



**THE CITY OF WINNIPEG**

# **REQUEST FOR PROPOSAL**

**RFP NO. 938-2019**

**PROFESSIONAL CONSULTING SERVICES FOR 2020 LOCAL STREET RENEWAL  
PROGRAM AND ASPHALT ALLEY LOCAL IMPROVEMENTS**

**Proposals shall be submitted to:**

**The City of Winnipeg  
Corporate Finance Department  
Materials Management Division  
185 King Street, Main Floor  
Winnipeg MB R3B 1J1**

## TABLE OF CONTENTS

### PART A - PROPOSAL SUBMISSION

Form A: Proposal	1
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### PART B - BIDDING PROCEDURES

B1. Contract Title	1
B2. Submission Deadline	1
B3. Enquiries	1
B4. Confidentiality	1
B5. Addenda	2
B6. Proposal Submission	2
B7. Proposal (Section A)	3
B8. Fees (Section B)	4
B9. Management Proposal - Proponent and Subconsultants (Section C)	5
B10. Management Proposal - Project Team (Section D)	5
B11. Technical Proposal (Section E)	6
B12. Project Schedule (Section F)	7
B13. Disclosure	7
B14. Conflict of Interest and Good Faith	7
B15. Qualification	8
B16. Opening of Proposals and Release of Information	9
B17. Irrevocable Offer	10
B18. Withdrawal of Offers	10
B19. Interviews	10
B20. Negotiations	10
B21. Evaluation of Proposals	11
B22. Award of Contract	12

### PART C - GENERAL CONDITIONS

C0. General Conditions	1
------------------------	---

### PART D - SUPPLEMENTAL CONDITIONS

#### General

D1. General Conditions	1
D2. Project Manager	1
D3. Background	1
D4. Scope of Services	1
D5. Preliminary Design	3
D6. Detailed Design (including Tender Preparation)	4
D7. Contract Administration	5
D8. Post Construction	6
D9. Definitions	7

#### Submissions

D10. Authority to Carry on Business	8
D11. Safe Work Plan	8
D12. Insurance	8

#### Schedule of Services

D13. Commencement	9
D14. Critical Stages	9

#### Measurement and Payment

D15. Invoices	10
---------------	----

### PART E - SECURITY CLEARANCE

E1. Security Clearance	1
------------------------	---

## **PART F - SPECIFICATIONS**

F1. As-Built Drawing Requirements for Public Works Projects	1
F2. Geotechnical Investigation Requirements for Public Works Projects (September 2015)	2
F3. Tree Removal Guidelines	3
F4. Sewer Condition Assessment & CCTV Guidelines (2017)	3

### **Appendix A – DEFINITIONS OF PROFESSIONAL CONSULTANT SERVICES-ENGINEERING-PUBLIC WORKS**

### **Appendix B – PROJECT LOCATIONS AND TECHNICAL SCOPING**

### **Appendix C – REFERENCE MATERIAL**

## **PART B - BIDDING PROCEDURES**

### **B1. CONTRACT TITLE**

B1.1 PROFESSIONAL CONSULTING SERVICES FOR 2020 LOCAL STREET RENEWAL PROGRAM AND ASPHALT ALLEY LOCAL IMPROVEMENTS

### **B2. SUBMISSION DEADLINE**

B2.1 The Submission Deadline is 12:00 noon Winnipeg time, October 17, 2019.

B2.2 Proposals determined by the Manager of Materials to have been received later than the Submission Deadline will not be accepted and will be returned upon request.

B2.3 The Project Manager or the Manager of Materials may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified in B2.1.

### **B3. ENQUIRIES**

B3.1 All enquiries shall be directed to the Project Manager identified in D2.

B3.2 If the Proponent finds errors, discrepancies or omissions in the Request for Proposal, or is unsure of the meaning or intent of any provision therein, the Proponent shall promptly notify the Project Manager of the error, discrepancy or omission at least five (5) Business Days prior to the Submission Deadline.

B3.3 Responses to enquiries which, in the sole judgment of the Project Manager, require a correction to or a clarification of the Request for Proposal will be provided by the Project Manager to all Proponents by issuing an addendum.

B3.4 Responses to enquiries which, in the sole judgment of the Project Manager, do not require a correction to or a clarification of the Request for Proposal will be provided by the Project Manager only to the Proponent who made the enquiry.

B3.5 All correspondence or contact by Proponents with the City in respect of this RFP must be directly and only with the City's Project Manager. Failure to restrict correspondence and contact to the Project Manager may result in the rejection of the Proponents Proposal Submission.

B3.6 The Proponent shall not be entitled to rely on any response or interpretation received pursuant to B3 unless that response or interpretation is provided by the Project Manager in writing.

### **B4. CONFIDENTIALITY**

B4.1 Information provided to a Proponent by the City or acquired by a Proponent by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Project Manager. The use and disclosure of the Confidential Information shall not apply to information which:

- (a) was known to the Proponent before receipt hereof; or
- (b) becomes publicly known other than through the Proponent; or
- (c) is disclosed pursuant to the requirements of a governmental authority or judicial order.

B4.2 The Proponent shall not make any statement of fact or opinion regarding any aspect of the Request for Proposals to the media or any member of the public without the prior written authorization of the Project Manager.



## **B5. ADDENDA**

- B5.1 The Project Manager may, at any time prior to the Submission Deadline, issue addenda correcting errors, discrepancies or omissions in the Request for Proposal, or clarifying the meaning or intent of any provision therein.
- B5.2 The Project Manager will issue each addendum at least two (2) Business Days prior to the Submission Deadline, or provide at least two (2) Business Days by extending the Submission Deadline.
- B5.3 Addenda will be available on the Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/bidopp.asp>
- B5.4 The Proponent is responsible for ensuring that he/she has received all addenda and is advised to check the Materials Management Division website for addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.
- B5.5 The Proponent shall acknowledge receipt of each addendum in Paragraph 9 of Form A: Proposal. Failure to acknowledge receipt of an addendum may render a Proposal non-responsive.
- B5.6 Notwithstanding B3, enquiries related to an Addendum may be directed to the Project Manager indicated in D2.

## **B6. PROPOSAL SUBMISSION**

- B6.1 The Proposal shall consist of the following components:
- (a) Form A: Proposal (Section A) in accordance with B7;
  - (b) Fees (Section B) in accordance with B8.
- B6.2 The Proposal should also consist of the following components:
- (a) Management Proposal – Proponent and Subconsultants (Section C) in accordance with B9;
  - (b) Management Proposal – Project Team (Section D), in accordance with B10;
  - (c) Technical Proposal (Section E) in accordance with B11; and
  - (d) Project Schedule (Section F) in accordance with B12.
- B6.3 Further to B6.1 all components of the Proposal shall be fully completed or provided in the order indicated, and submitted by the Proponent no later than the Submission Deadline, with all required entries made clearly and completely, to constitute a responsive Proposal.
- B6.4 Further to B6.2, all components of the Proposal should be fully completed or provided in the order indicated, and submitted by the Proponent no later than the Submission Deadline, with all required entries made clearly and completely.
- B6.5 Proponents should submit one (1) unbound 8.5" x 11" original (marked "original") including drawings and four (4) copies (copies can be in any size format) for sections identified in B6.1 and B6.2.
- B6.5.1 Further to B6.5 the Proposal(s) should be submitted on 8.5" x 11" paper; with a font of not less than 11 pt Arial; margins of not less than 0.75"; line spacing of not less than single; and should be no more than twelve (12) pages in length for each Project Package bid upon exclusive of the required form(s). Only the first twelve (12) pages of each Proposal will be evaluated.
- B6.5.2 Further to B6.5.1, anything included as an appendix will not be evaluated.
- B6.6 Further to B6.5.1 and B6.5.2, a total of three (3) of the twelve (12) total pages may be presented on 11" x 17" paper, with the copies only.

- B6.7 Proponents are advised that inclusion of terms and conditions inconsistent with the Request for Proposal, will be evaluated in accordance with B21.1(a).
- B6.8 The Proposal shall be submitted enclosed and sealed in an envelope/package clearly marked with the RFP number and the Proponent's name and address.
- B6.9 Proposals submitted by facsimile transmission (fax) or internet electronic mail (e-mail) will not be accepted.
- B6.10 Proposals shall be submitted to:  
The City of Winnipeg  
Corporate Finance Department  
Materials Management Division  
185 King Street, Main Floor  
Winnipeg MB R3B 1J1
- B6.11 Any cost or expense incurred by the Proponent that is associated with the preparation of the Proposal shall be borne solely by the Proponent.

**B7. PROPOSAL (SECTION A)**

- B7.1 The Proponent shall complete Form A: Proposal, making all required entries.
- B7.2 Paragraph 2 of Form A: Proposal shall be completed in accordance with the following requirements:
- (a) if the Proponent is a sole proprietor carrying on business in his/her own name, his/her name shall be inserted;
  - (b) if the Proponent is a partnership, the full name of the partnership shall be inserted;
  - (c) if the Proponent is a corporation, the full name of the corporation shall be inserted;
  - (d) if the Proponent is carrying on business under a name other than his/her own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.
- B7.2.1 If a Proposal is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B7.2.
- B7.3 In Paragraph 3 of Form A: Proposal, the Proponent shall identify a contact person who is authorized to represent the Proponent for purposes of the Proposal.
- B7.4 Paragraph 12 of Form A: Proposal shall be signed in accordance with the following requirements:
- (a) if the Proponent is a sole proprietor carrying on business in his/her own name, it shall be signed by the Proponent;
  - (b) if the Proponent is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
  - (c) if the Proponent is a corporation, it shall be signed by its duly authorized officer or officers and the corporate seal, if the corporation has one, should be affixed;
  - (d) if the Proponent is carrying on business under a name other than his/her own, it shall be signed by the registered owner of the business name, or by the registered owner's authorized officials if the owner is a partnership or a corporation.
- B7.4.1 The name and official capacity of all individuals signing Form A: Proposal should be printed below such signatures.
- B7.5 If a Proposal is submitted jointly by two or more persons, the word "Proponent" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Proponents in the Proposal and the Contract, when awarded, shall be both joint and several.

## **B8. FEES (SECTION B)**

- B8.1 The Proponent shall complete Form B – Fees, summarizing all applicable Fees.
- B8.2 The Proposal shall include the total Fees for all disciplines, identified and necessary, for each Scope of Service phase of the Project in a Fixed Fee for all disciplines and/or phases identified in D4.1, for each Project Package being bid on, including;
- (a) Preliminary Design Services;
  - (b) Detailed Design Services (including Tender Preparation);
  - (c) Contract Administration Services; and
  - (d) Post Construction Services.
- B8.3 Adjustments to Fees will only be considered based on increases to the Scope of Services.
- B8.3.1 The City will not consider an adjustment to the Fees based on changes in the Project budget or the Final Total Construction Cost.
- B8.4 Notwithstanding C1.1(b), Fees shall include costs for out of town travel, related meals and accommodations for the duration of the Project and shall not be considered an Allowable Disbursement.
- B8.5 The Fees entered in each column of Form B: Fees shall include an allowance of up to 8% for Allowable Disbursements as defined in C1.1(b), but shall exclude the costs of any site investigation services, materials testing services, geotechnical services, Underground Structures acquisitions, pipeline loading assessments, closed circuit television (CCTV) sewer inspection, and/or hazardous materials investigation, or those included in B8.4. No other disbursements will be permitted.
- B8.5.1 Further to B8.5, the Contract Award shall include, in addition to the Total Bid Price, an allowance for the costs of any site investigation services, materials testing services, geotechnical services, Underground Structures acquisitions, pipeline loading assessments, closed circuit television (CCTV) sewer inspection, and/or hazardous materials investigation in the amount of up to 30% of the Total Bid Price. Fees for approved Subconsultants for work described in B8.5 shall be payable as invoiced by the Subconsultant plus an allowed handling fee of 5%.
- B8.6 Proposal(s) shall include the Fees to be assessed for Engineering and other Services as defined in the Scope of Services.
- B8.6.1 Further to B8.6, Proposal(s) shall include Fees for up to three sewer external point repairs (EPR's) per location identified in each project package.
- B8.6.2 Further to B8.6, Proposal(s) shall include all Fees and Disbursements associated with traffic control for survey work for all Scope of Service Phases.
- B8.7 The Fees associated with Preliminary Design shall:
- (a) be a Fixed Fee;
  - (b) include Allowable Disbursements;
  - (c) be entered in column (a) of Form B:Fees.
- B8.8 The Fees associated with Detailed Design shall:
- (a) be a Fixed Fee;
  - (b) include Allowable Disbursements;
  - (c) be entered in column (b) of Form B:Fees.
- B8.9 The Fees associated with Contract Administration shall:
- (a) be a Total Maximum based on Hourly Rates;

- (b) be based on the number of working days identified for the project package identified in Appendix B - Project Location and Technical Scoping . The actual working days will be established at time of tender with the consultation and concurrence of the Project Manager. Fees will be adjusted according to the actual number of working days agreed upon during Detailed Design;
- (c) include Allowable Disbursements;
- (d) be entered in column (c) of Form B:Fees.

B8.10 The Fees associated with Post-Construction Services shall:

- (a) be a Total Maximum based on Hourly Rates;
- (b) include Allowable Disbursements;
- (c) be entered in column (d) of Form B:Fees.

B8.11 Notwithstanding C11.1, Fees submitted shall not include the Goods and Services Tax (GST) or Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable.

B8.12 Payments to Non-Resident Consultants are subject to Non-Resident Withholding Tax pursuant to the Income Tax Act (Canada).

## **B9. MANAGEMENT PROPOSAL - PROPONENT AND SUBCONSULTANTS (SECTION C)**

B9.1 The Management Proposal should describe the experience of the Proponent and any Subconsultants (excluding materials testing and geotechnical subconsultants) , including:

- (a) general firm profile information, including years in business, average volume of work, number of employees, typical services performed and available, including local office information, and other pertinent information for the Proponent and all Subconsultants;
- (b) details demonstrating the history and experience of the Proponent and Subconsultants in providing design, management of construction and contract administration services on a minimum of three local projects of similar scope, size and complexity;

B9.2 For each project listed in B9.1(b), the Proponent should submit:

- (a) Name of project. Include Bid Opportunity number or other tender information as reference.
- (b) description of the project;
- (c) role of the consultant;
- (d) project's original contracted construction cost and final construction cost;
- (e) design and schedule (anticipated Project schedule and actual project delivery schedule, showing design separately);
- (f) project owner;

B9.2.1 Where applicable, information should be separated into Proponent and Subconsultant project listings.

B9.2.2 Reference information (two current names with telephone numbers per project) must be made available upon request of the Project Manager.

## **B10. MANAGEMENT PROPOSAL - PROJECT TEAM (SECTION D)**

B10.1 The Proposal should describe your approach to overall team formation and coordination of team members.

B10.2 Proposals should:

- (a) Include a methodology describing the team's project management approach and organization during the performance of Services, so that the evaluation committee has a

clear understanding of the methods the Proponent and Subconsultant(s) will use in the delivery of the project.

- (b) Describe the job function for each individual and group of individuals identified in B10.3(a).
- (c) Include an Organizational Chart for the Project which identifies the roles of key personnel.

**B10.3** Proposals should include, in tabular form:

- (a) names of key personnel assigned to the Project, who shall not to be substituted without written permission from the Project Manager;
- (b) the experience and qualifications of the key personnel assigned to the Project, including:
  - (i) job title;
  - (ii) educational background and degrees;
  - (iii) professional affiliations;
  - (iv) years of experience administering projects for the City of Winnipeg;
  - (v) years of experience in current position;
  - (vi) years of experience in design; and
  - (vii) years of experience in construction administration.

**B10.4** Proposals should include time estimates and allocations including:

- (a) For each person identified in B10.3(a), list the percentage of their time to be dedicated to the Project. Provide this information for each of the phases identified in D4 Scope of Services.
- (b) Time estimates by work activity and in total, including hourly rates for each person identified in B10.3(a), as well as survey, drafting, clerical and any other support staff.
- (c) Further to B10.4, B21.13 and B21.13.1, Proponents wishing to submit multiple Proposals, and potentially be awarded multiple Contracts, should demonstrate acceptable resource availability for each Proposal.

**B10.5** For each person identified in B10.3(a), list at least three (3) projects, comparable in scope, size and complexity, in which the person listed did comparable work and played a comparable role. Provide the following:

- (a) Name (include Bid Opportunity number or other tender information as reference) and description of the project;
- (b) Role of the person; and
- (c) Project Owner.

**B10.6** Further to B10.5, and upon request of the Project Manager, the Proponent must be able to provide, for each person identified in B10.3(a), two current references, including telephone numbers, for each project listed.

**B10.7** Where applicable, information should be separated into Proponent and Subconsultant project listings.

**B10.8** Proposals may also address any other information that conveys the Proponent's understanding of the Project requirements.

**B11. TECHNICAL PROPOSAL (SECTION E)**

**B11.1** The Proposals should address the technical deliverables and associated task requirements required by the Scope of Services. It should clearly identify and explain work activities and identify all assumptions and interpretations.

**B11.2** Specifically, Proposals should describe:

- (a) the Proponent's practical understanding of the Project, specifically:

- (i) the team's understanding of the broad functional and technical requirements and urban design issues;
- (ii) the team's understanding of the proposed Project Budget and Capital Construction Estimate;
- (b) the Proponent's technical approach and methodology to complete the Services;
- (c) the collaborative process/method to be used by the proponent in all phases of the Scope of Services for the Project;
- (d) all activities and services to be provided by the City;
- (e) the deliverable(s) of the Project;
- (f) any assumptions made with respect to the Scope of Services.
- (g) communications strategies;

B11.3 Methodology should be presented in accordance with the Scope of Services identified in D4 as well as Part F – Specifications and Appendix A – Definition of Professional Consulting Services – Engineering – Public Works.

