

The Corporation of the City of Sarnia



*Request for Proposal No. 17-115
Preliminary Design – Taxiway Bravo, Main
Apron Aircraft Parking Area Rehabilitation
and Airside Guidance Sign Upgrades*

Delivery of Submissions:
Closing Date: June 1, 2017
Time of Closing: 3:00:00 p.m. E.S.T.
Delivery Location: Finance Department; Reception Desk, Attention: Purchasing The Corporation of the City of Sarnia, 255 North Christina Street, P.O. Box 3018, Sarnia, Ontario, N7T 7N2
Important Dates Regarding this Request for Proposal:
Last Day for Questions: May 19, 2017

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DELIVERY OF SUBMISSIONS NOTICE

All Submissions are to
be delivered to
RECEPTION DESK, 1st
Floor (Lobby) of Sarnia
City Hall by no later
than 3:00:00p.m. EST of
the Closing Date Stated.

Information to Bidders

General Description

The Corporation of the City of Sarnia is inviting qualified Engineering Consulting firms to provide proposal submissions for the Preliminary Design for Airport Capital Assistance Program (ACAP) funding from Transport Canada regarding the rehabilitation of taxiway Bravo, main apron aircraft parking areas and the airside guidance sign upgrades.

Bid Submission

Proposals shall be properly labeled with Proposal number, sealed in an envelope, and submitted no later than the Closing date and Time.

Proposals will be received until 3:00:00p.m. E.S.T., June 6, 2017

Submissions will be time and date stamped at the Reception Desk and shall be the only recognized time piece for the purposes of Bid Submissions.

Submissions received after the closing time will be labeled accordingly and will remain unopened and disqualified.

Note: It is the vendor's responsibility to ensure that the bid submission is received by the Reception Desk prior to closing. The Corporation accepts no responsibility for any delays in internal handling or processing which may arise for bids which are not personally delivered to the Reception Desk location. To reduce the risk, where the bid envelope is contained in some other form of wrapping or packaging.(i.e. courier envelope) Vendors shall clearly mark the most external wrapping or packaging with the word "Proposal" so as to assist in identifying it for internal handling purposes. **Faxed or e-mailed Proposals are not acceptable.**

RFP Schedule

Every attempt will be made to meet all dates. The City of Sarnia reserves the right to modify any or all dates at its sole discretion.

- Last Day for Questions, May 19, 2017
- Closing Date, June 1, 2017
- Selection of Successful Vendor, June 2017

Cost of Submission

The City of Sarnia will NOT be liable nor reimburse any bidder for any costs incurred in developing a Proposal submission, attending meetings/interviews, demonstrating the goods and or services, legal services, or any other services that may be required in responding to this "Request for Proposal".

Right to Accept or Reject Proposals

The City of Sarnia reserves the right to reject any or all submissions, as a whole or in parts, and waive formalities as the interests of the Corporation may require, without stating reasons. Submissions which are incomplete, conditional, obscure, contain erasures, alterations or irregularities of any kind may be rejected.

Any submission that includes contractual documents other than the bid document will result in automatic rejection.

Validity

The Proposal submitted shall remain valid for at least one hundred and twenty (120) days from the Proposal Closing Date.

Withdrawal of Proposals Prior to Closing

A vendor who has submitted a response to this Request for Proposal may request that such response be withdrawn. Withdrawals shall be completed and shall be allowed under the following conditions;

- a) If the request is made in writing on the vendor's letterhead and signed by a senior official of the vendor.
- b) If the request is made in person by a senior official from the vendor who is authorized to complete and sign an appropriate form.
- c) If the request is made by way of a fax or e-mail bearing the name of the senior official authorizing the withdrawal.

In all cases, a request for the withdrawal of a Proposal will be verified by the City of Sarnia, by way of a telephone call or fax to a senior official representing the vendor, to confirm the withdrawal.

All confirmed requests for withdrawal will be placed on record. The entire response will be returned unopened, to a representative of the vendor, after the closing date of the submission. Vendors will be responsible for the pick-up of the Proposal by the day requested.

There shall be no withdrawals of Proposals allowed after the closing date/time for receiving Proposals.

Review of Documents

Vendor must personally study the entire Request for Proposal document as to satisfy himself/herself of the conditions and requirements of the Proposal. There will be no consideration of any claim, after submission of Proposals, that there is a misunderstanding with respect to the conditions imposed by the request for Proposal.

Multiple Proposals

Multiple responses from any one vendor would be acceptable, providing the following conditions are met:

- a) Each response must be completed and shall be as per the format specified herein, and shall be packaged separately;
- b) Each response shall be dealt with separately and shall be subject to the requirements of the Request for Proposal.

Addenda

The City of Sarnia may choose to issue addenda to provide clarification or additional information. Addenda will only be sent to vendors that have registered as a Bidder. It is the vendor's responsibility to ensure they have received all addendums and provide the City of Sarnia with the proper contact information through the registration process. Submissions must include all signed addenda acknowledgements or the submission may be disqualified.

Price Submission

The Proposal price shall include all Labour, material, equipment, supervision, statutory charges and vendor overhead and profit, in Canadian Dollars.

