



REQUEST FOR PROPOSALS No. 24-016

Engineering Services for Design of Morden Colliery Bridges

ISSUED: February 23, 2024

CLOSING DATE AND TIME:

Submissions must be received on or before:
3:00 PM (15:00 hrs) Local Time on March 20th, 2024

Submissions and Questions are to be directed to:

Carolyn Kennedy, Park Planner 778 674 3859 Ckennedy@rdn.bc.ca

Questions are requested at least seven (7) business days before the closing date.

Proposals will not be opened in public



1. Instructions to Proponents

1.1 Closing Date/Time/Submission Method

Submissions must be received on or before 3:00 PM (15:00 hrs), Local Time, on March 20th, 2024

Submission Method:

By Email: In PDF format with "24-016 Engineering Services for Design of Morden Colliery Bridges" as the subject line at this electronic address:

Ckennedy@rdn.bc.ca

Please note: Maximum email file size limit is 20MB, or less. The RDN will not be liable for any technological delays of submissions. Submissions received in any other manner will not be accepted.

1.2 Amendment to Proposals

Proposals may be amended in writing and sent via email to the RDN contact person identified on the cover page on or before the closing. Such amendments should be signed by the authorized signatory of the Proponent.

1.3 Addenda and Questions & Answers

If the RDN determines that an amendment or questions & answers are required for this RFP, the RDN will post the Addendum on the RDN (www.rdn.bc.ca/current-bid-opportunities) and BC Bid (www.bcbid.gov.bc.ca/) websites. Each addendum will be incorporated into and become part of the RFP. No amendment of any kind to the RFP is effective unless it is contained in a written addendum issued by the RDN. It is the sole responsibility of the Proponent to check and ensure all amendments are included prior to submitting their final Proposal submission.

1.4 Withdrawal of Proposals

The Proponent may withdraw their Proposal at any time by submitting a written withdrawal email to the RDN contact person identified on the cover page on or before the closing.

1.5 Unsuccessful Vendors

The Regional District will offer debriefings to unsuccessful Proponents, on request, at a mutually agreeable time.

2. INTRODUCTION

The Regional District of Nanaimo requires the services of a Structural Engineering led team for the detailed design of the following bridges along the Morden Colliery Regional Trail: two truss bridges approximately ~100m and 110m in length that will cross the Nanaimo River and two bridges, approximately 20m in length each to replace the bridges over Thatcher Creek. All four bridges are to accommodate pedestrians, cyclists and equestrian users and are to meet the current CSA Bridge Code.

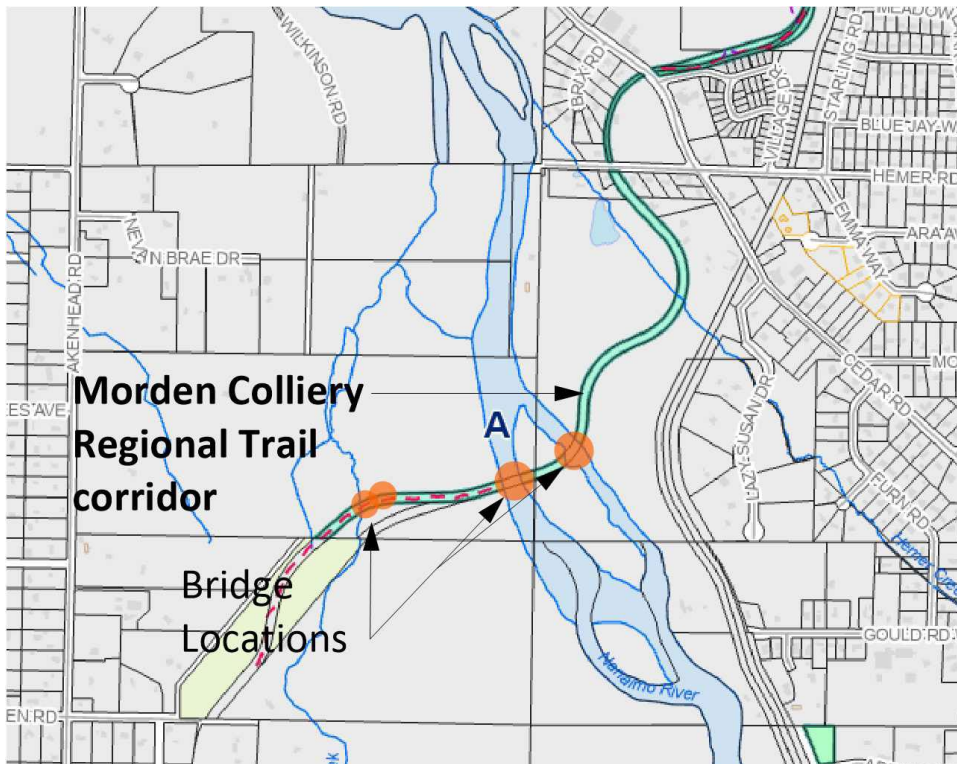
Work will include structural, geotechnical, and hydrotechnical engineering, environmental, and surveying and any other services that the consultant deems necessary. Eligible Firms must have a Permit to Practice professional engineering in BC issued by EGBC.