B11.4 Details of the Scope of Services are provided in D4 to D8, as well as Appendix B – Project Location and Technical Scoping.

## **B12. PROJECT SCHEDULE (SECTION F)**

B12.1 Proponents should present a carefully considered Critical Path Method schedule using Microsoft Project or similar project management software, complete with resource assignments, durations on a weekly timescale; and milestone dates or events. The schedule should address each requirement of the Scope of Services.

B12.2 The Proponent's schedule should include critical dates for review and approval processes by the City and other organizations anticipated during the design and tendering phases of the Project. Reasonable times should be allowed for completion of these processes, not exceeding the time specified in D14.

## **B13. DISCLOSURE**

B13.1 Various Persons provided information or services with respect to this Work. In the City's opinion, this relationship or association does not create a conflict of interest because of this full disclosure. Where applicable, additional material available as a result of contact with these Persons is listed below.

B13.2 The Persons are:

- (a) N/A

## **B14. CONFLICT OF INTEREST AND GOOD FAITH**

B14.1 Proponents, by responding to this RFP, declare that no Conflict of Interest currently exists, or is reasonably expected to exist in the future.

B14.2 Conflict of Interest means any situation or circumstance where a Proponent or Key Personnel proposed for the Work has:

- (a) other commitments;
- (b) relationships;
- (c) financial interests; or
- (d) involvement in ongoing litigation;

that could or would be seen to:

- (i) exercise an improper influence over the objective, unbiased and impartial exercise of the independent judgment of the City with respect to the evaluation of Proposals or award of the Contract; or
  - (ii) compromise, impair or be incompatible with the effective performance of a Proponent's obligations under the Contract;
- (e) has contractual or other obligations to the City that could or would be seen to have been compromised or impaired as a result of its participation in the RFP process or the Project; or
- (f) has knowledge of confidential information (other than confidential information disclosed by the City in the normal course of the RFP process) of strategic and/or material relevance to the RFP process or to the Project that is not available to other proponents and that could or would be seen to give that Proponent an unfair competitive advantage.

**B14.3** In connection with its Proposal, each entity identified in B14.2 shall:

- (a) avoid any perceived, potential or actual Conflict of Interest in relation to the procurement process and the Project;
- (b) upon discovering any perceived, potential or actual Conflict of Interest at any time during the RFP process, promptly disclose a detailed description of the Conflict of Interest to the City in a written statement to the Project Manager; and
- (c) provide the City with the proposed means to avoid or mitigate, to the greatest extent practicable, any perceived, potential or actual Conflict of Interest and shall submit any additional information to the City that the City considers necessary to properly assess the perceived, potential or actual Conflict of Interest.

**B14.4** Without limiting B14.3, the City may, in its sole discretion, waive any and all perceived, potential or actual Conflicts of Interest. The City's waiver may be based upon such terms and conditions as the City, in its sole discretion, requires to satisfy itself that the Conflict of Interest has been appropriately avoided or mitigated, including requiring the Proponent to put into place such policies, procedures, measures and other safeguards as may be required by and be acceptable to the City, in its sole discretion, to avoid or mitigate the impact of such Conflict of Interest.

**B14.5** Without limiting B14.3, and in addition to all contractual or other rights or rights at law or in equity or legislation that may be available to the City, the City may, in its sole discretion:

- (a) disqualify a Proponent that fails to disclose a perceived, potential or actual Conflict of Interest of the Proponent or any of its Key Personnel;
- (b) require the removal or replacement of any Key Personnel proposed for the Work that has a perceived, actual or potential Conflict of Interest that the City, in its sole discretion, determines cannot be avoided or mitigated;
- (c) disqualify a Proponent or Key Personnel proposed for the Work that fails to comply with any requirements prescribed by the City pursuant to B14.4 to avoid or mitigate a Conflict of Interest; and
- (d) disqualify a Proponent if the Proponent, or one of its Key Personnel proposed for the Project, has a perceived, potential or actual Conflict of Interest that, in the City's sole discretion, cannot be avoided or mitigated, or otherwise resolved.

**B14.6** The final determination of whether a perceived, potential or actual Conflict of Interest exists shall be made by the City, in its sole discretion.

## **B15. QUALIFICATION**

**B15.1** The Proponent shall:

- (a) undertake to be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the

Proponent does not carry on business in Manitoba, in the jurisdiction where the Proponent does carry on business; and

- (b) be financially capable of carrying out the terms of the Contract;
- (c) have all the necessary experience, capital, organization, and equipment to perform the Services in strict accordance with the terms and provisions of the Contract;
- (d) have or establish and staff an office in Winnipeg for the duration of the Project.

B15.2 The Proponent and any proposed Subconsultant (for the portion of the Services proposed to be subcontracted to them) shall:

- (a) be responsible and not be suspended, debarred or in default of any obligations to the City. A list of suspended or debarred individuals and companies is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <https://winnipeg.ca/finance/findata/matmgt/listing/debar.pdf>

B15.3 The Proponent and/or any proposed Subconsultant (for the portion of the Services proposed to be subcontracted to them) shall:

- (a) have successfully carried out services for the programming; design, management of construction and contract administration for architectural and/or engineering projects of similar complexity, scope and value; and to those required for this Project; and
- (b) be fully capable of performing the Services required to be in strict accordance with the terms and provisions of the Contract; and
- (c) have a written workplace safety and health program, if required, pursuant to The Workplace Safety and Health Act (Manitoba);
- (d) have the knowledge and resources to administer the requirements of The Workplace Safety and Health Act (Manitoba) during the construction works associated with this Contract; and
- (e) undertake to meet all licensing and regulatory requirements of the appropriate governing authorities and associations in the Province of Manitoba.
- (f) provide the Security Clearances as identified in PART E - Security Clearance.

B15.4 The Proponent shall submit, within three (3) Business Days of a request by the Project Manager, further proof satisfactory to the Project Manager of the qualifications of the Proponent and of any proposed Subconsultant.

B15.5 The Proponent shall provide, on the request of the Project Manager, full access to any of the Proponent's equipment and facilities to confirm, to the Project Manager's satisfaction, that the Proponent's equipment and facilities are adequate to perform the Services.

## **B16. OPENING OF PROPOSALS AND RELEASE OF INFORMATION**

B16.1 Proposals will not be opened publicly.

B16.2 After award of Contract, the names of the Proponents and the Contract amount of the successful Proponent and their address(es) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/>

B16.3 The Proponent is advised any information contained in any Proposal Submission may be released if required by The Freedom of Information and Protection of Privacy Act (Manitoba), by other authorities having jurisdiction, or by law or by City policy or procedures (which may include access by members of City Council).

B16.3.1 To the extent permitted, the City shall treat as confidential information, those aspects of a Proposal Submission identified by the Proponent as such in accordance with and by reference to Part 2, Section 17 or Section 18 or Section 26 of The Freedom of Information and Protection of Privacy Act (Manitoba), as amended.



B16.4 Following the award of Contract, a Proponent will be provided with information related to the evaluation of his/her submission upon written request to the Project Manager.

**B17. IRREVOCABLE OFFER**

B17.1 The Proposal(s) submitted by the Proponent shall be irrevocable for the time period specified in Paragraph 10 of Form A: Proposal.

B17.2 The acceptance by the City of any Proposal shall not release the Proposals of the other responsive Proponents and these Proponents shall be bound by their offers on such Work for the time period specified in Paragraph 10 of Form A: Proposal.

**B18. WITHDRAWAL OF OFFERS**

B18.1 A Proponent may withdraw his/her Proposal without penalty by giving written notice to the Manager of Materials at any time prior to the Submission Deadline.

B18.1.1 The time and date of receipt of any notice withdrawing a Proposal shall be the time and date of receipt as determined by the Manager of Materials.

B18.1.2 The City will assume that any one of the contact persons named in Paragraph 3 of Form A: Proposal or the Proponent's authorized representatives named in Paragraph 12 of Form A: Proposal, and only such person, has authority to give notice of withdrawal.

B18.1.3 If a Proponent gives notice of withdrawal prior to the Submission Deadline, the Manager of Materials will:

- (a) retain the Proposal until after the Submission Deadline has elapsed;
- (b) open the Proposal to identify the contact person named in Paragraph 3 of Form A: Proposal and the Proponent's authorized representatives named in Paragraph 12 of Form A: Proposal; and
- (c) if the notice has been given by any one of the persons specified in B18.1.3(b), declare the Proposal withdrawn.

B18.2 A Proponent who withdraws its Proposal after the Submission Deadline but before its offer has been released or has lapsed as provided for in B17.2 shall be liable for such damages as are imposed upon the Proponent by law and subject to such sanctions as the Chief Administrative Officer considers appropriate in the circumstances. The City, in such event, shall be entitled to all rights and remedies available to it at law.

**B19. INTERVIEWS**

B19.1 The Project Manager may, in his/her sole discretion, interview Proponents during the evaluation process.

**B20. NEGOTIATIONS**

B20.1 The City reserves the right to negotiate details of the Contract with any Proponent. Proponents are advised to present their best offer, not a starting point for negotiations in their Proposal Submission.

B20.2 The City may negotiate with the Proponents submitting, in the City's opinion, the most advantageous Proposals. The City may enter into negotiations with one or more Proponents without being obligated to offer the same opportunity to any other Proponents. Negotiations may be concurrent and will involve each Proponent individually. The City shall incur no liability to any Proponent as a result of such negotiations.

B20.3 If, in the course of negotiations pursuant to B20.2, the Proponent amends or modifies a Proposal after the Submission Deadline, the City may consider the amended Proposal as an

alternative to the Proposal already submitted without releasing the Proponent from the Proposal as originally submitted.

## **B21. EVALUATION OF PROPOSALS**

B21.1 Award of the Contract shall be based on the following evaluation criteria:

- (a) compliance by the Proponent with the requirements of the Request for Proposal or acceptable deviation therefrom: (pass/fail)
- (b) qualifications of the Proponent and the Subconsultants, if any, pursuant to B15: (pass/fail)
- (c) Fees; (Section B) 20%
- (d) Management Proposal - Proponent and Subconsultants; (Section C) 5%
- (e) Management Proposal - Project Team; (Section D) 40%
- (f) Technical proposal; (Section E) 30%
- (g) Project Schedule. (Section F) 5%

B21.2 Further to B21.1(a), the Award Authority may reject a Proposal as being non-responsive if the Proposal Submission is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The Award Authority may reject all or any part of any Proposal, or waive technical requirements or minor informalities or irregularities if the interests of the City so require.

B21.3 Further to B21.1(b), the Award Authority shall reject any Proposal submitted by a Proponent who does not demonstrate, in its Proposal or in other information required to be submitted, that it is qualified.

B21.4 If, in the sole opinion of the City, a Proposal does not achieve a pass rating for B21.1(a) and B21.1(b), the Proposal will be determined to be non-responsive and will not be further evaluated.

B21.5 Where references are requested, the reference checks to confirm information provided may not be restricted to only those submitted by the Proponent, and may include organizations representing Persons, known to have done business with the Proponent.

B21.6 Further to B21.1(c), Fees will be evaluated based on Fees submitted in accordance with B8.

B21.6.1 If there is any discrepancy between the Total Fees on Form B: Fees and the sum of the fees for the phases a), b), c) and d), the sum of the fees for the phases a), b), c) and d) shall take precedence.

B21.6.2 Further to B21.1(c), the Award Authority may reject a Bid as being non-responsive if it exceeds the Maximum Total Fee amount (exclusive of the costs identified in B8.5 and B8.5.1) shown on Form B: Fees.

B21.7 Further to B21.1(d), Management Proposal – Proponent and Subconsultant(s) will be evaluated considering the experience of the organization on projects of similar scope, size and complexity as well as other information requested, in accordance with B9.

B21.8 Further to B21.1(e), Management Proposal – Project Team will be evaluated considering the experience and qualifications of the Key Personnel and Subconsultant personnel on projects of comparable scope, size and complexity, as well as the Proponent's project management approach and team organization, in accordance with B10.

B21.9 Further to B21.1(f), Technical Proposal will be evaluated considering the Proponent's demonstrated understanding of the Project's technical and functional requirements, in accordance with B11.

- B21.10 Further to B21.1(g), Project Schedule will be evaluated considering the Proponent's ability to comply with the requirements of the Project, including, but not limited to, any Critical Stages identified in D14, in accordance with B12.
- B21.11 Notwithstanding B21.1(d) to B21.1(g), where Proponents fail to provide a response to B6.2(a) to B6.2(d), the score of zero may be assigned to the incomplete part of the response.
- B21.12 Proposals will be evaluated considering the information in the Proposal Submission and any interviews held in accordance with B19.
- B21.13 This Contract(s) will be awarded separately in Project Packages as identified on Form B: Fees.
- B21.13.1 Notwithstanding B8.1, the Proponent may, but is not required to, bid on all Project Packages.
- B21.13.2 Notwithstanding B22.4, the City shall not be obligated to award any Project Package to the responsible Proponent submitting the lowest evaluated responsive Proposal for that Project Package and shall have the right to choose the alternative which is in its best interests. If the Proponent has not bid on all sections, they shall have no claim against the City if his partial Proposal is rejected for any reason.

## **B22. AWARD OF CONTRACT**

- B22.1 The City will give notice of the award of the Contract, or will give notice that no award will be made.
- B22.2 The City will have no obligation to award a Contract to a Proponent, even though one or all of the Proponents are determined to be qualified, and the Proposals are determined to be responsive.
- B22.2.1 Without limiting the generality of B22.2, the City will have no obligation to award a Contract where:
- (a) the prices exceed the available City funds for the Services;
  - (b) the prices are materially in excess of the prices received for similar services in the past;
  - (c) the prices are materially in excess of the City's cost to perform the Services, or a significant portion thereof, with its own forces;
  - (d) only one Proposal is received; or
  - (e) in the judgment of the Award Authority, the interests of the City would best be served by not awarding a Contract.
- B22.3 The Work of this Contract is contingent upon Council approval of sufficient funding in the 2020 Capital Budget. If the Capital Budget approved by Council does not include sufficient funding for the Work, the City will have no obligation to award a Contract.
- B22.4 Where an award of Contract is made by the City, the award shall be made to the qualified Proponent submitting the most advantageous offer.
- B22.5 The City intends to award the Contract in phases, by Project Package as identified on Form B: Fees. There will be multiple Letters of Intent throughout the project.
- B22.6 Further to B22.5, in general, Preliminary Design and Detailed Design Phases will be awarded initially. Contract Administration and Post Construction Phases for the project will not be awarded prior to Council adoption of the 2020 Capital Budget. Contract Administration and Post Construction Phases of Work is contingent upon Council approval of sufficient funding in the 2020 Capital Budget. If the Capital Budget approved by Council does not include sufficient funding for those Phases of the Work, the City will have no obligation to award those phases of the Contract.

- B22.7 Further to B22.5, for the Project Package including Asphalt Alley Local Improvement's each location requires an Authorization Bylaw to be passed by Council to proceed. Initially Preliminary Design and Detailed Design Phases will be awarded. Contract Administration and Post Construction Phases for the project will not be awarded prior to the Authorization Bylaw being passed by Council. If Council does not pass the Authorization Bylaw for any location, the City will have no obligation to award those phases of the Contract.
- B22.8 Further to Paragraph 6 of Form A: Proposal and C4, the City may issue an award letter to the successful Proponent in lieu of execution of Contract Documents
- B22.8.1 The Contract documents as defined in C1.1(o)(ii) in their entirety shall be deemed to be incorporated in and to form a part of the award letter notwithstanding that they are not necessarily attached to or accompany said award letter.
- B22.9 The form of Contract with the City of Winnipeg will be based on the Contract as defined in C1.1(o).
- B22.10 Following the award of Contract, a Proponent will be provided with information related to the evaluation of its Proposal upon written request to the Project Manager.
- B22.11 If, after the award of Contract, the Project is cancelled, the City reserves the right to terminate the Contract. The Consultant will be paid for all Services rendered up to time of termination.

## PART C - GENERAL CONDITIONS

### C0. GENERAL CONDITIONS

- C0.1 The *General Conditions for Consultant Services* (Revision 2017-03-24) are applicable to the Services of the Contract.
- C0.1.1 The *General Conditions for Consultant Services* are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at [http://www.winnipeg.ca/matmgt/gen\\_cond.stm](http://www.winnipeg.ca/matmgt/gen_cond.stm).
- C0.2 A reference in the Request for Proposal to a section, clause or subclause with the prefix “**C**” designates a section, clause or subclause in the *General Conditions for Consultant Services*.

## **PART D - SUPPLEMENTAL CONDITIONS**

### **GENERAL**

#### **D1. GENERAL CONDITIONS**

D1.1 In addition to the *General Conditions for Consultant Services*, these Supplemental Conditions are applicable to the Services of the Contract.

#### **D2. PROJECT MANAGER**

D2.1 The Project Manager is:

Colin Titchkosky, C.E.T.

Telephone No. 204 794-4375

Email Address: ctitchkosky@winnipeg.ca

D2.2 At the pre-commencement meeting, the Project Manager will identify additional personnel representing the Project Manager and their respective roles and responsibilities for the Services.

D2.3 Proposal Submissions must be submitted to the address in B6.

#### **D3. BACKGROUND**

D3.1 The Regional and Local Street Renewal Program is the annual Capital street renewal program of the City of Winnipeg's Capital Budget, as adopted by Council.

