

THE CORPORATION OF THE CITY OF ROSSLAND
AGENDA – SPECIAL MEETING

**Monday, April 4, 2011
5:00 PM
Council Chambers City Hall**

<u>ITEM</u>	<u>SUBJECT MATTER</u>	<u>RECOMMENDATION</u>	
1	<u>CALL TO ORDER</u>	Call to Order	Call Meeting to Order
2	<u>PUBLIC INPUT PERIOD</u>		
3	<u>SPECIAL MEETING AGENDA</u>	April 4, 2011 Agenda	Adopt Agenda
4	<u>UNFINISHED BUSINESS</u>		
	a) City Manager - Memorandum	Council resolution from March 28, 2011 Regular Meeting re: Columbia and Washington Project.	Council resolution compliance.
	b) Mayor - Reconsideration of motion	Mayor's reconsideration of motion defeated at the March 28, 2011 Regular Meeting.	THAT Council authorize City Staff to contract with ISL Engineering and Land Services (ISL) to provide the engineering services for the first and the second phases (if the second phase is approved after the initial phase has been completed and approved) as the successful proponent for the Columbia and Washington Street Corridor work.
5	<u>ADJOURNMENT</u>		

Notice of the Special Meeting of Council, April 4, 2011, is hereby given on March 31, 2011.



Mayor


Corporate Officer

DELEGATIONS:

Nil

UNFINISHED BUSINESS:

Nil

RECOMMENDATIONS FROM STAFF FOR DECISION:

- a) **City Manager / Staff Request for Decision – Selection of Engineering Firm for Columbia Avenue and Washington Street Corridor Work.**

MOTION: WALLACE / SPEARN

RESOLVED THAT COUNCIL AUTHORIZE CITY STAFF TO CONTRACT WITH ISL ENGINEERING AND LAND SERVICES (ISL) TO PROVIDE THE ENGINEERING SERVICES FOR THE FIRST AND THE SECOND PHASES (IF THE SECOND PHASE IS APPROVED AFTER THE INITIAL PHASE HAS BEEN COMPLETED AND APPROVED) AS THE SUCCESSFUL PROPONENT FOR THE COLUMBIA AND WASHINGTON STREET CORRIDOR WORK.

DEFEATED.

MOTION: STRADLING / MOORE

RESOLVED THAT STAFF PRESENT COUNCIL WITH A REPORT OUTLINING THE EXPECTED COST AND SCHEDULE REQUIRED TO COMPLETE THE REQUESTED SCOPE OF WORK FROM THE FOUR SHORT-LISTED PROPONENTS.

CARRIED.

REQUESTS ARISING FROM CORRESPONDENCE:

Nil

THE CORPORATION OF THE CITY OF ROSSLAND
MEMORANDUM



TO: Mayor and Council

FILE: 3900.30

PC: Management

DATE: March 31, 2011

FROM: Victor Kumar CAO/City Manager

SUBJECT: Columbia & Washington Project

Background:

Council resolved the following on March 28th, 2011:

"Resolved that Staff present Council with a Report outlining the expected cost and schedule required to complete the requested scope of work from the four short listed proponents."

The four short listed proponents are:

- ISL Engineering and Land Services
- MMM Group
- McElhanney
- Urban Systems

Key Issues to address are:

- Expected cost
- Schedule of Work
- Scope of work

Discussion of the Key Issues:

Expected Cost: A Request for Qualification (RFQ) as opposed to a Request for Proposal (RFP) was initiated by the City once Council had approved the funding commitment of up to \$250,000 (February 14, 2011). RFQ's very seldom ask for expected cost. Recognizing that the public and Council would be interested in such a budget, the selected firms were requested to provide in their proposals clarification on the services included and the expected cost. Unit based pricing (hourly rates for personnel involved in the project) was a factor in the selection process. This is usually within the requirements of the RFQ.

Schedule of Work: The RFQ had two Phases to the overall engineering contract. The First Phase, included two smaller phases or steps. The RFQ requested was for the initial design phase. Within this phase options will be explored. The schedule of work is designed to manage and control costs. The schedule of work presented, by the recommended proponent, is in compliance with the timeliness

of the MOTI. It is expected that the entire project must be issued for tender call in February of 2012 or sooner. The schedule provided is flexible and is considerably ahead of the timelines of the MOTI.

Scope of Work: The City is not the only vested party in this project. The Ministry of Transportation and Infrastructure has significant vested interest along with the general public. To this end, the objective was to select an engineering firm that parties can work with and define the Scope of the Project. The initial scope of work is the pre-design stage to commence once the selection of the engineering firm is approved.

Based on the foregoing brief discussion of the key issues the following options and alternatives are available:

Options and Alternatives:

Option 1: Compliance with the Resolution: The requested information is provided as attachments to this Staff Report. This is not an action motion.

Option 2: Council selects the staff recommended Engineering firm. This motion was defeated, hence, under Council Procedure Bylaw, the Mayor may bring forward the defeated motion for reconsideration within 30 days. Further Council may also reconsider the defeated motion at some future date.

