



LETHBRIDGE AIRPORT

CONTRACT NO. 17-ALS-004

REQUEST FOR PROPOSAL FOR CONSULTANT SERVICES

Planning, Design, Project Management and Contract Administrative
Services

For

PAPI/PLC/Runway Lighting Control System

Lethbridge Airport

September 11, 2017

1.0 DESCRIPTION OF PROJECT

1.1 General

The Corporation of Lethbridge County ("Owner") seeks to develop a project consisting of the design of Precision Approach Path Indicators (PAPI), Programmable Logic Controller (PLC) and Runway Lighting Control System at the Lethbridge Airport. Design team submissions should include all required disciplines.

The existing system is dated and needs to be upgraded.

The purpose of this project is to replace the existing PLC and Runway Lighting Control System and to install additional PAPI's on runway ends 05, 12 and 30 to further increase the safe use of the Lethbridge Airport.

The Owner requires the engagement of an engineering firm as the Owner's Representative to undertake the design and management of construction activities. The resulting contract from this Request for Proposal will be between the Owner and the Primary Consultant ("Consultant").

The Consultant shall set itself out as a competent design and engineering professional and shall agree to perform the Scope of Services consisting of all normal design and engineering services relative to the project and the project's overall intent.

Basic services consist of design and engineering services and any other services necessary to allow a competent contractor to reasonably and efficiently construct the project from drawings and specifications issued by the Consultant. Services will include civil, structural, geotechnical, specialty and cost estimation, construction contract administration as well as other services required within the Scope of Services relative to the project as more fully defined in the following sections. The Consultant shall be fully responsible for managing and coordinating the services of all sub-consultants, for which the Consultant is responsible, as well as those directly engaged by the Owner and providing information for the use of the Consultant.

1.2 Project Description

Design to the current engineering standards of the Lethbridge Airport, Precision Approach Path Indicators, Programmable Logic Controller and Runway Lighting Control System. The Scope of Services is described in detail under Section 1.2.1; services to be included in the design fee are:

1.2.1 General — Requirements and Design

In completing the above noted project, the following is a brief description of the general requirements of work to be undertaken:

- i) Collection of background Information for the project. Meeting with the Lethbridge Airport Officials to review details of the project and establish priorities.
- ii) Conduct as appropriate, field testing required in the planning and development phase.
- iii) Preparation of Design Brief providing details of design methodology. The purpose of this document is to clearly identify the project elements, restraints, solutions, options, costs, scheduling and construction implementations strategies.
- iv) Coordinate design to include construction staging and phasing of the work to minimize disruption to businesses operations. Items may include but are not limited to: schedule constraints, hours of work, site access.
- v) Review of the preliminary Design Brief with the Owner.
- vi) Prepare final design, all in accordance with standard engineering practices and any other reference material.
- vii) Prepare tender documents and specifications.
- viii) Preparation of cost estimates at various stages during the design process as requested by the Owner.
- ix) Review Final Design/Tender Documents with the Owner.
- x) Tendering of work and organization of pre-bid meeting with all contractors.
- xi) Participate in tender evaluation and consultation as directed by the Owner or Owner's Representative. Make recommendations on the award of contract.
- xii) Coordinate with stakeholders, Airport Operations and Airport Tenants.
- xiii) Coordinate with all requirements of Lethbridge County Development Permit process. Provide Letters of Assurance and post-construction compliance requirements.
- xiv) Review of bids received and recommendation of contract award.
- xv) Construction supervision and administration.
- xvi) Commissioning and testing.
- xvii) As-Built Conformity Analysis and Engineer's Attestation of Compliance.

xviii) Project Close out documentation to Owner.

2.0 Project Methodology

To carry out construction for the project, it is anticipated that the contract will be a unit price based contract and will include Quality Control responsibilities by the Contractor. Quality Assurance, however, will be the responsibility of the Consultant acting on behalf of the Owner.

It should be clearly understood that the Consultant will have extended project management responsibilities as a result of this organization.

3.0 Project Scheduling

It is intended that the Consultant retained will enter into a Contract with Lethbridge County, for the provision of engineering services.

4.0 Project Requirements

Proponents are asked to provide services generally referred to as “Engineering Services” for the purpose of the RFP. The successful proponent will be awarded a Contract and be referred to as “Consultant” to Lethbridge County/Lethbridge Airport.

4.1 Design Development Phase

i) The Consultant shall finalize the design documents, based on consultation with the owner and affected tenants if applicable.

