



TOWN OF
PEACE RIVER
ALBERTA

REQUEST FOR PROFESSIONAL ENGINEERING SERVICES

Town of Peace River

Neighbourhood Infrastructure Renewal 2023

Schedules



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

- 1.1 Engineering Services will consist of, but not limited to the following:
 - .1 Pre-Tender Services
 - .1 Review of existing request for Tender (RFT) documents; and
 - .2 Consultant coordination with RFT document Consultant.
 - .2 Construction Documents
 - .1 Preparation of Tender Packages; and
 - .2 Preparation of Construction Class B estimates.
 - .3 Tender
 - .1 Tender administration
 - .4 Construction Administration
 - .1 Construction inspection and quality control materials testing;
 - .2 Progress draw evaluation and preparation of progress payment certificates;
 - .3 Interim inspections as required;
 - .4 Materials testing (soils, concrete and asphalt cement pavement) ; and
 - .5 Final Inspections of all work completed.
 - .5 Post Construction Services
 - .1 Preparation and submission of reports and as-built drawings in digital and/or any form as requested by the Town of Peace River Engineering Department.
- 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 – Neighbourhood Infrastructure Renewal 2023".
- 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: 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 began the Neighbourhood Renewal Project in 2015 as an annual program to rehabilitate all surface and sub-surface municipal infrastructure for neighbourhoods in Peace River in need of repair. In 2022, the Town hired Velocity Group Surveying & Engineering for design of the Neighbourhood Infrastructure Renewal for 94th and 95th Avenues in downtown Peace River. The Town completed the Neighbourhood Renewal for 94th Avenue & 96th Street pending landscaping in 2023.
- .2 The Town determined the renewal of 95th Avenue and 98th Street would be postponed to 2023 because of budgeting constraints. Subsequently, the Town requires a Professional Engineering Consultant to prepare the construction tender and provide construction administration services for this project as outlined in the drawings and specifications attached under Schedule E.

2.2 Project Requirements

- .1 This project is to provide engineering, tender administration, and project construction administration services identified above to include conformance with:
 - .1 Drawings and specifications attached in Schedule E;
 - .2 Town of Peace River – General Municipal Servicing Standards (GMSS);
 - .3 Government of Alberta – Transportation’s Standard Specifications for Highway Construction (Edition 15, 2013) where not identified under the GMSS.
 - .4 Alberta Environment and Protected Areas acts, Regulations, Directives, Codes of Practice, Standards and Guidelines
 - .5 Alberta Transportations – Traffic Accommodations in Work Zones 2008 shall be used as a guide in the approval of traffic accommodation plans.
- .2 Ensure that:
 - .1 Steps are completed as outlined in the Association of Professional Engineers and Geoscientists of Alberta (APEGA) Practice Standard of Relying on the Work of Others and Outsourcing, the current Practice Guideline on Ethical Practice, and the Current Practice Guideline on Selecting Engineering and Geoscience Consultants.
- .3 The project will be a traditional Design – Bid – Build method for project delivery.

2.3 Project Scope



- .1 The successful Consultant will review existing reports, existing infrastructure drawings, and the current IFT drawing set and specifications, and meet with Engineering staff, and review the site area to confirm the IFT drawing set for the 95th Avenue Neighbourhood Renewal.
- .2 Confirm the IFT drawing sets included in Schedule E, and suggest revisions as needed.
- .3 It is anticipated that the scope of work for the future Contractor for this project may include, but is not limited to:
 - .1 Subgrade Excavation as applicable;
 - .2 Cold Milling as applicable;
 - .3 Granular Base Course;
 - .4 Asphalt Concrete Pavement;
 - .5 Catchbasins installation;
 - .6 Street tree replacement;
 - .7 Pararamp installation;
 - .8 Water distribution and transmission line installation;
 - .9 Sanitary sewer collection line installation;
 - .10 Storm sewer collection line installation;
 - .11 Manhole installation for new water, storm and sanitary sewer lines;
 - .12 Street light installation and associated coordination with ATCO; and
 - .13 Concrete Curb, Gutter, & Sidewalk.
- .4 The successful Consultant will act as they Coordinating Registered Professional for this project.
- .5 The successful Consultant will submit design drawings review/statement of requirements, and have a review meeting with the Town's Engineering staff.
- .6 The successful 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.
- .7 The successful Consultant will coordinate with relevant stakeholders, the successful contractor, and the Town to organize a Town Open House for the project for neighbourhood residents affected by the project prior to construction.
- .8 The Consultant will provide Construction Administration services sufficient to ensure the proper construction and execution of the construction contract. This shall include but not limited to:
 - .1 Responding to Contractor RFI's;



- .2 Review submitted shop drawings as required;
- .3 Coordinate Owner and Contractor activities include provisions for temporary water for residents where required;
- .4 Provision of notification to residents of project related activities that may affect residents during construction;
- .5 Creation of contemplated change notices, evaluating change notice pricing from the contractor, and issuing out change notices to the Contractor;
- .6 Review, evaluation and recommendation of monthly progress payments to the Owner;
- .7 Conduct field reviews sufficient to fulfill project requirements as outlined in the project documents and assuring quality management;
- .8 Responding to, and managing, local neighbourhood resident concerns and expectations within reason;
- .9 Survey layout for the contractor to establish grade control;
- .10 Materials testing for soils, concrete, and asphalt cement pavement as required;
- .11 Coordinate commissioning activities where required;
- .12 Review submitted maintenance manuals as required;
- .13 Conduct substantial completion inspections complete with reports;
- .14 Prepare final payment and construction completion certificates;
- .15 Prepare submitted red line drawings into .cad drawing format and submit to the Town for incorporation into the Town's master infrastructure drawing and GIS system; and
- .16 Conduct warranty reviews as required and prepare warranty review documentation including recommendations for deficiency holdbacks.

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)



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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.



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

5.1 Velocity Group IFT Drawing Set and Specifications (see attached)



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6.0 SCHEDULE "F" – SUPPLEMENTARY DATA