



Solicitation No.5P423-13-6467

## **REQUEST FOR PROPOSAL (RFP)**

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RETURN BIDS TO:

RETOURNER LES SOUMISSIONS Á:

**Parks Canada Agency  
Margot Simpson  
Contracts Officer  
Box 10  
Jasper, Alberta  
T0E 1E0**

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

**Proposal To: Parks Canada Agency**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: l'Agence Parcs Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du Chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaries

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

<b>Title-Sujet</b> <b>Design Services &amp; Construction Supervision</b> <b>Fifth Bridge, Jasper National Park</b>		<b>Date</b> <b>August 13, 2013</b>
<b>Solicitation No. - No. de l'invitation</b> <b>5P423-13-6467</b>	<b>Client Ref. No. - No. de réf du client.</b>	
<b>GETS Reference No. - No de reference de SEAG</b>		
<b>Solicitation Closes</b> <b>L'invitation prend fin -</b>  <b>at - á 02:00 PM</b> <b>on - le 2013-Sept-23</b>	<b>Time Zone</b> <b>Fuseau horaire -</b>  <b>Mountain Daylight Saving Time (MDT) / heure avancée des Rocheuses (HAR)</b>	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/></b>		
<b>Address Inquiries to: - Adresser toute demande de renseignements à :</b>  <b>Margot Simpson</b>		
<b>Telephone No. - No de téléphone</b> <b>780-852-6255</b>	<b>Fax No. - No de FAX:</b> <b>780-852-6122</b>	
<b>Destination of Goods, Services, and Construction:</b> <b>Destinations des biens, services et construction:</b>  <b>See Herein</b>		
<b>Vendor/Firm Name and Address</b>  Raison sociale et adresse du fournisseur/de l'entrepreneur :   <b>Telephone No. - No de telephone:</b>		
<b>Name and title of person authorized to sign on behalf of the Vendor/Firm</b> <b>Nom et titre de la personne autorisée a signer au nom du fournisseur/ de l'entrepreneur</b>		
<b>Name / Nom</b>	<b>Title / Titre</b>	
<b>Signature</b>	<b>Date</b>	

## **SUPPLEMENTARY INSTRUCTIONS TO PROPONENTS (SI)**

### **SI1 INTRODUCTION**

1. Parks Canada Agency (PCA) intends to retain an individual consulting firm or joint venture to provide the professional services for the project as set out in this Request for Proposal (RFP).
2. This is a single phase selection process. The nature of the requirement and the anticipated limited number of response by the industry leads PCA to believe that this approach will not unduly force a large number of firms to expend an overall unreasonable amount of effort in response to PCA.
3. Proponents responding to this RFP are requested to submit a full and complete proposal. The proposal will cover not only the qualifications, experience and organization of the proposed Consultant Team, but also the detailed approach to the work, and the pricing and terms offered. A combination of the technical and price of services submissions will constitute the proposal.

### **SI2 PROPOSAL DOCUMENTS**

1. The following are the proposal documents:
  - (a) Supplementary Instructions to Proponents (SI);  
R1410T (2013-06-27), General Instructions to Proponents (GI);  
Submission Requirements and Evaluation (SRE);
  - (b) the general terms, conditions and clauses, as amended, identified in the Agreement clause;
  - (c) Project Brief / Terms of Reference;
  - (d) the document entitled "Doing Business";
  - (e) any amendment to the solicitation document issued prior to the date set for receipt of proposals; and
  - (f) the proposal, Declaration/Certifications Form and Price Proposal Form.
2. Submission of a proposal constitutes acknowledgment that the Proponent has read and agrees to be bound by these documents.
3. All instructions, general terms, conditions and clauses identified in the RFP by number, date and title, are hereby incorporated by reference into and form part of this solicitation and any resultant contract.

All instructions, general terms, conditions and clauses identified in the RFP by number, date and title, are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual> ) issued by Public Works and Government Services Canada.

### **SI3 QUESTIONS OR REQUEST FOR CLARIFICATION**

Questions or requests for clarification during the solicitation period must be submitted in writing to the Contracting Authority named on the RFP - Page 1 as early as possible. Enquiries should be received no later than 10 working days prior to the closing date identified on the front page of the Request for Proposal. Enquiries received after that date may not be answered prior to the closing date of the solicitation.

### **SI4 CANADA'S TRADE AGREEMENTS**

This procurement is subject to the provisions of the North American Free Trade Agreement (NAFTA), Canada-Peru FTA and Canada-Columbia FTA

### **SI5 PARKS CANADA AGENCY**

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada (PWGSC) shall be deleted and replaced with Parks Canada Agency (PCA).

### **SI6 - WEB SITES**

The connection to some of the Web sites in the RFP is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Employment Equity Act

<http://laws-lois.justice.gc.ca/eng/acts/E-5.401/index.html>

Federal Contractors Program (FCP)

<http://www.hrsc.gc.ca/eng/labour/equality/fcp/index.shtml>

Certificate of Commitment to Implement Employment Equity form LAB 1168

<http://www.servicecanada.gc.ca/cgi-bin/search/efrms/index.cgi?app=profile&form=lab1168&dept=sc&lang=e>

Code of Conduct for Procurement

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

Lobbying Act

<http://laws.justice.gc.ca/en/L-12.4/?noCookie>

Contracts Canada

<https://buyandsell.gc.ca/>

Supplier Registration Information

<https://buyandsell.gc.ca/for-businesses/register-as-a-supplier>

Consultant Performance Evaluation Report Form

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913-1.pdf>

Canadian Economic Sanctions

<http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

National Joint Council (NJC) Travel Directive

<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>

## TERMS, CONDITIONS AND CLAUSES

### AGREEMENT

1. The Consultant understands and agrees that upon acceptance of the offer by Canada, a binding Agreement shall be formed between Canada and the Consultant and the documents forming the Agreement shall be the following:
  - (a) the Front Page and this Agreement clause;
  - (b) the General Terms, Conditions and Clauses, as amended, identified as:
    - R1210D (2013-06-27), GC1 - General Provisions
    - R1215D (2011-05-16), GC2 - Administration of the Contract
    - R1220D (2011-05-16), GC3 - Consultant Services
    - R1225D (2012-07-16), GC4 - Intellectual Property
    - R1230D (2012-07-16), GC5 - Terms of Payment
    - R1235D (2011-05-16), GC6 - Changes
    - R1240D (2011-05-16), GC7 –Taking the Services Out of the Consultant's Hands, Suspension or Termination
    - R1245D (2012-07-16), GC8 - Dispute Resolution
    - R1250D (2012-07-16), GC9 - Indemnification and InsuranceSupplementary Conditions  
Agreement Particulars
  - (c) Project Brief / Terms of Reference;
  - (d) the document entitled "Doing Business";
  - (e) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
  - (f) the proposal, the Declaration/Certifications Form and the Price Proposal Form.
  