Option 3: Council abandons the entire project: There is no selection made for the engineering firm. The proponents are advised accordingly.

Option 4: Council instructs Staff to issue a revised RFQ or an RFP with defined Scope of Work and Schedule: This would allow Council to provide details of the Scope of Work to be included in the RFQ or an RFP. It is unlikely this delay would meet the timelines of the Ministry of Highways and Infrastructure.

LEGISLATIVE AUTHORITY AND PRECEDENTS

The expenditure for the project is included in the City's Five Year Financial Plan. It is also part of the 2011 budget. The February 14th, 2011 meeting approved a commitment to fund the engineering costs in phases as the steps in the project are approved.

The Courts in Canada and BC have issued many rulings on the implications of RFQ and RFP and the award of tenders. On February 12, 2010, the Supreme Court of Canada released its long-awaited judgment in the tendering law case of *Tercon Contractors vs. BC-MOTI, 2010 SCC 4(Tercon)*. Following are some of the conclusions that are drawn from the case:

- The tendering process is governed by the law of contract, subject to implied obligations on the part of owners to accept only compliant bids, and to treat all bidders fairly;
- Exclusion clause should be included in the in the tendering documents. Exclusion clause is not a license to treat bidders unfairly or breach the obligations of the tendering document. Courts do not look favourably upon

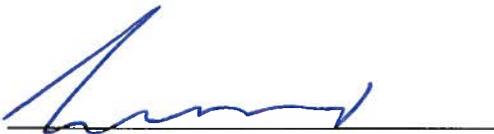
conduct lacking fairness and transparency and they will often strive to hold owners liable for such conduct. This aspect was emphasized and given considerable weight when the procurement relates in the context of public sector.

In the same case (BCSC 499-Tercon) the BC Supreme Court dealt with whether there was a tender process at all. The argument raised was that it was merely a Request for Proposal (the RFP). The court found that it was indeed a tender. The courts look at the substance of a transaction, rather than the form or name attached to it.

REVENUE GENERATION AND BUDGET IMPACT

The project may look at any potential revenue generation that might be available using the grades and water/sewer flows. This would be dependent upon grant funds available to conduct feasibility studies for any revenue potentials.

Respectfully submitted



CITY OF ROSSLAND STAFF RESPONSE

COLUMBIA AND WASHINGTON; PROJECT: REQUEST FOR INFORMATION: Councillor Moore

DATE of Issue: March 30, 2011

Background: To fully comprehend the answers provided herein, one must review the attached RFQ, have some understanding of the differences in the process of issuing a RFQ (Request for Qualification) and RFP (Request for Proposal); review the staff report issued on February 14, 2011 and the one issued on March 28, 2011 and have some clarity or recognize the differences in the process for a selection of a candidate for an employment position as opposed to the selection for a service to be performed based on further discussions and input (SCOPE).

1. The reason a Request for Qualifications (RFQ) was issued as opposed to a Request for Proposal (RFP) is that we are not the only vested Party in this project. MOTi has granted some very substantial incentives and potential cost reductions by working in conjunction with them. Therefore issuing a Scope Document, which is a requirement of an RFP, is not feasible. We need to find an engineering team that gives confidence to staff that the working relationship between the City and MOTi will be timely and advantageous thus an RFQ was issued. RFQ's NEVER ask for an actual budget but in this case staff felt that council would be needing one and to that avail all design costs to 50% were insignificant in the selection process as there was no scope to base it on. It was merely a clarifier for staff as to what each firm was including in their proposal. Unit based pricing (hourly rates for personnel involved) was a factor in the selection process and is usually within the requirements of an RFQ.
2. WSA's report was intended to be a reference document ONLY and was based on replacing EXACTLY what we have in the ground right now. Experience tells us that what was done 50-100 years ago may not be the best solution today as materials, systems and processes change over time. It merely provided staff with a starting point for engineering and construction costs to better evaluate the scale and feasibility of such a project.

1. **Question:** how to reconcile what ISL says they will provide with what the staff report says we will get and what the RFQ asked for :

- a. **RFQ:** (p35 of Feb 14 agenda): "to draft the engineering documents including hard cost estimates for upgrades to all existing and proposed subsurface

infrastructure and surface treatments....” This is the “first design and costing phase”.

Answer: The foregoing statement was in the context of the Request to Approve Commitment of Funds for up to \$250,000 as stated in the February 14 Staff Report. This figure represents the overall goal SHOULD the proponent be selected for the DETAILED DESIGN portion AND Construction Phase of the project AFTER 50% Design. It clearly states “THIS IS A PHASED CONTRACT”. Two Phases as per IV of the RFQ . The February 14 figure of \$250,000 represents the cost ceiling expected to conclude the final deliverables to 50% (if the project proceeds this far). Through the interview process, each proponent was asked to give a “best guess” on total engineering services costing (50% design, 100% design and construction management) the selected proponent was confident in the value they supplied and staff concurred.

