

# Town of Borden-Carleton

20 Dickie Road  
Borden-Carleton, PEI C0B 1X0  
Phone (902) 437-2225

## Request for Proposals

### Architectural, Engineering and Landscape Architectural Design Services

The Town of Borden-Carleton (“the municipality”) is seeking proposals from qualified Architectural, Landscape Architectural, and Engineering Design Firms to provide detailed design services for a community revitalization project for the area that extends between Gateway Village and the Marine Rail Historic Park. The project will include a combination of architectural and landscape design features.

Proposals will be submitted in sealed envelopes clearly marked to identify contents. Consultants are requested to submit proposals for a two-envelope system. One envelope contains the technical proposal and the other will contain the financial proposal. The technical proposal will be evaluated and scored prior to opening the second financial proposal. Consultants do have the option to submit proposals via email to [accounts@borden-carleton.ca](mailto:accounts@borden-carleton.ca). Email submissions must be marked in the subject line to the attention of Tasha Sherry RFP. Technical proposals must be sent in one pdf document and the financial proposal must be sent in a separate pdf document. Financial proposals received via email will be sealed in an envelope until the technical proposals are evaluated and scored. Please note that colour printing is not available in the Town administration office. Should consultants have concerns that black and white printing may affect the quality of their proposals then it is advised to deliver a hard copy of the proposal.

All proposals are due in the Town of Borden Carleton’s office, 20 Dickie Road, Borden-Carleton, PEI C0B 1X0 no later than **3:00pm January 8, 2019**.

Sincerely,

Anytra Etrovich  
Chief Administrative Officer

## **SECTION I**

### **INFORMATION & INSTRUCTIONS**

#### **1.0 Submission Requirements:**

The complete original proposal must be submitted in a sealed package and received in accordance with the instructions detailed in the cover letter. All proposals shall be clearly marked Architectural, Engineering Landscape Architectural Design Services for the Town of Borden-Carleton.

Consultants shall be responsible for the actual delivery of proposals during business hours to the address indicated in the cover letter. It shall not be sufficient to show that the proposal was mailed in time to be received before scheduled closing time.

#### **1.1 Proposal Format:**

Proposals shall include the following information at a minimum:

- This request for proposal document signed by the responsible party.
- A copy of the Consultants qualifications.
- Fee proposal.
- Time schedule.

It is the sole responsibility of the Consultant to assure that they have received the entire Request for Proposal (RFP).

Consultants will be notified in writing of any change in the specifications contained in this RFP.

No verbal or written information which is obtained other than through this RFP or its addenda shall be binding on the Town of Borden-Carleton.

#### **1.2 Right of Rejection and Clarification:**

The Town of Borden-Carleton reserves the right to reject any and all proposals and to request clarification of information from any Consultant. The Town of Borden-Carleton is not obligated to enter into a contract on the basis of any proposal submitted in response to this document.

#### **1.3 Requests for Additional Information:**

Prior to the final selection, Consultants may be required to submit additional information which the Review Committee may deem necessary to further evaluate the Consultant's qualifications.

#### **1.4 Denial of Reimbursement:**

The Town of Borden-Carleton will not reimburse Consultants for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.

#### **1.5 Right of Withdrawal:**

A proposal may not be withdrawn before the expiration of ninety (90) days from the proposal due date.

#### **1.6 Right of Negotiation:**

The Town of Borden-Carleton reserves the right to negotiate with the selected Consultant the exact terms and conditions of the contract.

#### **1.7 Right of Rejection of Lowest Fee Estimate:**

The Town of Borden-Carleton is under no obligation to award this project to the Consultant having the lowest fee estimate. Evaluation criteria included in this document shall be used in evaluating proposals.