3. BACKGROUND

The Morden Colliery Regional Trail connects Morden Colliery Historic Provincial Park with Hemer Provincial Park along an old rail corridor that was used to move coal during the early 20th century. The RDN has a license with the Province for the Regional Trail connection between the two Provincial Parks.

In order to complete the connection, a bridge over the Nanaimo River is needed. A Feasibility study to review the Nanaimo River Crossing was completed in 2023 and is included in the Appendices. The report provides recommendations, including additional required studies that will need to be completed as part of the design phase. A Hydrotechnical Assessment was also completed for the Nanaimo River crossing (Appendix 3), and recommends additional hydrotechnical and design services to be undertaken during the design stage. It is expected that all recommended studies and consulting services recommended in the Feasibility Study and Hydrotechnical Assessment are part of the scope of services for the bridge design. Topographic surveys for various Nanaimo River crossings were also completed as part of the background work and will be provided once work commences.

In addition, the two existing bridges that cross Thatcher Creek require replacement with structures that meet current bridge codes and are suitable for equestrian, cycling and pedestrian crossings. No hydrological, geotechnical, or topographical studies have been undertaken for the Thatcher Creek crossings yet. The Thatcher crossings are to meet the same technical and environmental standards as set out in the feasibility study for the Nanaimo River Crossings but be modified to suit the site conditions.



4. SCOPE OF SERVICES

The successful proponent will prepare a tender-ready design, written specifications and detailed cost estimate for the Nanaimo River bridges and the Thatcher Creek Bridges. Services will also include assistance during the contract award, construction administration and field inspection services during construction.

The consultant will assemble and lead a team of professionals and support staff to meet the requirements described in the scope of services. It is anticipated that the consulting team will require the following disciplines:

- Structural Engineer (lead);
- Geotechnical Engineer;
- Hydrotechnical Engineer;
- Registered Biologist;
- Professional Surveyor.

Proponents are to include all other consultants they believe are required in their submission.

The background information that is available for each crossing differs and so the scope of work also differs, in particular the topographical survey, geotechnical and hydrological research between the



Nanaimo River crossings and the Thatcher Creek crossings. For this reason, the scope of work listed below, has been itemized per crossing.

The consultant will assemble and lead a team of professionals to meet the requirements for all four (4) bridges:

Detailed scope of work:

The consultants will begin work on the Nanaimo River and Thatcher Creek bridge designs upon award of the contract. Work is generally divided into the following four phases:

Phase 1:	Conceptual Design, including background and site review
Phase 2:	Detailed Design including required supporting studies
Phase 3:	Tender documents and class B estimates.
Phase 4:	Construction Administration and Field Services.

Nanaimo River Crossings

Phase 1

Project initiation and background review

A background review of relevant studies and reports will include but not limited to: existing Feasibility study, Hydrotechnical Assessment, environmental reports, topographic surveys, and flood reports. The consultant will facilitate a start-up meeting with RDN staff to discuss scope of work, design intent, accessibility considerations, challenges, project scheduling and budgeting.

Site Review

The consultant will undertake a site review and facilitate additional topographic/site surveys. An environmental management plan and geotechnical and hydrotechnical investigation will also be completed at this stage.

