



REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER: 2024-05-E

TRAILS UPGRADING

RFQ ISSUE DATE: April 17, 2024

SUBMISSION DEADLINE: May 17, 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 trails 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 PM, MST, May 17, 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, GM Municipal Services
Request for Quotation
Trails Upgrading
Town of Drayton Valley**

- 1.5 Submission inquiries are to be directed to:

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

1.6 SUBMISSION PROCESS

1.6.1 Submission of Quotation

- a. The Proponent shall either 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- d. Quotations may be withdrawn by written notice only, provided such notice is received at the administration office of the Town prior to Submission Deadline.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 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/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 17, 2024;
- b. Pre-Submission-Site Visit- May 10, 2024, the tour will start at 2:00pm from The Town main office at 5120-52nd Street.
- c. RFQ closes – May 17, 2024;
- d. Completion of evaluation process and award – May 24, 2024; and
- e. Signing of Services Agreement– May 31, 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 trail/pathway removal and replacement, base construction, landscaping, roadway repair and all works associated with this project. The Contractor shall:

- a. Remove/replace or provide fresh installation of trail/pathway work including but not limited to; saw cutting, base excavation, base preparation/stabilization, concrete work, asphalt pavement, and landscape restoration, etc. to the same specification as per Town of Drayton Valley Design Standards Section 7.A "Trails Upgrading" (see Schedule A).
- 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.
- f. Asphalt removed will be hauled to specified location designated by the Town, successful proponent will not have the right to keep removed asphalt. All other materials removed can be disposed of for free at the Aspen Waste Management Facility (Landfill)

2.2 Location (see attached Map Schedule B)

- a. Peace Park (**Schedule-B-1**)
- b. Deby Park (**Schedule-B-2**)
- c. Asphalt Storage location (**Schedule-D**)

2.3 Available Information:

The Town can supply the following information and materials:

- a. Town of Drayton Valley Trail Upgrading Installation & Replacement Location Map (Schedule B)
- b. Town of Drayton Valley Design Standards (Schedule A).
- c. Typical Multi-Use Trail Cross-Section Drawing. (Schedule C)
- d. Map of storage area for removed asphalt. (Schedule D)

2.4 Minimum Quotation Requirements

Each Quotation shall contain the following information:

- a. a description of the Proponent's services, including experience;
- b. a bid bond equal to 10% of the bid price;
- c. unit or hourly price quotations;
- d. 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);
- e. WCB clearance letter, COR/SECOR certificate, and proof of professional/general liability and automobile insurance coverage of minimum \$5,000,000; and
- f. Timeline of services deliverable project start and approximate substantial

completion schedule.

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. The required warranty will be for one year starting with the CCC inspection.
- c. 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.
- d. The RFQ and the completed Quotation including the Price Form of the successful Proponent will become Schedules of the Services Agreement.
- e. The Services Agreement will be for a negotiated term with the Town and, and the Town's discretion, for an additional term.
- f. 3% holdback may be required pending job completion.
- g. Successful proponent will retain prime contractor for the duration of the project.

Section 3.0 – PRICE ESTIMATE

Location:

- a. Peace Park (**Schedule-1**)
- b. Deby Park (**Schedule-2**)

Schedule	Description	Length (m)	Unit Rate	Cost
1	Remove/Replace existing trails, provide 2.5 meter wide asphalt trail surface. Prepare base compacted to 98% SPD and thickness as per cross section provided. Prepare subgrade with 100% SPD compaction. Provide landscaping, etc.)	470		
2		268		
Total				

NOTE:

1. Exact location of the trails replacement will be marked with the Engineers from the Town after the contract is awarded;
2. Depending on 2024 project plan and budgeting, the quantity could be subject to change.

Section 4.0 - QUOTATION FORM

REQUEST FOR QUOTATION SUBMISSION TRAILS UPGRADING 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 TRAILS UPGRADING 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 evidence of established safety program. Include a copy of the Certificate of Recognition (COR) from the *Alberta Construction Safety Association or SECOR* and a copy of the Table of Contents of the Proponents Safety Manual.
- _____ 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.

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7.A.1 REMOVE & REPLACE ASPHALT TRAIL

The Town regularly monitors and evaluates asphalt trail conditions by inspection, through maintenance logs, and feedback received by residents. Each year, the Town rehabilitates and restores specific trail locations using one of the following methods:

- removing and replacing the asphalt trail.
- spreading a thin asphalt overlay on the existing asphalt trail, or
- applying a slurry seal on the existing asphalt trail.

7.A.2 SUBGRADE

Prior to construction, vegetation should be cleared and stumps and roots removed along the trail to a minimum of five feet outside the edge of the proposed pavement. This will allow construction equipment access and help prevent future root and vegetation growth from encroaching on the path. If adequate access width cannot be provided, the contractor will be forced to use less efficient equipment with increased costs to the municipality.

