



DRUMHELLER
DINOSAUR CAPITAL OF THE WORLD



Resiliency and Flood Mitigation Program

REQUEST FOR PROPOSALS

PROPOSAL:

**Procurement RFP for Consultant Services -
Landscape Architecture of Record**

DATE:

December 14, 2020

FROM:

**Darwin Durnie, Chief Resiliency and Flood Mitigation Officer
TOWN OF DRUMHELLER REPRESENTATIVE**

DATE PROPOSAL REQUIRED:

YEAR: 2021 MONTH: JANUARY DAY: 12 TIME: 12:00 Local Time

- SUBMIT PROPOSAL IN A CLEARLY-MARKED & SEALED ENVELOPE -

“PROPOSAL FOR:

**Drumheller Resiliency and Flood Mitigation Program Engineering, Procurement for
Landscape Architecture Services”**

Attention:

**Darwin Durnie,
Chief Resiliency and Flood Mitigation Officer (CRFM Officer)**

Deliver To:

**TOWN OF DRUMHELLER
702 Premier Way
Drumheller, Alberta T0J 0Y0**

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INVITATION

1. Project Overview

The Town of Drumheller, recognized as the “Dinosaur Capital of the World”, is rich in geological and paleontological history. The breathtaking landscapes surrounding Drumheller are unique in Canada and draw hundreds of thousands of visitors every year.

The Town of Drumheller has chosen to make significant investment to mitigate flooding and adapt to a changing climate. In June of 2018 the Town began the process of applying to the Federal and Provincial Governments for financial assistance to implement a long term strategy. Funding contribution agreements require, insofar as practicable, that public solicitation be made for contracts carried out under this funding arrangement.

The Council Vision is:

Through a proactive flood-mitigation strategy, we are committed to changing the channel on flood readiness with a sustainable plan to protect Drumheller from future flooding.

Together, we will shape the future of our community by protecting our people, our property, our economic growth, our environment and our cultural heritage.

The Town now is moving forward to implement this initiative through the Drumheller Resiliency and Flood Mitigation Program (DRFM Program) and has established the Office of Resiliency and Flood Mitigation (DRFM Office). A Chief Resiliency and Flood Mitigation Officer has been appointed to direct the DRFM Program.

2. Project Overview

The DRFM Program is expected to consist of a series of projects to provide flood mitigation in the valley through possible construction of new dikes and upgrades to existing dikes and barrier systems. Projects will be a mix of contracts for material supply, design and tendered construction projects and/or design-build construction projects administered by the DRFM Office. The projects will be designed based on a mix of historical construction information and new information obtained on a global and site specific basis for each projects. This would include environmental, hydro-technical, topographic survey and geotechnical information. The DRFM Office has been compiling available historical information and supplementing this information with new planning and design information as it becomes available.

The DRFM Office has recently gone through a pre-qualification process to select four civil engineering firms to undertake the professional design services for the various projects of the DRFM Program based on a conventional design, tender and construction management model. Once project feasibility is verified and funds are allocated, these firms will undertake a public tendering process to select contractors for the site specific flood mitigation projects. The project design lead would be responsible for compiling background information including obtaining new hydro-technical, topographic survey and geotechnical information, if required. The DRFM Office has selected more than one design team in the belief that spreading the work around will assist the DRFM Office in delivering the projects in a cost-effective manner according to a relatively aggressive schedule. In order to coordinate the activities of the four design firms the DRFM Office has hired a number of technical specialists (e.g., hydrotechnical, geotechnical, palaeontology & archaeology, etc.) to act as coordinators, reviewers, and possibly service providers for the various projects. The DRFM Office team and their technical coordinators would provide support.

The Town is seeking to qualify individuals or private firms who can undertake the position of **Landscape Architect of Record** for DRFM Program team for a period of three years to the end of July 2023. In addition to requisite skills and experience in engineering and procurement, the successful proponent will have local knowledge of the Drumheller economy, infrastructure, local topographic and subsurface conditions, existing flood mitigation measures and emergency preparedness, response and recovery.

