



**Request for Proposals  
Sunshine Coast Fixed Link  
Ministry of Transportation and Infrastructure  
Request for Proposals Number: RFP-SCR-20151126  
Issue date: November 26, 2015**

**Closing Time:** Proposal must be received **before** 3:00 PM Pacific Time on:  
Thursday, December 10, 2015

**GOVERNMENT CONTACT PERSON:** All enquiries related to this Request for Proposals (RFP), including any requests for information and clarification, are to be directed, in writing, to the following person who will respond if time permits. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses will be recorded and may be distributed to all Proponents at the Province's option.

**Andrew Hind, P. Eng., Senior Transportation Planning Engineer  
Email: andrew.hind@gov.bc.ca**

**DELIVERY OF PROPOSALS:** Proposals must not be sent by mail, facsimile or e-mail. Proposals are to be submitted to the closing location as follows:  
Four (4) complete hard-copies either in MS Word or PDF format and one copy on CD or USB memory device must be delivered by hand or courier to:

**Ministry of Transportation and Infrastructure  
310 - 1500 Woolridge Street, Coquitlam, BC V3K0B8  
Attention: Andrew Hind, P. Eng., Senior Transportation Planning Engineer**

Proposal envelopes should be clearly marked with the name and address of the Proponent, the Request for Proposals number, and the project or program title.

**PROONENTS' MEETING:**

A Proponents' meeting will not be held.

**PROONENT SECTION:**

**For hard-copy proposals,** a person authorized to sign on behalf of the Proponent **must** complete and sign the Proponent Section (below), leaving the rest of this page otherwise unaltered, and include the originally-signed and completed page with the first copy of the proposal.

**For electronic proposals,** all parts of the Proponent Section (below) **must** be completed except the signature field, as the BC Bid e-bidding key is deemed to be an original signature. The rest of this page must be otherwise unaltered and submitted as part of your proposal.

The enclosed proposal is submitted in response to the above-referenced Request for Proposals, including any addenda. Through submission of this proposal we agree to all of the terms and conditions of the Request for Proposals and agree that any inconsistent provisions in our proposal will be as if not written and do not exist. We have carefully read and examined the Request for Proposals, including the Administrative Section, and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in our proposal.

Signature of Authorized Representative:	Legal Name of Proponent (and Doing Business As Name, if applicable):
Printed Name of Authorized Representative:	Address of Proponent:
Title:	
Date:	Authorized Representative phone, fax or email address (if available):

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# A. Definitions and Administrative Requirements

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## 1. Definitions

Throughout this Request for Proposals, the following definitions apply:

- a) "SSBC" means Shared Services BC of the Ministry of Citizens' Services;
- b) "Contract" means the written agreement resulting from this Request for Proposals executed by the Province and the Contractor;
- c) "Contractor" means the successful Proponent to this Request for Proposals who enters into a written Contract with the Province;
- d) "Ministry" means Ministry of Transportation and Infrastructure;
- e) "must", or "mandatory" means a requirement that must be met in order for a proposal to receive consideration;
- f) "Proponent" means an individual or a company that submits, or intends to submit, a proposal in response to this Request for Proposals;
- g) "Province" means Her Majesty the Queen in Right of the Province of British Columbia and includes SSBC and the Ministry;
- h) "Request for Proposals" or "RFP" means the process described in this document; and
- i) "should" or "desirable" means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

## 2. Terms and Conditions

The following terms and conditions will apply to this Request for Proposals. Submission of a proposal in response to this Request for Proposals indicates acceptance of all the terms that follow and that are included in any addenda issued by the Province. Provisions in proposals that contradict any of the terms of this Request for Proposals will be as if not written and do not exist.

## 3. Additional Information Regarding the Request for Proposals

All subsequent information regarding this Request for Proposals, including changes made to this document will be posted on the BC Bid website at [www.bcbid.ca](http://www.bcbid.ca). It is the sole responsibility of the Proponent to check for amendments on the BC Bid website.

## 4. Late Proposals

Proposals will be marked with their receipt time at the closing location. Only complete proposals received and marked before closing time will be considered to have been received on time.

Hard-copies of late proposals will not be accepted and will be returned to the Proponent. Electronic proposals that are received late will be marked late and will not be considered or evaluated.

In the event of a dispute, the proposal receipt time as recorded at the closing location shall prevail whether accurate or not.