2. The documents identified above by title, number and date are hereby incorporated by reference into and form part of this Agreement, as though expressly set out herein, subject to any other express terms and conditions herein contained.

The documents identified above by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
  
3. If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.
  - (a) any amendment or variation in the Agreement that is made in accordance with the terms and conditions of the Agreement;

- (b) any amendment to the solicitation document incorporated in the Agreement before the date of the Agreement;
- (c) this Agreement clause;
- (d) Supplementary Conditions;
- (e) General Terms, Conditions and Clauses;
- (f) Agreement Particulars;
- (g) Project Brief / Terms of Reference;
- (h) the document entitled “General Procedures and Standards”;
- (i) the proposal.

### **SUPPLEMENTARY CONDITIONS (SC)**

There are no supplementary conditions in this document.

### **AGREEMENT PARTICULARS**

The Agreement Particulars will be issued at time of award of contract and will identify the fee to be paid to the Consultant for the services determined in the Price Proposal Form.

**APPENDIX A - TEAM IDENTIFICATION FORMAT**

For details on this format, please see SRE in the Request For Proposal.

The prime consultant and other members of the Consultant Team shall be, or eligible to be, licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by provincial or territorial law.

I. Prime Consultant (Proponent):

Firm or Joint Venture Name: .....  
.....  
.....

Key Individuals and provincial professional licensing status:

.....  
.....  
.....  
.....  
.....

II. Key Sub Consultants / Specialists:

Firm Name: .....  
.....  
.....

Key Individuals and provincial professional licensing status:

.....  
.....  
.....  
.....  
.....

**APPENDIX B - DECLARATION/CERTIFICATIONS FORM**

**Project Title:**

**Name of Proponent:**

**Street Address:**

**Mailing Address:**  
(if different than street address)

**City:**

**City:**

**Prov./Terr./State:**

**Prov./Terr./State:**

**Postal/ZIP Code:**

**Postal/ZIP Code:**

**Telephone Number:**

**Fax Number:**

**E-Mail:**

**Procurement Business Number:**

<b>Type of Organization:</b>  _____ Sole Proprietorship  _____ Partnership  _____ Corporation  _____ Joint Venture	<b>Size of Organization:</b>  Number of Employees _____  Graduate Architects / Professional Engineers _____  Other Professionals _____  Technical Support _____  Other _____
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## **APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)**

### **1. Mandatory Certifications Required Precedent to Contract Award**

#### **1.1 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

#### **1.2 Former Public Servant (FPS) - Certification**

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, proponents must provide the information required below.

#### **Definitions**

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-

36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c. M-5, and that portion of pension to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

### **Former Public Servant in Receipt of a Pension**

Is the Proponent a FPS in receipt of a pension as defined above?

YES ( ) NO ( )

If so, the Proponent must provide the following information:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

### **Work Force Reduction Program**

Is the Proponent a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES ( ) NO ( )

If so, the Proponent must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

### **Certification**

By submitting a proposal, the Proponent certifies that the information submitted by the Proponent in response to the above requirements is accurate and complete.

**APPENDIX B - DECLARATION/CERTIFICATIONS FORM (CONT'D)**

**Name of Proponent:**

**DECLARATION:**

I, the undersigned, being a principal of the proponent, hereby certify that the information given on this form and in the attached proposal is accurate to the best of my knowledge. If any proposal is submitted by a partnership or joint venture, then the following is required from each component entity.

..... name	..... signature
..... title	
I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	
..... name	..... signature
..... title	
I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	
..... name	..... signature
..... title	
I have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture	

During proposal evaluation period, PCA contact will be with the following

person:

Telephone Number: (     ) \_\_\_\_\_ Fax Number: (     ) \_\_\_\_\_

E-mail: \_\_\_\_\_

This Appendix "B" should be completed and submitted with the proposal, but may be submitted afterwards as follows: if Appendix "B" is not completed and submitted with the proposal, the Contracting Authority will so inform the Proponent and provide the Proponent with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the proposal non-responsive.

**APPENDIX C - PRICE PROPOSAL FORM**

INSTRUCTIONS: Complete this Price Proposal Form and submit in a **separate sealed envelope** with the Name of Proponent, Name of Project, PCA Solicitation Number, and the words "PRICE PROPOSAL FORM" typed on the outside of the envelope. Price Proposals are not to include GST/HST.

PROponents SHALL NOT ALTER THIS FORM

**Project Title:**

**Name of Proponent:**

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**The following will form part of the evaluation process:**

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**REQUIRED SERVICES**

- ◆ **Fixed Fee** (R1230D (2011-05-16), GC 5 - Terms of Payment)  
The cost of Project Administration including but not limited to Pre-Inspection deliverables, attendance of meetings, coordination of travel arrangements etc., shall be considered incidental to the Fixed Fee and shall not be measured separately for payment.

SERVICES

FIXED FEE

**Design of and Construction Supervision of Fifth Bridge (footbridge) Replacement**

Location	Description	Fee (not incl GST/HST)
Jasper National Park	Site Survey.	\$
"	Geotechnical site investigation completing boreholes at both banks of the river at the proposed bridge site.	\$
"	Design and specification document for a new bridge and river bank protection work.	\$
"	Services during all construction phases to completion. Included are tendering process, construction supervision, and post construction phases.	\$

Total \$ -----



**Health and Safety: For work in the Province of Alberta****1.0 Health and Safety**

- 1.1 While working on federal lands, the consultant and his employees/subcontractors shall perform the work in accordance to the rules and regulations laid out in the Canada Occupational Safety and Health (OSH) Regulations
- 1.2 In conjunction with the federal OSH regulations, the consultant and his employees/subcontractors shall also comply with the provincial construction health and safety acts and regulations where applicable.

