

# **APPENDIX A**

## **TERMS OF REFERENCE FOR PROPOSAL**



REQUEST FOR PROPOSAL NO. 31/08

TITLE:  
**TRAFFIC ENGINEERING SERVICES  
WILKINSON INTERURBAN INTERSECTION**

DUE DATE:  
**SEPTEMBER 30<sup>th</sup>, 2008**

TIME:  
**3:00 p.m.**

Non-Mandatory Site Visit:  
**Thursday, September 25<sup>th</sup>, 2008 @ 10:00 a.m.**

**RESPONSE TO BE SUBMITTED TO:**

Lori Cyr, Buyer  
The Corporation of the District of Saanich  
770 Vernon Avenue, Victoria, BC V8X 2W7

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**ATTACHMENTS**

- Certificate of Insurance
- Saanich Standard *Professional Services Agreement*

## **1.0 INTRODUCTION**

The Corporation of the District of Saanich requests Proposals for Traffic Engineering Services for a review of the intersection of Wilkinson Road, Interurban Road and Hastings Street.

## **2.0 BACKGROUND**

The intersection of Interurban Rd, Wilkinson Rd and Hastings St has limited the capacity of the intersecting roadways for a long time. Continued growth in outlying areas (in particular the Glendale Lands area which comprises Camosun College, University of Victoria, Vancouver Island Technology Park [VITP], and Pacific Sport Institute [PSI]), an increase in residential lots in the local area, and regional growth in outlying areas have all contributed to increased traffic volumes. Capacity constraints on the provincial routes of Trans Canada Highway and McKenzie Avenue have drivers searching for alternate routes through this community for regional trips. This has led to increased congestion levels, not only during the peak morning and afternoon periods, but also on weekends.

Saanich has held a number of public meetings to discuss the matter and we have created many concepts for modification of the intersection and its approaches that would provide capacity gains and improved operations. Unfortunately we have not been able to reach any sort of public consensus so far on what should be done.

In November 2007 the Municipality closed North Road at Hastings for a six month trial period in order to improve safety on the residential streets of the area. We have concluded our six month trial period keeping favour of keeping the road closed. Traffic patterns have changed somewhat since the closure and a summary is available from the Engineering Department to proponents.

Helmcken Road and Wilkinson Road have been designated by Council since 1998 as requiring special designs. The guidelines for design and improvements are provided in the Social and Environmental Criteria for Major Roads & Wilkinson/Helmcken Road Pilot Project, a copy of which may be viewed at the Engineering Department and will be provided to the successful firm. It is important to remember that many of the general design principles enshrined in the document, such as the number of travel lanes, do not apply to intersection approaches and departures, but only to the area between the nodes. A fundamental principle is that Helmcken/Wilkinson and Interurban are not to serve as regional corridors for travel between the Saanich Peninsula and areas south and west of Saanich's borders. The appropriate regional travel corridor is the highway system governed by the Ministry of Transportation.

### **3.0 DESIRED OUTCOME**

As noted, we have created a number of scenarios for improvements, and we seek a consultant to review those as a starting point, and to advise what steps can be made to address the operational issues.

We anticipate that the consultant will provide no more than three options to consider and for each option will provide an assessment based on cost, safety, performance, balanced transportation and any other factor the consultant may consider relevant. It is expected that the consultant will indicate one preferred option in the final assessment.

### **4.0 SCOPE OF WORK**

Without limiting the general scope of the following the Consultant shall be responsible for:

- 4.1 Review existing concept drawings prepared by Saanich, as follows:
  - 4.1.1 Base Case (Existing 2008).
  - 4.1.2 Base Case + Interurban Northbound Right turn lane.
  - 4.1.3 Base Case + Interurban Southbound Right turn lane.
  - 4.1.4 Wilkinson 4-Lane cross-section, 2 Lanes in each direction with shared L/T/R and split phasing with Hastings left turn/through lane closure.
  - 4.1.5 Wilkinson 4-Lane cross-section, 2 Lanes in each direction with shared left/through/right and split phasing without Hastings left turn/through lane closure.
  - 4.1.6 Hastings left turn/through lane out closure (retain right turn capability at all times), Improve Santa Anita and Santa Rosa with adequate sidewalks and road width.
  - 4.1.7 Hastings peak hour closure by use of gate mechanism (PBA was asked about the viability and they concurred that it is plausible). Retain right out capability at all times. Improve Santa Anita and Santa Rosa with adequate sidewalks and road width if required.
  - 4.1.8 Roundabout.
  - 4.1.9 New road linkage west of Helmcken that connects with Interurban. This option may require investigation into the appropriateness of a route and may require a stream/creek crossing.
  - 4.1.10 Two through lanes northbound on Wilkinson with significant merge and transition zones which may require the purchase of houses at Wilkinson/Dunsterville.
  - 4.1.11 Additional through capacity on Interurban.
  - 4.1.12 Dual Northbound left turn lanes on Wilkinson.