## 5. Eligibility

- a) Proposals will not be evaluated if the Proponent's current or past corporate or other interests may, in the Province's opinion, give rise to a conflict of interest in connection with the project described in

this Request for Proposals. This includes, but is not limited to, involvement by a Proponent in the preparation of this Request for Proposals. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Government Contact Person listed on page 1 prior to submitting a proposal.

- b) Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents.

## 6. Evaluation

Evaluation of proposals will be by a committee formed by the Province and may include employees and contractors of the Province. All personnel will be bound by the same standards of confidentiality. The Province's intent is to enter into a Contract with the Proponent who has the highest overall ranking.

## 7. Negotiation Delay

If a written Contract cannot be negotiated within thirty days of notification of the successful Proponent, the Province 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 Request for Proposals process and not enter into a Contract with any of the Proponents.

## 8. Debriefing

At the conclusion of the Request for Proposals process, all Proponents will be notified. Unsuccessful Proponents may request a debriefing meeting with the Province.

## 9. Alternative Solutions

If alternative solutions are offered, please submit the information in the same format, as a separate proposal.

## 10. Changes to Proposals

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. 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 Province for purposes of clarification.

## 11. Proponents' Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the Province, if any. If the Province elects to reject all proposals, the Province will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

## **12. Limitation of Damages**

Further to the preceding paragraph, the Proponent, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal and the Proponent, by submitting a proposal, waives any claim for loss of profits if no Contract is made with the Proponent.

## **13. Proposal Validity**

Proposals will be open for acceptance for at least 90 days after the closing date.

## **14. Firm Pricing**

Prices will be firm for the entire Contract period unless this Request for Proposals specifically states otherwise.

## **15. Currency and Taxes**

Prices quoted are to be:

- a) in Canadian dollars;
- b) inclusive of duty, where applicable; FOB destination, delivery charges included where applicable; and
- c) exclusive of applicable taxes.

## **16. Completeness of Proposal**

By submission of a proposal the Proponent warrants that, if this Request for Proposals is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Contractor at no charge.

## **17. Sub-Contracting**

- a) Using a sub-contractor (who should 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 performance of the Contract and this should be clearly defined in the proposal.
- b) Sub-contracting to any firm or individual whose current or past corporate or other interests may, in the Province's opinion, give rise to a conflict of interest in connection with the project or program described in this Request for Proposals will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this Request for Proposals. If a Proponent is in doubt as to whether a proposed subcontractor gives rise to a conflict of interest, the Proponent should consult with the Government Contact Person listed on page 1 prior to submitting a proposal.
- c) Where applicable, the names of approved sub-contractors listed in the proposal will be included in the Contract. No additional subcontractors will be added, nor other changes made, to this list in the Contract without the written consent of the Province.

## **18. Acceptance of Proposals**

- a) This Request for Proposals should not be construed as an agreement to purchase goods or services. The Province is not bound to enter into a Contract with the Proponent who submits the lowest priced proposal or with any Proponent. Proposals will be assessed in light of the evaluation criteria. The Province will be under no obligation to receive further information, whether written or oral, from any Proponent.
- b) Neither acceptance of a proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

## **19. Definition of Contract**

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

## **20. Contract**

By submission of a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Province on the terms set out in Appendix B.

## **21. Liability for Errors**

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

## **22. Modification of Terms**

The Province reserves the right to modify the terms of this Request for Proposals at any time in its sole discretion. This includes the right to cancel this Request for Proposals at any time prior to entering into a Contract with the successful Proponent.

## **23. Ownership of Proposals**

All proposals submitted to the Province become the property of the Province. They will be received and held in confidence by the Province, subject to the provisions of the Freedom of Information and Protection of Privacy Act and this Request for Proposals.

## **24. Use of Request for Proposals**

Any portion of this document, or any information supplied by the Province in relation to this Request for Proposals may not be used or disclosed, for any purpose other than for the submission of proposals. Without limiting the generality of the foregoing, by submission of a proposal, the

Proponent agrees to hold in confidence all information supplied by the Province in relation to this Request for Proposals.

**25. Reciprocity**

The Province may consider and evaluate any proposals from other jurisdictions on the same basis that the government purchasing authorities in those jurisdictions would treat a similar proposal from a British Columbia supplier.