#### **1.8 Insurance Requirements:**

The Consultant shall secure and maintain a minimum of \$2,000,000 Commercial General Liability Insurance and add as an additional insured the Town of Borden-Carleton. The Consultant shall provide to the Town of Borden-Carleton 30 days notice of any material change or policy cancellation. The Consultant shall also provide Proof of Professional Liability Insurance currently in the amount of \$2,000,000. The Consultant shall provide the Town of Borden-Carleton with a Certificate of Insurance complying with this RFP upon return of the Consultant signed agreement to the Town of Borden-Carleton.

#### **1.9 Rights to Submitted Material:**

All proposals, responses, inquiries, or correspondence relating to, or in reference to, this RFP, and all reports, charts, drawings and other documentation submitted by Consultants shall become the property of the Town of Borden-Carleton upon final payment to the Consultant.

#### **1.10 Basis of Award:**

Proposals will be evaluated according to the following criteria at a minimum: All members of the Selection Committee will have equal votes in the evaluation process. The matrix noted below will be used to compare the scores of each evaluator, and a consensus will then be reached through discussion internal to the Committee.

All members of the Selection Committee will have equal votes in the evaluation process as per the following tables.

	<b>Evaluation Criteria</b>	<b>Rating</b>	<b>Weight</b>	<b>Actual Score</b>	<b>Possible Score</b>
1.	Team Experience <ul style="list-style-type: none"> <li>• Qualified Staff with professional affiliation/membership</li> <li>• Experience of key professional staff assigned to this project</li> <li>• Effectiveness of consultant on previous projects</li> </ul>		X 4		20
2.	Methodology <ul style="list-style-type: none"> <li>• The proposed approach of the firm to complete the project</li> <li>• How does the firm envision the project</li> </ul>		X 4		20
3.	Previous Experience of Firm <ul style="list-style-type: none"> <li>• Depth of experience (years in business)</li> <li>• Proven experience and success in providing similar municipal built works projects designing architectural, engineering and landscape design for a community revitalization project.</li> <li>• Capability to provide additional resources if and when required</li> <li>• Quality of similar built works</li> </ul>		X 5		25
4.	Project Schedule <ul style="list-style-type: none"> <li>• Understanding of process</li> <li>• Will current workload affect time required for completion of our project</li> </ul>		X4		20
5.	Fees and Expenses		X2		10
6.	Overall Quality of Proposal <ul style="list-style-type: none"> <li>• Organization and clarity</li> <li>• Completeness and content</li> <li>• Overall presentation</li> </ul>		X1		5
Total Score					100

The matrix noted above will be used to compare the scores of each evaluator, and a consensus will then be reached through discussion internal to the Committee.

Each rating criteria will be evaluated and points based on the following numerical scoring system.

Rating		Description
5	Excellent	Exceeds the requirements of criterion in superlative beneficial ways and is very desirable.
4	Very Good	Exceeds the requirements of criterion and provides added value beneficial to Municipality's needs.
3	Good	Exceeds the requirements of the criterion but in a manner which is particularly beneficial to the Municipality's needs.
2	Average	Adequately meets most of the requirements of the criterion. May be lacking in some areas which are not critical.
1	Poor	Addresses most, but not all, of the requirements of the criterion to the minimum acceptable level. Lacking in critical areas
0	Unsatisfactory	Does not satisfy the requirements of the criterion in any manner.

The Town of Borden-Carleton reserves the right to conduct interviews of any or all Consultants as it deems necessary.

#### **1.11 Copies:**

An original and two copies of the proposal and supporting documents must be submitted in response to the RFP.

#### **1.12 Termination of Contract:**

The Town of Borden-Carleton may cancel the contract at any time for breach of contractual obligations by providing the successful Consultant with a written notice of such cancellation. Should the Town of Borden-Carleton exercise its right to cancel the contract for such reasons, the cancellation shall become effective on the date as specified in the notice of cancellation.

The Consultant may cancel the contract at any time for breach of contractual obligations by providing the Town of Borden-Carleton with a written notice of such cancellation and proper supporting documentation.

#### **1.13 Assignment:**

The successful Consultant shall not sell, assign, transfer or convey any contract resulting from this RFP, in whole or in part, without the prior written consent of the Town of Borden-Carleton.