- b. **STAFF report:** (p10 March 28) Option 1: “the initial phase will provide the city the necessary detailed engineering drawings, with hard costs, to better gauge the cost of the project...”

Answer:-There are Two Phases to the OVERALL Engineering Contract as indicated in (a) above and in the RFQ per IV. The First Phase of the Overall Engineering Contract includes two smaller phases within it (should have used two step process instead of the word Phase): (1) it will provide costs for alternative solutions and concepts to investigate potential cost reductions by relocating/altering/manipulating/replacing existing, new and other systems. (A class C-cost estimate to compare with Class C we already have from WSA). It is premature to do details based on what we already have if we have not explored other alternatives/options. The other alternatives/options might be cheaper than what we already have. Rosland taxpayers need to know that we explored other alternatives/options. (2) If (1) is acceptable and approved then we proceed with the detailed 50% engineering level for further approval and then to Phase Two (construction) of the overall engineering contract should we get to this stage.

- c. **ISL proposal** (p13 March 28) says” “the RFQ is intended to retain a consultant to review the existing infrastructure and any reports to date, complete any additional data collection required, complete preliminary reviews for asphalt rehabilitation, storm water and sanitary water main upgrades, etc etc. develop a rehabilitation strategy report with cost C class estimates...”

Answer : That’s what the RFQ asked for in the INITIAL DESIGN PHASE (Step 1 in (b) above (which is all we are proceeding initially with). We are investigating the options of doing the system/project differently to save on costs, maintenance and

better use of existing infrastructure. We are proceeding in steps to better manage and control costs.

d. **ISL proposal (p21 March 28)**” based on the limited scope definition in the RFQ our estimate for a 50% design would be between \$50-\$75k depending on....etc”

Answer: There is no scope in an RFQ. (that’s why it is an RFQ and not an RFP).

2. Please provide the cost estimates for the top 4 firms.

Answer: The RFQ states in Part V the procedure to follow. Pricing was to be submitted in a separate sealed envelope so as to avoid being influenced by pricing. Only the four short listed Engineering Company’s envelopes were opened and the remaining are sealed and to be returned. Staff has made the recommendation based on their professional analysis, interviews, research, and comfort level. If Council or any other body wants to review and make selections, it must reject all the submissions and resubmit the RFQ with alternate specific instructions and evaluation processes to be followed. Any other subsequent process using the existing RFQ process would result in violation of the law governing Contracts. Re-issuing the RFQ would result in significant delays, make it impossible to meet the grant application deadline, MOTI deadlines and requirements and the initial candidates would probably lose faith in the process and possibly not entertain any further RFQ. It is possible that the project could not proceed in a timely manner and the city would lose the synergies available through the MOTI.

3. Staff report states that MOTI recommends ISL- what did MOTI say about the other top choices.

Answer: This type of the selection process is based on the **BEST** proponent and not based on rankings of proponents (unlike the selection for an employment position where the prospective candidates are ranked). There was no need to ask for recommendations on others if there were no further interest in those engineering firms.

4. Which of these companies has VK worked with before?

Answer: There is no staff-remotely or otherwise including VK that has direct or indirect -remotely or otherwise- a conflict or bias with the selection recommended.

5. Staff report mentions checking references on ISL only. Why did they not call references on all of the top 4?

Answer: After interviews with the top four, staff eliminated all but two and interviewed them again. Once the final candidate was unanimously agreed upon the reference was just a detail for the final selection. Should any of the reference come out to be negative, staff would then have called the other proponent’s references. This is how Contracts are awarded (it is a system and a process), it can not be altered once initiated. We cannot go on

quest for irrelevant issues recognizing that this might contravene the contract law governing the Proposal Call.

6. **P 13 How does Phase 1 from ISL differ from the WSA report class C estimate?** Their proposal looks about the same other than “collect additional data”: “review existing infrastructure, review reports, prepare rehab report and class C estimate”. Don’t want to pay another \$50k-75k for a class C when we already paid (how much did we pay?) to WSA for a class C. what will the difference be? Seems quite similar. Please explain.

Answer: See number 1.(b) above and the total cost of the report was \$24,238 with offsetting grant of \$16,000-net paid \$8,238. We are looking at other alternatives/options to that of just “dropping pipes back in where they currently are”. Can we do it better? Smarter? More cost effective! There has not been another alternative/option explored. WSA report is just re-doing the same as was done 50-100 years ago-pipes etc in the same location-dig, replace and bury where it is. The scope of the WSA report was only to look at the current situation they where not asked to look at other options/ alternatives.

7. **P11 the first phase budget for engineering we approved was \$250k? Why is \$300k mentioned here?**

Answer: Please review the two statements as they are two different issues. One is referring to the commitment of funds and the other is in reference to a budget. The funding approval was sought for \$250,000 for the initial phase to 50% design and the selected proponent has stated that the total engineering budget should be around \$300,000 for all of Design, detail, tendering, construction, project & contract management, grant applications. It was clearly stated in your own questions AND in the RFQ that the FIRST PHASE (Step 1) is design only to which ISL put an estimated cost of \$50-75k. During interviews they were asked what the projected budget for ALL phases might be expected for Engineering Services. There is no commitment sought from Council for \$300,000 or altering the \$250,000 to \$300,000 as the 50% design is all we are asking for in the RFD and as such, the allocated funds would be in excess as the selected proponent has provided estimates in the range of \$50-75k to provide up to the 50% detail.

