DRAYTON VALLEY

REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER: 01-2019/02/E

ENGINEERING SERVICES FOR INFRASTRUCTURE DESIGN AND CONSTRUCTION SUPERVISION

RFQ ISSUE DATE: JANUARY 29, 2019

SUBMISSION DEADLINE: **FEBRUARY 19, 2019 - 2:00:00 P.M. AB TIME**

Section 1.0 - REQUEST

1.1 The Town of Drayton Valley (as may be referred to hereinafter as the "Town") is requesting a Quotation from qualified individuals, individuals and/or businesses for the delivery of engineering services for infrastructure design, project management, and construction supervision for the municipality.

1.2 General information is available from the Director of Engineering, Public Works, Utilities, and Planning and Development – Rick Wheatley, Town of Drayton Valley, 5102-52nd Street, Drayton Valley, AB. Phone 780 514 2200.

1.3 **Submissions will be accepted at the Town until 2:00:00 p.m. Alberta time, Tuesday, February 19, 2019.**

1.4 Responses can be mailed to the Town of Drayton Valley, Box 6837, Drayton Valley, AB, T7A 1A1 or hand delivered to the Town of Drayton Valley Civic Centre, 5102-52nd Street, Drayton Valley, AB. The submission must be in a sealed envelope and clearly marked as:

Request for Quotation
Engineering Services for Infrastructure Design and Construction Services
Town of Drayton Valley

1.5 Submission inquiries are to be directed to:

Rick Wheatley
Director of Engineering, Public Works, Utilities, and Planning and Development
Town of Drayton Valley
Phone: 780 514 2200
Email Address: rwheatley@draytonvalley.ca

1.6 SUBMISSION PROCESS

1.6.1 Submission of Quotation

a. The Proponent shall submit three (3) copies of its Quotation with all accompanying schedules, appendices or addenda in a sealed envelope or package marked with the Proponent's name and the RFQ title up to the Submission Deadline set out on the date and at the location shown on the title page of this RFQ.
b. Quotations received after the Submission Deadline or in locations other than the address indicated, will not be accepted. The Town may elect to extend the Submission Deadline.
c. Amendments to a Quotation may be submitted if delivered in writing prior to the Submission Deadline in a sealed envelope or package, marked with the Proponent's name and the RFP title.
d. Quotations may be withdrawn by written notice only, provided such notice is received at the administration office of the Town prior to Submission Deadline.
e. All costs associated with the preparation and submission of the Quotation, including any costs incurred by the Proponent after the Submission Deadline, will be borne solely by the Proponent.

1.6.2 Conflict of Interest

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

1.6.3 Evaluation of Quotations

a. Quotations will be evaluated on the basis of the overall best value to the Town based on quality, service, price, and any other criteria set out herein. The evaluation will consist of two stages:
   i. Stage 1 will consist of evaluating the Mandatory Requirements. If the Submission meets the Mandatory Requirements, the Submission will continue to Stage 2.
   ii. Stage 2 will consist of evaluating the Submission based on the Evaluation Criteria outlined in Section 1.6.4.

b. After completion of Stage 2, the Town may elect to short list some of the Proponents and may require short listed Proponents to provide additional information or details, including making a presentation, supplying samples, demonstrations, and/or additional technical literature.

c. The Town may elect to enter into negotiations with the leading Proponent or with any other Proponents concurrently. In no event will the Town be required to offer any modified terms to any Proponent prior to entering into an Agreement, and the Town will not be liable to any Proponent as a result of such negotiations.

d. All sub-contractors of the Proponent will be included in the evaluation process. It is the responsibility of the Proponent to guarantee that all its sub-contractors will comply with all the requirements and terms and conditions set out herein.

1.6.4 Evaluation Criteria

Quotations will be evaluated for their adherence to, interpretation of and response to the request as set out in this document. The following established criteria will be used:

a. Mandatory Criteria
   i. Workers Compensation Board (WCB) clearance letter; and
   ii. Certificate of Recognition (COR);

b. Evaluation Criteria
   i. Corporate profile: experience and size of the organization;
   ii. Previous related experience and references;
   iii. Team expertise: key personnel experience and certifications;
   iv. Methodology: proposal conveys the Proponent’s intent in a clear and concise manner; and
   iii. Price.

1.6.5 Acceptance and Rejection of Quotations

a. Notwithstanding any other provision in the Quotations documents, the Town has in its sole discretion, the unfettered right to:
   i. accept any Quotations;
   ii. reject any Quotations;
   iii. reject all Quotations;
   iv. accept a Quotation which is not the lowest priced Quotation;

v. accept a Quotation that deviates from the Requirements, Specifications or the Conditions specified in this RFQ;
vi. reject a Quotation even if it is the only Quotation received by the Town;
vii. accept all or any part of a Quotation; and
viii. split the Services between one or more Proponents.

b. All Quotations shall be irrevocable and remain open for acceptance for at least one hundred and twenty (120) days after the Submission Deadline, whether or not another Statement of Qualifications has been accepted.
c. The Town is not under any obligation to award a Contract and may elect to terminate this RFQ at any time.

1.6.6 The Timeline for the RFQ process is as follows:

a. RFQ issued – January 29, 2019;
b. RFQ closes – February 19, 2019;
c. Presentations (if applicable) – from February 25, 2019 to March 1, 2019;
d. Completion of evaluation process and award – March 8, 2019; and
e. Signing of Services Agreement – March 15, 2019.