After removing vegetation and roots, the subgrade should be prepared by removing unstable soil, shaping to grade, scarifying the surface to a minimum depth of six inches, moisture conditioning, and compacting. The area of compacted subgrade should extend a minimum of two feet beyond the edge of pavement. The support of the subgrade can be easily evaluated by driving a loaded dump truck or roller over the trail after the compaction process. Areas that show a deflection of two inches or more should be recompacted, removed, and replaced with stable soil, or a base material added for improved support.

After compaction, a soil herbicide and/or root inhibitor should be applied. Application should be carefully controlled to the pavement area only.

Typical shaping, grading, and compaction crews consist of a motor grader or blade, landscape tractor with back box for grading, and a rubber tire roller for compaction. Additional compaction equipment and access to water may be required.

7.A.3 OFF-STREET PATHS/TRAILS

7.A.3.1 Path/Trail Width

Trails should be at least 2.5m wide and 100mm for asphalt to accommodate one-way traffic. Branches and other debris should be cleared across at least 2 feet on each side of the trail with a 10-foot vertical clearance; be sure to factor in anticipated snow levels. If the trail features bridges or tunnels, they must be at least 8 feet wide with a minimum carrying capacity of 5 tons.

7.A.4 SLOPE/DRAINAGE

A cross slope of 2-4% is recommended for proper drainage of off-street path, walkways, and trails. Surface drainage from the path/walkway/trail will dissipate as it flows down gently sloping terrain. However, if a path/walkway/trail is constructed on the side of a hill, a drainage ditch or swale may be necessary on the uphill side to intercept the slope drainage.

For off-street paths, walkways, and trails in flatter environments, ditches may be required to accommodate rain and snow melt to ensure the path/ walkway/ trail is not flooded and that ice is not formed in colder months.

Since off-street paths are used as self-contained drainage corridors, the off-street path/trail should be designed to facilitate positive drainage flow. The normal longitudinal grade of the walkway is 0.7% and the minimum permitted grade is 0.5%. The crossfall should be designed at 2% with a landscape swale offset from the walkway.

7.A.5 BASE PREPARATION

Soft, yielding or unsuitable base material shall be removed and disposed of, as directed by the Consultant or Town, and replaced with approved material. The base material shall be thoroughly compacted to 98% of Standard Proctor Density at optimum moisture to a depth of 150 mm and finished to a smooth, uniform surface, true to established line and grade. Base preparation shall extend sufficiently beyond the edges of the structure to enable forming and construction of the work.

7.A.6 LANDSCAPING AND AMENITIES

Landscaping elements shall be specified on the landscaping plans in accordance with the requirements of the Town's Design and Construction Standards Section 8. The placement of any plants must consider the "as-planted" sightlines, and "as matured" sightlines.

Work included:

Provide all labor, products and equipment required for the work, including but not limited to:

- a. Top soil installation
- b. Tree Planting
- c. Sod installation
- d. Any incidental work