**2.0 WCB**

- 2.1 The recommended Proponent shall provide to the Contracting Authority prior to contract award:
  - 2.1.1 a Workers Compensation Board Premium Rate Statement – Alberta; and
  - 2.1.2 a Workers Compensation Board letter of good standing, listing covered Directors, Principals, Proprietor(s) or Partners who will be or who are anticipated to be present on the work site(s).
- 2.2 The recommended Proponent shall deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3-5 days after notification) by the Contracting Authority. Failure to comply will result in a breach of promise, at which time the Contracting Authority will be free to approach the next responsive Proponent.

The Procedures and Standards established by PWGSC are attached as a separate PDF document. All reference to the Department of Public Works and Government Services shall be deleted and replaced with Parks Canada Agency.

# **SUBMISSION REQUIREMENTS AND EVALUATION (SRE)**

## **SRE 1 GENERAL INFORMATION**

### **1.1 Reference to the Selection Procedure**

An 'Overview of the Selection Procedure' can be found in R1410T General Instructions to Proponents (GI3).

### **1.2 Calculation of Total Score**

For this project the Total Score will be established as follows:

$$\begin{array}{rcl} \text{Technical Rating x 90\%} & = & \text{Technical Score (Points)} \\ \underline{\text{Price Rating x 10\%}} & = & \underline{\text{Price Score (Points)}} \\ \text{Total Score} & = & \text{Max. 100 Points} \end{array}$$

## **SRE 2 PROPOSAL REQUIREMENTS**

### **2.1 Requirement for Proposal Format**

The following proposal format information should be implemented when preparing the proposal.

- Submit one (1) bound original plus three (3) bound copies of the proposal
- Paper size should be - 216mm x 279mm (8.5" x 11")
- Minimum font size - 11 point Times or equal
- Minimum margins - 12 mm left, right, top, and bottom
- Double-sided submissions are preferred
- One (1) 'page' means one side of a 216mm x 279mm (8.5" x 11") sheet of paper
- 279mm x 432 mm (11" x 17") fold-out sheets for spreadsheets, organization charts etc. will be counted as two pages.
- The order of the proposals should follow the order established in the Request for Proposal SRE section

### **2.2 Specific Requirements for Proposal Format**

The maximum number of pages (including text and graphics) to be submitted for the Rated Requirements under SRE 3.2 is thirty (30) pages.

The following are not part of the page limitation mentioned above;

- Covering letter
- Consultant Team Identification (Appendix A)
- Declaration/Certifications Form (Appendix B)
- Front page of the RFP
- Front page of revision(s) to the RFP
- Price Proposal Form (Appendix C)

*Consequence of non-compliance: any pages which extend beyond the above page limitation and any other attachments will be extracted from the proposal and will not be forwarded to the PCA Evaluation Board members for evaluation.*

## SRE 3 SUBMISSION REQUIREMENTS AND EVALUATION

### 3.1 MANDATORY REQUIREMENTS

Failure to meet the mandatory requirements will render the proposal as non-responsive and no further evaluation will be carried out.

#### 3.1.1 Licensing, Certification or Authorization

The proponent shall have expertise Structural engineering specialized in foot bridge work, licensed or eligible to be licensed to provide the necessary professional services to the full extent that may be required by provincial law in the provinces of Alberta. The main proponent shall be a firm with Bridge Engineers with extensive relevant experience in design and construction of foot bridge structures.

#### 3.1.2 Consultant Team Identification

The proponent must identify the name of firm, key sub-consultants and key specialists to be assigned to the project. For the prime consultant indicate current license and/or how you intend to meet the provincial licensing requirements. In the case of a joint venture identify the existing or proposed legal form of the joint venture (refer to R1410T General Instructions to Proponents, GI9 Limitation of Submissions).

An example of an acceptable format (typical) for submission of the team identification information is provided in Appendix A.

#### 3.1.3 Declaration/Certifications Form

Proponents must complete, sign and submit the following:

- Appendix B, Declaration/Certifications Form as required.

### 3.2 RATED REQUIREMENTS

#### 3.2.1 Achievements of Proponent on Projects

Describe the Proponent's accomplishments, achievements and experience as prime consultant on projects.

Select a **maximum** of three (3) bridge design and construction supervision projects including at least one foot bridge undertaken within the last five (5) years. Joint venture submissions are not to exceed the maximum number of projects. Only the first three (3) projects listed in sequence will receive consideration and any others will receive none as though not included.

Information that should be supplied:

- clearly indicate how this project is comparable/relevant to the requested project.
- brief project description and intent. Narratives should include a discussion of philosophy / approach to meet the intent, challenges and resolutions.

- client references - name, address, phone and fax of client contact at working level - references may be checked
- names of key personnel and their roles and responsibilities for project delivery

### **3.2.2 Achievements of Key Personnel on Projects**

Describe the experience and performance of key personnel to be assigned to this project regardless of their past association with the current proponent firm. This is the opportunity to emphasize the strengths of the individuals on the team, to recognize their past responsibilities, commitments and achievements.

Information that should be supplied for each key personnel:

- brief CV's of maximum of three (3) **key** project personnel of Prime Consultant's and Sub-Consultant's staff who will be assigned to this project
- professional accreditation
- accomplishments/achievements/awards
- relevant experience, expertise, number of years experience
- roles, responsibilities and degree of involvement of individual in past projects

### **3.2.3 Understanding of the Project**

The proponent should demonstrate understanding of the goals of the project, the functional/technical requirements, the constraints and the issues that will shape the end product. The Proponent should also demonstrate the understanding of the overall requirements of services including specific deliverables, expected approaches, technical capability to perform the services and meet project challenges, and to provide a plan of action specifically with regard to delivering projects in Canadian National Parks with limited site access.

Information that should be supplied:

- The functional and technical requirements
- The relationship between this project and any earlier similar completed projects
- Significant issues, challenges and constraints
- Review schedule and assess risk management elements that may affect the project

### **3.2.4 Scope of Services:**

The proponent should demonstrate capability to perform the services and meet project challenges and to provide a plan of action.

Information that should be supplied:

- Scope of Services - detailed list of services
- Work Plan - detailed breakdown of work tasks and deliverables
- Project schedule - proposed major milestone schedule
- Risk management strategy

### **3.2.5 Management of Services:**

The Proponent should describe how he /she proposes to perform the services and meet the constraints; how the services will be managed to ensure continuing and consistent control as well as production and communication efficiency; how the team will be organized and how it will fit in the existing structure of

the firms; to describe how the team will be managed. The proponent is also to identify sub-consultant disciplines and specialists required to complete the consultant team.