8. **P16 like that they provide comprehensive from concept through construction but specifically how will the project management work?** will they provide ongoing, on site project management? Or just send an inspector from time to time? MMM based in Kelowna spelled out specifics about their availability and willingness to meet. Not mentioned in any detail in ISL

Answer: This is all part of the Contract Negotiations and is set forth in the APEG Right to Practice Legislation and guidelines as well as the MMCD (Master Municipal Construction Documents) which is the contract unto which this project will adhere to in its entirety. This is getting ahead of the process as we have not even signed and agreed to the details of the Contract which we cannot do until the proponent is selected and the scope is identified by

meeting with the City Project Manager, MOTi and The Engineering Firm. However, ISL's proposal includes a full time on site project manager/construction inspector and scheduled meetings with the project engineer, project manager, contractor and city project manager but as noted this is jumping ahead.

9. **MCSL proposal (P37)** really liked their **quality management systems** section. Seems like exactly what we need to avoid some of the pitfalls of the ophir project. Especially the process approach and the factual approach to decision making. How will ISL address this?

Answer: ISL would address it in the same manner as any other reputable and experienced engineering company handling large projects of this magnitude, as per APEGBC and MMCD requirements. It is part of the best engineering practices of any large project undertaken. There are basic guidelines issued by APEGBC.

10. **MMM P45** mentions providing deliverables in accordance with our subdivision and servicing bylaw- isn't ours over due for a rewrite? I recall this has been a project since we were elected. How will we reconcile this issue with designs for this project? Shouldn't this bylaw be updated before we commit to the final designs for this project ?

Answer: It has been and is currently under review by staff. The time required to complete the rewrite of this bylaw is beyond the scope of the timeline for this project and a rewrite will have little effect on this project other than potential capacities for future. When reviewing these documents it is important to focus on what is requested and not get drawn into unnecessary details. Professional staff members reviewed the proposals and are qualified to recognize and separate relevant information from information supplied as "extras".

11. **MMM P45** Like the detail provided for their deliverables. Would like to see similar for ISL. MMM gives a thoughtful presentation of issues to be considered and questions to be answered.

Answer : This is right out of the APEG handbook. One must be able to recognize and separate relevant information from information supplied as "extras".

12. **P46 key proposal items:** MMM First one to really ask what is the actual scope of work required. Important.

Answer: Again differentiating "extra's" from what exactly is the requirement. How do you put a Scope on a project that involves other vested parties namely MOTI, Council, general public etc. PRIOR to having selected an Engineering Firm to work with in order to define the Scope? That is why this was issued as an RFQ and NOT an RFP. There is a difference between a RFQ and a RFP. In a RFP SCOPE MUST be included (a fundamental

requirement). We issued an RFQ for the selection of an engineering firm to work with to develop and agree after input on the Scope of the Project.

