

**CITY OF WHITE ROCK
REQUEST FOR PROPOSAL
REFERENCE # WR19-046
FOR**

**Consulting Services for
Streetlight and Traffic Light
Condition Assessment**

**CLOSING: February 7, 2020
at 14:00:00 Pacific Local Time**

RFP Submissions to be received at:

The Corporation of the City of White Rock
877 Keil Street
White Rock, BC V4B 4V6
Attention: Rosaline Choy, P.Eng., Manager of Engineering



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SIGNATURE PAGE

1. SIGNATURE AND ACCEPTANCE

- 1.1. Provided that this proposal is accepted within NINETY (90) calendar days from the date of closing, the undersigned offers and agrees to supply to the City all or any part of the items and/or services upon which prices are stated, at the price set opposite each item and to deliver on the terms set forth in the proposal.
- 1.2. The proponent is an ☐ Individual ☐ Partnership ☐ Company (*check where applicable*) incorporated under the laws of _____.

Name(s) and address of Individual,
Partnership or Company proposing

Date: _____

Telephone: _____

Facsimile: _____

Signature and Title of person authorized
to sign proposal:

Signature and address of witness:

2. ADDENDA

- 2.1. Acknowledgment is hereby made of receipt and inclusion of the following addenda to the proposal documents.

<u>Addendum No.</u>	<u>Date</u>	<u>Description</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

END OF SIGNATURE PAGE

GENERAL CLAUSES

3. INTERPRETATION

- 3.1. Where used in this proposal, unless the context otherwise requires, the following words and phrases have the respective meanings set forth below:
 - 3.1.1. “the City” means the Corporation of the City of White Rock.
 - 3.1.2. “Proponent” is defined as “an individual or a company that submits, or intends to submit, a proposal” in response to this “Request for Proposal” (RFP).

4. INSTRUCTIONS TO PROPONENTS

- 4.1. Any queries regarding the item(s) on this proposal are to be directed only to Rosaline Choy, P.Eng. of the City’s Engineering Department by email at **rchoy@whiterockcity.ca**.
- 4.2. This proposal is not to be discussed with any City staff or Council member, other than mentioned in 4.1 above, except at the direction of Jim Gordon, P.Eng., Director of Engineering and Municipal Operations. Proponent(s) in violation of this term may have their proposal rejected. Information obtained from any other source is not official and should not be relied upon. If information additional to that disclosed in the RFP is supplied, this information will be provided to all persons receiving the RFP. Please submit enquires to the contact person prior to the RFP question due date listed under key milestones. Enquiries received after this time period may not be responded to.
- 4.3. The proponent is encouraged to check proposal documents for accuracy. Any changes initiated by the proponent must be endorsed by the proponent’s initials at the point of change. Violation of this condition may result in the item(s) in error being cancelled for consideration from this proposal.
- 4.4. All original proposals are to be signed in the place provided on the Signature and Acceptance section by an officer or employee having authority to bind the proposal by their signature. The signature should be witnessed and the witness should give their address and telephone number. All other pages of the proposal should be initialled by the authorized signatory of the company in the spaces provided and **ALL** pages of the original proposal documents are be returned when submitting the proposal to the City.
- 4.5. Proponents should respond in detail to all Appendices in order for their submitted response to be fully evaluated. Failure to comply with this request may result in loss of points in the evaluation process.
- 4.6. The proponent understands that by submitting this Proposal you certify that:
 - 4.6.1. the prices quoted have been arrived at independently from those of any other proponent;
 - 4.6.2. the prices quoted have not been disclosed to any other proponent or competitor; and
 - 4.6.3. no attempt has been made, nor will be made, to induce any person to submit, or not to submit, a proposal for the purposes of restricting competition.

5. CONTRACT DOCUMENTS

- 5.1. Proponents shall be responsible to ascertain that they are in possession of a full set of proposal documents when preparing their proposal bids.
- 5.2. Addenda to proposal documents issued prior to closing of proposal bids shall be incorporated into the proposal and become part of the proposal documents.
- 5.3. Proponents finding discrepancies, ambiguities or omissions in the proposal documents, or are in doubt as to their meaning, shall at once notify the Manager, Purchasing, who will make a ruling and issue an addenda. Such notification shall be made no later than THREE (3) working days prior to closing of proposals. If a ruling is not issued, proponents shall submit for the more expensive alternative.
- 5.4. Any cost incurred by the proponents in the preparation of the proposal documents will be borne solely by the proponent and the proposal documents will become the property of the City.