**26. No Lobbying**

Proponents must not attempt to communicate directly or indirectly with any employee, contractor or representative of the Province, including the evaluation committee and any elected officials of the Province, or with members of the public or the media, about the project described in this Request for Proposals or otherwise in respect of the Request for Proposals, other than as expressly directed or permitted by the Province.

**27. Collection and Use of Personal Information**

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this RFP requires Proponents to provide the Province with personal information of employees who have been included as resources in response to this RFP, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the Province. Such written consents are to specify that the personal information may be forwarded to the Province for the purposes of responding to this RFP and use by the Province for the purposes set out in the RFP. The Province may, at any time, request the original consents or copies of the original consents from Proponents, and upon such request being made, Proponents will immediately supply such originals or copies to the Province.

## B. Requirements and Response

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### 1 Summary of the Requirement

The British Columbia Ministry of Transportation and Infrastructure (MOTI) is seeking a Prime Consultant to undertake the Sunshine Coast Fixed Link Study.

The Prime Consultant will report to the MOTI Project Manager who will be the resource on all matters related to the planning, design and delivery of the technical services for the Project. The Prime Consultant will ensure that the services, including, but not limited to the Prime Consultant's resources, are planned and carried out in a timely, cost-effective and risk appropriate manner.

This Request for Proposal (RFP) document sets out the requirements for the Proponent's proposal and specifies the evaluation criteria and selection process.

### 2 Additional Definitions

In addition to the Request for Proposals Definitions set out in paragraph 1 of Section A, throughout this Request for Proposals, the following definitions will apply:

- a) "BC Bid Website" means the website maintained by BC Bid at [www.bcbid.ca](http://www.bcbid.ca), or any replacement website;
- b) "Prime Consultant Team" or "Team" means a team comprised of the Prime Consultant and Sub-Consultants retained by the Prime Consultant, that, if successful in this RFP process, will perform the services requested;
- c) "Key Personnel" means staff of the Proponent or Sub-Consultants who were proposed to be assigned to this Project;
- d) "Prime Consultant" means a consulting firm registered in British Columbia with responsibilities assigned by the Province, including coordination of the Sub-Consultants retained so as to ensure all work is performed in accordance with the requirements;
- e) "Project" means the services contemplated under this Request for Proposals; and
- f) "Sub-Consultant(s)" are those professionals who are retained by the Prime Consultant to form the Consultant Team.

### 3 Ministry Situation/Overview

Various Sunshine Coast community leaders and stakeholders have advocated for a road connection to the lower mainland, to provide a transportation alternative to ferry and plane services. This fixed link may be an opportunity to improve access and reliability for businesses, residents and visitors and in so doing will foster growth and economic development for the Sunshine Coast. There is also interest in determining if the Sunshine Coast (through a fixed link) can attract new development not obtainable through existing transportation options.

A road link to the Sunshine Coast, including a fixed link to Powell River, has been the subject of the following past MOTI studies:

- 1998 “Powell River to Squamish Valley Road Link” study to establish an order of magnitude cost estimate for this link.
- 2001 “Conceptual Alignment Study, Sunshine Coast and the Sea to Sky Highway” which was an engineering conceptual alignment study that included the identification of a cost estimate for a fixed link between Port Mellon and Squamish. In addition to identifying the technical challenges to achieve such a link, the study also identified environmental, and socio-economic impacts.

Recognizing the substantial travel time disincentive of these fixed link options, a third shorter option was suggested. This option would connect Highway 99 to Port Mellon (Witherby Point), via bridge crossings to Anvil and Gambier Islands.

A fixed link from Earls Cove to Saltery Bay (via Nelson Island), including the construction of a 1.5 km bridge and 8.5 km of new roadway, has also been suggested.

These previously identified routes include:

- Power River to Highway 99 road link;
- Port Mellon and Squamish road link ;
- Port Mellon and Highway 99 bridge link; and
- Earls Cove to Saltery Bay bridge.

MOTI wishes to undertake a Study to assess the costs and benefits of possible overland connections and bridge crossings between the Sunshine Coast and the provincial mainland as an option to existing air and ferry services.

The study will identify the feasibility (financial and physical) associated with the construction of a fixed link between the Sunshine Coast and the Lower Mainland. The study will also include a detailed Multiple Account Evaluation analysis and associated cost estimates and mobility performance assessment of identified options.

The purpose of this RFP is to select a Prime Consultant who is best qualified to provide consulting services for this work.