4.2 Tendering for Construction Phase

During the tender stage, hold Pre-Tender meeting, prepare responses to bidder’s queries and prepare Addenda as required. Review tenders received and provide recommendations on Award of Tender.

4.3 Construction Phase

Upon award of the work, the Consultant shall supervise construction so that “best practices” and standards are complied with. The Consultant will be responsible for all aspects of the construction administration and supervision. The Consultant will be responsible for all management of the project.

The responsibilities of the Consultant are briefly outlined below, but are not limited to:

- i) Supervise work in accordance with all applicable safety standards and regulations for this type of work.
- ii) Set out any required control points and benchmarks for the work.
- iii) Review and approve Contractor’s work plan including the proposed materials, plant, programs, test certificates, shop drawings and other relevant documents.

Review the Contractor's plan for compliance with any construction safety requirements and contract terms.

- iv) Inspect materials and workmanship to ensure Contractor's work meets the intent of the design and conforms to plans and specifications.
- v) Prepare a Quality Assurance Plan, including field-testing, sampling and laboratory testing, which will provide a check of the Contractor's Quality Control Plan.
- vi) Supervise and review quality assurance testing, initiating corrective action as required to ensure that project objectives are met.
- vii) Monitor the effectiveness of the Contractor's Quality Control Program and recommend adjustments as necessary to ensure that project objectives are maintained.
- viii) Monitor the Contractor for compliance with all safety requirements. Liaison with Airport Manager and issue immediate instructions to the Contractor in the event of any violation against the requirements.
- ix) Maintain detailed record daily diaries with appropriate photos, minutes of meetings, amendments to drawings, instructions to contractor, contractor's site activities and other relevant data.
- x) Call and chair regular site meetings with the Owner, Contractor and others as necessary at time intervals to be determined by the owner.
- xi) Prepare progress claims for airport approval.
- xii) Advise immediately of any cost overruns and obtain prior approval of owner before any issuance of Change Orders. Institute a Contemplated Change Order process and other processes to establish cost and schedule control.
- xiii) Liaise with, receive instructions from, submit documents for approval to and report regularly, both orally and in writing to the Airport Manager. Prepare and submit progress report covering cost reports, separately for engineering, quality control and assurance testing and construction services, explain any variance from budget and schedule. Participate in forecasting processes leading to cost estimates to complete the work and schedule analysis.

4.4 Completion, Commissioning and Post Construction Phase

- i) At project completion, provide the Lethbridge Airport for record purposes, 2 Sets of As-Built Drawings in hard copy and one set on computer disc in Micro Station or AutoCAD format.
- ii) Perform final inspection and ensure that all deficient items are corrected.
- iii) Review and assist the Lethbridge Airport to negotiate any outstanding claims with the contractor, making appropriate recommendations to the airport.
- iv) Submission of project close out documentation.

4.5 Code and Regulation Compliance

Consultant shall review all relevant codes, statutes, regulations and by-laws applicable to the design, and ensure those authorities having jurisdiction are consulted and approvals as appropriate are secured or complied with. These may include but not be limited to:

- i) NBC 1995 or latest issue, if applicable
- ii) Provincial Gas Safety Act
- iii) National Fire Codes of Canada
- iv) Applicable NFPA Codes
- v) Applicable CSA Codes
- vi) Department of Labour, Occupations Environmental Regulations
- vii) The Workers Compensation Industrial Health and Safety Regulations
- viii) The Power Engineers & Boiler & Pressure Vessel Safety Act
- ix) ASME and ANSO Codes
- x) ASHRAE Design Standards
- xi) Canadian Environmental Protection Act 1999, (1999, c. 33).
- xii) ASPE Design Standards
- xiii) SMACNA Design Standards
- xiv) Lethbridge County Safety Policy.

5.0 INSTRUCTIONS TO PROPONENTS

5.1 General

Eligible proponents must provide with their proposal:

- i) Proof of licence to practice within the Province of Alberta.
- ii) Letter of good standing with the Workplace Safety & Insurance Board.
- iii) Letter from Insurance Company stating availability of Professional Liability Insurance.
- iv) Proof of General Liability Insurance \$5,000,000 inclusive per occurrence.

The information contained in the proposal must be organized under the same headings and in the same order as outlined in the following section entitled "Mandatory Proposal Components".

