



REGIONAL DISTRICT of Fraser-Fort George

HAROLD MANN REGIONAL PARK SHORELINE STABILIZATION AND DRAINAGE PLAN

REQUEST FOR PROPOSALS ES-16-16



Regional District of Fraser-Fort George
155 George Street, Prince George, BC V2L 1P8
Telephone: 250-960-4400 / Toll-free 1-800-667-1959 / Fax 250-562-8676
<http://www.rdffg.bc.ca>

TABLE OF CONTENTS

| | | |
|----|--|----|
| 1 | INVITATION AND INSTRUCTIONS..... | 3 |
| 2 | INTRODUCTION AND BACKGROUND..... | 4 |
| 3 | PURPOSE | 5 |
| 4 | SCOPE OF WORK..... | 5 |
| 5 | INSURANCE..... | 6 |
| 6 | CONSULTANT INFORMATION..... | 6 |
| 7 | FEE STRUCTURE..... | 7 |
| 8 | WORK PLAN AND SCHEDULE..... | 7 |
| 9 | PROPOSAL FORMAT..... | 7 |
| 10 | DOCUMENTS..... | 8 |
| 11 | PROJECT MANAGER..... | 8 |
| 12 | EVALUATION OF PROPOSALS..... | 8 |
| 13 | OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION..... | 8 |
| 14 | NOTICE OF AWARD..... | 8 |
| | ACKNOWLEDGEMENT LETTER..... | 9 |
| | SAMPLE SERVICE AGREEMENT..... | 10 |

1 INVITATION AND INSTRUCTIONS

The Regional District of Fraser-Fort George invites proposals from experienced consultants for the preparation of a Shoreline Stabilization and Drainage Plan for Harold Mann Regional Park.

Three (3) complete copies of your proposal must be submitted in a sealed package labeled **“RFP ES-16-16 Harold Mann Regional Park Shoreline Stabilization & Drainage Plan”** to the General Manager of Financial Services, by 2:00 p.m. local time, Tuesday, July 19, 2016. The responding organization or individual must also have their name, full mailing address, Tender number and description clearly marked on the outside of the Proposal envelope **as well as** on the outside of the Courier envelope if being sent by courier. Late proposals will not be accepted and will be returned unopened to the proponent. Facsimile proposals will not be accepted.

Request for Proposal Documents may be obtained on or after July 5, 2016:

- A) In a PDF (Public Document Format) file format from the Regional District’s website at www.rdffg.bc.ca;
- B) On the BCBid® website at www.bcbid.gov.bc.ca; or
- C) In a hard copy format from the Regional District of Fraser-Fort George, Service Centre, 155 George Street, Prince George, B.C. between the hours of 8:00 a.m. and 5:00 p.m., Monday to Friday, excluding Statutory holidays. The cost for each hard copy Request for Proposal package is ten dollars (\$10) (tax included) and is non-refundable.

The lowest or any proposal will not necessarily be accepted. The Regional District of Fraser-Fort George (“Regional District”) reserves the right to accept or reject any or all proposals. **Facsimile proposals and electronic proposals will NOT be accepted.**

Proposals must be sent to:

General Manager of Financial Services
Regional District of Fraser-Fort George
3rd Floor, 155 George Street
Prince George BC V2L 1P8

Questions relating to the project must be directed to:

Bryan Boyes, Utilities Leader
Environmental Services
Regional District of Fraser-Fort George
155 George Street
Prince George BC V2L 1P8
Telephone: 250-960-4400 / 1-800-667-1959
Fax: 250-562-8676
Email: bboyes@rdffg.bc.ca

1.1 Regional District's Right to Reject Proposals

The Regional District reserves the right, in its sole discretion, to waive informalities in proposals, reject any and all proposals, or accept the proposal deemed most favourable in the interests of the Regional District. The lowest, or any proposal, will not necessarily be awarded.

If a proposal contains a defect, or fails in some way to comply with the requirements of this RFP, which, in the sole discretion of the Regional District, is not material, the Regional District may waive the defect or accept the proposal.

The Regional District reserves the right to reject a proposal based on potential or perceived conflict of interest.

The Regional District reserves the discretion to reject any proposal where:

- a) one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of the Proponent, is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District; or
- b) in the case of a proposal submitted by a Proponent who is an individual person, where that individual is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District.