If the Proponent proposes to provide multi-disciplinary services which might otherwise be performed by a sub-consultant, this should be reflected here.

Information that should be supplied:

- Proponent’s management structure and organization. Confirm the makeup of the full project team including the names of the consultant sub-consultants and specialists personnel and their role on the project.
- Organization chart with position titles and names (Consultant team). Joint Venture business plan, team structure and responsibilities, if applicable
- What back-up will be committed
- Profiles of the key positions (specific assignments and responsibilities)
- Outline of an action plan of the services with implementation strategies and sequence of main activities
- Reporting relationships
- Communication strategies
- Response time: demonstrate how the response time requirements will be met
- Quality control techniques

### 3.3 EVALUATION AND RATING

In the first instance, price envelopes will remain sealed and only the technical components of the proposals which are responsive will be reviewed, evaluated and rated by a PCA Evaluation Board in accordance with the following to establish Technical Ratings:

Criterion	Weight Factor	Rating	Weighted Rating
Achievements of Proponent on Projects	1.5	0 - 10	0 - 15
Achievements of Key Personnel on Projects	2.5	0 - 10	0 - 25
Understanding of the Project	3.0	0 - 10	0 - 30
Scope of Services	1.0	0 - 10	0 - 10
Management of Services	2.0	0 - 10	0 - 20
<b>Technical Rating</b>	<b>10.0</b>		<b>0 - 100</b>

To be considered further, proponents **must** achieve a minimum Technical Rating of fifty (50) points out of the hundred (100) points available as specified above.

**No further consideration will be given to proponents not achieving the pass mark of fifty (50) points.**

### SRE 4 PRICE OF SERVICES

All price proposal envelopes corresponding to responsive proposals which have achieved the pass mark of fifty (50) points will be opened upon completion of the technical evaluation. An average price is

determined by adding all the price proposals together and dividing the total by the number of price proposals being opened.

All price proposals which are greater than twenty-five percent (25%) above the average price will be set aside and receive no further consideration.

The remaining price proposals are rated as follows:

1. The lowest price proposal receives a Price Rating of 100
2. The second, third, fourth and fifth lowest prices receive Price Ratings of 80, 60, 40, and 20 respectively. All other price proposals receive a Price Rating of 0.
3. On the rare occasions where two (or more) price proposals are identical, the matching price proposals receive the same rating and the corresponding number following that rating is skipped.

The Price Rating is multiplied by the applicable percentage (10%) to establish the Price Score.

**SRE 5            TOTAL SCORE**

Total Scores will be established in accordance with the following:

<b>Rating</b>	<b>Possible Range</b>	<b>% of Total Score</b>	<b>Score (Points)</b>
Technical Rating	0 - 100	90	0 - 90
Price Rating	0 - 100	10	0 - 10
<b>Total Score</b>		<b>100</b>	<b>0 - 100</b>

The Proponent receiving the highest Total Score is the first entity that the Evaluation Board will recommend for the provision of the required services. In the case of a tie, the proponent submitting the lower price for the services will be selected.

## **SRE 6 SUBMISSION REQUIREMENTS - CHECKLIST**

The following list of documents and forms is provided with the intention of assisting the Proponent in ensuring a complete submission. The Proponent is responsible for meeting all submission requirements.

Please follow detailed instructions in R1410T General Instructions to Proponents, GI16 Submission of Proposal. Proponents may choose to introduce their submissions with a cover letter.

- Team Identification - see typical format in Appendix A
- Declaration/Certifications Form - completed and signed - form provided in Appendix B
- Proposal - one (1) original plus three (3) copies
- Front page of RFP
- Front page(s) of (and if) any solicitation amendment(s)
- In a separate envelope:** Price Proposal form Appendix C – One (1)

# REQUIRED SERVICES / PROJECT BRIEF

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## **1.0 GENERAL INFORMATION**

### **1.1 OBJECTIVE**

- 1.1.1 Parks Canada Agency (PCA) is seeking consulting services of a structural engineering firm, licensed to practice in the Province of Alberta, with experience in foot bridge design and construction supervision services for the construction of a new foot bridge at the Fifth Bridge crossing of the Maligne River.

### **1.2 BACKGROUND**

- 1.2.1 The project is located in Jasper National Park of Canada, 8 km northeast of the Jasper town site and 0.8 km east of the Maligne Lake road. Please refer to Annex D for the general arrangement map of the area. The left bank (south side) of the proposed bridge site is the parking area and adjacent day-use-area and is accessible by an existing road. There is no existing road access to the right bank (north side) of the proposed bridge site.
- 1.2.2 The superstructure of the previous foot bridge was demolished in April, 2013 as the high flood water of 2012 in the Maligne River had made substantial structural damage to the bridge foundation and caused substantial erosion along the right river bank.
- 1.2.3 The foot bridge was highly used by park's visitors and locals and is a key river crossing location that provides direct access to the high use Maligne Canyon area. On average approximately 1,500 – 2,000 visitors cross this bridge daily during high season. As such a new foot bridge will need to be provided in a timely manner.
- 1.2.4 The previous foot bridge had the following elements:
  - Single span Cable Suspension Bridge, 24.5 m long from tower to tower,*
  - Steel wire cables with steel hanger rods,*
  - Concrete deadman anchorages,*
  - Treated timber tower poles with side bracings,*
  - Timber walkway (floor) cross beams, Bracings and Plank decking,*
  - Concrete Abutments/footings and wing wall,*
  - Timber Railing posts with chain link fencing on the bridge walkway and approaches.*
- 1.2.5 The objective of the project is to develop a design and specification document for reconstruction of a foot bridge at the previous location including river bank protection works as necessary.
- 1.2.6 The selected engineering firm will act as Prime Consultant and may be required to provide Sub-Consultants, as necessary. As Prime Consultant, the selected engineering firm will provide a full consulting team including the required expertise in structural engineering and other specific expertise necessary to successfully complete the assignment. The Consulting team must have construction knowledge of foot bridges with limited road access.