#### **1.14 Proposal Reservations:**

The Town reserves the right to reject any or all proposals, to award in whole or in part and to waive minor immaterial defects in proposals. Negotiations may be necessary in order to complete the contract.

#### **1.15 Conflict of Interest:**

The Consultant covenants that they presently have no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. The Consultant further covenants that no person having any such known interest shall be employed or conveyed an interest, directly or indirectly, in the contract.

#### **1.16 Contract:**

The contract between the Town of Borden-Carleton (TOBC) and the Consultant shall consist of (1) the Request for Proposal (RFP) and any amendments thereto, (2) the proposal submitted by the Consultant to TOBC in response to the RFP and (3) In the event of a conflict in language between the documents referenced above, the provisions and requirements set forth and/or referenced in the RFP shall govern. However, TOBC reserves the right to clarify any contractual relationship in writing with the concurrence of the Consultant, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the Consultants proposal. In all other matters not affected by the written clarification, if any, the RFP shall govern.

## SECTION II

### 2.0 SCOPE OF SERVICES

The Town of Borden-Carleton is soliciting qualifications and proposals for the preparation of architectural, engineering, landscape design and contract administration for a community revitalization project.

The consultant will be required to complete the design and project management of a community revitalization project in the Town of Borden-Carleton. The overall project will focus on the area between Gateway Village and the Marine Rail Historic Park including: the north portion of Carleton Street; Downing Street; Borden Avenue from its intersection with Kirkpatrick Street to the Marine Rail Historic Park and Borden Avenue from its intersection with Kirkpatrick St. to the TransCanada Highway. Funding for the overall project is estimated to be \$737,200.00.

Phase I of the project will be implemented in the winter of 2019 with project completion for the end of March 2019 and will be comprised of:

- Project design, architectural, engineering and landscape/urban design plans.
- Lighting for the Marine Rail Historic Park and for the portion of the boardwalk along the west end of Borden Avenue leading to the park.
- Way finding signage (pedestrian and traffic).
- Upgrade and renovate the train caboose to accommodate a food service provider in the form of a canteen service with an attached deck for outdoor dining.
- Renovate the lighthouse and construct a small sensitive addition to the lighthouse with an attached deck to accommodate a food service provider and small gift shop.

Funding for Phase I of the project is estimated to be \$355,000.00. It is anticipated that Phase II of the project will progress in the summer/fall of 2019 and will include the balance of the work as outlined in Section 2.2 below.

The overall project concentrates on increasing destination potential by increasing connectivity between two of the Town's main tourism assets, Gateway Village and the Marine Rail Historic Park, with the use of way finding signage and urban design features. Currently connectivity between Gateway Village and the Marine Rail Historic Park is broken and confusing at best for Islanders let alone visitors. The walking experience between both nodes must be improved with urban beautification features such as: lighting, way finding signage, landscaping, seating areas to enjoy the water views and sunsets.

Below is the project broken into two phases and a list of project components per phase.

<b>Phase 1 of Project</b>	<b>Quantity</b>
Design Drawings (architectural, engineering, landscape), topographic surveys and geotechnical as required. Tender Documents for Phase 1 and Phase 2 of Project.	
Lighting Marine Rail Park and along boardwalk.	Estimated 20
Renovate and construct small sensitive addition to lighthouse in Marine Rail Park to accommodate a food service provider and gift shop. Construct deck or patio next to lighthouse.	1
Renovate Caboose in Marine Rail Park to accommodate a food service provider and construct deck.	2
Signage Pedestrian and traffic wayfinding	4
<b>Phase 2 of Project</b>	<b>Quantity</b>
Viewing Platform at Marine Rail Park overlooking bridge.	1
Construction of observation platforms in strategic locations to view harbor including benches and seating.	2
Destination branding art piece next to or incorporated within viewing platform at Marine Rail Park.	1
Connection of boardwalk between Downing Street and Borden Avenue.	Linear meters TBD
Street/ park benches	Estimated – 12, (1 per 200 meters)
Landscaping along boardwalk and in Marine Rail Park.	Landscaping along boardwalk to be placed at set intervals TBD.
Interpretative signage on viewing platforms	Estimated - 3
Walkway under Confederation Bridge from Marine Rail Park to Back Shore.	1
Relocation and arrangement of existing Wallace Stone to create stairs to beach at Marine Rail Park on west side of park.	1



