



PART I
Notice to Proponents

Proposal for: **SPARWOOD DRIVE EXTENSION 2**

Proposals will be received in a sealed envelope, clearly marked with the name and address of the proponent and the name of the Project: "Request for Proposal: **SPARWOOD DRIVE EXTENSION 2** and be addressed to **JEN WOODALL**, no later than 2:00 pm (MST), **THURSDAY, NOVEMBER 24TH, 2011** (the "Closing Deadline"), at the following address:

District of Sparwood - Municipal Office
136 Spruce Avenue
Sparwood, BC V0B 2G0

The Proposal comprises the **PLANNING, CIVIL ENGINEERING, TRANSPORTATION ENGINEERING, GEOTECHNICAL, AND SURVEYING FOR A PROPOSED INDUSTRIAL SUBDIVISION AND PROPOSED HIGHWAY INTERSECTIONS AT 1072 HIGHWAY #3 (LOT 1 DISTRICT LOT 4589 KOOTENAY DISTRICT PLAN EPP4105) INCLUDING STRONG PROJECT MANAGEMENT AND OPTIONAL CONTRACT ADMINISTRATION FOR THE CONSTRUCTION OF THESE WORKS**

Though the District fully intends at this time to proceed through the RFP, the District is under no obligation to award a contract or to proceed to any other stage and reserves the right to terminate the Request for Proposal process at any time, and to withdraw from discussions with all or any of the Proponents who have responded. As it is the purpose of the District to obtain a Proposal most suitable to the interests of the District and what it wishes to accomplish, the District has the right to waive any irregularity or insufficiency in a Proposal submitted and to accept the Proposal which is deemed most favorable to the interest of the District.

Copies of the Request for Proposal can be obtained from the office of the District of Sparwood at 136 Spruce Avenue, Sparwood, BC V0B 2G2 or online on BC Bid (www.bcbid.gov.bc.ca) or the District of Sparwood Website (www.sparwood.ca) on or after **TUESDAY, OCTOBER 18TH, 2011**.

Inquiries regarding this Project shall be directed to:

District of Sparwood 136 Spruce Avenue Box 520 Sparwood, BC V0B 2G0 Attention: JEN WOODALL	District of Sparwood 136 Spruce Avenue Box 520 Sparwood, BC V0B 2G0 Attention: DANNY DWYER
Phone: 250.425.6271 Direct Line: 250.425.6817 jwoodall@sparwood.ca www.Sparwood.ca *Out of the Office from October 19 to 26, 2011	Phone: 250.425.6271 Direct Line: 250.425.6818 ddwyer@sparwood.ca www.Sparwood.ca

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PART II

1. ADMINISTRATION

1.1 Community Background

Sparwood, BC is yours and mine. We may be called ‘that town with the big green truck;’ or we might be that community in the beautiful Rocky Mountains, right on BC’s border. But if there’s one thing we are to everyone, it’s a mining community; a collection of hard-working fun-loving people who happily call Sparwood home. We’re proud to share that with you. Stop by anytime, share a smile or stay a while. It’s yours and mine to discover!

1.2 Invitation

Individual consultants, businesses or companies with proven experience and expertise in planning, surveying and engineering are invited to submit detailed proposals setting out one or more means by which the goals, objectives and other requirements of this request may be best met.

1.3 Terminology

The following terms will apply to this Request for Proposal and to any subsequent Contract. Submission of a proposal in response to this Request for Proposal indicates acceptance of all the following terms:

“Best Value” means the value placed upon quality, service, past performance and price.

“Contract” means the written agreement resulting from the Request for Proposal executed by the District of Sparwood and the Successful Proponent;

“District” means the District of Sparwood.

“District Representative” means the Representative or appointee engaged by the District to supervise the work.

“Must”, “mandatory” or “required” means a requirement that must be met in order for a Proposal to receive consideration.

“Proposal” shall mean the Proponent’s submission in response to this RFP.

“Proponent” means a party submitting a Proposal to this RFP.

“RFP” means this Request for Proposal.

“Request for Proposal” (RFP) includes the documents listed in the index of the Request for Proposal and any modifications thereof or additions thereto incorporated by addenda before the Closing Deadline.

“Should” or “desirable” means a requirement having a significant degree of importance to the objectives of the Request for Proposal.

“Subcontractor” includes, inter alia, a person, firm or corporation having a contract with the Successful Proponent for the execution of a part or parts, or furnishing to the Successful Proponent materials and/or equipment called for in the RFP.

“Successful Proponent” means the Proponent submitting the most advantageous RFP as determined by the District.

