

Request for Proposals

**Rural Municipality of Victoria,
Prince Edward Island**

Tourism and Economic Development Project:

Sea Wall Construction

March 5, 2018

1. Background

The Rural Municipality of Victoria is a charming, historic sea coast village located in Prince Edward Island. The community needs to replace its crumbling sea wall; and wants to add a natural pedestrian walkway to the area. Engineered drawings and surveys of the area will be provided for respondents to consider when preparing their bids.

2. Project Purpose and Description

This letter is your invitation to submit a bid to furnish, enact and complete a plan to construct the sea wall based on the engineered drawings and specifications (prepared by Coles and Associates) that the Rural Municipality of Victoria will provide.

Respondents will be required to provide a detailed budget, work-plan and timeline for all activities. The Rural Municipality of Victoria for the construction to be as unobtrusive as possible to residents and vendors in the area so the respondents will be expected to respond with a plan and work time line that is sensitive to the ecology, commerce and residents of the area.

3. Objectives

The Rural Municipality of Victoria is looking for a construction company to build the sea wall and natural walk way according to the final design and specifications. The objectives for the overall exercise are as follows:

- ✓ To construct and install the new sea wall that protects the Rural Municipality of Victoria from storm surges and other tidal activities.
- ✓ To construct the natural pedestrian walk-way that sits atop the new sea wall. The community would like to see cost options for the constitution of the walk-way in the bid (i.e. gravel vs. pressure treated wood)
- ✓ To liaise with Engineers, the Rural Municipality of Victoria and the Project Manager as required
- ✓ To follow the terms of conditions of the PEI Watercourse, Wetland and Buffer Zone Activity Permit (Permit No: QA-18-017)

- ✓ To follow the terms and conditions of the Navigation Protection Act in consultation with Rural Municipality of Victoria
- ✓ To remove any debris either from the previous sea wall or that which is created from the new construction

4. Scope of Work

The responsibilities of the successful construction company are summarized as follows:

- Meet with the Rural Municipality of Victoria steering committee to discuss construction of the seawall and review the elements that have been incorporated into the overall budget for this project.
- Submit details plan for activities
- Submit detailed time line for expected goals and timing of outcomes
- Meet with the Community and its representatives as needed and at regular intervals
- Construct the Sea Wall according to timeline and budget
- Construct the pedestrian walk way according to timeline and budget
- Meet all safety and environmental requirements

5. Contents of Submission

The information below should be included in the applicant's proposal.

a) Demonstration of an understanding of the project and a clearly articulated methodology to be employed for completing the work within the required time frame.

b) An outline of the company's experience with similar or related consultation exercises.

c) A Proposed Cost providing a fixed quotation for the work. The fixed quotation must include fees and expenses but can exclude HST. Quotation must include fixed lump sum fees and anticipated expenses related to the assignment.

6. Evaluation of Proposals

The Client will evaluate the proposals based on a variety of factors as shown in the chart below (total maximum score = 100 points). The evaluation criteria and points assigned identify the weighted importance of each factor to be used in the evaluation process.

Evaluation Criteria and Maximum Points Assigned

Comprehension (15 points)

A clear understanding of the intent of the process and a description of how the Consultant will gather information as it relates to the scope of the work and the project.

Methodology (25 points)

A description of the overall approach and methodology to be followed in completing all aspects of the assignment in detail sufficient to permit the Steering Committee to understand and evaluate how the work will be carried out.

Schedule (20 points)

An outline to complete the work as it has been defined.

Company/Project Team Experience (15 points)

A description of the capabilities, relevant experience and overall qualifications of the Project Manager and other team members, specifically in relation to experience with government funding, programs and services, rural businesses, and regional economic development agencies.

Submission (5 points)

General format and appearance of submission.

Financial Proposal (20 points)

The financial proposal must include a firm total cost for the project and be within budget.

7. Budget

The proponent must provide a total budget for the cost of materials, labour and construction. Though there is some flexibility in the budgetary process, bids should consider a top-end budget for the project of approximately \$325,000 (excluding HST).

8. Suggested Time Frame

- RFP issued (March 7)
- RFP submission deadline (April 4)
- RFP award (April 10)
- Project initiation (April 11)
- Project Begin (April 15)
- Project Completed (June 15)

The assignment will be awarded on April 10, 2018. The final construction will be completed and ready for use by June 15, 2018.

9. Instructions for Submission of Proposals

Electronic submissions are acceptable and preferred and should be sent to:
Kent Bruyneel (kent@centralpei.ca) and Hilary Price (hilaryprice@eastlink.ca)

If you are submitting hardcopy, proposals should be addressed to CAO, Rural Municipality of Victoria, P.O. Box 7, Victoria, PE C0A 2G0 in a sealed envelope clearly marked "Personal and confidential. To be opened by the addressee only".

The bid is due no later than April 4, 2018 at 5:00 p.m. Deliver via email or to the Rural Municipality of Victoria's Community Office located at 24 Bardin Street, Victoria. The office is located in the Victoria Glass Studio building, entrance is through the back door and upstairs in room number 5.

If there are any questions on this proposal, please contact Kent Bruyneel, Project Manager at (902) 887 3400 or kent@centralpei.ca

10. Conclusion

The Rural Municipality of Victoria reserves the right to award the contract to the consultant of their choice based on the above noted criteria. The lowest bidder, nor any bidder, has any entitlement to the award other than through the process. The client accepts no responsibility for expenses incurred in connection with the bid.