## **2.1 Project Scope:**

The work includes site and building design services, engineering design services, landscape and urban design services, site visits, as well as site services during construction, post construction services, and associated administrative and coordination services. Basic services will include all services provided during design, tender, construction, and post construction phases of the project. Additional services may be requested by the owner at any time during the project. Each component of the work is generally described below. Detailed responsibilities will be finalized in the contract entered into with the successful consultant.

## **2.2 Design Phase:**

The Consultant and the Town or its Representative shall meet on site and describe in detail the following items:

- Design of elevated viewing platform on the east side of the Marine Rail Historic Park facing the Confederation Bridge complete with landscape design. The viewing platform must be multi functional and large enough to accommodate events in the park such as wedding ceremonies and bands to perform. Electrical service is to be incorporated into the design of the platform. A new PEI art piece or town branding art piece to celebrate destination arrival is to be incorporated into the platform or located adjacent to it. Interpretative signage to also be incorporated.
- Two (2) observation area platforms to view the harbour with seating, landscape planters and interpretative signage of the history of the harbour. Potential locations include:
  - 1) Town property on Borden Avenue adjacent to the former Liquor Control Commission store. This parcel of land faces directly out towards the inside harbor towards fisherman's wharf.
  - 2) Town property on Main Street located along the road leading to the fisherman's wharf. This parcel of land also overlooks the outside approach of the harbour and along the east coastline.
- A walkway connection on the north side of the Marine Rail Park under the bridge to the beach area on the north side of the park. The walkway is to follow along the Confederation Bridge to a landing point on the Back Shore. The Walkway should also incorporate interpretative signage. The initial stage for this component of the project will be conceptual to allow review from Transport Canada and Confederation Bridge. Security to prevent access to the Confederation Bridge is integral in the design and function of this walkway. Final Design of this project component to proceed once approval is given by Transport Canada and Confederation Bridge.
- New lighting at the Marine Rail Historical Park and along boardwalk on west end of Borden Avenue leading to the Park. New proposed lighting should take into account the marine environment and incorporate sustainability through energy efficiency.

- Upgrade and renovate the train caboose to accommodate a food service provider in the form of a canteen service. A food service which requires a ventilation system should be explored but may not be necessary. Indoor seating is not required however the design should incorporate a deck for outdoor dining.
- Renovate the lighthouse and construct a small sensitive addition to the lighthouse to accommodate a food service provider and small gift shop. Again a food service which requires a ventilation system should be explored but may not be necessary. Design should incorporate some space for inside dining and a deck for outdoor dining.
- Upgrade or repair the existing board walks along Downing Street and Carleton Street.
- Design of urban beautification features at recommended intervals such as: landscaping; seating areas and lighting along Carleton St and Downing St. boardwalk.
- Design of way finding signage (traffic and pedestrian) to provide direction from Gateway Village to the Marine Rail Historic Park.
- Design of streetscaping items and urban design features at recommended intervals along Borden Avenue.
- Relocation of existing Wallace Stone to create stairs to beach at Rail Park on west side.

### **2.2.1 Preliminary Design Options:**

At least two design concepts are to be described at this stage. Documents are to be formatted to be suitable for audio-visual presentation and in print. Additional documents may be provided to encourage the participation of users in the design process.