### **3.1 Project Requirements**

MOTI’s intent is to establish a consulting services contract with the successful proponent. The successful Proponent will enter into a contract as follows:

The Contract is for the provision of consulting services to develop and assess conceptual plans for fixed link connections between the BC Lower Mainland and the Sunshine Coast.

Scope of work will include:

#### **Development of a Detailed Work Program**

The consultant will prepare a detailed work program which includes a project schedule identifying key project milestones, deliverables and tasks, including local government and community leader consultation events.

## **Preparation of a Problem Definition Statement**

The consultant will prepare a problem definition statement which sets out the reasons for the study, the study goals and objectives, as well as technical issues as identified in previous reports and technical considerations for the necessary connections to the existing highway system.

## **Review of Previous Studies**

The consultant will review previous studies to extract pertinent information on previous alignments assessed, geometric constraints, geotechnical issues, and capital costs. Studies include:

- 1998 MoTI “Powell River to Squamish Valley Road Link”
- 2001 MoTI “Conceptual Alignment Study, Sunshine Coast and the Sea to Sky Highway”

## **Preparation of Forecast Demand Estimate**

The consultant will develop an estimate of future potential demand for trips. Critical considerations in developing a demand forecast include:

- Historic BC Ferries ridership data (including trucks, vehicles with passengers, walk on passengers, and other);
- Modal competition;
- Future population and employment forecasts; and
- Economic variables affecting travel.

Annual demand forecasts, by trip purpose, as well as peak period demand estimates, should be prepared for the 25 year period between 2016 and 2041. Existing ferry use should be used as a basis for demand projections; tolling or future ferry financing options should also be assessed.

Annual traffic demand forecasts should take into consideration seasonal travel variation, trip purposes and possible induced demand over a 25-year time horizon. To advise on induced demand, a high level land use assessment should be undertaken based on review of OCP growth and stakeholder input. The assessment of future travel demand should be based on future development within the study area and potential for induced growth in as result of the fixed link.

MoTI’s permanent count locations along Highway 101 should be used for identification of existing traffic volumes.

Since the travel demand to and from the Sunshine Coast will directly influence the benefit/cost assessment and the business case for or against a fixed link, a robust, evidence-based approach is required to determine the respective traffic demand for the fixed link options. The objective is to determine traffic volumes which are defensible and supported by clearly defined assumptions that all stakeholders can support. The analysis should examine suppressed demand. Anecdotally the existing demand is significantly suppressed by the limited ferry service, such as for evening recreational trips. Ferry fares are also anecdotally a major travel deterrent.

Identifying beneficiaries of the respective fixed link options will also be required in order to provide commentary on possible partnering opportunities.



## **Development of General Corridor Alternatives**

The consultant will identify alignment alternatives which are broadly consistent with the goals and objectives of the assignment. These should include, but not be limited to, those previously identified, namely Powell River to Highway 99 road link, Port Mellon and Squamish road link, Port Mellon and Highway 99 bridge link, and Earls Cove to Saltery Bay bridge. Combinations and permutations of these may also be feasible including options that retain some ferry component. Understanding of origin / destination and trip purpose will be important in assessing such hybrids.

As a first step in developing the alignment alternatives, the consultant will undertake GIS-based resource mapping of the route corridor(s). Resource mapping will take into account available data on the following:

- Geotechnical considerations;
- Navigational clearances;
- Coastal data (ocean depths, tides, currents, anticipated sea-level rise, etc.);
- Aquatic environment;
- Terrestrial environment ;
- Socio economic considerations;
- First Nation Tenure;
- Road network and traffic; and
- Land use.

Resource mapping will be used to establish the project's physical/geometric constraints, and be of sufficient detail to adequately:

- Define the horizontal alignment and vertical profile envelope of any crossing, approaches, and network connections;
- Determine suitable structure type, if any; and
- Complete estimates of high-level structural sizing/costing.

Line drawings and Class D (indicative) cost estimates will be prepared for each of the alignment alternatives

## **Agency consultation and facilitation**

It is expected that the proponent will liaise with various parties or partners located in the study area and/or with interests in the area, as identified in discussion with MoTI. Examples are community groups, local government and First Nations .