You or your organization's proposal for **Landscape Architect of Record** (Services) of the Town's DRFM Program would commence on or about January 19, 2021. These Services would be provided on a contracted basis. The individual or organization proposing to provide the Services is referred to in this request as "Consultant."

3. Scope of Services

The purpose of this Request for Proposal (RFP) is to commission a consultant to act as **Landscape Architect of Record** for the Town of Drumheller Flood Mitigation Program team for the next three years. The project will involve earthen and structural flood mitigation measures, slope stabilization, erosion and bank control and servicing in a river valley environment. The coordinator will be expected to have experience working with other professionals (civil, hydro-technical, geological) and contractors. This position is expected to be filled for the duration of the DRFM Program under the current project schedule. Depending on the project schedule and implementation the position may be subject to a further two year extension. A contract or purchase order will result directly from this RFP process alone.

3.1 Scope of Work

1. The Consultant will be expected to have a current level of understanding of the Drumheller valley and will increase that knowledge by become familiar with the existing inventory of technical information gathered for the DRFM Program. A pre-existing understanding of the DRFM Program and the recently developed and approved Municipal Development Plan and Land Use Bylaw would be a benefit, but not a requirement.
2. The Consultant will assist the DRFM Office in compiling relevant information related to landscape architecture in a semi-desert setting. Any additional information from the Consultant's library or files that can be added to the inventory within the limitations on those reports or documents would be welcome, and any knowledge of private information that cannot be physically shared will be an asset.
3. The Consultant will review the available information for gaps relative to the proposed project components and will prepare a brief for the DRFM team. The Consultant will assist the DRFM Office in preparation of a governing design document for the DRFM Program which will include, but not be limited to standardization of nomenclature of valley features, standardization and setting of flood mitigation levels relative to the multiple flood studies performed in the valley over the years, documentation of a detailed flood-hazard inventory and base standards for landscape architecture.
4. The Consultant will perform site visits as requested by the DRFM Office and may be asked to undertake a limited amount of preliminary design work or investigation.
5. The Consultant will work with the DRFM Office team may be asked to prepare site specific landscape architecture work scopes or RFP's for competitive posting for four engineering consultants related to landscape architecture for the new flood mitigation works including dike upgrades and extensions.
6. The need for landscape architecture services will be left up to the individual project leads proposing on the work, but the current design services contracts for the four design consultants have landscape architecture as an Allowance. **The selection of the landscape architect for the various projects will be made by the DRFM Office in consultation with the individual design teams.** The provision of landscape architecture services for site specific projects may be assigned to the **Landscape Architect of Record's** firm. This work will be performed as budgeted tasks for the site-specific work programs proposed by the Project Leads and approved by the DRFM Office.

7. The **Landscape Architect of Record** may be asked to review the landscape design work performed by the design firm's own landscape professionals or approved subconsultants or for site specific projects of the DRFM Program. If the Consultant is the lead landscape designer for any component projects of the Program, the DRFM Office reserves the rights to select an alternate landscape professional from the list of unsuccessful proponents for a review assignment.
8. The **Landscape Architect of Record** will attend and/or participate in project team meetings, teleconferences, public meetings and open houses as requested by the DRFM Office.
9. The scope of services includes the following:
 - Communicate with and advise four (4) engineering consulting firms and their contracted landscape architects, as required for the duration of the project, to ensure that:
 - design guidance is properly understood and incorporated into design work for structural measures for flood mitigation – dykes and other hardening of the river channel;
 - the design of flood works is integrated into lands acquired adjacent to residential land uses;
 - the design of flood works includes impact reductions on streetscapes and parklands affected by new alignments and increased system size;
 - the requirements for the creation/preservation of the conveyance zone as a key element of the badlands ecology and a setting for recreation are addressed;
 - restoration of natural areas is incorporated consistent with program objectives;
 - the stage is set for further design work for trails and other public spaces, including landscaping, site furniture, wayfinding and interpretive signage, and buildings.

Additional deliverables will be assigned throughout the term of The DRFM Program. Major tasks will be approved and performed on a budgetary estimate basis.

The anticipated project schedule is three years, starting on August 1, 2020 with completion estimated to be on or near the end of July 2023. Depending on project implementation, a two year extension may be considered, if required.