6. LIABILITY FOR ERRORS

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

7. FREEDOM OF INFORMATION

- 7.1. All proposals submitted become the property of the City and as such, are subject to the Freedom of Information and Protection of Privacy Act. To request documentation confidentiality, proponents must submit a covering letter, with their proposal, detailing the specifics of their request.

8. CONFIDENTIALITY OF INFORMATION

- 8.1. This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.
- 8.2. Information pertaining to the City obtained by a Proponent as a result of participation in this process is confidential and must not be disclosed except as required to fulfil the obligations of the Proponent under the Agreement.

9. SUBMISSION OF PROPOSALS

- 9.1. Proposals shall be submitted on the original forms provided and returned to the location identified on the front cover of the RFP.
- 9.2. To ensure that the Proposal package is identified as a time-sensitive package, please submit the response in the envelope or package clearly marked "Request for Proposal".
- 9.3. Proposals will be received until the date and time located on the front cover of the RFP — time to be determined by the clock on the reception computer.

- 9.4. Proposals received after the closing time will be returned unopened.
- 9.5. It is the proponent's responsibility to allow sufficient time for their agent to deliver their proposal by the time and date specified.
- 9.6. Proposals will be privately opened after the closing time.
- 9.7. The City can elect to permit a correction, clarification, or amendment, in the case of any one or more non-conforming, non-compliant, or qualified Proposal, or any error, irregularity, or other failure in one or more Proposals. The City reserves the right, in the interest of the institution, to waive any minor informality or irregularity in proposals received.

10. OWNERSHIP OF PROPOSALS

- 10.1. All documents, including proposals, submitted to the City become the property of the City. They will be received and held in confidence, subject to, and as allowed by, the provisions of the *Freedom of Information and Protection of Privacy Act*.

11. PROPOSAL PREPARATION

- 11.1. The format and sequence in Section 18 Proposal Submission Format should be followed in order to provide consistency in Proponents' responses and to ensure each proposal receives fair consideration. All pages should be consecutively numbered.

12. PRICING

- 12.1. All prices shall be in Canadian currency, shall be shown for each unit specified and shall include all packaging, crating, insurance, freight, cartage, shipping charges, cost of unloading supplies at the destination, and all tariffs, excise taxes, customs duties and brokerage, and other applicable rates and charges **except** Federal and Provincial Social Service Taxes.
- 12.2. Proposed pricing is to be entered on the Price Quotation (Appendix C—Price Quotation) attached herein.

13. DISCLOSURE OF INTEREST

- 13.1. Please complete Appendix A—Disclosure Form.

14. NUMBER OF COPIES

- 14.1. In addition to returning the **completed original** proposal document, we request that you provide TWO (2) hard copies and **ONE (1) additional copy** in PDF format.

15. PROPOSAL SUBMISSION FORMAT

- 15.1. Table of contents for proposal, including page numbers.
- 15.2. EXECUTIVE OVERVIEW
 - 15.2.1. A general description of your proposed solution that includes the key features of your services and experience. This section should be one to two (1–2) pages in length and be in direct response to this Request for Proposal.
- 15.3. Section 1—Signature and Acceptance must be signed by a person authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to this Request for Proposal.

15.4. PROPONENT PROFILE – Describe your company, team, and relevant experience

15.5. METHODOLOGY AND SCHEDULE

15.6. REFERENCES

15.6.1. The Proponent should include references from three public sector institutions of similar size and having similar product/service requirements as the City. At least one reference should be from a municipality or other government agency and at least one reference should be from a client in the Greater Vancouver area. The City reserves the right to conduct client reference checks or any other references it deems appropriate.

15.7. ADDED VALUE

15.8. PRICING REQUIREMENTS

15.8.1. Reference Appendix C—Price Quotation.

15.8.2. All prices shall be in Canadian currency, shall be shown for each service/product specified and shall include all costs and/or applicable rates and charges **except** Federal and Provincial Social Service Tax. Show taxes separately.

15.9. STANDARD AGREEMENTS

15.9.1. Describe any standard agreements for all services that your institution as a Proponent proposes to provide to the City and include a copy of these agreements with the Proposal.