Conceptual Design

- The consultant will develop a conceptual design for the two truss bridge crossings over Nanaimo River. The bridge designs should consider the mining history of the site and be designed to accommodate equestrian, cycling and pedestrian use.
- A construction access planning study will be required to identify challenges and proposed solutions related to construction access.
- A submission for client review will be required at the conceptual design stage and must include some provision for revisions.
- Provide drawing package to satisfy planning requirements for the variance permits (site plan, bridge concepts- plan and elevations).

- Provide Class D cost estimate.
- A new trail connection from Hemer Road to the east bridge will also be required. A boundary survey for this section has been completed and the trail will require fencing and visual screening per the ALC requirements (provided in the Appendices).

Phase 2 Detailed Design

- The consultant will prepare and issue pre-tender design drawings for review by RDN staff. Cost estimates will be prepared and revised at each detailed design stage.
- A detailed geotechnical investigation will be completed to verify the suitability of soils, and design of foundations.
- Coordinate and lead consultant team as required to ensure all required assessments and studies are completed.
- Review and provide drawing package to satisfy planning requirements for the variance permits (site plan, bridge concepts- plan and elevations).
- Apply for and fulfill all Permits required for the bridges

Phase 3 Tender Documents and Cost Estimate

- The consultant will prepare draft tender drawings and specifications for review by RDN staff. Comments will be incorporated and Issued for Tender drawings and specifications will be produced. The cost estimate will be updated to provide a Class B estimate*;
- The consultant will respond to tender questions and input into tender addendums as required.
- Consultant will review tender responses, advise RDN on award of contract, and prepare contract.
- Upon contract award, the consultant will produce Issue for Construction drawings and specifications.

*Regional Board budget approvals will be required during the project's progression, specifically upon completion of the detailed design and a class B cost estimate. The approval process may affect project schedule and scope and the consulting team should be prepared for project delays and/or re-scoping at that time.

Phase 4 Construction Administration & field services

- Set up and conduct regular site meetings and field reviews through construction.
- Coordinate with contractor through construction.
- Field services and Contract administration through construction.
- Answer RFI's and issue site instructions, sketches and contemplative change orders as required.

- Advise RDN project manager on contractor progress claims.
- Perform all required reviews, including site reports, substantial completion report, deficiency lists, final completion, and warranty review.
- As Built drawings upon completion

Thatcher Creek Crossings:

Phase 1

Project initiation and background review

Included in the start-up meeting for the Nanaimo River Bridges, a discussion around the Thatcher Creek Bridges will take place to discuss scope of work, design intent, accessibility considerations, challenges, project scheduling and budgeting.

Site Review

The consultant will undertake a site review and facilitate a site survey. In addition, a geotechnical and hydrotechnical investigation and an Environmental Management Plan for this location will need to be completed.

Conceptual design

- The consultant will develop a conceptual design for the replacement of the two Thatcher Creek bridges. The bridge designs should aim to be aesthetically cohesive and of the same design language as the two larger bridges and must accommodate equestrian, cycling and pedestrian use.
- A submission for client review will be required at conceptual design stage and must include some provision for revisions.
- Provide drawing package to satisfy planning requirements for the variance permits (site plan, bridge concepts- plan and elevations).
- Provide details for trail improvements on the west side of the Nanaimo River.
- Provide Class D cost estimate.

Phase 2 Detailed design

- The consultant will prepare pre-tender design drawings for review by RDN staff. Cost estimates will be prepared and revised at each detailed design stage.
- Complete geotechnical, hydrotechnical and environmental investigations and reports as required.
- Review and provide drawing package to satisfy planning requirements for the variance permits (site plan, bridge concepts- plan and elevations).

Phase 3 Construction Documents and Tendering

- The consultant will prepare draft tender drawings and specifications for review by RDN staff. Comments will be incorporated and Issued for Tender drawings and specifications will be produced. The cost estimate will be updated to provide a Class B estimate*;
- The consultant will respond to tender questions and input into tender addendums as required.
- Consultant will review tender responses, advise RDN on award of contract, and prepare contract.
- Upon contract award, the consultant will issue construction drawings and specifications.

*Regional Board budget approvals will be required during the project's progression, specifically upon completion of the detailed design and a class B cost estimate. The approval process may affect project schedule and scope and the consulting team should be prepared for project delays and/or re-scoping at that time.