Section 2.0 - REQUIREMENTS

2.1 Description of Work

This project will require engineering services from subdivision to construction completion of Town infrastructure. The work includes:

a. Kick off meeting to initiate the project and confirm the scope;
b. Preliminary topographic survey, pre-design; and cost estimate;
c. Detailed design of servicing and roadways;
d. Tender preparation, processing; and award to contractor;
e. Project inspection through construction to completion;
f. Processing all progress payments;
g. Attend all required site meetings;
h. Deliver Construction Completion Certificate inspection; and
i. Prepare and deliver As-built drawings for the completed work.

2.2 Location

5400 22 Avenue, Drayton Valley, Alberta

2.3 Available Information:

The Town can supply the following information and materials:

a. All available Area Structure Plans:
b. All Proposed subdivision plans; and
c. Utility as-builts in the subject area.

2.4 Minimum Quotation Requirements

Each Quotation shall contain the following information:

a. proposed methodology and scope of work;
b. description of Proponent's company, purpose, and history of successes including information on size of organization, number of service providers, and staff employed;
c. identification of key personnel to be assigned to this project, setting out their names, responsibilities, qualifications, relevant experience, and alternate replacement in case of staff change;
d. detailed price list of the fees for all the services by deliverable with a timeline in a Gantt chart;
e. a list of all sub-contractors proposed;
f. three references of municipal clients of similar work; and
g. WCB clearance letter, COR certificate, APEGA Permit to Practice, and proof of liability and automobile insurance coverage of minimum $2,000,000.

2.5 Terms and Conditions

a. The successful Proponent will enter into a contractual agreement (in the form of a Services Agreement) with the Town within fifteen (15) days after delivery of the Agreement to the successful Proponent by the Town.
b. If the successful Proponent fails to execute and return the Agreement to the Town within fifteen (15) days, the Town may cease all discussions and have no obligation to the Proponent, and may, if it chooses to do so, award the Agreement to another Proponent, all without affecting any claim which the Town may have against the Proponent as a result thereof.

c. The RFQ and the completed Quotation including the Price Form of the successful Proponent will become Schedules of the Services Agreement.
d. The Services Agreement will be for the term equal to length of time required to complete the project.
e. The Services Agreement will include, but may not be limited to, the following:
    i. the start-up date identified by the Proponent in the quotation, and accepted by the Town;
    ii. the Proponent will be expected to deliver the services within the timeline provided.
f. The successful Proponent is required to have a valid Town of Drayton Valley Business License, prior to Agreement execution.

Section 3.0 - SUBMISSION FORM

REQUEST FOR QUOTATION SUBMISSION
ENGINEERING SERVICES FOR INFRASTRUCTURE DESIGN AND CONSTRUCTION SUPERVISION

PAGE 1 OF 2

Proponent's Name: _____

Address _____

_____

Mailing Address (if different from above)_____

_____

Telephone:_____ Fax: _____

Key Contact Person:_____

Telephone (if different from above) _____

Email: _____

The undersigned Proponent, having carefully read and examined the RFQ, including all sections, and having full knowledge of the requirements described herein, does offer to provide the goods and/or services in accordance with the requirements, terms and conditions set out in the RFQ and in accordance with the pricing as described within.

_____ _____

Signature of Authorized Signatory Date

_____

Print Name and Title

REQUEST FOR QUOTATION SUBMISSION
ENGINEERING SERVICES FOR INFRASTRUCTURE DESIGN AND CONSTRUCTION SUPERVISION

REQUIRED DOCUMENTS

By initialing each item, the Proponent confirms it has completed and enclosed the following documentation in its Quotations, and has identified any deviations or items of non-compliance providing an explanation of where it does not comply.

Initial

_____ 1. The Proponent's Alberta WCB registration number is _____. The Proponent warrants that it is in good standing as to all WCB assessments and requirements. A copy of the WCB clearance letter is attached. The Proponent confirms that it will comply with all occupational health and safety requirements, policies and procedures of the Town and all statutory occupational health and safety requirements under, or in connection with the *Worker's Compensation Act*.

_____ 2. Safety certification and evidence of established safety program. Include a copy of the Certificate of Recognition (COR) from the *Alberta Construction Safety Association* and a copy of the Table of Contents of the Proponents Safety Manual.

3. Copy of the Proponent's APEGA Permit to Practice.

_____ 4. Proof of Comprehensive or Commercial General Liability and Automobile Liability Insurance with limit not less than $2,000,000.

_____ 5. Brief description of Proponent's company, purpose, and history of successes including information on size of organization, number of service providers, and staff employed.

_____ 6. Information on relevant experience performed during the last five (5) years. Indication of the number and size of other municipalities where like services have or are currently being provided.

_____ 7. Identification of key personnel to be assigned to this Project, setting out their names, responsibilities, qualifications, and relevant experience.

_____ 8. Submission of a detailed price list of the fees for all the services by deliverable with a timeline in a Gantt chart, identifying the total all-inclusive fee which shall include any out of the pocket expenses for the provision of services for the agreement/contract period.

9. The proposed methodology and description of scope of work.

_____ 10. Submission of a detailed list of any deviations and/or variations from the terms and conditions set out in this RFQ and, if applicable, detail proposed amendments.