

May 2024

TOWN OF WHITECOURT REQUEST FOR PROPOSALS

DOWNTOWN VITALIZATION PHASE 1 AND 2 UPDATE

INTRODUCTION & BACKGROUND

In 2013, the Town of Whitecourt adopted a Vitalization Plan that created a long-term vision for the revitalization of the downtown core and beautification of the Highway 43 corridor. Design for the Highway 43 beautification was completed in 2016, and design for the downtown streetscape improvements was completed in 2018.

The goal of the downtown streetscape improvements was to make the downtown more inviting for people to walk and shop by adding green space and infrastructure improvements that focus on walkability. The design included upgrades to roads, sidewalks, storm drainage, street furniture, lighting, and landscaping. Due to the magnitude of the project, it was anticipated that construction would be completed in phases based on funding availability. Phasing was identified to accommodate stormwater drainage constraints and existing infrastructure maintenance requirements.

With the recent construction of 50 Street, north of 53 Avenue, the stormwater outlet that drains the rest of the downtown improvement area was upgraded to accommodate the future work. This means that the next phases of the downtown streetscape improvements can now start to be contemplated and planned for.

At the time of design for the downtown streetscape improvements, CCTV inspection on the sanitary sewers, and leakage testing on the water mains, were completed. With both found in good condition, it was determined that the design would not include upgrades to those systems as part of the project. The Town has since changed its position on this matter and would like to update the design to include replacement of the water and sanitary systems. While these systems may be in good repair at the moment, the time of implementation of the full streetscape improvements is still unknown and these systems are aging and getting closer to their expected end of life.

The Town of Whitecourt is therefore requesting consulting services to complete an update of the Phase 1 and 2 Downtown Vitalization Streetscape Improvements to include water and sanitary sewer replacements.

SERVICES REQUIRED

Complete preliminary engineering design for the inclusion of water and sanitary system replacements for phases 1 and 2 of the Downtown Vitalization Streetscape Improvement project.

Update the 2018 cost estimates for phases 1 and 2 of the Downtown Vitalization Streetscape Improvement project to include the water and sanitary replacement work and bring all costs up to current construction values.

