



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