By submitting a proposal, the Proponent confirms that clauses a) and b) above are not applicable.

The Regional District reserves the right to reject any proposal submitted by a Proponent who is, or whose principals are, at the time of the proposal, engaged in a lawsuit against the Regional District in relation to work similar to that being proposed.

1.2 Acknowledgement Letter

Upon receipt of these documents, a potential respondent will sign one copy of the Acknowledgement Letter and email or fax the signed Acknowledgement Letter to the attention of Bryan Boyes, Utilities Leader.

A respondent who signs and returns the Acknowledgement Letter is not obligated to submit a Proposal.

Any respondent who does not submit the Acknowledgement Letter will not be sent any amendments or addenda and may be disqualified.

2 INTRODUCTION AND BACKGROUND

Regional Parks provide for protection of regional ecosystems, supply of recreation areas such as boat launches, picnic areas and trail systems, heritage protection and educational opportunities. Within the Regional District of Fraser-Fort George there are currently eleven regional parks that encompass 330 hectares with one park currently operated under contract by a historical society. Parks are designed for day use only and offer a variety of amenities.

Harold Mann Regional Park is located on Eaglet Lake. The lake provides recreational value but the shoreline areas are also sensitive and productive fish and wildlife habitats. Presently, access to the lake portion of Harold Mann Regional Park is restricted by past shoreline improvement and degradation. The majority of the shoreline degradation at the park is from wave action of Eaglet Lake.

Lakeshore stabilization refers to works undertaken to protect or armour a bank or shore from erosion. Erosion processes can occur naturally, from the ongoing action of waves dissipating their energy against

erodible banks, and can be worsened by increased water levels, wave action associated with boat use, and other human activities, including vegetation removal. While protection or armouring of a small section of lakeshore may prevent erosion at one location and may appear to have only minor impacts to the lake, the compounding effects of individual works within a watershed are significant. Lakeshore stabilization works can have significant impacts on riparian and near shore habitats where riparian, bank and foreshore vegetation is eliminated or permanently altered (Ministry of Environment, 2006).

Harold Mann Regional Park is also experiencing water retention issues during spring melt and high water events. This water is retained across the lower section of the park making it unusable to park visitors. It is suspected that the causes of this include both animal, ie. Beavers, as well as the ability of the lower park area to drain itself.

Retention of services from a professional engineer will allow for improvement and correction of previous erosion mitigation techniques. The objective is to provide a shoreline erosion assessment conducted by a professional engineer that will address the causes and processes of the water retention and shoreline erosion. Remedy options will be provided in a Shoreline Stabilization & Drainage Plan considering applicable legislation. The Shoreline Stabilization & Drainage Plan will provide specifics and work details to ensure that the proposed works protect water quality and the aquatic and shoreline habitats, prevent further erosion of the shoreline, and reduce the environmental impact. The plan will also address the inability of the area to drain itself efficiently in the spring time. Remedy options will be provided in a drainage plan for the area considering applicable legislation. The drainage plan will provide specifics and work details to ensure that the proposed works protect water quality and the aquatic and shoreline habitats, ensure reliable drainage of the area and reduce the possible environmental impact.

Through improved lakeshore access and protection, as well as improved drainage, park experiences will be improved for all park visitors and, at the same time, the shoreline will be stabilized to address environmental concerns.

3 PURPOSE

The Regional District of Fraser-Fort George intends to engage an experienced and qualified consultant to prepare a Shoreline Stabilization & Drainage Plan for Harold Mann Regional Park

The desired project completion date is October 15, 2016.

4 SCOPE OF WORK

The successful proponent will provide a strategy and methodology to undertake the correction of previous shore works at Harold Mann Regional Park as prevention of soil erosion along the shoreline and improved drainage of the lower end of the park. The methodology will include a review of the previous works, solutions for a new system of Shoreline Stabilization & Drainage and estimated costs of such work, in accordance with Provincial/Federal regulations and the Regional District's own lakeshore guidelines.

