



REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER: 2024-04-E

SIDEWALK REPAIR & REPLACEMENT

RFQ ISSUE DATE: April 05, 2024

SUBMISSION DEADLINE: May 03, 2024

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 and/or businesses for the delivery of sidewalk installation & replacement services for the municipality.
- 1.2 Proponents are invited to provide alternative options or solutions to address the service need, however, the Town is under no obligation to deviate from the original specifications requested.
- 1.3 **Submissions will be accepted at the Town until 2:00:00 p.m. Alberta time (MST), May 03, 2024.**
- 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 Proponent may also elect to submit an electronic copy of the submission, whether mailed or hand-delivered must be in a sealed envelope and clearly marked as:

**Attention: Shelley Terry General Manager of Municipal Services
Request for Quotation
Sidewalk Repair & Replacement
Town of Drayton Valley**

- 1.5 Submission inquiries are to be directed to:

Sonny Caguinguin B.Sc., B.Eng..
Civil Engineering Technologist/Landfill Manager
Email Address: scaguinguin@draytonvalley.ca

1.6 SUBMISSION PROCESS

1.6.1 Submission of Quotation

- a. The Proponent shall submit two (2) copy of its Submission with all accompanying schedules, appendices and addenda in sealed envelope/package marked with the Proponent’s name and the RFQ title up to the Submission Deadline set out on the date and the location shown on the title page of this RFQ, or alternatively.
- 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 RFQ 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- d. Quotations may be withdrawn by written notice only, provided such notice is received at the administration office of the Town prior to Submission Deadline.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, otherwise, the submission will be deemed non-compliant and rejected.
 - ii. Stage 2 will consist of evaluating the Submission based on the Evaluation Criteria outlined in Section 1.6.4.b.
- 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 subcontractors 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/SECOR) or Small Employer Certificate of Recognition (SECOR)
 - iii. Proof of Automobile Liability Insurance of \$2,000,000 minimum; and
 - iv. Proof of General/Professional Liability Insurance of \$5,000,000 minimum.
- b. Evaluation Criteria
 - i. Unit price quotation: demonstrated budget breakdown for time and effort for service deliverable;
 - 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 with clear identification of services included; and
 - v. Co-ordination of work with the Town historically.
 - vi. Contractors Construction Schedule.

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. reject a Quotation even if it is the only Quotation received by the Town;
- b. All Quotations shall be irrevocable and remain open for acceptance for at least sixty (60) 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 – April 05, 2024;
- b. Pre-Submission-Site Visit- April 26, 2024, the tour will start at 2:00pm from The Town main office at 5120-52nd Street
- c. RFQ closes – May 03, 2024;
- d. Completion of evaluation process and award – May 10, 2024; and
- e. Signing of Services Agreement– May 15, 2024.
- f. Project Start- As Soon As Possible after the award - June 2024.
- g. Project Completion- September 2024.

Section 2.0 - REQUIREMENTS

2.1 Description of Work

The work involves the concrete sidewalk and curb and gutter removal and replacement, base construction, landscaping, roadway repair and all works associated with this project. The Contractor shall:

- a. Remove and replace or provide new installation of sidewalk work including but not limited to; saw cutting, base excavation, base preparation/stabilization, concrete work, remove/replace curb and gutter, asphalt pavement, and landscape restoration, etc. Provide curb ramping where required for wheelchair accessibility. Use City of Edmonton Sidewalk Design Standards attached. Match the width of the new sidewalk to the existing sidewalk.
- b. Use sod or seed for landscape restoration unless otherwise approved. The contractor shall be responsible for landscaping and the sod or seeding until it successfully roots.
- c. Supply all necessary materials, equipment, labour and traffic control to perform the work as directed by the Town of Drayton Valley.
- d. Perform all work while creating a minimum level of inconvenience to vehicular traffic and pedestrians, while ensuring public safety within the construction zone.
- e. The contractor will be responsible for all necessary line locates and ground disturbance protocols if the location of work requires it.