**4.0 SCOPE OF WORK** (cont'd)

4.1 Review existing concept drawings prepared by Saanich, as follows: (cont'd)

**NOTE:**

- ° *All scenarios include a new eastbound left turn bay with advance phasing at Burnside Road W/Helmcken, and a new left turn bay at Knockan on Helmcken*
- ° *Not all concepts have associated drawings. Consultant will have to provide/create drawings as necessary (i.e. if the roundabout option is one of the final options, the design drawing will have to be created).*
- ° *All scenarios must be evaluated at design year 2018 with 2008 being the base case.*

4.2 Prepare and review any other scenarios the consultant may deem worthy for evaluation. This may involve piecing together elements of the noted (or new) scenarios that can be combined for mutual benefit.

4.3 Meet with representatives that are relevant to advancing the understanding of the values held by the community.

4.4 Prepare a cost estimate for each scenario that is considered accurate to  $\pm 75\%$ .

4.5 Evaluate each concept for the performance gains (delay, level of service, queues), safety, and balanced transportation (including pedestrian environment, bicycle environment, and transit).

4.6 Short list the concepts to three viable alternatives with one being a "Preferred Alternative" considering our annual budget and the ability to phase a project that may run over multiple years. This will require a meeting with Saanich staff to present the justification and receive authorisation to proceed with the short listed scenarios.

4.7 Develop detailed cost estimates for the final three scenarios in a draft report to staff that indicates the preferred scenario and the justification for them over all other scenarios.

4.8 Prepare conceptual design drawings for the final three scenarios that will be used as presentation drawings for a Public Information Session (PIS). The consultant will be expected to recommend one final solution. The consultant may also wish to use more public friendly drawings for the Open House as well. Material used at the previous Open House is available on request.

4.9 Prepare all PIS material for the general public in presenting these options with the pros and cons of each. Timeline for the PIS shall be no later than March 20th, 2009. A meeting with Saanich staff prior to the PIS will be required to go over the presentation in detail and receive approval for the presentation. The consultant will present the options for evaluation and moderate any discussions.

#### **4.0 SCOPE OF WORK (cont'd)**

- 4.10 Prepare a summary of the Open House with a final report indicating the results, the public comment summaries, and the recommended course of action.

#### **5.0 CLIENT'S RESPONSIBILITIES**

The District of Saanich will be responsible for:

- Liaising with community representatives to determine the appropriate time and place for the Public Information Session.
- Provide an appropriate place for the PIS.

The Consultant will be responsible for:

- Providing all requires drawings drawing to Saanich specifications for reports and PIS.
- Provide electronic copy of all reports in PDF format and drawings in AutoCAD format (our latest version is 2009).

#### **6.0 SITE VISIT**

A non - mandatory site visit for Consultants wishing to submit a proposal will be held on **Thursday, September 25<sup>th</sup>, 2008 @ 10:00 a.m.** meeting at the parking lot of the Knockanback Grill, 4136 Wilkinson Road, Victoria, BC.

#### **7.0 REFERENCE MATERIAL AND INFORMATION**

- 7.1 There are seven digital drawings that will be made available to the successful consultant as well as 2007 mosiacs, 2007 planimetric data, and any other digital reference material we have in house that can be used to assist the consultant on this project.
- 7.2 Report: Social and Environmental Criteria for Major Roads & Wilkinson/Helmcken Road Pilot Project (A Healthy Communities Initiatives Project).
- 7.3 All traffic counts and data related to the North Road closure that has been captured in 2008 will be made available as well.
- 7.4 Road classification map and road specifications are available on Saanich's web site @ [www.saanich.ca](http://www.saanich.ca).
- 7.5 Local Area Plan documents are also available electronically through Saanich's web site @ [www.saanich.ca](http://www.saanich.ca).

## 8.0 CONTRACT DOCUMENTS

The Consultant and any sub-consultants must be registered to practice their professions in the Province of British Columbia and all drawings and documents shall be properly sealed as required.