“Work” means any labour, duty and/or efforts to accomplish the purpose of this project

1.4 Not a Tender Call

This RFP is not a tender call, and the submission of any response to this RFP does not create a tender process. This RFP is not an invitation for an offer to contract, and it is not an offer to contract made by the District.

1.5 Headings

Headings are for convenience only: Headings and titles in the RFP are for convenience only and are not explanatory of the clauses with which they appear.

1.6 Intention of the District

The Proponent that submits to the District the most advantageous proposal and which represents the interests of the District, best overall, may be awarded the contract. The District may not necessarily accept the lowest priced proposal or any proposal.

At its sole discretion, the District reserves the right to accept or reject all or part of the RFP, however, the District is not precluded from negotiating with the Successful Proponent to modify its Proposal to best suit the needs of the District.

The District reserves the right to accept the proposed offer in total or in part, to reject any or all offers, to waive any minor informalities, irregularities, or technicalities, and to accept the offer deemed most favourable to the District.

The District may, in its sole discretion, reject or retain for its consideration Proposals, which are nonconforming because they do not contain the context or form required by this RFP or for failure to comply with the process for submission set out in this RFP.

A Proposal which may be unqualified is one that exceeds the cost expectations of the District and/or does not meet the terms and conditions contained in the RFP and/or does not meet the needs and specifications of the District.

Proposals that are unsigned, incomplete, conditional, illegible, unbalanced, obscure or that contain additions not called for, reservations, erasures, alteration, or irregularities of any kind may be rejected.

Where only one proposal is received, the District reserves the right not to make public the amount of the proposal. The amount of the proposal will be made public if a contract is awarded. The District reserves the right to accept or reject a proposal, where only one proposal is received. In the event that only one proposal is received, the District reserves the right to return the proposal unopened.

No Contract is formed as a consequence of this Invitation to Submit Proposals.

The RFP, accepted submission, and District contract documents represent the entire Contract between the District and the Successful Proponent and supersede all prior negotiations, representations or agreements either written or oral. The Contract may be amended only by written instrument agreed and executed by the Successful Proponent and the District.

The District's decision shall be final.

1.7 No Obligation to Proceed

Though the District fully intends at this time to proceed through the RFP, the District is under no obligation to award a contract or to proceed to any other stage and reserves the right to terminate the Request for Proposal process at any time, and to withdraw from discussions with all or any of the Proponents who have responded..

The receipt by the District of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the District. There is no guarantee by the District, its officers, employers or managers, that the process initiated by the issuance of this RFP will continue, or that this RFP process or any RFP process will result in a contract with the District for the purchase of the equipment, service or project.

1.8 Liability

While the District has used considerable efforts to ensure an accurate representation of the information in this Request for Proposal, the information contained in the Request for Proposal is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the District, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposal is intended to relieve Proponents from performing their own due diligence and forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposal.

1.9 Limitation of Damages

The Proponent, by submitting a "Proposal" agrees that it will not claim damages, for whatever reason, relating to the RFP, by reason of submitting a Proposal, in respect of the competitive process, or in respect of any breach of any implied duty of fairness, including but not limited to any costs incurred by the Proponent in preparing its Proposal. The Proponent, by submitting a Proposal, waives any and all such claims.

1.10 Use of Request for Proposal

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

All designs, drawings, concept drawings, specifications, digital, hard copies, web pages, internet pages, maps and plans commissioned or produced by the District of Sparwood, shall remain the property of the District of Sparwood.

2. REQUEST FOR PROPOSAL PROCESS

2.1 Closing

Proposals will be received in a sealed envelope, clearly marked with the name and address of the proponent and the name of the Project: "Request for Proposal: Sparwood Drive Extension 2 and be addressed to Jen Woodall, no later than 2:00 pm (MST), Thursday, November 24th, 2011, at the following address:

District of Sparwood
Box 520
136 Spruce Avenue
Sparwood, BC V0B 2G0

Your proposal package must include one (1) hard copy, along with one (1) digital copy, in pdf format on CD-Rom or USB flash drive, of your submission.

Proposals submitted by facsimile will not be accepted, however modifications that clearly indicate the change in the proposal amount will be considered. The fax number is: 250-425-7727.

The opening of proposals will be in public in the Committee Room at the District Office after the closing.

Proposals must not be sent electronically. Proposals and their envelopes should be clearly marked with the name and address of the Proponent and the RFP project title.

2.2 Irrevocability

Prior to the time and date of the Request for Proposal Closing Deadline, any proponent may withdraw or change their proposal without penalty or forfeiture, by giving notice in writing to:

District of Sparwood
Box 520
136 Spruce Avenue
Sparwood, BC V0B 2G0.