Award

Upon completion of evaluations, the City of Sarnia may select a bidder with whom it wishes to undertake negotiations for the plan outlined in the Request for Proposal. Negotiations may take the form of adding, deleting, or modifying certain requirements based on the response to the Request for Proposal, and adjusting pricing accordingly if required. Assuming mutually acceptable terms and conditions can be agreed upon; a purchase order will be issued to the selected bidder.

The City of Sarnia reserves the right in its absolute discretion to:

- a) Adjust, discontinue, or cancel the submission process, and/or commence a new process for the same or similar goods or services, if the City of Sarnia deems reasonable conditions exist.
- b) Accept or reject any submission(s) in whole or in part
- c) Provide additional written information to vendors

The acceptance and award of a Proposal may be subject to the approval of Sarnia City Council.

Confidentiality Provisions

All responses to this Request for Proposal will be treated confidentially in compliance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.

The information contained in this request for Proposal will be utilized by the bidder solely for the purposes of preparing a submission. Any other use of the information for any other purpose is not authorized by the City of Sarnia.

Standard Terms and Conditions

The City of Sarnia, maintains a standard terms and conditions that apply to this Proposal, a copy of which can be found at biddingo.com/sarnia.

TERMS OF PAYMENT AND INVOICES

The City of Sarnia terms of payment are net thirty (30) calendar days upon receipt of invoice.

Invoices are to be forwarded as goods or services are rendered to the attention of:

The Corporation of The City of Sarnia

Finance Department- Accounts Payable

255 Christina Street, North

Sarnia, ON

N7T 7N2

or sent electronically to: ap@sarnia.ca

All invoices shall show the following information:

- Purchase Order Number
- Invoice Number
- Date
- Location if applicable
- Department which ordered
- City Staff name who Ordered

All payments shall be processed by using Electronic Funds Transfers (EFT) and all awarded vendors will be required to complete the City of Sarnia EFT form and accept this payment method.

Invoices submitted for goods not received or services not completed will be held until the date of delivery or completed prior to starting the net thirty days to payment.

Termination

The City of Sarnia reserves the right to terminate the contract for sufficient cause, including but not limited to, poor performance, late deliveries, inferior quality, incorrect pricing and health and safety concerns. If the vendor should neglect to perform the work properly or fail to perform any provision of the request for Proposal, the City of Sarnia may terminate the contract after fifteen (15) business days with written notice to the vendor.

Background Check

The City of Sarnia, at its discretion will perform background checks on any service personnel, and reserves the right to refuse access to buildings or equipment to any personnel or other representatives of the vendor or manufacturer.

Conduct of Vendor Staff

The successful vendor shall employ orderly, competent and skilled staff to ensure that the project and or services are completed in a respectable manner.

If any one person employed by the successful vendor is unsatisfactory in his or her performance, the City shall notify the vendor in writing and the vendor shall not permit such person to continue in any future work arising out of the request for proposal.

Accessibility

The Government of Ontario has enacted legislation called the Accessibility for Ontarians with Disabilities Act, 2005. The City of Sarnia is committed to meeting its obligations under the legislation and to provide goods and services to the public in a manner that respects the dignity and independence of persons with disabilities.

A Regulation was issued under the Accessibility for Ontarians with Disabilities Act, 2005 called “Accessibility Standards for Customer Service for Contracted Services”, Ontario Regulation 429/07. This Regulation came into force and effect for public sector organizations on January 1, 2010 and applies to all public sector organizations in Ontario.

Under this regulation, all City contractors that either:

1. Deal with the public or other third parties on behalf of the City; or
2. Develop policies or procedures on behalf of the City that affect the provision of goods and services to the public, must ensure that the people performing this work receive training about providing goods and or services to persons with disabilities.

Regulation 429/07 requires that all of your employees, agents, subcontractors and volunteers that perform work on City property (including road ways) or at City facilities receive special training about the provisions of goods and services to people with disabilities. This training is mandatory, and must include a review of the purposes of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of Ontario Regulation 429/07, as well as instruction about the following matters:

1. How to interact and communicate with persons with various types of disability;
2. How to interact with persons with disabilities who use an assistive device or require the assistance of a guide dog or other service animal, or the assistance of a support person;

3. How to use equipment or devices available on the City's premises or otherwise provided by the City that may help with the provision of goods and services to a person with a disability; and
4. What to do if a person with a particular type of disability is having difficulty accessing the City's goods or services.

This training shall be provided to each employee, agent, sub-contractor or volunteer in the Proponents business as soon as possible after he or she is assigned work on City property or facility. The Proponent shall keep records of the training provided, including dates when the training is provided, the number of employees who received training and individual training records. The City of Sarnia reserves the right to inspect the Proponents training records. The Proponent agrees to provide the City upon request with the training records within ten (10) business days.

Workplace Safety and Insurance Act

The vendor is required to comply with all the regulations of the W.S.I.B. in respect to the contract work and all persons employed on or in connection therewith, and shall furnish a Certificate of Clearance from the Board to the City of Sarnia, and maintain good standing with the W.S.I.B. throughout the contract period.