2.2 Location (see attached Map Schedule B) Confirm Widths.

- a. 5132-50 St. (**Schedule-1**)
- b. 5204-46 Ave. & 47 Ave. (**Schedule-2**)
- c. 4303-4327 54 St. (**Schedule-3**)
- d. 3700-51 Ave. (**Schedule-4**)
- e. 3705-44 Ave. (**Schedule-5**)
- f. 4740-49 Ave. (**Schedule-6**)
- g. 43 St & 44 Ave. crosswalk @ new school (**Schedule-7**)
- h. 43 Ave. & 42 St. connection to sidewalk for crosswalk (**Schedule-8**)

2.3 Available Information:

The Town can supply the following information and materials:

- a. Town of Drayton Valley Sidewalk Installation & Replacement Location Map Schedule Maps.
- b. Location for free disposal of common excavation material and removed concrete material.
- c. Schedule 9 standard sidewalk design
- d. Schedule 10 standard ramp design

2.4 Minimum Quotation Requirements

Each Quotation shall contain the following information:

- a. a description of the Proponent's services, including experience;
- b. unit price quotations;
- c. list of vehicles and equipment used for the sidewalk installation & replacement, including their make, model, year of manufacture, physical and mechanical condition (may include photographs and applicable reports);
- d. WCB clearance letter, COR/SECOR certificate, and proof of professional/general liability and automobile insurance coverage of minimum \$5,000,000; and
- e. Timeline of services deliverable project start and approximate substantial

completion.

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 a negotiated term with the Town and, and the Town's discretion, for an additional term.
- e. The required warranty will be for one year starting with CCC inspection.

Section 3.0 – PRICE ESTIMATE

Location:

- a. 5132-50 St. (**Schedule-1**)
- b. 5204-46 Ave. & 47 Ave. (**Schedule-2**)
- c. 4303-4327 54 St. (**Schedule-3**)
- d. 3700-51 Ave. (**Schedule-4**)
- e. 3705-44 Ave. (**Schedule-5**)
- f. 4740-49 Ave. (**Schedule-6**)
- g. 43 St & 44 Ave. crosswalk @ new school (**Schedule-7**)
- h. 43 Ave. & 42 St. connection to sidewalk for crosswalk (**Schedule-8**)

Schedule	Description	Length (m)	Width (m)	Unit Rate	Unit Cost
1	Remove/Replace concrete mono sidewalk and Curb & Gutter, match existing (including but not limited to saw cutting, excavation, removal, base preparation, concrete & asphalt work, landscaping, etc.)	44	4		
2		44	1.2		
3		60	1.2		
4		4	1.5		
5		13	1.5		
6		9	1.5		
7		10	1.5		
8		New Ramp			
	Need a new SW & ramp on <u>Schedule 7</u>				
	Need a new Ramp on <u>Schedule 8</u>				

NOTE:

1. Exact location of the sidewalk replacement will be marked with the engineers from the Town after the contract is awarded;
2. Depending on 2023 project plan and budgeting, the quantity could be subject to change.)

Section 4.0 - QUOTATION FORM



**REQUEST FOR QUOTATION SUBMISSION
SIDEWALK REPLACEMENT
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 RFP, 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 RFP and in accordance with the pricing as described within.