Upon the closing deadline, all proposals become irrevocable and no words or comments may be added to, or removed from, the proposal unless requested by the District for purposes of clarification. By submission of a proposal, the Proponent agrees that should its proposal be deemed successful, the Proponent will enter into a Contract with the District. This irrevocability is only valid for a period of 60 days after the Closing Deadline.

2.3 Late Proposals

Proposals received after the final date and time for receipt of Proposals will be considered as "Late Proposals". Late proposals will not be accepted and will be returned unopened to the sender.

Please keep in mind that courier services such as DHL, Purolator or Canada Post generally cannot provide one day delivery service to Sparwood.

2.4 Modification

The District reserves the right to modify the terms of the Request for Proposal at any time at its sole discretion. The District will endeavour to distribute all modifications to proponents that register. To register, please submit the Registration of Intent to Submit Form attached hereto as [Appendix A](#) to Jen Woodall by email at jwoodall@sparwood.ca.

Modifications to the RFP will be made in the form of written addenda or re-issued documents. All addenda shall be considered to be integral to the RFP and having the same effect as if part of the original RFP. It is the proponent's responsibility to ensure that they have all modifications. The modifications will be made available on BC Bid (www.bcbid.gov.bc.ca) and the District website (www.sparwood.ca). Proposals should include acknowledgement of receipt of all addenda.

2.5 Clarification

The District reserves the right to obtain additional information from the Proponents to clarify the information in their submission and to assist in making evaluations.

If specifications require significant modification, all Proponents shall have the opportunity to adjust their proposals or re-submit altogether, as determined by the District.

2.6 Changes to Proposal Wording

The proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the District for purposes of clarification.

2.7 Acceptance of Proposal

The District of Sparwood shall not be obligated in any manner to any Proponent whatsoever until a written agreement has been duly executed relating to an approved Proposal.

The acceptance of the proposal by the District shall be made only by the notice in writing, and will be addressed to the Successful Proponent at the address given in the [Proposal Submittal Form](#); and if the Proposal Documents are so worded, the proposal may be accepted either in whole or in part. Such acceptance shall bind the Successful Proponent to execute in a manner satisfactory to the District.

2.8 Execution of Contract

If the offer contained in this proposal is accepted, upon being advised that the Contract Documents are available, the Proponent will obtain the Contract Documents and Drawings, if any, and will execute and identify the Documents and Drawings in a form and manner acceptable to the District and will deliver the same within 14 days from the time when the same are available or are delivered or mailed to the Proponent.

2.9 Commencement, Prosecution and Completion of Work

If awarded the Contract, the Proponent shall supply the goods and or services on the date set out in the Contract Documents and shall complete the contract within the time specified in the Contract Documents.

2.10 Rejection of Proposals

The District reserves the right to reject, at the District's sole discretion, any or all proposals, without limiting the foregoing, any Proposal which either:

- is incomplete, obscure, irregular or unrealistic;
- has non-authorized (not initialed) erasures or corrections in the Proposal or any schedule thereto;
- omits or fails to include any one or more items in the proposal for which a price is required by the RFP;
- fails to complete the information required by the RFP to be furnished with a Proposal or fails to complete the information required whether the same purports to be completed or not;

Further, a Proposal may be rejected on the basis of the Proponents past performance, financial capabilities, completion schedule and compliance with Federal, Provincial and Municipal legislation. As it is the purpose of the District to obtain a Proposal most suitable to the interests of the District and what it wishes to accomplish, the District has the right to waive any irregularity or insufficiency in a Proposal submitted and to accept the Proposal which is deemed most favorable to the interest of the District.

2.11 Negotiation Delay

If a written Contract cannot be negotiated within thirty days of notification of the Successful Proponent, the District may, at its sole discretion at any time thereafter, terminate negotiations with that proponent and either negotiate a Contract with the next qualified proponent or choose to terminate the RFP process and not enter into a Contract with any of the Proponents.

2.12 Failure or Default of Proponent

If the Proponent for any reason whatsoever fails or defaults in respect of any matter or thing which is an obligation of the Proponent under the terms of this RFP, the District at its option may consider the Proponent has abandoned the offer made or the contract if the offer has been accepted, whereupon the acceptance, if any, of the District shall be null and void and the District shall be free to select an alternate solution of its choosing.

3. PRE-RFP INFORMATION & TERMS

The following terms will apply to this RFP and to any subsequent Contract. Submission of a Proposal in response to this RFP indicates acceptance of all the following terms:

3.1 Cost of Preparation

Any cost incurred by the proponent in the preparation of this Proposal will be borne solely by the Proponent.