D3.2 The local improvement process provides a method for property owners to share the cost of constructing improvements when the frontage representing at least 60% of the benefitting property supports the improvement. Local Improvements must be formally adopted by By-Law. On November 20, 2013 Council Amended the Local Improvement process by creating a pilot project for six years (subsequently extended) whereby the City of Winnipeg will help finance asphalt paving of granular alleys as a local improvements.

D3.3 Project Location and Budget is recommended by the Public Service and adopted by City Council. The Project Location and Budget is provided in Appendix B Project Location and Technical Scoping.

#### **D4. SCOPE OF SERVICES**

D4.1 The Services required under this Contract are identified below:

- (a) Preliminary Design Services as outlined in D5;
- (b) Detailed Design Services (including Tender Preparation) as outlined in D6;
  - (i) design and Specification development;
  - (ii) drawing preparation;
  - (iii) procurement process;
- (c) Contract Administration Services as outlined in D7;
- (d) Post-Construction Services as outlined in D8.

D4.2 Within the Project phases in D4.1, the Consultant may be required – depending upon location and technical scope of services – to conduct site investigation services, materials testing services, geotechnical services, Underground Structures acquisitions, pipeline loading assessments, and/or closed circuit television (CCTV) sewer inspection and sewer assessment.

- D4.2.1 Notwithstanding C8, Fees for Subconsultants engaged to perform services in D4.2 shall be payable as invoiced by the Subconsultant, plus an allowed handling fee of 5%.
- D4.2.2 Consultant Fees for supervision of Subconsultants required to perform any services in D4.2 shall be included in the bidder's fees.
- D4.3 Where applicable, the following shall apply to the Services:
- (a) City of Winnipeg's Accessibility Design Standards (2015) [Accessibility Design Standards](#);
  - (b) Universal Design Policy [www.winnipeg.ca/ppd/Universal\\_Design.stm](http://www.winnipeg.ca/ppd/Universal_Design.stm);
  - (c) the most current edition of The City of Winnipeg Standard Construction Specifications [City of Winnipeg Standard Construction Specifications](#);
  - (d) City of Winnipeg's Project Management Manual [Project Management Manual](#), also at [LINK](#);
  - (e) City of Winnipeg's Tree Planting Details and Specifications Downtown Area and Regional Streets [Tree Planting Details and Specifications Downtown Area and Regional Streets](#), also at <http://winnipeg.ca/publicworks/parksOpenSpace/UrbanForestry/default.stm>;
  - (f) City of Winnipeg's Tree Removal Guidelines [Tree Removal Guidelines](#), also at <http://winnipeg.ca/publicworks/parksOpenSpace/UrbanForestry/default.stm>;
  - (g) City of Winnipeg's 2012 Draft Updated *Transportation Standards Manual* (previous version February 1991);
  - (h) *Manual for the Production of Construction Drawings* – City of Winnipeg (November 1984);
  - (i) Winnipeg Pedestrian and Cycling Strategies (adopted July 15, 2015) [Winnipeg Pedestrian and Cycling Strategies](#);
  - (j) Appropriate geometric standards set by the Transportation Association of Canada (TAC);
  - (k) Current and best practices in pedestrian and cycling infrastructure design.
- D4.4 The following documents are to be considered, where applicable:
- (a) OurWinnipeg (adopted July 12, 2011);
  - (b) OurWinnipeg Sustainable Transportation Strategy (adopted July 12, 2011);
  - (c) Winnipeg Transportation Master Plan (adopted November 16, 2011).
- D4.5 The Consultant will coordinate their activities with (including but not limited to):
- (a) City of Winnipeg (various departments and branches), including but not limited to Public Works Engineering, Parks, Traffic Signals, Traffic Services, Traffic Management, Transportation Planning, Transit Department, Planning Property & Development Department, Real Estate, Urban Design, Insurance, Legal Services, and Materials Management.
  - (b) The Water and Waste Department and/or their representative(s), for the renewal or abandonment of the water mains, for the renewal or abandonment of the sewer mains, and water and sewer repairs.
- D4.6 The Project Location and technical scope of work is provided in Appendix B – Project Location and Technical Scoping.
- D4.6.1 Project Location Technical Scope is subject to final approval of the Project Manager.
- D4.6.2 Substitutions and/or deletions may occur within the consulting assignment and may result in an adjustment in Fees as per B8.3. Work already completed for streets identified in the consulting assignment prior to the notification of adjustment in the consulting assignment will be paid at hourly rates identified in the proposal for the actual time completed prior to notification. There will be no financial compensation if there is a reduction in the consulting assignment.

- D4.7 Unless otherwise specified below, Appendix A – Definition of Professional Consultant Services – Engineering – Public Works shall be applicable to the provision of Professional Engineering services for the Project listed in Appendix B – Project Location and Technical Scoping.
- D4.8 The Services required in this request for proposal shall be in accordance with the City's Project Management Manual <http://winnipeg.ca/infrastructure/asset-management-program/templates-manuals.stm#2> and templates <http://winnipeg.ca/infrastructure/asset-management-program/templates-manuals.stm#4> . Notwithstanding the foregoing, the Consultant is being engaged by the City for its professional expertise; the Consultant shall bring to the Project Manager's attention any aspect of the City's Project Management.

## **D5. PRELIMINARY DESIGN**

- D5.1 Preliminary Design Services associated with the Contract are described in Appendix A-5.
- D5.2 The Consultant is responsible for:
- (a) Confirm the scope of work required using professional engineering judgement;
  - (b) In consultation with the Project Manager, determining the extent to which Site investigation is required;
  - (c) Field surveys;
  - (d) Acquiring the historical and as-built drawings within Project limits from Underground Structures;
  - (e) Referring to F4 (Sewer Assessment & CCTV Guidelines(2017)), determining the extent to which the sewer infrastructure (a) requires inspection, and (b) in consultation with the Water & Waste Department, and the approval of the Project Manager, requires repairs or renewal;
  - (f) Engaging the services of appropriate qualified Subconsultant personnel where additional services are required, including, but not limited to: site investigation, geotechnical services (F2), materials testing services, pipeline loading assessments, closed circuit television(CCTV) sewer inspection (F4) and/or hazardous materials investigation;
  - (g) Detailed examination of access and parking requirements for abutting residents/businesses;
  - (h) Construction staging plans that minimize disruption to the public. Assumptions must be stated in the Proposal;
  - (i) Providing Project details and regular Project updates to the Envista right-of-way coordination system.
- D5.3 Review and incorporate regulatory requirements into the project plan and schedule. Obtain approvals from appropriate regulatory agencies as necessary.
- D5.4 Provide comprehensive management of the Project. Monitor and maintain the same in a manner acceptable to the Project Manager. Provide written weekly updates to the Project Manager during design services. Monthly status reports provided to the Project Manager should include, but not be limited to:
- (a) Progress on tasks since previous report;
  - (b) Expected progress for the next period;
  - (c) Project schedule update;
  - (d) Project budget update; and
  - (e) Identify potential problems, risks and concerns.
  - (f) Should this project include a public engagement aspect, it will be required to meet: Public Engagement Guidelines  
<https://winnipeg.ca/PublicEngagement/pdfs/PublicEngagementRequirements.pdf>



**D6. DETAILED DESIGN (INCLUDING TENDER PREPARATION)**

- D6.1 Detailed Design Services associated with the Contract are described in Appendix A-6.
- D6.2 Design drawings are required for all Public Works construction projects except for Regional Street Mill & Fill projects and TBO projects, unless specifically declined, in writing, by the Project Manager.
- D6.2.1 Further to D6.2, Regional Street Mill & Fill projects and TBO projects require a detailed site plan for review by the Project Manager and inclusion in the tender package.
- D6.3 Designs to be submitted for review must:
- (a) Be sealed by a Professional Engineer, registered in the Province of Manitoba
  - (b) Include a pavement design brief for new or reconstruction of Regional, Collector or Industrial Street Pavements and for new or reconstruction of Street Pavements that are Bus and/or Truck routes.
  - (c) Include the pavement cross section (where applicable);
  - (d) Include the dimensioned jointing design (where applicable);
  - (e) Include the proposed sidewalk jointing design for full with sidewalks (where applicable);
  - (f) Include separate overall horizontal geometry layout drawings (where applicable in consultation with the City Project Manager);
  - (g) Include Department drawing numbers before the works are advertised. Drawing numbers can be requested from Permits & Plan Approval – GIS Support Services at (204) 986-4113;
  - (h) Conform to the Manual for the Production of Construction Drawings for the City of Winnipeg, Works and Operations Division (November 1984).
  - (i) Include construction staging drawings/figures (where applicable in consultation with the City Project Manager);
  - (j) Include all relevant plan and profile information;
  - (k) Include miscellaneous details as required to better present the scope of the work to the contractor;
  - (l) Allow six weeks for circulation to Underground Structures
    - (i) Ensure that separate copies are sent to affected utilities, with specific requests made for estimates, where required.
  - (m) Preliminary Construction Contract Costs (Class 1 Estimate) including utility costs, Consulting Fees, internal project costs and overheads, and any associated costs identified in the additional comments of a project.
- D6.4 The Tender documents must be prepared:
- (a) Using the current applicable template from the Materials Management Division;
  - (b) Referencing the current edition of The City of Winnipeg Standard Construction Specifications.
- D6.5 The Consultant will be responsible for:
- (a) Ongoing Project reporting and support to the City's Project Manager for Project reporting in accordance with the City of Winnipeg's Project Management Manual and templates;
  - (b) Ongoing comprehensive management of the Project;
  - (c) Provide updates to the Project Manager as identified in D5.4;
  - (d) Ongoing coordination of meetings with the City's Project Manager
  - (e) Ongoing Project details and updates to the Accela right-of-way coordination system;
  - (f) Ongoing consultation and coordination with all affected utilities;

- (g) Allow sufficient time for review by the City's Project Manager and additional personnel;
- (h) Preparation of estimated capital costs and cash flow forecasts;
- (i) Monitor and update the Project Risk Management Plan, where required; and
- (j) Any and all associated ancillary services required to successfully complete the Detailed Design to the satisfaction of the City of Winnipeg.

## **D7. CONTRACT ADMINISTRATION**

- D7.1 Contract Administration Services associated with the Contract are described in Appendix A-7 and shall be conducted in accordance with the City of Winnipeg's Project Management Manual (Appendix E – Contract Administration Procedure).
- D7.2 The Consultant is required to provide NON-RESIDENT Contract Administration Services including but not limited to:
- (a) Ensuring persons with demonstrated experience are assigned to administer the Project for the duration of the Project, with personnel changes only upon approval of the Project Manager;
  - (b) Timely processing of accurate progress payments and invoices;
  - (c) Conducting pre-award and pre-construction meetings with formal notes as described in the City of Winnipeg's Project Management Manual; and
  - (d) Provision to the City of a complete current report on the project status on a monthly basis advising of progress, schedule, project costs, Change in Service, and Changes in Work.
- D7.3 The Consultant is required to provide RESIDENT Contract Administration Services including but not limited to:
- (a) Coordination of the day-to-day Site activities;
  - (b) Ensuring construction contractor conformance to the City of Winnipeg's *Manual of Temporary Traffic Control*;
  - (c) Full-time inspection;
  - (d) Field and/or laboratory testing and verification of construction material quality;
  - (e) Field measurement and verification of construction material quantities in a manner so as to minimize contract disputes;
  - (f) Provision of periodic and timely updates to the Project Manager on progress and/or expenditures, through:
    - (i) Regular Site meetings with formal minutes as described in the City of Winnipeg's Project Management Manual;
    - (ii) Other formal and/or informal documented means;
  - (g) Representation of the City to the local residents and businesses in a professional manner, with responsible and prompt reaction to reasonable requests (minimizing impact and/or disruption of the Project to the extent possible);
  - (h) On-going updates to the lane-closure information line as required;
  - (i) Coordinate traffic management and construction work;
  - (j) Supervision of Subconsultants required to perform any services under D5.2(f);
  - (k) Provision of Project details and regular Project updates to the Envista right-of-way coordination system.
- D7.4 The Consultant will be responsible for:
- (a) Ongoing Project reporting and support to the City's Project Manager for Project reporting in accordance with the City of Winnipeg's Project Management Manual and templates;
  - (b) Ongoing comprehensive management of the Project;

- (c) Ongoing coordination of meetings with the City's Project Manager
- (d) Ongoing Project details and updates to the Accela right-of-way coordination system;
- (e) Ongoing consultation and coordination with all affected utilities;
- (f) Allow sufficient time for review by the City's Project Manager and additional personnel;
- (g) Preparation of estimated capital costs and cash flow forecasts;
- (h) Monitor and update the Project Risk Management Plan, where required; and
- (i) Any and all associated ancillary services required to successfully complete the Detailed Design to the satisfaction of the City of Winnipeg.

## D8. **POST CONSTRUCTION**

D8.1 Post-Construction Services associated with the Contract are described in Appendix A-8.

D8.2 The Consultant is required to provide Post-Construction Services including but not limited to:

- (a) Preparation of one of each of the following for every construction contract administered under the Project:
  - (i) Certificate of Substantial Performance;
  - (ii) Certificate of Total Performance; and
  - (iii) Certificate of Acceptance.
- (b) Additional Contract Administration for maintenance (pay) items within the warranty period of the construction contract;
- (c) Resolution of deficiencies and/or outstanding warranty issues;
- (d) Submission of a final construction report within three months of Substantial Performance of the construction contract, including:
  - (i) Summary report – a brief (three to five page) description of:
    - ◆ Services accomplished, including initial and final scope of Project;
    - ◆ For new street pavements – Final pavement design
    - ◆ For pavement rehabilitations and TBO's – Amount of concrete repairs by percentage of surface
    - ◆ For pavement rehabilitations and TBO's – Average thickness of asphalt placement
    - ◆ Issues encountered and resolutions achieved;
    - ◆ Any outstanding services or issue-resolutions required; and
    - ◆ Final or projected final contract cost;
    - ◆ Daily field reports (as an appendix);
    - ◆ All meeting minutes( pre award, pre-construction, construction, as an appendix);
    - ◆ Field test reports (as an appendix).
    - ◆ Certificates (as an appendix).
    - ◆ Last progress estimate (as an appendix).
  - (ii) Photographs – total minimum of 12, maximum of 20; good quality digital photos using descriptive file names (including year), provided on CD or DVD (notwithstanding pre-construction Site and property condition assessment photos, as per Appendix A – Definition of Professional Consultant Services – Engineering – Public Works)
    - ◆ approximately six (6) typical pre-construction photos
    - ◆ approximately six (6) typical Post-construction photos
    - ◆ approximately six (6) typical construction operation photos (e.g. concrete pour, paving operation).

- (iii) Final Construction Contract Costs (based on actuals) including utility costs, Consulting Fees, internal project costs and overheads, and any associated costs identified in the additional comments of a project.
- (e) Provision of record drawings in accordance with the Public Works As-Built Drawing Requirements identified in Part F – Specifications, within three months of Substantial performance of the construction contract, unless waived or amended in writing by the Project Manager.

D8.3 Post Construction for Local improvements (LI) projects includes all activities as described in D8.1 and D8.2 plus the following:

- (a) Provision of project calculations as Described under Appendix A-9.29g) for assessment of Local Improvement (LI) levies within one (1) month of the Total Performance date. LI levies include construction, engineering, other project costs as described in B8 Fees, but exclude land drainage and tie-ins to existing streets.

## D9. DEFINITIONS

D9.1 When used in this Request for Proposal:

- (a) “Alley” means an open (traversable) right-of-way that has been designed, constructed and intended to provide access to and service the rear of places of residence or business.
- (b) “Asphalt Reconstruction” means removal of pavement and approaches, excavation, construction or renewal of drainage infrastructure, construction of granular subbase and base course, adjustment of appurtenances in the pavement and boulevards, construction of asphalt pavement with concrete curb and gutter, construction of asphalt or concrete approaches, and sidewalk renewal.
- (c) “Bike Boulevard” means a local street that prioritizes cycling and includes various traffic calming measures such as speed humps or bump outs and may include traffic diversions to reduce traffic volumes.
- (d) “Capital Construction Estimate” means the estimated value of the Construction Contract to be administered by the Consultant. The Capital Construction Estimate is only provided as an estimate of scale and scope for a Project and/or Project Package.
- (e) “Concrete Reconstruction” means removal of pavement and approaches, excavation, construction or renewal of drainage infrastructure, construction of granular subbase and base course, adjustment of appurtenances in the pavement and boulevards, construction of concrete pavement, construction of concrete approaches, and sidewalk renewal.
- (f) “Estimated Scope” means the scope of Services upon which the Project Estimate was based.
- (g) “Local Street” means an open (traversable) right-of-way that is not identified in Schedule E of the most recent City of Winnipeg Streets By-law No. 1481/77 (i.e. not a Regional Street).
- (h) “Project Budget” means the total available funding required for a Project or Project Location, including construction (Contract) costs (based on the Estimated Scope), utility costs, Consulting Fees, and any associated costs identified in the additional comments of a project.
- (i) “Project Location” means an individual Right-of-Way location (typically Street, Alley, Sidewalk, Intersection, or Path) identified to make up a whole Project or Project Package.
- (j) “Project Package” means several Project Locations assembled in to one Project assignment. A Project Package can be administered by one or several Contracts, subject to approval of the Project Manager.
- (k) “Protected Bike Lane” means a bike lane separated from the travel lane by a physical barrier (usually a concrete curb).
- (l) “Regional Street” means those streets listed in Schedule E of the most recent City of Winnipeg Streets By-law No. 1481/77.

- (m) "Rehabilitation" means pavement, curb and sidewalk repairs, replacement or adjustment of drainage infrastructure, adjustment of appurtenances in the pavement and boulevards, and an asphalt overlay.
- (n) "Two-way bike lane" means an on street protected bike lane with two way traffic within the protected area .