Signature of Authorized Signatory

Date

Print Name and Title

REQUEST FOR QUOTATION SUBMISSION SIDEWALK REPLACEMENT

PAGE 2 OF 2

REQUIRED QUOTATION DOCUMENTS

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

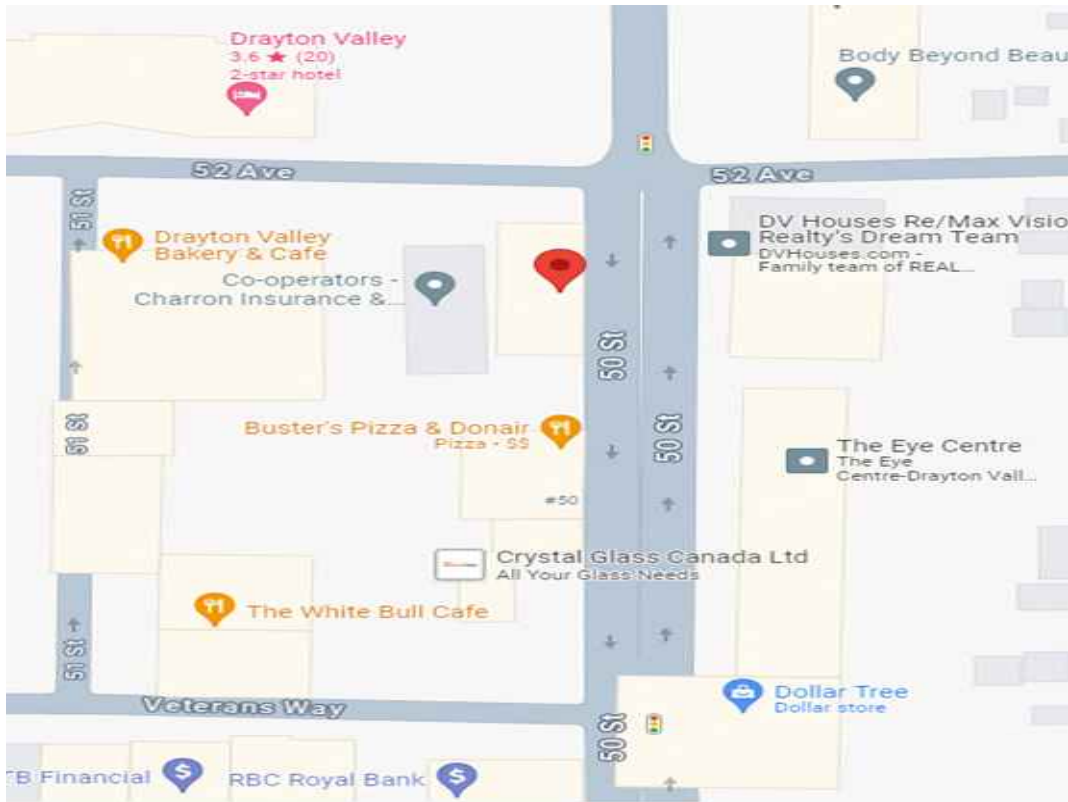
Initial

- _____ 1. 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 and the Occupational Health and Safety Act*. 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.
- _____ 2. Safety certification and
- _____ 3. Brief description of Proponent's company, purpose, and history of successes.
- _____ 4. Information on size of organization, number of service providers, and staff employed.
- _____ 5. Information on relevant experience performed during the last five (5) years.
- _____ 6. 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 Agreement, setting out their names, responsibilities, qualifications, and relevant experience.
- _____ 8. Submission of a detailed budget breaking down the fees for all the services, 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. Submission of a detailed list of any deviations and/or variations from the terms and conditions set out in this RFP and, if applicable, detail proposed amendments.