3.2 Currency and Taxes

Prices quoted are to be:

- In Canadian dollars and;
- Inclusive of duty, where applicable and;
- FOB destination, delivery charges included where applicable; and
- Without taxes (all taxes are extra).

3.3 Precedence

In the case of any inconsistency or conflict between the provisions of the RFP, the provisions of such documents and addenda thereto will take precedence in governing in the following order: (1) Addenda; (2) RFP; (3) Executed Proposal Submittal Form; (4) all other documents;

3.4 Form of Proposal

All proponents must complete the Proposal Submittal Form attached hereto as [Appendix B](#).

If the Proponent is a corporation, in addition to signature(s), affix the corporate seal (if available). If a natural person makes the proposal, the Proponent must sign it with his/her name typed or clearly printed below the signature. If the Proponent is carrying on business under a firm name and is not incorporated, the members of the firm must sign below the firm name and their names must be typed or clearly printed below the signature.

3.5 Evaluation Criteria

Proposals will be evaluated as outlined on the Evaluation Form attached hereto as [Appendix C](#).

3.6 Evaluation Committee

Evaluation of Proposals may be by an Evaluation Committee formed by the District.

3.7 Evaluation Process

The District may choose to create a short list of qualified proponents and conduct interviews to determine the Successful Proponent.

3.8 Confidentiality

The District will endeavour to keep all proposals confidential. The material contained in the Successful Proposal will be incorporated in a contract and information which is considered sensitive and/or proprietary shall be identified as such by the Proponent. Technical or commercial information included in the District contract shall not be released if the District deems such releases inappropriate, subject to the Freedom of Information and Protection of Privacy Act.

3.9 Gifts and Donations

Proponents will not offer entertainment, gifts, gratuities, discounts or special services, regardless of value, to any employee of the District. The Successful Proponent shall report to the Chief Administrative Officer any attempt by District employees to obtain such favours.

3.10 No Collusion

Except as otherwise specified or as arising by reason of the provision of the Contract Documents, no person whether natural, or body corporate, other than the Proponent has or will have any interest or share in this proposal or in the proposed contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponents in connection with proposals submitted for this project and the Proponent has no knowledge of the contents of other proposals and has made no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the proposal.

3.11 Agreement

The Successful Proponent agrees that by submitting a proposal the Proponent agrees to all the terms and conditions of this Request for Proposal will form part of the contract. Proponents who have obtained the Request for Proposal must not alter any portion of the document, with the exception of adding information requested. To do so will invalidate the proposal.

3.12 Sub-Contracting

Using a Subcontractor (who must be clearly identified in the proposal) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these proponents must be prepared to take overall responsibility for successful interconnection of the two product or service lines and this must be defined in the proposal.

Subcontracting to any firm or individual, whose current or past corporate or other interests may, in the District's opinion, give rise to a conflict of interest in connection with this project will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this proposal.

3.13 Insurance & Indemnity

The Successful Proponent must indemnify the District and their employees, officers, directors and agents (each an "Indemnified Person") against all claims, actions, proceedings, damages, losses, costs, expenses and liabilities of any kind incurred that an Indemnified Person may sustain, incur, suffer or be put to, either before or after this Contract ends, which are based upon, arise out of or occur, directly or indirectly, by reason of, any act or omission by you or by any of your agents, employees, officers, directors, or Successful Proponents in providing the Services, except liability arising out of any independent negligent act by the District.

The Contractor accepts responsibility for the acts and omissions of all Subcontractors it may engage in rendering the service on the project.

3.14 Safety

The Successful Proponent will be designated as the Prime Contractor for this project, assuming all health and safety obligations and requirements. All equipment offered must meet Canadian Federal and British Columbia Provincial safety regulations.

3.15 Legal Information

The law applicable to this RFP shall be the law in effect in the Province of British Columbia. Except for an appeal from a British Columbia Court to the Supreme Court of Canada, no action in respect to this RFP shall be brought or maintained in any court other than in a court of the appropriate jurisdiction of the Province of British Columbia.

In carrying out its obligations hereunder, the Proponent shall familiarize itself and comply with all applicable laws, bylaws, regulations, ordinances, codes, specifications and requirements of all regulatory authorities, and shall obtain all necessary licenses, permits and registrations as may be required by law. Where there are two or more laws, ordinances, rules, regulations or codes applicable to the services, the more restrictive shall apply.

Applicability of law: All references in the RFP to statutes and regulations thereto and District bylaws shall be deemed to be the most recent amendments thereto or replacements thereof.

District policy as well as applicable Federal and Provincial laws govern method of payment.

All equipment, goods and workmanship must conform to all Laws and Standards necessary for use in Canada and the Province of British Columbia.