## **SUBMISSIONS**

### **D10. AUTHORITY TO CARRY ON BUSINESS**

- D10.1 The Consultant shall be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Consultant does not carry on business in Manitoba, in the jurisdiction where the Consultant does carry on business, throughout the term of the Contract, and shall provide the Project Manager with evidence thereof upon request.

### **D11. SAFE WORK PLAN**

- D11.1 The Consultant shall provide the Project Manager with a Safe Work Plan at least five (5) Business Days prior to the commencement of any Work on the Site but in no event later than the date specified in C4.1 for the return of the executed Contract.
- D11.2 The Safe Work Plan should be prepared and submitted in the format shown in the City's template which is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/safety/default.stm>

### **D12. INSURANCE**

- D12.1 The Consultant shall procure and maintain, at its own expense and cost, insurance policies with limits no less than those shown below.
- D12.2 As a minimum, the Consultant shall, without limiting its obligations or liabilities under any other contract with the City, procure and maintain, at its own expense and cost, the following insurance policies:
- (a) Comprehensive or Commercial General Liability Insurance including:
    - (i) an inclusive limit of not less than \$2,000,000 for each occurrence or accident with a minimum \$2,000,000 Products and Completed Operations aggregate and \$5,000,000 general aggregate;
    - (ii) all sums which the Consultant shall become legally obligated to pay for damages because of bodily injury (including death at any time resulting therefrom) sustained by any person or persons or because of damage to or destruction of property caused by an occurrence or accident arising out of or related to the Services or any operations carried on in connection with this Contract;
    - (iii) coverage for Products/Completed Operations, Blanket Contractual, Consultant's Protective, Personal Injury, Contingent Employer's Liability, Broad Form Property Damage, Employees as Additional Insureds, and Non-Owned Automobile Liability;
    - (iv) a Cross Liability clause and/or Severability of Interest clause providing that the inclusion of more than one Insured shall not in any way affect the rights of any other Insured hereunder in respect to any claim, demand, suit or judgment made against any other Insured;
  - (b) if applicable, Automobile Liability Insurance covering all motor vehicles, owned and operated and used or to be used by the Consultant directly or indirectly in the performance of the Service. The limit of liability shall not be less than \$2,000,000 inclusive for loss or

damage including personal injuries and death resulting from any one accident or occurrence.

(c) Professional Errors and Omissions Liability Insurance including:

(i) an amount not less than \$ 5,000,000.00 per claim and \$ 5,000,000.00 in the aggregate.

D12.2.1 The Consultant's Professional Errors and Omissions Liability Insurance shall remain in force for the duration of the Project and for twelve (12) months after total performance.

D12.3 The policies required in D12.2(a) shall provide that the City is named as an Additional Insured thereunder and that said policies are primary without any right of contribution from any insurance otherwise maintained by the City.

D12.4 The Consultant shall require each of its Subconsultants to provide comparable insurance to that set forth under D12.2(a) and D12.2(c).

D12.5 The Consultant shall provide the Project Manager with a certificate(s) of insurance for itself and for all of its Subconsultants, in a form satisfactory to the City Solicitor, at least two (2) Business Days prior to the commencement of any Services, but in no event later than the date specified in C4.1 for the return of the executed Contract. Such certificates shall state the exact description of the Services and provide for written notice in accordance with D12.8.

D12.6 The Consultant may take out such additional insurance as it may consider necessary and desirable. All such additional insurance shall be at no expense to the City.

D12.7 All insurance, which the Consultant is required to obtain with respect to this Contract, shall be with insurance companies registered in and licensed to underwrite such insurance in the Province of Manitoba.

D12.8 The Consultant shall not cancel, materially alter, or cause any policy to lapse without providing at least thirty (30) Calendar Days prior written notice to the City.

## **SCHEDULE OF SERVICES**

### **D13. COMMENCEMENT**

D13.1 The Consultant shall not commence any Services until it is in receipt of a notice of award from the City authorizing the commencement of the Services.

D13.2 The Consultant shall not commence any Services until:

(a) the Project Manager has confirmed receipt and approval of:

(i) evidence of authority to carry on business specified in D10;

(ii) evidence of the insurance specified in D12;

(b) the Consultant has attended a meeting with the Project Manager, or the Project Manager has waived the requirement for a meeting.

D13.3 The City intends to award this Contract by November 29, 2019.

### **D14. CRITICAL STAGES**

D14.1 The Consultant shall achieve critical stages of the Services for this Contract in accordance with the following requirements:

(a) Substantial and Total Performance of Construction Contracts by the end of 2020.

(b) All construction bid opportunities for projects must be ready to be advertised on the City's Materials Management website by March 15, 2020. The actual advertising date and corresponding construction contract schedules will be established during detailed design in consultation with and approval of the Project Manager.

- D14.2 Further to C1.1(tt), Total Performance for this Contract will be after the issuance of the Certificate of Acceptance for the construction contract which is typically:
- (a) two (2) years from the Total Performance date of reconstruction and new construction projects; and
  - (b) one (1) year from the Total Performance date for all other construction projects.

## MEASUREMENT AND PAYMENT

### D15. INVOICES

- D15.1 Further to C10, the Consultant shall submit monthly invoices to the Project Manager.
- D15.2 Invoices must clearly indicate:
- (a) the City's purchase order number;
  - (b) project file number;
  - (c) a breakdown by location of:
    - (i) Preliminary Design Fees;
    - (ii) Detailed Design Fees;
    - (iii) Contract Administration Fees including hours and hourly rates for Services provided in the invoice period;
      - (i) Allowable Disbursements shall be identified separately on each invoice.
    - (iv) Post Construction Service Fees including hours and hourly rates for Services provided in the invoice period;
      - (i) Allowable Disbursements shall be identified separately on each invoice.
    - (v) other Project costs and Subconsultant Fees in accordance with B8.5.1 including the invoiced amount plus an allowed 5% handling fee. Copies of invoices must be attached.
    - (vi) For Local Improvement's provide breakdown of fees by location and phase for assessable and non-assessable items to calculate Local Improvement Levies.
  - (d) the amount payable with GST and MRST (as applicable) shown as separate amounts; and
  - (e) the Consultant's GST registration number.
- D15.3 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.
- D15.4 Invoices must be submitted to the City of Winnipeg Public Works Department Finance and Administration Division at 102-1155 Pacific Avenue.

## PART E - SECURITY CLEARANCE

### E1. SECURITY CLEARANCE

- E1.1 Each individual proposed to perform the following portions of the Work:
- (a) any Work on private property;
  - (b) any Work within City facilities other than:
    - (i) an underground structure such as a manhole;
    - (ii) in areas and at times normally open to the public;
  - (c) communicating with residents and homeowners in person or by telephone;
- E1.1.1 Each Individual shall be required to obtain a Police Information Check from the police service having jurisdiction at his/her place of residence. Or
- (a) BackCheck, forms to be completed can be found on the website at: <http://www.backcheck.net/> ; or
  - (b) Commissionaires (Manitoba Division), forms to be completed can be found on the website at: <https://www.commissionaires.ca/en/manitoba/home>; or
  - (c) FASTCHECK Criminal Record & Fingerprint Specialists, forms to be completed can be found on the website at: <https://myfastcheck.com>
- E1.2 The following is a link to information for obtaining the Police Information Check from the City of Winnipeg Police Service. <http://winnipeg.ca/police/pr/PIC.stm>
- E1.2.1 The Police Information Check shall include a Vulnerable Sector Screening. This can be obtained by following the link below <http://winnipeg.ca/police/pr/PIC.stm>
- (a) Individuals will need to state in the form, that they may be working in City of Winnipeg pools, libraries and community centres;
- E1.2.2 The original Police Information Check (Form P-612) will be provided by the Winnipeg Police Service to the individual applicant. The original has a validation sticker from the Winnipeg Police Service in the top right hand corner. The applicant shall:
- (a) Provide the original Police Information Check (Form P-612) to the Project Manager.
- E1.3 Prior to the award of Contact, and during the term of the Contract if additional or replacement individuals are proposed to perform Work, the Contractor shall supply the Project Manager with a Police Information Check obtained not earlier than one (1) year prior to the Submission Deadline, or a certified true copy thereof, for each individual proposed to perform such Work.
- E1.4 Any individual for whom a Police Information Check is not provided, or for whom a Police Information Check indicates any convictions or pending charges related to property offences or crimes against another person will not be permitted to perform any Work specified in E1.1.
- E1.5 Any Police Information Check obtained thereby will be deemed valid for the duration of the Contract subject to a repeated records search as hereinafter specified.
- E1.6 Notwithstanding the foregoing, at any time during the term of the Contract, the City may, at its sole discretion and acting reasonably, require an updated Police Information Check. Any individual who fails to provide a satisfactory Police Information Check as a result of a repeated Police Information Check will not be permitted to continue to perform any Work specified in E1.1.



## PART F - SPECIFICATIONS

### F1. AS-BUILT DRAWING REQUIREMENTS FOR PUBLIC WORKS PROJECTS

- F1.1 AS-BUILT drawings are required for all Public Works construction projects except for Regional Street Mill & Fill projects and TBO projects, unless specifically declined, in writing, by the Project Manager. AS-BUILT drawing submissions are required for ALL Regional Street renewals, Local Street reconstructions, and any addition to infrastructure inventory such as new streets, street widening's and/or realignments as well as new multi-use paths.
- F1.1.1 Though drawings may not be required, please note the location of any **new or relocated sidewalks, approaches, curb inlets, bus stops, or any other modifications**, on existing streets or intersection improvements in the final project report.
- F1.2 Initial submission of AS-BUILT drawings must be received no later than three months after Substantial Performance.
- F1.2.1 If Substantial Performance will not be granted prior to year-end, contact Public Works to establish drawing submission requirements (i.e. for snow clearing updates).
- F1.3 The drawings are to contain the following information, and be in the format specified below.
- F1.4 Drawings are to:
- (a) be in the AutoCAD format and indicate the version used;
  - (b) be AS-BUILT with dimensions corrected in both TEXT and GRAPHICS;
  - (c) show pavement dimensions to the "back of curb" (edge of pavement);
  - (d) be produced in the NAD 83, UTM ZONE 14 (Global co-ordinate system) **NOTE: aerial/assessment data is available at <https://data.winnipeg.ca/>;**
  - (e) indicate whether a scale factor was used, and if used the scale factor will be provided;
  - (f) show all boreholes and their UTM coordinates. **The Consultant to provide and submit separately (PDF format) an updated Pavement Core/Test Hole Location Plan with UTM coordinates and for each location update the soil log to show the actual pavement structure constructed next to the existing, previously reported soil log. The new pavement structure is to be accurately located vertically next to the existing soil log and the UTM coordinates are to be shown on the updated soil log;**
  - (g) include, where applicable:
    - (i) pavement cross-section(s);
    - (ii) asphalt supplier;
    - (iii) concrete supplier;
    - (iv) geotextile used – type, manufacturer & supplier;
    - (v) sub-drains used – type, manufacturer & supplier.
- F1.5 Two (2) copies of the AutoCAD Digital Drawings and PDF copies shall be written to a compact disc (CD) or DVD. Both copies shall be clearly labelled identifying the Project number.
- F1.6 As-built hard copy must be on Mylar paper and must have a signed Engineer's seal.
- F1.7 Original signed Mylar copy and the two (2) CD's shall be sent by mail or courier to:
- Permits & Plan Approval – GIS Support Services  
City of Winnipeg  
Public Works Department  
106-1155 Pacific Avenue  
Winnipeg, MB R3E 3P1

In addition:

- a) Included on the CD's will be a separate drawing in AutoCAD format with the following (8) basic layers (none of which are to include text) and a list describing additional layers used:

Layer Names:

- |                   |  |
|-------------------|--|
| 1) Street Surface | 5) Ramp Curb   |
| 2) Walk           | 6) Dimensions (to include all dimensions in the drawing) |
| 3) Alley          | 7) Drainage Inlets                                       |
| 4) Approach       | 8) Elevations (min. all high & low points)               |

## **F2. GEOTECHNICAL INVESTIGATION REQUIREMENTS FOR PUBLIC WORKS PROJECTS (SEPTEMBER 2015)**

### **F2.1 Fieldwork**

- (a) Clear all underground services at each test-hole location;
- (b) On most projects, test-holes are required every 50 metres with a minimum of three (3) test holes per Project Location. For street projects greater than 500 metres, test holes may be taken every 100 m. More or fewer test-holes may be required depending upon known Site conditions – confirm with the Project Manager;
- (c) Record location of test-hole (offset from curb, distance from cross street and house number);
- (d) Drill 150 mm-diameter cores in pavement;
- (e) Drill 125 mm-diameter test-holes into fill materials and subgrade;
- (f) If a service trench backfilled with granular materials is encountered, another hole shall be drilled to define the existing sub-surface conditions;
- (g) Test-holes shall be drilled to a depth of 2 m  $\pm$ 150 mm below surface of the pavement;
- (h) Recover pavement core sample and representative samples of soil (fill materials, pavement structure materials and subgrade);
- (i) Measure and record pavement section exposed in the test-hole (thickness of concrete or asphalt and different types of pavement structure materials);
- (j) Pavement structure materials to be identified as crushed limestone or granular fill and the maximum aggregate size of the material (20 mm, 50 mm or 150 mm);
- (k) Log soil profile for the subgrade;
- (l) Representative samples of soil must be obtained at the following depths below the bottom of the pavement structure materials – 0.1 m, 0.4 m, 0.7 m, 1.0 m, 1.3 m, 1.6 m, etc. Ensure a sample is obtained from each soil type encountered in the test-hole;
- (m) Make note of any water seepage into the test-hole;
- (n) Backfill test-hole with native materials and additional granular fill, if required. Patch pavement surface with hot mix asphalt or high strength durable concrete mix; and
- (o) Return core sample from the pavement and soil samples to the laboratory.

### **F2.2 Lab Work**

- (a) Test all soil samples for moisture content;
- (b) Photograph core samples recovered from the pavement surface;
- (c) Conduct tests for plasticity index and hydrometer analysis on selected soil samples which are between 0.5 m and 1 m below top of pavement (this is the sub-grade on which the pavement and sub-base will be built). The selection will be based upon visual classification and moisture content test results, with a minimum of one sample of each soil type per street to be tested;
- (d) Prepare test-hole logs and classify subgrade (based on hydrometer) as follows:

- |                |                           |
|----------------|---------------------------|
| < 30% silt     | - classify as clay        |
| 30% - 50% silt | - classify as silty clay  |
| 50% - 70% silt | - classify as clayey silt |
| >70% silt      | - classify as silt        |
- (e) For Pavement Rehabilitations and Mill and Fill Pavement Rehabilitation Method pavement cores may be required. Contact the City's Project Manager to confirm requirements;
  - (f) For any uncertain situations and/or locations, or clarification of these requirements, contact the Project Manager.

### **F3. TREE REMOVAL GUIDELINES**

- F3.1 These guidelines are applicable to situations where trees in fair to good condition on public boulevards, parks, or natural areas are requested to be removed. The following are some examples:
- (a) Movie sets;
  - (b) private and commercial approaches;
  - (c) planned construction, street work, and water and waste projects.
- F3.2 (0 – 10cm) Trees can be replaced at approximately the same size. Customer is responsible for removal utilizing an approved contractor and is to forward the replacement cost (currently \$740 / tree) to the Urban Forestry Branch.
- F3.3 (10 – 30cm) Trees are not easily replaced and are valued according to Council of Tree and Landscape Appraisal Formula.
- F3.4 (30cm +) The Urban Forestry Branch's position is to deny removal and further consultation with the City of Winnipeg Forester is required.
- F3.5 Funding received by The Urban Forestry Branch will be invested back in the form of tree planting within the Ward to maintain the canopy of the urban forest.
- F3.6 Additional Guidelines:
- (a) There shall be no appraised value applicable for trees that are dead or are in decline;
  - (b) Trees that are part of emergency water and waste projects shall be priced for removal and replacement cost;
  - (c) For new easements, Manitoba Hydro shall consult with the City of Winnipeg Urban Forestry Branch prior to any proposed tree removal. During the consultation, all attempts shall be made to minimize tree removal. Trees that are removed shall be compensated at a value of 1 new tree per 10 cm of dbh (diameter at breast height; ie. 40 cm dbh tree = 4 replacement trees @ \$740 / tree = \$2960). If Manitoba Hydro fails to consult with the Urban Forestry Branch in these matters, then the Council of Tree & Landscape Appraisers, Guide for Plant Appraisal (current edition), shall be used to determine the value of trees;
  - (d) Natural stand trees are valued 1:1 ratio for those greater than 5 cm dbh. One additional replacement tree will be required for every additional 7.5 cm of dbh (ie. 12.5 cm dbh = 2 replacement trees @ \$740 / tree = \$1480). The ISA Species rating will be taken into consideration once a total appraised value has been determined.

### **F4. SEWER CONDITION ASSESSMENT & CCTV GUIDELINES (2017)**

- F4.1 Perform condition assessment on all relevant sewers and manholes in the right-of-way within the limits of the street renewal. Condition assessment includes, but is not limited to, the following:

- (a) Review all sewer and manhole assets in the City of Winnipeg's Sewer Management System (SMS) application. Determine which assets are to be inspected using Closed-Circuit Television (CCTV) in accordance with Clause F4.2;
- (b) Review existing CCTV inspections shown in SMS and new CCTV inspections performed in accordance with Clause F4.2;
- (c) Confirm the appropriateness of existing Backlogged and Pending rehabilitation types and limits shown in SMS. If required, provide revised rehabilitation recommendations;
- (d) For all inspections, recommend new rehabilitation types and limits not shown in SMS;
- (e) Recommend what rehabilitation is to be done prior to the pavement renewal project; and
- (f) Provide a rehabilitation summary and the new CCTV inspections and corresponding defect coding to WWD Asset Management Branch for review and approval.

