



TOWN OF
PEACE RIVER
ALBERTA

REQUEST FOR PROFESSIONAL ENGINEERING SERVICES

Town of Peace River

Public Works Sand and Salt Shed - 2021

Schedules



TABLE OF CONTENTS

1.0	SCHEDULE "A" – SERVICES (TERMS OF REFERENCE)	3
2.0	SCHEDULE "B" – DESCRIPTION OF THE PROJECT	6
3.0	SCHEDULE "C" - FEES	8
4.0	SCHEDULE "D" - IDEMNIFICATION	9
5.0	SCHEDULE "E" - SITE PHOTOS, DRAWINGS AND SKETCHES	10
6.0	SCHEDULE "F" – SUPPLEMENTARY DATA	11



1.0 SCHEDULE "A" – SERVICES (TERMS OF REFERENCE)

- 1.1 Engineering Services will consist of, but not limited to the following:
- .1 Pre-Design
 - .1 Inspection and review of previous documentation and existing infrastructure;
 - .2 Site Survey and Layout Design; and
 - .3 Geotechnical Testing as required.
 - .2 Schematic Design
 - .1 Civil, Structural, Electrical, and Mechanical preliminary design of the Sand and Salt Shed.
 - .2 Construction Staging Plan;
 - .3 Preparation of Construction Class C Estimates;
 - .4 Obtaining all regulatory approvals and permits.
 - .3 Design Development
 - .1 Civil, Structural, Electrical, and Mechanical design of the Sand and Salt Shed.
 - .2 Civil design for stormwater runoff; and
 - .4 Construction Documents
 - .1 Preparation of Tender Packages; and
 - .2 Preparation of Construction Class C estimates.
 - .5 Tender
 - .1 Tender administration
 - .6 Construction Administration
 - .1 Construction inspection and quality control materials testing;
 - .2 Progress draw evaluation;
 - .3 Interim inspections as required; and
 - .4 Final Inspections of all work completed.
 - .7 Post Construction Services
 - .1 Submission of reports and as-built drawings in digital and/or any form as requested by the Town of Peace River Engineering Department; and
 - .2 Annual Groundwater testing and reporting
- 1.2 The Consultant is responsible for noting any exclusions to the services to be provided. If there are any services that are not identified in the Request for Proposals but are essential for the successful completion of the project the Consultant is to identify them and provide a separate fee to complete.



- 1.3 Each Proposal submission must be submitted in two envelopes, clearly marked “Request for Engineering Services - Town of Peace River - Public Works Sand and Salt Shed – 2021”
- 1.4 Envelope 1 is to contain the written proposal submission minus the fee schedule.
- 1.5 Envelope 2 is to contain the fee schedule.
- 1.6 All proposals must be accompanied with one digital copy of submission in .pdf format.
- 1.7 Both envelopes to be enclosed into a larger envelope and addressed to:

The Town of Peace River
PO Box 6600
9911 100 Street,
Peace River, AB
T8S 1S4
Attention: Mr. Jim McCuaig, P. Eng., Director of Engineering and Infrastructure
- 1.8 Submissions must be delivered:
 - .1 Before date and time noted in the main RFP under Key Proposal Dates and Schedule; and
 - .2 To the Town Office at 9911 – 100 Street, Peace River, AB
- 1.9 Proposals received that do not comply with the foregoing will be returned to the Consultant(s) without consideration.
- 1.10 The Work is defined in the Contract Documents as the “Services” and includes all labour and materials required to be supplied or provided to the Town.
- 1.11 A copy of the Request for Proposal Documents is attached to this Notice to Consultants.
- 1.12 The Consultant is responsible for ensuring that:
 - .1 it is in possession of all Request for Proposal Documents, as defined in the Instructions to Consultants;
 - .2 The Request for Proposal Documents have been carefully examined; and
 - .3 It is satisfied as to the nature and location of the Work.



- 1.13 The Town reserves the right to accept or reject any and all Request for Proposal and waive irregularities and informalities at its discretion as set out in the Instructions to Consultants.
- 1.14 Verbal, telephone, telegram or electronically transmitted facsimile Proposals will not be accepted or acknowledged.
- 1.15 Calculation of fees and disbursements must be provided.
- 1.16 Consultant to provide hourly fee schedule to be used for additional work/engineering scope changes.
- 1.17 Engineering Fees proposals based upon percentage of construction will not be accepted.



2.0 SCHEDULE "B" – DESCRIPTION OF THE PROJECT

2.1 Background

- .1 The Town of Peace River currently stores its winter pickled sand uncovered in the Public Works Yard located at 7510 104th Avenue Peace River, AB. A Sand and Salt shed is required to be constructed to house the stockpile while meeting Alberta Environment compliance requirements including groundwater quality monitoring.

2.2 Project Requirements

- .1 This project is to provide engineering and project management services for:
 - .1 A new 75 ft. by 180 ft. sand and salt shed for Public Works;
 - .2 Stormwater ponds for runoff control of sand/salt leachate as required by Alberta Environment and Environment Canada;
 - .3 Site grading and storm water management including (but not limited to) all roads, berms, ditches, culverts, and swales;
 - .4 Cut and fill requirements for the site; and
 - .5 Supply and install of all electrical and mechanical components as required.