Creation of the proposed **Landscape Architecture Coordinator** position has six aims/purposes:

- a. to coordinate, compile and share the available information for the project with the DRFM Office and the various consultants and contractors working on the DRFM Program projects;
- b. to avoid duplication and unnecessary spending on landscape design tasks;
- c. to ensure project landscape architecture compliance with all applicable municipal requirements, provincial legislation and DRFM Program design standards;
- d. to expedite the development of safety-oriented and naturalized flood mitigation measures that present an aesthetically pleasing amenity to the community and reduce the reliance on heavily engineered designs;
- e. to provide opportunities to integrate flood management systems into neighborhood open space systems; and
- f. to help implement a flood management system that has due regard for the Ecosystem and watershed as dynamic and living systems and is integrated with the urbanized community while managing conveyance, erosion, flooding and quality of the storm water flows in the Red Deer River and its tributaries.

4. Reference Information

In preparation of this RFP, the DRFM Office has set up a shared Google drive on the DRFM system. The information to be provided to proponents will include:

1. The Town of Drumheller Municipal Development Plan
2. The Town of Drumheller Land Use By-Law
3. Geotechnical data
4. Terrestrial and aquatic assessments
5. Terms of Reference for Engineering design

Upon specific request, additional information may be provided to the shared drive, if available.

5. Confidentiality

In order to receive access to this reference material, your firm should execute and return the Non-Disclosure Agreement to the DRFM Office.

This project is of a most highly sensitive nature given the interest from the community regarding the possible impacts on residents and their properties. The nature of the project is that several different options will need to be reviewed for all project

components in an objective and unbiased manner in order to select and deliver the option that makes the most sense for the overall good of the Town and all of their residents. This information needs to be properly disseminated to the residents by the DRFM Office. Ad hoc or premature disclosure of options under consideration, whether they come to fruition or not, could cause considerable anxiety within the community. Therefore, the confidential nature of Program information during the planning and implement of this program cannot be overstated.

6. Ineligibility to Propose

Individuals or Private Firms that have a conflict of interest with the Town of Drumheller are ineligible to Propose for this position.

7. Proposal Mandatory Requirements

Proposals must comply with the following requirements in order to be considered by the Town. It will be at the team's sole discretion to determine if a proposal shall be disqualified due to insufficient or incomplete information.

1. The organization of the proponents team including:
 - a. Proposed **Landscape Architect of Record** (Sr. Consultant);
 - b. Two primary project consultants (a primary landscape architect – not the **Landscape Architect of Record** – and a back-up).
 - c. Landscape Architecture Support Team with specific listed specialties;
 - d. Sr. Review Consultant; and
 - e. Primary office location.
2. The successful firm must be willing to commit the named personnel to the project for the entire term of the contract. In the event of any team changes due to unavoidable personnel losses within the firm, the DRFM office will be provided with suitable replacement candidates for approval. If the firm is not able to provide a suitable replacement candidate it could result in cancelation of the contract and posting of a new RFP for the position.
3. Relevant project experience with focus on past experience in the region.
4. The proposals must include standard rate sheets applicable to the work as per Section 10.0.

8. Rejection of Proposals

The Town shall not be obligated to accept Proposals that are unsigned, incomplete, conditional, illegible, or contain irregularities of any kind, or if the Proponent fails to

meet all the requirements stated in this Request. The Town also reserves the right to disqualify any Proponent's submission whose credentials or performance have been unsatisfactory in the past.

9. Town's Discretion

The Town reserves the right to accept any Proposal, and not necessarily the lowest fee Proposal.

10. RFP Clarifications/Addenda

Proponents shall carefully examine the Request for Proposal Documents and report any errors, omissions, discrepancies or clauses requiring clarification. When deemed necessary, the Town shall respond to questions and clarifications by way of Addenda to report any changes to the Request for Proposal Documents. Any addenda issued prior to the closing date will form part of the Request for Proposal Documents.