**SCHEDULE B
SIDEWALK INSTALLATION & REPLACEMENT LOCATION**

SCHEDULE-1

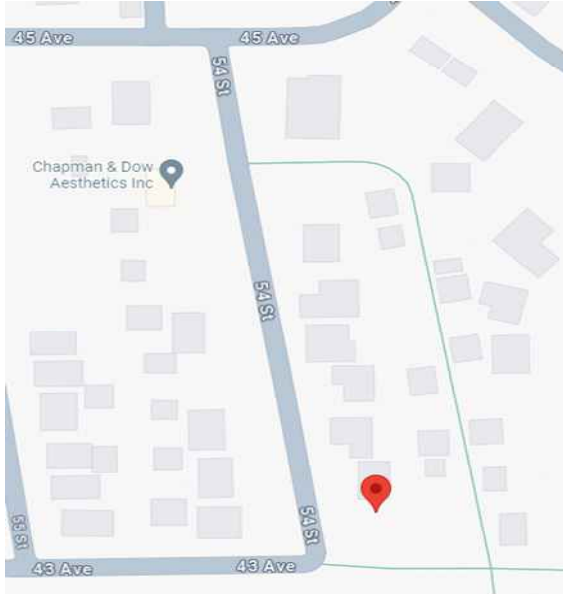




Request for Quotation
Sidewalk Replacement

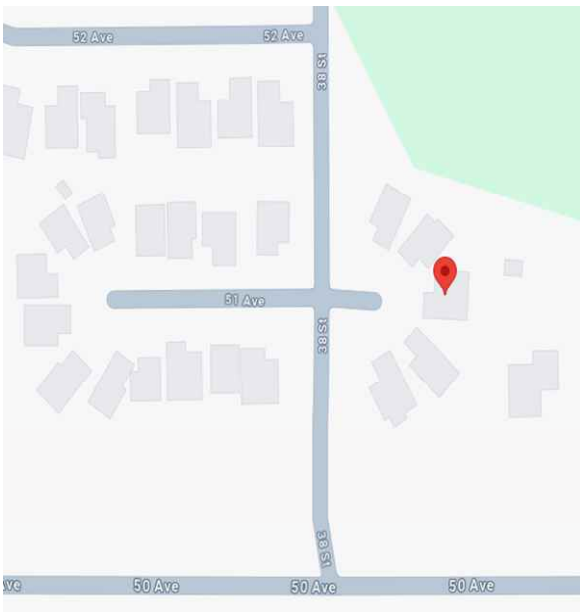
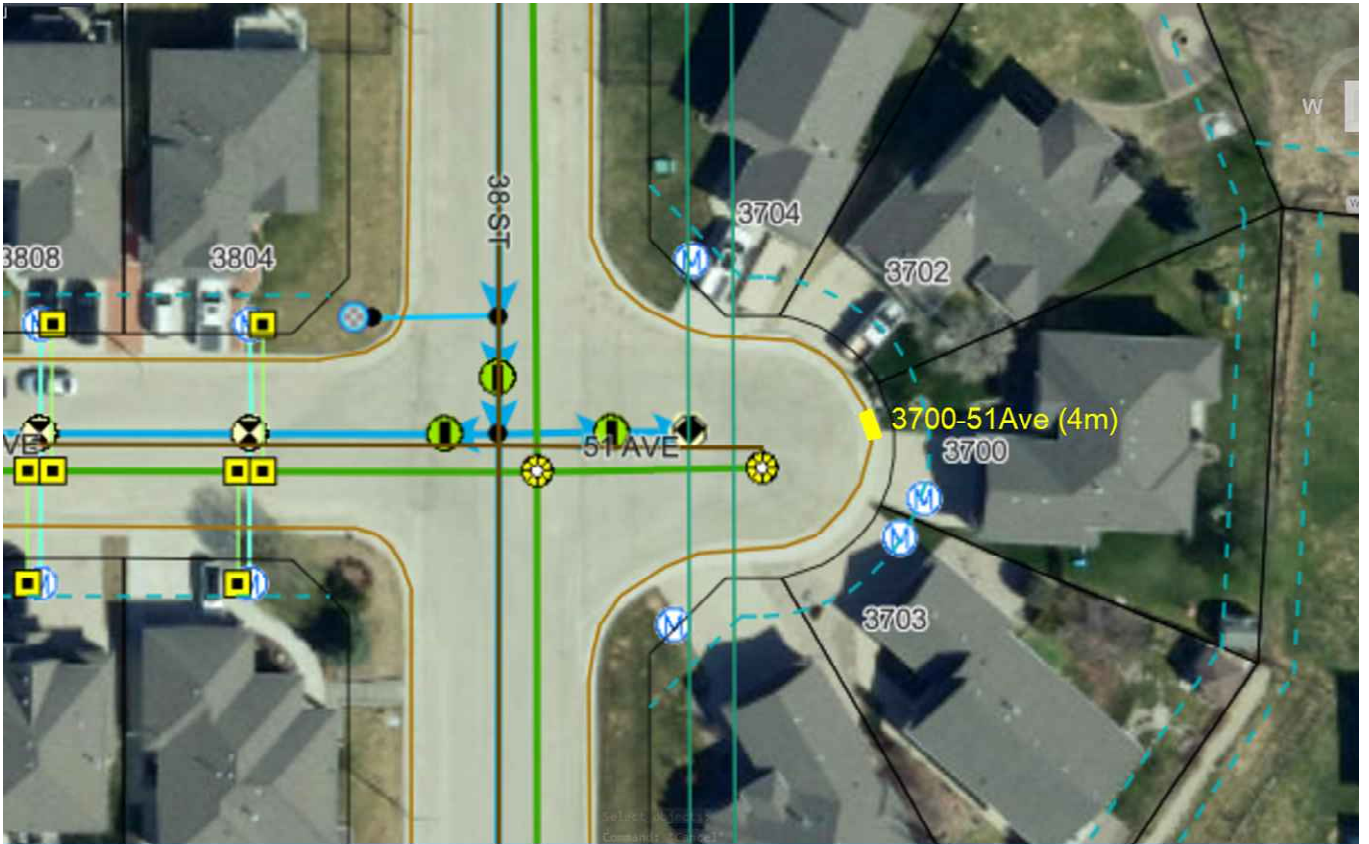
SCHEDULE-3