## **1.3 WORKING IN THE NATIONAL PARKS**

- 1.3.1 National Parks Regulations require that all work is to be performed in accordance with the ordinances, laws, rules and regulations set out in the Canada National Park Act.
- 1.3.2 All Consultants and Sub-Consultants shall obtain a business license from the Parks Canada Office in Jasper prior to commencement of the work. The Consultants will be responsible for all costs associated with obtaining a Jasper National Park business license.
- 1.3.3 All Consultant's and Sub-Consultant's business and private vehicles are required to obtain a vehicle work pass(es) from Parks Canada. Vehicle passes may be obtained free of charge upon presentation of a valid business license at the Parks Canada offices in Jasper (780 852- 6220) at 607 Connaught Street, Jasper Alberta.
- 1.3.4 The Consultants will require a Parks Canada "Special Activity" work permit prior to beginning work. The Special Activity Permit is available free-of-charge from the Parks Canada Environmental Surveillance Officer (780 852- 6224).
- 1.3.5 All Consultants and Sub-consultants are required to be licensed for practice in the Province of Alberta.

## **2.0 PROJECT OBJECTIVES**

### **2.1 PROJECT DELIVERY**

- 2.1.1 In a planned and systematic approach complete preliminary and detailed design and specification documents and construction supervision services.
- 2.1.2 Achieve:
  - Success in satisfying and where possible exceeding the expectations and needs of Parks Canada clients and stakeholders.
  - Delivery of the project by utilizing best practices in support of PCA needs and requirements, respecting the approved scope, quality, financial budget and schedule.
  - A cohesive functional partnership and open communication between all members of the project delivery team and stakeholders throughout all phases of the project.
  - An integrated and focused Consultant team with an in-depth understanding and collective 'buy-in' of the project requirements, scope, budget and scheduling objectives, working constructively to ensure a collaborative and cooperative team approach with knowledgeable and timely input and contribution by all project team members.
  - Rigorous quality assurance reviews during the planning and implementation phases, including the application of value engineering reviews during the design.
  - A rigorous quality management plan in order to respond and correct, in a timely and effective manner, all issues as they occur.
  - Success by assigning an experienced and well seasoned Project Engineer that shall be responsible for the project, and shall ensure that there is a continuity of key personnel working as an integrated dedicated team for the full duration of the project.
  - Optimum professional conduct in all phases of the project, by employing best practices for budget, schedule, quality and scope management.
  - A continuous risk identification and management program employing effective methodologies to ensure claims avoidance.
  - Continuous and comprehensive documentation of the project at all stages of the project implementation.

## **2.2 PRICE PROPOSAL**

- 2.2.1 The Proponent is responsible for all costs associated with the Scope of Work outlined in section 3.0 including the provision of and payment for all labour, supplies, accommodation, transportation, sub-consultants and all other services necessary for proper completion of the work to the Milestones specified in Section 4.0.
- 2.2.2 A list of the business names of all sub consultants proposed to work on the project is to be attached with the proposal. Key Sub-Consultants are to be listed in Appendix A – Team Identification.
- 2.2.4 The Proponent’s proposal should also include details of the related work experience of any assigned sub-consultants in accordance with the Submission Requirements.
- 2.2.5 The Proponent shall submit a price proposal (see Appendix C – Price Proposal) for:
1. Site survey
  2. Geotechnical site investigation completing boreholes at both banks of the river at the proposed bridge site
  3. Design and Specification document for a new bridge and river bank protection work
  4. Services during the complete construction phases. These include the tendering process, construction supervision and the post construction phases.
- 2.2.6 For the purpose of the price proposal, the Proponent should estimate 7 (seven) full days (8 hours each) of site visits at the construction site for the construction supervision phase.

The Proponent is requested to provide a detailed cost breakdown for this project based on the required service. The price proposal shall include all man-hours of work for each task within each phase defined in 3.0 with separate line items for travel expenses and any sub-consultants work. The proposed price for the services shall not include GST. GST shall be shown on a separate line, if applicable.

The Proponent shall also fill in and submit a separate price schedule for each additional site visit if required (Appendix C). If there is a requirement for additional site visits, these must be pre-approved by the Parks Canada project manager. This separate price schedule for additional site visit(s) will not form part of the lump sum price or financial evaluation process. Parks Canada reserves the right to negotiate on this price schedule for additional site visit(s).

## **3.0 SCOPE OF WORK**

### **3.1 OVERVIEW**

The previous cable suspension foot bridge over Maligne River (Fifth Bridge) was originally built in 1964. A concrete wing wall at the front of the river right bank was added later in 2004 to protect the foundation from erosion. The bridge was also rehabilitated replacing wooden towers, wooden walkway decking, fencing and work on approaches to the bridge. The high flood water of 2012 in the Maligne River caused substantial structural damage to the bridge foundation and right bank erosion.

Parks Canada contracted Cascade Engineering, an engineering consulting firm, for structural assessment of the bridge and to provide recommendations to determine rehabilitation or replacement options of this bridge. The Consultant conducted field study and structural assessment of the bridge

in November 2012. The Consultant recommended that the existing bridge should be replaced with new foundations and superstructure.

The previous bridge superstructure elements have been demolished and removed from the bridge site. The existing tower foundations and deadman anchorage blocks are not removed and existing on the site. A new bridge is planned for construction at the location of the previous bridge site.

The selected structural engineering firm will provide full engineering services as detailed below with sub-consultants, as required.

### **3.2 REQUIRED SERVICES**

- 3.2.1 The Consultant's services include geotechnical site investigation completing boreholes at both banks of the river at the proposed bridge site, development of design and specification documents and the supervision of bridge construction and river bank protection work at key construction milestones.
- 3.2.2 The Consultant shall incorporate into the design and specification documents the demolition and removal of existing concrete abutment foundation and wing wall at the right bank (north side) of the previous bridge.
- 3.2.3 The design of the new bridge shall incorporate river bank protection work for the bridge structures and along the river banks as stated in sections 3.3 and 3.4.
- 3.2.4 Throughout all phases of the project the Consultant will assume responsibility for coordinating the work of the entire team including sub-consultants and will act as Prime Consultant.
- 3.2.5 The Consultant will be required to submit a Progress Report as and when requested by Parks Canada during the active stages of the project. These progress reports will include but not be limited to the following:
  - 3.2.5.1 Current status of project
  - 3.2.5.2 Planned activities
  - 3.2.5.3 Issues
  - 3.2.5.4 Impacts on Scope, Schedule and Budget (if any)
- 3.2.6 On occasion, there may be urgent problem-solving meetings/conference calls. The Consultant shall be available to attend such meetings in Jasper, Alberta or via teleconference calls within five working days of notice.

