



**THE CITY OF WINNIPEG**

# **REQUEST FOR PROPOSAL**

**RFP NO. 329-2017**

**REQUEST FOR PROPOSAL FOR PROFESSIONAL CONSULTING SERVICES FOR  
PRELIMINARY DESIGN OF ROUTE 90 WIDENING BETWEEN TAYLOR AVENUE  
AND NESS AVENUE**

**Proposals shall be submitted to:**

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

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## **PART B - BIDDING PROCEDURES**

### **B1. CONTRACT TITLE**

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### **B2. SUBMISSION DEADLINE**

- B2.1 The Submission Deadline is 12:00 noon Winnipeg time, July 21, 2017.
- 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 If the Proponent is unsure of the meaning or intent of any provision therein, the Proponent should request clarification as to the meaning or intent prior to the Submission Deadline.
- B3.4 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.
- B3.5 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.
- B3.6 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.
- B3.7 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.
- B5.2.1 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>
- B5.2.2 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.
- B5.3 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.

## **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) Experience of Proponent and Subconsultants (Section C) in accordance with B9;
  - (b) Experience of Key Personnel Assigned to the Project (Section D), in accordance with B10;
  - (c) Project Understanding and Methodology (Section E) in accordance with B11; and
  - (d) Project Schedule (Section F) in accordance with B12.
  - (e) Project Management and Quality Control/Assurance (Section G) in accordance with B13.
- 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 schedules, and eight (8) bound 8.5" x 11" copies for sections identified in B6.1 and B6.2. Drawings and schedules in copies only may be 11" x 17" folded to an 8.5" x 11" size.
- B6.6 Proposal format, including type of binding, number of pages, size of pages, font, etc., will not be regulated, except that the Proposal should contain a table of contents, page numbering and should be in the Sections identified above. Proponents are encouraged to use their creativity to submit a Proposal which provides the requested information for evaluation and other information which illustrates the strength of their team.
- B6.6.1 Further to B6.6, the Proposal shall be no more than 50 pages, exclusive of the required forms, cover page, table of contents, drawings and schedule. Information provided beyond the 50 page limit will not be evaluated.

- 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 11 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 Proposal shall include a Fixed Fee for all disciplines and/or phases identified in D3.1 Scope of Services.
- B8.2 Adjustments to Fees will only be considered based on increases to the Scope of Services.
- B8.2.1 The City will not consider an adjustment to the Fees based on changes in the Project budget or the Final Total Construction Cost.
- B8.3 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.
- B8.4 The Fee Proposal shall also include an allowance for Allowable Disbursements as defined in C1.1(b). An allowance of up to 8% may be made for overhead expenses. The amount for each disbursement shall be shown on Form P: Person hours as Type 1 Disbursements.
- B8.5 Further to B8.4, the Fee Proposal, in addition to the Total Bid Price, include an allowance for the costs of any site investigation (geotechnical) services, costs for advertising, mailings, and venues for public engagement events, title plot, required Hydro-Vac to expose utilities, closed circuit television (CCTV) sewer inspection, environmental site assessment and/or hazardous materials investigation. No other disbursements will be permitted. For Contract Award, an allowance will be added to the evaluated Fee Proposal to cover these costs. An allowance of up to 5% may be made for handling charges. The amount for each disbursement shall be shown on Form P: Person hours as Type 2 Disbursement.
- B8.5.1 Further to B8.5, consultant fees for developing, monitoring and interpreting the services referred to in B8.5 shall be included in the submitted fees of this Proposal and shall not be considered disbursements.
- B8.6 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.
- B8.7 Payments to Non-Resident Consultants are subject to Non-Resident Withholding Tax pursuant to the Income Tax Act (Canada).

## **B9. EXPERIENCE OF PROPONENT AND SUBCONSULTANTS (SECTION C)**

- B9.1 Proposals should include:
- (a) details demonstrating the history and experience of the Proponent and Subconsultants in applicable professional consultant services as required in D3.1 and defined in Appendix A for three projects of similar complexity, scope and value.
- B9.2 For each project listed in B9.1(a), the Proponent should submit:
- (a) description of the project;
  - (b) role of the proponent;
  - (c) project's original contracted cost and final cost separated into design and construction costs;
  - (d) project's schedule (anticipated schedule and actual project delivery schedule, showing design and construction separately);
  - (e) project owner; and
  - (f) reference information (two current names with telephone numbers per project).
- B9.2.1 Where applicable, information should be separated into Proponent and Subconsultant project listings.

B9.3 The Proposal should include general firm profile information, including years in business, average volume of work, number of employees and other pertinent information for the Proponent and all Subconsultants.

**B10. EXPERIENCE OF KEY PERSONNEL ASSIGNED TO THE PROJECT (SECTION D)**

B10.1 Describe your approach to overall team formation and coordination of team members.

B10.1.1 Include an organizational chart for the Project.

B10.1.2 Roles of each of the key personnel in the Project should be identified in the organizational chart. Identify the lead person for each discipline or work unit.

B10.2 Submit the experience and qualifications of the Key Personnel assigned to the Project for projects of similar complexity, scope and value, including the principals-in-charge, the Proponent's representatives, managers of the key disciplines, and lead designers. Include educational background and degrees, professional recognition, job title, years of experience in current position, years of experience in design and years of experience with existing employer.

B10.3 For each person identified, list at least two comparable projects in which they have played a primary role similar to that proposed for this Project. If a project selected for a key person is included in B9, provide only the project name and the role of the key person. For other projects, provide the following:

- (a) Description of project;
- (b) Role of the person;
- (c) Project Owner; and
- (d) Reference information (one current name with telephone numbers per project).

B10.4 Further to B10.2 and B10.3 the level of effort of the Key Personnel presented in the Table required in B11.2 will be considered in evaluating the experience and qualifications.

**B11. PROJECT UNDERSTANDING AND METHODOLOGY (SECTION E)**

B11.1 Proposal should address the team's understanding of the broad functional and technical requirements, understanding of the key design issues, the Project methodology with respect to the information provided within this RFP, and any other issue that conveys your team's understanding of the Project requirements.

B11.2 Methodology should be presented in accordance with the Scope of Services identified in D6. The Proposal should include Form P: Person hours for all Phases of the assignment including the hourly rate and estimated time for each individual and each task. The table shall also include the cost of all applicable disbursements and any associated mark-ups. Subtotals shall be provided summarizing the costs for each individual, each task, and each Phase of the assignment. The total Fees on Form P: Person Hour should match the Fees submitted in response to B8.

B11.3 Proponents should discuss options as part of their Proposal that meet or exceed all the requirements of this request for proposal. The Proponents are encouraged to provide drawings illustrating the options.

B11.4 The Proposal shall explicitly list dates for all key meetings and list all the planned deliverables of the project and any assumptions made with respect to the deliverables and the Scope of Services. The Proposal shall also list all activities and services to be provided by the City.

B11.5 For each person identified in B11.2, list the percent of available time and the percent of time to be dedicated to the Project for each month of the Project in accordance with the Scope of Services identified in D6.



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

- B12.1 Proponents shall present a carefully considered Critical Path Method schedule using Microsoft Project or similar project management software. The schedule should address each requirement of the Scope of Services. The Schedule should be complete with resource assignments (key designers), durations (weekly timescale) and milestone dates or events.
- B12.2 The Proponent's schedule shall include critical dates for review and approval processes by the City and other organizations anticipated during the design phase of this Project. Reasonable times should be allowed for completion of these processes. The schedule should depict all key meetings including, project steering committee meetings and stakeholder meetings.