These should include but not be limited to:

### First Nations

Squamish

Sechelt

Sliammon

Tsleil-Waututh Nation

Penelakut Tribe

Lyackson First Nation

Lake Cowichan First Nation

Halalt First Nation

Cowichan Tribes  
Stz'uminus First Nation

Municipalities

District of West Vancouver  
Village of Lions Bay  
Britannia Beach (unincorporated)  
District of Squamish  
Village of Pemberton  
Resort Municipality of Whistler  
Town of Gibsons  
City of Powell River  
Village of Sechelt

Chambers of Commerce

Sechelt & District Chamber of Commerce  
Gibsons & District Chamber of Commerce  
Pender Harbour Chamber of Commerce  
Powell River Chamber of Commerce

Regional Districts

Sunshine Coast Regional District  
Squamish-Lillooet Regional District  
Powell River Regional District  
Metro Vancouver

Trucking Operators

**Preparation of Cost Estimates**

Road Options Concept Level Cost Estimate Reviews

A high level desktop study of each proposed fixed link option will be undertaken (primarily using Google Earth and any available GIS-based mapping). Project cost estimates, quantities and unit prices used in previous estimates will be reviewed and updated where necessary. These road option estimates will be compared with the “feasible” cost developed through the MAE process.

Bridge Options Concept Level Cost Estimates

Single line concept alignment plans to a scale of 1:20,000 will be prepared for possible fixed link crossings. Indicative cost estimates will be prepared for bridge crossings options, and associated roadway tie-in estimates. A structural engineering assessment must be undertaken to determine the types of bridges required to span the crossings.

Ferry Options Concept Level Cost Estimates

BC Ferries data should include annual operating and maintenance costs, the value of existing ferry infrastructure, and the costs of any anticipated upgrades/improvement to terminals and docks. This information should be used for comparison with existing service, as well as for evaluating any options that may retain a ferry component.

## Evaluation of Alternatives

It is assumed that the option accounts will be assessed against the existing transportation choices available for transportation between the Sunshine Coast and provincial mainland (i.e., ferry or float plane travel), known as the Base Case.

Criteria used in the Multiple Account Evaluation (MAE) shall be developed in general accordance with BC MoTI Guidelines (and associate appendices). Criteria are expected to include, but not be limited to the following:

### Financial Account

- Capital costs;
- Operations and maintenance costs; and
- Property costs.

### Customer Service Account

- Modal Cost elasticities;
- Travel time savings;
- Vehicle operating cost savings;
- Travel time reliability;
- Traffic safety;
- Multimodal accessibility;
- Emergency access; and
- Property impacts.

### Social/Community Account

- Impact on coastal communities as well as islands (e.g. Gambier and Anvil)
- Consistency with local culture/heritage, particularly islands that may be significantly impacted
- OCP conformance;
- Neighborhood impacts;
- Archaeological impact;
- Noise impact – properties affected along alignment; and
- Visual impacts and aesthetics.

### Environmental Account

- Lifecycle GHG emissions – including existing ferry diesel fuel usage; idling vehicles; bridge structure embodied carbon; impacts of increased VKT;
- Air pollutants (including idling vehicles);
- ALR impacts; and
- Flora/fauna/aquatic impacts.

### Economic Account

- Goods movement (taking into account existing restrictions on the movement of gas/propane, dangerous cargo (DC) and livestock,
- Impact on local economic growth and development, including high-level qualitative commentary on the broader economic development opportunities that may be supported by the options, including job creation.

## Map of Known Fixed Link Options



## **Meetings and Project Management**

In developing their work plan, the consultant should allow for regular progress meetings with MoTI throughout the course of the Study, as well as meetings with any other party that may be required.

This should include four public consultation events: open house presentations in

- Squamish
- West Vancouver
- Gibson/Sechelt and
- Powel River,

to present high level findings.

## **Reporting**

The consultant will develop a draft Report which:

- summarizes the project processes and outcomes; and
- details the various options.

The draft Report will include (in an Appendix) the outcomes of the corridor appraisal, cost estimate work and the detailed MAE analysis. The draft report should be received by BC MOTI by late Summer 2016.

The MOTI will provide a single set of consolidated comments / requests for clarification to the consultant. The consultant will update the draft Report and submit a Final Report which addresses the comments and requests for clarification.

The final report should be received by MOTI by Fall 2016

## **4 Services to be Provided**

The Prime Consultant will be required to provide consulting services in the following areas, including but not limited to as may be required:

- a) Highway corridor planning;
- b) Roadway design;
- c) Bridge design engineering;
- d) Ferry service planning;
- e) Multiple account evaluation;
- f) Transportation economics; and
- g) Public and community engagement.