The Successful Proponent shall hold and save the District, its officers, agents, servants, and employees, harmless from liability of any nature or kind, including costs and expenses for or on account of any copyrighted or uncopyrighted composition, secret or other process, patented or unpatented invention, articles or appliance manufactured or used in the performance of this contract, and/or used or to be used by the District before or after completion of the work unless otherwise stipulated in this contract, and if the Supplier shall fail to save harmless the District, its officers, agents, servants, or employees in manner aforesaid, any money collected from the District, its officers, agents, servants, or employees by reason of such failure shall be charged to the Supplier.

PART III

1. BACKGROUND INFORMATION

1.11 General Scope of Project

The Proposal comprises the **PLANNING, CIVIL ENGINEERING, TRANSPORTATION ENGINEERING, GEOTECHNICAL, AND SURVEYING FOR A PROPOSED INDUSTRIAL SUBDIVISION AND PROPOSED HIGHWAY INTERSECTIONS AT 1072 HIGHWAY #3 (LOT 1 DISTRICT LOT 4589 KOOTENAY DISTRICT PLAN EPP4105) INCLUDING STRONG PROJECT MANAGEMENT AND OPTIONAL CONTRACT ADMINISTRATION FOR THE CONSTRUCTION OF THESE WORKS**

The District of Sparwood has budgeted \$100,000 to \$150,000 for the planning and preparation of a new Industrial Development called the Sparwood Drive Extension #2. This future development will include the following lots:

- 680 Sparwood Drive - Lot A DL 4589 KD Plan 14643 (2.05 ha)
- 1302 Highway #3 - Lot 4 KD Plan NEP62835 (3.129 ha)
- 1072 Highway #3 - Lot 1 KD Plan EPP4105 (89.8 ha)

While we have ideas of what we are looking for and how to proceed, we are looking for professional analysis and evaluation of all options to create a phased development plan with strong foundations in geotechnical and feasibility of servicing. The project must have a single point of contact as the Project Manager.

1.12 Location

Sparwood is located in the Regional District of East Kootenay in the southeast corner of British Columbia. This project will entail work in the southern portion of Sparwood along Highway 3 and predominately on Lot 1 KD Plan EPP4105, locally known as 1072 Highway #3.

A location map, along with an existing and proposed map can be found on the FTP site listed in Section 1.3 of this RFP.

1.13 Background Material

All background materials mentioned in this RFP are available on our FTP site and will only be available to proponents that register. To register, please submit the Registration of Intent to Submit Form attached hereto as [Appendix A](#) to Jen Woodall by email at jwoodall@sparwood.ca.

All information available on the FTP site is for the use of this project only. The documents are provided as general information only for your convenience. The information contained herein has not been created, nor verified, by the District of Sparwood and is not warranted nor represented to be accurate or correct. Any unauthorized use or sharing of this information is strictly prohibited.

1.14 Climbing Lane Grading and Paving Project

The Ministry of Transportation and Infrastructure (MOTI) is building a new southbound passing lane from the bottom of the hill at the end of Douglas Fir Road to the Transfer Station. They will be closing two intersections on Douglas Fir Road and Highway #3 and creating a new one in between. This new intersection will be a four way intersection with the east leg being on District owned land. There will also be a new east leg to the intersection at the Transfer Station (Lot A KD Plan 22563, 1001 Highway #3).

This work is expected to begin in spring of 2012. The plans for this work will be made available to the Successful Proponent, however the location of the new intersections can be found on the proposed map that is available on the FTP site.

The Successful Proponent will be required to coordinate any work outlined in this RFP with MOTI.

1.15 Form of Consultant Contract

The Successful Proponent shall enter into an MMCD Client Consultant Agreement in its most recently published form. This shall govern client consultant relationship including payment for services provided. Applicants must be experienced with the MMCD documents.

2. PLANNING

2.1 Scope of Work

The District of Sparwood has had a large demand for a variety of sized light industrial lots. This project will consist of the planning for this subdivision; however we intend to have others complete the actual development of the land. The planning will be divided into phases for development to proceed as demand indicates. The phasing should begin in the north so that servicing can be extended gradually. Roads may be roughed in initially as gravel with paving to occur as the subdivision proceeds. The layout that the Successful Proponent

provides will be based on the feasibility of the servicing, topography and geotechnical constraints of the land as outline in the following sections.

