



LADYSMITH

Infrastructure Services

Request for Proposals

No. 2022-IS-11

**Dogwood Drive Active Transportation
Improvements**

For further information
please contact:

Ira Adams
Sr. Engineering Technologist
250-245-6442
iadams@ladysmith.ca

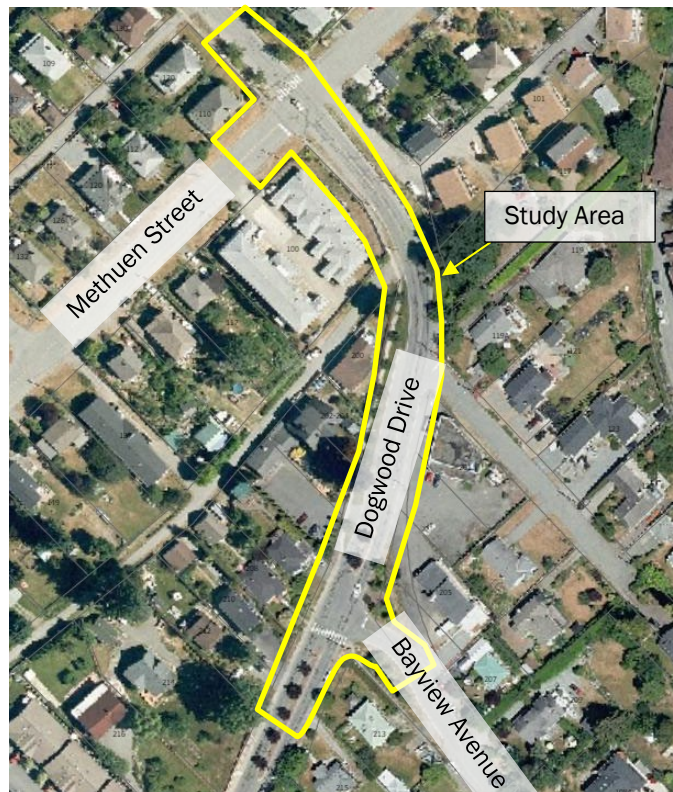
RFP Issue Date: **August 8, 2022**
RFP Closing Date: **August 25, 2022 at 2:00 pm,**
RFP Opening: **August 25, 2022 at 2:15 pm,**
Location of Bid Opening: **Ladysmith City Hall**



1. Introduction

The Town of Ladysmith (Town) is seeking proposals for a consultant to complete a review of Dogwood Drive from Bayview Avenue to Methuen Street for the purposes of active transportation, particularly bicycle use.

The 2009 Ladysmith Bicycle Plan (https://www.ladysmith.ca/docs/default-source/reports-2021/ladysmith-bicycle-plan.pdf?sfvrsn=859a685d_5) identified a potential bicycle connection from Davis Road and Highway 1 to Bayview Avenue, then Dogwood Drive, and finally Methuen Street. The Davis Road to Bayview Avenue section was completed circa 2011; however, the remaining section to Methuen Street remains to be completed.



In general, from west to east, the road consists of a sidewalk, boulevard, concrete curb, two drive lanes divided by a single yellow line, a concrete barrier, and a steeply sloping boulevard. The pavement and concrete condition is generally good. A large sweeping curve occurs between Forward Road and Methuen Street and a lane intersects Dogwood Drive near the apex of the curve, which is a key safety concern. There is a bus stop near Bayview Avenue on the southbound side of the road.

The drive lanes are relatively wide (4.6m+) for the desired speeds and available road dedication. A 1.5m wide sidewalk along the west side accommodates pedestrian and scooter traffic and is well used.

The Town needs recommendations for improvements and/or reconfiguration of Dogwood Drive to accommodate bicycles as well as other forms of active transportation that may not be supported by the single sided sidewalk.

2. Required Project Deliverables

The work is expected to be completed with input from a Professional Engineer registered in British Columbia. The following scope of work is anticipated:

1. Review the Bayview Avenue to Methuen Street corridor and beyond by 100m;
2. Review Bayview Avenue to confirm suitable bicycle space;
3. Review the intersections of Bayview Avenue, Forward Road, Methuen Street, and the lane;
4. Count traffic at key locations with separate bicycle and pedestrian counts;
5. Provide recommendations for bike use and safety;
6. Provide recommendations for crosswalks within this zone of Dogwood Drive; and
7. Provide preliminary design drawings.

Preliminary design drawings are expected to be high level illustrative drawings to identify key aspects of the recommends, provide important dimensions, show locations of features, and visually assist the reader with the report recommendations. Details such as grades, changes to underground services, and construction details are not expected.