11. Question or Inquiries

Questions about the RFP may be submitted via email and directed to:

Mark Brotherton

ParklandGEO

mark.brotherton@parklandgeo.com

Phone 403-343-2428

12. Proposal Review

The proposals will be reviewed by the Chief Resilience and Flood Mitigation (CRFM) Officer on a confidential basis. The review may include a selection committee from the DRFM Office chosen by the CRFM Officer. Selection may be made based on the submitted proposal or the CRFM Officer may choose to interview some of the proponents prior to selection.

The appointment of the Consultant will be made by the CRFM Officer on January 15, 2021, unless an extension is required.

13. Fee Proposal

The proposals must include standard rate sheets applicable to the work, unit rates for soils testing, disbursement markups and travel calculations as well as payment terms to establish a basis for any changes. Hourly rates should be provided in accordance

with CEA Job Level Classifications for engineers and technicians (i.e. E1 to E6 and T1 to T7). Team personnel should be identified as per their current classification level. The rate schedule should have a proposed annual escalator for hourly rates from January 2021 to July 2023. It is expected that soil testing rates and mark ups on disbursements will be fixed for the duration of the contract.

Work will be performed by task and will be invoiced based on the rates provided in the proponent's proposal. Major tasks will be subject to pre-authorization of budgets by the DRFM Office.

The total value of the first year of the contract is currently estimated to be \$75,000 (not including GST).

14. RFP Cancellation

The Town reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities and informalities at their own discretion. No payment will be made by the Town for costs incurred in the preparation or submission of this document.

15. Insurance

The successful Proponent shall put in place and maintain during the duration of the Consultant's services, the following insurance coverage:

- General Liability Insurance in an amount not less than Two Million Dollars (\$2,000,000) per occurrence for personal injury and/or property damage. Automobile Liability Coverage in an amount not less than Two Million Dollars (\$2,000,000) per accident for bodily injury and/or property damage.
- Errors and Omissions Insurance covering the services provided by the Consultant with policy limits not less than Two Million Dollars (\$1,000,000) per claim.

The successful Proponent shall provide confirmation from the Consultant's insurer that these policies are in effect.

16. Conflict of Interest

The Proponent shall have no pecuniary interest in the business of any third party that would cause, or seem to cause, a conflict of interest in carrying out any Consulting services for the Town. Should such an interest be acquired during the Proposal process, the Consultant shall immediately declare it to the Town. The Town will, immediately upon notification, take action as it deems appropriate. This may include rejection of the submitted Proposal.

17. Proposal Confidentiality

All documents submitted to the Town will be subject to the protection and disclosure of the Alberta *Freedom of Information and Protection of Privacy Act* (FOIP ACT).

18. Proposal Format Requirements

Proposals shall not exceed 15 pages, 8 1/2 X 11 in 11-point font excluding resumes.

19. Qualifications and Experience

Proponents are to explain why they are the best choice to provide the services as described in the Request for Proposal. Key strengths should be clearly identified. Provide summary and related references for at least three projects, for which the Proponent's team has provided services. These reference projects must have a required scope of services similar in nature to this project. The summary for each reference should include:

- Name, location, and brief description of the project;
- Name of client (owner) and contact information of client representative;
- Original project budget and total fees.

The following additional knowledge and experience would be an asset:

- Understanding of the PIEVC (Public Infrastructure Engineering Vulnerability Committee) Protocol;
- Understanding of sustainability assessments using the Envision tool from the Institute for Sustainable Infrastructure.

20. Key Staff and Qualifications

A resume shall be provided for each staff member that includes, but is not limited to, qualifications, education, experience, capability and current workloads. The location of the offices of the key team members shall be identified. These resumes will not be considered part of the 15 page limit.

21. Project Understanding

Proponents are to provide a clear understanding of the objectives and critical issues that could affect the outcome of the project. The proponent should include a clear explanation of their proposed approach. The Proponent shall also include any innovative comments and ideas pertaining to the project that may not have been addressed in the Request for Proposal.

22. Additional Content

Proponents may at their discretion include additional information which they consider relevant to ensure a full and proper evaluation, provided that the specified maximum 15-page limit is not exceeded.