Insurance – Liability, Automotive and Non-Owned Automobile Insurance

1. The Contractor/Consultant will provide The City of Sarnia with evidence of the required insurance prior to the commencement of this Agreement. Such evidence will be in the form of a completed Certificate of Insurance acceptable to The City of Sarnia.

The Contractor/Consultant shall provide, maintain and pay for the insurance coverage described below including coverage for all officers, directors and employees and unless otherwise agreed in writing by The City of Sarnia, shall cause any subcontractors or sub-consultants of the Contractor/Consultant to provide, maintain, and pay for the insurance coverage described below including coverage for all their respective officers, directors and employees and shall deliver to The City of Sarnia before the commencement of the Services, and thereafter from time to time as reasonably required by The City of Sarnia, insurance certificates or other similar evidence satisfactory to The City of Sarnia that the insurance required to be provided by the Contractor/Consultant under this Agreement is in force.

- a. Commercial General Liability Insurance - On an occurrence basis having a limit of not less than \$5,000,000 million inclusive for any one occurrence and with \$5,000,000 Annual Aggregate for products and completed operations, and insuring against claims for injury, including death, and for property

damage arising out of the operations of the Contractor/Consultant under this Agreement. Coverage must be for the entire contract period, or as stated in the Agreement and shall include, where applicable:

- i. liability for premises and operations;
- ii. owners and contractors protective liability;
- iii. cross liability / severability of interests;
- iv. liability arising out of products (either manufactured or supplied) and completed operations;
- v. broad form property damage, including completed operations;
- vi. blanket written contractual liability;
- vii. unlicensed mobile equipment;
- viii. operation and use of machinery attached to licensed vehicles;
- ix. non-owned automobile liability insurance;
- x. contingent employers' liability;
- xi. employees of others hired or on loan by Contractor/Consultant or on loan to the Contractor/Consultant as insured; and
- xii. Sudden and accidental pollution.

This Commercial General Liability policy shall expressly state that it is primary as to any other insurance available to City but solely with respect to liability arising out of the Contractor/Consultant's Services.

- b. Automobile Liability Insurance – having a limit of not less than \$2 million inclusive for any one occurrence, and insuring against claims for bodily injury, including death, and for property damage arising out of the use of the Contractor/Consultant's owned, leased and non-owned vehicles for the performance of the Services;
 - c. Professional Liability Insurance- if applicable, having a limit of \$2,000,000 million inclusive any one claim and in the aggregate covering liability arising directly or indirectly from any error, omission or negligent act in the performance of professional services.
 - d. Workers' Compensation Insurance – in compliance with the Workers Compensation Act pertaining to the compensation of injured employees assigned to the Services.
2. The policies for the insurance described in this Certificate of Insurance shall be provided by the Contractor/Consultant shall be endorsed as follows:
- a. Additional Insured:
The Commercial General Liability insurance policy shall define

"additional insured" as "The City of Sarnia" and its elected and appointed officials, officers, employees, volunteers, and agents but only with respect to the Services of the Contractor/Consultant under this Agreement."

- b. Waiver of Subrogation:
The Commercial General Liability insurance policy shall include an endorsement under which the insurer waives any right of subrogation it may have against "The City of Sarnia" and its elected and appointed officials, officers, employees and agents."
- c. Notice of Cancellation or Modification:
Other than the Professional Liability insurance and the Workers' Compensation insurance, each policy shall contain an endorsement in substantially the following form:
- i. "Unless The City of Sarnia has expressly waived this provision in writing, the coverage provided by this policy will not be cancelled, materially changed or amended, until 15 days after written notice of that cancellation, change or amendment has been given to The City of Sarnia.
 - ii. The Professional Liability Insurance policy shall include an endorsement in substantially the following form:
"Unless The City of Sarnia has expressly waived this provision in writing, the coverage provided by this policy will not be cancelled, until 30 days after written notice of that cancellation has been given to The City of Sarnia."
3. Placement
all insurance required to be obtained under this Agreement shall be placed with insurers which are satisfactory to the City of Sarnia, licensed and approved by the Province of Ontario, and of current investment grade.
4. DEDUCTIBLES
The Contractor/Consultant shall pay the full deductible amounts if there is a claim against any policy of insurance to be provided by the Contractor/Consultant under this subsection of this Agreement.

COMPLIANCE

Failure to comply or the full compliance with the requirements for insurance coverage of the kinds and with the limits stated in this Agreement shall in no way act to relieve the Contractor/Consultant from its obligations under this Agreement. The Contractor/Consultant may obtain insurance having greater limits and providing other forms of coverage as the Contractor/Consultant deems prudent to protect itself under this Agreement.

5. NOTICE OF CLAIMS

If, at any time during the performance of the Services as described in Certificate of Insurance, the Contractor/Consultant becomes aware of a claim or potential claim against any insurance policy of this Certificate of Insurance, then the Contractor/Consultant will immediately advise the City of Sarnia in writing of such claim, including particulars.

Capacity to Perform

The City expects that all Proponents shall be able to furnish satisfactory evidence that they have the ability, experience, capital and facilities to enable them to complete the Contract, in accordance with the Scope of Work and to the City's satisfaction.

