

Project Name	17-RNC-20-00013 Anglican Cemetery Road Bridge Replacement		
Town Representative	Charlie Hamlyn		
Firm	Exp Engineering		
Firm	Wood Environment & Infrastructure		
Firm	Dynamic Engineering		
Firm	Progressive Engineering & Consulting		
Firm			
Firm			
Date Requested	September 5, 2019	Date Proposal Due	September 16, 2019 @ 3:00 pm

Your firm has been selected to provide a proposal on the following scope of work. Please review and provide proposal on the attached Consultant Proposal Form by date indicated above to Charlie Hamlyn via email at Charlie.hamlyn@pcsp.ca.

Please note the following for the proposal stage:

1. Please submit any supporting documentation you feel would be pertinent to your proposal.
2. Any questions during the proposal stage can be directed by email to the Town Representative listed above. The question and resulting answer may be distributed to all proponents in the form of addenda.
3. Deadline for questions will be September 13, 2019 at 3:00pm.
4. Scheduled Project Completion date, and other pertinent dates are listed in the Project Schedule section.
5. Proposals shall be valid for 90 days after submittal.
6. Successful proponent will enter into a Prime Consultant Agreement with the town of NAME, a sample can be found on line at https://www.mae.gov.nl.ca/capital_works/pca.html

Please note the following during the execution of services:

1. The Town requires five (5) Working days to review and supply comment on all submissions made from the successful consultant.
2. The Town will retain the intellectual property rights including patents, copyright, trademark, industrial design and trade secrets in any deliverable product or product developed through this contract. Licensing and marketing rights to the developed product will not be granted in the contract.
3. It is requested that all submission information be provided in size 11 or 12 font, black in colour, on white background. Standard weight font (Arial, Calibri, or similar) is preferred for ease of reading.
4. Project updates (biweekly) will be required; briefly outlining the activities to date, work remaining, and other pertinent information as determined through discussions between the town, the consultant and Department of Municipal Affairs and Environment (DMAE).
5. Consultants will be responsible for all costs associated with the preparation and submission of a Fee related to this Fee Request.

The following scope shall be completed in accordance with latest editions of the Prime Consultant Agreement, and industry best practice.

Project Background

As part of the Town's Asset Management plan, a conditional assessment was performed on the bridge located on Anglican Cemetery road within the Town. The report's recommendation was to replace the bridge based on its deteriorated condition.

The Town has **\$385,961** in funding currently available for the project at this stage.

Project Goals

To remove and replace the existing bridge on Anglican Cemetery road in the Town of Portugal Cove-St. Philip's. To suggest a design, manage the removal, the placement of a new bridge or culvert, and the traffic control with the least amount of impact on the area residents. This work would be completed in the 2019 construction.

The Town is looking to engage a consultant for engineering services in:

1. Review exiting conditions and conduct preliminary engineering
2. Provide Initial Concept and pre tender estimates
3. Provide detailed design services and preparation of contract documents
4. Provide tendering and contract admin
5. Provide full time site inspection services during construction

Scope of Work

The Town is looking to engage a consultant team to complete the following scope of work, including but not limited to:

SCOPE

1. **Preliminary Engineering – examination of existing conditions and propose estimated costs:**
 - a. Conduct preliminary site visit for collection of field data
 - b. Detailed topographical survey, geotechnical investigation
 - c. Propose initial concept for review, prepare schedule of quantities, time lines and estimates.
2. **Design and Contract Documents – conduct detailed design**
 - a. Prepare of tender documents including design, drawing, estimate and specifications, and issue a hard and electronic copy to DMAE for approval to tender
 - b. Apply to regulatory bodies or authorities having jurisdiction for required project permits
3. **Tendering and Contracts Award – tender call and contract award services**
 - a. Coordinate the tender call with the Town, address any inquiries from bidders
 - b. Prepare Tender results and make recommendation of contract award to the Town
 - c. Review required documentation from contractor arrange for execution and signing of contract documents.
4. **Contract administration (including completion phase and as-built drawings, coordination of project)**
 - a. Prepare and issue construction documents; review shop drawings.
 - b. Coordination of project with contractor and owner.
 - c. Preparation of monthly project status reports and contract payment certificates
 - d. Preparing any necessary change orders (if any) and issue to DMAE for approval prior to completion of work.
 - e. Arrange for material testing services as deemed necessary
 - f. Final inspection and prepare deficiencies, prepare substantial completion, total performance, commissioning, and as-built drawings.
 - g. 1 year warranty inspection and report

5. Resident Services during Construction – full time site inspection

- a. Provide full time site inspection, inspector must be qualified and trained
- b. Prepare daily construction reports to record progress, field discussions and potential changes
- c. Inspector Qualifications: Register Peng, with minimum 8 years related experience with project of a similar scope.
- d. Inspector training:
 - i. Provide documentation from a training provider certified in NL demonstrating completion of a construction awareness certification program or equivalent.

Project Schedule

The project shall be completed per the following schedule

Item	Due Date
Project Start Date	September 21, 2019
SCOPE OF WORK	October 1, 2019
Full Project Completion Date	November 31, 2019

Please submit proposal on the form attached.

Sincerely,

Charlie Hamlyn
 Director of Public Works
 Portugal Cove-St. Philip's
 t. 709-895-5660
 e. Charlie.hamlyn@pcsp.ca

CONSULTANT FEE PROPOSAL

Project Name	17-RNC-20-00013 Anglican Cemetery Road Bridge Replacement
Town Representative	Charlie Hamlyn
Firm	Enter Firm Name
Date Submitted	Select Submittal Date

Consultant Fee Proposal

	Fee
Project Scope of Work	
SCOPE	
SCOPE	
SCOPE	
SCOPE	
SCOPE	
Other Additional Services (at cost) - List Additional Required Services as required:	
Service:	
Service:	
Service:	
Service:	
Total Basic and Other Services Fees (excluding HST)	
Additional Testing Allowances	\$MONEY
Additional Reimbursable Allowances per PCA	\$MONEY
Sub – Total (excluding HST)	

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Hourly Rates for this Project		
Additional work or changes in scope may occur. Please provide hourly rates for all discipline staff that will be assigned to this project and the fee for any additional work on an hourly basis. These fees will be in force for the entire duration of the project. Changes to the project team shall not be made without written approval from Municipal Affairs and Environment.		
Professional	Rate	Assigned Team member
Senior Engineer		
Intermediate Engineer		
Junior Engineer		
Senior Architect		
Architect		
Architect Intern		
Senior Technologist		
Intermediate Technologist		
Junior Technologist		
Senior Technician		
Intermediate Technician		
Junior Technician		
Administrator		
Other:		

Schedule
<input type="checkbox"/> We have resources available to complete the design within the prescribed schedule. <input type="checkbox"/> We propose the following schedule:
Addendum
<input type="checkbox"/> We acknowledge receipt of Select Number of Addendums addendums issued for this project.

CONSULTANT FEE PROPOSAL

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Other Comments

Consultant Representative

Name

Signature

Title