16. SELECTION CRITERIA

16.1. For the purpose of proponent selection, a “BEST VALUE” will be employed.

16.2. The following components will be evaluated to establish a total percentage score for best value:

- Price
- Team, Experience, and References
- Methodology
- Schedule
- Added Value
- Suitability for/to the City environment

17. NEGOTIATION

17.1. The City reserves the right, prior to contract award, to negotiate changes to the scope of the work or to the contract documents (including pricing) with the proponent or any one or more proponents, proposing the “best value” without having any duty to advise any other proponent or to allow them to vary their proposal as a result of changes to the scope of the work or to the contract documents; and the City may enter into a changed or different contract with the proponent(s), proposing the “best value,” without liability to proponents who are not awarded the contract.

- 17.2. If a written contract cannot be negotiated with the first potential proponent, the City may terminate negotiations with that proponent and negotiate a contract agreement with another proponent selected as the next potential proponent according to the evaluation procedure, or may choose to terminate the RFP process and not enter into any contract with any of the proponents. The City also reserves the right to enter simultaneous negotiation with multiple proponents separately.
- 17.3. If any agreement cannot be negotiated within THIRTY (30) days of notification to the successful proponent(s), the City may, at its discretion, terminate negotiations with that proponent(s) and may negotiate an agreement with another proponent(s) of its choice or terminate the RFP process.

18. WITHDRAWAL OF PROPOSAL

- 18.1. Proposals may be withdrawn personally, by written notice, by facsimile, or by electronic mail, provided such notice of withdrawal is received by the City prior to the proposal closing time.

19. REVISION OF PROPOSAL

- 19.1. A proposal already delivered to the City may only be revised in the following manner:
 - 19.1.1. The revision must be plainly referable to a particular proposal.
 - 19.1.2. Revisions to proposals already received shall be submitted only by telegram, facsimile, electronic mail, or signed letter. The revision must state only the amount by which a figure is to be increased or decreased, or specific directions as to the exclusion or inclusion of particular words.
 - 19.1.3. Please note in the case of revisions to proposals, the City assumes no responsibilities and the proponent assumes all risks of using facsimile or electronic mail communication for revisions. The revision must be received by the City prior to proposal closing time. It is recommended that when a proponent makes revisions, the proponent confirm receipt by contacting the City (see 4.1 of Section 4—Instructions to Proponents above).

20. ACCEPTANCE OF PROPOSAL

- 20.1. This Request for Proposal should not be construed as an agreement to purchase services. Neither the Council nor the City is bound to enter into an agreement with any Proponent that submits the lowest priced proposal or with any Proponent.
- 20.2. No Proponent will acquire any legal or equitable rights or privileges relative to the services prior to full execution of a written agreement for the services required.

21. RIGHT TO REJECT

- 21.1. The City reserves the right to reject any or all proposals and to accept any proposal it considers advantageous. The lowest or any proposal may not necessarily be accepted if the

City determines, at its sole discretion and after appropriate investigation and evaluation, that:

- 21.1.1. the proposal must be cancelled due to financing problems or changing economic circumstances;
- 21.1.2. information becomes available after closing which significantly changes the original scope of work and/or the technological aspects of the proposal;
- 21.1.3. the bid, or any of the bids, exceed the project spending approval; or
- 21.1.4. less than THREE (3) proposals are received.

22. AWARDING OF PROPOSAL

- 22.1. Submitted proposals will be open for acceptance and will be irrevocable for NINETY (90) days. The lowest or any proposal will not necessarily be accepted.
- 22.2. The RFP, proposal submission, and any accompanying documents, including terms, instructions, specifications, and any attachments shall become part of any contract entered into between the successful proponent and the City.
- 22.3. This proposal, if awarded, may be in whole or in part. Individual items may be deleted from the award if the price quoted is substantially higher than other competitive bids received.
- 22.4. Failure to complete the proposal document and/or proposal documents, which contain qualifying terms or otherwise fail to conform to the original proposal documents, may be disqualified or rejected.
- 22.5. Awards shall be made on Proposals that will give the greatest value based on the selection criteria herein.
- 22.6. Criteria for award or rejection of this proposal may include but not be limited to the following: price, service, added value, and compliance and criteria as outlined in the Selection Criteria.
- 22.7. Acceptance of proposal shall be by official purchase order or formal written notice.