Graphic Documents:

- Annotated illustrations of the entire project showing buildings, observation platforms, bridge walkway landscaping and urban design features;
- Dimensioned floor plans of the light house and train caboose showing the locations of culinary apparatus and furnishings;
- Sketches showing the massing and appearance of additions to the lighthouse;
- Sketches showing interior volumes of the lighthouse.
- Diagrams or drawings showing major elements and locations of structural, ventilation, electrical and lighting for the lighthouse and caboose.
- Diagrams or drawings showing major structural elements of the observation platforms and bridge walkway.
- Class D estimates to be provided at this stage.

The intent of this process is to explore different design concepts with users to gain a better understanding of space requirements, understand trade-offs that the owner may need to consider, life cycle cost, and to prepare designers for the next design stage. Evaluation of options will be tested against the functional program and requirements of the Town. Clarifications or modifications to this may be made by the Town at this time. Preferred option will be selected at this point and the consultant will then carry on with detailed design. The consultant is required to schedule a meeting for the presentation of the concepts in Borden-Carleton.

### **2.2.2 Final Design Concepts:**

With feedback on the two concepts, the consultant shall prepare Final Design Concepts which will be presented to the Town Council and/or it's Representative in print and electronic format at this time before moving into working drawings.

### **2.2.3 Schematic Design:**

Documents at this stage are to describe a preferred design for all of the project components. Documents are to be submitted in both print and electronic formats.

Graphic Information:

- Plan view (to scale) of all site and building components.
- 3 dimensional illustrations to show massing and appearance of buildings, structures and landscape design.
- Floor plans of buildings (to scale) showing locations of culinary apparatus and furnishings.
- Plans and building sections (to scale) to show locations of all major structural, ventilation, and electrical elements.
- A Class C Cost Estimate broken down by project components, and including an explanation of how costs were determined.
- Recommendations for project scheduling.

The intent is to give the Town a complete understanding of the project, and allow them to consider whether they are prepared to proceed with finalizing the proposed design, or would like to make any major modifications to the design, budget, or schedule.

### **2.2.4 Final Presentation:**

Documents at this stage are to be formatted to be suitable for an audio-visual presentation and submitted in digital format. Additional documents may be provided to encourage the participation of users in the design process and may include preparation of large scale printed site plans and structural plans.

#### Graphic Documents:

- Annotated illustrations of the entire project area showing the location of observation areas, buildings, trails & pedestrian routes and landscaping.
- Dimensioned floor plans of the lighthouse the locations of culinary apparatus and furnishings.
- Sketches showing the massing and appearance of the lighthouse addition.

### **2.3 Tender Preparation**

With respect to preparation of the tender, the consultant shall be responsible to undertake the following tasks:

- Preparation of detailed tender call documents (site plans, grading plans, planting plans, site details, architectural floor plans and elevations, details, signage details and print ready artwork, structural drawings, electrical drawings, specifications and front end spec).
- Answer questions from the bidders during tendering period.
- Conduct site meeting for bidders.
- Review submitted tenders; provide recommendation on tender award.
- Prepare contract documents for signing by the Town and the successful bidder within 7 days of acceptance.

### **2.4 Contract Administration Phase**

Throughout the duration of the project the consultant is required to perform 3-4 site visits for Phase 1 and 3-4 site visits for Phase 2 of the project to confirm the project components are built to general conformity with the plans and specifications. Site visits shall be followed up with inspection reports. This shall also include preparation of change orders, certification of payments, substantial performance inspection and certification of substantial performance.

**SECTION III**

**PROPOSAL FORM**

I have read and understand the requirements of this request for proposal (RFP) and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material and equipment to provide the services as outlined including communications devices, computer hardware and software, any travel or per diem expenses and any other miscellaneous expense involved. The fixed lump sum fee for providing the required service is:

Detailed Design Services	\$ _____
Contract Administration	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

**SUBMITTED BY:**

**CONSULTANT:** \_\_\_\_\_

**BY:** \_\_\_\_\_  
**SIGNATURE**

**NAME (PRINT):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**POSTAL CODE:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_