### **Key Personnel Availability**

The Team's key personnel will be required to be available throughout the term of the assignment.

### **ACECBC/ APEGA Membership**

Professional engineering resources that the proponent firm requires for engineering work on this study are required to be members in good standing of the Association of Consulting Engineers of British Columbia or the Association of Professional Engineers and Geoscientists of Alberta.

### **Insurance and Worksafe BC Coverage**

The Prime Consultant will be required to have WCB coverage and the following insurance as outline in the attached sample schedule of the Ministry's consulting services contract:

Commercial General Liability	\$5,000,000
Professional Liability	\$2,000,000
Automobile Liability	\$2,000,000

The Prime Consultant will provide evidence of the required Insurance form in a completed Province of British Columbia Certificate of Insurance (Appendix A).

The Prime Consultant, its employees, and approved sub-consultants must be registered with the Workers' Compensation Board (WCB). WCB coverage must be maintained for the duration of the Contract. Prior to receiving any payment, the Prime Consultant may be required to submit a WCB Clearance Letter indicating that all WCB assessments have been paid.

### **References**

The evaluation committee reserves the right to check references submitted in response to this RFP. The Ministry reserves the right to contact references other than those provided.

## **5 Contract Requirements**

### **Form of Contract**

The Ministry's Consulting Services Contract is the form of Contract intended for this Project.

### **Fees and Expenses**

Maximum funding available for work assigned under this contract is **\$250,000** (two hundred and fifty thousand dollars). Fee and expense information should include:

- The position/title for all staff that will work on assignments. Those working for the consultant and sub consultants should be identified separately along with the type of specific tasks to be undertaken by the individuals.
- Hourly rates for all positions should be included. The hourly rates provided must be all inclusive.
- The only reimbursable expense that may be included will be Travel Expenses, as outlined in the Schedule of Reimbursable Expenses.

Note that:

- There will be no provision to change sub consultant firms after contract award.
- Only approved hourly rates for each associated position/title may be billed. This applies to consultant and sub-consultant staff.

**Firm and Project Team Experience**

The consultant will need to have a multi-disciplinary team with appropriate formal training and demonstrated practical experience including:

- transportation planning;
- travel forecasting;
- traffic engineering highway geometric design
- bridge design;
- project cost estimating and economic analyses, and
- public engagement and consultation.

It is recognized that this may require a teaming of the consultant and sub consultant(s). The proposal should clearly indicate how these services will be provided and effectively managed. A project team of primarily in-house staff, including areas of specialty, is preferred.

The consultant must clearly identify a project manager (local office preferred) who will be the MOTI's primary point of contact on all aspects of assignments for the duration of this contract.

## 6 The Proposal

**Proposal Content**

The proposal should be clear and concise. It must not exceed twenty five (25) page sides. Additional information and the resumes of individual team members can be included at the end of the proposal in appendices.

The consultant may submit the proposal electronically or provide three hard copies.

As a minimum requirement the following information is required preferably organized under the following sections:

**Understanding of the Project**

- A comprehensive description/interpretation of the project/contract scope and requirements

**The Consultant Firm**

- Qualifications, experience, and resources of the consultant relevant to this contract;
- Past projects of similar nature and complexity that the consultant has completed recently, including references that we can contact. Please include the contact name, position/title, organization, address, email and phone number;
- Familiarity with the study area, and understanding of potential issues and Ministry interests;

- Recent experience working with the Ministry and other public sector clients; and
- Recent experience working and building support with municipalities, other agencies and stakeholders, particularly in the South Coast Region.

#### **The Project Team – Relevant Experience and Specialty of Individual Team Members**

- Individual team member experience and specialty including similar past projects and tasks completed/role played by team member. Staff undertaking engineering activities must be registered with the Association of Professional Engineers and Geoscientists of British Columbia or Association of Professional Engineers of And Geoscientists of Alberta;
- Past teaming arrangements between the consultant and sub consultant(s)/specialist(s). Their experience and expertise, and task assigned/role played. A project team of primarily in-house staff, including areas of specialty, is preferred;
- Staff and/or sub consultants other than those defined in the consultant's proposal will not be permitted without authorization from the MOTI; and
- Availability of project manager and key team members in local office(s).