### **3.3 REQUIRED SERVICES - PRELIMINARY DESIGN**

3.3.1 The Consultant shall assess the existing concrete abutment at left bank (south side) and deadman main anchor foundations at both banks (north and south sides) to determine if they are feasible for reuse or if modifications are required for reuse or if they can't be reused for a new bridge. The Consultant shall confirm the technical feasibility of reuse of existing concrete foundations and deadman main anchor foundations during the preliminary design phase.

3.3.2 **Preliminary design** includes:

- review of background information, assessment and analysis of site conditions including existing foundations
- site survey
- geotechnical site investigation completing boreholes at both banks of the river at the proposed bridge site

- completion of a preliminary design of river bank protection work for the bridge structures and along the river banks
- completion of a preliminary report with three design options on proposed bridge types

Preliminary Design must include comparative analysis of proposed options, provide advantages and disadvantage to each, establish general geometry; alignments etc. and provide Class C cost estimates. The Consultant will be required to incorporate information from the geotechnical site investigation and hydro technical assessment reports. The hydro technical assessment report (Matrix Solution Inc. 2009), is attached as a separate pdf in Annex A. It provides a conceptual design for the proposed river bank protection works. A detailed design and specifications for river bank protection works will be completed by the Consultant during the final design.

3.3.3 The Consultant will be required to perform the following services:

- Review existing documentation including but not limited to: drawings, reports, applicable codes, standards and guidelines
- Attend project start-up meeting (meetings will be completed in Jasper, Alberta or via teleconference)
- Visit the site and meet with Parks Canada representatives to ensure that the Consultant is fully acquainted with the site conditions and the requirements of the Parks Canada.
- Site visit to establish existing conditions, constraints and opportunities
- Assessment of the existing concrete foundations and their feasibility for reuse or removal
- Conduct site survey and all required field works
- Conduct geotechnical site investigation at both banks sufficient to develop detailed design drawings and specifications
- Develop design alternatives
- Evaluate design alternatives including the advantages and disadvantages to each
- Class C cost estimate
- Preliminary schedule of development of design and delivery of construction.
- Presentation of design alternatives (preliminary designs) to Parks Canada in Jasper, Alberta

3.3.4 Parks Canada will review the Consultant's preliminary design report and provide direction on proceeding with the detailed design of the selected option.

### **3.4 REQUIRED SERVICES - DETAILED DESIGN**

3.4.1 Detailed design includes the completion of designs of the selected bridge type and a detailed design on the river bank protection work incorporating decisions made from the Preliminary Report.

3.4.2 The Consultant will be required to perform the following services:

- Final review, revision and preparation of tender- ready design drawings and specifications for the construction phase

- Design drawings shall be provided in a format compatible to the latest version of AutoCAD, on a standard title block to be provided by Parks Canada.
- Final review, revision and preparation of project specifications using the National Master Specifications
- Refined schedule
- Class A cost estimate

### **3.5 REQUIRED SERVICES – TENDERING PROCESS FOR CONSTRUCTION SERVICES**

3.5.1 Tendering for Construction Services includes:

- Respond to inquiries via the Parks Canada Contracts Officer throughout the tender period
- Attend a construction pre-tender site meeting
- Preparation of addenda, if any
- Parks Canada will review construction bids and make recommendation for award but may request consultation with Consultant(s).

### **3.6 REQUIRED SERVICES – CONSTRUCTION SUPERVISION**

3.6.1 Construction Supervision services include:

- Attend pre-construction site meeting, prepare and submit meeting minutes
- Review and approval of Contractor's safety program documents and schedule
- Review and approval of Contractor's shop drawings
- Review and approval of Contractor's site layout survey
- Attend progress meetings, prepare meeting minutes
- Review the work of the Contractor for conformance with the construction contract documents
- Review of the correction of defects and deficiencies observed in the work when completed, if any
- Review quality assurance and quality control materials testing
- Investigation, reporting and providing recommendations on any problems that arise during the construction
- Review of Contractor's progress claims if requested by Parks Canada
- Respond to Contractor's queries
- Keep PCA Project Manager abreast of work activities and issues as required
- Construction site supervision during the bridge construction, removal of concrete abutment and river bank protection site work
- The Consultant's services during the construction site work will include an estimated 7 (seven) full day site visits at the key stages of construction site work. These include:
  - i) Attending pre-construction site meeting (1 day)
  - ii) Review of contractor's site layout survey for bridge foundations and associated river bank protection work (1 day),
  - iii) Execution of the bridge foundation construction (1 day),
  - iv) Execution of the river bank protection work (1 day),
  - v) Bridge superstructure construction (2 days), and
  - vi) Final inspection of construction work (1 day).

The Consultant will be available for additional site visits if requested by Parks Canada during construction work. The Consultant's fees for additional site visit(s) during construction work will be a per Consultant's Price Proposal. (Appendix C)

### **3.7 REQUIRED SERVICES – POST CONSTRUCTION SERVICES**

3.7.1 Post Construction services include:

- Final inspection of bridge construction and preparation of completion report
- Identification of deficiencies during the warranty period at PCA's request
- Completion of As-built Drawings of Record

### **3.8 DELIVERABLES**

#### **3.8.1 Geotechnical Report**

The Consultant will be required to complete a geotechnical site investigation at both banks of the river at the proposed bridge site and submit a report to Parks Canada

#### **3.8.2 Preliminary Design Report**

The Consultant will be required to prepare a Preliminary Design Report consisting of but not limited to the following:

- Develop and evaluate three design options
- Recommendations for each option
- Preliminary schedule
- Class C cost estimates for each option

#### **3.8.3 General**

- Reports will be submitted to Parks Canada at the 60% and 100% completion stages.
- Detailed design drawings and specifications will be submitted at the 60%, 95% and 100% final completion stages.
- Percentage milestones (above) will be agreed upon between the Consultant and Parks Canada project manager.
- All reports and drawings to be clearly labeled as "Draft" or "Final".
- Draft reports shall be submitted electronically in pdf format.
- Final reports shall be submitted electronically by CD/DVD in pdf format as well as hard copies. Two hard copies shall be mailed to the Parks Canada Project Manager.
- All final reports and drawings shall be clearly labeled Final and sealed by a Professional Engineer licensed in the Province of Alberta.