5.2 Mandatory Proposal Components

Please order proposal as follows:

5.2.1 Introduction, including the following:

- i) Introductory letter describing the proponent's team and indicating the firm's commitment to the project signed and sealed as outlined above.
- ii) Letter of good standing with the Workplace Safety and Insurance Board.
- iii) Letter from Insurance Company stating availability of Professional Liability Insurance specific to this job, the successful Consultant will be required to carry a minimum of \$2,000,000 per occurrence in professional liability insurance and \$5,000,000 in general liability. The insurance coverage cannot be modified without written consent of the Owner. Clauses that limit the liability of the Consultant or the insurance company to the value of the fees paid/payable will not be considered.
- iv) Corporate Overview (Proponent and Sub-consultants)
- v) History of Firm(s) and experience in general.
- vi) Size of firm – Number of full time and part time employees, associated Sub-

consultants

Note: The Consultant shall be responsible for retaining the services of a Geotechnical Firm.

- vii) Related Experience – A summary of relevant experience of the proposed project team, including prime and sub-consultants, in completing assignments of this type in a similar size, scope, and complexity. The relevant experience should be limited to work.
- viii) Statement of ability to handle this work in conjunction with any other existing workloads.
- ix) Organization and Methodology.
- x) Provide a schedule to organize the work and the project.
- xi) Describe the approach during both design and construction phases for:
 - a) Quality Assurance
 - b) Cost Control
 - c) Schedule Control

6.0 Submission of Price and Terms of Payment

Lump sum prices for the completed design to pre-tender stage of the Precision Approach Path Indicators, Programmable Logic Controller and Runway Lighting Control System.

The Consultant is to provide a cost of engineering services for Project Management, based on a percentage of the actual construction cost excluding GST for the project. Depending on project costs, the project may be undertaken in 2018.

7.0 Ownership

All maps, drawings, photographs, surveys, reports or similar materials prepared or produced pursuant to these Terms of Reference or the Contract Document will become the property of Lethbridge County and shall be transferred to the Lethbridge Airport upon completion of the project.

8.0 Proposal Evaluation Criteria

Proposals will be evaluated by Lethbridge County on the basis of perceived “best value” to the Lethbridge Airport as such, lowest price may not mean award. The Lethbridge Airport reserves the right to select and award using its sole discretion and to reject any and all proposals as it sees fit.

The Airport Manager and team will carry out a project assessment and make recommendations to Lethbridge County. The evaluation will use the criteria set out as outlined below.

<u>Technical Portion -</u>	<u>Total Value 60 points</u>
i) Proposal Quality - overall organization, quality of proposal	10 points
ii) Infrastructure Project Experience	10 points
iii) Understanding of the Assignment -Demonstrated understanding of the assignment	10 points
iv) Project Team -Qualifications and experience of firm & personnel	5 points
v) Project Manager -Experience, familiarity with issues, time commitment	10 points
vi) Methodology -Depth, detail, clarity of the submission -Understanding of local issues	10 points
vii) Control -Cost control, reporting and quality control	3 points
viii) Local Content	2 points
<u>Fee Proposal -</u>	<u>Total Value 40 points</u>
i) Price Design for Precision Approach Path Indicators for runways 05, 12 and 30	15 points
ii) Price Design for the Programmable Logic Controller and Runway Lighting Control System	15 points
iii) Percentage of Total Project Cost excluding GST for project management	10 points

Cost of proposed services will be scored in the following manner:

- a) fee points will be added to technical points to determine winning score
- b) In the event of a tie where the combined technical and fee scores of two proponents are equal, the lower fee proposal will be selected as the winning proposal.

9.0 SUBMISSION INSTRUCTIONS

9.1 Address for submittal of Proposals:

Clearly mark sealed packages:

PROPOSAL SUBMISSION FOR:

Design Engineering and Contract Management Services
Precision Approach Path Indicators, Programmable Logic Controller and Runway
Lighting Control System

Lethbridge Airport
417 Stubb Ross Road Suite 219
Lethbridge, AB T1K 7N3

9.2 Closing Time for Submission of Proposals

Proposals must be received no later than:

2:00 pm, Mountain Standard Time, October 31, 2017

9.3 Form of Submission

Proposals are to be sealed in an envelope clearly marked as prescribed in 7.1
Proposals are to be delivered by the closing time noted in 7.2 to the address noted in
section 7.1. No late deliveries, fax transmissions, or e-mails will be accepted.

9.4 Enquiries from Consultants

Consultants are to direct enquiries during the proposal call period to:

Lawrence Canning
Airport Operations Manager
Phone: 403-329-4474 Fax: 403-329-8736
Email: lcanning@lethbridgeairport.ca
Mail: Lethbridge Airport
417 Stubb Ross Road, Suite 219
Lethbridge, AB T1K 7N3