The development plan will consist of a small subdivision to create serviced light industrial lots on Sparwood Drive, available for purchase as soon as possible. At the north end of the lot could be a mixture of large and small serviced lots. The servicing should be designed to extend through this area as it develops in phases. The south end of the lot could be larger (~5 ha) unserviced lots, laid out with the potential of future servicing and subdivision. The Successful Proponent will be required to present to the District options for running the main lines through without individual services, with the intention of installing services to fit the size of development at a later date. The Successful Proponent will be required to deal with the District of Sparwood representatives to achieve a final report.

We currently have an application before the Agricultural Land Commission and expect a response to that application in October.

2.2 Background Materials Available

- Area Legal Plans
- Existing Infrastructure Plan
- Proposed Infrastructure Plan

2.3 Project Deliverables

- A phased development plan that will be based on the feasibility of the servicing, topography and geotechnical constraints of the land as outline in the following sections.

3. CIVIL ENGINEERING

3.1 Scope of Work

The Successful Proponent will be required to make determinations on the best method to proceed with servicing the subject area and Douglas Fir Road. When the plan is approved by the District representatives, the Successful Proponent will proceed with preliminary design and cost estimates. The detailed design will be completed in the future by the developer. The preliminary design should address the reasonable feasibility of the project as proposed in Section 2.

Sanitary System

The current sanitary infrastructure can be seen on the sewer utility map available on the FTP site. We have two studies available that examine the existing waste water treatment plant and the potential for a new plant. The Successful Proponent will be required to determine and advise on the capacity of the existing plant in relation to development.

Existing Buckthorn Lift Station – As part of the Sanitary Trunk Assessment, this lift station may be eliminated.

Existing Sparwood Drive Lift Station – This lift station was installed to service the first Sparwood Drive Extension. It may be moved south to service the next phase of development but also may be decommissioned when the proposed Douglas Fir Lift Station becomes active.

Proposed Douglas Fir Lift Station – If the remainder of Douglas Fir Road is to be serviced, a new lift station will be required at the south end of the road with a force main to return back to the existing WWTP. This lift station should be installed at an elevation that will allow gravity flow through the location when/if a new WWTP is built. This lift station should also be used to accommodate the initial phases of the Sparwood Drive Extension 2 subdivision. Alternatives to installing this lift station should be examined, including gravity feeding this area to the Sparwood Drive Lift Station. The existing report for the Douglas Fir Servicing is available and updating this report will be a requirement.

The Successful Proponent will be required to examine all options and at what capacities they would be required and advise on the use of these lift stations to service the subject area. It may be possible to service some expansion within the Sparwood Drive subdivision with the existing lift stations prior to installing the Douglas Fir Lift Station.

The servicing must take into considering the existing terrain and grades. If services are planned to cross Highway #3, then estimates should include boring this portion. This crossing should be done in an optimal location for long term needs (probably south end of DFIR road).

Water

We have a water model that the Successful Proponent will use to complete the preliminary design of the water system throughout the Sparwood Drive Extension 2 subdivision and Douglas Fir Road including looping back to the Sparwood Proper Reservoir. The Successful Proponent will evaluate and make recommendations on water storage requirements for fire servicing and pressure zones.

The Successful Proponent will be required to review and update the existing Douglas Fir Road servicing report, including recommendations and cost estimates for servicing the remainder of Douglas Fir Road.

Cost estimates should include all construction costs such as boring, permitting, contingency etc.

Drainage

This area has many sloped areas and drainage must be considered and preliminary design should be in compliance with our Subdivision Servicing Bylaw, using the basic concept of post development flow equals pre development flows.

Douglas Fir Road may require proper storm water collection, which may include curb and gutters. This should be reviewed in the updating of the Douglas Fir Road servicing report.

Shallow Utilities

In British Columbia the developer of lands is responsible for installing all shallow utilities. These requirements are set out in our Subdivision Servicing Bylaw, which is available on our website www.sparwood.ca/bylaws. The Successful Proponent will be required to complete the preliminary design, meaning the general alignments and feasibility, along with approximate construction cost estimates.

The construction cost estimates should include installation of all shallow utilities with options for overhead wiring with underground services and full underground wiring. Please note that this will include fibre optics.

The Successful Proponent will be required to provide suggestions for bylaw amendments based on current best practices.

3.2 Background Materials Available

Reports

- Douglas Fir Sparwood Drive Servicing Study
- Phase I – Sparwood Pre-feasibility Study WWTP
- Phase II – Sparwood Pre-feasibility Study WWTP
- Sparwood Dr Ext Sewage Pump Station
- Sanitary Trunk Assessment and Predesign
- Staff Report for Trunk Assessment
- Buckthorn Lift Station Details
- Subdivision Servicing Bylaw (including MMCD standards) – www.sparwood.ca/bylaws

Maps

Relevant pages from our infrastructure mapping are available on the FTP site.