**B13. PROJECT MANAGEMENT AND QUALITY CONTROL/ASSURANCE (SECTION G)**

- B13.1 Proponents shall describe their firm's project management approach and team organization during the performance of Services, so that the evaluation committee has a clear understanding of the methods the Proponent will use in the delivery of this Project.
- B13.2 Proponents shall describe their methods for quality control and quality assurance.

**B14. DISCLOSURE**

- B14.1 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.
- B14.2 The Persons are:
- (a) MMM Group Limited who undertook the Transportation Planning Study titled "Preliminary Design & Public Consultation for Route 90 from Taylor Avenue to Ness Avenue". The project examined conceptual options to accommodate increased demand on Route 90 between Taylor Avenue and Ness Avenue. It commenced in Fall 2008. The final report completed in April, 2012 is available to proponents as specified in D6.3(a).
  - (b) AECOM Canada Ltd. (AECOM) who will be undertaking underwater pier inspection of the St. James Bridges in 2017. The completed report will be made available to the selected proponent. AECOM has also undertaken underwater pier inspections previously for these bridges. The previous inspection reports are available to proponents as specified in D6.3(a).

**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 <http://www.winnipeg.ca/matmgt/debar.stm>

- 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) have demonstrated ability to consider and incorporate stakeholder and public input in key decisions influencing the design"; and
  - (c) be fully capable of performing the Services required to be in strict accordance with the terms and provisions of the Contract; and
  - (d) have a written workplace safety and health program, if required, pursuant to The Workplace Safety and Health Act (Manitoba);
  - (e) 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
  - (f) undertake to meet all licensing and regulatory requirements of the appropriate governing authorities and associations in the Province of Manitoba.
- 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 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 To the extent permitted, the City shall treat all Proposal Submissions as confidential, however 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).
- B16.4 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 until a Contract for the Work has been duly executed and the performance security furnished as herein provided, but any offer shall be deemed to have lapsed unless accepted within 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 11 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 11 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 or otherwise, 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) | Experience of Proponent and Subconsultant; (Section C)           | 22.5% |
| (e) | Experience of Key Personnel Assigned to the Project; (Section D) | 22.5% |
| (f) | Project Understanding and Methodology (Section E)                | 30%   |
| (g) | Project Schedule. (Section F)                                    | 2.5%  |
| (h) | Project Management and Quality Control/ Assurance (Section G)    | 2.5%  |
- 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 responsible and qualified.
- B21.4 Further to B21.1(c), Fees will be evaluated based on Fees submitted in accordance with B8.
- B21.5 Further to B21.1(d), Experience of Proponent and Subconsultants will be evaluated considering the experience of the organization on projects of similar size and complexity as well as other information requested, in accordance with B9.
- B21.6 Further to B21.1(e), Experience of Key Personnel Assigned to the Project will be evaluated considering the experience and qualifications of the Key Personnel and Subconsultant personnel on Projects of comparable size and complexity, in accordance with B10
- B21.7 Further to B21.1(f), Project Understanding and Methodology will be evaluated considering your firm's understanding of the City's Project, project management approach and team organization, in accordance with B11.
- B21.8 Further to B21.1(g), Project Schedule will be evaluated considering the Proponent's ability to comply with the project requirements, in accordance with B12.
- B21.9 Further to B21.1(h), Project Management and Quality Control/Assurance policies and procedures will be evaluated based on current industry standards and the Proponent's ability to comply with the project requirements, in accordance with B13.
- B21.10 Notwithstanding B21.1(d) to B21.1(h), where Proponents fail to provide a response to B6.2(a) to B6.2(e), the score of zero may be assigned to the incomplete part of the response.
- B21.11 Proposals will be evaluated considering the information in the Proposal Submission and any interviews held in accordance with B19.

## **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 responsible and 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 Where an award of Contract is made by the City, the award shall be made to the responsible and qualified Proponent submitting the most advantageous offer.
- B22.4 The City may, at its discretion, award the Contract in phases.
- B22.5 Notwithstanding Paragraph 6 of Form A: Proposal and C4, the City will issue a Letter of Intent to the successful Proponent in lieu of execution of a Contract.
- B22.5.1 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 Letter of Intent notwithstanding that they are not necessarily attached to or accompany said Letter of Intent.
- B22.6 The form of Contract with the City of Winnipeg will be based on the Contract as defined in C1.1(o).
- B22.7 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.
- B22.8 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:

Vaibhav Banthia, M.Sc., P. Eng., CIM, Bridge Projects Engineer, City of Winnipeg

Telephone No. 204 986-5008

Email Address: [vbanthia@winnipeg.ca](mailto:vbanthia@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. INTRODUCTION AND BACKGROUND

D3.1 The goal of this assignment is undertake Preliminary Design for widening of Route 90 (Kenaston Boulevard and Century Street) between Taylor Avenue and Ness Avenue. The project limits are identified in Appendix B. The project includes providing three through lanes each way on Route 90 and making alterations to the St. James Bridges and ramp structures and the Century Street Interchange at Portage Avenue. A major consideration of the study is to improve capacity of Route 90 for all modes of transportation, including, vehicles, transit, pedestrians and cyclists within the study area. A staging plan needs to be implemented to ensure that two lanes of traffic will be maintained in both the north and southbound directions at all times during construction.

D3.2 A Transportation Planning Study as noted in D4 was completed in 2012 in which potential options were developed, analyzed and rated according to performance measures including, safe and efficient movement of people and goods and neighbourhood impacts, and a preferred option was further refined following an extensive program of public consultation. This assignment seeks to build on the previous study to ensure that the City is proceeding in the best and most efficient way.

D3.3 Route 90 is a primary north-south transportation corridor west of Downtown Winnipeg. Route 90 currently extends from the North Perimeter Highway (PTH 101) at PTH 7 south to Bishop Grandin Boulevard (PTH 165). It is an important economic transportation route, a major truck route and is the northern terminus of the Mid-Continent Trade Corridor. The facility is a major arterial serving a high volume of local, regional and international traffic.

D3.4 The existing Route 90 intersections within the study area are currently operating at low Levels Of Service (LOS) characterized by long queues, stop-and-go traffic, extended travel times, and increased collision risk. A major contributor to these capacity issues is the existing configurations of Route 90 and the St. James Bridges, which act as "choke points" between the six-lane sections of Route 90 south of Sterling Lyon Parkway and north of Ness Avenue. Combined with high east-west volumes during peak hours, congestion results at major intersections such as Academy Road and Grant Avenue

D3.5 Land uses adjacent to the transportation facility include a mix of single and multi-family residential, commercial/retail and industrial uses. A large portion of Route 90 sits adjacent or within the Kapyong Barracks Major Redevelopment Site, as designated in *OurWinnipeg* and the

*Complete Communities Direction Strategy.* Amenities located in communities on either side of the corridor are common and important destinations for community members on both sides of the corridor. A major consideration for this project is to minimize the barrier impact of the corridor between communities on either side and to create suitable public spaces for them.