7.A.7 PIPELINES, RAILWAYS & STORMWATER FACILITIES

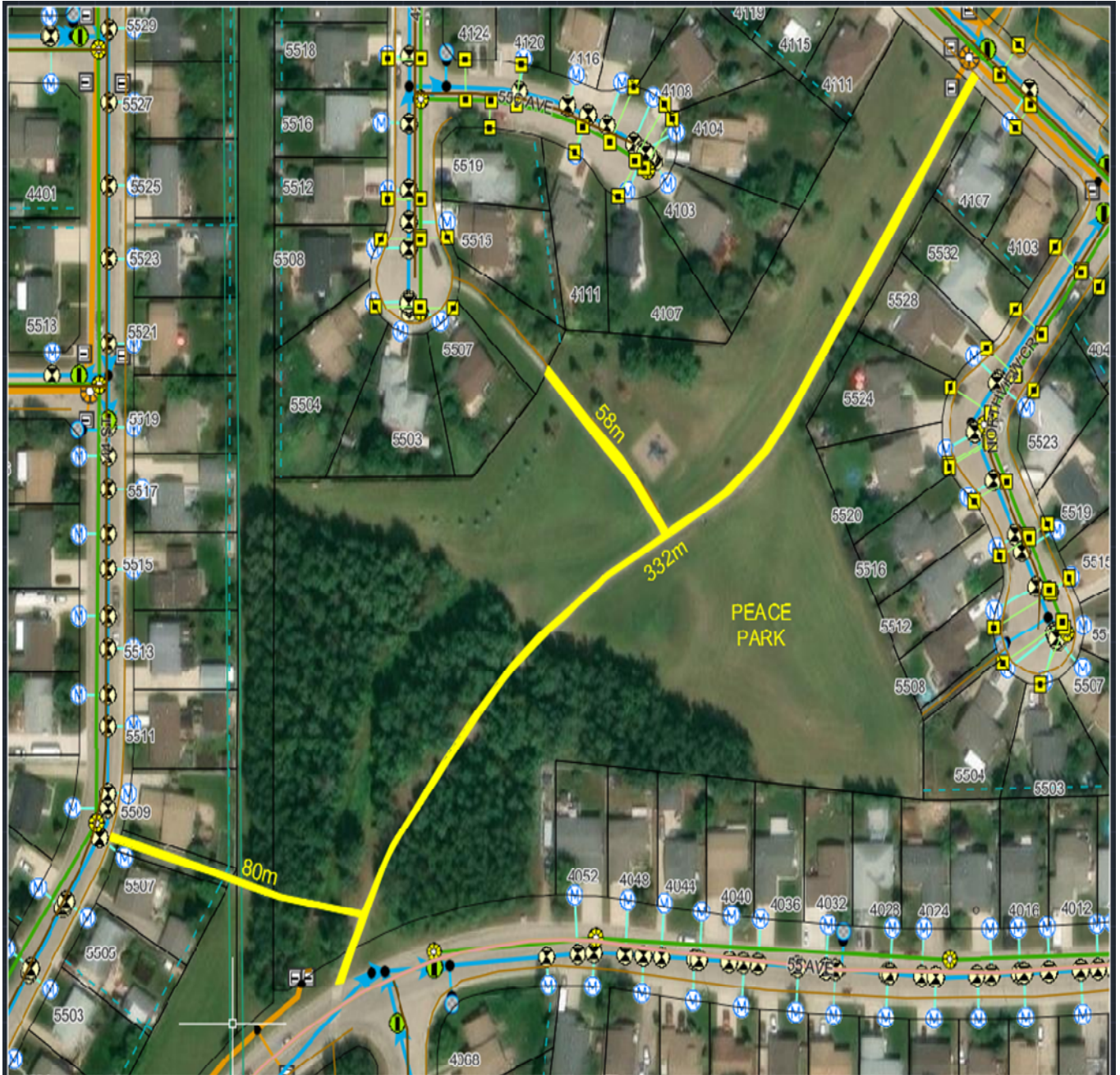
Where off-street paths/trails cross or are located within an existing major utility or pipeline right of way, the contractor will be responsible to obtain proper written permission/agreement with the appropriate authority prior to construction. The contractor will be asked to produce a copy of a plan approved by the appropriate authority permitting construction of the off-street path/trail within the utility or pipeline corridor.

A crossing agreement or proximity agreement may be required if the path/trail or required work area is adjacent to the pipeline right of way. Agreement will be necessary where work occurs within 30 meters of a pipeline. Contractor to do line locates prior.