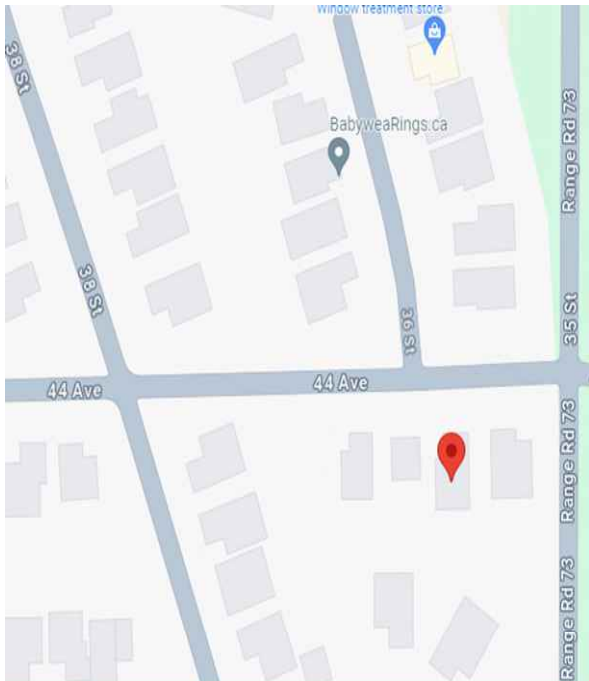


Request for Quotation
Sidewalk Replacement

SCHEDULE-4



SCHEDULE-5



Request for Quotation
Sidewalk Replacement

SCHEDULE-6

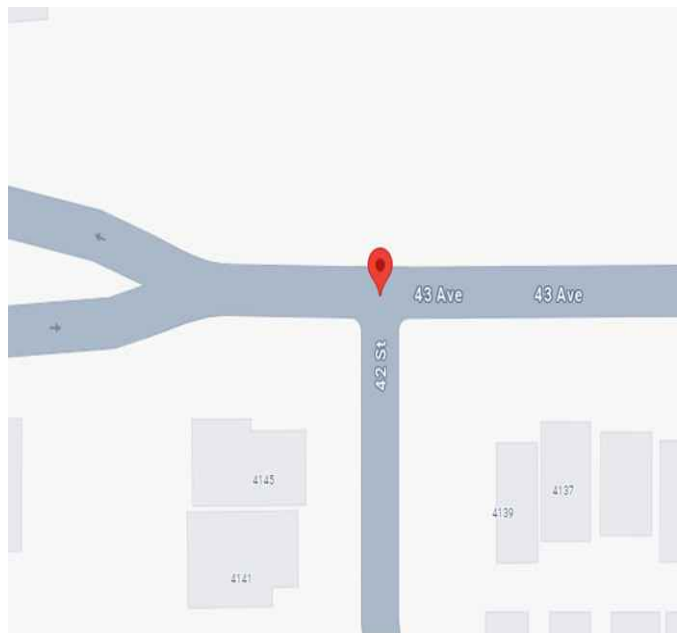


Request for Quotation
Sidewalk Replacement

SCHEDULE-7



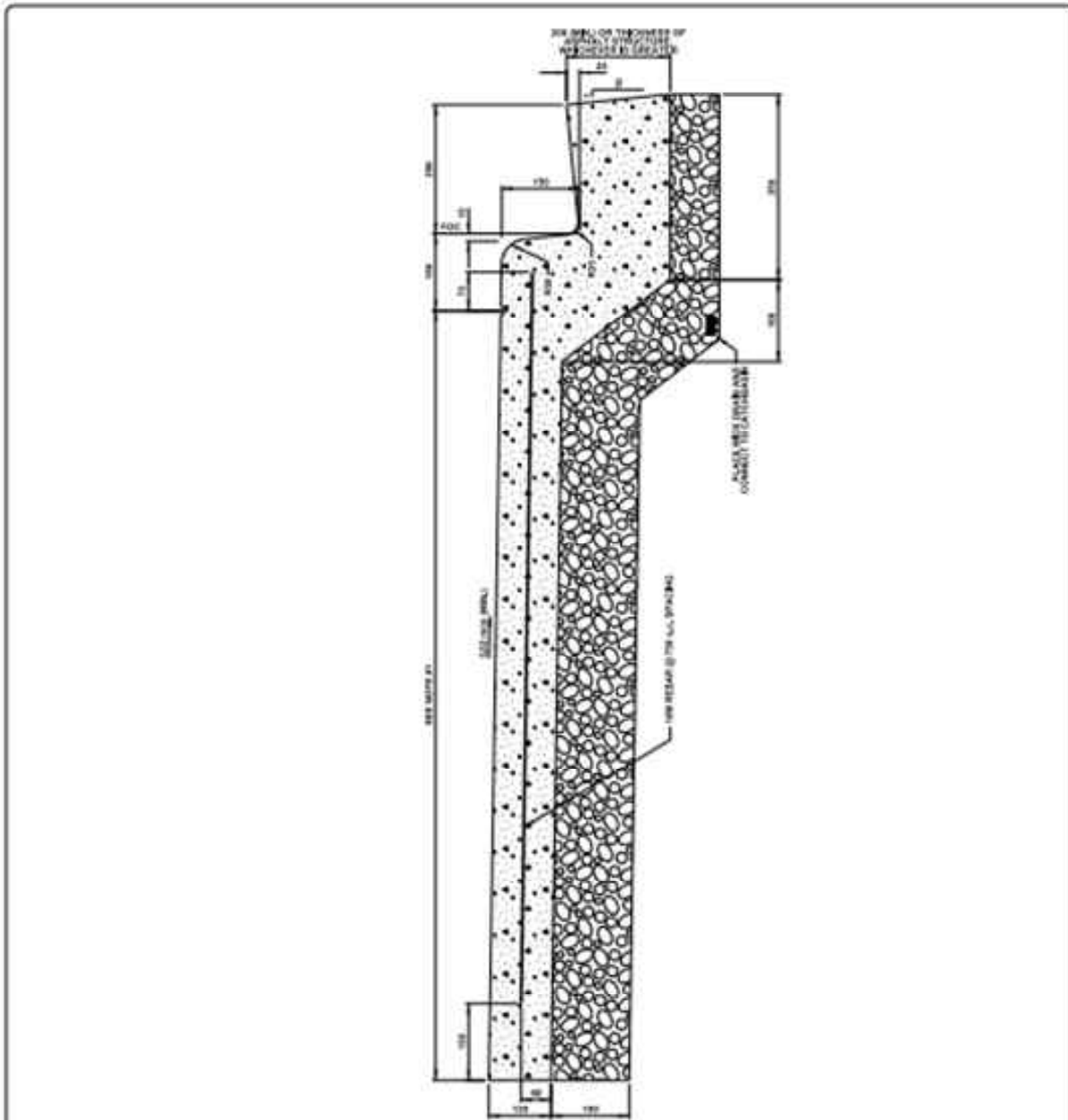
SCHEDULE-8



Request for Quotation