The entire dwg file will be made available to the Successful Proponent.

Model

Our WaterCAD water model will be made available to the Successful Proponent.

3.3 Project Deliverables

- A phased development plan with triggers and sequencing
- Preliminary engineering for Sanitary, Water & Drainage to accommodate planning proposal for servicing Sparwood Drive Extension #2 and Douglas Fir Road
- Preliminary design of shallow utilities
- Preliminary cost estimates for construction of all services and phasing

4. TRANSPORTATION ENGINEERING

4.1 Scope of Work

As part of the Ministry of Transportation and Infrastructure Highway #3 Climbing Lanes project, they will be completing the final design of the new intersections on Douglas Fir and at the Transfer Station. These will be roughed in with the MOTI work in spring of 2012. The Successful Proponent will be required to coordinate the design of all roads with the MOTI intersection designs.

Part of the planning work for this project will be to determine the best routes for a road network through the subject area, in accordance with the existing topography of the area. The connections to the existing network will be through the south end of the existing Sparwood Drive, a new intersection at Douglas Fir Road and a new intersection at the Transfer Station. The intersections in and around the highway must be designed using the most recent version of the BC Supplement to TAC Geometric Design Guide. This includes considerations for stacking distances.

An old highway runs through this area and there may be benefits to using this as the base for the future collector roadway. The Successful Proponent will be required to analyze this option and make recommendations.

The Successful Proponent will be required to determine the best way of accessing Tembec's office. This may be done as a service road or from within the subdivision.

In 2009 we adopted a Transportation Master Plan. During the creation of this plan a Model was created by Peter Truch. This model must be updated to incorporate the changes to the traffic patterns that are involved in the MOTI project and include the details of the proposed Sparwood Drive Extension 2 subdivision. The Successful Proponent will be required to complete a Traffic Data Acquisition Program as per our Transportation Master Plan and include this information when updating the TMP Model.

The geotechnical information included in Section 5 must be adequate to ensure that the roads designed in this section are on good material and have appropriate grades.

The District will be completing a paving program in 2012 and some of the work included in this project may be included in that program. Cost estimates should give consideration to this coordination or be shown as optional savings.

4.2 Background Materials Available

- Transportation Master Plan
- Subdivision Servicing Bylaw (www.sparwood.ca/bylaws)
- Proposed map showing new intersections
- MOTI Climbing Lanes Plan will be made available to the Successful Proponent
- Transportation Master Plan Model will be made available to the Successful Proponent

4.3 Project Deliverables

- Final design of road connecting the new Douglas Fir Road intersection to the existing Sparwood Drive (immediately)
- Final design of road connecting the new Transfer Station intersection to the old highway.
- Preliminary design of all other roads within the subdivision
- Preliminary design of proposed access to Tembec site
- Construction cost estimates for each design item
- Incorporation of all new intersections, roads and traffic counts into the Transportation Master Plan Model

5. GEOTECHNICAL

5.1 Scope of Work

The concept plans created in Section 2 must be based on the sound geotechnical information collected under this section. The entire subject area should be examined for any hazards, assessment of avalanche, landslips, debris flows on Sparwood Ridge. If any of the proposed development will occur in a hazard area then mitigation or warning system recommendations should be included in this section.

A review of historical environmental information will be required in this section. Stage 2 site reviews would be considered extra work.

5.2 Background Materials Available

We have a report from 1977 and there may be a more recent report from Teck, but this information needs to be updated. (Sparwood Ridge Assessment 1977)

Contaminated sites legislation and other information can be found on the Provincial website: <http://www.env.gov.bc.ca/epd/remediation/cs101.htm>

Some data from Tembec may become available.

5.3 Project Deliverables

A geotechnical report prepared by a geotechnical professional that addresses and includes:

- Hazards
 - Avalanche
 - Landslips
 - Debris Flows
- Mitigation or warning system recommendations for roads that traverse the hazard areas
- Geotechnical information, including material testing must be sufficient for final design of the major roads that tie into new intersections preliminary design of all other roads

Review of historical environmental information

6. SURVEYING

6.1 Scope of Work

To develop the plans required in Section 2 a full survey of the subject area will be required. The survey will need to pick up all topographic information, location of old highway and all other points of interest. Our existing mapping information may assist in the creation of this plan. The hydro lines were recently surveyed and we have copies of the dwg files. We also have 10cm georeferenced aerial photography.

The survey work completed should be sufficient to be used in the detailed engineering of the servicing of the subject area.

Any legal plans to be completed for subdivision, including road dedication plans will be done separately and should not be included in this proposal. A cost estimate will be required for all of the proposed legal plans.