- D3.6 As a major transportation route, Kenaston Boulevard needs to accommodate anticipated increases in vehicular traffic volumes while also accommodating pedestrian and cycling travel, transit use and accommodating the needs of adjacent and near-by land uses. Traffic volumes on this corridor ranged from 40,000 to 78,000 vehicles per day in 2015 and based on current traffic volumes, a 4-lane facility is not sustainable and additional lanes on Route 90 are required. The competing needs associated with this corridor will need to be carefully considered and resolved in this preliminary design.
- D3.7 The St. James Bridges over the Assiniboine River connects Kenaston Boulevard to the south and to Century Street to the north. Both of these streets comprise Route 90. Both bridges are in need of either major rehabilitation or replacement/reconstruction.
- D3.8 The northbound bridge was constructed in 1962 along with the underpass at Portage Avenue and was rehabilitated in 1987. The existing northbound structure is comprised of three segments, namely the approach ramp from Kenaston Boulevard, the approach ramp from Academy Road and the crossing of the Assiniboine River. The Kenaston Boulevard approach ramp is a 97.8m long, five span structure comprising of voided reinforced concrete deck slab. The Academy Road approach ramp is a 103.6m long, five span structure comprising of voided reinforced concrete deck slab. The Assiniboine River crossing is an eight span structure that is composed of a composite reinforced concrete deck cast compositely with six lines of steel "I" girders. The total span length is 231.0m with a travelled road width varying from 11.9m at the south to 16.5m at the north. A 1.5m sidewalk is located on the east side of the bridge and is separated from traffic by a concrete parapet.
- D3.9 The southbound bridge was constructed in 1936 and received a major rehabilitation in 1982 and more recently underwent concrete repairs, expansion joint replacement and approach roadway works in 2016 to address the immediate concerns and to extend its service life for another 5 to 7 years without major intervention. The southbound bridge is an eight span continuous structure composed of a composite reinforced concrete deck cast compositely with four lines "I" girders. The overall bridge length is 179.1m long with a travelled road width of 10.67m. The structure carries three lanes of traffic. A 1.5m sidewalk is located on the west side of the bridge and is separated from traffic by a concrete parapet.
- D3.10 The current alignment of the southbound bridge has a history of traffic collisions. There are limited sight lines coming off the ramp from eastbound Portage Avenue to southbound Route 90. At the south end of the bridge a fork in the road requires users to go towards either Kenaston Boulevard south or Academy Road east. Collisions have occurred with the median crash protection. Moreover, there is a sharp curve of the end of the bridge heading towards Kenaston Boulevard resulting in an unsafe condition.
- D3.11 The northbound bridge is on a super-elevated curve and has a merging ramp from Academy Road near the top of the bridge that has limited sight lines. There is also a lot of traffic weaving between lanes as Kenaston ramp traffic tries to exit to eastbound Portage Avenue by way of Kintyre Street immediately north of the bridge while traffic coming from the Academy Ramp is trying to move towards the center and median lanes.
- D3.12 There is only one 1.5m wide sidewalk on each bridge. There is also limited lane width and minimal shy distances to the concrete traffic barriers. Improvements need to be made to the bridge to safely accommodate pedestrians and cyclists and to tie into the future pedestrian-cycling network.
- D3.13 Both bridges are considered to be in fair condition with some components in poor condition. By the time the preliminary design study is proposed to commence, it will be 35 years since the southbound bridge was last rehabilitated and 30 years since the northbound bridge was last



rehabilitated. It is projected that more elements of both bridges will slip into poor condition due to age related deterioration by the time of construction.

D3.14 The funding available for the Preliminary Design is \$2,500,000.

#### **D4. 2012 TRANSPORTATION PLANNING STUDY**

D4.1 The 2012 Transportation Planning Study was conducted by MMM Group Limited and the final report was titled "Preliminary Design & Public Consultation for Route 90 from Taylor Avenue to Ness Avenue". The project started in Fall 2008 and was completed in April 2012. The report is available to consultants as discussed in D6.3(a). The project website is online at: <http://winnipeg.ca/publicworks/construction/studies/route90.stm>.

D4.2 The study area for this project included Route 90 between Taylor Avenue and Ness Avenue and the St. James Bridges and Portage Avenue Interchange including all ramps associated with these facilities. The study section is approximately four kilometres in length. The primary objectives of the study were to explore options for widening Route 90 through the study area to better accommodate current and forecast traffic volumes and to recommend a preferred design option based on technical merits, cost-benefit considerations, neighbourhood impacts, and public response. In addition, the study examined pedestrian and cycling facilities that could be added to a wider ranging study area. Five preliminary widening options for the widening of Route 90 to six lanes were developed for Route 90 between Taylor Avenue and Academy Road and reviewed at an initial Public Open House in January 2009. Each widening option included a minimum 40 m right-of-way providing sufficient space for road improvements, Active Transportation (AT) facilities and landscaping amenities.

D4.3 Upon completion of the design evaluation, Option 4 (widen alternating) emerged with the highest overall ranking and was therefore selected as the recommended widening option. Option 4 considers widening Route 90 on the west side between Taylor Avenue and Tuxedo Boulevard, and transitioning to the east side between Tuxedo Boulevard and the St. James Bridges. The Class 4 project cost estimate in 2009 Dollars is approximately \$128.6 million and is comprised of \$98.5 million in road, bridge and noise attenuation works, \$8 million in drainage work and \$22 million in property acquisition costs.

D4.4 The implementation of Option 4 requires acquiring properties from either side of Route 90. The impacted lands are owned by the Department of National Defence (DND) and consist of the Kapyong Barracks property, from Taylor to Carpathia Road, and the houses (Personal Married Quarters or PMQ's) fronting Route 90 from the Carpathia Road intersection north to Tuxedo Avenue. Between Lockston Boulevard and Tuxedo Avenue, the widening would transition to the east side of the Route 90 corridor, requiring the acquisition of private homes and properties fronting the east side of the corridor north to Academy Road. North of Willow Avenue, the recommended Route 90 road and St. James Bridge improvements include street closures on both the east and west sides of the street as well as bridge deck reconstruction designed to flatten the curvature of the southbound bridge departure ramp approaching Academy Road. In accordance with the project design objectives, the minimum posted/operating speed limit along the proposed Route 90 corridor is recommended to be 60 km/h.

D4.5 To implement the recommended Option 4, it would require the acquisition of land (ranging from partial to full acquisition) from approximately 136 housing units including 94 single dwellings and 21 duplex units. Eighty (83) units are located on the west side of Route 90 and 53 on the east side of Route 90. Of this total, 52 houses are privately owned and 81 are owned by the DND. The demolition of 30-plus structures on the 160-acre Kapyong barracks will be initiated in Summer 2017 and is anticipated to be completed by 2019.

D4.6 The pedestrian and cycling components of the previous study include 1.8m sidewalks on each side of Kenaston Blvd and a 3m wide multi-use pathway on the west side, extending from Taylor Ave to Wellington Crescent. There is an existing half-signal providing a pedestrian crossing at Lockston Ave. The study recommends a pedestrian bridge at this location. A clearance of 5.7m will be required over the roadway. The road has been proposed to be lowered approximately one metre below existing grade to reduce the ramp/stair climb to the

overpass. The study also recommends a number of pedestrian and cycling improvements to a number of other streets and intersections in the study area.

- D4.7 Portage Avenue Interchange: eastward realignment of the Route 90 northbound to Portage Avenue eastbound off-ramp in order to eliminate the current situation whereby the ramp separates the Viscount Gort Hotel parking lot from the hotel complex creating safety issues for vehicles and pedestrians. The City requires the Consultant to justify whether this realignment is necessary and/or cost-effective.
- D4.8 St. James Bridge Northbound Span: widening of the bridge deck to the west to accommodate four lanes of travel including three through lanes and one lane to serve the dual purpose of accommodating merging traffic entering from Academy Road as well as Route 90 traffic exiting onto Portage Avenue eastbound.
- D4.9 St. James Bridge Southbound Span: widening the bridge deck to the east to accommodate four lanes of traffic including three continuous southbound through lanes, one dedicated lane for traffic exiting onto the Academy Road eastbound two-lane off ramp with one shared lane for through movements and exiting traffic. As well, realigning and increasing the radius of the roadway exiting bridge to improve safety.
- D4.10 During this study, two rounds of engagement were held to gather public feedback on the project. To engage the public, there was a project webpage with feedback form, two rounds of public open houses and a public opinion survey. The team also conducted stakeholder engagement through interviews with identified stakeholders along the Route 90 study corridor and meetings with adjacent residents. Public opinion surveys revealed inadequacy of the current corridor in meeting the needs of all user groups, especially cyclists and pedestrians, and general agreement that the corridor should be widened to accommodate additional traffic lanes.
- D4.11 This study also included investigations into traffic operations, noise attenuation, drainage, landscape architecture and construction staging.
- D4.12 The City is seeking to build on the 2012 Transportation Planning Study, determine the best way for the City to proceed, and produce more accurate cost estimates where the project can proceed into detailed design and construction.