Sidewalk Replacement

SCHEDULE-9



City of Edmonton – Sidewalk Standard Details

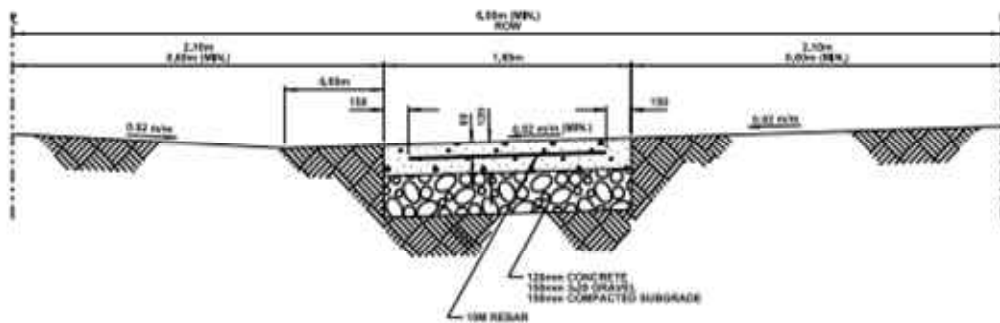


NOTES:

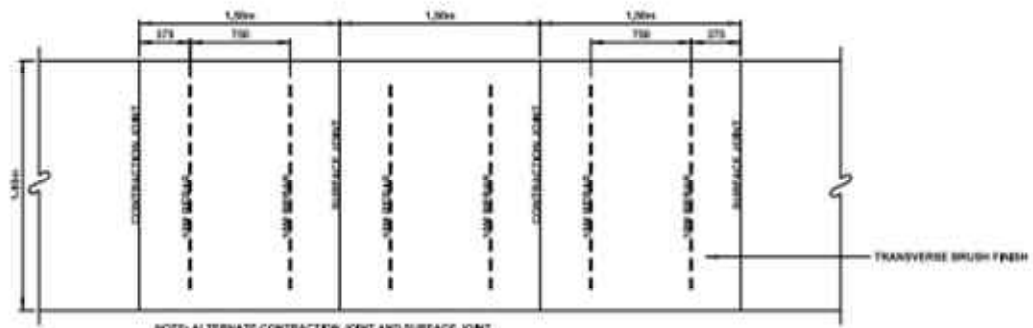
1. MINIMUM WIDTH OF MONOWALK
 - ON URBAN LOCAL ROADWAYS TO BE 1.80m.
 - ALONG COLLECTOR / ARTERIAL ROADWAYS TO BE 2.30m.
 - IN FRONT OF SCHOOL SITE TO BE 2.50m.