2.3 Project Scope

- .1 The successful consultant will review existing reports, meet with public Works staff, and review the site area to confirm the placement of the sand and salt shed.
- .2 It is anticipated that the size of the new facility will be 75 ft (23m) x 180 ft (55m) but will be dependent on final site arrangement. The new facility will have provision for motion activated overhead lighting for night operations. The shed will be a pre-engineered fabric covered steel truss building with concrete wall support structure.
- .3 At the completion of preliminary design the consultant will submit 30% design drawings/statement of requirements and have a review meeting with the Town's Engineering and Public Works staff.
- .4 The Consultant will prepare complete tender documents and coordinate with the Town to post the tender on the Alberta Purchasing Connection. The Consultant will provide tender administration including the preparation of any required addenda. Upon close of the construction tender, the Consultant will assist the Town in evaluating and awarding the project to the successful contractor.
- .5 The Consultant will provide Construction Administration services sufficient to ensure the proper construction and execution of the construction contract. The Consultant



shall conduct field reviews sufficient to fulfill the following requirements:

- .1 Alberta Building Code - Architectural and Coordinating Professional of Record;
- .2 Alberta Building Code – Electrical, Mechanical, Geotechnical and Structural Engineer of Record;
- .3 Alberta Association of Architects (AAA), and Association of Professional Engineers and Geoscientists of Alberta (APEGA) standards and guidelines;
- .4 Alberta Environment and Parks regulations, standards, guidelines and directives.



3.0 SCHEDULE "C" - FEES

3.1 Fees

.1 Fees below are to be submitted for the work described in Schedule "B".

(Attach Successful Consultant's Proposal)

(FOR TOWN USE ONLY)



4.0 SCHEDULE "D" - IDEMNIFICATION

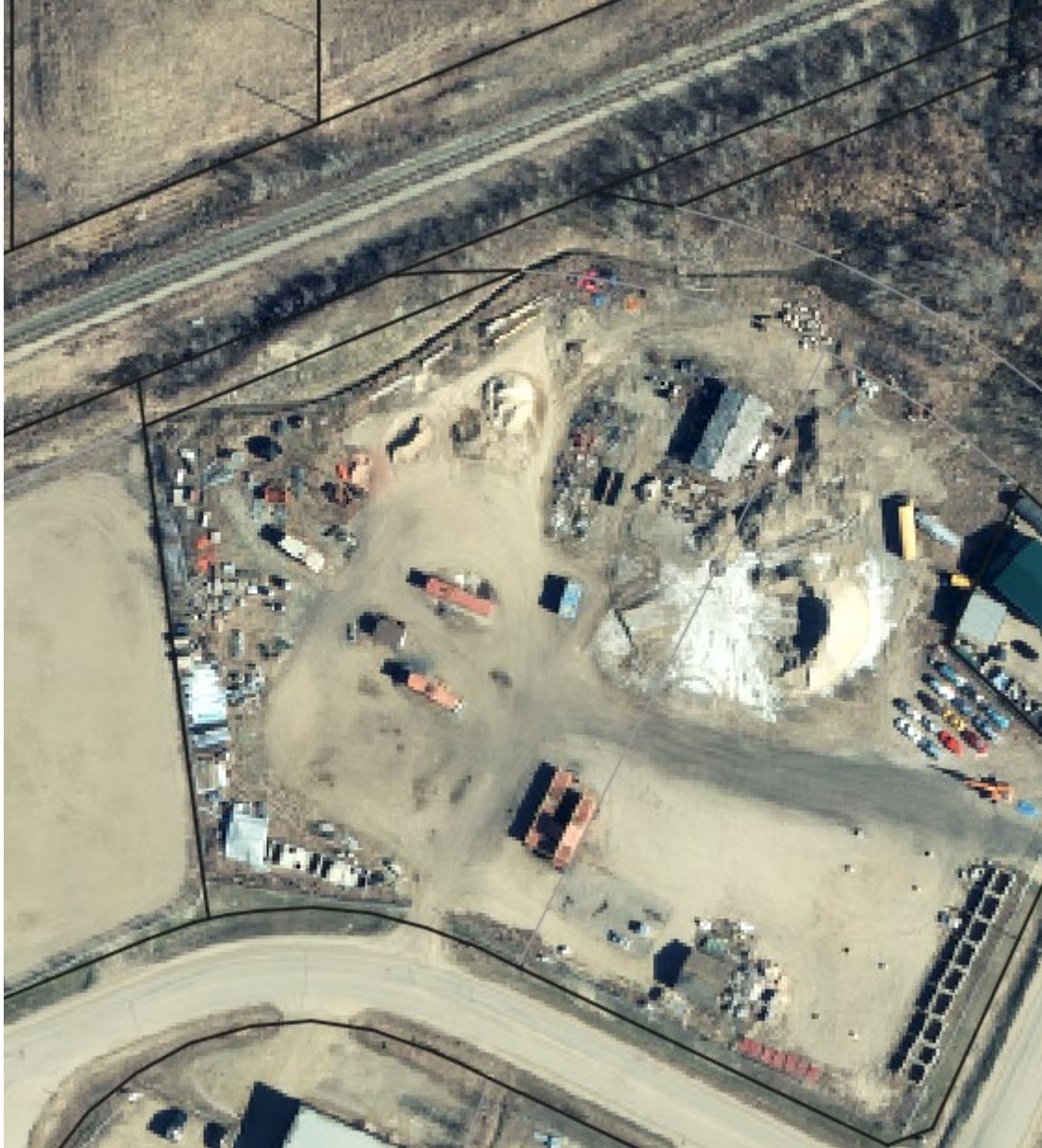
4.1 The following are a list of Consultants, Agents and Town Representatives to be indemnified by the Selected Consultant:

- .1 Town of Peace River Staff, and members of the Town Council.



5.0 SCHEDULE "E" - SITE PHOTOS, DRAWINGS AND SKETCHES

7510 104th Avenue, Peace River





TOWN OF
PEACE RIVER
ALBERTA

6.0 SCHEDULE "F" – SUPPLEMENTARY DATA