F4.2 The Closed-Circuit Television (CCTV) criteria provided below are general guidelines and are not intended to replace sound municipal engineering judgement specific to the individual project scope and/or location.

- (a) Clean & Inspect sewers and manholes in accordance with CW 2140 Sewer and Manhole Cleaning, and CW 2145 Sewer and Manhole Inspection;
- (b) Where new inspections are required, provide a list of assets to qualified cleaning and inspection contractors;
- (c) Inspect all sewers and manholes where no previous CCTV inspections have been completed;
- (d) Re-inspect sewers and manholes with a Structural Performance Grade (SPG) of 3 or higher that have not been inspected in the previous 5 years, or sewers and manholes with an SPG of 1 or 2 that have not been inspected in the previous 20 years;
- (e) Inspect sewers (regardless of SPG) if the street exhibits obvious distress at/along the underground plant;
- (f) Inspect all CB leads to be reused as part of a street reconstruction, pavement rehabilitation, or mill and fill rehabilitation;
- (g) CCTV inspection of sewers and manholes is not required on mill and fill pavement rehabilitation method and thin bituminous overlay (TBO) projects unless the street exhibits obvious distress at/along the underground plant; and
- (h) Sewers and manholes located more than two metres from the work limits (i.e. not located under pavement) do not need to be re-inspected if previous CCTV inspection data exists.

F4.3 For any uncertain situations and/or locations, contact the City Project Manager.

F4.4 The Consultant is required to coordinate the sewer inspection contract and communicate the results to WWD Asset Management Branch in accordance with Clause F4.1. Provide the sewer inspections and corresponding defects data to WWD Asset Management Branch. Any repairs or other activities deemed necessary from these inspections must be reviewed and approved by WWD Asset Management Branch.

F4.5 Provide the post repair CCTV inspections and corresponding defect coding to WWD Asset Management Branch.

## **APPENDIX A – DEFINITIONS OF PROFESSIONAL CONSULTANT SERVICES-ENGINEERING-PUBLIC WORKS**

The City of Winnipeg  
Revision: 2012-01-19

# **DEFINITION OF PROFESSIONAL CONSULTANT SERVICES – ENGINEERING**

## **TABLE OF CONTENTS**

<a href="#">1.</a>	<a href="#">Definitions</a> .....	2
<a href="#">2.</a>	<a href="#">Introduction</a> .....	2
<a href="#">3.</a>	<a href="#">General Requirements of Professional Engineers</a> .....	2
<a href="#">4.</a>	<a href="#">Professional Engineering Services – Advisory Services</a> .....	2
<a href="#">5.</a>	<a href="#">Professional Engineering Services – Preliminary Design</a> .....	3
<a href="#">6.</a>	<a href="#">Professional Engineering Services – Detailed Design</a> .....	3
<a href="#">7.</a>	<a href="#">Professional Engineering Services – Contract Administration</a> .....	4
<a href="#">8.</a>	<a href="#">Professional Engineering Services – Post Construction Services</a> .....	6
<a href="#">9.</a>	<a href="#">Professional Engineering Services – Additional Services</a> .....	7

## **DEFINITION OF PROFESSIONAL CONSULTANT SERVICES – ENGINEERING**

### **1. DEFINITIONS**

- 1.1 “Consulting Engineer” means the Professional Engineer or Professional Engineering firm engaged by the City to perform Consulting Engineering Services as described herein and within the Scope of Services of a Contract. The “Consulting Engineer” will hold and maintain, for the duration of the Project, a Certificate of Authorization from the Association of Professional Engineers and Geoscientists of Manitoba in the “Practicing Entity” category.
- 1.2 “Professional Engineer” means an individual engineer registered to practice in the Province of Manitoba by the Association of Professional Engineers and Geoscientists of Manitoba (APEGM), as required by the Engineering and Geoscientific Professions Act of the Province of Manitoba and the by-laws of the Association of Professional Engineers and Geoscientists of the Province of Manitoba.
- 1.3 “Professional Engineering” means the practice of professional engineering in the Province of Manitoba, as governed by the Engineering and Geoscientific Professions Act of the Province of Manitoba and the by-laws of the Association of Professional Engineers and Geoscientists of the Province of Manitoba (APEGM).
- 1.4 “Seal” means the impression of the stamp issued by APEGM to registered Professional Engineers, plus the signature of the registered Professional Engineer, plus the date the signature was applied.

### **2. INTRODUCTION**

- 2.1 Further to the General Conditions for Consultant Services, it is the intent of this Appendix to clarify the City’s specific requirements of the consulting services of Professional Engineers; to more fully identify the services to be rendered by Consulting Engineers to the City and to other parties on behalf of the City; and to provide a more clearly determined basis of obligation in respect thereof by Consulting Engineers to the City and to third parties in the provision of such services.

### **3. GENERAL REQUIREMENTS OF PROFESSIONAL ENGINEERS**

- 3.1 All services described herein shall be performed in the City of Winnipeg, unless otherwise authorized in writing by the Project Manager, and under the direct supervision of a Professional Engineer registered in the Province of Manitoba.
- 3.2 All drawings, reports, recommendations and other documents originating therefrom involving the practice of Professional Engineering shall bear the Seal of a Professional Engineer.
- 3.3 Reports and documents not involving the practice of Professional Engineering, such as letters of information, minutes of meetings, construction progress reports, may be originated and signed by other responsible personnel engaged by the Consulting Engineer and accepted by the Project Manager. Progress estimates, completion certificates and other reports related to the technical aspects of a Project, must be endorsed by the Consulting Engineer in a manner acceptable to the Project Manager.
- 3.4 None of the services, tasks, actions or requirements described herein, nor any verbal instruction from the Project Manager, are intended to relieve the construction contractor of his contractual and/or other legal obligations in respect thereof, unless specifically indicated, in writing, by the Project Manager.

### **4. PROFESSIONAL ENGINEERING SERVICES – ADVISORY SERVICES**

- 4.1 Advisory services have been referred to by the City of Winnipeg as “Type 1 Services”
- 4.2 Advisory services are normally not associated with or followed by preliminary design and/or design services.
- 4.3 Advisory services include, but are not limited to:

#### 4.4 Expert Testimony;

- a) Appraisals;
- b) Valuations;
- c) Rate structure and tariff studies;
- d) Management services other than construction management;
- e) Feasibility studies;
- f) Planning studies;
- g) Surveying and mapping;
- h) Geotechnical investigations;
- i) Hydrological investigations;
- j) Safety audits;
- k) Value engineering audits;
- l) Inspection, testing, research, studies, or reports concerning the collection, analysis, evaluation; and
- m) Interpretation of data and information leading to conclusions and recommendations based upon specialized engineering experience and knowledge.

### 5. PROFESSIONAL ENGINEERING SERVICES – PRELIMINARY DESIGN

- 5.1 Preliminary Design services have been referred to by the City of Winnipeg as “Type 2 Services”
- 5.2 Engineering services for preliminary design normally precede the detailed design of a Project.
- 6.1 Preliminary design services include, but are not limited to:
  - a) Preliminary engineering studies;
  - b) Engineering investigations;
  - c) Surface and subsurface site explorations, measurements, investigations, and surveys;
  - d) Operational studies including drainage studies, traffic studies, and noise attenuation;
  - e) Functional planning;
  - f) Formal and/or informal consultations with stakeholders and/or the general public
  - g) Physical, economical (capital and operating) and environmental studies including evaluation, comparison, and recommendation regarding alternative preliminary designs;
  - h) Special applications to public agencies for necessary authorizations, preparation and submission of reports and drawings thereto and appearance before same in support of the application;
  - i) Identification of the necessary authorizations from regulatory authorities and/or public agencies and determination of any related impacts and/or risks to the Project;
  - j) Coordination with all the utilities including (but not limited to) hydro, telephone, gas, telecoms, fibre optics, traffic signals and other City or developer works with respect to location, relocation, construction and/or reconstruction;
  - k) Preparation and submission of a report and appropriate drawings to the Project Manager, fully documenting data gathered, explaining adequately the assessment made, stating with clarity the resulting conclusions, and containing all recommendations which are relevant to this stage of Project implementation.

### 6. PROFESSIONAL ENGINEERING SERVICES – DETAILED DESIGN

- 6.1 Detailed Design services have been referred to by the City of Winnipeg as “Type 3 Services”

- 6.2 Engineering services for detailed design normally involve preparation of detailed designs, construction contract specifications and drawings, analysis of bids and recommendations regarding construction contract award.
- 6.3 Detailed design services include, but are not limited to:
- 6.4 Addressing alternative methods of accommodating; relocating; avoiding, and/or protecting utilities and railways; proposing alternative methods of solution, reviewing same with the appropriate regulatory approval agencies and stakeholders;
- 6.5 Application to public agencies for necessary authorizations, preparation and submission of reports and drawings thereto, and appearance before same in support of the application;
- 6.6 Formal and/or informal consultations with stakeholders and/or the general public;
- 6.7 Preparation and submission of detailed engineering calculations, drawings, and criteria employed in the design(s), securing review of and acceptance by the Project Manager;
- 6.8 Submission of engineering drawings and plans for circulation through the Underground Structures process;
- 6.9 Preparation of detailed engineering drawings, specifications and tender documents consistent with the standards and guidelines of the City, securing review of and acceptance by the Project Manager;
- 6.10 Preparation and provision to the Project Manager in written form, a fully detailed formal construction contract estimate;
- 6.11 Provision of appropriate response to bidders and advice to the Project Manager during the tender advertising period and, subject to acceptance by the Project Manager, issuing addenda to the tender documents;
- 6.12 Submission of a review, analysis, comparison, tabulation, calculation, and evaluation of the bids received, to the Project Manager, including a recommendation for construction contract award;
- 6.13 Arranging and attending a pre-award meeting with the recommended construction contractor, the Consulting Engineer and the Project Manager;
- 6.14 Preparation of a report including revised contract estimate, identifying and explaining variations from the earlier formal estimate.

## **7. PROFESSIONAL ENGINEERING SERVICES – CONTRACT ADMINISTRATION**

- 7.1 Contract Administration services have been referred to by the City of Winnipeg as “Type 4 Services”
- 7.2 Engineering services for Contract Administration are associated with the construction of a Project and include the office and field services required to ensure the execution of the Project in accordance with the intent of the City and in conformance with the particulars of the drawings and specifications.
- 7.3 Engineering services for Contract Administration can be generally divided into NON-RESIDENT and RESIDENT services.
- 7.4 NON-RESIDENT Contract Administration services include but are not limited to:
  - (a) Consultation with and advice to the Project Manager during the course of construction;
  - (b) Review and acceptance of shop drawings and other submissions supplied by the construction contractor or supplier to ensure conformance with the drawings and specifications;
  - (c) Review and report to the Project Manager upon laboratory, shop and other tests conducted upon materials and/or equipment placed or installed by the construction contractor to ensure conformance with the drawings and specifications;
  - (d) Acceptance of and/or recommendations for alternate materials and methods, subject to the approval of the Project Manager;



- (e) Provision to the Project Manager of a complete, current monthly Project status report;
- (f) Provision to the Project Manager a current update of revised construction contract-end cost estimate on a monthly basis, or more frequently if necessary, with explanation and justification of any significant variation from the preceding construction contract-end cost projection;
- (g) Definition and justification of any changes to the construction contract for review by the Project Manager;
- (h) Supplying the Project Manager with a copy of all significant correspondence relating directly or indirectly to the Project, originating from or distributed to, parties external to the Consulting Engineer, immediately following receipt or dispatch;
- (i) Provision of adequate and timely direction of field personnel by senior officers of the Consulting Engineer;
- (j) Establishment prior to construction and submission to the Project Manager of written and photographic records of, and assessment of the physical condition of the project site and the properties, buildings, facilities, and structures adjacent to the project site sufficient to equip the Consulting Engineer to provide valid evidence and relevant testimony in settlement of any claim involving the City by any court of law, or by any other party for damages thereto arising from the Project;
- (k) Arranging and attending pre-construction meetings and on-site or off-site review meetings, including representatives of the construction contractor, the Project Manager, and other technical stakeholders as applicable;
- (l) The preparation and submission of:
  - i. a detailed design notes package including items such as structural, geotechnical, hydraulic and heating, air-conditioning and ventilation design calculations; mechanical and electrical design calculations related to process equipment and building services; process design calculations; and instrumentation and process control design calculations;
  - ii. approved related shop drawings and equipment process manuals all within one (1) month of completion of each separate installation construction contract required to complete the works.

7.5 RESIDENT Contract Administration services include but are not limited to:

- a) Provision of qualified resident personnel – acceptable to the Project Manager – present at the Project site to carry out the services as specified below:
  - i. inspection of all pipe prior to installation;
  - ii. inspection and acceptance of excavation for, and full time inspection at the time of bedding placement, pipe laying and backfilling in respect of installation of watermains, land drainage sewers, and wastewater sewers;
  - iii. inspection of installation of all connections to watermains, sewers, manholes, valves, hydrants or house services, and excavation and/or exposing of all underground services, structures, or facilities;
  - iv. inspection of all excavations to determine soil adequacy prior to installation of base and subbase courses for sidewalks, public back lanes, and street pavements;
- b) Further to 7.5a), full time inspection will require assignment of qualified resident personnel – acceptable to the Project Manager – to each specific location when the referenced work is being undertaken by the construction contractor:
  - i. full time inspection and/or testing of watermains and sewers;
  - ii. full-time inspection during pavement placement; during finishing of public sidewalks and public lanes and/or street pavements
  - iii. full-time inspection during construction of bridge infrastructure and other structural works.

- c) Conduct detailed inspection of construction sufficient to ensure that the construction carried out by the construction contractor conforms to the drawings and specifications;
- d) Co-ordination and staging of all other works on the Project site including traffic signal installations, hydro, telephone, and gas utility work, railway work forces and/or other City or developer work;
- e) With approval of the Project Manager, provision of notice to adjacent residents and businesses of those stages of construction of the Project that will interrupt public services or access thereto, sufficiently in advance of same to permit preparation therefore;
- f) Enforcement of construction contractor conformance with the City of Winnipeg Manual of Temporary Traffic Control in Work Areas on City Streets and with reasonable standards of safety for motorists and pedestrians;
- g) Provision of reference line and elevation to the construction contractor and checking upon the construction contractor's adherence thereto;
- h) Representation of the City to the local residents and businesses and other inquiries in a professional manner, with responsible and prompt reaction to requests, minimizing impact and/or disruption of the Project to the extent possible;
- i) Arranging for and carrying out of testing of materials utilized by the construction contractor to ensure conformance with the drawings and specifications;
- j) Measurement, calculation, preparation, certification, and prompt submission of progress estimates to the Project Manager for payment to the construction contractor for construction performed in accordance with the drawings and specifications;
- k) Arrange, attend and prepare and distribute records of and minutes for, regularly held on-site or offsite Project review meetings including representatives of the construction contractor and the City;
- l) Promptly report any significant and unusual circumstances to the Project Manager;
- m) Promptly arrange for and conduct a detailed final inspection of the Project with the construction contractor and the Project Manager prior to commencement of the period of contractor warranty specified in the construction contract for the Project, and providing to the Project Manager in written form an appropriate recommendation for commencement of the warranty period for the constructed or partially constructed Project;
- n) Act as Payment Certifier and administer all construction contracts as required under the Builder's Liens Act of Manitoba;
- o) Keep a continuous record of working days and days lost due to inclement weather during the course of construction contract works;

## **8. PROFESSIONAL ENGINEERING SERVICES – POST CONSTRUCTION SERVICES**

- 8.1 Engineering Services in the post-construction phase of a Project are associated with the completion and close-out of the Project and generally considered part of Contract Administration (Type 4) Services.
- 8.2 The Consulting Engineer is required to provide post-construction services including but not limited to:
  - a) Preparation of a Certificate of Substantial Performance in the standard City of Winnipeg format
  - b) Preparation of a Certificate of Total Performance in the standard City of Winnipeg format
  - c) Provision of inspection services during the warranty period of the construction contract;

- d) Provision of inspection services for maintenance (paid) items within the warranty period of the construction contract;
- e) Coordination of a detailed inspection of the Project with the construction contractor and the Project Manager prior to the end of the period of construction contract warranty specified in the construction contract for the Project;
- f) Prompt resolution of:
  - i. deficiencies in design
  - ii. outstanding construction contract warranty issues
- g) Submission of a final construction report within three (3) months of the Substantial Performance date of the construction contract, including final or projected final construction contract costs;
- h) Provision of record drawings, within three (3) months of Substantial Performance date;
- i) Preparation of a Certificate of Acceptance in the standard City of Winnipeg format.

## **9. PROFESSIONAL ENGINEERING SERVICES – ADDITIONAL SERVICES**

9.1 Additional Services have been referred to by the City of Winnipeg as “Type 5 Services”

9.2 Additional services are Consulting Engineering services that fall outside those described above and may or may not be associated with a construction project, but are not in place of or in substitution for those services elsewhere specified in the *Definition of Professional Consultant Services – Engineering*, with respect to other types or categories of Services.