## 9.0 PROPOSAL SUBMISSION

To facilitate evaluation, proposals shall include the following information and be organized as follows:

### 9.1 Company Organization and Experience

Indicate the Principal or Partner with overall responsibility for the project and provide the names of individual team members, including their credentials, responsibilities and experience.

9.2 Demonstrate that the firm's organization and team, including sub-consultants and specialists, if required, has the necessary background and experience to carry out the requirements of this project. Include a team organization chart. List staff and/or sub-consultants who will be assigned to this project along with their related experience. Subsequent substitution of staff and/or sub-consultants will require approval by Saanich.

### 9.3 Project Methodology and Task List

Outline the methodology proposed to undertake the project, including a discussion of the key factors to be considered.

9.4 Provide person-hour estimates for each of the work activities, including preliminary indications of which staff person and sub-consultants, if required, will undertake the major portion of each activity.

9.5 Provide a calendar time schedule of the key work activities and deliverables. For comparison purposes only, assume that the Notice of Award for will be issued **October 10<sup>th</sup>, 2008**.

### 9.6 References

Provide a list, in chronological order, of **no more than five (5)** projects similar in subject, size, scope and method, completed by the proponent within the last five (5) years. Provide a **brief** project description, including the final costs, the start and completion dates, and the name and phone number of a **current** contact person for each project.

**9.0 PROPOSAL SUBMISSION** (cont'd)9.7 Fees

Provide ump sum fee estimates including all expenses and applicable taxes

- 9.8 For authorized work beyond the scope of the project, list the hourly fee rates for team members. Rates shall be fixed for the duration of the assignment.

**10.0 PROPOSAL EVALUATION**

The evaluation criteria described below will be used to rate the Proposals. Awarding of a contract may be subject to Budget and Council approval.

- 10.1 Fee(s) Schedule and resulting "upset" cost to the Municipality.

10.2 Work Program/Task List and Schedule

Does the Proposal fully identify and discuss all the key factors to be considered? Is there a clear, logical and complete progression of tasks to be undertaken? Does it meet the project's schedule requirements?

10.3 Past performance of firm and staff as determined from references

Among other things, the District will seek confirmation of the scope of work and relevance to this project, the level of key personnel involvement, the overall quality of work, the flexibility of the firm and/or team, the ability to work with clients, contractors, and approval agencies, the ability to meet deadlines, and the ability to meet budgets.

**11.0 ENQUIRIES**

Enquires related to the Request for Proposal process should be directed to:

Lori Cyr, Buyer, Purchasing Services  
Phone: (250) 475-1775, ext. 3482  
Fax: (250) 475-5460  
Email: purchase@saanich.ca

Technical enquiries related to the Request for Proposal should be directed to:

Paul Butterfield, AScT, Transportation Technologist  
Phone: (250) 475-5494 ext 3439  
Fax: (250) 475-5450  
Email: paul.butterfield@saanich.ca

**12.0 GENERAL INSTRUCTIONS TO THE PROPONENTS**

The following instructions, terms and conditions apply to all Proposals related to this Request for Proposal.

- 12.1 The Corporation of the District of Saanich expressly reserves the following rights:
- 12.1.1 to accept any proposal;
  - 12.1.2 to reject any and/or all irregularities in the Proposal submitted;
  - 12.1.3 to reject any and/or all Proposals;
  - 12.1.4 to accept a Proposal which is not the lowest proposal;
  - 12.1.5 to make decisions with due regard to quality of service, experience, compliance with requirements and any other such factors as may be necessary in the circumstances;
  - 12.1.6 to work with any Participant whose Proposal, in the opinion of the Management, is in the best interest of the Municipality.
  - 12.1.7 to cancel or reissue the RFP without any changes, in the event that only one compliant response is received, and/or if the fees submitted exceed the estimated budget for this project.
- 12.2 All Proposals must be submitted in **TWO** (2) copies, enclosed in a sealed envelope or appropriate packaging addressed to Lori Cyr, Purchasing Services, The Corporation of the District of Saanich, 770 Vernon Avenue, Victoria, B. C., V8X 2W7. The name and address of the Participant must appear on the outside of the packaging, the packaging must display the Request for Proposal title, due date and time.
- DUE DATE: TUESDAY, SEPTEMBER 30<sup>th</sup>, 2008      TIME: 3:00 p.m.**
- 12.3 A Proposal will not be considered if it is deemed to be incomplete in any fashion or unsigned by the appropriate authority.
- 12.4 Any Proposal received after the hour and date specified will not be considered and will be returned unopened.
- 12.5 Telephoned, e-mailed and faxed Proposals will not be accepted.
- 12.6 Modification of a Proposal after submission will cause the return of the Proposal.
- 12.7 Any contract that may be entered into as a result of this Proposal will be subject to the laws of the Province of British Columbia.