Key areas to be addressed, but not limited to, are:

- removal or modification of existing works to achieve a “softer” balance between lake access and lake protection
- options for stabilization of slope and limiting erosion
- restoration to correct water drainage flows
- costs associated with suggested works options
- work windows for suggested works in water bodies (Ministry of Environment guidelines for in-stream works)

The Regional District has the following documents available on its website which can be referred to:

- Regional District Lakeshore Guidelines
(http://www.rdffg.bc.ca/Report_Library/Lakeshore_Guidelines.html)
- Regional Parks Plan
(http://www.rdffg.bc.ca/Report_Library/RegionalParksPlan.pdf)

5 INSURANCE

The Contractor will, without limiting its obligations or liabilities, and at its own expense, provide and maintain throughout the Contract term, the following insurances with insurers licenced in the Province of British Columbia, in forms acceptable to the Regional District. All required insurance (except automobile insurance on vehicles owned by the Contractor) shall be endorsed to show the Regional District as additional insured and provide the Regional District with thirty (30) days' advance written notice of cancellation or material change. The Contractor will provide the Regional District with evidence of the required insurance, in a form acceptable to the Regional District, upon notification of award and prior to the execution and delivery of the Contract:

- i. Commercial General Liability (CGL) in an amount not less than \$2,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the Contract. The Regional District is to be added as an additional insured. Such CGL coverage shall include the following liability extensions: Contingent Employers Liability, Broad Form Products & Completed Operations, Personal Injury, Blanket Contractual, and Cross Liability.
- ii. Automobile Liability on all vehicles owned, operated, or licenced in the name of the Contractor in an amount not less than \$2,000,000 per occurrence.
- iii. Non-owned Automobile Liability insurance in an amount not less \$2,000,000 per occurrence.
- iv. Equipment insurance on all equipment owned or rented by the Contractor to its full insurable value.

The Contractor shall ensure that all sub-contractors forming from this Contract meet the insurance requirements outlined.

6 CONSULTANT INFORMATION

6.1 Qualifications and Experience

The successful proponent will have at least three (3) years' experience as a bona fide consultant in the business of erosion control or shoreline stabilization. Proponents will submit evidence of previous successful performance in comparable work. Proponents will provide complete information on experience of key personnel to be involved in the review process and references from work on similar projects.

Proponents may be required to submit evidence of their resources and their ability to carry out the work in their respective submissions.

This RFP encourages Proponents to demonstrate their experience, technical expertise and creativity in the area of park and/or landscape planning. The shoreline stabilization & drainage will be conducted in accordance with all Provincial legislation and guidelines.

6.2 Occupational Health and Safety

The proponent will be required to comply with the *Workers' Compensation Act*.

6.3 References

The proponent must include a minimum of three references for projects of a similar nature complete with contact information in the proposal. A brief description of the projects completed for each reference should be provided.

6.4 Professional Responsibility

Only qualified and experienced environmental engineering or riparian management professionals will be considered for this project.

7 FEE STRUCTURE

The proponent must specify in the proposal, the fees required to satisfy the terms of reference for the project, the work plan and methodology. The proponent must clearly identify and detail all costs. The various stages of the work plan should be costed separately, with taxes and disbursements clearly identified.

7.1 Terms of Payment

The proponent must specify in the proposal, the terms of payment required for the duration of the project.

7.2 Cost of Control

The proponent must provide in the proposal, a description of the cost control measures they will employ to effectively manage the project budget.

8 WORK PLAN AND SCHEDULE

The proponent will provide a detailed description of the proposed work to be undertaken and the way it will be undertaken. Sufficient detail should be presented to show a clear understanding of the work and proposed approach. A schedule should accompany the work description showing the expected sequence of tasks and resource requirements for the proponent and the Regional District of Fraser-Fort George.

The completion date for this project is October 15, 2016.

9 PROPOSAL FORMAT

The following format and sequence should be followed in order to provide consistency in proponent response and to ensure each proposal receives full and complete consideration. All pages should be consecutively numbered.

- a) Title Page – including Request for Proposal title and number, proponent's name and address, telephone number, fax number, email address and contract representative.
- b) One page letter of introduction signed by the person or persons authorized to sign on behalf of the proponent which will bind the proponent to statements made in the proposal.
- c) Table of Contents including page numbers.
- d) An Executive Summary of the key features of the proposal.
- e) The body of the proposal, including the work plan and schedule.
- f) Additional information that a proponent may choose to provide.

10 DOCUMENTS

The successful proponent will be required to provide all documents related to the project to the Regional District in hard copy and an electronic format. Electronic copies of all text documents will be in a Microsoft Word format and in a PDF format.