9.3 Engineering Services called Additional Services include but are not limited to:

- a) Revision of completed, or substantially completed, drawings and/or specifications that were in conformance with the original intent of the City or had been accepted by the Project Manager;
- b) Preparation of operating manuals and/or training of operating personnel;
- c) Start-up and/or operation of operating plants;
- d) Procurement of materials and equipment for the City;
- e) Preparation for and appearance in litigation on behalf of the City;
- f) Preparation of environmental studies and reports and presentation thereof in public hearings;
- g) Preparation and submission to the Project Manager, final quantities and dimensional measurements which the City requires for assessment of Local Improvement Levies within one (1) month of Project completion.

**APPENDIX B – PROJECT LOCATIONS AND TECHNICAL SCOPING**

**Notes:**

The “Additional Information” provided within the following tables relative to specific Project Packages and/or Project Locations contain specific information or issues, known to exist on Site at the time of issuance of this Request for Proposal. This information is not meant to be exhaustive and not meant to take the place of investigations and due diligence required of the Proponent.

The specific utility and agency coordination identified below notwithstanding, the successful Consultant(s) will be required to investigate and coordinate any utility requirements of the Project.

Construction adjacent schools will be avoided during the school year where possible, and otherwise coordinated with the respective school division.

Any project with railway crossing within or adjacent to their limits must have work coordinated with the respective rail authority.

<b>Local Streets Package 20-R-02</b>						
<b>File No.</b>	<b>Package No.</b>	<b>Location</b>	<b>Treatment</b>	<b>Notes</b>	<b>Const. Est.</b>	<b>Project Budget</b>
20-R-02	938-2019.1	Stewart Street- Portage Ave/Allard Ave	Rehabilitation	1	\$219,952	\$338,388
20-R-02	938-2019.1	Colchester Bay- Holland Blvd/Holland Blvd	Rehabilitation	2	\$386,240	\$594,215
20-R-02	938-2019.1	Stockton Place- Cochester Bay/End	Rehabilitation		\$95,434	\$146,822
20-R-02	938-2019.1	Booth Drive-Bruce Ave/Portage Ave	Rehabilitation	3	\$703,401	\$1,082,156
20-R-02	938-2019.1	Sharp Boulevard- Ness Ave/Bruce Ave	Rehabilitation		\$283,737	\$436,519
20-R-02	938-2019.1	Wolever Avenue- Minto St/Wall St	Asphalt Reconstruction	5	\$355,255	\$546,546
20-R-02	938-2019.1	Minto Street- Armoury Ave/St. Matthews Ave	Rehabilitation	6	\$198,449	\$305,306
20-R-02	938-2019.1	Tanner Street- Margaret Ave/End South of Templeton	Rehabilitation	9	\$152,723	\$234,958
20-R-02	938-2019.1	Bannerman Avenue- Duke St/McPhillips St	Rehabilitation		\$264,445	\$406,838
20-R-02	938-2019.1	Duke Street- Polson Avenue/Bannerman Avenue	Rehabilitation	7	\$163,428	\$251,427
20-R-02	938-2019.1	Cathedral Avenue- Arlington St/Rail Crossing West of Sinclair St	Rehabilitation		\$238,249	\$366,537
20-R-02	938-2019.1	Atlantic Avenue- Duke St/McPhillips St	Rehabilitation		\$277,232	\$426,510
20-R-02	938-2019.1	Aikins Street- Enniskillen Av/McAdam Ave	Rehabilitation	8	\$261,617	\$402,487
					<b>Total Project Package Budget</b>	<b>\$5,538,709</b>

<b>Local Streets Package 20-R-02</b>						
<b>Additional Information:</b>						
<i>General Assume 75 Working Days to Substantial Performance for this package.</i>						
1 Coordinate with Portage Ave renewal -St. Charles to David. Likely 2021 project.						
2 Geometry of elbows to be reconstructed to current standard. ST-89- 2012 Transportation Standards Manual						
3 Reference T-3524 for Bruce and Lodge intersection improvements and addition of sidewalk on west side						
4 Confirm Signals scope with City Project Manager						
5 Construct bumpout at Wall St and Wolever (Northeast corner. Include new south side sidewalk.)						
6 Include new eastside sidewalk.						
7 Include new sidewalk. Consider either side. Coordinate with City PM.						
8 Include new sidewalk on both sides from McAdam to alley						
9 Include new sidewalk westside south of Templeton to south end						

<b>Local Street Package 20-R-03</b>						
<b>File No.</b>	<b>Package No.</b>	<b>Location</b>	<b>Treatment</b>	<b>Notes</b>	<b>Const. Est.</b>	<b>Project Budget</b>
20-R-03	938-2019.2	Grey Street- Nottingham Ave/Union Ave E.	Rehabilitation	1	\$197,313	\$303,559
20-R-03	938-2019.2	John Taylor Place- Werrell Cr/ Tu Pelo Ave	Rehabilitation	2	\$126,397	\$194,457
20-R-03	938-2019.2	Government Avenue- Louelda St/Besant St	Asphalt Reconstruction	3,8	\$496,510	\$763,861
20-R-03	938-2019.2	Besant Street- Munroe Ave/North Limit	Rehabilitation	4	\$474,376	\$729,809
20-R-03	938-2019.2	Hatcher Road(North leg)- Bournais Dr/Rougeau Ave	Rehabilitation	5	\$484,348	\$745,150
20-R-03	938-2019.2	Rougeau Avenue- Bournais Dr/Hatcher Rd	Rehabilitation	6	\$329,458	\$506,859
20-R-03	938-2019.2	Springfield Road- Gateway/Brian Rd	Rehabilitation	7	\$739,814	\$1,138,176
					<b>Total Project Package Budget</b>	<b>\$4,381,871</b>

<b>Local Street Package 20-R-03</b>						
<b>Additional Information:</b>						
<i>General Assume 70 Working Days to Substantial Performance for this package.</i>						
1 Sewer EPR and liner to be completed in 2020 by Water and Waste Department. Coordinate with Water and Waste Department.Feedermain crossing at Nottingham Ave.						
2 Include new west side sidewalk						
3 Coordinate watermain renewal by Water and Waste Department						
4 Improve sidewalk alignment and crossings at north limit						
5 Include new sidewalk northside Hatcher from Bournais to Hatcher Rd. North and on Hatcher, west side from Rougeau to Hatcher Road Park North						
6 Include new sidewalk on north side						
7 Reference T-3526.Consultant to include curb extensions to lower operating speed of road and Active Transportation (AT) into design. Consultant to complete Preliminary Design of entire facility to Rothesay including curb extensions and AT Path. AT Path not currently funded and construction not included. Minimize work on south side sidewalk.Rothesay to Brian budgeted to be completed in 2021.						
8 The concrete/asphalt reconstruction streets in this package will have street lighting work (including the installation of bases and wiring and the replacement of lamp standards) completed under the roadworks construction contract. Co-ordination with Manitoba Hydro will be required. Lighting design will be completed by Manitoba Hydro and inspection will be provided by Manitoba Hydro after each phase of work. Layout will be performed by the successful proponent. Quantities to be included in the Tender and typical Manitoba Hydro specifications for all works to be included in the construction Tender will be supplied to the successful proponent. Work will be required to insert documents into the construction Tender.						

<b>Local Street Package 20-R-04</b>						
<b>File No.</b>	<b>Package No.</b>	<b>Location</b>	<b>Treatment</b>	<b>Notes</b>	<b>Const. Est.</b>	<b>Project Budget</b>
20-R-04	938-2019.3	Ashland Avenue- Churchill Dr/Darling St	Asphalt Reconstruction	5	\$339,210	\$521,862
20-R-04	938-2019.3	Ashland Avenue- Darling St/Eccles St	Asphalt Overlay	1	\$264,445	\$406,838
20-R-04	938-2019.3	Ashland Avenue- Eccles St/Mabel St	Rehabilitation		\$153,387	\$235,980
20-R-04	938-2019.3	Gertrude Avenue- Nasau St N/Osborne St	Rehabilitation	2	\$344,671	\$530,263
20-R-04	938-2019.3	Maybank Drive- Marshall Cr/Donnelly St	Asphalt Reconstruction	3,5	\$403,930	\$621,430
20-R-04	938-2019.3	Farwell Bay- Donnelly St/Donnelly St	Asphalt Reconstruction	4,5	\$659,034	\$1,013,899
20-R-04	938-2019.3	Lakeside Drive- Forest Lake Dr/Chancellor Dr	Rehabilitation		\$219,721	\$338,033
20-R-04	938-2019.3	Lakeside Drive- Augusta Dr/Forest Lake Dr	Rehabilitation		\$165,658	\$254,858

<b>Local Street Package 20-R-04</b>					<b>Total Project Package Budget</b>	<b>\$3,923,163</b>
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**Additional Information:**

**General Assume 65 Working Days to Substantial Performance for this package.**

- 1 Include new sidewalk on south side, adjacent to community center.
- 2 Confirm Signals scope with City Project Manager
- 3 Construct sidewalk one side of street. Pending sewer EPR, coordinate with Water and Waste Department
- 4 Construct sidewalk one side from From Donnelly to Marshal Crescent Park(Same side as Maybank Dr). Geometry of elbows reconstructed to ST-89 of 2012 Transportation Standards Manual
- 5 The concrete/asphalt reconstruction streets in this package will have street lighting work (including the installation of bases and wiring and the replacement of lamp standards) completed under the roadworks construction contract. Co-ordination with Manitoba Hydro will be required. Lighting design will be completed by Manitoba Hydro and inspection will be provided by Manitoba Hydro after each phase of work. Layout will be performed by the successful proponent. Quantities to be included in the Tender and typical Manitoba Hydro specifications for all works to be included in the construction Tender will be supplied to the successful proponent. Work will be required to insert documents into the construction Tender.

**Local Street Package 20-R-05 and Local Improvements 20-LI-01**

<b>File No.</b>	<b>Package No.</b>	<b>Location</b>	<b>Treatment</b>	<b>Notes</b>	<b>Const. Est.</b>	<b>Project Budget</b>
20-R-05	938-2019.4	Fleury Place- Fontaine Cr/Fontaine Cr	Asphalt Reconstruction	5	\$333,099	\$512,460
20-R-05	938-2019.4	Drake Boulevard- Autumnwood Rd/Cottonwood Rd	Rehabilitation	6	\$893,942	\$1,375,296
20-R-05	938-2019.4	Blackwater Bay- Charing Cross Cr/Cul de sac End	Rehabilitation	2	\$306,863	\$472,097
20-R-05	938-2019.4	Blackwater Bay- Blackwater Bay to Charing Cross Cr	Asphalt Reconstruction	1	\$131,737	\$202,673
20-R-05	938-2019.4	Oakridge Bay- Metz St/Metz St	Rehabilitation		\$300,780	\$462,739
20-R-05	938-2019.4	Rosewarne Avenue- Kingston Row/St. Marys Rd	Asphalt Reconstruction	3,4,5	\$761,691	\$1,171,833
20-LI-01	938-2019.4	Alley bounded by Prosper Street, St. Catherine Street, Evans Street, Seine River	Asphalt Reconstruction	7	\$187,500	\$250,000
20-LI-01	938-2019.4	Alley bounded by Walmer Street, Kirkdale Street, Ferndale Avenue, Lawndale Avenue	Asphalt Reconstruction		\$180,000	\$240,000
20-LI-01	938-2019.4	Alley bounded by Highfield Street, Coniston Street, Tache Avenue, Monck Avenue	Asphalt Reconstruction		\$165,000	\$220,000
20-LI-01	938-2019.4	Alley bounded by Coniston Street, Lyndale Drive, Gauvin Street, Chandos Avenue	Asphalt Reconstruction	8	\$288,750	\$385,000
20-LI-01	938-2019.4	Alley bounded by Kirkdale Street, Highfield Street, Claremont Avenue, Ferndale Avenue	Asphalt Reconstruction		\$180,000	\$240,000

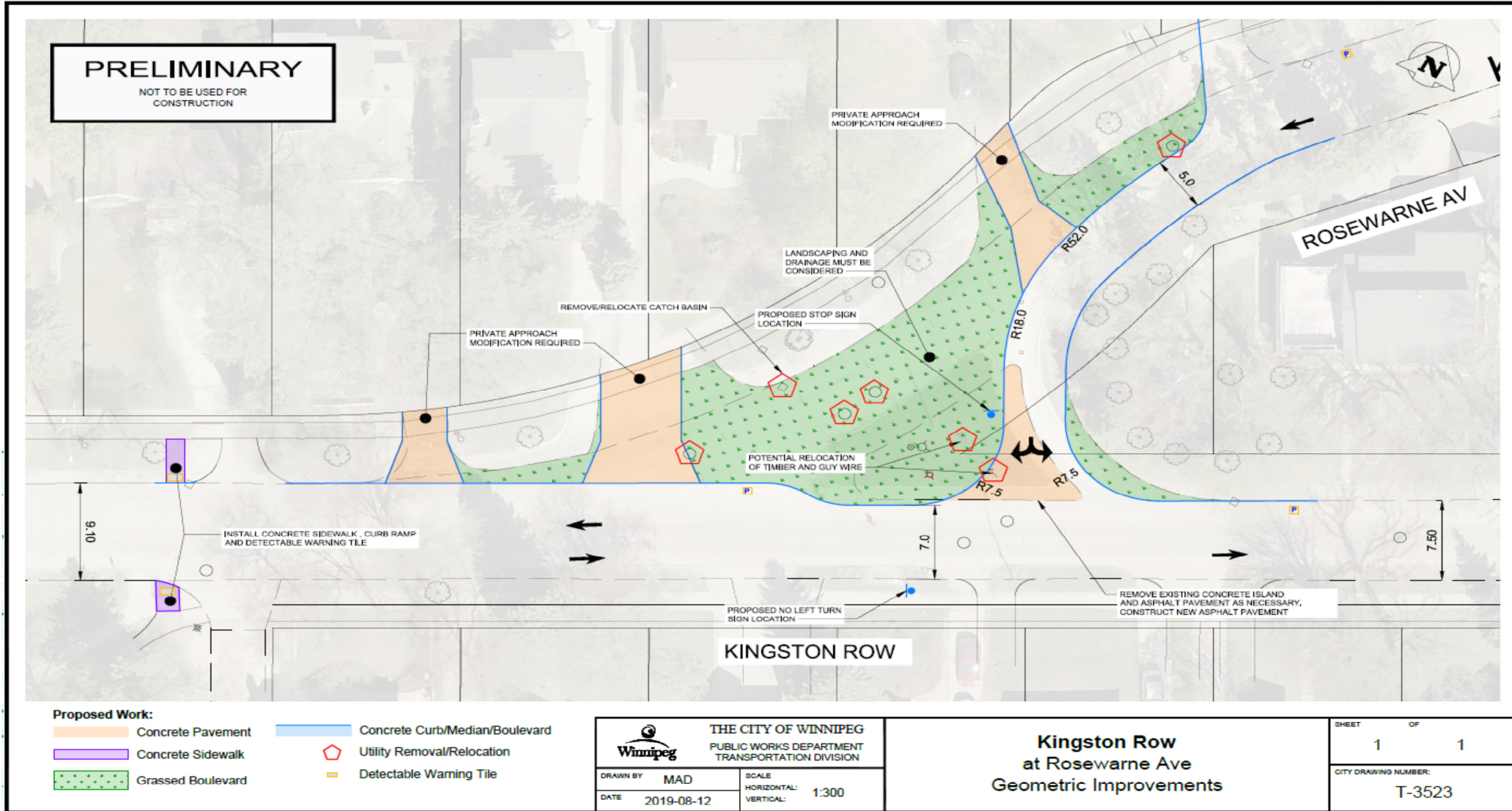
<b>Local Street Package 20-R-05 and Local Improvements 20-LI-01</b>					<b>Total Project Package Budget</b>	<b>\$5,532,098</b>
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**Additional Information:**

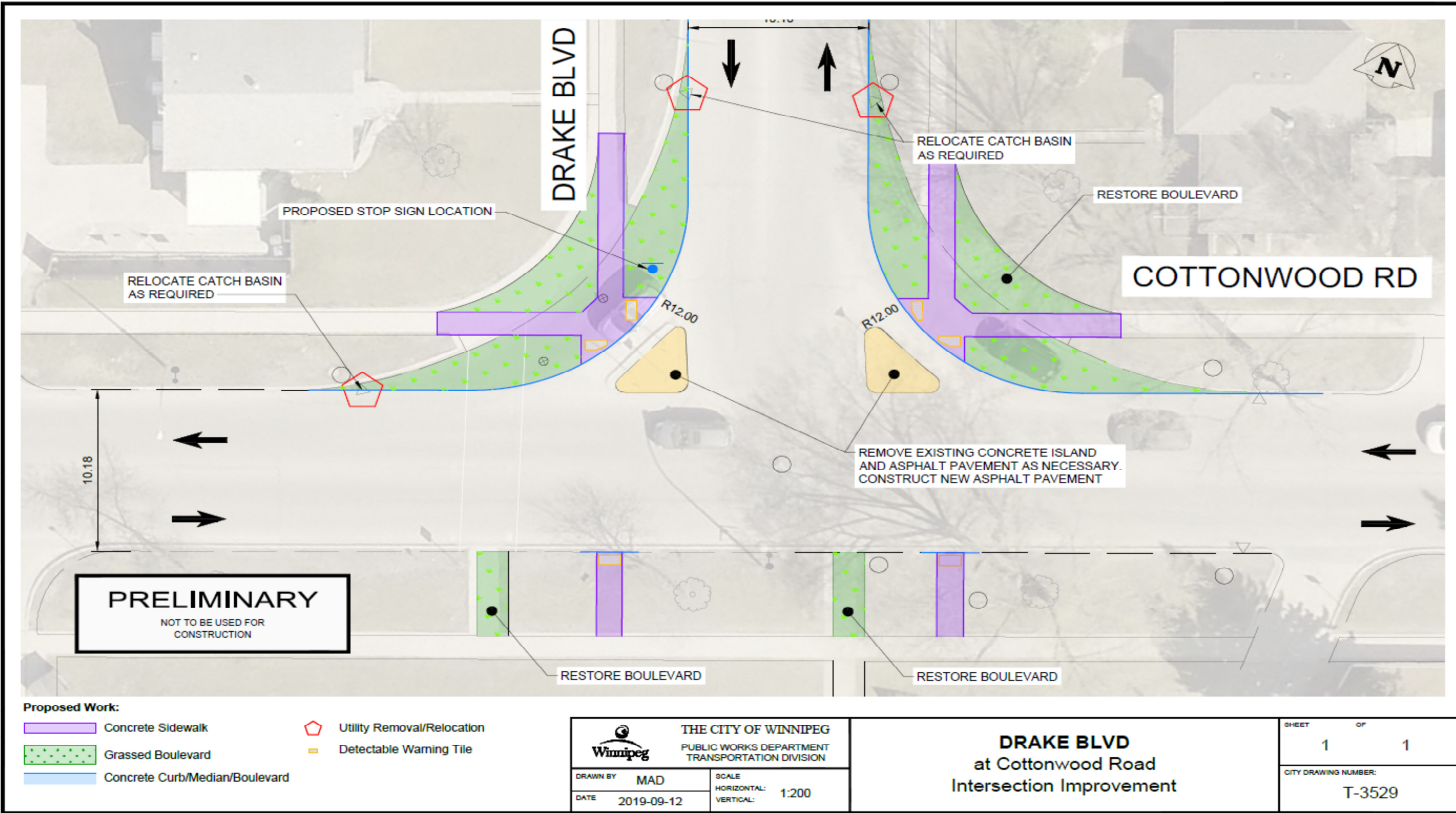
**General Assume 2 construction tenders. 65 Working Days to Substantial Performance for the Local Streets and 60 Working days to Substantial Performance for the Local Improvements in this package.**

