relevant to this project
- Reasonable level of effort
- Project Deliverables
- Value for Money
- References
- Interview (if required)



**City of Richmond**  
Business & Financial Services Department

**Notice of No Bid**

**Note:** Receipt of this completed form will assist us in calling for future bids. Please complete and submit this form prior to the closing date and time as shown on the Request for Quotation/Proposal/Tender form.  
Please remember to include Quotation/Proposal/Tender No. at right.

Quotation/Proposal/Tender No.

**3486P**

**A Quotation/Proposal/Tender is not being submitted for the following reason(s):**

- |  |  |
|--|--|
| <input type="checkbox"/> We do not manufacture/supply the required goods/services  | <input type="checkbox"/> Cannot obtain raw materials/goods in time to meet delivery requirements |
| <input type="checkbox"/> We do not manufacture/supply to stated specifications     | <input type="checkbox"/> Cannot meet delivery requirements                                       |
| <input type="checkbox"/> Specifications are not sufficiently defined               | <input type="checkbox"/> Cannot quote/tender a firm price at this time                           |
| <input type="checkbox"/> Insufficient information to prepare quote/proposal/tender | <input type="checkbox"/> Insufficient time to prepare quote/tender.                              |
| <input type="checkbox"/> Quantity too small  | <input type="checkbox"/> We are unable to competitively quote/tender at this time.               |
| <input type="checkbox"/> Quantity too large  | <input type="checkbox"/> We do not have facilities to handle this requirement                    |
| <input type="checkbox"/> Quantity beyond our production capacity                   | <input type="checkbox"/> Licensing restrictions (please explain)                                 |
| <input type="checkbox"/> Cannot meet packaging requirements                        | <input type="checkbox"/> Agreements with distributors/dealers do not permit us to sell directly. |
| <input type="checkbox"/> Cannot handle due to present plant loading                | <input type="checkbox"/> Other reasons or additional comments (please explain below)             |

I / We wish to quote / tender on similar goods / services in future <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Company Official – Signature and Title	Date
This space for City of Richmond Comments	Firm Name	
	Address	
	City	
	Province <span style="float: right;">Postal Code</span>	
	Telephone Number	

## **Appendix A – Supplementary General Conditions of Contract**

### **OWNERSHIP OF DOCUMENTS AND COPYRIGHT**

1. All drawings, audiovisual materials, information, plans, models, designs, specifications, reports and other documents or products produced, received or acquired by the Consultant as a result of the provision of the Services (the “Material”) shall be the sole property of the City, and the City shall have the right to utilize all of the Material for its benefit in any way it sees fit without limitations.
2. The Material shall be delivered by the Consultant to the City forthwith following the expiration or sooner termination of this Agreement, provided that the City may, at any time or times prior to the expiration or sooner termination of this Agreement, give written notice to the Consultant requesting delivery by the Consultant to the City of all or any part of the Material in which event the Consultant shall forthwith comply with such request.
3. The Consultant hereby transfers title in and to the Material and assigns to the City sole copyright in the Material. The Consultant agrees that title to the Material is to be considered to have been transferred, and any copyright in the Material is to be considered to have been assigned by the Consultant to the City upon creation of the Material. The Consultant hereby irrevocably waives, in favour of the City, the Consultant’s moral rights in respect of the Material. The Consultant shall obtain in writing, from its personnel, its permitted consultants or from any other source used, all required assignments, waivers, including waivers of moral rights, releases of interest and acknowledgements necessary to transfer title to and copyright in the Material to the City.
4. The Consultant hereby represents and warrants that the portion of the Material produced by the Consultant will not infringe any patent or copyright or any other industrial or intellectual property rights including trade secrets.

### **No Promotion of Relationship with the City , the Olympic Oval or the 2010 Olympic and Paralympic Winter Games**

The Consultant shall not disclose or promote its relationship with the City, including by means of any verbal declarations, announcements, sales, marketing or other literature, letters, client lists, press releases, brochures or other written materials (the Communications”) without the express prior written consent of the City (except as may be necessary for the Consultant to perform the Consultant’s obligations under the terms of this Agreement).



Furthermore, the Consultant undertakes not to disclose or promote its relationship with the City in any Communications in a manner which could suggest or create an association, express or implied, between the Consultant and the International Olympic Committee, the 2010 Olympic and Paralympic Winter Games, the Olympic Movement or the Vancouver Organizing Committee for the 2010 Olympic and Paralympic Winter Games (also known as "VANOC"). Without limiting the generality of the foregoing, the Consultant shall not refer to "VANOC", "Vancouver 2010", the "2010 Games", the "Games", "**Venue City**", "Olympic", "Olympic Oval" or "Olympics", and shall not use any official emblem, logo or mascot of the 2010 Games, the City or the Richmond Olympic Oval in any Communications, without the express prior written consent of the City, which may be withheld.



March 24<sup>th</sup>, 2009

File: 02-0775-50-3486/Vol 01

**Business & Financial Services Department**  
**Finance Division**  
Telephone: 604-276-4218  
Fax: 604-276-4162

**Attention: To All Bidders**

Dear Sir/Madame:

**Re: Request for Proposal 3486P – 2009 Laneway Upgrade Design**

This addendum includes items of clarification, forms part of the Contract Documents and shall be read, interpreted and coordinated with all other parts. Please review and consider the following information in preparation of your quotations:

Under Section 4 of the Request for Proposal (PROJECT SCOPE Project Background):

Please remove the following:

“As part of Richmond’s objective to enhance the overall neighbourhood liveability, staff have identified the need to upgrade the existing unpaved lane north of Williams Road, between No.4 Road and Shell Road. This upgrade would include a 6m wide asphalt pavement, a storm collection system, and all necessary tie-ins to adjacent properties.”

and replace with:

“As part of Richmond’s objective to enhance the overall neighbourhood liveability, staff have identified the need to upgrade the existing lane north of Williams Road, between No.4 Road and Shell Road. This upgrade would include a 6m wide asphalt pavement, a storm collection system, and all necessary tie-ins to adjacent properties.”

Yours truly,

Kerry Lynne Gillis  
*Buyer II - Contracting Specialist*

KG:kg

pc: Anthony Fu, EIT, Project Manager