Errors and Omissions

The City shall not be held liable for any errors or omissions in any part of this Proposal. While the City has used considerable effort to ensure an accurate representation of information in this Proposal, the information contained in the Proposal is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the City, nor is it necessarily comprehensive or exhaustive. Nothing in the Proposal document is intended to relieve the Proponents from forming their own opinions and conclusions with respect to the matters addressed in the Proposal document.

Contractor's Liability

The contractor hereby indemnifies and saves the City harmless from and against any claims including but not limited to, personal injury, bodily injury, death, property damage, or nuisance, arising from its performance or non-performance of this project, except to the extent to which such claim is caused or contributed to by the Owner or its agents.

Conflict of Interest

By submitting a bid, the vendor declares that the submission is NOT made in connection with any other submitting vendor, and is in all respects fair and without collusion or fraud and further that no member of Council, officer or employee of the City of Sarnia has become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise on the performance of the said contract.

Regulations and Permits

If required, the vendor shall comply with all provisions of the rules, regulations and orders of the Federal, Provincial and Municipal Government Agencies applicable to the work under this contract. It shall be the obligation of the contractor to keep him or herself informed of these

Government Regulations. The vendor shall apply and pay for all Permits and Inspection Fees which may be required under this contract, including the Electrical Safety Authority (ESA).

Non Exclusivity

The Proposal is not intended, nor shall be construed, as creating any exclusive arrangement with the awarded vendor. The vendor will not restrict the City of Sarnia from acquiring similar or equal goods or services from other sources.

Quality of Work

The vendor at all times shall provide the City of Sarnia Representative with suitable access, and or status of the work covered under the request for Proposal. The City of Sarnia Representative shall be the sole judge of the work and therefore its acceptability. Work that is unsatisfactory, in the opinion of the City of Sarnia representative, shall be made satisfactory at no additional cost to the City of Sarnia.

Substitutes or Equivalents

The City of Sarnia may have specified certain products or brands throughout this document. Unless noted, substitutes for a specific item may be permitted, but after the acceptance by the City of Sarnia. However the determination of the item, the City of Sarnia will have sole discretion whether the substitute is an acceptable alternative.

Vendors submitting equivalents that are deemed NOT ACCEPTABLE shall not be given the opportunity to provide the “specified” item.

Questions Re: Request for Proposal

Vendors having questions or finding discrepancies or omissions, or having doubts as to the meaning or intent thereof, shall at once notify in writing the City of Sarnia, who shall send written instructions or explanations by Addenda to all vendors as required.

Any questions arising from the Request for Proposal should be directed to:

Mr. Shawn Unsworth
Purchasing Manager
purchasing@sarnia.ca.

As some of the questions regarding the Proposal may be technical in nature, the purchasing department will internally forward such questions to proper department representatives for the needed responses.

The final day for questions will be as stated in the Request for Proposal.

Lobbying

In order to ensure fairness to all Proponents, the City must endeavour to prevent unfair advantage created by lobbying. Therefore the City reserves the right to disqualify, at any time and at its sole discretion, any Proponent engaging in lobbying in connection with a competitive

bidding process between a date that is no later than the date of issue of the RFP and the date of signing of a contract or Purchase Order between the City and the Successful Proponent(s). The City may disqualify a Proponent at any time in the procurement process, including after the selection process has been completed.

Lobbying may include any activity that the City, in its sole discretion determines has or may give an unfair advantage to one Proponent relative to other Proponents. Without limiting the foregoing lobbying may include:

- a) Verbal or written communication with or to any City staff / Council member other than those identified as contacts in this RFP in respect of this RFP.
- b) Verbal or written communication with or to any expert or other advisor assisting the Evaluation and Selection of this RFP.
- c) Verbal or written communication with or to any member of the RFP Evaluation and Selection team other than those identified as contacts in this RFP.
- d) Direct or indirect requests by the Proponent to any person, organization or group to provide a written or verbal expression of support not required by this competitive bidding process to any member of the Evaluation and Selection team or Council.
- e) Verbal or written communication with or to media organizations.
- f) Direct or indirect offer of gifts of any kind or value to any City representative or personnel.

Vendor Eligibility

Without limiting or restricting any other right or privilege of the City and regardless of whether or not a Bid otherwise satisfies the requirements of a RFP, RFT, or RFQ the City may reject any Bid from a vendor where:

- a) The vendor is involved in any type of litigation with the City.
- b) The failure of the vendor to pay, in full all outstanding payments (and maintain in good standing) any costs owing to the City by such vendor after the City has made demand for payment. This City shall have the right to recover outstanding payments by way of reduced payment of invoices.
- c) The vendor's refusal to enter into a contract with the City after the vendor's Bid has been accepted by the City
- d) Documented poor performance of a vendor, including the vendor's refusal to perform or to complete performance of a Contract with the City
- e) The vendor having unlawfully or unreasonably threatened, intimidated, harassed, or interfered with an attempt by any other possible vendor to bid for a City Contract
- f) The vendor having communicated or discussed, directly or indirectly with an elected member of Council or Council Funded Group during the procurement process