- \*All local improvement alleys identified above are to be constructed approximately 4.88m wide and a 125mm thick asphalt pavement.
  - \*There is no land drainage sewer in any local improvement alleys listed. It is anticipated that there will be land drainage sewer work required. Fees for all land drainage sewer design and construction including modelling and analysis to be included. The proposed budget does not include the required land drainage sewer work. It's anticipated the average land drainage work is an additional 35% of the construction estimate.
  - \* All Local Improvement alley locations have not been formally adopted by By-Law. By-Law must be in place prior to construction contract being advertised. See clause B21.8
- 1 East Leg, approximately 85m in length
  - 2 Include new sidewalk construction on one side from Cul de Sac end to Charing Cross
  - 3 Coordinate watermain renewal with Water and Waste Department
  - 4 Reference T-3523 for Kingston Row intersection improvements. Kingston Row rehabilitation budgeted for 2021. Ensure compatibility of treatments. Includes improvements.
  - 5 The concrete/asphalt reconstruction streets in this package will have street lighting work (including the installation of bases and wiring and the replacement of lamp standards) completed under the roadworks construction contract. Co-ordination with Manitoba Hydro will be required. Lighting design will be completed by Manitoba Hydro and inspection will be provided by Manitoba Hydro after each phase of work. Layout will be performed by the successful proponent. Quantities to be included in the Tender and typical Manitoba Hydro specifications for all works to be included in the construction Tender will be supplied to the successful proponent. Work will be required to insert documents into the construction Tender.
  - 6 Reference T-3529 for intersection improvements at Cottonwood intersection to improve pedestrian crossings
  - 7 Includes the first north-south outlet alley to Prosper Street east of the Seine River
  - 8 Includes first east-west lane north of Lyndale Drive

APPENDIX C – REFERENCE MATERIAL







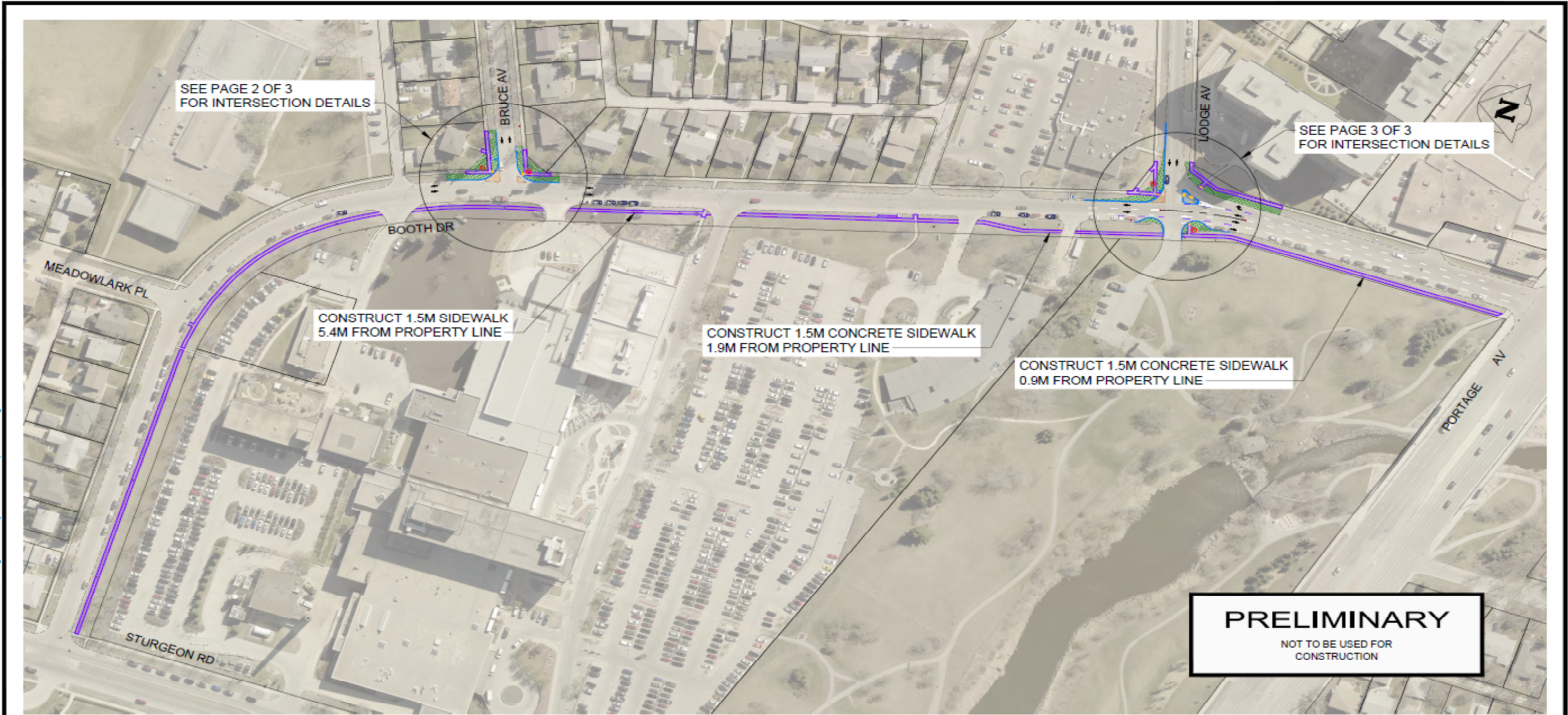
- Proposed Work:**
- Concrete Sidewalk
  - Grassed Boulevard
  - Concrete Curb/Median/Boulevard
  - Utility Removal/Relocation
  - Detectable Warning Tile

<b>THE CITY OF WINNIPEG</b> PUBLIC WORKS DEPARTMENT TRANSPORTATION DIVISION	
DRAWN BY: MAD DATE: 2019-09-12	SCALE: HORIZONTAL: 1:200 VERTICAL: 1:200

**DRAKE BLVD**  
at Cottonwood Road  
Intersection Improvement

SHEET	OF
1	1
CITY DRAWING NUMBER:	
T-3529	





**Proposed Work:**

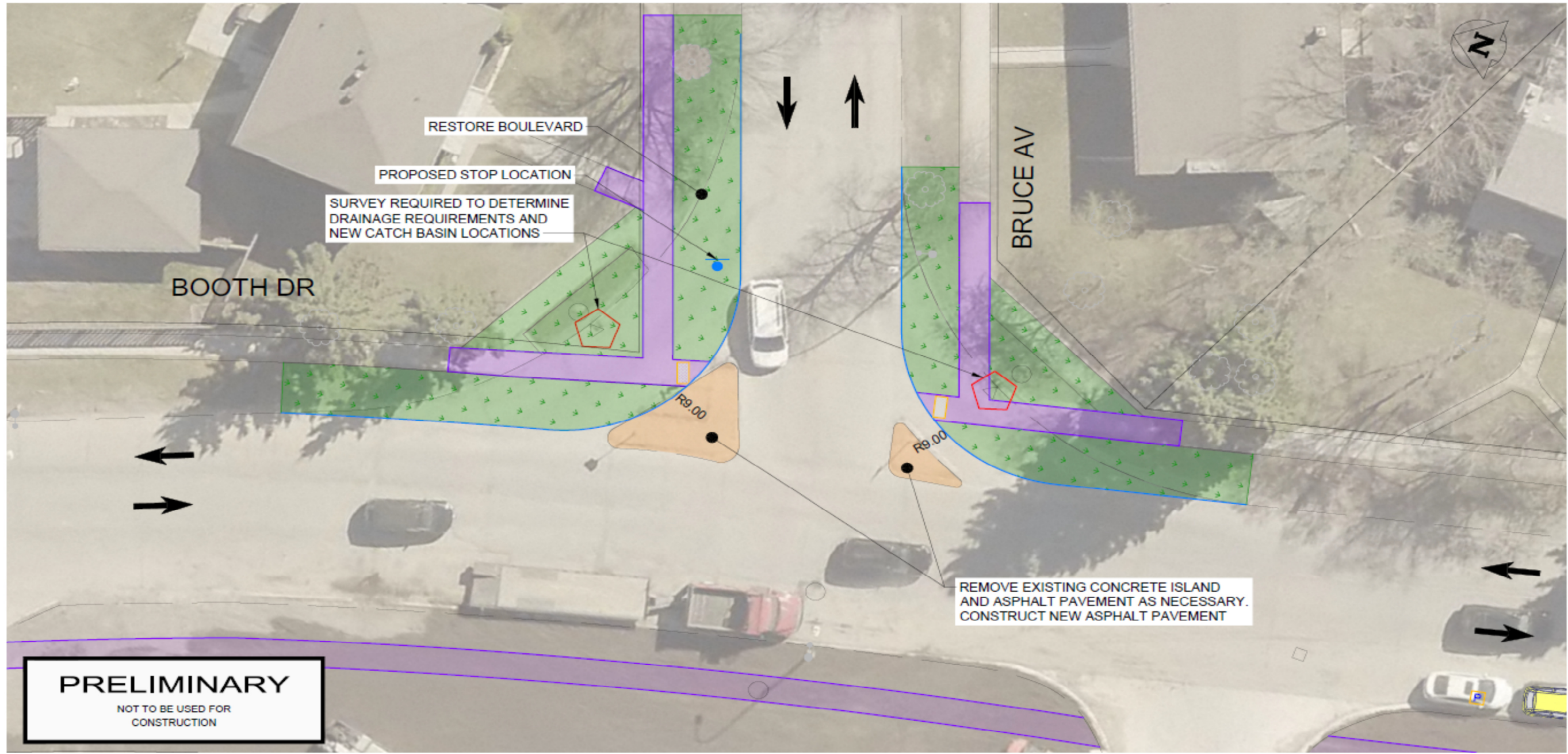
- Concrete Pavement
- Concrete Sidewalk
- Grassed Boulevard
- Concrete Curb/Median/Boulevard
- Utility Removal/Relocation
- Detectable Warning Tile

<b>THE CITY OF WINNIPEG</b> PUBLIC WORKS DEPARTMENT TRANSPORTATION DIVISION	
DRAWN BY: MAD DATE: 2019-08-23	SCALE: HORIZONTAL: 1:1700 VERTICAL:

**Booth Drive**  
from Sturgeon Road to Portage Avenue  
Installation of New Sidewalk

SHEET	OF
1	3
CITY DRAWING NUMBER: T-3524	





REMOVE EXISTING CONCRETE ISLAND AND ASPHALT PAVEMENT AS NECESSARY. CONSTRUCT NEW ASPHALT PAVEMENT

**PRELIMINARY**  
NOT TO BE USED FOR CONSTRUCTION

**Proposed Work:**

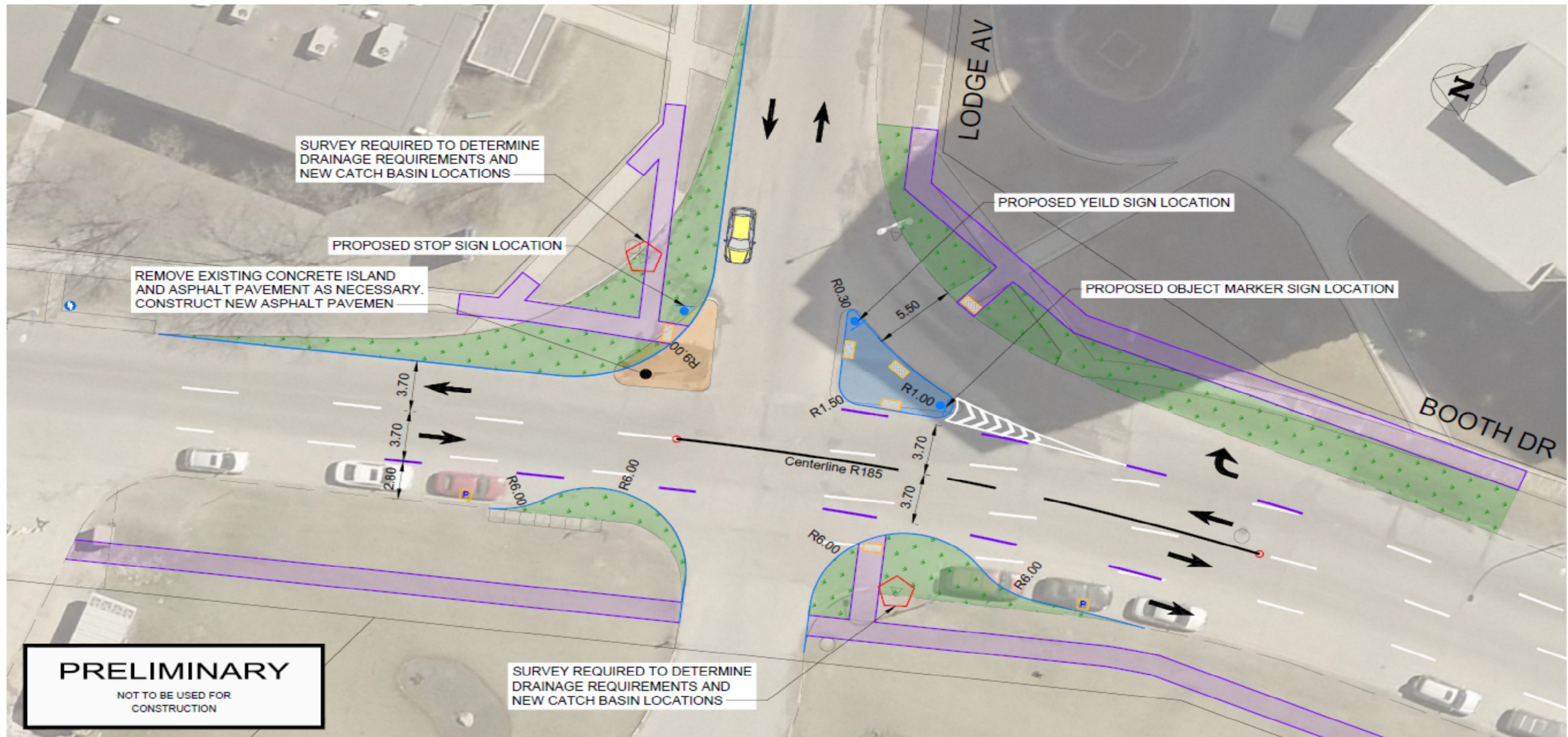
- Concrete Pavement
- Concrete Sidewalk
- Grassed Boulevard
- Concrete Curb/Median/Boulevard
- Utility Removal/Relocation
- Detectable Warning Tile

<b>THE CITY OF WINNIPEG</b> PUBLIC WORKS DEPARTMENT TRANSPORTATION DIVISION	
DRAWN BY: <b>MAD</b> DATE: <b>2019-08-23</b>	SCALE: HORIZONTAL: 1:200 VERTICAL: 1:200