## **D5. SCOPE OF SERVICES**

- D5.1 The Services required under this assignment shall consist of preliminary design of Route 90 widening between Taylor Avenue and Ness Avenue as outlined in D6.
- D5.2 The City documents identified as "Definition of Professional Consultant Services – Engineering" dated January 19, 2012 and the "Manual of Project Administration Practice", dated March 1992" shall be applicable to the provision of consulting services for this project.
- D5.3 The following shall apply to the Services:
- (a) Appropriate geometric standards set by the Transportation Association of Canada (TAC);
  - (b) City of Winnipeg's Transportation Standards Manual (latest edition);
  - (c) City of Winnipeg's Accessibility Design Standards (latest edition);  
[http://winnipeg.ca/ppd/Universal\\_Design.stm](http://winnipeg.ca/ppd/Universal_Design.stm)
  - (d) City of Winnipeg's Tree Planting Details and Specifications Downtown Area and Regional Streets (May 2009);
  - (e) City of Winnipeg's Tree Removal Guidelines (March 2014);
  - (f) The current edition of The City of Winnipeg Standard Construction Specifications.
  - (g) Winnipeg Pedestrian and Cycling Strategies.
  - (h) Current and best practices in pedestrian and cycling infrastructure design.
  - (i) Current and best practices in the geometric design of traffic interchanges

- (j) Canadian Highway Bridge Design Code, CSA S6-14.
- (k) Relevant guidelines from P3 Canada <http://www.p3canada.com>
- (l) Universal Design Policy;
- (m) City of Winnipeg Green Building Policy: New City-Owned Buildings and Major Additions;
- (n) OurWinnipeg, <http://www.winnipeg.ca/interhom/CityHall/OurWinnipeg/pdf/OurWinnipeg.pdf>
- (o) Complete Communities Direction Strategy;  
<http://www.winnipeg.ca/interhom/CityHall/OurWinnipeg/pdf/CompleteCommunities.pdf>
- (p) Transportation Master Plan; <http://winnipeg.ca/finance/pdfs/ipd/TMPFinalReport.pdf>
- (q) City of Winnipeg TOD Handbook; <http://winnipeg.ca/ppd/planning/TOD/pdf/Handbook.pdf>
- (r) City of Winnipeg Zoning By-law (200/2006);
- (s) Winnipeg Public Art Policy;
- (t) Winnipeg Art Council - A Guideline for the Public Art Process;
- (u) The Accessibility for Manitobans Act;  
[http://www.accessibilitymb.ca/pdf/accessibility\\_for\\_manitobans\\_act.pdf](http://www.accessibilitymb.ca/pdf/accessibility_for_manitobans_act.pdf)

## **D6. PRELIMINARY DESIGN**

- D6.1 The preliminary design shall be generally consistent with Type 1 and 2 services as outlined in Appendix A. Services shall include but not be limited to the items listed in D6.
- D6.2 Project Management, Quality Control / Quality Assurance
  - (a) Prepare and facilitate a Project Chartering session to produce a Project Charter and a Project Management Plan at project commencement. Update the Project Management Plan on an as-required basis.
  - (b) Prepare and maintain a deliverables submission schedule.
  - (c) Prepare working papers for key elements and present results and recommendations to the City's Project Steering Committee and gather feedback.
  - (d) Project Meetings
    - (i) Hold meetings with the City Project Manager and members of the appointed City of Winnipeg Project Technical Steering Committee at project start up, and at other key times including presentation of the findings of the investigations, presentation of potential options and to gain concurrence of recommendations for the alternatives to be developed, prior to and after the independent road safety audit and public engagement events, and during finalization of the preliminary design report.
    - (ii) A list of key meetings including bi-weekly meetings with the City PM with dates shall be included.
    - (iii) Consultant shall hold other meetings as required and on as needed basis.
    - (iv) A responsibility assignment matrix should be included in the meeting minutes that clarify roles and responsibilities for action items.
  - (e) Quality Control / Quality Assurance
    - (i) Implement QC / QA program during the course of the project.
  - (f) Monthly Status Reports
    - (i) The consultant shall submit a written Monthly Status Report every month to the City Project Manager during the course of the project. The status reports shall include:
      - (i) Progress on tasks since previous report;
      - (ii) Planned accomplishments for the next period;
      - (iii) Project schedule update;
      - (iv) Project budget update; and
      - (v) List concerns, potential problems, risks, etc, for the project.

D6.3 Review of Existing Information

- (a) Review the Preliminary Design and Public Consultation for Route 90 Report identified in B14.2(a), existing record drawings, utility information, reports, and other information that will be provided by the City by contacting the Project Manager identified in D2. Confirm and supplement this information as necessary.
- (b) Some of the project documents from the Transportation Planning Study is available on <http://www.winnipeg.ca/publicworks/construction/studies/route90.stm>
- (c) At the outset, provide comments on the Transportation Planning Study report indicating areas of concurrence and areas where other alternatives are to be explored.

D6.4 Coordination and Liaison with Department of National Defence (DND)

- (a) The Consultant shall coordinate preliminary design activities and liaise with the City's point of contact for DND throughout the design process.
- (b) The Consultant shall identify any operational constraints and coordination required to permit construction as envisioned

D6.5 Site Investigation

- (a) Carry out on-site topographic surveys as required;
- (b) Carry out detailed inspections and site information gathering; and
- (c) Carry out sewer televising in accordance with E1.

D6.6 Hydraulic Investigation

- (a) Hydraulic Investigation shall be performed to determine the appropriate size and type of hydraulic opening for the replacement bridge structure option. The consultant shall consult with the Water & Waste Department to confirm acceptability.

D6.7 Geotechnical Investigation

- (a) Perform a geotechnical investigation sufficient for the preliminary design of the recommended alternative. Carry out geotechnical drilling, sampling, and material testing for foundations that may be required for the new bridge structure(s).
- (b) Carry out a geotechnical investigation of the roads in accordance with E2.
- (c) Fees for geotechnical drilling including sampling, and material testing shall not be included in the Fee Proposal. A geotechnical drilling and testing program shall be proposed and an estimated budget shall be provided separately from the Fee Proposal. For Contract Award, an allowance will be added to the evaluated Fee Proposal to cover these costs.

D6.8 Environmental Site Assessment

- (a) Review all affected properties and make recommendations on which properties Phase 1 Environmental Site Assessment (ESA) should be carried out. No ESA is required on DND's Kapyong Barracks properties.
- (b) Allow for professional fees for undertaking the Phase 1 ESA on 20 properties. These costs shall not be included in the Fee Proposal. An estimated budget to complete Phase 1 ESA shall be provided separately from the Fee Proposal. For Contract Award, an allowance will be added to the evaluated Fee Proposal to cover these costs.

D6.9 Road Condition Assessment

- (a) Liaise with the City's Asset Management Branch for recommending rehabilitation of existing pavement.