- g) The vendor having unlawfully or unreasonably threatened, intimidated, harassed, assaulted against or otherwise interfered with a member of City staff representative, Manager or consultant
- h) The vendor has on one or more occasions, in the performance of a Contract with the City, deliberately or negligently, save and except an inadvertent error corrected to the satisfaction of the City within a reasonable time, as determined by the City including but not limited to:
 - i. Over-billed, double billed and or retained a known over-payment or has failed to notify the City of an over-payment or duplicate payment
 - ii. Billed for items not supplied
 - iii. Billed for items of one grade / quality / size, while supplying items of an inferior grade / quality / size
 - iv. Submitted false or misleading information to the City
 - v. Acted in conflict with the City's interests
 - vi. Misappropriated any property or right of the City in any form
 - vii. Committed any other form of sharp or deceptive practice

In the opinion of the City and Council there are reasonable grounds to believe that it would not be in the best interests of the City to enter into a contract with the vendor including but not limited to:

- a) The vendor or any person with whom that vendor is not at arm's length within the meaning of the Income Tax Act of an offence under any taxation statute in Canada
- b) The conviction or finding of liability of that vendor under the Criminal Code or other legislation or law, whether in Canada or elsewhere
- c) The conviction or finding of liability of that vendor relating to product liability or occupational health and or safety

Subject Matter Expert

Due to the complexity of this project the City of Sarnia requires the consulting services of a firm that is subject matter experts in the required steps, processes, and requirements that are part of this project. As part of this, as the subject matter expert, any omissions in the proposal requirements shall be covered by the consultants experience and knowledge of the requirements of Federal, Provincial and Municipal requirements, and the requirements of the Ontario Power Authority and Save on Energy programs to cost rebates and energy incentives.

Any required processes and documentations that are not outlined in the Terms of Reference or Scope of Work are to be added to the Proposal submission to be completely inclusive of all costs to provide the services pertain to this project.

Terms of Reference

Introduction

Purpose

The Request for Proposal (RFP) defines the scope of services required from the Consultant for Professional Engineering Services to complete the 'Preliminary Design and Airports Capital Assistance Program (ACAP) Application for the Rehabilitation of Taxiway Bravo, Main Aircraft Parking Area and Airside Guidance Sign Upgrades at the Sarnia Chris Hadfield Airport.

The scope of services to be provided generally includes the collection and review of background information, geotechnical investigation, topographic survey and site inspection, preparation of preliminary designs (60%) complete with Class 'C' cost estimates, and ACAP application. Following confirmation of funding Phase 2 will consist of the detailed/final design, tendering and construction phase services.

SAI has taken every effort to ensure the accuracy and completeness of the RFP; however it is provided solely as a guideline for Proponents. SAI accepts no responsibility for any information or errors or omissions that may be contained in the RFP. The Proponents are responsible for forming their own opinions and conclusions concerning all matters associated with the RFP.

Background

The Sarnia Chris Hadfield Airport (the "airport") is currently owned by the City of Sarnia and operated by Scottsdale Aviation Inc. under a long term lease agreement. The airport is located approximately 10km northeast of the City of Sarnia, is certified by Transport Canada and provides scheduled passenger service. Commercial helicopter and fixed-wing aircraft fixed based operators (FBO's) are located at the airport.

The airport occupies a land area of approximately 155 hectares at an average elevation of 186.5m above sea level (ASL). The airport consists of one (1) primary asphalt Runway 15-33 and a secondary asphalt Runway 06-24. Runway 15-33 is 5,106 ft. in length and 100 ft. wide. Runway 06-24 is 2,990 ft. in length and 75 ft. wide. Runway 15-33 is equipped with high intensity edge lights, runway end identification lights (REIL) on Runway 15 and a simplified short approach lighting system with runway alignment indicators (SSALR) system on Runway 33. Runway 06-24 is not illuminated.

Scope of Services

General Requirements

The scope of required services shall include, but may not be limited to, the following:

Phase 1

- Review background information and previous reports.
- Schedule a meeting with SAI to review details of the project.
- Conduct a site inspection and topographic survey.
- Conduct a geotechnical investigation and complete the pavement design.
- Review all relevant codes, statues, regulations and by-laws applicable to the design, and ensure those authorities having jurisdiction are consulted and approvals as appropriate are secured or complied with.
- Based on input from SAI, prepare preliminary designs in accordance with TP312 5th Edition, ICAO Annex 14, NFPA, other relevant regulatory requirements and industry best practices.
- Provide pavement rehabilitation options and Life Cycle Cost Analyses (LCCA) for each pavement facility. A minimum of two (2) rehabilitation options are to be considered and advantages/disadvantages associated with each are to be identified.
- Prepare Class ‘C’ cost estimates for all airfield upgrade requirements.
- Review draft preliminary design and cost estimates with SAI and finalize based on comments received.
- Prepare an ACAP Application package including; mandatory support documentation, detailed description of project and related deficiencies, outline of project eligibility, design and specifications, cost estimates and schedule, environmental assessment in accordance with the Canadian Environment Assessment Act and other local environmental requirements.

Phase 2

Following confirmation of funding, SAI may proceed with Phase 2 which shall include the following services:

- Prepare detailed and design drawings, updated cost estimate and project schedule.
- NAV CANADA Land Use Submission.