6.2 Background Materials Available

- Existing Legal Plans
- Aerial Photography (10cm Geo-referenced)
- AutoCad (.dwg) files with 2007 ortho photo of recent surveys will be made available to the Successful Proponent
- 2011 high resolution georeferenced 7-10cm aerial photo with photo interpretation of contours generated from aerials are to be completed and are expected to be available in October

6.3 Project Deliverables

- Surveys must be sufficient for all other work and any final design areas must be field surveyed.
- Cost estimates for legal plan preparation and filing

7. CONTRACT ADMINISTRATION

7.1 Scope of Work

Should the District choose to proceed with construction of any portions of this subdivision, the Successful Proponent may be asked to administer the contract for this work, including preparing the tender documents, assisting in selection of a contractor and site inspections as per the MMCD requirements.

Appendix A – Registration of Intent to Submit Form



The District reserves the right to modify the terms of the Request for Proposal at any time at its sole discretion. The District will endeavour to distribute all modifications to proponents that register. To register, please submit the Registration of Intent to Submit Form to Jen Woodall by email at jwoodall@sparwood.ca. From October 19 to 26, 2011 submit to Danny Dwyer at ddwyer@sparwood.ca.

When your completed Registration Form is received you will receive an email containing information for accessing the FTP site.

Proposal for: SPARWOOD DRIVE EXTENSION 2

Company Information

Proponent: _____

Mailing Address: _____

Contact: _____

Phone: _____ Cell: _____

Email: _____

Website: _____

Proposals will be received in a sealed envelope, clearly marked with the name and address of the proponent and the name of the Project: "Request for Proposal: **SPARWOOD DRIVE EXTENSION 2** and be addressed to **JEN WOODALL**, no later than 2:00 pm (MST), **THURSDAY, NOVEMBER 24TH, 2011** (the "Closing Deadline"), at the following address:

District of Sparwood - Municipal Office
136 Spruce Avenue
Sparwood, BC V0B 2G0

**Please note that courier service to our location typically can take two days or longer to arrive. Contact your courier in advance to ensure your proposal will be received prior to closing.*

ITEM	PROPOSED COST
<u>Project Management</u> Coordination of all necessary disciplines, one point of contact for the District	
<u>Phased Development Plan</u> Including triggers and sequencing, preliminary engineering for all civil works and final design of all roads for the subject area and cost estimates for construction and preparation and filing of legal plans	
<u>Douglas Fir Road Servicing Study Update</u> Including the design of the Douglas Fir Lift Station and cost estimates	
<u>Update of Transportation Master Plan Model</u> Including adding MOTI intersections and TDAP counts	
<u>Geotechnical Report & Review of Environmental Reports</u> Including all hazards with recommendations for mitigation or warning systems and a Review of Environmental Reports	
<u>Contract Administration</u> Optional addition to contract for future construction of works outlined in this RFP	
TOTAL	

Acknowledgement of Addenda

The proponent acknowledges receipt of the following Addenda:

Initial

1. _____ Dated: _____
2. _____ Dated: _____
3. _____ Dated: _____
4. _____ Dated: _____
5. _____ Dated: _____
6. _____ Dated: _____

Signatures

Signature: _____

Name: _____

Position: _____

Signature: _____

Name: _____

Position: _____

Appendix C – Evaluation Form



Proposal for: SPARWOOD DRIVE EXTENSION 2

Proponent:		Date:	
Reviewed By:		Time:	
1. Project Team and Relevant Experience		Office Use Only	
<ul style="list-style-type: none"> • Have project contacts and lines of communication been clearly defined? • Have the key personnel successfully completed similar past projects? • Does the Project Manager have experience using MMCD contract documents? 		Notes:	
Score:		/30	
2. General Proposal			
<ul style="list-style-type: none"> • Does the proponent understand our requests? • Will the proponent be passionate about this project? • Will the end result be innovative? 		Notes:	
Score:		/15	
3. Schedule			
<ul style="list-style-type: none"> • Is the schedule reasonable? • Will the project be completed in a timely manner? • Will this job be a priority? 		Notes:	
Score:		/20	
4. Cost & Time Saving Method			
<ul style="list-style-type: none"> • Will the proposed methods work? • Will the impact be significant? 		Notes:	
Score:		/15	
5. Project Costs			
Points will be evenly distributed based on the number of submissions. <i>[Points available / (# of subs - 1)] * (Inverse Rank - 1)</i>		Notes:	
Score:		/20	
Total Score:		/100	Rank: ____ / ____

*The components above are intended to provide a basic concept of the preferred attributes of the Successful Proponent and are not intended to be a comprehensive listing.