D6.10 Existing Bridge Condition Assessment

- (a) Carry out an inspection of the existing bridge condition including all the retaining walls within the project limits. Produce an OSIM inspection report for the bridge structures and retaining walls. Identify any health and safety concerns that require immediate attention.

D6.11 Utilities

- (a) The consultant shall verify and expand on the recommendations for utility relocations and improvements within the 2012 Transportation Planning Study, which includes determining the depths of utilities and confirming their abilities to handle traffic load.
- (b) The consultant shall consult with all major utilities to determine their future plans so they can be integrated into the design.

D6.12 Water Mains

- (a) Review the conditions of the existing watermains within the project area and provide recommendations with respect to replacement and realignment complete with the associated costs.

D6.13 Combined Sewers

- (a) Provide an update to the condition of existing combined sewers within the project limits in accordance with the Water and Waste Department procedures.
- (b) Complete the reassessment of the existing sewers in accordance with the guidelines for sewer inspection, "Condition Assessment & CCTV Guidelines" provided in E1.

D6.14 Land Drainage

- (a) The consultant shall review the 2012 Transportation Planning Study and further develop the land drainage facilities to a preliminary design level complete with design of a suitable outfall gate structure.
- (b) The consultant, in coordination with the Water and Waste Department Land Drainage and Planning Branch ensure that the preliminary design will have the capacity to accept land drainage flows from future development in the Kaypong Barracks area.

D6.15 Regulatory Requirements

- (a) Determine regulatory approval requirements and any other approvals that may be necessary. Report on recommended timing to obtain all approvals.

D6.16 Transportation Demand Management Analysis

- (a) Identify all factors that have the potential to positively impact opportunities to reduce single occupancy vehicular travel demand within the study area, during construction and after project completion.

D6.17 Land Use Analysis:

- (a) Review existing City policy, including OurWinnipeg, Complete Communities Direction Strategy, the Winnipeg Zoning By-law, Transit-Oriented Development (TOD) Handbook and the Transportation Master Plan. Identify the specific policies that are relevant to the study area and advice on their implications on the preliminary design of this corridor.
- (b) Review the existing and anticipated land use context in the project study area and identify associated impacts on the travel demand for all modes along and across the corridor.
- (c) Work with the project steering committee to identify a number of potential development scenarios and intensities for the Kapyong Barrack Major Redevelopment Site (MRS). Determine / estimate the associated travel demand (by mode) for each scenario and evaluate the impact of this demand on the design of Kenaston Boulevard and the broader street network in the area.
- (d) Identify functional criteria for transportation linkages between the MRS and the local and regional street network. Make recommendations on directions to consider in the future development of the Kapyong Barracks Major Redevelopment Site (intensity of development, land uses, development form and orientation, access design, etc).
- (e) Make recommendations for properties fronting the corridor that will support the public realm and open space framework that is asked for in D6.28 (e.g. as a way to encourage corridor oriented development, limiting barrier walls (sound attenuation) etc.)

- (f) Consideration should be given to the land use development potential for lands that are subject to expropriation (outside of the major redevelopment site policy designation). An exploration of development potential for remnant parcels subject to expropriation should follow relevant land use policy direction. The intent would be to understand what opportunities exist for the re-use of land (in a compatible manner with the adjacent community context) and how these parcels may be integrated into a built form that is accessible and walkable in relation to the corridor development. Perhaps, consideration may be given to alternate alignments, widths, design standards, etc. that might better facilitate developable parcels of land that the City may remarket after road development is completed.
- (g) The Consultant's team should include a Planner or Planners with a Registered Professional Planner (RPP) designation.

#### D6.18 Universal Design Analysis

- (a) Identify all design factors that are relevant to achieving Universal Design within this study and identify the specific elements of the current Accessible Design Standard that are relevant.
- (b) The Consultant's team should include an exterior environment universal design expert.

#### D6.19 Goods Movement Demand Analysis:

- (a) Define/estimate the current goods movement demand in the corridor. Identify the associated functional goals, objectives and requirements to address this demand.
- (b) Review the regional land use and land use policy context and describe the associated impact on future demand for goods movement on Route 90.
- (c) If various design options vary in terms of addressing the needs of goods movement and the mobility of the local community, conduct cost benefit analysis to quantify these costs and benefits.

#### D6.20 Transit Accommodation

- (a) In coordination with Transit, identify and design bus-stop improvements as required on all intersecting streets, (e.g. reconstructing stops to facilitate the use of articulated buses)
- (b) The consultant is to work closely with Transit to develop parameters for the design and utilization of best practices.
- (c) In coordination with Transit and other City stakeholders (e.g. PWD) identify opportunities for upgrades to enhance and/or prioritize Transit operation throughout the corridor including, but not limited to: Quality Corridors, Transit Signal Priority, BRT infrastructure, and park-and-ride facilities (which may not have been considered in previous analysis of the corridor).

#### D6.21 Walking and Cycling

- (a) On July 15, 2015 City of Winnipeg Council approved the Pedestrian and Cycling Strategies (PCS) which provide a vision and roadmap for the future of walking and cycling in Winnipeg. The process and associated results of the work to be performed for the projects within this Bid Opportunity must meet the Vision and Goals set forth in the PCS. The PCS are available at <http://walkbike.winnipeg.ca>
- (b) Review and further refine the walking and cycling facilities recommended in the previous study to reflect the PCS. Along with the previous study's recommendations, which provides for an off-street path on the west side, consider the following options and develop functional level designs for:
  - (i) The extension of the two existing off-street paths south of Taylor Avenue.
  - (ii) On-street uni-directional separated bike lanes, consider both buffered and protected.
- (c) Intersections and traffic signal phasing should safely accommodate pedestrians. Also, the intersection design and signal phasing is to accommodate cyclists without requiring them to dismount to activate traffic signals or cross the intersection. Where required, elements of

protected intersections are to be included in the design to better accommodate pedestrians and cyclists.

- (d) Include an improved pedestrian and cycling connection on the St. James Bridges that connects to Wolseley Avenue West.
- (e) The previous study's recommendation also includes the removal of existing pedestrian crossing opportunities at Fulham Avenue, Willow Avenue and Carpathia Avenue. It also proposes a pedestrian overpass at Lockston Avenue. The preliminary design should maintain and improve on pedestrian and cycling east-west connectivity and neighbourhood access to adjacent areas by considering the permeability of the area and provide for a porous neighbourhood both physically and visually.
- (f) Currently there are no pedestrian crossings control of Kenaston Boulevard between Corydon Avenue and Grant Avenue and between Grant Avenue and Taylor Avenue. The preliminary design should consider future crossing locations and future land uses. These connections will be important for consideration in the future redevelopment of the Kapyong Barracks site.
- (g) Confirm proposed pedestrian and cycling facility widths and features with City of Winnipeg's Transportation Division in the Public Works Department.
- (h) Pedestrian and cycling facilities shall meet and where possible, exceed requirements of the City of Winnipeg Accessibility Design Standard (latest edition).
- (i) The project team should also include at a minimum, one industry recognized bicycle facilities design expert with extensive knowledge and experience in the design of complex bicycle facilities within North America. This expert will have extensive demonstrated knowledge, ability, education and experience. It is expected that the expert will lead and actively participate in the bike infrastructure design process. The expert will be required to approve all drawings prior to the submission to the City and participate in all planning and design related meetings.