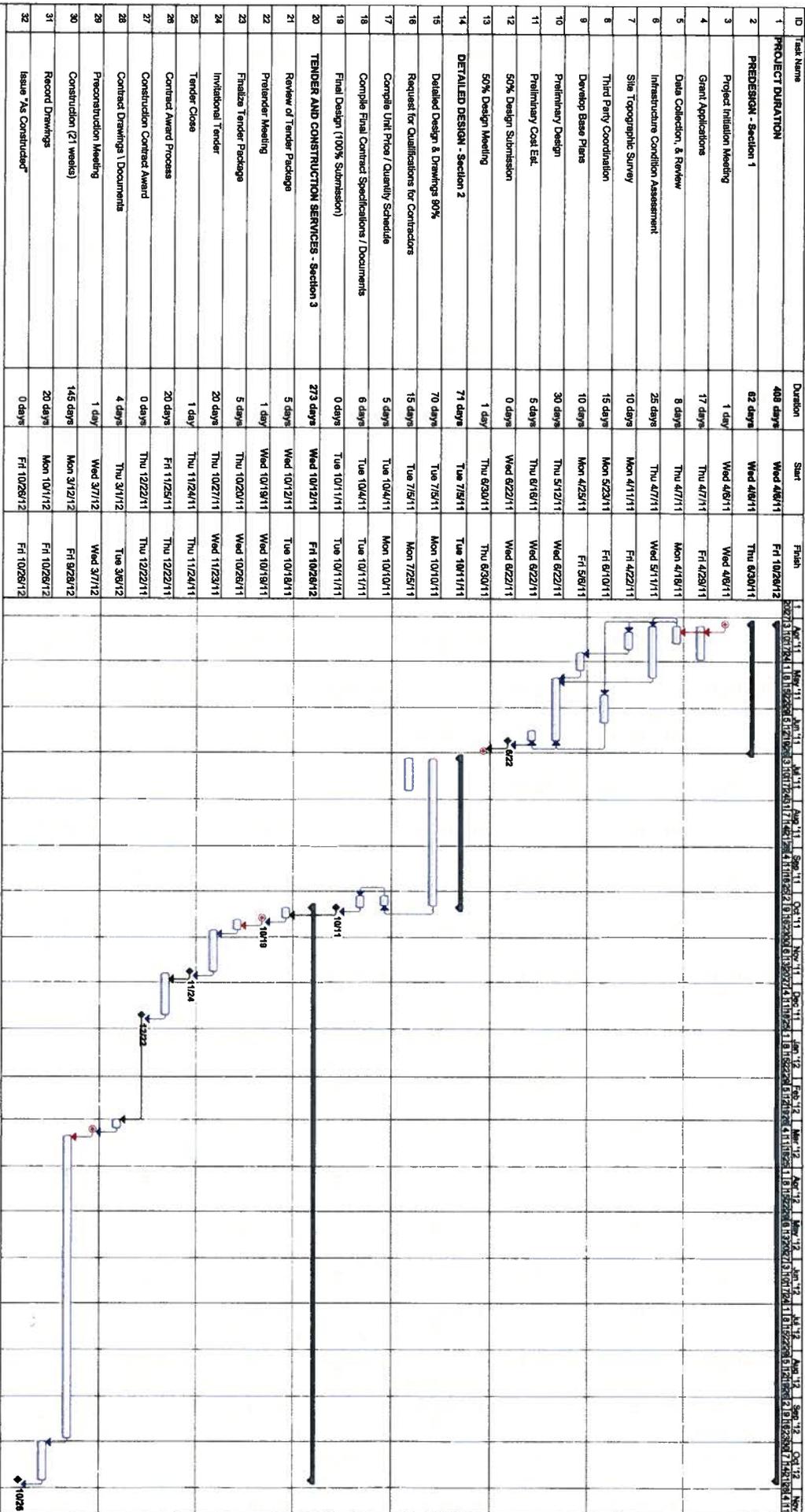
- 13 .MMM P52 appreciate the discussion of budget creep and mindfulness of costs. Offers very detailed explanation of their system. And master project costing spreadsheet. **Very important.** Did not get this from ISL.

Answer: The Entire Report was not issued to reduce the bulk of materials to be copied. All our staff have professional designations and/or equivalencies and experience in our respective fields and project management. Again "extra" put in as if there are no professional staff members reading the submissions. One needs to recognize the levels of competencies of personnel reviewing the submissions. Some companies tend not to investigate the existing municipal staff competencies in the particular local government and write in somewhat of a generic manner to fill pages, it is a typical cut and paste method to reduce costs for the proponents in submitting the packages. This type of information is good for those who do not have engineering and project management background and experience. For others with experience, it is irrelevant in the overall context of the RFQ. There are no extra points available for such statements. It is nice to know.

Respectfully

A handwritten signature in black ink, appearing to be a stylized name, positioned below the word "Respectfully".

Columbia Avenue and Washington Street Project Schedule



Project: 30754
Date: Wed 3/30/11

Figure 1.0

**THE CITY OF ROSSLAND
REQUEST FOR COUNCIL DECISION**

DATE: March 24, 2011

TOPIC: CoR Project 2011-01: COLUMBIA AVE & WASHINGTON ST CORRIDORS

PROPOSAL: SELECTION OF A PROPONENT FOR ENGINEERING SERVICES

PROPOSED BY: STAFF

SUMMARY: A Request For Proposal for Engineering Services for the Columbia and Washington Streets Corridor Project was issued. This initial phase of the engineering services involves providing a complete detail design drawings for the underground and surface infrastructure components for both Street corridors.

Staff ranked the qualifications portion of the proposal according to experience in 7 areas generally relating to the following:

- Ongoing work with Public sector clients in a cost effective manner (20 pts)
- Capital planning, grant writing, civil engineering (20 pts)
- Understanding of Municipal bylaws and processes (15 pts)
- Planning Roadway improvements and street re-designs (15 pts)
- Traffic engineering and structural engineering (10 pts)
- Surveying, Mapping and Presentation (10 pts)
- Pavement management (10 pts)

A total of ten firms submitted qualified proposals and four were short-listed. Staff then reviewed the costs of the four short-listed proponents, conducted interviews with all four, consulted with MOTI and checked other client references of the preferred proponent prior to the staff recommendation of the preferred proponent for this project.

STAFF RECOMMENDATIONS:

Option 1: That Council authorize City Staff to contract with the *ISL Engineering and Land Services (ISL) to provide the engineering services for the first and the second phases(if the second phase is approved after the initial phase has been completed and approved)* as the successful proponent for the Columbia and Washington Street Corridor work.