23. FINAL ACCEPTANCE

- 23.1. Acceptance of the Successful Proponents' Proposal(s) and any resulting Agreement(s) shall be subject to final approval by the City.

24. DELIVERY DATE REQUIRED

- 24.1. The City requires services to be delivered by **July 31, 2020.**

25. TERM OF CONTRACT

- 25.1. This contract shall be in effect for a **5 month** period with option to extend, and extension shall be subject to agreement between the successful proponent and the participants in the contract. Any pricing changes and the addition or deletion of items, for any extension period, will be negotiated between the successful proponent and the City. Tentative effective date for this contract will be **February 24, 2020.**

26. NON-EXCLUSIVE AGREEMENT

- 26.1. The Agreement(s) awarded shall not be an exclusive Agreement(s), or in any way limit the City from dealing with any other businesses for additional or related products and services.

27. ASSIGNABILITY OF CONTRACT

- 27.1. Any contract entered into as a result of this proposal is not assignable and may not be sub-contracted by the successful proponent to another party except by written consent of the City.

28. ORDER PLACEMENT

- 28.1. When placing orders, the City will provide the City Purchase Order Number.
- 28.2. The City's preference is to partner with corporate entities who are committed to the re-engineering or streamlining of business processes using enabling technologies.

29. RIGHT TO CANCEL

- 29.1. The City reserves the right to cancel any order, if it is not provided within a reasonable time and in accordance with the Terms specified in the proposal.

30. INVOICING AND PAYMENT

- 30.1. The City payment terms are Net THIRTY (30) days following acceptance of goods or services and on receipt of invoice, whichever is later.
- 30.2. Original invoices are to be forwarded to the Accounts Payable department of the City. The invoice **must** indicate the purchase order number.
- 30.2.1. Accounts Payable
Corporation of the City of White Rock
15322 Buena Vista Avenue
White Rock, BC V4B 1Y6

31. INDEMNIFICATION

- 31.1. The successful proponent will indemnify, defend, and save harmless the City, its employees, council and agents, from any and all losses, claims, damages, actions, causes of action, costs and expenses that the City may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this agreement, where the same or any of them are based upon, arise out of or occur, directly or indirectly, by reason of any act or omission of the proponent or of any agent, employee, officer, director or subcontractor of the proponent pursuant to this agreement, excepting always liability arising out of the independent negligent acts of the City.

32. THE CITY LIMITATION OF DAMAGES

- 32.1. The proponent, by submitting a proposal, agrees that it will not claim damages in excess of an amount equivalent to the reasonable cost incurred by the proponent in preparing its proposal for matters relating to the agreement of in respect of the competitive process, and the proponent, by submitting a proposal, waives any claim for loss of profits if no agreement is made with the proponent.

33. INSURANCE

- 33.1. The successful proponent shall provide, at his own expense, comprehensive General Liability Insurance, inclusive limits of not less than TWO MILLION Dollars (\$2,000,000.00). The Insurance may contain a deductible clause not to exceed FIVE HUNDRED Dollars (\$500.00) for property damage.
- 33.2. It is further understood that the scope of coverage to be included in the Comprehensive General liability shall include the following extension:
 - 33.2.1. Broad Form Property Damage
 - 33.2.2. Occurrence Property Damage
 - 33.2.3. Personal Injury (libel, slander, malicious acts, false arrest)
 - 33.2.4. Contingent Employer's Liability
 - 33.2.5. Non-owned Automobile Liability
 - 33.2.6. Contractual Liability
 - 33.2.7. Premises, Property and Operation
 - 33.2.8. Cross Liability and Severability of Interest
 - 33.2.9. Forcible Ejection (to protect property, prevent injuries)
 - 33.2.10. Care, Custody and Control
 - 33.2.11. Professional Services
- 33.3. The City is to be added as an additional insured under the successful proponent's liability insurance. The successful proponent must maintain said liability insurance for the duration of the Contract and that the City receives THIRTY (30) days advance notice of any change in terms or intent by insurer's to cancel.
- 33.4. Furthermore, coverage must be written in a form and with insurers acceptable to the City.
- 33.5. In addition, the successful proponent shall insure his owned, leased, or hired motor vehicles, required by law to be licensed for use on public highways, for public liability and property damage, limits or not less than ONE MILLION Dollars (\$1,000,000.00) inclusive.
- 33.6. The successful proponent shall carry full employee liability insurance for the whole of the work in accordance with the Worker's Compensation Act.
- 33.7. When requested by the City, the successful proponent shall provide certified copies of required insurance policies.