#### D6.22 Traffic Operations

- (a) Provide recommendations and associated design for modifying access to private approaches and public streets as necessary on all cross streets in the vicinity of Route 90 to improve safety, accessibility and operations. The consultant is to communicate with private land owners and the internal stakeholders as required.
- (b) The project will have its macro traffic modelling performed in-house by the City's Transportation Division and the micro simulations are to be performed by the successful consultant. Micro-simulations are to be performed to quantify the impacts of access management and improvements to operations. Either Synchro or PTV Software can be used to model the study area. The projected traffic design year will be 2041.
- (c) Construction traffic flow needs to be considered and accommodated.

#### D6.23 Road Design

- (a) Confirm design requirements with the City and arrive at an agreed on design criteria early in the project. Produce a design basis memorandum.
- (b) Address all major issues and coordination items.
- (c) Project limits along Route 90 to be from Taylor Avenue at the south and Ness Avenue at the north.
- (d) The design is to strike an appropriate balance between all users including vehicular traffic, buses, pedestrians, cyclists, etc.
- (e) Investigate alternatives so the best and most efficient design can be determined.
  - (i) Refine horizontal and vertical alignment options for Route 90 and intersecting streets.
  - (ii) Perform/Update traffic analysis at the intersections.
  - (iii) Refine horizontal and vertical alignments that offer the optimal cost/benefit in terms of:



- ◆ Enhancing traffic safety.
  - ◆ Minimize property and pavement costs.
  - ◆ Permit traffic staging during construction.
- (iv) Provide drawings for lane markings where more than three lanes are present, in particular near intersections
  - (v) Review and provide recommendations for managing traffic management during construction. Refer to D6.31 for additional requirements.
  - (vi) Produce drainage plans.
- (f) The project team should include a senior transportation engineer with extensive experience in the successful design and completion of major mixed-use transportation corridor projects.

#### D6.24 Signage Plan

- (a) The consultant shall verify and expand on the recommendations for overhead sign structure needs, traffic control signage and route identification signage.
- (b) Rationalize/review requirements for sign structures with the proposed design options.

#### D6.25 Road Safety Audit (RSA)

- (a) After reviewing the Transportation Planning Study Report and proposing modifications, if any, undertake a road safety audit of the recommended configuration. Prior to undertaking the RSA, gain feedback and acceptance from the Project Steering Committee. Proposed pedestrian and cycling facilities are to be included in the road safety audit. The audit team will include an expert in cycling facility safety audits with demonstrated experience in North America.
- (b) The City will assign an independent consultant to perform a road safety audit of the draft preliminary design. The consultant is to provide a written response to each finding and address the issues as required. There will be no additional fees for revisions to the design resulting from the safety audit.

#### D6.26 Pavement Design

- (a) Design pavement structures as required for Route 90 and all cross streets. The pavement cross section may change based on soil conditions.
- (b) Both concrete and asphalt are to be compared as well as a maintenance schedule which would be an output of the life cycle cost comparison.
- (c) Provide a map showing proposed pavement structures graphically along the corridor.

#### D6.27 Property Requirements

- (a) The consultant shall determine the property requirements in detail and prepare Property Requirement drawings as required by the City to support the acquisition process for the immediate project. The consultant should also investigate if modifying or refining the proposed alignment will reduce property requirements.
- (b) Assessment of property values is not required and should not be secured by the Consultant as part of the preliminary design. The Real Estate and Land Development Division will provide the property acquisition costs for the Class 3 estimate
- (c) The consultant shall arrange meetings with possibly affected land owners prior to the open house. The purpose is to explain why the property is required. The City's real estate division will provide support to explain the acquisition process.
- (d) A Title Plot, prepared and certified by a Manitoba Land Surveyor, identifying all the lands/properties affected and any streets or lanes within the proposed boundaries for each design option, including copies of all Titles, Deeds, Instruments and any other necessary documents registered in the Winnipeg Land Titles Office. Paper (in duplicate) and digital copies are to be provided. The Manitoba Land Surveyor shall consult with the City's Geomatics & Land Information Services Branch for format of expected deliverables.



- (e) Fees for the Title Plot shall not be included in the Fee Proposal. An estimated budget shall be provided separately from the Fee Proposal. For Contract Award, an allowance will be added to the evaluated Fee Proposal to cover these costs.

D6.28 Public Realm & Placemaking Framework: Landscape Architecture, Public Spaces, Aesthetics, CPTED, Heritage Interpretation and Integrated Public Art

- (a) Develop an overall public realm and place making framework for hardscaping, landscaping and public spaces.
- (b) Identify locations for Public Art and methods for integration in consultation with the Winnipeg Arts Council.
- (c) Public Parks – Identify and integrate safe and accessible park spaces and a continuous and integrated linear parkway network that connects neighbourhoods and communities to their parks and other major city attractions.
- (d) Heritage – identify and integrate heritage resources that illustrate sense of place and community pride. Work with community stakeholders to identify unique heritage identities and neighbourhood legacy elements.
- (e) Evaluate compensation of lost tree canopy as a result of the construction.

D6.29 Sound Attenuation

- (a) Review and further refine the sound study from the previous report.
- (b) Compare, evaluate and recommend various sound attenuations mechanisms.
- (c) Ensure alignment with objectives identified in Land Use Analysis and Public Realm and Place-making Framework sections.

D6.30 Bridge Structure Design

- (a) The future widening of Kenaston Boulevard will be constricted by the current alignment and width of the two bridges. The bridges will require widening and realignment to achieve the goals of the future Kenaston widening including accommodating walking and cycling. A minimum of three options for either rehabilitation or a replacement structure shall be investigated for both bridges and shall include but not be limited to:
  - (i) Examining various span arrangements possible.
  - (ii) Examining various bridge configurations to provide adequate cross-sectional dimensions in terms of shy distances, lane widths, and pedestrian and cycling accommodation.
  - (iii) Examining various superstructure options.
  - (iv) Examining various substructure options.
  - (v) Examining removal of Academy ramps.
  - (vi) Examining walking and cycling connectivity from Wellington Crescent and Wolseley Avenue to Route 90
  - (vii) Comparing total bridge costs for various span lengths.
  - (viii) Comparing total bridge costs for a combination of rehabilitation and reconstruction.
  - (ix) Considering use of conventional reinforced concrete retaining walls and mechanically stabilized earth (MSE) walls versus bridge spans and make cost comparisons.
  - (x) Including consideration of constructability, inspectability, maintainability, and future expandability.
- (b) Structures shall be designed in accordance with the Canadian Highway Bridge Design Code, CAN/CSA-S6-14 for the CL-625 design live load vehicle. All structures shall be designed for a minimum 75 year design life.
- (c) Structures shall be load rated in accordance with Clause 14 of CAN/CSA-16-14 for three (3) special overload vehicles that will be provided to the consultant at a later date. The

Consultant shall gain acceptance of the City Project Manager for the assumptions used in the load rating.

- (d) It is anticipated that the bridgeworks should commence before or at the same time the roadworks widening occurs but staging would be confirmed as part of the preliminary design study

#### D6.31 Construction Staging and Traffic Management Plans

- (a) Develop a construction staging plan that will inform the City as to how many years the project will take to complete based on maintaining two lanes of traffic in both the north and southbound directions and pedestrian and cyclist accommodation at all times during construction.
- (b) Develop an overall project schedule that assumes a start date in Fall 2019 to include early works or utility works.
- (c) The project staging plan and schedule will assist in identifying when various properties are required.
- (d) A specific construction staging plan is required to depict construction of the St. James Bridges and the interchange at Portage Avenue.
- (e) The overall project schedule will assist in the consultant working collaboratively with the City Project Manager to populate the Basis of Estimate (<http://winnipeg.ca/finance/infrastructureplanning/camp.stm>) to determine the Project Costs which include factors like inflation and cash flow requirements.