Traffic count data from the Town's Metro Count Road Pod VT can be shared with the consultant.

3. Response Content

All respondents should include the following information in their proposal:

1. Methodology to complete the scope of work;
2. Personnel and subconsultants (if required);
3. Similar work and qualifications (please be brief);
4. General schedule/timing; and
5. Clearly stated costs and fees.

During the evaluation process any or all of the proponents may be asked for clarification by telephone or email.

4. Enquiries

All enquiries related to this "Request for Proposal" are to be directed to:

Ira Adams, Sr. Engineering Technologist
iadams@ladysmith.ca
250-245-6442

5. RFP Addenda

It is the responsibility of the proponents to check periodically for any addenda that may be issued by the Town of Ladysmith. Addenda will be posted on the Town of Ladysmith website (<https://www.ladysmith.ca/city-hall/bid-opportunities>) and on BC Bid.

6. Proposal Submission

Proponents are requested to submit their proposals **no later than 2:00pm on August 25, 2022** to the attention of:

Donna Smith, Manager of Corporate Services
Town of Ladysmith
410 Esplanade - PO Box 220
Ladysmith, BC V9G 1A2
Email: bid@ladysmith.ca

Proposals must be submitted by email. The Town is not responsible for the timely receipt or adequacy of any electronic transmissions, and late receipt of proposals via email will be cause for rejection of a proposal.

All submissions must be clearly marked “Request for Proposals No. 2022-IS-11”.

The successful bidder will be required to obtain and provide proof of the following:

- A current business licence for operating in the Town of Ladysmith
- A Clearance Letter from WorkSafe BC that confirms they are registered and in good financial standing with WorkSafe BC
- Minimum \$2 million liability insurance with the Town of Ladysmith named as additional insured
- Federal, Provincial and municipal permits when and where applicable

Submissions in response to this RFP will be opened publicly at the Town of Ladysmith City Hall on **August 25, 2022 at 2:15pm.**

7. Proposal Evaluation

The Town will evaluate proposals based upon but not limited to, the following:

- Quality of the proposal
- Fee quote
- Principles of best value (see below)
- Demonstrated proven experience
- Accessibility and responsiveness
- Reference checks

The Town reserves the right to accept or reject any or all proposals either whole or in part at any time, or waive formalities in, or accept a proposal either whole or in part which is deemed most favourable in the interest of the Town. The Town will be under no obligation to proceed further with any submitted proposal and, should it decide to abandon same, it may, at any time, invite further proposals for the supply of the described services or enter into any discussions or negotiations with any party for the provision of the services. No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the Town.

The lowest or any submission in response to this RFP will not necessarily be accepted. The bids will be considered on their merits and it is not the intention of the Municipality to buy on price alone.

The Town of Ladysmith Purchasing Policy entails the following Principles of “Best Value”:

- Procure the goods and services requirements of all departments in an efficient, timely and cost effective manner while maintaining the necessary controls;
- Engage in an open bidding process wherever practical;
- Ensure maximum value is obtained during the acquisition of goods and services. Where applicable, the total cost of the goods and services purchased should be taken into account. Total cost may include but not be limited to acquisition cost, disposal cost, residual value, training cost, maintenance cost, product performance and environmental impact;
- Take into account wherever practical the commitment to protection of the environment, and energy conservation;
- Ensure the acquisition of goods and services meets the requirements of applicable legislation and trade agreements, including the New West Partnership Trade Agreement, and the Agreement on Internal Trade; and
- Ensure that maximum value is realized when disposing of surplus goods, materials and equipment.
- Up to five (5) percent of the evaluation score will be allocated based on the proposal’s contribution to the following community benefits:
 - *Economy*
 - Demonstrate job creation within the local area, which is defined as the Cowichan Valley Regional District and the Regional District of Nanaimo.
 - Contribute to a stronger local economy (buy local)
 - Increase training and apprenticeship opportunities
 - Provide work experience and employment opportunities for youth aged 15 to 24
 - Ensure that a Living Wage for the local area is paid

- *Public Spaces*
 - Enhance community recreation, arts and/or culture infrastructure
 - Improve and enhance public spaces
 - Improve access to public spaces for people living with disabilities
- *Environment*
 - Demonstrate that work undertaken exceeds requirements for environmental standards

8. Ownership of Proposals

All Proposals and subsequent information materials shall become the property of the Town of Ladysmith after the closing date and time and will not be returned.

The Proposals will be held in confidence by the Town subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. This Request for Proposals and all associated documentation is the property of the Town of Ladysmith and shall not be copied or distributed without the prior written approval of the Town.