34. FORCE MAJEURE

- 34.1. If either party hereto is unable to perform any of its obligations hereunder by reason of fire or other casualty, strike, act or order of a public authority, Act of God, or other cause beyond the control of such party, then such party shall be excused from such performance for the duration of such cause. In the event such inability to perform shall continue longer than THIRTY (30) days, either party may terminate this Agreement without further liability by giving written notice to the other party.

35. PERMITS AND LAWS

- 35.1. The Proponent shall comply with all laws, rules, regulations and bylaws (whether Federal, Provincial or Municipal) in supplying the products and services sought under this Request for Proposal, and, shall obtain and maintain all necessary permits, licenses or fees required for the performance of the Agreement, for the length of the Agreement.

36. GOVERNING LAW

- 36.1. This Agreement shall be governed by and construed in accordance with the laws and courts of the Province of British Columbia and shall in all respects be treated as a British Columbia contract.

37. TERMINATION OF CONTRACT

- 37.1. The successful proponent may terminate this Agreement upon SIXTY (60) days prior written notice to the City.
- 37.2. The City may terminate this Agreement without notice if the successful proponent continues to be in breach of any provision of this Agreement upon the expiry of TEN (10) days after receiving notice of the breach from the City.
- 37.3. The City may terminate this Agreement for any reason with THIRTY (30) days written notice to the successful proponent.
- 37.4. The City reserves the right to cancel or terminate this contract immediately upon written notice if, in the opinion of the City, the successful proponent is not fulfilling the terms of the contract.

38. DISPUTE RESOLUTION

- 38.1. All disputes arising out of or in connection with this proposal, or in respect of any legal relationships associated therewith or derived therefrom, shall be referred to:
- 38.1.1. a Manager for the City and the Agent of the Contractor identified herein, and if not resolved will be escalated and referred to
 - 38.1.2. the Chief Administrative Officer for the City and Senior Executive, Contractor, and if not resolved will be referred to
 - 38.1.3. and finally may resolved by arbitration administered by the British Columbia International Commercial Arbitration Centre pursuant to it rules;
 - 38.1.4. However, the City reserves the right to pursue any option at law, including the courts.

END OF GENERAL CLAUSES

APPENDIX A—DISCLOSURE OF INTEREST

In accordance with the approved policy of the City, all proponents shall, as a condition of supplying goods and services to the City as a result of this proposal make full disclosure of any business relationships within the last FIVE (5) years including any donations/gifts in excess of ONE HUNDRED Dollars (\$100.00), with any members of the City and Council, or immediate relatives of any members of the City and Council.

If the proponent fails to disclose an interest and/or the interest is falsely or insufficiently reported, the City reserves the right to terminate or cancel any Agreement of any kind which may have been entered into with a proponent.

As part of the proposal process, completion and return of the Disclosure of Interest form is mandatory. Sign and return the form even if there is nothing to disclose.

If additional space is required, please add an attachment to this form.

Disclosure

Company Name _____

Authorized Signature _____ Date _____

Print Name _____ Print Title _____

END OF APPENDIX A—DISCLOSURE OF INTEREST

APPENDIX B—SCOPE OF WORK

39. GENERAL INFORMATION

The City of White Rock is a beautiful seaside community located in the southwest corner of the Lower Mainland. The City, which was incorporated in 1957, surrounds an eight kilometer sandy beach and the warm shallow waters of Semiahmoo Bay. With a population of just over 19,000, White Rock is poised for growth with a well-planned mix of single family dwellings, town homes, apartment buildings, and mixed retail residential high density developments.

For more information about the City of White Rock, please visit www.whiterockcity.ca.

40. PURPOSE OF THE REQUEST FOR PROPOSAL

The City of White Rock is seeking professional engineering consulting services to review the existing streetlight and traffic light inventory, evaluate each asset and provide a prioritized plan for repair or replacement. This condition assessment will guide the City's capital expenditures and maintenance program for the next 10 years.

41. SCOPE OF WORK

The City of White Rock owns and maintains over 927 streetlights and 6 traffic lights (refer to the map in Appendix E). Additional detail on individual streetlights is located at the City's online GIS mapping service at <http://data.whiterockcity.ca/dataset/st-light>. The consultant shall be responsible for following all required safety procedures when evaluating the electrical components of the streetlights.