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**12.0 GENERAL INSTRUCTIONS TO THE PROPONENTS** (cont'd)

- 12.8 It is the responsibility of the Proponent to thoroughly examine these documents and satisfy itself as to the full requirements of this RFP. Inquiries are to be in written form only, faxed or e-mailed to the contact person shown on the cover page. If required, an addendum will be issued to all Proponents.
- 12.9 Proponents are solely responsible for their own expenses in preparing a response and for subsequent negotiations, if any. If the Corporation of the District of Saanich elects to reject all responses, the Corporation of the District of Saanich will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the response, loss of any anticipated profit in connection with any final contract, or any other matter whatsoever.
- 12.10 While the District of Saanich has used considerable effort to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for proponents. The information is not guaranteed to be accurate, nor is it necessarily comprehensive or exhaustive. The District of Saanich will assume no responsibility for any oral information or suggestion(s).
- 12.11 All documents, reports, Proposal submittals, working papers or other materials submitted to The Corporation of the District of Saanich shall become the sole and exclusive property of The Corporation of the District of Saanich, in the public domain, and not the property of the Participant.
- 12.12 By submitting a Proposal the Proponent warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Proponent, is an immediate relative of any employee within the municipal department in which the goods or services as required.
- 12.13 If any director, officer, employee, agent or other representative of a Proponent makes any representation or solicitation to any Mayor, Councilor, officer or employee of the Corporation with respect to the Proposal, whether before or after the submission of the Proposal, the Corporation shall be entitled to reject or not accept the Proposal.
- 12.14 Any and all addendums to this bid opportunity will be posted on our website at [www.saanich.ca](http://www.saanich.ca). It is the sole responsibility of participants to make sure that they are in receipt of all addendums prior to the RFP closing.
- 12.15 The key personnel named in the contractors RFP response, shall remain in these key positions throughout the project. In the event that key personnel leave the contractors firm, or for any unknown reason are unable to continue fulfilling their role, the contractor must propose a suitable replacement, and obtain written consent from the District of Saanich. Acceptance of the proposed replacement is at the sole discretion of the District.

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**12.0 GENERAL INSTRUCTIONS TO THE PROPONENTS** (cont'd)

- 12.16 Except as expressly and specifically permitted in these Instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.
- 12.17 The successful contractor shall indemnify and hold harmless the Corporation of the District of Saanich and its officers, employees, officials, agents, servants, and representatives from and against all liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligent acts or omissions by the contractor, its officers, agents, members, employees, volunteers or others for whom they are responsible at law, arising out of any cause whatsoever, either directly or indirectly through its provision of services pursuant to this Agreement, excepting always that this indemnity does not apply to the extent, if any, to which the claims are caused by the negligence of the Corporation of the District of Saanich. Such indemnity shall survive the terms of this Agreement.
- 12.18 Vendors responding to this competitive process agree to the terms and conditions of the bid opportunity as issued by the District of Saanich. Submissions shall not contain any alterations to the posted document other than entering data in the spaces provided or including attachments as necessary. Participants who alter the document as issued may be disqualified from this competition.
- 12.19 The successful proponent must possess an inter-municipal or non-resident business licence and will be required to provide evidence of same.
- 12.20 The Contractor must be registered and remain in good standing, throughout the terms of this contract with the Workers' Compensation Board of British Columbia and will be required to provide evidence of same.
- 12.21 Within SEVEN (7) days of award of this Request for Proposal, the successful Proponent must provide proof of appropriate insurance coverage with a minimum damage liability coverage of TWO MILLION DOLLARS (**\$2,000,000.00**). Please refer to the attached certificate.
- 12.22 The successful Proponent will enter into a contract in the format of the Professional Services Agreement attached, including all conditions included in the Request for Proposal.
- 12.23 All Proposals shall be irrevocable to remain open for acceptance for at least (60) sixty days after closing time, whether or not another Proposal has been accepted.

**12.0 GENERAL INSTRUCTIONS TO THE PROPONENTS** (cont'd)

12.24 Best Offer

12.24.1 The District of Saanich will notify the successful Proponent that its Proposal has been selected as the Best Offer.

12.24.2 A contract is formed only when the owner issues a purchase order to the selected Proponent who has submitted the Best Offer.

***Formal notice of award will be made by the Purchasing Department***