#### **Organization and Management**

- Organization and management of the project team including organization chart;
- Chart showing key team members and their role(s) or area(s) of specialty for this contract.
- Project management; and
- Communication and engagement.

#### **Financial**

- Fee schedule including the hourly billing rate for each team member and sub consultant/specialist; and
- Team members can include professional engineers, planners, economists, design technicians and clerical support.

#### **Miscellaneous**

- Suggested revisions and/or additions to services set out in the terms of reference;
- Declarations of any potential conflicts of interest;
- A statement on other commitments which the consultant has and details on how the consultant plans to provide MOTI with prompt service; and
- Proof of WCB coverage and insurance as outlines in the Insurance Specifications.



## 7 Evaluation

This section details all of the mandatory and desirable criteria against which proposals will be evaluated. Proponents should ensure that they fully respond to all criteria in order to receive full consideration during evaluation.

### a) Evaluation Process

MOTI will appoint an evaluation team that will review and evaluate proposals. The evaluation of proposals will be based solely on the contents of the proposals and any clarifications provided in writing in response to any questions asked by the evaluation team. No points are awarded for references but points may be adjusted in any area of the evaluation based on information provided by references.

### b) Review and Selection

The evaluation team will check proposals against the mandatory criteria. Proposals not meeting all mandatory criteria will be rejected without further consideration. Proposals that meet all the mandatory criteria will then be assessed and scored against Rated Criteria.

### c) Clarification of Proposals

If the evaluation team decides that a proposal is unclear or deficient in some aspects, but that these deficiencies are capable of being clarified, the evaluation team may invite a proponent to provide clarifications, by written submission to the evaluation team. No clarifications will be received except on invitation from the evaluation team.

## 7.1 Mandatory Criteria

Proposals not meeting the following mandatory criteria will be excluded from further consideration during the evaluation process.

Criteria
a) The proposal must be received at the closing location before the specified closing time.
b) The proposal must be in English and must not be sent by mail, facsimile or e-mail.
c) Four (4) hard copies of the Proposal (plus 1 electronic copy in PDF format on CD or USB memory device) must be submitted if that delivery method is chosen, with one unaltered, completed proposal cover page including an originally-signed Proponent Section with the first copy.
d) Validation documentation of corporate registration

## 7.2 Rated Criteria

Proposals meeting all of the mandatory criteria will be further assessed against rated criteria. Rated criteria and associated criteria score are identified below:

Criterion	Score
A. Understanding of Project Requirement	10
B. Relevant Firm Experience	25
C. Project Team Experience	30
D. Organization and Management	20
E. Proposal Organization	15
Maximum Total Score Value	100

## 8 Proposal Format

The following format, sequence, and instructions should be followed in order to provide consistency in proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered. The body of the proposal should not exceed 25 pages in length and shall include no more than 5 relevant project fact sheets (maximum 1 page per project) and resumes for key persons.

- a) An unaltered and completed request for proposal cover page, including proponent section as per instructions;
- b) Table of contents including page numbers;
- c) A short (one or two page) summary of the key features of the proposal; and
- d) The body of the proposal, i.e. the "Proponent Response".

**Note:** Evaluators will not consider any information that does not relate to the specific information requested in the RFP. Do not submit unrelated information, which could include but is not limited to company pamphlets, promotional advertisements, and company newsletters.

## 9 Proponent Response

The Proposal should demonstrate to MOTI that the proponent has the skills, resources and experience necessary to successfully carry out the services anticipated by the RFP in a professional, timely, reliable, safe and cost-effective manner.

Proposals are to be based solely on the criteria described below and any amendments/addenda issued thereto. Proponents are advised to present the requested information clearly and concisely. The information should be relevant and given in context to this particular assignment. For the convenience

of evaluators, the proposal should be ordered and numbered to coincide with the criteria specified herein.

## **Response Guidelines**

In order to receive full consideration during evaluation, proposals should include a detailed response to the following response guidelines which are intended to assist proponents in the development of their proposal. Proponents should use their own judgement in determining what information should be provided to demonstrate that the proponent will meet or exceed the MOTI's expectations. It is recommended that the following individual response guidelines be used as headings in the proposal.

### **A. Understanding of the Requirements**

- Proponents should describe their understanding of the requirements specific to the project, including a discussion of challenges and associated resolutions. Proponents are encouraged to demonstrate their knowledge of the area and their experience working on projects similar to the Sunshine Coast Fixed Link Study.