**3.8.4 Drawings and Specifications** – The Consultant shall submit drawings and specifications for stages described in 3.8.3.

## **4.0 PROJECT SCHEDULE**

4.1.1 The following milestone dates must be incorporated into the Consultant's project schedule:

- October 7, 2013 Site survey and geotechnical investigation
- November 15, 2013 Preliminary Design Report with alternative design options
- December 16, 2013 60% Design and specifications
- January 10, 2014 95% Design and specifications
- January 31, 2014 100% (Final) Design drawings and specifications ready for construction tender

4.1.2 The tentative milestone dates for Construction Tendering and Construction Phases will be as per the following schedule:

- February 1-14, 2014 (tentative) Construction tendering process
- February 17 – March 2014 Tender and Award period
- To be determined (No later than April 1, 2014) Construction Start- up
- No later than December 31, 2014 Construction completion

## **5.0 EXISTING DOCUMENTATION**

Please see Section 10 (Annexes) below.

## **6.0 CONSULTANT SERVICE REQUIREMENTS**

### **6.1 CONSULTANT TEAM**

- 6.1.1 The Prime Consultant and his/her personnel identified in the submission, including Sub-Consultants and specialists comprise the integrated consultant team. The consultant team will be required to maintain its expertise for the duration of the project.
- 6.1.2 The Prime Consultant shall be responsible to co-ordinate and direct all consultant team activities.
- 6.1.3 The consultant team shall be comprised of qualified professional and technical expertise with extensive relevant experience, and shall be capable of providing the services identified in the Scope of Work section 3.0.
- 6.1.4 Members of the consultant team may have the necessary qualifications and expertise to provide services in more than one discipline or specialty.

### **6.2 STANDARD OF CARE**

- 6.2.1 Consultant must demonstrate that the project will be undertaken utilizing best practices of the professions, manufacturers and trades involved and must meet or exceed the requirements of all applicable standards and codes.

### **6.3 ERRORS AND OMISSIONS**

- 6.3.1 No fee payment will be made by Parks Canada based on the cost of work incurred to remedy errors and omissions for which the Consultant is responsible.

## **6.4 CHANGES IN SERVICES**

6.4.1 The Consultant, if requested in writing to do so, will make any required changes in the work for the project notwithstanding his or her previous approval and advise the Parks Canada Project Manager of any changes to the time, schedule, budget and other implications. The Consultant will provide an estimated cost for the required changes to the Parks Canada Project Manager. Once approved by the contracting officer, a formal Change Order will incorporate such changes into the Contract.

## **6.5 STANDARDS, GUIDELINES, CODES, BY-LAWS, PERMITS**

6.5.1 The following shall apply to the activities in connection with this project:

- Canada National Parks Act and Regulations (<http://www.pc.gc.ca/eng/agen/dp-pd/lr-ar/lr-ar1.aspx#a1>)
- Canadian Highway Bridge Design CAN/CSA-S6-06 and its supplements
- The National Building Code of Canada (latest edition) and its supplements
- Guide for the Use, Handling and Disposal of Pressure Treated Wood (Parks Canada, March 2009) to be supplied by Parks Canada
- Department of Fisheries and Oceans Act
- Canadian Environmental Assessment Act
- Canadian Environmental Protection Act
- Local Provincial and Municipal Codes, Standards and Regulations accepted as having jurisdiction in the National Parks where work is being performed and for which the requirements are more stringent than those named above, shall be followed.
- Metrification: Projects shall be in accordance to Metric Drawings Practice and S.I. units as issued by the Metric Commission of Canada.

6.5.2 In the event of a conflict between codes, the more stringent provisions will apply.

## **6.6 PROVISION OF SUB-CONSULTANT SERVICES**

6.6.1 The Sub-Consultant(s) assigned to this project, as submitted by the Consultant's proposal, shall remain unchanged throughout the project duration. Any changes will require a written request and the approval of the Parks Canada Project Manager.

## **6.7 RISK MANAGEMENT**

6.7.1 Identify any assumptions and constraints that the project is based on, including those relating to schedule, budget, resources, quality and health and safety.

## **6.8 ADEQUATE INFORMATION**

6.8.1 The Consultant will be responsible for arranging and undertaking all professional services necessary to complete the project.

6.8.2 Parks Canada will provide as much information as possible/available. However, Parks Canada cannot verify the accuracy or completeness of this information. Information may include reports, drawings, records, plans, department directives, guidelines and data. The Consultant shall gather the rest of the necessary data from other sources. The Consultant will be advised if the information materials will be required to return to Parks Canada after the completion of the work.

## **6.9 RESPONSIBILITIES OF CONSULTANT**

- 6.9.1 The Consultant must ensure all work meets the prescribed standards identified herein.
- 6.9.2 The Consultant will be responsible for arranging and undertaking all professional services necessary to complete this project.
- 6.9.3 The Consultant will be responsible for ascertaining the availability of all information from Parks Canada prior to the start of the project and for determining the procedures to be followed throughout the course of the project as well as other requirements.
- 6.9.4 The Consultant shall maintain direct communication with the Parks Canada Project Manager. All correspondence and communications shall be addressed to the Parks Canada Project Manager.
- 6.9.5 The Consultant shall contact appropriate organizations, both governmental and non-governmental, to obtain reports, studies and other information which may affect the work and to ensure that all local, provincial and federal codes and standards are observed.
- 6.9.6 Under the leadership of the Consultant, the consultant team will be required to deliver integrated professional services, in accordance with the requirements set forth in this SoW.
- 6.9.7 The outline of deliverables and processes, as presented in this Statement of Work, are intended as a general outline only. It is not exhaustive and does not preclude alternative or supplementary approaches as may be suggested by the Consultant for consideration by the Project Manager.
- 6.9.8 The Consultant will provide a Work Site Safety Plan to the Parks Canada after contract award and before the start of the site work. The Work Site Safety Plan will be reviewed by the Parks Canada and all staff associated with the project should be communicated accordingly prior to commencement of the work.
- 6.9.9 The Consultant will comply with the Occupational Health & Safety Act for the Province of Alberta, and the Occupational Health & Safety Regulations made pursuant to the Act.
- 6.9.10 The Consultant will comply with Canada Labour Code Part II and the Canada Occupational Safety and the Health Regulations made under Part II of the Canada Labour Code.
- 6.9.11 The Consultant will attend a start-up meeting with the Parks Canada Representative and the Environmental Surveillance Officer on mutually convenient time prior to site work commencing.