#### D6.32 Generation, Development, and Selection of Options

- (a) After a study of the 2012 Transportation Planning Study, examination of the project area, and definition of needs and design basis and preparation of a design basis memorandum, meetings shall be held with the City Project Manager and the City Project Steering Committee to discuss major issues and identification of potential viable options. The consultant shall develop and recommend possible options or solutions to the City for various aspects or components of the project for the City to consider reducing the capital and/or operating costs. A road safety audit of the recommended configuration with suggested modifications shall be undertaken.
- (b) The various viable options shall be developed to a functional level to allow comparison and selection. Offer options for various elements in terms of “good – better – best” while maintaining the intended safety and functionality. The evaluation methodology shall be developed in consultation with the City Project Manager to rank and select the preferred options. These options will be deliberated during a value engineering session to proceed towards preliminary design.
- (c) The Consultant shall proceed in developing a preliminary design for the selected option(s) which includes drawings, Class 3 cost estimates (expected accuracy of +30% to -20%), traffic management plans during construction, risk assessments, and proposed construction schedules. The consultant shall qualitatively assess implications of the staging plans to the traveling public, identify possible mitigation measures and consider the implications in the options comparison. These options will be deliberated during a value engineering session prior to the submission of draft PDR.

#### D6.33 Value Engineering and Risk Analyses

- (a) The Consultant shall undertake a meaningful value engineering exercises upfront after review of the Transportation Planning Study and near the end of the preliminary design process.
- (b) A project Risk Management Plan shall be developed, identifying risks and appropriate mitigation recommendations, as they relate to the successful completion of the project. Use the City of Winnipeg’s Project Management templates, available at: <http://winnipeg.ca/finance/infrastructureplanning/camp.stm#5>

- (c) The consultant shall develop all designs with a value oriented approach. For example: refining the road alignment to reduce property acquisitions or utilizing innovative details that can permit accelerated construction.

#### D6.34 Value for Money (VFM) Assessment for Evaluating Alternative Project Delivery Methods

- (a) The Consultant shall provide the City with consultant services and expertise to compare conventional design-bid-build, design-build, and public-private-partnership (P3) project delivery methods. The comparison and assessment shall follow necessary procedures to support a future business case submission to the Provincial and Federal Governments.
- (b) A business case shall be developed to support the selection of the best project delivery model, including the development of a risk assessment matrix through a risk assessment workshop.
- (c) Preliminary VFM assessment at the business case stage is to be provided.
- (d) Preparation of a final Business Case Report and supporting documentation for a possible City submission for Provincial and Federal project cost-sharing is to follow the procedure outlined by P3 Canada in the P3 Business Case Development Guide, available at: <http://www.p3canada.ca/en/about-p3s/p3-resource-library/p3-business-case-development-guide/>

#### D6.35 Public Engagement

- (a) Effective January 1, 2018, the City reserves the right to stipulate that any project that includes Public Engagement work will require that all Public Engagement work be performed by a public engagement professional. The public engagement lead must have public engagement training, IAP2 membership, and the IAP2 Foundations/Certificate is considered an asset but not required.
- (b) Public engagement is an integral part of the project, which will allow better decisions to be made, incorporating the interests and concerns of affected stakeholders, while meeting the needs of the City. This will provide greater transparency in the decision-making process and provide for a more sustainable solution. The public engagement process shall be based on IAP2 principles and best practices (see <http://iap2canada.ca/>).
- (c) The public engagement scope must respect the public engagement process to date, strive to improve public rapport and support the various decision steps within the overall process. In particular, the scope must solicit stakeholder input on the following:
  - (i) Confirming the breadth of issues from the Transportation Planning Study that warrant review.
  - (ii) Identifying stakeholder needs and expectations.
  - (iii) Obtaining feedback from stakeholders on how well various options have addressed these needs/expectations.
- (d) The public engagement scope should include the following:
  - (i) The consultants should develop a public engagement strategy.
  - (ii) The consultants should develop a comprehensive stakeholder list, along with contact information and will update and maintain the list throughout the project. The stakeholder list will identify key stakeholders in the project area that may be impacted by the project. This will also include groups with a high interest in the outcomes of the project. The consultants will organize key stakeholders into tiers based on needs, interests and impacts on stakeholders and stakeholder groups.
  - (iii) Methods to build relationships with key stakeholders as necessary to ensure that wants and outstanding issues are addressed.
  - (iv) Work with the design team and the City team to determine key issues that require review in this study and how the public can influence those elements.
  - (v) Establishment of a Project Advisory Committee ("PAC") and appropriately engage/involve them throughout the preliminary design process.
  - (vi) Conduct a statistically significantly survey with results that will be comparable to the results from the last study. The survey results should highlight key issues and

- concerns within the study area and outside of the study area and will gauge public opinion on route usage while examining the perceived suitability as it pertains to specific users.
- (vii) Clear public engagement goals and objectives for each phase of the project. Phases should be related to key decision points in the project.
  - (viii) Techniques to address public engagement goals and objectives at each project phase.
  - (ix) Methods for evaluating public engagement following each phase and should set targets based on those evaluation methods. If targets for engagement are not met, the consultants shall present options for modification to the engagement plan.
  - (x) Development of content, including an introduction to the project, project background, maps of the project area developed for public discussion, a project timeline, engagement information, and project updates, for a project webpage that will be hosted on the City's Major Projects website.
  - (xi) A launch of public engagement, including a launch event to provide context to the project and provide information on why the study is being conducted, what will be included in the study and how the public will be involved.
  - (xii) Development of three dimensional graphics/renderings and videos to aid in showing the public what the project and general vicinity around Route 90 will look like. The graphics will be used for the project website and/or public engagement events.
  - (xiii) Public engagement events that correspond with key decision points in the project to solicit stakeholder input before the preliminary design is completed. Develop supporting material for the public engagement events.
  - (xiv) Include a promotion plan for each public event, including a variety of different outreach methods to reach all different types of interested parties in the project area and within Winnipeg.
  - (xv) Design and development of promotional materials included in promotion plans.
  - (xvi) Meetings with key stakeholders, which may include but may not be limited to: meetings with landowners potentially affected by property acquisition; meeting with those affected by the sound wall, and; meetings with those affected by turning restrictions and changes to traffic flow.
  - (xvii) Provide interim public engagement summaries, following each public engagement phase, to be posted on the project webpage so that stakeholders and participants can see how input and feedback has been considered and utilized in each phase.
  - (xviii) Provide a public engagement report that will be posted on the project's website so that stakeholders can see how their input has been considered and used. Provide the project team with a full engagement report, a public copy of the report with identifying and contact information removed, and a short summary of engagement. Reports should include, but are not limited to: a project background; a description of the public engagement methods including a detailed record of all promotions and communications as well as a description the public engagement events with attendance numbers and dates; cataloguing public input and project response to it; a summary of findings and results; lessons learned and next steps.
- (e) The Public Engagement Lead will work with the project team to iteratively review and adjust the public engagement process as may be necessary over the course of the project. The project team will sign-off on all public engagement plans, activities and materials.
  - (f) The consultants should work with the project team to develop a communications strategy that will include key messages that should be used throughout the project. The communications strategy may be updated and should be reviewed at regular intervals to ensure adjustments are made in accordance with how the project is progressing.
  - (g) Costs for advertising, mailings, and venues for events should not be included in the Fee Proposal. For Contract Award, an allowance will be added to the evaluated Fee Proposal to cover these costs.