- Prepare contract tender documents in the format approved by SAI and manage the public tendering process on behalf of SAI.
- Construction Phase Services including preconstruction and post construction activities.

Project Details

The following outlines project details identified by SAI. Additional services not referenced in this RFP that the proponent believes may be required should be itemized separately and priced as optional items.

Refer to Appendix A for a Site Plan outlining the project areas.

Taxiway Bravo

Taxiway Bravo connects Runway 15-33 to the main Apron at Threshold 33. The existing asphalt is approximately 24 years old and in need of rehabilitation. Taxiway Bravo is 23m wide and approximately 170m long.

Main Apron Parking Position

The main apron parking area is approximately 32m x 38m. The existing asphalt is approximately 21 years old and it is in need of rehabilitation. The intent of the SAI is to rehabilitate the parking position with concrete pavement.

Airside Guidance Signs

It has been identified that the existing airfield guidance signs do not comply with TP312. All airside guidance signs associated Runway 15-33, Taxiway Bravo and the main apron are to be replaced to meet TP312 5th Edition. The Consultant shall be responsible for identifying the extent of electrical works required including any new signs required to meet TP312 5th Edition.

Phase 1

Site Inspection

The Consultant shall undertake a detailed site inspection to identify the existing conditions and provide recommendations regarding the required scope of work. The Site Inspection shall include the facilities noted above.

Topographic Survey

The Consultant shall undertake a topographic survey of the facilities noted above for the purposes of preparing the preliminary and final designs. The topographic survey shall include verification of the Airport's survey control monuments.

Geotechnical Investigation

The work associated with the geotechnical investigation shall include Taxiway Bravo and the Main Apron Parking position. In general, the following scope of work is envisioned (alternatives approaches will be considered):

- Utility locates
- Boreholes – Minimum of two (2) on Taxiway Bravo and two (2) on the existing apron parking position. The boreholes shall be backfilled to the satisfaction of SAI.
- Preparation of a site plan drawing illustrating borehole locations
- Collection of samples for laboratory testing (particle size analysis, atterberg limits, soaked/unsoaked CBR)
- Factual results of the investigation and conditions encountered
- Results of the geotechnical laboratory testing program.

The Consultant shall also include an allowance for chemical testing for petroleum hydrocarbon contamination on the main apron parking position.

ACAP Application and Preliminary Design

The Consultant shall prepare an ACAP Application for the proposed projects The ACAP. Application shall include:

- a) Review of all background information including existing drawings, surveys and reports.
- b) Collection of the background information from SAI for the “front end” of the ACAP Application (passenger movement statistics, financial information, certification/ownership, etc.).
- c) Review various rehabilitation options and conduct a Cost Benefit Analysis.
- d) Problem statement/existing conditions, rehabilitation/replacement options and selection of preferred alternative that meets physical, schedule and operational objectives of the SAI.
- e) Preparation of 60% design drawings package including but not limited to:
 - a. Site Plan
 - b. Construction Sequencing
 - c. Existing Conditions and Removals
 - d. Plan and Profiles
 - e. Grading Plans

- f. Line Marking Plans
 - g. Typical Sections
 - h. Typical Details
 - i. Electrical Layout
 - j. Electrical Details including sign schedule
- f) Preparation of Cost Estimates.
 - g) Outline of proposed scheduling and cash flow requirements.
 - h) Prepare and submit necessary environmental documents (i.e. project description) to appropriate agency.
 - i) Liaison with NAV Canada, Transport Canada and stakeholders, including airlines, regarding the proposed work.
 - j) Submission of preliminary ACAP Application to SAI for review and approval.
 - k) Submission to Transport Canada on behalf of SAI.
 - l) Address any questions/concerns of Transport Canada, during Transport Canada's review.
 - m) Attend meetings as required with the SAI/Sarnia Airport/Transport Canada.

Phase 2

Phase 2 is considered optional and would only be implemented upon confirmation of funding through the ACAP program. It is expected that Phase 2 would commence in the spring of 2018.

Detailed/Final Design

The detailed and final design submissions shall include but is not necessarily limited to, the following:

- a) Detailed/final design drawings based on comments provided by SAI,
- b) Plan of Construction Operations that meets the needs of SAI and airport stakeholders,
- c) Updated Project Cost Estimate,
- d) Updated Project Schedule; and,
- e) Technical Specifications.

Tendering

Following the approval of the design the Consultant shall prepare tender documents and manage the public tender process on behalf of SAI. Tender phase services shall include the following:

- a) Preparation of the tender documents including tender ad,
- b) Attend and chair a pre-bid meeting at the Sarnia Airport,
- c) Prepare and issue addenda as required; and,
- d) Review tenders received and provide recommendations for award.

Construction Phase Services

The Consultant shall provide construction phase services including, but not necessarily limited to, the following:

- a) Attend and chair preconstruction meeting,
- b) Shop drawing review,
- c) Contract Administration – PPC, Change Orders, etc.,
- d) Periodic site inspection - 4 visits anticipated – 2 Civil, 2 Electrical,
- e) Final inspection including substantial completion certificate and record of deficiencies; and,
- f) Final closeout report.