**ALL DIMENSIONS
IN MILLIMETRES UNLESS
OTHERWISE NOTED**

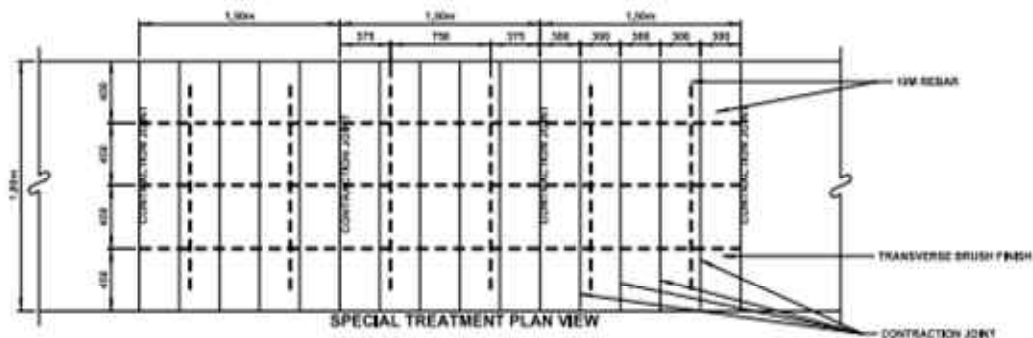
 STANDARD DRAWING	MONOLITHIC WALK WITH 150mm CURB AND 250mm GUTTER			
	DATE APPROVED 2018	DRAWN BY KSYC	APPROVED 	PROJECT NUMBER 5100
REVISED N.T.S.	CHECKED BY JN			



TYPICAL SECTION



TYPICAL PLAN VIEW




SPECIAL TREATMENT PLAN VIEW

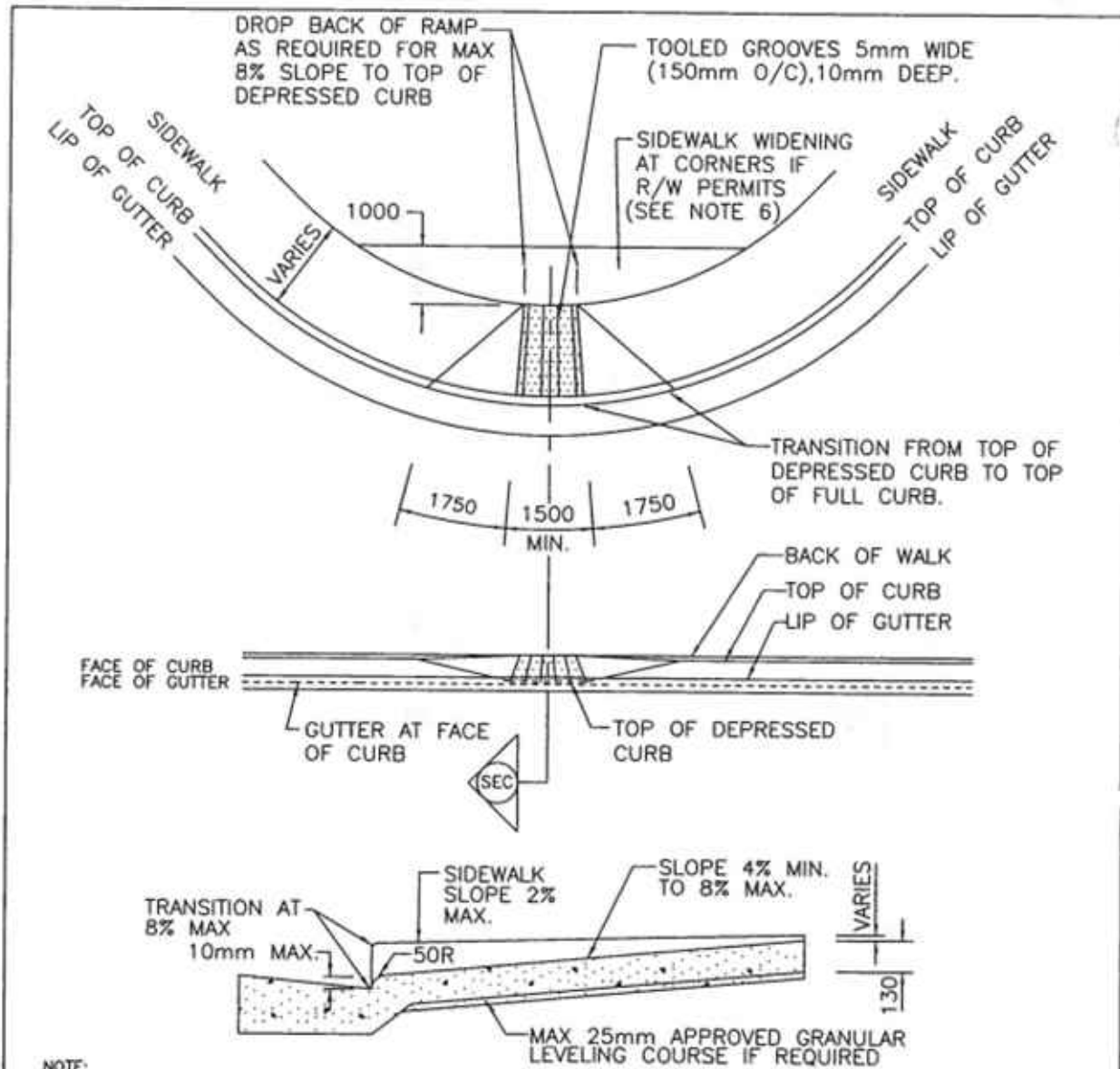
NOTES:

1. ALTERNATE CONTRACTION JOINT AND SURFACE JOINT FOR TYPICAL CONCRETE WALKWAY CONSTRUCTION.
2. SPECIAL TREATMENT ADJACENT TO EXISTING TREES AS REQUESTED BY ENGINEER.
3. USE ALL CONTRACTION JOINTS WITHIN SPECIAL TREATMENT AREA.
4. LONGITUDINAL REBARS MUST BE CONTINUOUS AND TIED TO THE TRANSVERSE REBARS.

ALL DIMENSIONS
IN MILLIMETRES UNLESS
OTHERWISE NOTED

 <p>STANDARD DRAWING</p>	<p>CONCRETE WALKWAY - 1.80m</p>			<p>DATE APPROVED: 2018</p> <p>SCALE: N.T.S.</p>	<p>APPROVED: <i>M.R.</i></p>	<p>PROJECT: KSYC</p> <p>PROJ. NO.: JN</p>	<p>DATE: 5140</p>

SCHEDULE-10



NOTE:

1. POUR CURB AND RAMP MONOLITHICALLY.
2. TRANSITION DISTANCE FROM TOP OF DEPRESSED CURB TO TOP OF FULL CURB VARIES WITH SIDEWALK DEPTH OR CURB HEIGHT.
3. RAMPS FOR USERS OF WHEELCHAIRS/BICYCLES SHOULD BE LOCATED AT ALL JUNCTIONS OF CROSSWALKS AND SIDEWALKS. RAMP MUST BE LOCATED WITHIN A CROSSWALK.
4. GROOVES ON SIDEWALK RAMPS ARE TO ALERT PERSONS WHO ARE VISUALLY IMPAIRED OF THE CURB-CUT AND A STREET CROSSING
5. WHERE CROSSWALKS ARE CONTROLLED BY SIGNALS WITH A PUSH-BUTTON SYSTEM, THE SIDEWALKS AND RAMPS MUST ALLOW ACCESS BY WHEELCHAIR TO THE PUSH-BUTTON.
6. WHERE RIGHT-OF-WAY IS AVAILABLE, THE SIDEWALK IS TO BE WIDENED AT CORNER LOCATIONS AS SHOWN SO THAT AT LEAST A 1.0m WIDTH OF FLAT SIDEWALK IS PROVIDED ADJACENT TO THE RAMP.

REVISIONS			The Town of Drayton Valley	
Date	Details	Approved	PARAPLEGIC RAMP	
			APPROVED:	
			SCALE: N.T.S.	
			DATE: NOVEMBER, 2001	
			STD. DWG. No.	T18