- (h) The consultants should use City of Winnipeg templates and branding for publicly available project materials, whenever templates exist.
- (i) The consultants should develop communications and public engagement materials, including, but are not limited to: website content, content for online opportunities for engagement, content for in-person opportunities for engagement, event promotion plans, email updates to stakeholders and the public, regular updates to web content, and content for multiple and varied methods of notification and promotion for upcoming engagement activities. All materials shall be produced so they are easy for the public to understand and should avoid technical terms or jargon whenever possible.
- (j) The consultants should digitize all information gathered at public engagement events and shall compile and analyze the results using a consistent and systematic process for both qualitative and quantitative data.
- (k) All stakeholder lists, contact information and correspondence with stakeholder and the public should be tracked by the consultants and should be returned at the end of the project. Stakeholder and public correspondence tracking logs and lists may be requested by the project team during the project.
- (l) All data including verbatim comments and scans of hard copy surveys should be returned to the project team at the end of the project.
- (m) Advise on any additional public engagement strategy as necessary.

#### D6.36 Preliminary Design Report

- (a) Prepare and submit a preliminary design report outlining the results of the investigations and assessments carried out, options investigated, and the recommended scope of work, complete with drawings, Class 3 (expected accuracy of +30% to -20%) cost estimates, traffic management plans during construction, risk assessments, and proposed construction schedules.
- (b) In addition to showing the preliminary details of the bridge structures, the drawings should include profiles and structure site plans for each option. The profiles should be taken along the proposed centreline for the full length of the bridge and should depict the proposed grade lines along with existing ground lines. The treatment of slopes around the ends and under the bridge should be shown. The structure site plan should show the proposed structure relative to the existing infrastructure and topography. The existing utility lines and their proposed disposition, if required, should also be depicted. The minimum horizontal and vertical clearances for all the proposed options should also be shown.
- (c) A draft report is to be submitted for review.
- (d) A revised draft report is to be submitted after incorporating comments from an independent road safety audit that the City will carry out.
- (e) The report is to be finalized after incorporating feedback from the public open house and from the City Project Manager.
- (f) Eight (8) hard copies along with an electronic PDF version properly bookmarked of the final report shall be submitted.

#### **D7. OWNERSHIP OF INFORMATION, CONFIDENTIALITY AND NON DISCLOSURE**

- D7.1 The Contract, all deliverables produced or developed, and information provided to or acquired by the Consultant are the property of the City and shall not be appropriated for the Consultants own use, or for the use of any third party.
- D7.2 The Consultant and sub-consultants/sub-contractors shall not make any public announcements or press releases regarding the Contract, without the prior written authorization of the Project Manager.
- D7.3 The following shall be confidential and shall not be disclosed by the Consultant or its subconsultants/sub-contractors to the media or any member of the public without the prior written authorization of the Project Manager;

- (a) information provided to the Consultant by the City or acquired by the Consultant during the course of the Work;
- (b) the Contract, all deliverables produced or developed; and
- (c) any statement of fact or opinion regarding any aspect of the Contract.

D7.4 A Consultant who violates any provision of D6 may be determined to be in breach of Contract.

## **SUBMISSIONS**

### **D8. AUTHORITY TO CARRY ON BUSINESS**

D8.1 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.

### **D9. INSURANCE**

D9.1 The Consultant shall procure and maintain, at its own expense and cost, insurance policies with limits no less than those shown below.

D9.2 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) (i) An amount not less than \$2,000,000 per claim and \$2,000,000 in the aggregate.

D9.2.1 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.

D9.3 The policies required in D9.2(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.

- D9.4 The Consultant shall require each of its Subconsultants to provide comparable insurance to that set forth under D9.2(a) and D9.2(c).
- D9.5 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 D9.8.
- D9.6 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.
- D9.7 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.
- D9.8 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**

### **D10. COMMENCEMENT**

- D10.1 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.
- D10.2 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 D8;
    - (ii) evidence of the insurance specified in D9;
  - (b) the Consultant has attended a meeting with the Project Manager, or the Project Manager has waived the requirement for a meeting.
- D10.3 The City intends to award this Contract by August 31, 2017.

### **D11. CRITICAL STAGES**

- D11.1 The Consultant shall achieve critical stages of the Services for this Contract in accordance with the following requirements:
- (a) Selection of final options to proceed to Preliminary Design by March 30, 2018;
  - (b) Confirm project property requirements by May 31, 2018;
  - (c) Submit draft preliminary design report including Class 3 cost estimates (expected level of accuracy of +30% to -20%) for City review by August 31, 2018.
  - (d) Incorporate comments from the independent road safety audit by October 15, 2018.
  - (e) Open House by November 1, 2018
  - (f) Receive comments from the City Project Manager by December 14, 2018.
  - (g) Submit final preliminary design report by February 28, 2019.

### **D12. POTENTIAL FOR FUTURE CONTRACT FOR DETAILED DESIGN AND CONTRACT ADMINISTRATION OR OWNER'S ADVOCATE SERVICES**

- D12.1 The City of Winnipeg, in its sole discretion after consideration of the Consultant's performance on Bid Opportunity No. 329-2017, may negotiate and enter into a contract with the Consultant, to undertake the work associated with the detailed design and contract administration if the project is delivered using a traditional Design-Bid-Build method, or to act as the Owner's

Advocate if the project is delivered using a Design-Build method or Public-Private Partnership (P3) method, without a public bid solicitation. No compensation will be provided to the Consultant for participating in this negotiation. The City will provide terms and amended insurance limits and coverages, if required, to the Consultant if it initiates negotiations with the Consultant. The City of Winnipeg will be under no obligation to initiate or enter into a subsequent contract and may choose to issue a public bid solicitation for the Work with respect to detailed design and contract administration or advocate services, if the City of Winnipeg wishes to proceed in that manner.



## PART E - SPECIFICATIONS

### E1. CONDITION ASSESSMENT & CCTV GUIDELINES

- E1.1 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 E1.2;
  - (b) Review existing CCTV inspections shown in SMS and new CCTV inspections performed in accordance with Clause E1.2;
  - (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;
  - (f) Provide a rehabilitation summary and the new CCTV inspections and corresponding defect coding to WWD Asset Management Branch for review and approval.
- E1.2 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 exist;
- E1.3 For any uncertain situations and/or locations, contact the City Project Manager.
- E1.4 The consultant is required to coordinate the sewer inspection contract and communicate the results to WWD Asset Management Branch in accordance with E1.1. 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.
- E1.5 Provide the post repair CCTV inspections and corresponding defect coding to WWD Asset Management Branch.

## **E2. GEOTECHNICAL INVESTIGATION REQUIREMENTS FOR PUBLIC WORKS STREET RECONSTRUCTION PROJECTS (2015)**

### **E2.1 Field Work**

- (a) Clear all underground services at each test-hole location.
- (b) On most projects, test-holes are required every 50 m 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 core in pavement.
- (e) Drill 125 mm-diameter test-hole 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 are to be drilled to 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.
- (o) Return core sample from the pavement and soil samples to the laboratory.

### **E2.2 Lab Work**

- (a) Test all soil samples for moisture content.
- (b) Photograph core samples recovered from the pavement surface.
- (c) Conduct tests for Atterberg Limits 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:
  - (i) < 30% silt - classify as clay
  - (ii) 30% - 50% silt - classify as silty clay
  - (iii) 50% - 70% silt - classify as clayey silt
  - (iv) > 70% silt - classify as silt

### **E2.3 Notes**

- (a) For Pavement Rehabilitations and Mill and Fill Pavement Rehabilitation Method pavement cores may be required. Contact the Project Manager to confirm requirements.

- (b) For any uncertain situations and/or locations, or clarification of these requirements, contact the Project Manager.

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

## **APPENDIX B – PROJECT LIMITS**