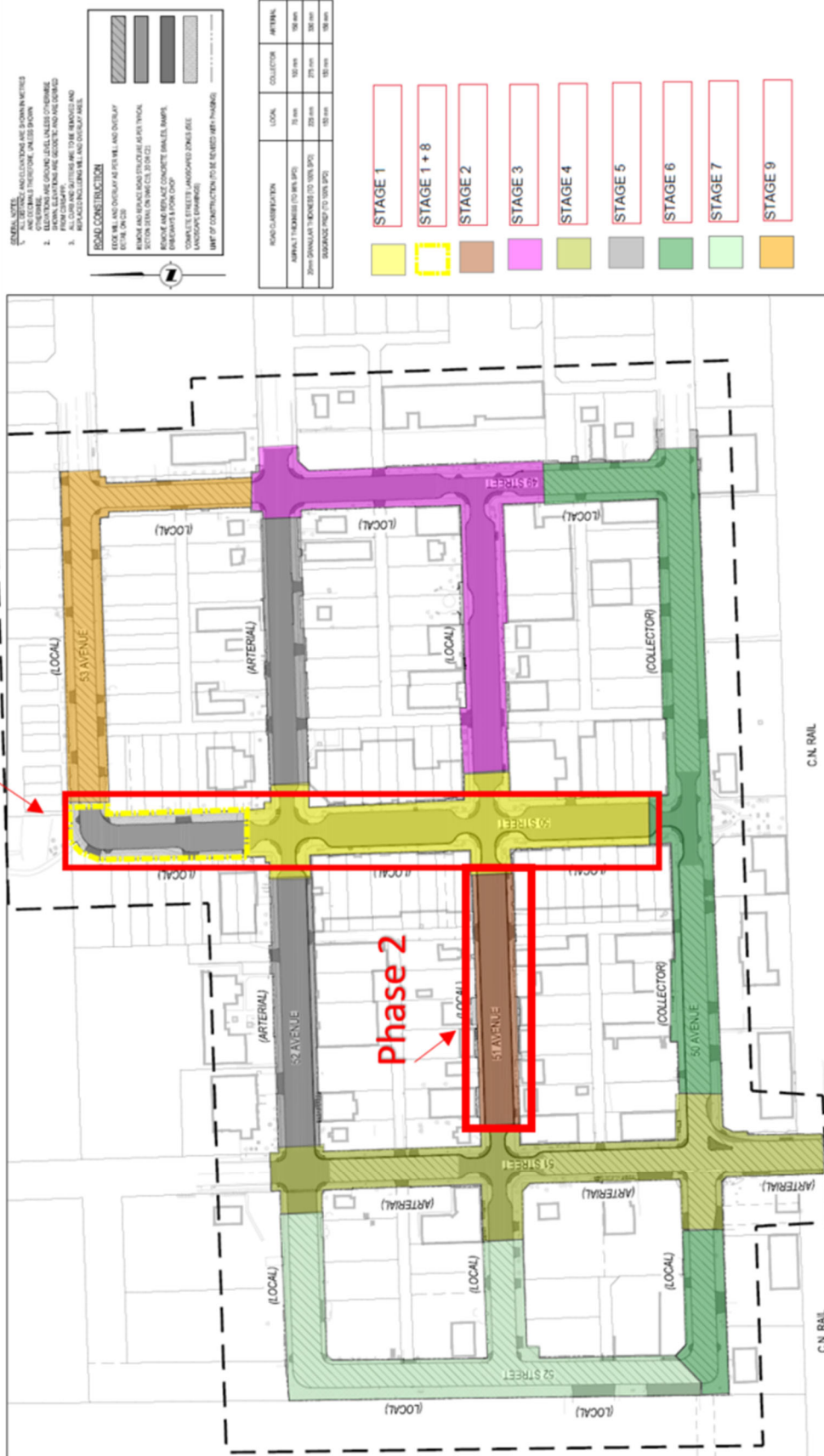
PROJECT AREA

Phase 1 of the Downtown Vitalization Streetscape Improvement project includes 50 Street from 50 Avenue to 53 Avenue (3 blocks), and Phase 2 of the Downtown Vitalization Streetscape Improvement project includes 51 Avenue from 50 Street to 51 Street (1 block) as shown on the following illustration:

Downtown Vitalization Phases 1 and 2:

Phase 1

Phase 2



SCOPE OF WORK

Preliminary design is all that is being requested at this time to show the conceptual work and obtain cost estimates for budgeting purposes. This will require some assumptions to be made in completing the design, and the updated cost estimates to include additional work to confirm those assumptions.

Some of the assumptions for this project may include:

- The Town's as-built data records are accurate.
- The 2018 design is accurate and constructible.
- There are no geotechnical constraints that may affect constructability of the water and sanitary sewer replacement.
- All water and sanitary sewer replacements will include new service connections to each lot, including replacement of curb stops at the property line.
- There are no capacity issues with the existing water and sanitary systems in the project area, and the existing sizes and alignments can be retained unless otherwise noted in the 2014 Water Study, or unless the consultant has other recommendations (i.e. replacing a fire line and domestic line with one line, abandoning existing asbestos pipe in place and constructing the new water main in an adjacent area, etc.)
- Confirmation of the above information and completion of issued for tender drawings will occur prior to construction. Estimated costs for this work should be included in the updated cost estimates provided to the Town as part of this project.

Updated drawings and cost estimates for Phase 1 and 2 of the Downtown Vitalization Streetscape Improvement project is to be provided as the deliverable for this project, including all assumptions made in updating the drawings and cost estimates.

INFORMATION AVAILABLE

The Town of Whitecourt will endeavor to provide whatever background studies it may have in its possession to aid in the project. Copies of the 2018 design (PDF only) and class B cost estimates will be made available to the successful firm as well as the 2014 Water Study (PDF only).

All documents provided are the property of the Town and shall be used for the sole purposes of this project. The Town does not warrant the accuracy of the information provided. The consultant must use their own judgment when relying on these documents and will be responsible for organizing the data.

RFP CONTACT

A bidding firm may contact Jennine Loberg by email at jennineloberg@whitecourt.ca to clarify any matters relating to this request for proposals.

Inquiries must be received by May 10, 2024 and may be recorded and added to the website and/or Alberta Purchasing Connection site. Bidding firms have the responsibility to notify the Town in writing of any ambiguity, divergence, error, omission, oversight, contradiction, or item subject to more than one interpretation in this RFP, as it is discovered, and to request any instruction, decision, or direction required to prepare the Proposal. Concerns about any term or condition of this RFP must be communicated to the Town by the date(s) specified in this RFP.

Questions received after the stated date(s) may not be answered. Verbal responses to any inquiry are not binding on either party.

SELECTION PROCESS

Solicitation of consultants is through this "Request for Proposals" through general advertising and invitation. All proposals will be reviewed by the Town of Whitecourt with potential interview of short-listed consultants prior to selection and negotiation of a contract.

All consultants must adhere to the instructions in this Request for Proposals on preparing and submitting the proposal. Proposals will be evaluated based on the following criteria and weighting:

Technical Quality (30%), Expertise (20%), and Experience (30%)

- Past experience and performance on comparable projects.
- Qualifications and experience of principal staff and any proposed affiliated associates.
- List of any subcontractors expected and their role.
- References from at least 3 similar sized or comparable types of projects completed within the previous five years.