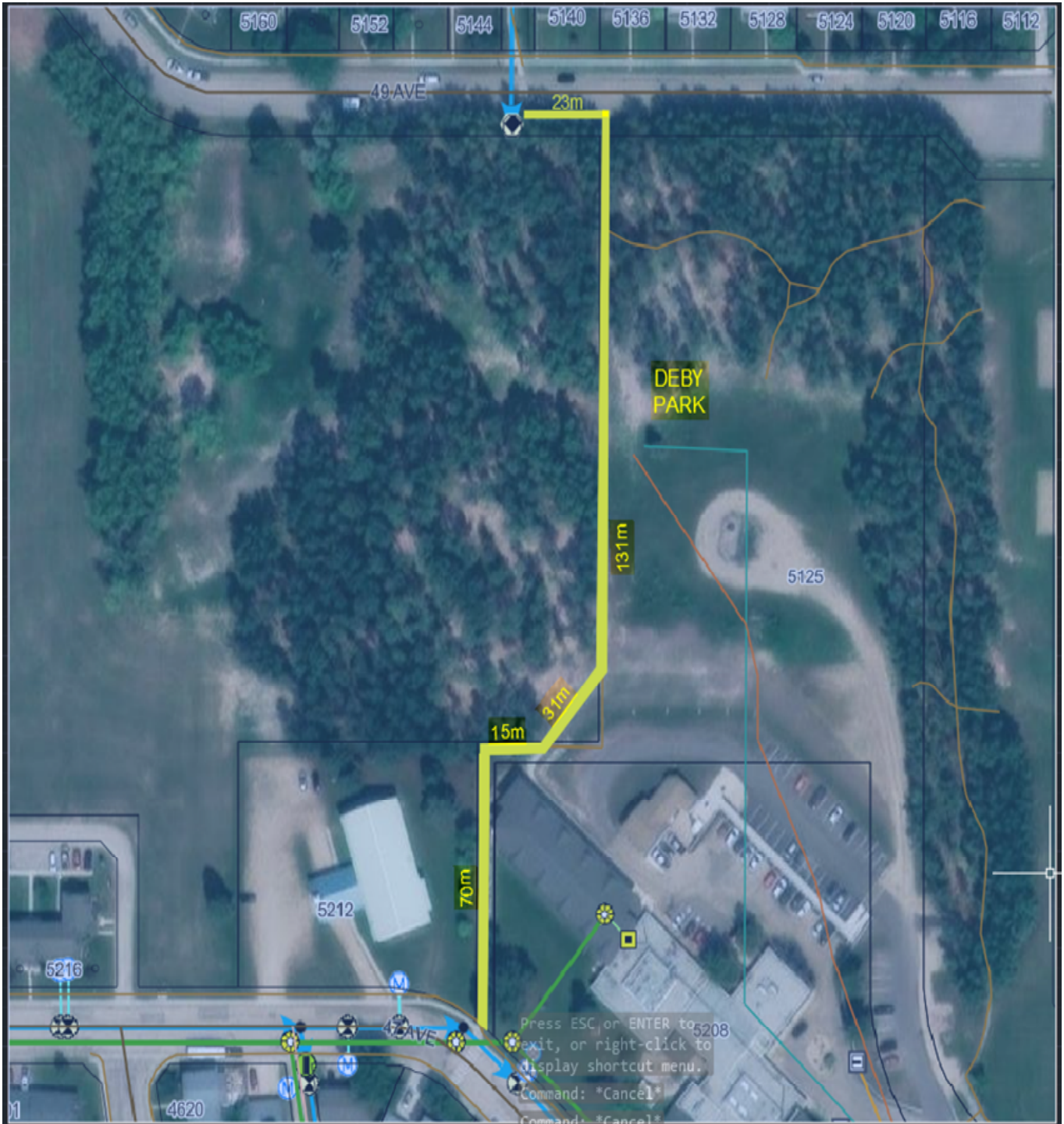
SCHEDULE B

TRAIL UPGRADING INSTALLATION & REPLACEMENT LOCATION

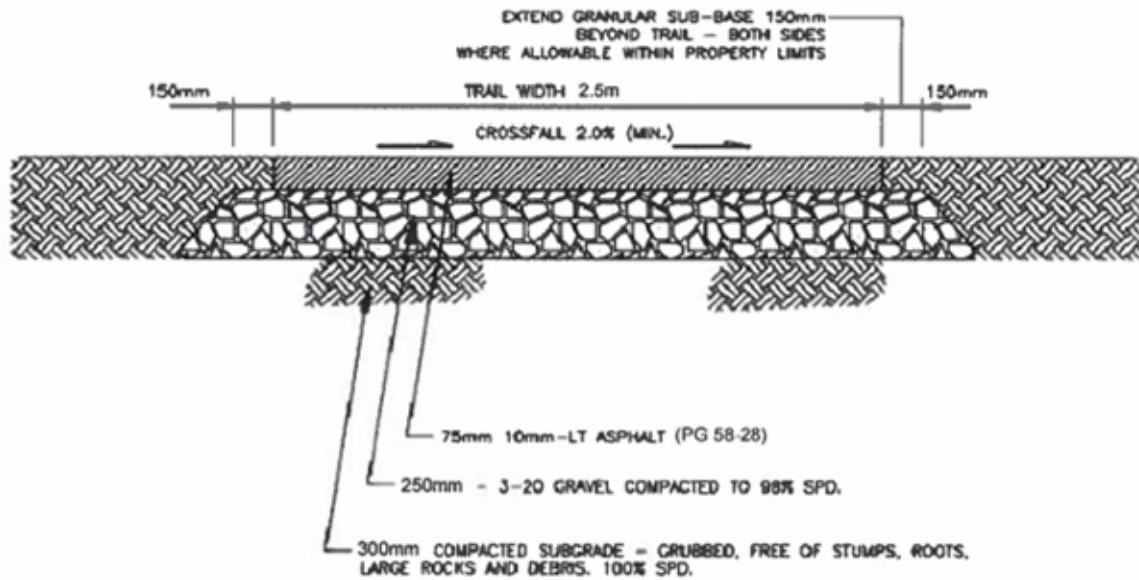
SCHEDULE 1 (Peace Park)



SCHEDULE 2 (Deby Park)



Schedule C- Typical Cross-Section of Multi-Use Trail



MULTI-USE TRAIL		
REV. 01	May 24, 2023	SCALE: NTS

Schedule D Storage Location for Removed Asphalt Only

