

REQUEST FOR QUOTATION (RFQ)
RFQ-660-114-2015

PROFESSIONAL SURVEY FIRM
COMMUNITY CAMPUS SITE SURVEY



SEPTEMBER 8, 2015

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SECTION 1

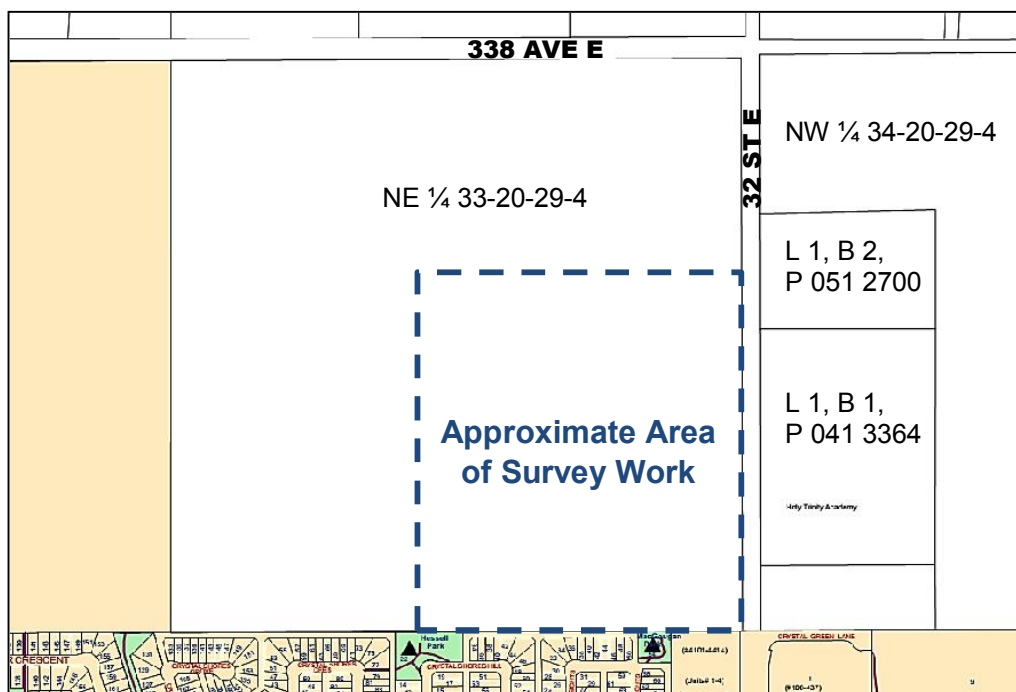
SUMMARY AND BACKGROUND

The Town of Okotoks has experienced significant population growth in recent years. Prior to 2012 the Town had capped population to around 30,000 persons due limited available water supply from the Sheep River. After 2012 Okotoks has replaced its fixed growth policy with a continuous growth policy and is currently in the process of annexing additional lands for approximately 82,000 persons by 2076.

The significant growth of the regional has put pressure on existing schools and recreation facilities. To address this challenge, the Town of Okotoks has conditionally secured a 40 acre parcel of land to accommodate future public facilities that may include education, recreation and/or cultural uses to serve the growth needs of this community for many years to come.

The land is located immediately adjacent to the north boundary of the Town, on the west side of 32nd Street across from Holy Trinity School. The land is currently owned by the Wedderburn family, who has farmed in Okotoks for over seven decades.

The Town of Okotoks is requesting a quotation for the provision of surveying services for the separation of the 40 acre parcel from the parent quarter section of NE ¼ 33-20-29-4 as generally shown in the sketch plan below.



SECTION 2

PROJECT SCOPE

The scope of work will include the following elements and deliverables:

2.1. SUBDIVISION SURVEY

Preparation of a registerable plan of subdivision for a ± 40 acre parcel and all associated preparation work, including the following:

- 2.1.1. Initial project initialization meeting with Town Administration and subsequent review meetings, if required.
- 2.1.2. Preparation of a tentative plan of subdivision for submission to the approval authority (MD of Foothills), including the following details:
 - Topographic contours, showing any ravines, slopes, etc.;
 - Existing and proposed parcel dimensions and areas; and
 - Location of any existing structures or utility infrastructure.
- 2.1.3. Optional Scope of Work – Higher resolution Topographic survey of the subject lands for Engineering Detailed Design:
 - 10m grid at 15mm elevation accuracy across the parcel.
 - Survey to capture any major feature edges at 3m spacing
 - North/West parcel boundary:
 - Grid to extend 30m into adjacent greenfield areas
 - East boundary:
 - survey of east and west edge of 32nd Street pavement from crystal Green Lane to 338th Avenue @ 3m interval spacing
 - Survey to extend on pavement edges and median island 100m into Holy Trinity High School @ 3m interval spacing
 - Survey to capture centerline of west 32nd Street Swale adjacent to parcel @ 5m spacing
 - Survey to capture Rim and invert elevations of one catch basin, one sanitary manhole and one storm manhole on 32nd Street
 - South Parcel Boundary:
 - Survey lane edges and extend grid 10m into parks
 - Capture lane edge and centerline on 5m spacing
- 2.1.4. Preparation of a registerable plan of subdivision upon approval of subdivision by the approval authority.

