

REQUEST FOR PROPOSAL

COMMUNITY OF VICTORIA
PRINCE EDWARD ISLAND

TOURISM ECONOMIC DEVELOPMENT PROJECT
SEAWALL REPLACEMENT – FINAL DESIGN

December 2017

BACKGROUND

The Community of Victoria is a charming, historic sea coast village located in Prince Edward Island. The replacement of the deteriorating concrete seawall has been identified as a priority by the community. This proactive disaster mitigation measure will protect property and important infrastructure within the community for many years to come. The proposed rubble mound design will protect against erosion, undermining and wave action while offering an aesthetically pleasing look for the popular waterfront. The community is also proposing to incorporate a pedestrian walkway along the surface of the new seawall.

PROJECT PURPOSE AND DESCRIPTION

The description of the project is as noted below:

To prepare a final design of the seawall and provide detailed construction ready stamped documents that will be used to begin the physical work of building the seawall and the pedestrian walkway along its surface.

OBJECTIVE OF PROJECT

The Community of Victoria has already had a concept drawing of the seawall prepared, as well as a habitat and geotechnical survey (these documents will be provided upon request). The Community of Victoria is looking for an engineer to take this preliminary work to its final stages and will require the engineer to provide a final design, along with the construction ready stamped drawings for the project. In addition, the Community of Victoria steering committee would require engineering support during the construction as outlined in the scope of work noted below.

SCOPE OF WORK

The responsibilities of the successful consultant are summarized below:

1. Meet with the Community of Victoria steering committee to discuss final design of the seawall and review the elements that have been incorporated into the overall budget for this project.
2. Submit final stamped engineering drawings for review and approval by the Community of Victoria.
3. Conduct two site visits and one final inspection during the construction phase of the project.

CONTENT OF SUBMISSION

The information below should be included in the Engineer's proposal:

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

2. An outline of the engineer's experience with similar or related projects.
3. A proposed cost providing a fixed quotation for the work. The fixed quotation must include fees and expenses but can exclude HST.

EVALUATION OF PROPOSALS

The Client (the Community of Victoria) will evaluate the proposals based on a variety of factors as shown in the chart below (total maximum score = 100 points). The valuation 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 (15 points) – An outline to complete the work as it has been defined.
- Company/Project Team Experience (25 points) – A description of the capabilities, relevant experience and overall qualifications of the team managers, 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 (15 points) – the financial proposal must include a firm total cost for the project.

BUDGET

The proponent must provide a budget for this work inclusive of all applicable costs and expenses including HST.

DELIVERABLES

Upon Completion of the contract the consultant will deliver to the Community of Victoria the following:

Design of Seawall

- 2 complete copies of the detailed design on 8.5"x11" sheets and 1 in electronic format.
- 1 coloured rendering of the entire seawall on a 24" x 36" mounted sheet.

TIME FRAME

- Request for Proposal Issued December 18, 2017
- RFP submission deadline January 5, 2018 (end of day)
- RFP Award January 8, 2018
- Contract awarded -Design of seawall begins January 9, 2018
- Draft of seawall design for review January 30, 2018
- Final design of seawall submitted February 9, 2018

INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

A digital copy may be sent to hilaryprice@eastlink.ca & kent@centralpei.ca. We encourage digital submission.

Your proposal on paper can be addressed to Chief Administrative Officer, Community 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 January 5, 2018 at 4:00 p.m. Electronic delivery is preferred. Non- digital bids can be delivered to the Community of Victoria 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) 439 6527 or kent@centralpei.ca.

CONCLUSION

The Community 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 award other than through the process. The client accepts no responsibility for expenses incurred in connection with this bid.