

November 21, 2024

Request for Proposal 2024-13

Engineering Services

Asphalt Road Reconstruction - Design and Construction Services and Opinion of Probable Costs

The RM of St Clements invites proposals from consultants to provide design and construction management services for the reconstruction of approximately 3.7 km of asphalt roads as part of the annual asphalt road reconstruction program. Construction shall be scheduled for the summer of 2025.

RFP Documents, addenda, or additional information will be available electronically on the RM of St. Clements website at www.rmofstclements.com. It is the sole responsibility of the proponent to monitor the website for any updates.

RFP Closure Deadline is December 12th, 2024 at 3:00pm local time.

For inquiries regarding this RFP, contact:

Sean Collins

Public Works Project Technician

Phone 204-482-4539

Email pwpt@rmofstclements.com

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OVERVIEW

The RM of St Clements invites proposals from consultants registered as a professional engineer in the province of Manitoba to provide design and construction management services for the reconstruction of approximately 3.7 km of asphalt roads as part of the annual asphalt road reconstruction program. Construction shall be scheduled for the summer of 2025.

The successful proponent will be selected based on the best value, which will be assessed as a combination of, but not limited to, experience, pricing, scope, and schedule.

SITE MEETING

A bidders site meeting to review the scope of work and site particulars will be held on Quarry Road in the RM of St. Clements. Administration will be available to answer questions at this time.

Date: November 28th, 2024

Time: 10:00 am local time

Location: Intersection of Quarry Road and Strathcona Road

BACKGROUND

The RM of St. Clements repaves select sections of asphalt road each year as part of its annual asphalt road reconstruction program. Council has directed dedicated funding to this program on an ongoing basis. The proposed work for the 2025 construction season is Rebeck Road from McKay to Coronation Road (540m) and Quarry Road from Kittson Road to Church Road S (310m). Both roads are currently asphalt but have experienced significant deterioration. Full depth reconstruction is proposed including, removal of existing asphalt, base and subbase as necessary, placing new subbase, base and asphalt. Drainage ditches along the road should also be analyzed to determine what, if any, improvements are needed.

In addition to the annual reconstruction program, the RM proposes to reconstruct two existing gravel roads with asphalt pavement in 2025. The proposed work is Donald Road from Henderson Hwy to Rebeck Road (1970m) and CIL Road from PTH 59 to Oakridge Road (890m). Full depth reconstruction is proposed including removal of existing base and subbase as

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necessary, placing new subbase, base and asphalt. Drainage of the road should also be analyzed to determine what, if any, improvements are needed.

SCOPE OF SERVICES

The proposed scope of work includes the following tasks:

1. **Project Document Preparation & Approvals**
 - The RM has conducted a topographic survey of the roads, ditches, driveways and culverts, which will be provided to the successful bidder.
 - Review of existing survey data and municipal standards. The engineer is responsible for including in this proposal any work required for supplementing supplied data needed for design.
 - Develop detailed engineered design drawings, documents & specification for the full depth reconstruction of the road.
 - Assess existing ditch grades and drainage and make recommendations on improvements if necessary.
 - Provide opinion of probable costs of construction.
 - Apply for approval to Manitoba Infrastructure for asphalt tie in on Henderson Hwy and PTH 59
2. **Tendering Services**
 - Provide construction tendering services including completed design drawings, tender documents and specifications, answering bidder queries, issuing addendums and provide recommendation to owner based on review and evaluation of bids
3. **Construction Management and Contract Administration Services for the Summer of 2025**
 - pre-construction meeting
 - construction monitoring and reporting to the owner
 - QC, QA, & monitoring of testing services
 - contractor submittal review and approval
 - change order review and approvals
 - contractor invoice review and recommendation to owner for approval
 - coordination of project close out
 - Prepare and provide to the owner detailed record drawings and site testing reports, both physical and electronic formats within 6 months of project's substantial completion

COMMUNICATION

The RM believes that communication will be key to a successful project. The successful bidder shall at a minimum:

- Keep the RM informed of all construction activities
- Provide weekly reports summarizing construction progress, field changes to design, and construction problems
- Inform, or direct the contractor to inform, all affected residents of construction activities and schedule.

Complete closure of roads for construction will only be permitted for brief periods and only after consulting with affected residents.

PROJECT SCHEDULE

Construction schedule is a primary concern for the RM. The work should follow the following milestones:

- Project kickoff meeting by January 17th, 2025
- Tender of construction works in April 2025
- Construction during the summer of 2025
- Construction on Quarry Road may only occur between June 30th and August 29th to correspond with the school year.

PROPOSAL SCHEDULE

- Bidders meeting November 28, 2024 at 10:00am at the project site
- Deadline for questions is December 5th, 2024, 10:00 am
- Deadline for submittal is December 12th, 2024, 3:00 pm
- Notice to Proceed December 19th, 2024

PROPOSAL SUBMITTAL

Proposals shall be delivered in sealed envelope to the RM of St. Clements Public Works Office, located at 155 CIL Road in East Selkirk, Manitoba. Submittals to be addressed to Sean Collins, Project Technician and clearly specify RFQ 2024-13 Engineering Services for Asphalt Roads.

Questions, comments, concerns can be via email, or by calling Sean Collins, 204-482-4539, pwpt@rmofstclements.com

Proposals shall contain the following:

- Transmittal letter
- Proposal
- Relevant Expertise
- Proponent's approach to the scope of work outlined in this RFP
- A proposed schedule for completion of the Scope of Service
- A minimum of three (3) references for projects similar in nature and scope of work to this project, performed within the last five years, preferably in Manitoba. References must include site owner's names, addresses, and phone numbers
- Any additional tasks recommended by the proponent to facilitate this project in the timelines indicated
- A cost proposal organized by tasks that includes billable rates for the project team involved, as well as estimated hours for each task
- A copy of the proponents standard billing rates for engineering, technical, clerical, and any other billable expenses or disbursements.

SELECTION CRITERIA

Proposals will be reviewed and evaluated but the RM of St. Clements Administration. The Municipality reserves the right to conduct interviews with the leading consultants before selection is finalized. The final decision will be based on the following criteria:

- Experience, capabilities, and resources of the proposing firm (20 points)
- Experience of the project team members and subconsultants (20 Points)
- Demonstrated understanding of the scope of work and thoroughness of the proposal (20 points)
- Cost Proposal (20 points)
- Schedule (15 points)
- Attendance of Site Meeting (5 points)

After selection is made, contract negotiations will be conducted with the selected

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proponent as determined but the proposal scoring. In the event the Municipality is unable to come to agreement on contract terms or fees with the highest scoring proponent, at the Municipalities discretion, the Municipality may elect to enter negotiations with the second highest scoring proponent.



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