Phase 4 Construction Administration and field reviews

- Set up and conduct regular site meetings and field reviews through construction.
- Coordinate with contractor through construction.
- Field services and Contract administration through construction.
- Answer RFI's and issue site instructions, sketches and contemplative change orders as required.
- Advise RDN project manager on contractor progress claims.
- Perform all required reviews, including site reports, substantial completion report, deficiency lists, final completion, and warranty review.
- As Built drawings upon completion

Proposed Schedule

Consulting team must demonstrate ability to complete the work according to the following proposed schedule. If more time is required, please provide an alternate schedule in the proposal submission.

- i. Project award – Spring 2024
- ii. Phase 1 Complete Site Review and conceptual design – August 2024
- iii. Phase 2 Complete detailed design & required studies– March 2025
- iv. Phase 3 Complete tender documents and Class B Cost Estimate – May 2025
- v. Phase 3 Tendering through Issue for Construction– TBD
- vi. Phase 4 Construction Administration and Field Services - TBD

5. DELIVERABLES AND OUTCOMES

The consultant is to provide a fee proposal broken into the following phases of work:



- Phase 1: Conceptual Design
- Phase 2: Detailed Design c/w associated required studies
- Phase 3: Tender documents and Class B estimates.
- Phase 4: Construction Administration and Field Services

Please provide separate pricing for the Nanaimo River and Thatcher Creek Bridges. Work related to trail improvements on the east side of the river will be included in the Nanaimo River bridge costing. Work related to trail improvements on the west side of the Nanaimo River will be included in the Thatcher Creek bridge costing.

Regional Board budget approvals will be required during the project's progression, specifically upon completion of the detailed design and a class B cost estimate. The approval process may affect project schedule and scope and the consulting team should be prepared for project delays and/or re-scoping at that time.

6. REFERENCE/BACKGROUND INFORMATION

The following reports can be found in the Appendices section

- A1 Site Plan
- A2 2022 Feasibility Report by Herold Engineering
- A3 2023 MCRT Hydrotechnical Assessment Update
- A4 ALC Application Resolution (partial document)
- A5 Thatcher Creek bridges assessment 2006

The following reports will be available to the successful proponent once work has commenced:

- River Cross Sections Survey Report
- Nanaimo River Flood Mapping Report KWL
- MCT Park Bridge Design Brief 2009
- MCT Management Plan
- Topographic Surveys

7. PROPOSAL SUBMISSION AND EVALUATION

RFP's should be no longer than fifty (50) pages in length, minimum 10-point font, including cv's and appendices. To assist in receiving similar and relevant information, and to ensure your Proposal receives fair evaluation, the RDN asks Proponents to provide the following information for evaluation.

- a) Provide a brief Corporate Profile of your firm detailing its history, size, organizational structure, areas of expertise and overall approach to work. Provide your BC permit to practice number.
5 points
- b) Provide the qualifications, experience, and areas of expertise of the nominated Project Manager. Please include their CV/Resume and explain how this individual will provide value for the RDN.
10 points
- c) Identify the sub consulting engineering disciplines and other consultants that may be required for this project. Explain how the team will work together efficiently and integrate with subconsultants, especially if team members are in different offices or locations.
10 points
- d) Provide recent relevant project examples showcasing the experience of the firm and nominated project manager. Provide short descriptions of similar projects and assignments completed by both the firm and nominated project manager. Points will be given for project examples that demonstrate experience with difficult construction access, geotechnical and hydrotechnical challenges, erosion concerns/mitigation techniques and archeologically sensitive sites.
10 points
- e) Provide a detailed methodology outlining the steps needed to complete each phase of work. Include work required to complete necessary assessments and studies.
25 points
- f) Provide a comprehensive proposed fee broken into phases for each set of bridges, in Canadian Dollars, in a Schedule of Effort Table, identifying all project contributors, their per hour charge out rates, individual tasks, hours and all disbursements including travel.
25 points
- g) Provide a statement listing what your firm sees as the foreseeable project challenges that may be encountered, potential solutions, and that you have the team to resolve them.
5 points
- h) Provide a statement of your firm's ability and commitment to complete the work within the contemplated timeframes described.
5 points
- i) Provide a statement of your firm's approach to advancing equity and sustainability in corporate operations and service provisions, including any certifications in this regard. Include a statement that describes your firm's design philosophy regarding sustainability and how it will apply to this project.
5 points



Proposals submitted should be in enough detail to allow the RDN to determine the Proponent's qualifications and capabilities from the documents received. The selection committee, formed at the RDN's sole discretion, will score the Proposals in accordance with the criteria provided.