## **7.0 INDEPENDENT INSPECTION AND MATERIAL TESTING SERVICES**

- 7.1.1 The Consultant should ensure that the construction specification documents incorporate that the Contractor is to provide independent inspection/testing services for the concrete foundation construction works.

## **8.0 PROJECT ADMINISTRATION REQUIREMENTS**

### **8.1 PROJECT MANAGEMENT**

- 8.1.1 The Parks Canada Project Manager:
  - 8.1.1.1 Responsible for the day-to-day management of the project and is the main point of contact for the Consultant
  - 8.1.1.2 Facilitates the management of the contract between the successful Consultant and Parks Canada.
  - 8.1.1.3 Will perform Project Management duties as required.
  - 8.1.1.4 Arrange meetings and teleconferences as required

- 8.1.2 The Consultant shall:
  - 8.1.2.1 Attend project meetings
  - 8.1.2.2 Record issues and decisions
  - 8.1.2.3 Prepare and distribute minutes within 48 hours of each meeting
  - 8.1.2.4 Provide monthly progress reports as required in Section 3.2.7
  - 8.1.2.5 Perform all Work as per Section 6.9

## **8.2 LINES OF COMMUNICATION**

- 8.2.1 All formal direction regarding project scope, budget, schedule, etc must come from the Parks Canada Project Manager or Parks Canada Contract Officer in writing.

## **8.3 MEDIA**

- 8.3.1 The Consultant shall not respond to requests for project related information or questions from the media. All media related inquiries are to be directed to the Parks Canada Project Manager.

## **8.4 SECURITY REQUIREMENTS**

- 8.4.1 The Consultant shall distribute project documents such as drawings, specifications, reports, only to the Parks Canada Project Manager and only as required to perform the work. The Consultant shall not distribute any project documents to any other parties. Parks Canada will distribute the documents as needed.

## **8.5 CONSULTANT'S PROJECT PLANNING**

- 8.5.1 General Requirements
  - 8.5.1.1 The purpose of this stage is to produce the necessary background and ancillary information required to deliver a cohesive and quality project.
  - 8.5.1.2 Conduct site visit and obtain all information required to develop design and construction documents. Advise Parks Canada in writing of outstanding information if any, needed to proceed with the project.
- 8.5.2 General Deliverables
  - 8.5.2.1 Deliverables identified are typical for most projects of this nature, but must be customized by the Consultant for the specific requirements of the project.
  - 8.5.2.2 Completeness of the work should reflect at the stage of a submission.

## **8.6 SUBMISSIONS, REVIEW AND APPROVAL PROCESS**

- 8.6.1 Procedure:
  - 8.6.1.1 The purpose of review and approval process is to ensure compliance with the project program, adherence to good design practice and technical quality assurance.
  - 8.6.1.2 Provide all required submissions either to or as directed by the Parks Canada Project Manager.
  - 8.6.1.3 Provide required deliverables as defined above.
  - 8.6.1.4 While PCA acknowledges the Consultant's obligations to meet project requirements, the project delivery process entitles PCA to review work. PCA reserves the right to reject undesirable or unsatisfactory work. The Consultant

must obtain Park Canada Project Manager acceptances for each deliverable prior to proceeding to the next Phase.

- 8.6.1.5 Acceptance indicates that based on a general review of material for specific issues, the material is considered to comply with governmental and departmental objectives and practices, and that overall project objectives are being satisfied.
- 8.6.1.6 Acceptance does not relieve the Consultant of professional responsibility for the work and compliance with the contract.
- 8.6.1.7 Throughout all phases of the project, Consultant to assume responsibility for coordinating the work of any Sub-Consultants and specialists retained by the Consultant.
- 8.6.1.8 Co-ordinate the Quality Assurance process ensuring submissions of Sub-Consultants are complete and signed-off by the designated reviewer.

## **9.0 Environmental Impact Assessment**

### **9.1 Environmental Management**

9.1.1 The project requires an assessment as per the Canadian Environmental Assessment Act. Parks Canada will prepare an Environmental Impact Analysis (EIA) report for the bridge construction work. The development of EIA report will be coordinated with the Consultant's design, specifications and construction drawings. The Consultant may be required to answer questions from Parks Canada Environmental Specialist for the facilitation of the EIA report. The EIA report will be available for inclusion in the construction specification documents.

9.1.2 The Consultant shall incorporate in the construction specifications that the Contractor will be allowed to undertake work in-stream only during the following periods each year:

- April 5 through April 15
- August 15 through September 1

## **10.0 Annexes:**

Annexes A through F are available as separate pdf documents.

1. **Annex A:**

Cascade Engineering Group, February 2013, Maligne River Fifth Bridge Engineering Assessment Report, Jasper National Park; and Matrix Solutions Inc., Environment & Engineering, February 2013, Hydrotechnical Assessment and Conceptual Design of Maligne River Fifth Bridge, Jasper National Park.

2. **Annex B:**

Parks Canada Agency, Directive for Design, Construction and Inspection of Vehicular and Pedestrian Bridges, January 2008.

3. **Annex C:**

Maligne River Fifth Bridge Aerial Map

4. **Annex D:**

General Arrangement of the Fifth Bridge site and area.

5. **Annex E:**  
Parks Canada Agency Guides for the Use, Handling and Disposal of Pressure Treated Wood,  
March 2009.
6. **Annex F:**  
Doing Business Guide

TITLE: \_\_\_\_\_

## Attestation and Proof of Compliance with Occupational Health and Safety (OHS)

**Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.**

### Instructions:

Prime contractor must sign this form for all projects undertaken at Parks Canada work places.

This form is to be administered by the Project Manager and completed by the Prime Contractor AFTER contract award.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations* are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

Parks Canada Responsible Authority/Project Lead	Address Box 10 Jasper AB T0E 1E0	Contact Information 780-
Project Manager/Contracting Authority (delete as required)		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work
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General Description of Work to be Completed
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Mark "Yes" where applicable.

<input type="checkbox"/>	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
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	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, \_\_\_\_\_ (contractor), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_