OPTIONS AND ALTERNATIVES:

Option 1: THAT Council authorizes staff to contract with ISL: ISL best fits the selection criteria and is duly experienced and qualified to provide the engineering services for the entire project. The proponents have done projects of this nature in the past. MOTI also recommends the Staff selection of this proponent. The initial phase will provide the city the necessary detailed engineering drawings, with hard costs, to better gauge the cost of the project before Council gives approval to call for the tender for the project.

Option 2: Council directs staff to cancel the Request for Qualifications; The project is abandoned.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: The City advances comprehensive infrastructure planning on Columbia Ave and Washington St, Rossland's two main transportation corridors, in conjunction with MOTI's 2012 re-surfacing plans for Columbia

Ave. This will align the city with MOTI's plans; MOTI's contracting would provide the city a cost advantage for paving on both corridors.

Option 2: The City delays the provision of detailed drawings and further reduces the city's chances for securing two provincial grants, applications due April 29, 2011, while also limiting the staff's abilities to work collaboratively with MOTI.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

A Class A budget would be available through this engineering service. A Class C estimate was done to conduct an AAP. The first phase of the engineering fee approved as a budget is up to \$300,000.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

The legislative authority required is the adoption of a Financial Plan and an approved budget for the engineering services. The project proposed has been included in the Financial Plan- 2011-2015.

STRATEGIC PLAN/OCP/SSP IMPLICATIONS

The completion of Columbia and Washington was identified as the key infrastructure project to be undertaken in the 2010 -2012. The Project is expected to incorporate Climate Change initiatives such as controlling excess run-offs and the removal of storm water from the sewer treatment plant.



Department Head



Reviewed by City Manager

THE CITY OF ROSSLAND REQUEST FOR COUNCIL DECISION

DATE : February 9, 2011

TOPIC : Engineering and Detail Design; Columbia and Washington Project

PROPOSAL : Commitment of funds

PROPOSED BY : City Manager/Staff

SUMMARY:

Funding is required to proceed to draft the engineering documents that include obtaining estimated costs for upgrading all or some of the existing and proposed sub-surface infrastructure and surface treatments along the Columbia and Washington Street corridor. The engineering work is expected to be done in two phases, by a qualified engineering firm, selected based on a Request for Qualification (RFQ) process. The first phase is the design and costing and the second phase, if needed, is to lead, manage, contract, supervise the construction and provide regular reports back to the City Staff on the progress of the project including any additions required for approval by the management team of the City.

STAFF RECOMMENDATIONS:

Option 1: Council authorize the City Manager to approve up to \$250,000 towards the first phase of the engineering and design for the Columbia and Washington Street Corridor.

OPTIONS AND ALTERNATIVES:

Option 1: Council authorize the City Manager to approve up to \$250,000 towards the first phase of the engineering and design for the Columbia and Washington Street Corridor. This phase provides the City with the detail design and cost estimates of the work to be undertaken. After the completion of this stage, Council has the opportunity to consider whether to proceed with the entire project or to phase the projects.

Option 2; The Project is abandoned. The project is shelved.

Option 3; Project is submitted to a Referendum. In order to proceed to a referendum, a detail design and cost estimate would still be required. Hence up to \$250,000 funding commitment would be necessary to have the details to present to the public. Council might still wish to proceed to referendum after the design and detail costs have been provided.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: The public has given the financial authority to proceed, however, Council and Staff must ensure that there are checks and balances at each phase of the project.

Option 2: Cost to do the project remains a Class C estimate and would never be known until the detail design is undertaken.

Option 3: AAP was undertaken and has been successful. Public support for the project is indicated and financial accountability rests with Council and the CAO

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

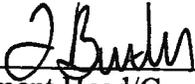
The Class C estimate is at \$6 million, including paving and net of project cost recovery from MOTI. The detail design and cost estimates through the expenditure of up to \$250,000 will provide the City with the total estimate for the project. It is expected that part of the engineering fees will be recoverable from MOTI.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

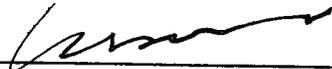
The Project is included in the Financial Plan 2011-2015 as required by the Community Charter in order to proceed with the project. If the project exceeds the cost estimate, the Financial Plan can be amended at a later date.

STRATEGIC PLAN/OCP/SSP IMPLICATIONS

Surface water and roof drainage is expected to be controlled and channeled away from any sanitary mains. If funding is approved through green infrastructure program some components of a district heating system might be incorporated including any heat extraction from sewer flows. This will be determined during the design phase.



Department Head/Corporate Officer



Reviewed by City Manager/CAO



Corporation of the City of Rossland

Request for Qualifications

Engineering Services for Capital Project No. 2011-001

Columbia Avenue & Washington Street Infrastructure

I. INVITATION

The City of Rossland requests that firms submit qualifications (RFQ) for project specific engineering services for all necessary re-design, replacement and necessary upgrades for the revitalization of its Columbia Ave and Washington St corridors infrastructure. Qualified firms will have broad expertise and experience in a range of civil engineering specialties, including capital improvement design and construction, pavement management, road design and traffic management, regulatory compliance issues, mapping and surveying, geographic information systems, and project planning.