**Bruce Avenue  
at Booth Drive  
Intersection Geometric Improvements**

SHEET	OF
2	3
CITY DRAWING NUMBER:	
T-3524	





**PRELIMINARY**  
NOT TO BE USED FOR  
CONSTRUCTION

**Proposed Work:**

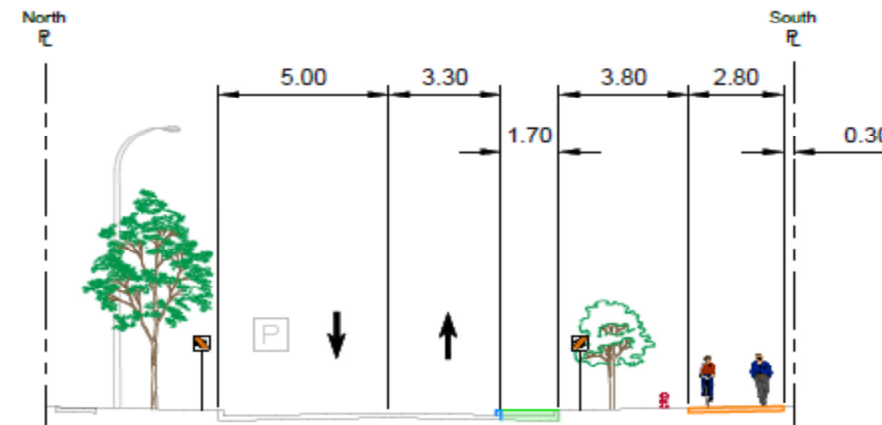
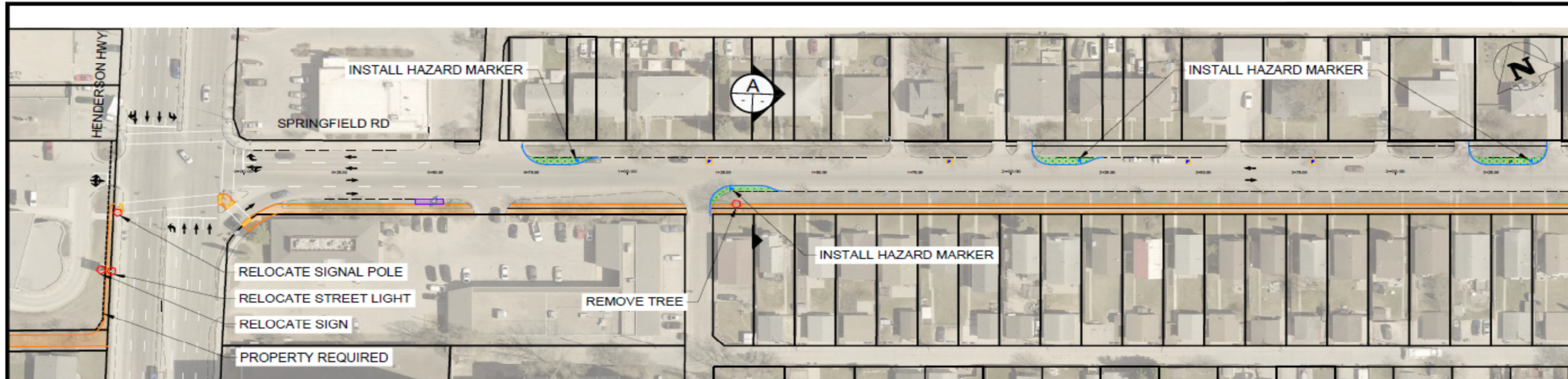
- Concrete Pavement
- Concrete Sidewalk
- Grassed Boulevard
- Concrete Curb/Median/Boulevard
- Utility Removal/Relocation
- Detectable Warning Tile

<b>THE CITY OF WINNIPEG</b> PUBLIC WORKS DEPARTMENT TRANSPORTATION DIVISION	
DRAWN BY: <b>MAD</b> DATE: <b>2019-08-23</b>	SCALE: HORIZONTAL: <b>1:250</b> VERTICAL:

**Lodge Ave  
at Booth Drive  
Intersection Geometric Improvements**

SHEET	OF
<b>3</b>	<b>3</b>
CITY DRAWING NUMBER:	
<b>T-3524</b>	





SECTION A  
1:150

**Proposed Work:**

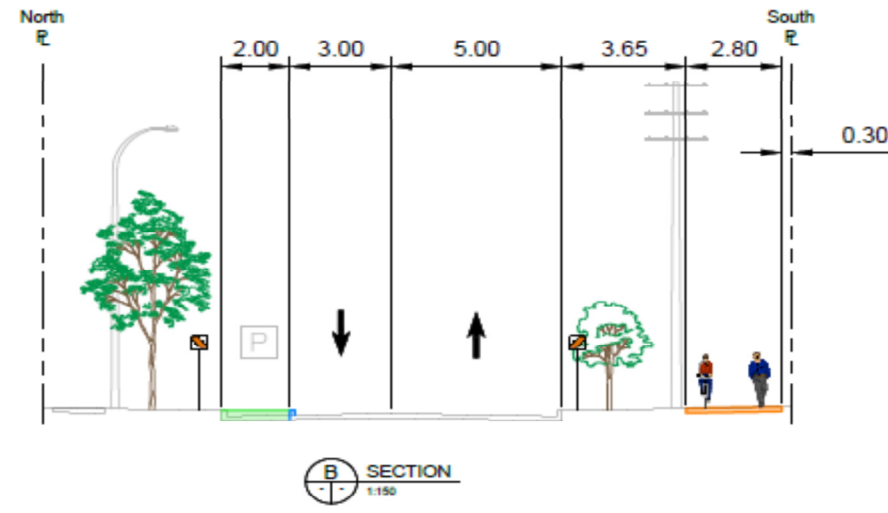
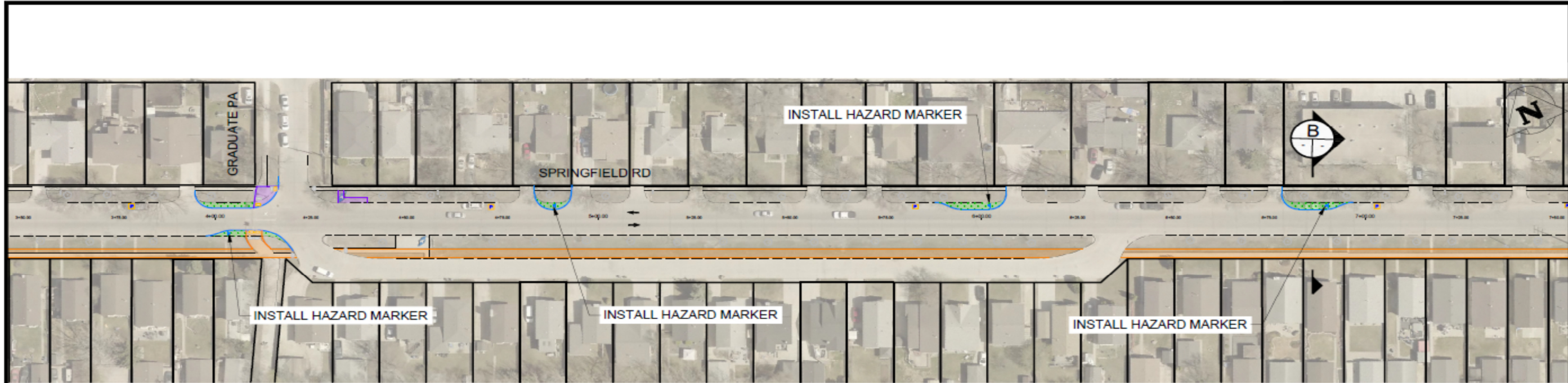
- Concrete Sidewalk
- Asphalt AT Path
- Grassed Boulevard
- Concrete Curb/Boulevard
- Utility Adjustment/Removal/Relocation
- Detectable Warning Tile

**PRELIMINARY**  
NOT TO BE USED FOR  
CONSTRUCTION

<b>THE CITY OF WINNIPEG</b> PUBLIC WORKS DEPARTMENT TRANSPORTATION DIVISION	
DRAWN BY: GSP DATE: 2019-09-04	SCALE: HORIZONTAL: 1:1000 VERTICAL:

**Springfield Road**  
from Henderson Highway to Raleigh Street  
AT Path and Curb Extensions

SHEET	OF
1	5
CITY DRAWING NUMBER:	
T-3526	



**Proposed Work:**

- Concrete Sidewalk
- Asphalt AT Path
- Grassed Boulevard
- Concrete Curb/Boulevard
- Utility Adjustment/  
Removal/Relocation
- Detectable Warning Tile

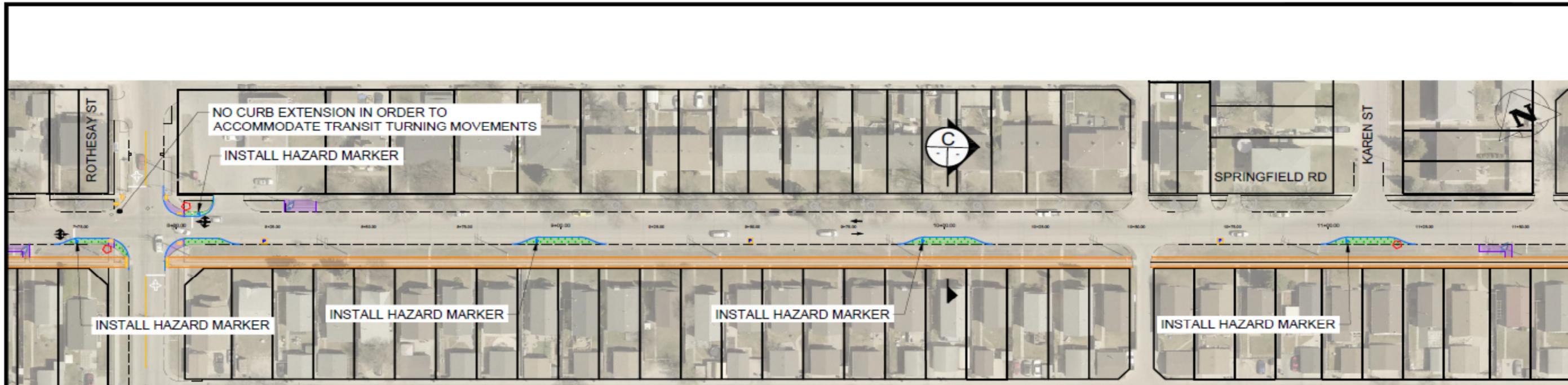
**PRELIMINARY**  
NOT TO BE USED FOR  
CONSTRUCTION

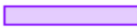


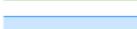


<b>THE CITY OF WINNIPEG</b> PUBLIC WORKS DEPARTMENT TRANSPORTATION DIVISION	
DRAWN BY: GSP DATE: 2019-09-04	SCALE: HORIZONTAL: 1:1000 VERTICAL:

**Springfield Road**  
from Henderson Highway to Raleigh Street  
AT Path and Curb Extensions


SHEET	OF
2	5
CITY DRAWING NUMBER:	
T-3526	





- Proposed Work:**
-  Concrete Sidewalk
  -  Asphalt AT Path
  -  Grassed Boulevard
  -  Concrete Curb/Boulevard
  -  Utility Adjustment/Removal/Relocation
  -  Detectable Warning Tile

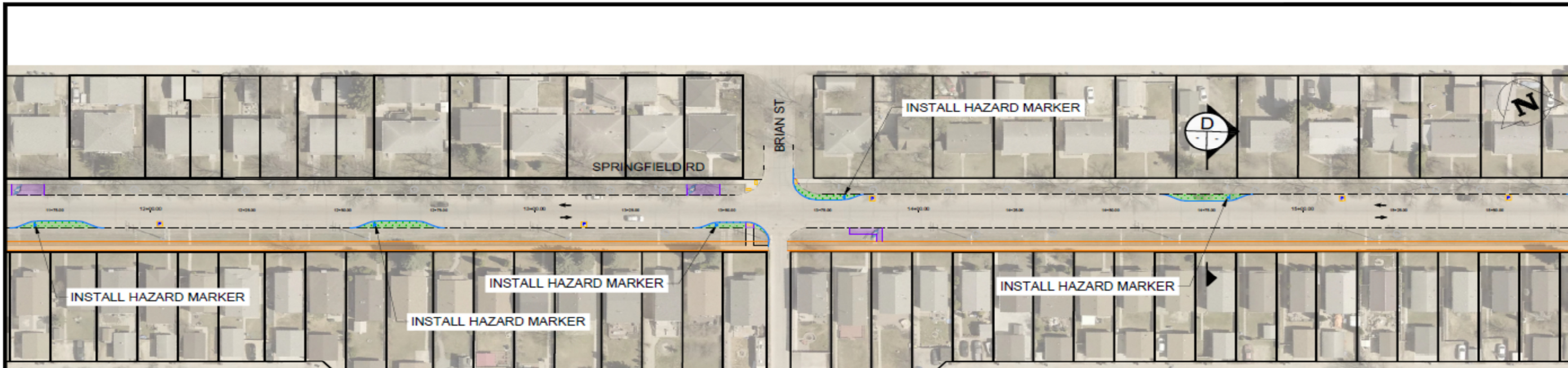
**PRELIMINARY**  
NOT TO BE USED FOR  
CONSTRUCTION

 **THE CITY OF WINNIPEG**  
PUBLIC WORKS DEPARTMENT  
TRANSPORTATION DIVISION

DRAWN BY: GSP	SCALE: HORIZONTAL: 1:1000
DATE: 2019-09-04	VERTICAL:




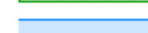


**Springfield Road**  
from Henderson Highway to Raleigh Street  
AT Path and Curb Extensions

SHEET	OF
3	5
CITY DRAWING NUMBER: T-3526	




D SECTION  
1:150

**Proposed Work:**

-  Concrete Sidewalk
-  Asphalt AT Path
-  Grassed Boulevard
-  Concrete Curb/Boulevard
-  Utility Adjustment/Removal/Relocation
-  Detectable Warning Tile

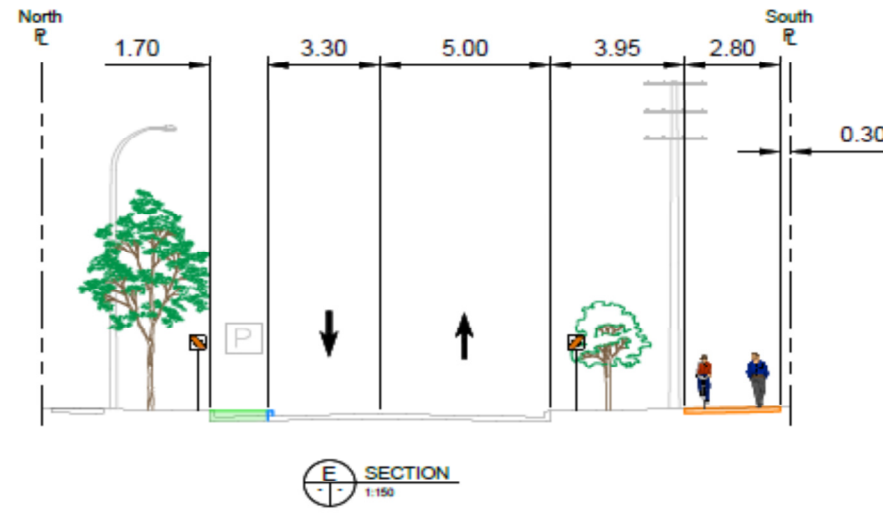
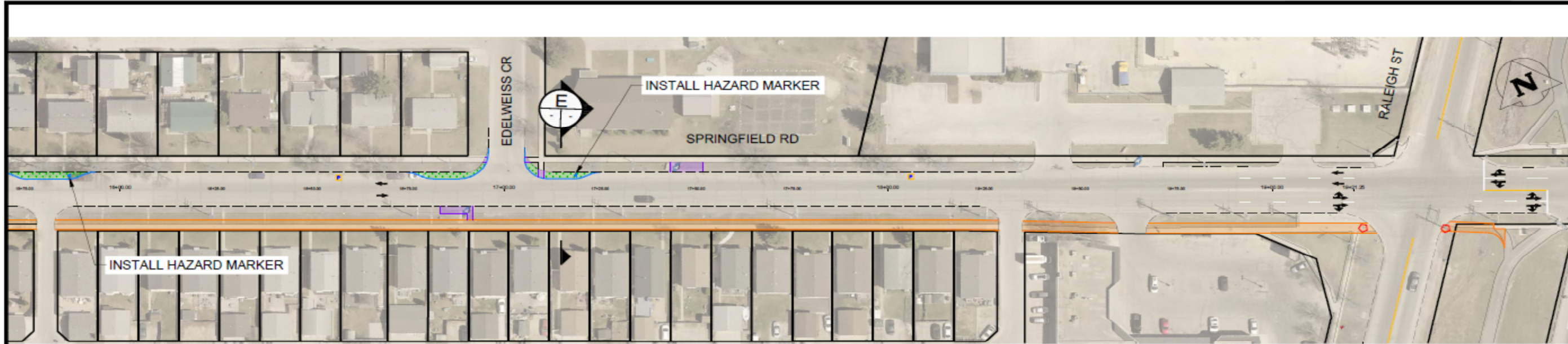
**PRELIMINARY**  
NOT TO BE USED FOR  
CONSTRUCTION

		THE CITY OF WINNIPEG PUBLIC WORKS DEPARTMENT TRANSPORTATION DIVISION	
DRAWN BY	GSP	SCALE	HORIZONTAL: 1:1000
DATE	2019-09-04	SCALE	VERTICAL: 1:1000

**Springfield Road**  
from Henderson Highway to Raleigh Street  
AT Path and Curb Extensions

SHEET	OF
4	5
CITY DRAWING NUMBER:	
T-3526	





**Proposed Work:**

- Concrete Sidewalk
- Asphalt AT Path
- Grassed Boulevard
- Concrete Curb/Boulevard
- Utility Adjustment/  
Removal/Relocation
- Detectable Warning Tile

**PRELIMINARY**  
NOT TO BE USED FOR  
CONSTRUCTION

<b>THE CITY OF WINNIPEG</b> PUBLIC WORKS DEPARTMENT TRANSPORTATION DIVISION	
DRAWN BY: GSP DATE: 2019-09-04	SCALE: HORIZONTAL: 1:1000 VERTICAL:

**Springfield Road**  
from Henderson Highway to Raleigh Street  
AT Path and Curb Extensions

SHEET	OF
5	5
CITY DRAWING NUMBER:	
T-3526	