11 PROJECT MANAGER

All questions concerning RFP ES-16-16 are to be directed to the Project Manager.

Bryan Boyes, Utilities Leader
Regional District of Fraser-Fort George
155 George Street
Prince George BC V2L 1P8
Telephone: (250) 960-4400
Fax: 250-562-8676
Email: bboyes@rdffg.bc.ca

12 EVALUATION OF PROPOSALS

The proposals will be evaluated on merit. Consideration will include the proposed budget, professional qualifications, references, general experience, northern climate experience, local knowledge, Shoreline Stabilization & Drainage concept and quality of proposal. The proposal submission should be clear, concise and complete.

The Regional District shall be the sole judge of a proposal and its decision shall be final.

12.1 Evaluation Criteria:

| | |
|---|------------------|
| Consultant Qualification, References and Experience | 30 points |
| Work plan, Methodology, and Schedule | 30 points |
| Price | 30 points |
| Quality of Proposal including format | <u>10 points</u> |
| Total | 100 points |

13 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

Proposals will be received and held in confidence by the Regional District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

All documents, including proposals, submitted to the Regional District in relationship to this project become the property of the Regional District. The Regional District will provide a debriefing for individual proponents at their request subject to the *Freedom of Information and Protection of Privacy Act*.

14 NOTICE OF AWARD

The successful proponent will be notified of acceptance of its proposal by notification in writing delivered to the address on the proposal. No other communication will constitute acceptance of any proposal.

ACKNOWLEDGEMENT LETTER

The undersigned has received the full set of Request for Proposals Documents.

Signature

Company

Name (please print)

Address

Title

City

Phone Number

Fax Number

Email

Date

We presently intend to _____ provide/ _____ not provide a Proposal as requested.

Return immediately to:

Bryan Boyes
Environmental Services Field Supervisor
Regional District of Fraser-Fort George
155 George Street
Prince George, BC V2L 1P8

Fax Number: 250-562-8676

Email: bboyes@rdffg.bc.ca

SAMPLE SERVICE AGREEMENT

WITNESSETH: That the Contractor and the Regional District undertake and agree as follows:

1. The Contractor will:
 - a) Provide all necessary materials, labour, supervision and equipment and perform all work, and fulfill everything as set forth in and in strict accordance with the Service Agreement Documents for the project entitled "Harold Mann Regional Park Shoreline Stabilization and Drainage",
 - b) Commence to actively proceed with the Work of the Contract on _____.
2. The Contractor will pay to the Regional District as full compensation for the performance and fulfilment of this Service Agreement, the sum or sums of money specified herein in the manner and at the times specified in the Service Agreement Documents.
3. The General Conditions of Service, Service Agreement and other Securities, General Conditions, Operational Specifications, and all addenda are incorporated herein, to the intent and purpose as though recited in full herein, and the whole will form the Service Agreement and will enure to the benefit of and be binding upon the parties hereto and their successors, executors, administrators, and assigns.
4. No implied agreement of any kind whatsoever, by or on behalf of the Regional District, will arise or be implied from anything contained in this Service Agreement or from any position or situation of the parties at any time, it being understood and agreed that the express contracts, covenants and agreements made herein by the parties hereto are and will be the only contract, covenants and agreements on which any rights against the Regional District may be founded.
5. Subject to Section 3, this Agreement will supersede all communications, negotiations, and agreements, either written or verbal, made between the parties hereto in respect of matters pertaining to this Agreement prior to the execution and delivery hereof.

6. All communications in writing between the parties will be deemed to have been received by the addressee if delivered to the individual, or to a member of a firm, or to the General Manager of Environmental Services of the Regional District for whom they are intended, or if sent by registered mail or by telegram as follows:

The Contractor at _____.

The Regional District of Fraser-Fort George at 155 George Street, Prince George, BC V2L 1P8.

IN WITNESS WHEREOF the parties have duly executed this Agreement.

SIGNED ON BEHALF OF THE
**REGIONAL DISTRICT OF
FRASER-FORT GEORGE**

Chair

Date

Corporate Officer

Date

SIGNED ON BEHALF OF
CONTRACTOR

Authorized Signature

Date

(Name and Title) (Please print)