The City notes that the Ministry of Transportation and Infrastructure (MOTI) plans to re-surface the downtown pavement portion of Columbia Ave in 2012. Therefore, the MOTI project provides the City an opportunity in 2012 to systemically address deficiencies in both surface and subsurface utility components on its two main arterials, Columbia Ave and Washington St within its downtown. Both the Columbia Ave. and Washington St corridors feature ageing subsurface infrastructure conveying potable water, sewer and storm water. The initial planning and design phases for this project must begin in early 2011.

The City desires to enter into Phased Project relationship with a highly qualified engineering firm for assistance with a substantial capital infrastructure project. This invitation presents an excellent opportunity for a firm to work in a developing community that is dedicated to improving its infrastructure. The City of Rossland is embarking on a long term re-investment program in its capital infrastructure.

II. THE ROSSLAND COMMUNITY

Rossland is a community of 3400 residents located in the Selkirk Mountain Range in the West Kootenay region of British Columbia. Though its settlement footprint measures some 8 sq. km., Rosslands political boundary encompasses some 57 sq. km stretching north and west from the City center along the mountain peaks which create the backdrop of the community. Rossland sits at an elevation of about 1000 metres (3300 ft) and is intersected by Highway 3B and Highway 22, located 7 kms from nearby Trail. The Rossland community will celebrate its 114th year in 2011, having originated as a gold mining settlement in the 1890's. The City's Heritage Commission works on ensuring recognition within the community for the dozens of historical buildings and sites developed during the mining era.

The City has in recent years positioned its central business district for redevelopment and further formalized that intent in its Official Community Plan (OCP), adopted in October 2008. The City has drafted an updated zoning bylaw, with adoption/implementation anticipated in the fall of 2011.

The City manages its own water utility, capturing, treating and delivering potable water to over 1600 (mainly residential) customers. Water service is the one City-owned utility, managed and maintained by the Public Works Department. The City's sanitary discharge is ultimately treated by a Regional sewer system but the sanitary sewer infrastructure within the City is both managed and maintained by the City as a separate utility service. The City's storm water runoff has not been fully incorporated into the existing infrastructure system but it is highlighted for inclusion in the current capital infrastructure plan. Rosslands settlement footprint is served by approximately 71 kms of paved roadways, most of which cover underground infrastructure, with approximately 5 km of these roadways featuring curb, gutter and sidewalks.

The City is intent on investing in its infrastructure as outlined in the Five Year Infrastructure Plan, with the Columbia Ave / Washington St project being the initial focus, with a total cost anticipated to approach approximately \$6 million. Funding sources are in progress through the Alternate Approval Process with the addition of grant applications to leverage City funding.

The City operates under a Council-Manager form of government. The successful firm will need to work with City employees from different municipal departments, as well as receive input from citizen groups and City Council. The successful firm will also be required to work with City and MOTI consultants on this project to facilitate and advance the City's goals and objectives,

III. SCOPE OF WORK

The City of Rossland (BC) is soliciting Requests for Qualifications (RFQ) from qualified engineering firms, one of which shall be selected as a contractor in March 2011 to draft

the engineering documents including hard cost estimates for upgrades to all existing and proposed sub-surface infrastructure and surface treatments along the Columbia Ave and Washington Street corridors (Appendix A-1).

Upon completion of this first design and costing phase to the City's satisfaction, the successful proponent may be further contracted to lead, manage, contract and supervise the proposed 2012 construction project in conjunction and in close collaboration with both the City and MOTI officials. The evaluation criteria that the City of Rossland will use to analyze qualifications for the project consulting services are included in Section VI of this document. The City of Rossland reserves the right to alter this scope of work during fee negotiations with the best-qualified engineering firm.

IV. SUBMITTALS

Proposals shall be submitted to:
Jason Ward, ASCT/BD.AIBC
Manager of Infrastructure & Facilities
City of Rossland
1899 Columbia Avenue
Box 1179
Rossland, BC
V0G 1Y0

Five (5) copies of qualification statements are **due by 4:30 p.m. on March 4, 2011**. Postmarked packages arriving later than this time will not be accepted. For more information, please contact Jason Ward, Manager of Infrastructure & Facilities, at 250.231.6700 or by e-mail at jward@rossland.ca

V. CONTENT OF QUALIFICATIONS

In order to facilitate evaluation of qualifications, the submitting firm is instructed to follow the outline below in responding. Firms that do not follow the outline, or do not provide the required information will be considered as unresponsive. The response is due in two parts, to be sealed separately in different envelopes.