Price (10%)

- Cost may not be the primary factor in the selection of a Consultant.
- Proposed fee structure, including all sub-consultant fees, disbursements, and G.S.T.
- Proposals should contain an upset cost for the total project as well as separate upset costs for each of the project components listed in the scope of work and/or alternate options proposed by the Consultant such that the Town may select only those components/options desired.
- Please provide hourly rates for each team member and any additional professional services the Town may require for work that may arise from this project.
- Proposals must be valid for a period of not less than 90 days from the closing date.

Timeline (10%)

- Proposed work plan.
- Proposed timelines to complete the project in a timely manner.

PROJECT TIMELINES

It is expected that the consultant will complete the project in a timely manner.

Please note that the RFP contact for this project will be out of Country from May 23 through to June 11, 2024. All firms will be contacted by email upon submission of their proposal to confirm that it has been received by the Town. Review of proposals, however, will not commence until the end of June, 2024 with award of the project anticipated in July, 2024.

PROPOSAL SUBMISSIONS

Proposals must be received no later than **4:00 pm MST, May 22, 2024**.

Interested Consultants will submit their proposal in **PDF format via email** to Jennine Loberg at jennineloberg@whitecourt.ca. The subject line of the email shall be clearly marked *RFP – DOWNTOWN VITALIZATION PHASE 1 AND 2 UPDATE*.

Proposals will not be considered if received after the submission deadline or if lacking any predetermined requirements.

Note that Proposals greater than 5MB will NOT be accepted by the Town of Whitecourt email server. Arrangements for proposal submissions that exceed this file size are to be made with the contact for this RFP and may include delivery to the Town office on a USB and/or alternate secure electronic transmittal (i.e. ftp, dropbox, etc.).

It is the respondent's responsibility to ensure that it has all the necessary information concerning the intent and requirements of this RFP.

The Town reserves the right to modify specified target dates and to reject any or all submissions (with the lowest proposal not necessarily being accepted) or to cancel or withdraw the RFP for any reason without incurring any cost or liability for costs and damages incurred by a respondent, including, without limitation, any expenses incurred in the preparation of the submission. The Town also reserves the right to request additional information from respondents, to waive any formality or informality in the selection, and to accept the proposal deemed most favorable to the interests of the municipality.

FOIP ACT

Confidentiality of Request for Proposals:

The access and privacy provisions of the Freedom of Information and Protection of Privacy Act govern all documents submitted to the Town. While this Act allows persons a right of access to records in the Town's custody or control, it also prohibits the Town from disclosing your personal information or confidential business information. This prohibition takes effect if disclosure would be significantly harmful to your business interests or would be an unreasonable invasion of your personal privacy as defined in Sections 15 and 16 of the Act. Applicants are encouraged to identify those portions of their submissions which they are submitting in confidence and which, if revealed, would harm the business interest of the company.

Rating and Evaluation Records:

Assessment criteria and allocation formulas for this Request for Proposals are public information. Individual assessments of bidders are considered confidential and of interest to competitors or other bidders under this Request for Proposals. Individual assessment information will be provided, upon request, to the submitter/bidder to whom it relates, and to others, only in accordance with the Freedom of Information and Protection of Privacy Act.

Personal Information about the Provider Employees or Agents:

The purpose of collecting the personal information that must be provided in this Request for Proposals is to enable the Town to ensure the accuracy and reliability of the proposal, and to enable the Town to evaluate your response to this Request for Proposals.

CLOSING INFORMATION

1. The Town of Whitecourt is not liable for any costs or expenses or to reimburse or compensate the proponents in any manner whatsoever or under any circumstances including, without limitation, in the event of rejection of all proposals or cancellation of the project.
2. The Town of Whitecourt reserves the right to request that any or all proponents clarify and make revisions to their proposal. The Town may choose to meet with one, several, or all proponents to discuss aspects of their proposal. The Town of Whitecourt is not obligated to seek clarification from any proponent with regard to any aspect of its proposal.
3. The lowest or any proposal will not necessarily be accepted, and the Town is not bound to accept any proposal. Further, the Town reserves the right to accept or reject any proposal in whole or in part, waive any irregularities in the proposal process, and to discuss different or additional items to those included in this RFP, at its sole discretion. The Town may invalidate this RFP and may issue a second RFP at its sole discretion.
4. Proposals received from individuals or legal entities engaged in litigation with the Town of Whitecourt as a party adverse in interest at the time of this RFP will be rejected.
5. The information contained in this RFP is supplied solely as a guideline for the Consultants. While every reasonable attempt has been made to ensure its accuracy, the Town does not guarantee or warrant its accuracy, nor is it necessarily comprehensive.
6. The access and privacy provisions of the Freedom of Information and Protection of Privacy Act govern all documents and information collected by the Town of Whitecourt relating to this Request for Proposals.

Thank you for your anticipated response.