23. Evaluation Criteria and Weighting

Proposals meeting the mandatory requirements will be evaluated. Your submission should address the following:

- Relevant Capabilities and Experience that would demonstrate the ability of you or your organization to effectively provide the services required;
- Individuals who would be involved in the delivery of services to the DRFM Program, their intended role and their experience and qualifications;
- Length of Term of Contract – January 19, 2021 to December 31, 2022 with provisions for renewal, as may be required;
- The basis for determining Fees and Charges to the DRFM Program for providing the Services.
 - You are asked to identify:
 - The proposed fixed fees and variable charges based on time or other units that you would propose through the term of the contract,
 - If not prescribed specifically, how future increases in fixed fees and variable charges would be determined.

24. Evaluation of Proposals

Each proposal received will be evaluated on the basis listed below. The Town of Drumheller will have the sole and unfettered discretion to award up to the maximum number of points for each criterion listed below.

CRITERIA	WEIGHTING
Knowledge of Drumheller Flood Mitigation Program and local knowledge of issues, constraints, and Community adaptations	30
Availability and Flexibility to perform the services	20
Experience & Qualifications of Firm and Team members	30
Financial Proposal (Rates and Fees)	20

The proponent's responses to these technical requirements will be evaluated using a rating scale of 0 to 5. The rating will then be multiplied by the weighting as specified in the chart above. Each weighted score will be added to arrive at a total score. This scoring will assist the committee in evaluating the proposal but will not be the sole method of evaluation or selection. The fees / salary evaluation will be calculated by taking the lowest Proposal Price divided by each Proponents Proposal Price. The calculated point for each proposal will then be multiplied by the weight indicated in the Evaluation Criteria and Weighting table.

RATING	EXPLANATION
5 - Excellent	Exceeds Requirement/Adds Value
4 - Above Average	Exceeds Minimum Requirements
3 - Average	Meets Minimum Requirements
2 - Below Average	Falls Short of Expectations. Lacking Innovation
1 - Poor	Falls to Meet Minimum Requirements
0 - Non Responsive	Did Not Attempt to Address Requirement

25. Proposal Feedback

All unsuccessful Proponents will be notified within two (2) business days after contract award.

26. Communication

Proponents or bidders are required to ensure that no communication is made by the proponent/bidder or its representatives, including a third party representative employed or retained by it, to promote or oppose any bid/proposal, make any public announcement, or communicate with any news media in any way unless such communication has first been approved by the Town.

27. Key Assumptions

- Basis of Design documents will be provided by the DRM Team in time.
- AutoCAD/AutoDesk and ArcGIS compatible products will be used;
- Documents are provided as Google Docs, MS Word compatible or PDF files

28. Signing Officers

- Chief Resiliency and Flood Mitigation Officer

PROPOSAL SUBMISSION FORM

PROPOSALS THAT ARE UNSIGNED, INCOMPLETE, CONDITIONAL, ILLEGIBLE, OBSCURE, CONTAIN ARITHMETICAL ERRORS, ERASURES, ALTERATIONS OR IRREGULARITIES OF ANY KIND, MAY BE CONSIDERED INVALID.

THE LOWEST, OR ANY EVALUATED PROPOSAL, MAY NOT NECESSARILY BE ACCEPTED. THE TOWN OF DRUMHELLER RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS, OR TO ACCEPT THE PROPOSAL EVALUATED TO BE IN THE BEST INTEREST OF THE TOWN OF DRUMHELLER

THE UNDERSIGNED CONSULTANT HEREBY PROVIDES THE ATTACHED PROPOSAL TO PERFORM THE PROJECT/WORK AS DESCRIBED SUBJECT TO ACCEPTANCE AND SUCCESSFUL NEGOTIATION OF A CONTRACT SUITABLE TO THE TOWN OF DRUMHELLER

CONSULTANT: _____

PRINT NAME OF AUTHORIZED REPRESENTATIVE:

SIGNATURE: _____

DATE: _____

EMAIL: _____

TELEPHONE: _____

APPENDIX A – NON-DISCLOSURE AGREEMENT

INSTRUCTIONS:

To get access to the project reference information as discussed in Sections 4.0 and 5.0, please execute and return the NDA via email to the following email address.:

hazel.jocson@drmprogram.com

The DRFM Office will reply via return email with instructions regarding access to the Reference Google Drive for this RFP.