The following is the detailed scope of work:

General Responsibilities

- Establish and maintain an electronic filing system
- Prepare project policies and procedures
- Assist City staff with responding to inquiries from the public
- Prepare communications materials for project website, as required
- Communicate information to decision makers and interested parties
- Maintain accountability to the master project schedule
- Identify and document critical milestone dates when user requirements and decisions or approval by the client are required and advise the client of the effect on the project of delayed decisions
- Update master project budget as needed to reflect budget adjustments as they occur
- Report to the project team regarding project progress
- Reference Project Charter to confirm project meeting goals and targets

- Attend, chair, prepare agenda and record minutes for project meetings. Agenda shall be provided one day prior to the meeting and meeting minutes shall be available within 3 business days of the meeting.

Ongoing Project Management Meetings

- The consultant shall attend a 0.5 hour weekly check-in meeting in person or by phone with the City's Project Manager to ensure the project is moving on time and on schedule. The consultant shall provide weekly progress e-mail to the City's Project Manager.

Communications and Engagement

- The Communications Plan shall outline key project contacts and the process for submissions and approvals. At a minimum, the following should be assumed as part of the Consultant's plan:
 - Meetings with City Staff (4)
 - Web and Media Support – On-going

Task 1: Project Initiation

1. Conduct a 2 hour kickoff meeting to formally introduce all team members, summarize works completed within the first month of engagement, and discuss how the Successful Proponent will deliver the full Scope of Work.
2. Prepare a Project Execution Plan (PEP) at the onset of the Project. The PEP contains key information about the Scope of Work including identification of risks, scope/work breakdown, scheduling/sequencing, financials, team organization, stakeholder management, and project close-out. The PEP shall outline management of documents, deliverables, provide an overview of personnel and authorities, identify interactions, indicate reporting structures, and identify how schedules will be met and include the following:
 - a. Project Charter to establish responsibilities and goals;
 - b. Project schedule to establish milestones;
 - c. Communications and Engagement Plan for external and internal stakeholders;
 - d. Risk register;
 - e. Stakeholder register that outlines the main responsibilities of key project stakeholders;
 - f. Issues log; and
 - g. Project status reporting.
3. Meet with city staff to verify project requirements and other engineering issues that have been reported by City staff or residents

Task 2: Data Collection

1. Review existing streetlight asset inventory
2. Identify gaps in the data
3. Recommend a strategy to obtain missing information
4. Work with City GIS personnel to incorporate any missing asset subcategories

Task 3: Condition Assessment

1. Review existing City collected condition assessment data
2. Provide a detailed methodology to obtain necessary condition assessment data
3. Develop a schedule for conducting condition assessments, prioritizing neighbourhoods for inspection based on previous condition assessment data and staff input
4. Review City staff feedback and revise methodology and schedule
5. Inspect all City owned streetlight and traffic light assets:
 - a. Conduct nondestructive testing including minimum 6 ultrasonic thickness measurements around the pole perimeter per pole
 - b. Conduct visual inspection for cracks, degree of rust, lean, condition of paint or galvanizing
 - c. Remove all mobile base covers found in the field, use hand excavation when necessary, then clean and inspect the portion of pole and base plate underneath
6. Develop a performance rating system based on condition assessment data. Below is a draft list of information to be collected during each streetlight inspection. This list shall be finalized with input from City staff and the consulting team.
 - a. Streetlight ID#
 - b. Luminaires
 - i. Number of Lights
 - ii. Style/Model
 - iii. Material
 - iv. Condition
 - v. Wattage
 - c. Foundation and Base
 - i. Foundation Size and Shape
 - ii. Base Plate
 - iii. Anchor Bolts
 - iv. Style/Model
 - v. Material
 - vi. Condition
 - d. Lamppost
 - i. Style/Model
 - ii. Estimated age
 - iii. Material
 - iv. Access Door
 - v. Interior Pipe Condition if Present
 - vi. Hammer Test
 - vii. Ultrasonic measurements
 - viii. Condition
 - ix. Overall Pole Stability
 - e. Electrical
 - i. Evaluate Visible Electrical Components
 - ii. Wiring
 - iii. Fuses

- iv. Terminations
- v. Conduit/Handholes if available
- 7. Provide a streetlight condition assessment report, maps, and GIS data in a format that is compatible with the City's GIS database