- 2.1.5. Preparation of any required utility right-of-way plans or other easements necessary
- 2.1.6. Registration of the plan of subdivision and all associated requirements with Land Titles Office, including registration fees and documents

The Proponent is not responsible for any application fees as well as any supporting information required, beyond legal survey information, as part of the land use redesignation and subdivision application processes.

ENTRY INTO AN AGREEMENT/CONTRACT

The successful consultant will be required to enter into a standard Engineering Agreement between Client and Consultant. Failure to successfully negotiate the contract will result in the bid being rejected.

SECTION 3

PROPOSAL GUIDELINES

Proposals will be accepted **until 2:00 pm local time September 22th, 2015**. Any proposals received after this time will be rejected.

Proposal submissions are to be marked and directed to:

Community Campus Site Survey – RFQ
Attn: Colin Gainer
Town of Okotoks Municipal Center
5 Elizabeth Street
Okotoks Alberta
T1S1K1

Email submissions will be accepted, but the Town will not be responsible for any late submissions due to technical or transmission errors

Inquiries and questions are to be directed to:

Colin Gainer
Phone: (403) 938-2759
Email: cgainer@okotoks.ca

The tender is only open to consultants with offices in NWPTA member provinces (British Columbia, Alberta and Saskatchewan)

If additional information is required during the evaluation process, the Consultant shall provide such information within 5 business days of the request.

GUIDELINE

The proposal must include details on how the above work schedule from project commencement through to completion will be attached, including:

- level of staff and number of hours required to complete the project, and
- the total all-inclusive fee which shall include any out of pocket expenses for the provision of services for the project
- The cost for the optional scope of work.

Prices quoted will be exclusive of all taxes and will include all other costs as applicable.

INVOICING

Invoicing will be accepted on a monthly basis only, and shall utilize the **10th** of each month as an invoice cutoff date. If this date falls on a weekend, please use the ensuing Monday as a deadline.

Invoices must be supplemented with a brief Expenditure Report showing per phase costs this period, and costs to date. The Expenditure report must include the costs represented by the current invoice and must be attached to the invoice for easy reference.

The Consultant Fixed Cost Items will be an absolute maximum invoiceable dollar value allowed under this contract unless exceptional conditions are encountered or instructions to the contrary are issued by the Town. Neither estimating errors nor internal production assumptions will be considered as exceptional conditions. Any changes that may affect the Total Cost of Engineering fees must be identified and approved in writing by the Town. The Engineering or project Contingencies cannot be utilized without prior written justification and subsequent written approval from the Town.

WORK SCHEDULE

A proposed schedule for the project is defined below. The consultant shall highlight any proposed changes or confirm that they can meet the proposed schedule in their report. The consultant should allow for a minimum of one week for the Town's review of any material prior to a meeting date.

Milestone Events	Date
RFQ Submission Deadline	September 22, 2015
Successful Proponent Chosen	September 24, 2015
Project Initialization Meeting	September 29, 2015 ¹
Topographic Survey and Tentative Plan Delivery	October 23, 2015

¹ Actual date and time of project initialization meeting is to be determined upon selection of successful bidder based on schedules of key Town Staff and Consultant

SECTION 4

PROPOSAL EVALUATION CRITERIA

The following criteria outlines the importance that will be considered in the project award. Proposal submissions should satisfy all criteria points wherever possible.

Consulting Firms will be evaluated on the following weighted evaluation factors:

▪ PROJECT TEAM	20
▪ PROJECT CONTROL / SCHEDULE / ORGANIZATION	10
▪ COST	70
TOTAL	100

Service provider will be selected based on lowest cost and ability to provide services within the time specified. The Town of Okotoks supports local businesses and will give preference to a local qualified bidder if the total cost is within 5% of the lowest qualified cost estimate.

FORMS

RFQ SUBMISSION CHECKLIST

This checklist has been provided for your convenience.
Please insure the following points have been addressed.

- Submit Checksheet
- Complete all of Section 3 Proposal requirements
 - Schedule of Costs + Optional Cost
 - Work Schedule
 - Previous Experience and References
- Provide proof of professional liability (O&M) insurance
- Include addendum receipt acknowledgement form
- Review all deadline expectations
- The undersigned has the signing authority to submit a bid/proposal on behalf of the consulting firm

Signature

Date