Project Schedule

The following summarizes the proposed schedule:

- Submission of Proposals -June 6, 2017
- Kick-Off Meeting/Site Investigation - Week of July 3, 2017
- Geotechnical Investigation - Week of July 10, 2017
- Topographic Survey - Week of July 17, 2017
- Submission of Draft Preliminary Design / Cost Estimates/
ACAP Application to City of Sarnia - Week of July 31, 2017
- Submission of Final Preliminary Design / Cost Estimates /
ACAP Application to Transport Canada - Week of August 8, 2017

Bidders if not able to work within this proposed timeline shall submit a timeline as part of the submission.

Ownership

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

The Consultant must prepare and include a statement which provides City of Sarnia with all documentation and expressly state that the Consultant shall not hold City of Sarnia responsible for any additional costs incurred in connection with the preparation of such drawings, plans and specifications.

Proposal Format and Evaluation

Proposal Format (Two Envelope System)

Three complete hardcopies and a digital file (not including Financial Information) of each proposal, signed by the Bidder's authorized representative must be received.

One Separate sealed Envelope containing any Financial Information including the Form of Proposal and Price Schedule. Any submissions including pricing information in the main proposal may be subject to automatic rejection.

The Bidder who puts forth the proposal will have them signed by an official authorized to bind the Proponent and will provide the name(s), title(s), and address and telephone number for the individual(s) to be contacted during the evaluation process.

To assure similarity in the Proposal presentation, and to facilitate the comparison of competing Proposals by the evaluation team, bidders shall include the required material using the sections as follows:

- Title Page
- Cover Letter
- Signed Addenda – if any issued
- Table of Contents

Your proposal must be type written. Erasure, overwriting or strike-outs must be initialed by the person signing on behalf of the Proponent.

Fax Proposals are not acceptable.

The following information shall be provided to describe the type of information which is expected to be in each of the sections listed above. It is not the intention to discourage creativity on the part of the bidder. It is however, very important for the Proposal reviewers to be able to compare like types of material from among the various bidders.

If desired, documents may be attached to the Proposal which substantiates the Proposal claims. However, if there are references to these support documents, then the precise page number, section number and title must be specified so that it can easily be found and referred to. All referenced support material shall be submitted in the quantities indicated so that all evaluators have access to all supporting documents.

The following Individual Sections are to be separated by a divider sheet and tabbed accordingly:

A: Corporate Overview

- Company History
- Size of Firm
- Related Experience
- Demonstrated Capacity to Perform
- References and City of Sarnia Experience

B: Project Team

- Details of each team member and role within the project

C: Project Understanding

- Demonstrated understanding of project requirements;
- Functional and technical requirements;

D: Organization and Methodology

- Approach to Quality Assurance, Cost Control, Schedule Control
- Project Schedule highlighting all tasks and milestones

The text for each new section is to commence on a new page.

Entire Proposal submissions are to be placed in a sealed envelope (package) containing the additional sealed envelope of Financial Information indicated as such with the submitting firm's name clearly evident and addressed to the Purchasing Manager at the address noted below:

Purchasing Department, PO Box 3018, 255 Christina Street North, Sarnia Ontario N7T 7N2

Evaluation Criteria

The selection of the awarded proposal will be based on a multi-step system.

Step One - Core Requirements

The proposal submissions will be evaluated based on the submission information meeting the core requirements of the goods or services that are part of this Request for Proposal. The requirements listed below must be clearly met within the documentation of the proposal. Stating it can be done or has been done, will not constitute clearly meeting the requirement without proven background information demonstrating the vendor capabilities.

This table will be completed by the City of Sarnia Evaluation team during Step One of the process.

Core Requirement	Compliant	Bid Rejected
Proposal meets the minimum requirements of the RFP, Terms of Reference and or Scope of Work		

Step Two – Evaluation Criteria

The second step of the evaluation process will only involve those proposals that the City of Sarnia Evaluation Team have deemed acceptable from Step One of the process.

The second step is to establish the awarding of the proposal on a numerical scoring system. Proposals will be assigned a score for each category as follows:

Ranging from 1 (poor) to 10 (excellent)

Each category will be weighted as shown to reflect the goals for the proposal.

Description	Weight	Points	Maximum Total Points
A: Corporate Overview	10%		10
B: Project Team	25%		25
C: Project Understanding	35%		35
D: Organization and Methodology	30%		30
Total			100
Financial Threshold (in order to be considered for continued evaluation the scoring must exceed the noted threshold.			75

Step 3 – Financial

Only submissions meeting the threshold will have the financial evaluation completed.

Other bidders envelopes will remain sealed.

Financial points will be assigned by the following calculation:

Lowest bid opened divided by each bid multiplied by 100.

Final scoring will add the Financial Score and the Proposal Evaluation Score to a maximum score of 200 points.

Bid Evaluation Process

The objective of this section is to describe the criteria in the selection of a bidder with which the City would:

- a) Enter into a contract for the goods or services identified in the invitation to bid; or,
- b) Commence the negotiation process for a contract; or,
- c) Recommend for City of Sarnia Council’s consideration, the acceptance of the bid submission.