Task 4: Analysis

1. Document industry standards for basis of remaining life calculations
2. Estimate remaining useful life of the assets

Task 5: Final Report

1. Determine the streetlight asset values
2. Determine local costs for repair, renewal, and replacement of the streetlight assets
3. Provide methodology for replacement prioritization
4. Prioritize streetlights repair and replacement based on condition assessment data
5. Develop annual streetlight repair and replacement plan based on priority rating. Provide associated cost estimates for repair or replacement
6. Develop annual streetlight maintenance program with associate annual maintenance cost
7. Prepare a draft final report that includes existing conditions, condition assessments, replacement priority, phased replacement schedule, cost estimates, and maintenance plan
8. Revise final report based on City staff feedback
9. Prepare a final report that includes existing conditions, condition assessments, replacement priority, GIS data, phased replacement schedule, cost estimates, and maintenance plan

Task 6: Inspection Training

1. Develop detailed methodology for City staff to conduct annual inspections
2. Develop annual inspection program and recommend inspection intervals for inspections conducted by City staff
3. Provide a training workshop to City staff for conducting annual inspections. Assume 4 hours for workshop and include handbooks, PowerPoint presentation, and field demonstration.

42. PROJECT SCHEDULE

The Proponents shall provide a detailed schedule that is to take into account all factors that might affect delivery of the final report. The schedule shall show timelines for all phases of the project and will be used for future reference for tracking the project.

An anticipated project schedule and level of effort is given below:

- Task 1 – Project Initiation – 0.5 month
- Task 2 – Data Collection – 1 month
- Task 3 – Condition Assessment – 1 months
- Task 4 – Analysis – 0.5 month
- Task 5 – Final Report – 1 month
- Task 6 – Inspection Training – 1 month

The key milestones for this project is as follows.

RFP Questions Due	December 31, 2019
Response to Questions	January 10, 2020
RFP Close	February 7, 2020
Contract Award	February 14, 2020
Kick Off Meeting	February 24, 2020
Condition Assessment Report	Mid April 2020
Draft Final Report	Early May 2020
Inspection Training	Late May 2020
Final Report	June 2020

43. DELIVERABLES

The following list of deliverables is expected throughout this project.

- 1. Project Execution Plan**
- 2. Communications Plan**
- 3. Condition Assessment Report**
 - a. Performance rating
 - b. Maps
 - c. GIS data
- 4. Inspection Training Materials**
 - a. Handbook
 - b. PowerPoint presentation
- 5. Draft Final Report**
- 6. Final Report**

44. QUALITY MANAGEMENT REQUIREMENTS

The successful consultant and its sub-consultants, shall develop and implement an effective, documented quality management system for the project and be fully responsible for the quality control and quality assurance (QC/QA) of the work completed by their staff in accordance with APEGBC Bylaw 14(b).

END OF APPENDIX B—SCOPE OF WORK

APPENDIX C—PRICE QUOTATION

45. PRICING REQUIREMENTS

- 45.1. The Proposal should clearly indicate the hours, hourly rate, and unit pricing for each task and a flat fee for disbursements.
- 45.2. Flat fee pricing arrangements should clearly state all assumptions including any requirements or restrictions.

END OF APPENDIX C—PRICE QUOTATION

APPENDIX D—PROPONENT INFORMATION

For extended responses to any of the following questions, proponent may attach supplemental sheets on a per question basis.

46. PROPONENT IDENTIFICATION, REFERENCES, AND COMPANY HISTORY

Q1. Company
Name:

Q2. Address of Local
Office:

Q3. Telephone
Number:

Q4. Address of Head
Office:

Q5. Telephone
Number:

Q6. Workers' Compensation Board Registration
Number:

Q7. List of THREE (3) clients at which your company has provided services similar to the scope of this RFP in the past five (5) years. These may be contacted by the City for performance references.

	<u>Company</u>	<u>Contact Name</u>	<u>Telephone</u>
1)	<hr/>	<hr/>	<hr/>
2)	<hr/>	<hr/>	<hr/>
3)	<hr/>	<hr/>	<hr/>

47. ADDED VALUE

Q8. The City encourage creative solutions/bid responses. Describe any additional opportunities or added value that you wish to include with your proposal.

END OF APPENDIX D—PROPONENT INFORMATION

APPENDIX E—PROJECT AREA