The RDN may evaluate proposals on a comparative basis by comparing one proponent's proposal to another proponent's proposal. The RDN reserves the right to not complete a detailed evaluation if the RDN concludes the proposal is materially incomplete or, irregular or contain any financial or commercial terms that are unacceptable to the RDN.

The selection committee may proceed with an award recommendation or the RDN may proceed to negotiate with the highest evaluated proponent with the intent of developing an agreement. If the parties after having bargained in good faith are unable to conclude a formal agreement, the RDN and the Proponent will be released without penalty or further obligations other than any surviving obligations regarding confidentiality and the RDN may, at its discretion, contact the Proponent of the next best rated Proposal and attempt to conclude a formal agreement with it, and so on until a contract is concluded or the proposal process is cancelled.

The RDN reserves the right to award the assignment in whole or in part or to add or delete any portion of the work. Throughout the evaluation process, the evaluation committee may seek additional clarification on any aspect of the Proposal to verify or clarify the information provided and conduct any background investigation and/or seek any additional information it considers necessary.

8. PROPOSED SERVICE CONTRACT BETWEEN OWNER AND CONSULTANT

The RDN's preferred form of Contract is CCDC 31 – 2020 Service Contract Between Owner and Consultant with some supplementary general conditions unless another form of agreement is agreed between the parties.

9. GENERAL CONDITIONS

9.1 No Contract

By submitting a Request for Proposal and participating in the process as outlined in this RFP, proponents expressly agree that no contract of any kind is formed until a fully executed contract is in place.

9.2 Privilege Clause

The lowest or any proposal may not necessarily be accepted.

9.3 Acceptance and Rejection of Submissions

This RFP does not commit the RDN, in any way to select a preferred Proponent, or to proceed to negotiate a contract, or to award any contract. The RDN reserves the right in its sole discretion cancel this RFP, up until award, for any reason whatsoever



The RDN may accept or waive a minor and inconsequential irregularity, or where applicable to do so, the RDN may, as a condition of acceptance of the Submission, request a Proponent to correct a minor or inconsequential irregularity with no change in the Submission.

9.4 Conflict of Interest

Proponents shall disclose in their Proposals any actual or potential Conflict of Interest and existing business relationships it may have with the RDN, its elected officials, appointed officials or employees.

9.5 Solicitation of Board Members and RDN Staff

Proponents and their agents will not contact any member of the RDN Board or RDN Staff with respect to this RFP, other than the RDN Contact named in this document.

9.6 Litigation Clause

The RDN may, in its absolute discretion, reject a Proposal submitted by Proponent, if the Proponent, or any officer or director of the Proponent is or has been engaged either directly or indirectly through another corporation in legal action against the RDN, its elected or appointed officers and employees in relation to:

- (a) any other contract for works or services; or
- (b) any matter arising from the RDN's exercise of its powers, duties, or functions under the Local Government Act, Community Charter or another enactment within five years of the date of this Call for Proposals.

In determining whether to reject a Proposal under this clause, the RDN will consider whether the litigation is likely to affect the Proponent's ability to work with the RDN, its consultants and representatives and whether the RDN's experience with the Proponent indicates that the RDN is likely to incur increased staff and legal costs in the administration of this Contract if it is awarded to the Proponent.

9.7 Exclusion of Liability

Proponents are solely responsible for their own expenses in preparing and submitting a Proposal and for any meetings, negotiations, or discussions with the RDN. The RDN will not be liable to any Proponent for any claims, whether for costs, expense, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this RFP. Except as expressly and specifically permitted in these Instructions to Proponents, no Proponent shall have any claim for compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a Proposal each Proponent shall be deemed to have agreed that it has no claim.

9.8 Ownership of Proposals

All Proposals, including attachments and any documentation, submitted to and accepted by the RDN in response to this RFP become the property of the RDN.



9.9 Freedom of Information

All submissions will be held in confidence by the RDN. The RDN is bound by the Freedom of Information and Protection of Privacy Act (British Columbia) and all documents submitted to the RDN will be subject to provisions of this legislation. The successful vendor and value of the award is routinely released.