1. Statement of Qualifications, Experience and Understanding of Work, etc.

Submittal shall include:

a. Understanding of the Request: Provide a statement of your understanding of the City's request for services. Include experience and resources of the proposing company, ownership, history, primary contact, information relating to financial viability, etc.

b. Personnel: Identify key personnel who will provide the required services directly to the City under this request, including their qualifications, education, and relevant experience. Due to the extent of this project, firms must provide

detailed information regarding the key employee(s) who will be working most often with City officials.

c. References: Provide for personnel assigned to City of Rossland, a curriculum vitae along with a list of three (3) references of current or prior local governments (or substantially similar organizations) served. The firm shall also provide a list of three references of current or prior local governments (or substantially similar organizations) it has served with substantially similar scopes of services.

Reference information should include:

1. Contract duration, including dates
2. Services performed
3. Name, address and telephone number of contracting agency which may be contacted for verification of all data submitted

d. Statement of Qualifications: Experience and resources of the firm, including the ownership and financial wherewithal to assume the work identified herein.

e. Signature: The proposal shall be signed by an official authorized to bind the firm and shall contain a statement to the effect that the proposal is a firm offer for a sixty (60) day period. The proposal shall provide the following information:

Name, title, address and telephone number of the individual(s) with authority to contractually bind the company, and also who may be contacted during the period of proposal evaluation for the purpose of clarifying submitted information.

2. Pricing – to be submitted in a separate envelope marked “***Sealed Price for Services Proposal – COLUMBIA AVENUE & WASHINGTON STREET ENGINEERING.***”

Pricing should assume all costs of professional consulting services, and shall include hourly rates for various services not normally part of said engineering services. The hourly rates should reflect the wages and salaries of the employees who are actually going to be working with the City of Rossland for the duration of the project.

VI. EVALUATION OF SUBMITTALS (maximum of 100 Points)

20 Points Demonstrated experience working with public sector clients on an ongoing basis in a City engineering function in a cost-effective and mutually beneficial manner.

20 Points Experience in capitol planning, grant acquisitions, special projects coordination and other general City engineering tasks.

15 Points Experience in subdivision and site plan review to ensure conformance with City of Rossland ordinances, regulations, and other laws.

15 Points Experience in planning and designing roadway improvements and

bridges, including curb and gutter, sidewalks, and streetscape improvements.

10 Points Experience in traffic engineering, traffic signal design and structural engineering.

10 Points Experience in surveying, mapping and other similar tools and techniques to assist for the development of a maps, plans and other presentation materials.

10 Points Experience in pavement management programs, their design, and preventative maintenance.

City staff will independently evaluate the RFQs without prior knowledge of the sealed price for services. Once a quality-only ranking is determined, the sealed fee submittals will be opened. The City may interview and negotiate with the best firm(s) to develop a contract for services based on the total score, evaluating both experience and pricing.

VII. General Statement Regarding Evaluation of Responses

It is the policy of the City that contracts are awarded only to responsible proponents. In order to qualify as responsible, a prospective proponent must meet the following standards as they relate to this request:

- a. Have the adequate financial resources for performance or have the ability to obtain such resources as required during performance.
- b. Have the necessary experience, organization, technical and professional qualifications, skills and facilities.
- c. Be able to comply with the proposed or required time of completion or performance schedule.
- d. Have a satisfactory record of performance.

a. Contract Award

The City may award a contract based upon offers received, without additional submissions from the proponent. Accordingly, each offer should be submitted on the most favorable terms from a price and technical standpoint that the proponent can submit. However, the City reserves the right to request additional data, or oral discussions or presentations, in support of written submittals.

b. Modifications after Award

The City reserves the right to incorporate minor modifications, which may be required by the City, which do not change the scope or the cost of the work. If a proposed modification changes the scope or the cost of the work, the City and proponent shall enter into a written change order for such work.

c. Limitations and Reservations

This Request for Qualifications does not commit the City to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract from services or supplies.

The City reserves the right to accept or reject any or all submittals received as a result of this request, or to cancel in part or in its entirety this Request for Qualifications, if in the best interest of the City to do so.

d. Award of Contract

The contract may be awarded as soon as practical after the proposal opening unless otherwise stated, but generally not before twenty (20) working days from the proposal opening. It is requested that interested parties refrain from making inquiries during this period.

e. Reservation of Rights

The City of Rossland reserves the right to waive any formality in the processing of submittals and retains the right to reject any or all submittals at its discretion when it is deemed to be in the best interest of the City. Likewise, the City reserves the right to accept the submittal that offers the best proposition for the City considering quality, service, adaptability to the needs of the City, and price.

f. Disqualification of Submitting Firm and Submittal

Awards will not be made to any person, firm or company in default of a contract with the City, Provincial or Federal Government. This includes default upon the payment of any financial obligation. Please check with the Finance Department (250) 362-2323 in the event you are concerned about this possibility.

g. Receipt and Opening of Submittals

Proposal statements shall be submitted prior to the time fixed in Section IV: Submittals. RFQ's received after the time so indicated shall be returned unopened. No email or faxed submittals will be accepted.

NO TELEPHONE REQUESTS FOR RESULTS WILL BE ACCEPTED OR GIVEN

VIII. SELECTION

The Manager of Infrastructure & Facilities will be responsible for negotiation and award of an agreement.

SCHEDULE A-1