The following process would apply:

- a) Scrutiny of the bid submissions relative to compliance with the requirements of the Request for Proposal, such as signed forms, schedules, meeting technical specifications including adherence to items where “No Substitutes” are allowed, and agreement with the City of Sarnia General Terms and Conditions.
- b) Elimination of bids not meeting the fundamental requirements stated above, as well as elimination of bids not received on time.
- c) Elimination of bids from contractors and vendors where that contract, vendor, or its principals have been, or currently are, involved in litigation with the City of Sarnia, other than a claim for property damage or personal injury, where that litigation impacts upon the ability of the parties to further engage in reasonable business relations.
- d) Evaluation of the merits of all compliant bids. The evaluation will consider financial and technical merits, vendor/contractor reputation based on past performance with the City of Sarnia and with others, initial costs, ongoing maintenance costs and overall cost effectiveness over the long term.

Treatment of Bid Irregularities

Each bid receiving in response to a formal Invitation to Bid (Tender, RFQ or RFP) is reviewed to determine whether irregularity exists, and action is taken accordingly, as follows:

Major Irregularities

Type	Action Taken
Late Bids	Automatic Rejection
Faxed and E-mailed tenders Quotations or Proposals	Automatic Rejection
Qualified Bids (bids which are qualified, restricted or conditional by a statement from the bidder)	Automatic Rejection
Failure to submit the specified Bid Securities when required	Automatic Rejection
Bids not meeting specifications	Automatic Rejection
Submissions on forms other than the City's official form of Tender, Quotation or Proposal	Automatic Rejection
Submissions over riding the terms and conditions set out in the bid document and Addenda	Automatic Rejection
Unsigned Bids	Automatic Rejection
Bids Submitted in an erasable medium	Automatic Rejection
Unit prices changed, but not initialled, and the total is inconsistent with the unit price as changed	Automatic Rejection
Failure to acknowledge any and all Addenda issued for each tender, quotation	Automatic Rejection

Type	Action Taken
or proposal on the forms provided.	
Mistake in submission not obvious on the face of the submission	No relief
Erasures, strike-outs or over-writing which are not initialled	To be reviewed and decision made based on the magnitude of the issue – with 48 hours to initial
Withdrawal of bid after closing date and time	Not permitted
Withdrawal of bid prior to closing date and time	Must be in writing, or in person

Minor Irregularities

Type	Action Taken
Clerical Error	48 hours to correct and initial (after closing date and time)
Mathematical Errors – Totals not consistent with unit prices	Purchasing Manager or designate to correct. Unit prices shall prevail, and totals adjusted.

Submission Forms

Form of Proposal

I/We have reviewed the RFP, including the Terms and Conditions, and Terms of Reference, and hereby offer to provide goods or services for the following amounts of money in exchange for the right to enact the requirements of the Proposal.

For the Provision of:

Preliminary Design as per the RFP Document

Description	Cost
Phase 1 Total all inclusive Costs	\$
Phase 2 Total all inclusive Costs	\$
Sub Total	\$
HST	\$
Total	\$

Bidder's Declaration

- 1) Declare that no person, firm or corporation other than the one who's signature or the signature of whose proper officers is attached below, has any interest in this Proposal or in the Contract proposed to be undertaken.
- 2) Further declare that this Proposal is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making a Proposal for the same work and is in all respects fair and without collusion or fraud.
- 3) Further declare that no City of Sarnia employee, or Member of City of Sarnia Council and their families is, or will become interested directly as a contracting party or otherwise or in the performance of the Contract or in the supplies, work or business to which it relates or in any portion of the profits thereof, or of any such supplies to be used therein or any of the monies to be derived therefrom.
- 4) Further declare that the several matters stated in the said Proposal are in all respects true.
- 5) Further declare that I/We have examined the Terms of Reference and hereby propose and offer to enter into a contract to provide all of the items mentioned and described or implied therein, including, in every case, freight, duty exchange, and to accept in full payment therefore, the sums calculated in accordance with the actual quantities provided, and Unit Prices attached to this Proposal.
- 6) Agree that this offer is to continue open for acceptance until a formal contract is executed or a Purchase Order is issued to the successful Bidder.
- 7) I/We acknowledge that I/We have received addenda numbered _____ to _____ and the price(s) quoted incorporate such addenda.

Registered Business Name: _____

Business Address: _____

City: _____

Postal Code: _____

Contact Name: _____

Telephone Number: _____

E-mail Address: _____

Signature of Authorized Officer: _____
Name of Authorized Officer (please
print): _____

**Note for Signing Officer: By my signature, I hereby confirm I am a principal, or have
been duly authorized by the principal or board, to sign on behalf of the above named
organization.**

Vendor Experience Form

The Vendor submitting the Proposal must provide completed contracts which are similar in scope to the present Proposal:

Date Completed:	
Value of Project:	
Customer:	
Description and Location:	
Contact Person/Title:	
Telephone Number:	
Date Completed:	
Value of Project:	
Customer:	
Description and Location:	
Contact Person/Title:	
Telephone Number:	
Date Completed:	
Value of Project:	
Customer:	
Description and Location:	
Contact Person/Title:	
Telephone Number:	