### **B. Approach and Methodology**

- Discuss the unique aspects, procedures, benefits, skills and techniques that the Prime Consultant will bring to the Project;
- Describe how the Prime Consultant will organize themselves and the individual skills they bring to the Project; and
- Proponents will demonstrate their commitment to achieving quality as it applies to this assignment.

### **C. Relevant Experience and Project Sheets**

Proponents must demonstrate strong experience working on similar projects, preferably within British Columbia and must demonstrate why their skills and experience are particularly suited to addressing the unique challenges related to this project. The proponent must demonstrate that it has the capability, resources and commitment to complete the assignment within the specified time frame. For each project cited in regard to the respondent and each key person, please adhere to the following information sequence, format, and content requirements:

- a. Project title, a brief description of the project, including location, scope of work, start and completion date, total or capital budget, and project owner. Also provide specific information regarding the work assignment and its associated challenges;
- b. A brief description of the firm or the key person's role / title on the project, a summary of the specific roles and responsibilities, and reporting relationships;
- c. The estimated total time (in hours) and duration spent in the role; and
- d. Any additional information that demonstrates relevant experience and ability.

For each key person provide a reference that includes the name and telephone number of an employer or client contact that can and will confirm the satisfactory performance and scope of the cited roles and responsibilities on this project. Information that cannot be confirmed may be disregarded during evaluation.

#### **D. Project Plan**

Provide a project plan including:

- a. Description of framework of how the Proponent intends to deliver the project;
- b. A description of activities, with corresponding milestones and dates, for the functional space program, design development, cost estimating, selection of the preferred option, design of the preferred option and the master plan; and
- c. Key personnel, their titles and roles.

#### **E. Price Envelope**

An "Appendix A Price Envelope Submission Form" must be submitted with your Proposal.

Proposals must include a separate sealed envelope clearly labelled "Price Envelope" showing the proponent's name and the RFP title. Inside the sealed price envelope, clearly specify the "all found" hourly rates for each of the key persons named in the proponent's proposal in accordance with Section 6. The hourly rate information is to be submitted on a price envelope form matching the form and content of the specimen price envelope form attached to this RFP. Use of other personnel and their hourly rates, and other lump sum rates and/or unit price rates for anticipated reimbursable expenses may be subject to negotiation prior to entering into a contract.

Each hourly rate and expense established at contract commencement will remain firm during the initial contract term. The hourly rates and expenses for the extended term, if any, will be subject to negotiation annually with all other contract terms remaining the same. All hourly rates and expenses quoted are to be in Canadian dollars and are to be exclusive of all applicable taxes.

Note: Price information is not to be provided in any other part of the proposal.

Price envelopes will remain sealed until the evaluation of the other rated criteria has been completed.

# Appendix A Price Envelope Submission Form

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This form must be completed and submitted with your proposal.

Based on the scope of work described in this RFP document, provide a table of fees exclusive of reimbursable expenses and applicable taxes.

<b>Proponent Name :</b>
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Key Person	Name	Hourly Rate (\$)

# Appendix B Contract Form

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The form of contract to be used is the Ministry of Transportation and Infrastructure Consulting Services Contract.

The Prime Consultant shall obtain all the licenses and permits required for each Assignment.

The Prime Consultant shall comply with all laws applicable to the work or performance of the Contract.

The successful Proponent agrees that it will enter into an applicable Agreement with conditions that pertain to some of the following documents:

- Consulting Services Contract (H0461);
- Works/Services Schedule (H0461a) – Additional Scope of Services in Section 2;
- Payment Schedule (H0461b) – Successful Proponent’s price submission;
- Reimbursable Travel Expenses (H0461c) ;
- Special Conditions –.Engineering Assignments (H0461d) ;
- Any contract resulting from this Request for Proposal will require the Contractor, without limiting its obligations or liabilities and at its own expense, to purchase and maintain throughout the term of the Contract the insurance as required in the Insurance Specifications INS-132 with insurers authorized to do business in British Columbia and Canada. Insurance requirements are not negotiable. The Contractor will provide the Province with evidence of the required insurance, in the form of a completed Ministry of Transportation and Infrastructure Certificate of Insurance form H0111, which is also attached. Compliant evidence of insurance is to be provided prior to any work beginning under this Contract.